TOWN OF HARTFORD SELECTBOARD AGENDA
Tuesday, March 18, 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 – 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)
a. Consider the New Application of Putnam's Vineyard, LLC dba Putnam's Vineyard 188 S. Main Street, White River Jct., VT 05001. (3rd Class License)
b. Consider the Renewal Application for Northern Stage, 76 Gates Street, WRJ, VT 05001. (1st Class License)
c. Consider the New Application for Rachel Burge & Matthew Burge d/b/a Honey Child, LLC. 139 Hillridge Rd, White River Jct., VT 05001. (Outside Consumption)
IV. Local Cannabis Control Board: None
V. Order of Agenda (6:14)
VI. Selectboard
1. Public Comment (6:15)
2. Selectboard Comments and Announcements (6:25)
3. Appointments (6:30)
a. Consider the re-appointment of Patricia Stark to the Historic Preservation Commission for a three year term beginning March 18, 2025 and ending March 17, 2028. (current term expired on 3/7/2025)
b. Consider the re-appointment of Jonathan Schechtman to the Design Review Commission for a three year term beginning March 18, 2025 and ending March 17, 2028. (current term expired on 3/7/2025)
c. Consider the re-appointment of Jeff Arnold to the Hartford Tree Board for a three year term beginning March 18, 2025 and ending March 17, 2028. (current term expired on 3/7/2025)
d. Consider the Appointment of Linda Simon Miller to the 250th Commemoration Committee beginning March 18, 2025 and ending September 1, 2027 or before.
4. Town Manager's Report (6:35)
Significant Activity Reports: https://www.hartford-vt.org/Archive.aspx?ADID=505
5. Board Report, Motions & Ordinances
a. Tree Board Update (6:40)
b. Approve Banking Signature Authority (6:50)
- Mascoma Bank
- US Bank

c. Approve Fire Department Strategic Plan and Standards of Cover/Community Risk Assessment (6:55)
d. Approval of Country Lane Erosion Repair (DPW) (7:05)
e. Approval of Better Roads Grant (DPW) (7:15)
f. Public Hearing on Whether to Apply for a VCDP Affordable Housing Grant (7:25)
g. Consider Submission of VCDP Affordable Housing Grant (7:35)
h. Consider Submitting Application for Municipal Planning Grant (7:45)
i. Code of Ethics/Designate Complaint Recipient (7:55)
j. Consider Re-Adoption of Selectboard Rules of Procedure (8:05)
k. Consider Re-Adoption of Selectboard Code of Conduct (8:20)
l. Discuss and Agree on Committee Liaison Assignments (8:35)
VII. Commission Reports (8:50)
VIII. Consent Agenda (8:55)

Approve Payroll Ending: 3/15/2025
Approve A/P Manifest: 3/14/2025 & 3/20/2025
Approve Meeting Minutes of: 2/25/2025 and 3/6/2025

Future Meetings Approved: April 1, 2025; April 15, 2025; April 29, 2025

IX. Executive Session: Contracts/Legal (9:00)

X. Adjourn the Selectboard Meeting (9:15)

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

TOWN OF HARTFORD
MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

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

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: 1/25/25 Applicant(s): Putnam's vineyard, LLC

Doing Business As: Putnam's vine/yard

Business Address: 188 S. Main Street, Unit #40 White River Junction, VT 05001

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

Other Contact Name(s), if applicable: _____

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

Name: Kelsey Jade Rush **DOB:** Nov. 6, 1982

Name: James Whitney Turner, Jr. **DOB:** July 3, 1981

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.*

	Kelsey Rush	25-Jan-25
Licensee's Signature	Printed Name	Date
Licensee's Signature	Printed Name	Date
Licensee's Signature	Printed Name	Date
Licensee's Signature	Printed Name	Date

VERMONT

DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Application ID: DLL - Application - 51402

Application for: Third Class Restaurant/Bar License

Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name:
Putnam's vineyard, LLC

Business Address:
PO Box 1159,
Hartford, Vermont 05001

Phone:
802-899-0405

Email:
krush@putnamsvineyard.com

Business ID:
0405906

Entity Type:

Management Type if LLC:
Member-managed

People Information

- **Person:**
  Kelsey Rush

Business Role:
Member/Manager

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

Phone:

Email:
krush@putnamsvineyard.com

US Citizen?

Political Position

Name: Kelsey Rush

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

- **Person:**
  Kelsey Rush

Business Role:

Email:

Partner

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

Phone:
2154591313

krush@putnamsvineyard.com

US Citizen?
Yes

Political Position

Name: Kelsey Rush

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

- **Person:**
James Turner

Business Role:
Member/Manager

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

Phone:
2154591314

Email:
jameswturnerjr@gmail.com

US Citizen?
Yes

Political Position

Name: James Turner

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

Location/ Premises Detail

Location Name:
Putnam's Vineyard

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

Local Jurisdiction/ Town Clerk:
Hartford

Do you lease this Premises:

Health License:
Food:
Lodging:

Vermont Tax Department:
11219190

Education Details

Student Name:

Training Completion Date:

Kelsey Rush

Wed Oct 09 00:00:00 GMT 2024

Mode of Training:
DLC Online Training

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
Third Class

License Number:
LP-035703

Licensee Name:
Putnam's Vineyard

License Status:
License Active - Ready for Renewal

Licensee Address:
188 South Main Street Unit 110,
Hartford, Vermont 05001

License Start Date:

License End Date:

Documents Attached

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

Payment and Acknowledgement

Signed by:
Kelsey Rush

State of Vermont / DLL Application Fee:
1095.00

Date of Submission:
2025-01-25 17:09:42

State of Vermont / DLL Payment Status:

Local Application Fee:
0

Local Control Payment Status:
false

OCT 0 2 2024

Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 10/2/2024

Re: Liquor Licenses

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

Putnam's Vineyard LLC
PO BOX 1159 Hartford VT

Kelsey Rush

James Turner

Choose an item.

Fire Inspection Report

Hartford Fire Department

Inspection 11930

Inspection

Type	Liquor License Inspection
Status	Completed/Closed
Inspector	Alan Beebe
Unit Number	HFM3
Shift	DFM

Scheduled	02/04/2025 12:00	Scheduled	Beebe
Inspected On	02/11/2025 12:00		
Finished At	02/11/2025 13:00	Inspection Length	1.00
Next Inspection			

Occupant

Occupant Name	Putnams Vineyard
Building Name	Freighthouse
Contact Name	Kelsey Rush
Address	188 S MAIN ST
City, State and Zip	White River Junction, VT 05001-
Phone	802-899-0405

Owner

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

Comments

Liquor License Fire Inspection:
Initial Inspection: 02/11/2025
Final Inspection: Pending
Occupancy Type: Assembly Occupancy
Occupancy Status: GRANTED

All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 603-359-6418 or by email at abeebe@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

Status	Violation	Location
Closed	9.9 - Portable Fire Extinguishers Portable fire extinguishers shall be located, installed, inspected and maintained in accordance with NFPA 1 section 13.6.	Behind Bar

Comments: Extinguisher noted to me not mounted and on the floor. Extinguisher is more than 10 years old.

Required Action: Unit shall have an all purpose fire extinguisher (ABC) Dry Chemical installed. The bottom of the extinguisher needs to be at least 4in off the ground and the top not more than 5ft from the ground.

Closed

210.8(B) - GFCI Outlets
All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in 210.8(A)(1) through (10) shall have ground-fault circuit interrupter protection for personnel. ie (Bathroom,Garage,Outdoors,Crawl spaces,Unfinished basements,Kitchen,Sinks,Boathouses,Bathrooms,Laundry Areas)

210.8(B) Other Than Dwelling Units.
All single-phase receptacles rated 150 volts to ground or less, 50 amperes or less and three-phase receptacles rated 150 volts to ground or less, 100 amperes or less installed in the following locations shall have ground-fault circuit-interrupter protection for personnel.

(1)
Bathrooms

(2)
Kitchens

(3)
Rooftops

Exception: Receptacles on rooftops shall not be required to be readily accessible other than from the rooftop.

(4)
Outdoors

Exception No. 1 to (3) and (4): Receptacles that are not readily accessible and are supplied by a branch circuit dedicated to electric snow-melting, deicing, or pipeline and vessel heating equipment shall be permitted to be installed in accordance with 426.28 or 427.22, as applicable.

Exception No. 2 to (4): In industrial establishments only, where the conditions of maintenance and supervision ensure that only qualified personnel are involved, an assured equipment grounding conductor program as specified in 590.6(B)(3) shall be permitted for only those receptacle outlets used to supply equipment that would create a greater hazard if power is interrupted or having a design that is not compatible with GFCI protection.

(5)
Sinks — where receptacles are installed within 1.8 m (6 ft) from the top inside edge of the bowl of the sink

Exception No. 1 to (5): In industrial laboratories, receptacles used to supply equipment where removal of power would introduce a greater hazard shall be permitted to be installed without GFCI protection.

Exception No. 2 to (5): For receptacles located in patient bed locations of general care (Category 2) or critical care (Category 1) spaces of health care facilities other than those covered under 210.8(B)(1), GFCI protection shall not be required.

(6)
Indoor wet locations

(7)
Locker rooms with associated showering facilities

(8)
Garages, service bays, and similar areas other than vehicle exhibition halls and

Building

showrooms

(9)
Crawl spaces — at or below grade level

(10)
Unfinished portions or areas of the basement not intended as habitable rooms

Comments: Outlests near water source noted as NOT GFCI protected.
- Near expresso bar
- Near laundry

Required Action: All 125-volt, single-phase, 15- and 20- ampere receptacles installed in the locations specified above shall have ground-fault circuit interrupter protection. Replace outlets with GFCI outlets in all noted applicable areas.

Closed

11.5.1.11 - Clothes Dryers

Laundry

Clothes dryers shall be cleaned to maintain the lint trap and keep the mechanical and heating components free from excessive accumulations of lint.

Comments: Clothes Dryer noted to be operational.

Required Action: Please provide documentation of annual cleaning of dryer vent within the past 12 months.

Closed

1:13.3.3.4.1.7.1 - Addressing Changes in Hazards.

Photo Booth

Where changes in the occupancy, hazard, water supply, storage commodity, storage arrangement, building modification, or other condition that affects the installation criteria of the system are identified, the property owner or designated representative shall promptly take steps to evaluate the adequacy of the installed system in order to protect the building or hazard in question. [25:4.1.7.1]

Comments: Roof made up of wire fence and cloth noted to be partially blocking sprinkler pattern

Required Action: Have a certified sprinkler company evaluate to confirm designed sprinkler coverage or remove roof from photo booth.

Closed

4.2.8 - Panelboards and Distribution Equipment (Identification/Marking)

Kitchen

Each disconnecting means for motors and appliances, and each service, feeder, or branch circuit at the point where it originates, shall be legibly marked to indicate its purpose unless located and arranged so the purpose is evident. The marking shall be capable of withstanding the environment involved.

Comments: Knife Switch is not labeled. Unknown what it goes to

Required Action: Label knife switch

Closed

4.5 - Flexible Cords and Cables

dining room

Flexible cords and cables shall not be used as follows:
(1) As a substitute for the fixed wiring of a structure
(2) Where run through holes in walls, ceilings, or floors
(3) Where run through doorways or windows, under carpets, and so forth
(4) Where attached to building surfaces
Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method.

Comments: Extension cord noted going to a lamp next to the window near the stage.

Required Action: Remove all extension cords

Tickler History

Date	Type	Inspector	Narrative
02/11/2025	Emailed Notice	Beebe, Alan	An email was sent to krush@putnamsvinyard Message: Good afternoon Kelsey, Thank you for allowing me to conduct your Liquor License Life Safety Inspection of your business this afternoon.

			Attached is the report from that inspection. Please let me know if you have any questions and when you will be ready for a quick follow-up inspection. Thank you, Alan Beebe, Deputy Fire Marshal Hartford Fire Dept 603-359-6418
03/13/2025	Emailed Notice	Beebe, Alan	An email was sent to krush@putnamsvinyard Message: Thank you for the update on he fire extinguisher. Attached is the updated CLOSED report showing all violations as closed. I will send this report along to the Town for their next selectboard meeting. Thank you for your hard work! Alan Beebe, Deputy Fire Marshal Hartfrod Fire Dept 603-359-6418

Violation Summary

Status	Violation	Location
-		

Tickler History

Date	Type	Inspector	Narrative

Hartford Fire Department
Fire Prevention Division
812 VA Cutoff Rd., White River Jct., VT 05001
Office: 802-295-3232 Fax: 802-295-5143

HARTFORD LIQUOR LICENSE INSPECTION REQUEST

Name of Building or Business: Putnam's vine/yard

Physical location: 188 S. Main Street, Unit #110
(911 address) *number and street name* *city/town* *zip code*
White River Junction , VT 05001

Business Owner Name: Kelsey Rush
Business Owner Phone Number: 215-459-1313

Current Building Owner Name: Execusuite / Ledgeworks

Building Owner Mailing Address: 77 Bank St, Lebanon, NH 03766

Building Owner Phone Number: #802.899.0405

Inspection Requested by: Kelsey Rush

PLEASE SCHEDULE FIRE INSPECTION ONLINE (LINK BELOW)

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

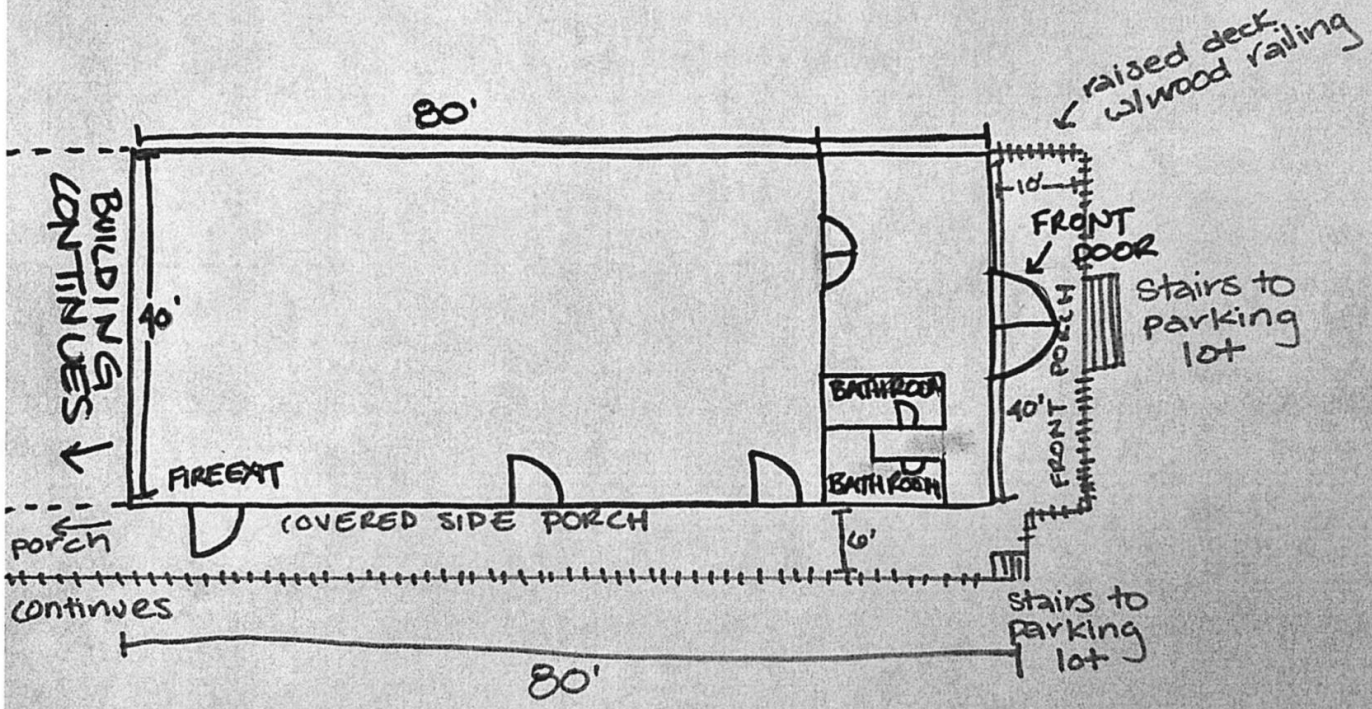
Fee: $125.00
Please make the check out to the Hartford Fire Department
Send this form & check to:
Hartford Fire Department
812 VA Cutoff Rd., White River Jct., VT 05001

This section for office use only

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


Putnam's
VINE/YARD

Putnam's vine/yard
188 South Main Street, Unit 110
White River Junction, VT 05001
802.899.0405
www.putnamsvineyard.com



JAN 15 2025

TOWN OF HARTFORD
MUNICIPAL OFFICES
171 Bridge Street
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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: 1/14/25 Applicant(s): Northern Stage Company

Doing Business As: Northern Stage

Business Address: 76 Gates Street, White River Junction, VT 05001

Telephone Number(s): 802-296-7000 E-mail jsmoller@northernstage.org

Other Contact Name(s), if applicable: _____

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

Name: Jason Smoller, Managing Director **DOB:** 05/16/1987

Name: _____ **DOB:** _____

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 liconsee'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*.

	Jason Smoller, Managing Director	1/14/25
Licensee's Signature	Printed Name	Date
Licensee's Signature	Printed Name	Date
Licensee's Signature	Printed Name	Date
Licensee's Signature	Printed Name	Date

VERMONT

DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Application ID: **DLL - Application - 50921**

Application for: First Class Restaurant/Bar License

Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
Northern Stage Company

Business Address:
76 Gates Street,
Hartford, Vermont 05001

Phone:
802-296-7000

Email:
finance@northernstage.org

Business ID:
0054459

Entity Type:

Management Type if LLC:

People Information

- **Person:**
  Jason Smoller

Business Role:
Business Principal

Business Address:
76 Gates Street,
White River Junction, Vermont, 05001

Phone:
802-296-7000

Email:
jsmoller@northernstage.org

US Citizen?
Yes

Political Position

Name: Jason Smoller

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

- **Person:**
  Milena Zuccotti

Business Role:
Business Principal

Business Address:
76 Gates St,
White River Junction, Vermont, 05001

Phone:
8022967000

Email:
mzuccotti@northernstage.org

US Citizen?

Political Position

Name: Milena Zuccotti

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

- **Person:**
Susan Dicken

Business Role:
Officer/Director

Business Address:
76 Gates St,
White River Junction, Vermont, 05001

Phone:
8022967000

Email:
sdicken@northernstage.org

US Citizen?

Political Position

Name: Susan Dicken

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

- **Person:**
Ryan Klink

Business Role:
Business Principal

Business Address:
76 Gates Street,
White River Junction, Vermont, 05001

Phone:

Email:
rklink@northernstage.org

US Citizen?

Political Position

Name: Ryan Klink

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

Location/ Premises Detail

Location Name:
Barrette Center for the Arts

Location Address:
76 Gates Street,
Hartford, Vermont 05001

Local Jurisdiction/ Town Clerk:
Hartford

Do you lease this Premises:

Health License:
Food:13722
Lodging:

Vermont Tax Department:
MRT-10069833-001

Education Details

Student Name:
Jason Smoller

Mode of Training:
DLC Online Training

Training Completion Date:
Fri Jun 02 00:00:00 GMT 2023

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:
First Class

Licensee Name:
Barrette Center for the Arts

Licensee Address:
76 Gates Street ,
Hartford, Vermont 05001

License Number:
LP-028320

License Status:
License Active - Ready for Renewal

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01614	Map/Area Sketch	LN-024078
D-01615	Other	LN-024078
D-01983	Other	LN-024078
D-03884	Map/Area Sketch	LN-024078
D-03886	Map/Area Sketch	LN-024078
D-04405	Articles of Organization	Northern Stage Company
D-04406	Operating Agreement	Northern Stage Company
D-04407	Health License	Northern Stage Company
D-04408	Proof of Worker Compensation Insurance	Northern Stage Company
D-04409	Federal Employee Identification #	Northern Stage Company
D-04709	Sales and Use tax documents	Northern Stage Company

D-05083	Meals & Rooms Tax Certificate	Northern Stage Company
D-07650	Map/Area Sketch	Northern Stage Company
D-10842	Other	Northern Stage Company
D-11558	Other	Northern Stage Company
D-11563	Map/Area Sketch	LN-024078
D-21764	Other	Northern Stage Company
D-21765	Other	Northern Stage Company
D-21766	Other	Northern Stage Company
D-01029	501(c)3	LN-024078
D-01031	Lease or proof of ownership	LN-024078
D-01032	W-9 tax form	LN-024078
D-01614	Map/Area Sketch	LN-024078
D-01615	Other	LN-024078
D-01983	Other	LN-024078
D-03884	Map/Area Sketch	LN-024078
D-03886	Map/Area Sketch	LN-024078
D-07526	Map/Area Sketch	LN-024078
D-11563	Map/Area Sketch	LN-024078
D-01029	501(c)3	LN-024078
D-01031	Lease or proof of ownership	LN-024078
D-01032	W-9 tax form	LN-024078

Payment and Acknowledgement

Signed by:
Jason Smoller

Date of Submission:
2025-01-14 15:37:44

Local Application Fee:
115

State of Vermont / DLL Application Fee:
115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:
false

Hartford Fire Department

Fire Prevention Division

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

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

HARTFORD LIQUOR LICENSE INSPECTION REQUEST

Name of Building or Business: Northern Stage Company

Physical location:

(911 address) *number and street name* *city/town* *zip code*

76 Gates St, White River Junction, VT 05001

Business Owner Name: Northern Stage Company; Jason Smoller, Managing Director

Business Owner Phone Number: 802-296-7000

Current Building Owner Name: Northern Stage Company

Building Owner Mailing Address: 76 Gates St, White River Junction, VT 05001

Building Owner Phone Number: 802-296-7000

Inspection Requested by: Jason Smoller

PLEASE SCHEDULE FIRE INSPECTION ONLINE (LINK BELOW)

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

Fee: $125.00

Please make the check out to the Hartford Fire Department

Send this form & check to:

Hartford Fire Department

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

This section for office use only

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

VERMONT
DEPARTMENT OF LIQUOR AND LOTTERY

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Jason Smoller

FOR COMPLETING

1st Class Server Training Program 2023

(Final Exam)

COMPLETION DATE	SCORE
June 2, 2023	100%

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

I.D.# **13722**
LICENSE TYPE: **RESTAURANT - SEATING 0-25**

CAPACITY : **24** FEE: **$105.00**

EFFECTIVE DATE: **02/22/2025**

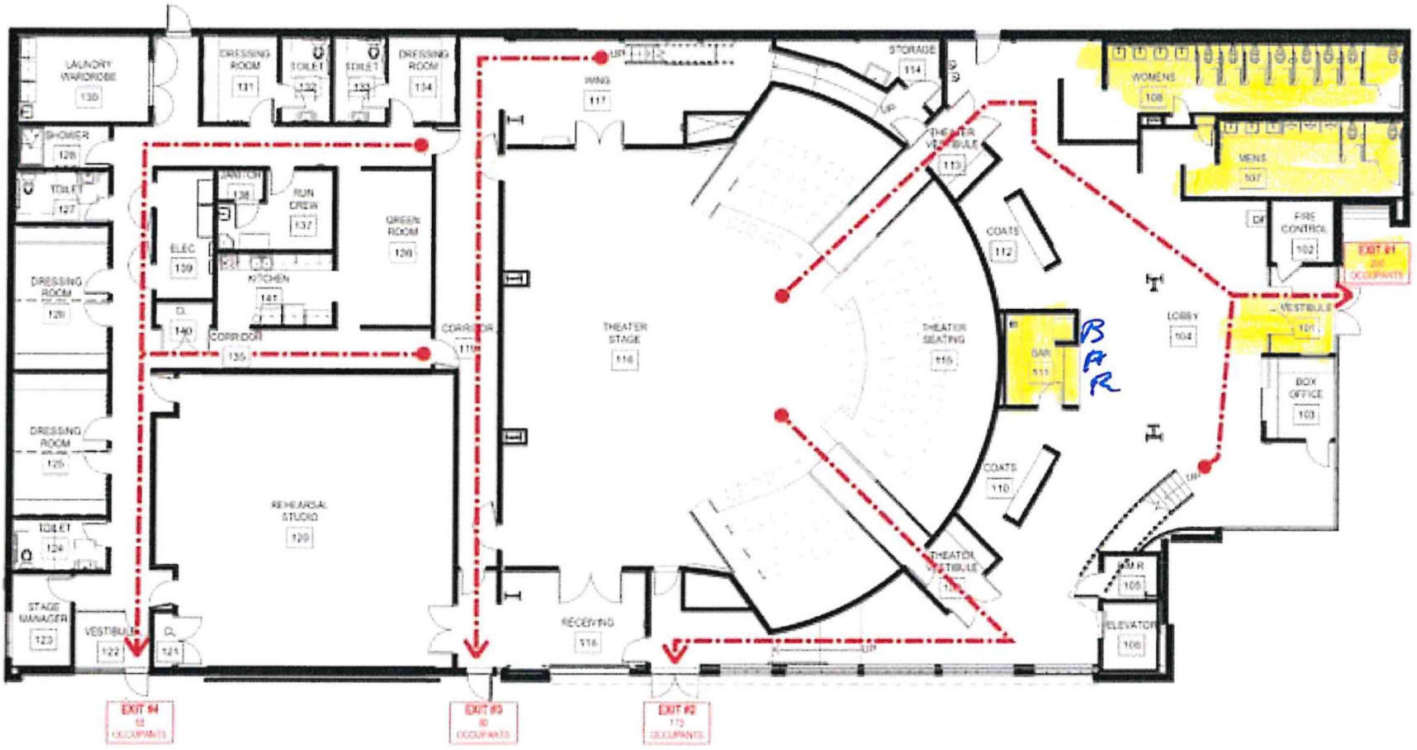
EXPIRATION DATE: **02/22/2026**

ESTABLISHMENT NAME & LOCATION:
NORTHERN STAGE
76 GATES ST
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:
NORTHERN STAGE COMPANY
76 GATES ST
WHITE RIVER JUNCTION, VT 05001

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

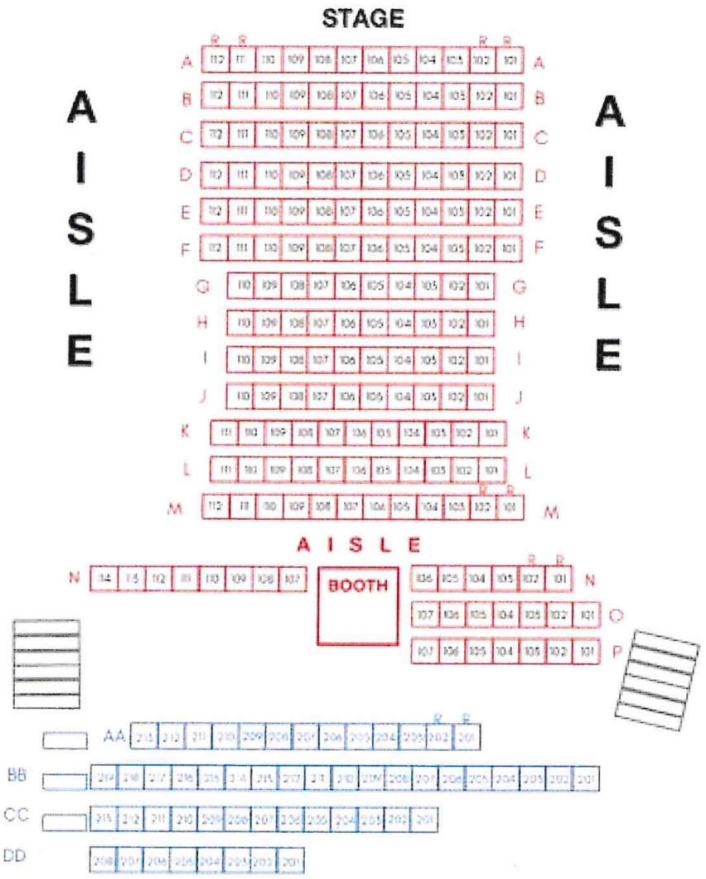


EGRESS PATH DIAGRAM

NORTHERN STAGE

11/23/2016

BreadLoaf Architects Planners Builders


STAGE
A I S L E
A I S L E
A I S L E
BOOTH
AA
BB
CC
DD

Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 01/21/2025

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.

Northern Stage
76 Gates Street White River Junction

Jason Smoller

Choose an item.

Fire Inspection Report

Hartford Fire Department

Inspection 11901

Inspection

Type	Liquor License Inspection
Status	Completed/Closed
Inspector	Alan Beebe
Unit Number	HFM3
Shift	DFM

Scheduled	01/20/2025 12:00	Scheduled	Beebe
Inspected On	01/27/2025 10:00		
Finished At	01/27/2025 10:45	Inspection Length	0.75
Next Inspection			

Occupant

Occupant Name	Northern Stage Theater
Building Name	
Contact Name	Jason Smoller
Address	74 GATES ST
City, State and Zip	White River Junction, VT 05001-
Phone	917-602-4537

Owner

Owner / Company	Northern Stage Company
Contact Name	
Address	76 Gates Street
City, State and Zip	White River Junction, VT 05001-
Phone	802-291-9009

Comments

Liquor License Fire And Life Safety Inspection:
Initial Inspection: 01/27/2025
Final Inspection: (Pending Violations)
Occupancy Type: Assembly
Occupancy Status: (Pending Violations)

Initial Inspection Notes:
All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 603-359-6418 or by email at abeebe@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

Status	Violation	Location

Closed	4.5 - Flexible Cords and Cables Flexible cords and cables shall not be used as follows: (1) As a substitute for the fixed wiring of a structure (2) Where run through holes in walls, ceilings, or floors (3) Where run through doorways or windows, under carpets, and so forth (4) Where attached to building surfaces Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method. Comments: Extension cord noted to he sound system Required Action:Remove all extension cords	Rehearsal Studio
Closed	11.5.1.11 - Clothes Dryers Clothes dryers shall be cleaned to maintain the lint trap and keep the mechanical and heating components free from excessive accumulations of lint. Comments: Clothes dryer noted to be operational Required Action:Please provide documentation of annual cleaning that has been done within the past 12 months.	Laundry
Closed	10.11.1 - Premises Identification New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. 10.11.1.1 * New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. 10.11.1.2 Address numbers shall contrast with their background. 10.11.1.3 Address numbers shall be arabic numerals or alphabet letters. Comments: Address identification noted as not visible from road. Required Action: Building shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. Address number SHALL NOT be less than 4" in size.	Street side of building
Closed	34.4.2.4 - Commodity Clearance (Heating Appliances) The clearance between stored materials and unit heaters, radiant space heaters, duct furnaces, and flues shall not be less than 3 ft (0.9 m) in all directions or shall be in accordance with the clearances shown on the approval agency label. Comments: Combustibles noted stored in close proximity of heater Required Action:Remove combustibles from storage room and have 36" o space from any other storage.	Hot Water Heater
Closed	55:7.1.9.4 - Securing Compressed Gas Cylinders, Containers, and Tanks Compressed gas cylinders, containers, and tanks in use or in storage shall be secured to prevent them from falling or being knocked over by corralling them and securing them to a cart, framework, or fixed object by use of a restraint, unless otherwise permitted by 7.1.9.4.1 and 7.1.9.4.2. Comments: Pressurized Helium tank noted to be stored without safety cap and without securing device to prevent falling over. Required Action:Add safety cap when not in use. Secure tank to a wall	Crew Room
Closed	210.8(B) - GFCI Outlets All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in 210.8(A)(1) through (10) shall have ground-fault circuit interrupter protection for personnel. ie (Bathroom,Garage,Outdoors,Crawl spaces,Unfinished basements,Kitchen,Sinks,Boathouses,Bathrooms,Laundry Areas) 210.8(B) Other Than Dwelling Units.	Paint room

All single-phase receptacles rated 150 volts to ground or less, 50 amperes or less and three-phase receptacles rated 150 volts to ground or less, 100 amperes or less installed in the following locations shall have ground-fault circuit-interrupter protection for personnel.

(1)
Bathrooms

(2)
Kitchens

(3)
Rooftops

Exception: Receptacles on rooftops shall not be required to be readily accessible other than from the rooftop.

(4)
Outdoors

Exception No. 1 to (3) and (4): Receptacles that are not readily accessible and are supplied by a branch circuit dedicated to electric snow-melting, deicing, or pipeline and vessel heating equipment shall be permitted to be installed in accordance with 426.28 or 427.22, as applicable.

Exception No. 2 to (4): In industrial establishments only, where the conditions of maintenance and supervision ensure that only qualified personnel are involved, an assured equipment grounding conductor program as specified in 590.6(B)(3) shall be permitted for only those receptacle outlets used to supply equipment that would create a greater hazard if power is interrupted or having a design that is not compatible with GFCI protection.

(5)
Sinks — where receptacles are installed within 1.8 m (6 ft) from the top inside edge of the bowl of the sink

Exception No. 1 to (5): In industrial laboratories, receptacles used to supply equipment where removal of power would introduce a greater hazard shall be permitted to be installed without GFCI protection.

Exception No. 2 to (5): For receptacles located in patient bed locations of general care (Category 2) or critical care (Category 1) spaces of health care facilities other than those covered under 210.8(B)(1), GFCI protection shall not be required.

(6)
Indoor wet locations

(7)
Locker rooms with associated showering facilities

(8)
Garages, service bays, and similar areas other than vehicle exhibition halls and showrooms

(9)
Crawl spaces — at or below grade level

(10)
Unfinished portions or areas of the basement not intended as habitable rooms

Comments: GFCI outlets NOT noted in these areas:

- Sinks (wall across from sink)

Required Action:All 125-volt, single-phase, 15- and 20- ampere receptacles installed in the

locations specified above shall have ground-fault circuit interrupter protection. Replace outlets with GFCI outlets in all noted applicable areas.

Closed	11.1.8 - Covers (Electrical) All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use. Comments: Outlet cover noted as missing Required Action:Add outlet cover	Upper Lobby

Tickler History

Date	Type	Inspector	Narrative
01/27/2025	Emailed Notice	Beebe, Alan	An email was sent to jsmoller@northernstage.org Message: Good afternoon Thank you for allowing me to conduct the Fire and Life Safety inspection this morning as part of your liquor license renewal Attached is the report from that inspection. Please let me know if you have any questions. Also, please let me know when you would be ready for a quick follow up inspection in order to close the inspection out. Thank you Alan Beebe, Deputy Fire Marshal Hartford Fire Dept 603-359-6418

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: RACHEL BURGE **DOB:** 6/05/81

Name: MATTHEW BURGE **DOB:** 7/22/80

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	Printed Name	Date
	Rachel Burge	1/28/25
	MATTHEW BURGE	1/28/25

VERMONT

DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Application ID: DLL - Application - 54422
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name:
Honey Child

Business Address:
PO Box 304,
Hartford, Vermont 05047

Phone:
(603) 667-6379

Email:
info@honeychildco.com

Business ID:
0434004

Entity Type:
Limited Liability Corporation

Management Type if LLC:
Member-managed

Foundational License (if applicable)

License Type:

Licensee Name:

Licensee Address:

,
,

License Number:

License Status:

License Start Date:

License End Date:

Event Contact/s

Person:

Business Role:

Business Address:

,
, ,

Phone:

Email:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense

Event Premises Details

Location Name:
139 Hillridge Rd

Location Address:
139 Hillridge Road,
Hartford, Vermont 05001

Local Jurisdiction/ Town Clerk:
Hartford

Start date and time of event

End date and time of event

Approximate Number of Persons Expected

Describe the type of event/ OCP Area:
The area is a paved, surrounded by flower gardens and a building. The size will be roughly 30ft by 30ft and we intend to stake and rope off the area to add further clarity.

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:

Date and time of Submission:
2025-02-28 18:07:53

Local Application Fee:
0

State of Vermont / DLL Application Fee:
20.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:
false

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

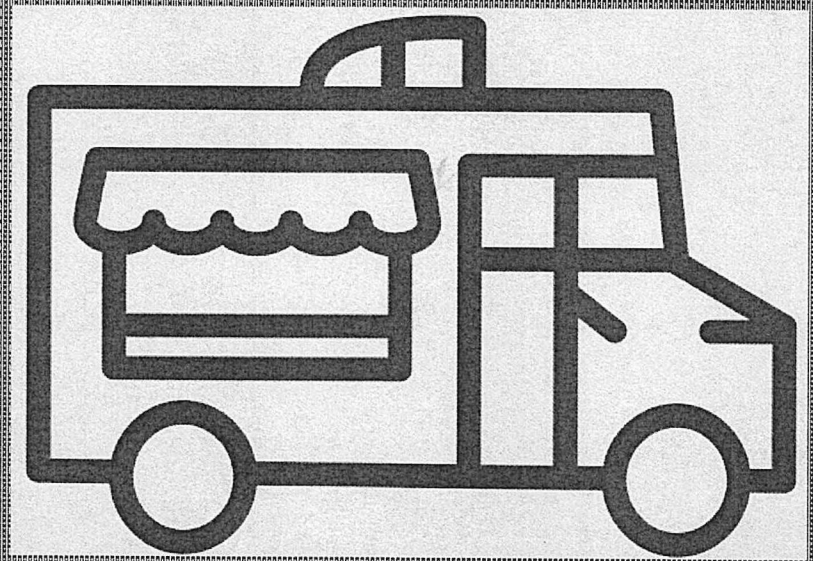
Must obtain a 1st and/or 3rd Class License and meet all license requirements.

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.

VERMONT

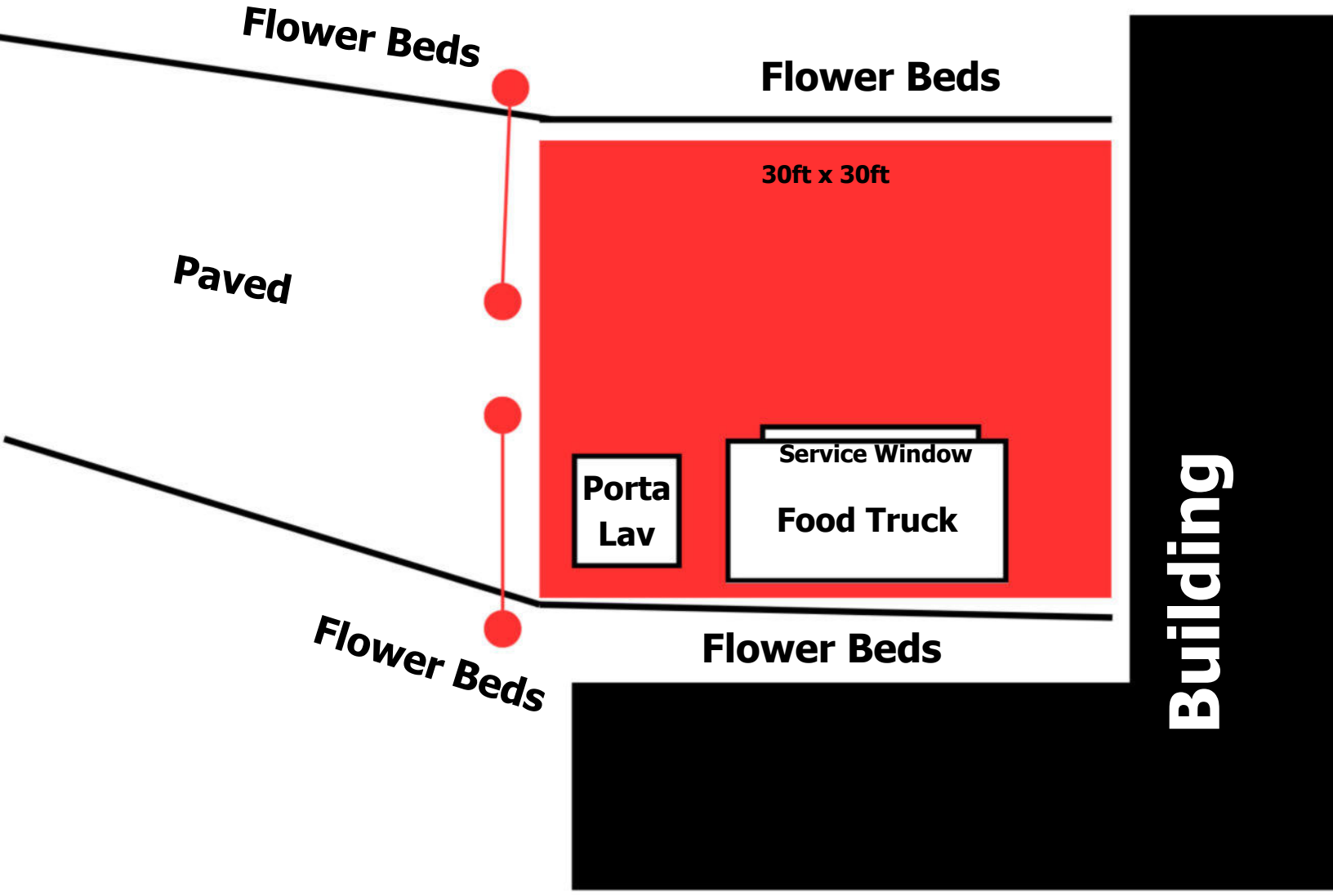
DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Rev 2/25/22

Plan for
Outside Consumption Area

= Rope Barrier

= Consumption Area



3/18/2025

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___ appointment(s) or X re-appointment to: Historic Preservation Comm.

I. APPLICANT DATA:

Name: Patricia A. Stark
Address: [redacted]
WRJct VT 05001
Telephone: (Home) [redacted] (Work) N/A (Other) ___
Email Address: [redacted]
How long have you been a Hartford resident? since 1986
Are you a registered voter? Yes

II. EDUCATION:

High School: Bridgton, ME Year Graduated: 1968
College 1: University of Maine, Orono Degree Earned: BA
Course of Study: Anthropology Year: 1972
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
Town of Hartford	1987-2017	Listers Info Clerk	

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? 1 any evening

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Liason w. The Hartford Historical Society
general Knowledge of Town History

c. What are your past experiences in Municipal, State or Federal Government?
Listers Clerk
Preservation Commission

d. What civic or social organizations have belonged to and what positions did you hold?
Girl Scouts - Leader - Trainer
Holiday Baskets - volunteer & director
Historical Society - Curator

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?
Cemeteries Educate citizens re value of our Historic resources

f. What might some solutions be?
Create a Cemetery Commission

g. Other hobbies/interests:

V. REFERENCES: (Please list three)

Name: Judy C. Barwood Telephone: [redacted]

Name: JoAnn Ells Telephone: [redacted]

Name: Matt Osborn Telephone: [redacted]

Pat [redacted]
APPLICANTS SIGNATURE

2/19/2025
DATE

exp. date 3/1/2025
3/18/2025 s/b mtg.

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or X re-appointment to: DESIGN REVIEW

I. APPLICANT DATA:

Name: JONATHAN SCHECHTMAN
Address: 97 WATERMAN HILL ROAD
QUECHEE VT 05059-0677
Telephone: (Home) [redacted] (Work) [redacted] (Other) ___
Email Address: [redacted]
How long have you been a Hartford resident? 40 YEARS
Are you a registered voter? YES

II. EDUCATION:

High School: KINGSWOOD SCHOOL Year Graduated: 1966
College 1: UVM Degree Earned: BA
Course of Study: EDUCATION Year: 1970
College 2: PENN STATE Degree Earned: ~~[illegible]~~ M. ED
Course of Study: ART ED Year: ~~[illegible]~~ 1973
UVM HISTORIC PRESERVATION M.S 1981

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
MEETING HOUSE FURNITURE RESTORATION	1983-2025	OWN	MGR RUN BUSINESS

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? ALL DAYS EVENINGS OKAY

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I HAVE A GRADUATE DEGREE IN HISTORIC PRESERVATION FROM UVM

c. What are your past experiences in Municipal, State or Federal Government? I HAVE BEEN ON THE TOWN HISTORIC PRESERVATION COMMITTEE FOR OVER 25 YEARS

d. What civic or social organizations have belonged to and what positions did you hold? QUECHEE CHAMBER - DIRECTOR
QUECHEE LIBRARY - CHAIR
MASONS

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? ENCOURAGE THOUGHTFUL DEVELOPMENT

f. What might some solutions be? INFORMING THE PUBLIC

g. Other hobbies/interests: FISHING, SKIING, BOATING

V. REFERENCES: (Please list three)

Name: LORI HIRSHFIELD Telephone: [redacted]

Name: DAVID SCHUTZ Telephone: [redacted]

Name: KATE SCHALL Telephone: [redacted]

APPLICANTS SIGNATURE DATE

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

ADVISORY BOARD/COMMISSION (RE)-APPOINTMENT APPLICATION

Application for appointment(s) or re-appointment: Tree Board

I. APPLICANT DATA:

Name: Jeff Arnold

Address: 1187 Christian St, White River Junction, Vt. 05001

Telephone: (Home) [redacted] (Work)_____ (Other) Cell: 802 356 0590

Email Address: a[redacted]

How long have you been a Hartford resident? Since 1998

Are you a registered voter? Yes

II. EDUCATION:

High School: Woodstock Vt. Year Graduated: 1971

College 1: Antioch and UVM Degree Earned: BS,

Course of Study: Wildlife Biology and Film Production Year:1977

College 2: School for International Training Degree Earned: Masters Degree

Course of Study: International Administration and non-profit management techniques
Year: 1992

College 3: Community College of Vermont Degree Earned: Associates in Early Childhood Education
2005

III. WORK HISTORY:

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

Self-employed Construction Management in New York City 1980s

International Rescue Committee, International Organization of Migration, Madera and Deutche Welterhungerhilfe Managing projects in agriculture, repatriation, water supply and sanitation in Afghanistan 1990s

Geographic Data Technology digital mapmaker 1998-2001

Owner of Licensed Childcare Facility Admin, Reporting, Teaching, Maintenance, Accounting 2001- present

IV. PROFESSIONAL EXPERIENCE:

a. **If you were appointed to a board or commission which meets 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? Currently my nights are open

b.

c. **Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?** College Dendrology and Forestry courses and practice at tree identification, 40 years managing different projects and have served on the Tree Board for six years

d.

e. **What are your past experiences in Municipal, State or Federal Government?** __School Board member from 2010 to 2014

f.

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

Hartford Rec Dept soccer coach for 3rd-5th graders, T-ball coach, Chair and Treasurer of Tree Board,

h. **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?** _____Plant trees along our thoroughfares and around developments and to better acquaint the community with the tree species around us and to manage for infestation like EAB that is expected to kill all our ash trees. Raise awareness about the carbon sequestration and storage of trees.

f. What might some solutions be? Make sure that that the Planning Commission requires the planting of trees and shrubs around parking lots even existing ones that change owners.

g. Other hobbies/interests: Photography, video production, hiking, skiing, raising children, kayaking, bicycling, writing, politics, tree identification, gardening

V. REFERENCES: (Please list three)

Name: Ron Dwinell_____ Telephone: [redacted]_____

Name: Hilde Ojibway_____ Telephone: [redacted]_____

Name: Clare Forseth_____ Telephone: [redacted]_____

APPLICANTS SIGNATURE DATE

[redacted] 2/25/25

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

ADVISORY BOARD/COMMISSION APPLICATION

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

I. APPLICANT DATA:

Name: Linda Simon Miller
Address: [redacted]
White River Jct VT 05001
Telephone: (~~Home~~ Cell) [redacted] (Work) _____ (Other) _____
Email Address: [redacted]
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: B.S.A.
Course of Study: Secretarial Science Year: 1978

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

III. WORK HISTORY:

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

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 shortly 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 those 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 the Hartford Library and Secretary of the West Hartford Library.

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 Shaffie Telephone: [redacted]

Name: Dawn DeFelice Telephone: [redacted]

Name: Judy Barwood Telephone: [redacted]

Linda Simon Miller 1/23/2025

APPLICANTS SIGNATURE DATE

RECEIVED
JAN 23 2025
By

Town Manager's Report

March 18, 2025

Town Meeting Cycle Recap

I am pleased to report that the Town's voters approved the Town's proposed FY2026 General Fund budget and added $13,500 to it in the form of an increase to the BCA per-meeting compensation from $50 to $100 for a four-hour shift, or any portion thereof. This extra $13,500 will be factored in by the Finance Director and the Selectboard in July when tax rates are set.

The voters approved the use of Local Option Tax revenues on hand from the rooms, meals and alcohol taxes to purchase needed replacement vehicles for the Parks & Rec Department, the Department of Public Works and the Police Department and for the purchase of new Jaws of Life vehicle extrication tools for the Fire Department.

The voters also voted to adopt a one-percent Local Option Sales Tax, which the State's Department of taxes has confirmed will be implemented to start on July 1, 2025. For anyone with questions about how this new local sales tax might affect your Hartford business, please contact the Vermont Department of Taxes. Their number for sales tax related matters is (802) 828-2551. On the Department of Taxes website, there is a helpful three-page document explaining how the State administers local option sales taxes. There is also helpful information posted on the Finance page of the Town website.

Selectboard Meeting Schedule

The last full meeting of the Selectboard was on Tuesday, February 25.

There was a Selectboard Organizational meeting on Thursday, March 6, at which Mary Erdei was elected to serve as Chair, Mike Hoyt as Vice Chair and Ashley Andreas as Clerk.

Let me take this opportunity to welcome the new members of the Selectboard. I plan to reach out to each of you to invite you to meet with me over coffee or lunch to get better acquainted and to give us a chance to discuss your priorities for your service on the Selectboard.

Clerical Workers' Union

There was in introductory meeting between the Clerical Worker's Union and the Town's management team on Wednesday, February 26. A business meeting at which the Union laid out some of its proposals took place on Friday, March 7. The next meeting will take place on March 28. The Town Manager will inform the Selectboard about these negotiations in Executive Session periodically.

Police Chief Reception

The Town will celebrate the elevation of Connie Kelley to Hartford's Police Chief at a reception to be held in her honor on Tuesday, March 25, from 5:00 pm to 7:00 pm at the Public Safety Complex. All residents and well-wishers are welcome to attend!

Highway Foreman Retirement

Chip Haley, who served the Town, the DPW and Town residents well for 33+ years, has retired. We will miss him and wish him a healthy and happy retirement. The DPW is working hard to recruit a successor as Highway Foreman.

Code of Ethics Investigation and Enforcement Ordinance

The Town's Code of Ethics Investigation and Enforcement Ordinance, adopted by the Selectboard on January 7, 2025 has become law, as the 60-day period for any petitions to the contrary has elapsed without action.

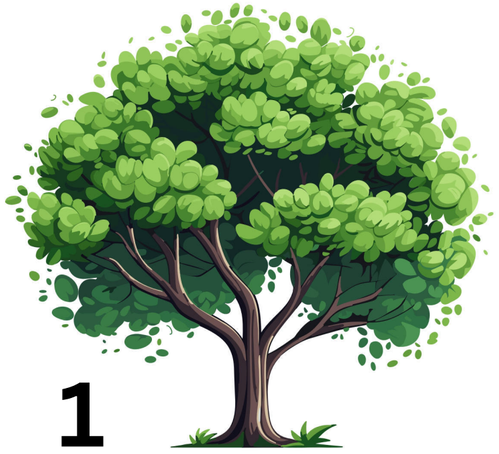

Hartford Tree Board
2024

Planting Activities

In 2023, Communities Caring for Canopy matching grant was accepted by Vermont Urban & Community. In 2024, the grant supported several of the Board's planting activities.



78
Nursery Rootstock



1
Memorial Tree

Japanese Knotweed

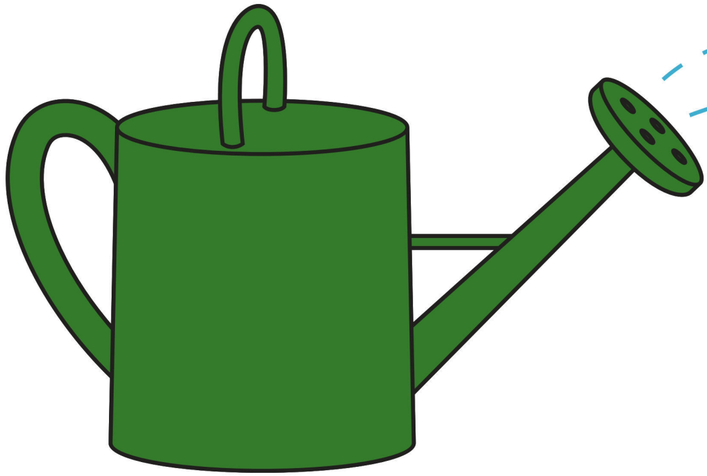


300
Sqft Invasives



20
Trees

40
Shrubs



Vision Activities

The Tree Board's vision is to initiate an energetic community tree stewardship program, to promote education, tree plantings, maintenance, and ecological awareness, and to enhance the visual beauty of the Town of Hartford through the redevelopment of an historic tree canopy.



3

Tree Walks

Mix & Mingle

Environmental Stewardship

TREE CITY USA®

Conference

VT Urban & Community Forestry

Tree Sale

Arbor Day Sale

Lyman Pt Park

Memorial Tree



Workdays: Planting & Maintenance



Tree Walk Destination



Lyman Pt Park Workday











Education

01 **5/18 Tree Walk**

Veterans Administration

02 **8/24 Tree Walk**

Hartford Point Cemetary

03 **11/1 Tree Walk**

Lyman Point Park

Hartford Pt. Cemetary







Board Members



Jazmin Guyette, Chair



Mike Copp, Vice Chair



Clare Forseth, Secretary



David Barrell, Treasurer



Jeff Arnold, Tree Warden



Leif Smedman



Alan Haehnel

2025 Focus

TREE CITY USA®

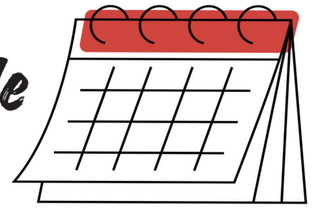






1 Education

2 Arbor Day Sale



3 Grant Opportunities

4 Community Involvement


Thank You

AGENDA
MEMORANDUM

March 18, 2025
Town Selectboard Item:
Submitted by:
Gail Ostrout, Finance Director

Subject: **Signatory Authority for the Mascoma Bank**

Background: On 1/23/24 Board Chair Mike Hoyt was added as the second authorized individual for the depository accounts held with Mascoma Bank. This change was made based on the recommendation of the audit firm to ensure if the Town Treasurer was unavailable there would be a second individual to execute documents for the town.

Discussion: The reorganization of the selectboard on 3/6/25 requires the second authorized signatory for Mascoma Bank on deposit accounts to be updated. Remove Mike Hoyt as Board Chair and add Mary Erdei.

Financial Impact: N/A

Recommendation: The Selectboard authorizes Mascoma Bank to remove **Michael Hoyt** from all depository accounts and to add **Board Chair -Mary Erdei**

AGENDA
MEMORANDUM

March 18, 2025
Town Selectboard Item:
Submitted by:
Gail Ostrout, Finance Director

Subject: **Signatory and Call Back Authority for the Vermont Bond Bank and US Bank**

Background: Vermont Bond Bank and US Bank reimbursement requests and call backs require authorization of individuals by the select board.

Discussion: The Vermont Bond Bank and US Bank have updated their procedures for reimbursement requests and call backs requiring and updated list of individuals authorized by the select board.

Financial Impact: N/A

Recommendation: The Selectboard authorizes the following individuals for Vermont Bond Bank and US Bank reimbursement requests and call backs:

For Signatory on Reimbursements:

Mary Erdei -Board Chair, Michael Hoyt -Vice Board Chair, Joseph Major -Town Treasurer, John Haverstock -Town Manager

For Call Backs:

Gail Ostrout -Finance Director

Florentina Rollins -AP & Payroll Manager

Kerri Thebodo -Finance Specialist

Attachments: Vermont Bond Bank and US Bank reimbursement requests and call backs Authorized Individuals for the Town of Hartford, VT

AUTHORIZED SIGNER(S) CERTIFICATE

I, Michael Hoyt , a duly elected acting Board Chair of Town of Hartford, a(n) Vermont Municipality, do hereby certify that the following has/have been appointed as (an) Authorized Signer(s), at the date hereof, and are authorized to act on behalf of the above Institution in matters relating to all current and future outstanding Vermont Municipal Bond Bank (d/b/a Vermont Bond Bank) Bonds.

I also certify that the signatures opposite their names are the signatures of such individuals.

Name (First, middle [as applicable], last)	Title (list multiple titles if applicable)	Contact Information	Specimen Signature
Michael Hoyt	Vice Board Chair	802-295-9353 mhoyt@hartford-vt.org	
Joseph Major	Town Treasurer	802-295-3002 jmajor@hartford-vt.org	
John Haverstock	Town Manager	802-295-9353 jhaverstock@hartford-vt.org	
Mary Erdei	Board Chair	802-295-9353 m.erdei@hartford-vt.org	

Call Back Designee(s) Only, if applicable (To be called first for any required payment instruction verification):

Name (First, middle [as applicable], last)	Title (list multiple titles if applicable)	Contact Information
Gail Ostrout	Finance Director	802-295-3002 gostrout@hartford-vt.org
		802-295-9353

Florentina Rollins	AP & Payroll Manager	frollins@hartford-vt.org
Kerri Thebodo	Finance Specialist	802-295-9353 kthebodo@hartford-vt.org

Witness my signature on this 4th day of February, 2025

_____

(Signature of Authorizing Person)

(Note: If there are multiple individuals identified as Authorized Signers, one of those same individuals may execute the form as the "Authorizing Person". If there is a single individual named as an Authorized Signer, the "Authorizing Person" must be an individual that is not the named Authorized Signer.)

BANK USE ONLY

Notification Type:	☐ **Origination / Onboarding** ☐ **Certificate Update**
Name and Phone Number used for Call Back:	**Name:**_____ **Phone Number:**_____
Source of On File Phone Number used:	**Source:**_____
Date and Time Call Back Completed:	**Date:**_____ **Time:**_____
Name of Employee Receiving Request:	**Name:**_____
Name of Employee Completing Call Back: **(other than recipient of request)**	**Name:**_____

AGENDA MEMORANDUM
March 18, 2025
Town Selectboard Meeting Item: 5. c.
Submitted by: Scott Cooney, Fire Chief

Subject: **Adoption of HFD Strategic Plan and Standards of Cover/Community Risk Assessment**

Background: The fire department recently completed the process of accreditation through the Center from Public Safety Excellence and is scheduled to appear before the Commission of Fire Accreditation International (CFAI) on April 1, 2025, in Orlando, FL. Accredited agencies are often described as being community-oriented, data-driven, and outcome-focused. They exemplify organizations that are strategic-minded and well-organized, are properly equipped, staffed, and trained. We hope to be approved before the Commission at their meeting.

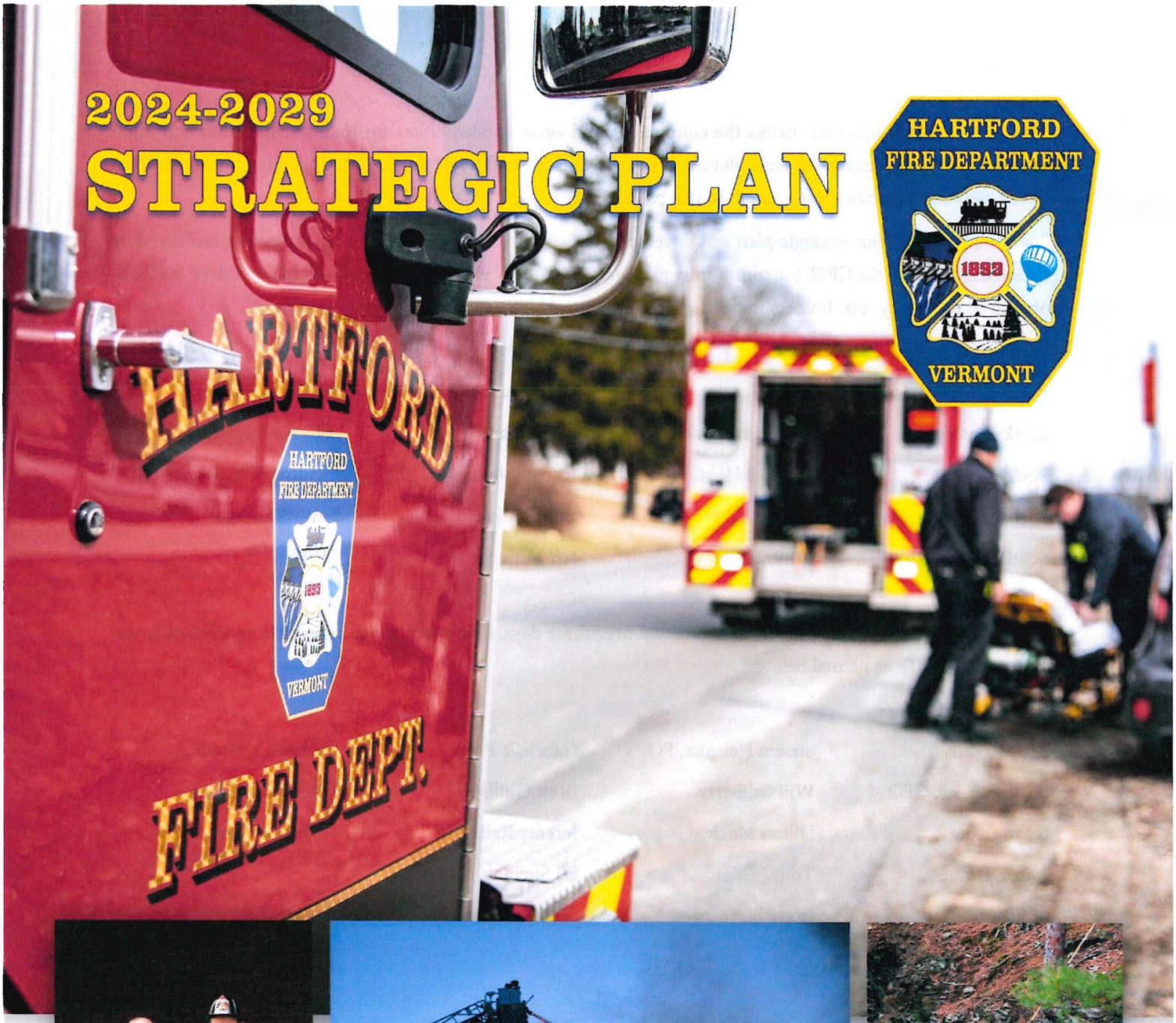
Discussion: Agency accreditation is an international recognition of achievement. It shows our community that our agency continually self-assesses, looks for opportunities for improvement, and is transparent and accountable through the application of a true third-party verification and validation process. Two parts of the accreditation process include development of our strategic plan and a standards of cover/community risk assessment. The strategic plan was developed in February 2024 and involved members of the department and the community. The Standards of Cover/Community Risk Assessment was completed in September of 2024 and outlines how we respond to risks in the community and sets benchmark performance standards.

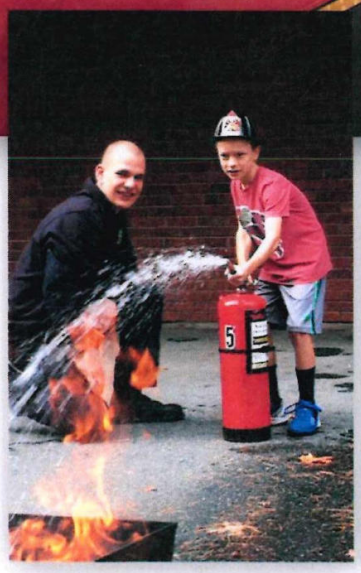
Recommendation Motion: I moved to adopt the 2024-2029 Hartford Fire Department Strategic Plan and the 2024 Hartford Fire Department Standards of Cover/Community Risk Assessment.

Attachments:
2024 HFD Strategic Plan
2024 HFD Standards of Cover/Community Risk Assessment

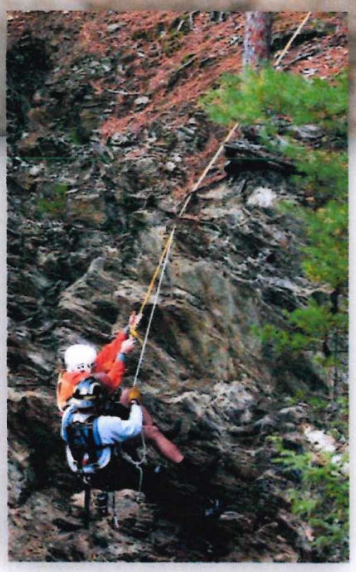
2024-2029
STRATEGIC PLAN

HARTFORD
FIRE DEPARTMENT
1893
VERMONT









Facilitated by

CPSE | Center for Public Safety Excellence

The CPSE acknowledges and thanks the community and agency stakeholders for their participation and input into this community-driven strategic planning process. The CPSE also recognizes Fire Chief Scott Cooney and all who participated for their commitment to this process.

This community-driven strategic plan was developed in February 2024, beginning with a meeting facilitated by representatives from the CPSE for community members, as named below. The community stakeholders' feedback considered by agency stakeholders in developing this strategic plan can be found in Appendix A.

Community Stakeholders

Patrick Autilio	Scott Hausler	Doug Kussius	Michael Redmond
Mark Bradley	John Haverstock	Sarah Lemieux	Ally Tufenkjian
Becky Chollet	Michael Hoyt	Joseph Major	Landon Wheeler
Barbara Farnsworth	Brian Kelley	Brett Mayfield	Emily Zanleoni
Scott Farnsworth	Connie Kelley	Jeff Moreno	

The agency stakeholder work sessions, conducted over three days, involved a group representing a broad cross-section of the HFD, as named below.

Agency Stakeholders

Troy Collins	Shawn Hannux, FO	Gabrielle Poole	Michelle Wheatley
Scott Cooney, CFO	Will Laliberty	Brett Quillia	Mitch White
Jason Czora	Dillon Mock	Jeremy Ratta	Taylor Wilkins
Aaron Dotter	Tom Peltier	Eli Snelling	
Ian Duffy	Cody Place	Sean Spencer	

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Message from the Fire Chief



The Hartford Fire Department previously developed a cohesive, five-year plan to guide our efforts and resources toward a vision of being an emergency response service with high standards.

As we reflect on these five years, we see that we have accomplished a great deal. Our standards are high, our core values guide our efforts on behalf of the communities we serve, and we have worked diligently to institute an efficient operations core that allows us to learn from our experience; we are the only rescue service in the state of Vermont accredited by the Commission of Fire Accreditation International. The Hartford Fire Department is a very strong response team.

Times change. As we scan our environment and pay attention to the shifting needs in our communities, we find that we are a long way removed from the traditional fire department that fights fires and responds to automobile accidents. We now respond to the shifting demographics in the state and our region, which includes significant increases in first response calls for our aging population, people with substance use disorders, and mental health emergencies, and we must respond to the impacts of climate change that bring large-scale risks to our towns. These are mandated and necessary services, and we must adapt to continue to evolve in our understanding of what an emergency service continuum of services truly means and to be ever-more prepared to be as reliable and professional as ever.

We embrace that challenge. Five years ago, we set our sights on being better. Today, we challenge ourselves to be the best in our region. This strategic plan seeks to leverage the accomplishments we have made and lead the way in many aspects of our field. If you are reading this as a customer, a volunteer, a community member or stakeholder, a funder, or a colleague in this industry, we invite you to learn more about who we are as a full-service emergency response team and learn how we might partner in new ways to fulfill the ambition and potential we have.

On behalf of all at the Hartford Fire Department, a heartfelt thank you to all who participated and informed our work on this project. To all readers and friends of the department, thank you for your support and interest, and we look forward to hearing from you.

Scott Cooney, CFO
Fire Chief
Hartford Fire Department

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Introduction

The community serviced by the Hartford Fire Department (HFD) receives high levels of professionalism and efficiency from the agency's proactive approach to risk reduction and emergency mitigation. As such, the HFD contracted with the Center for Public Safety Excellence® (CPSE®) to facilitate a community-driven strategic plan. The process utilized by CPSE aligns with the Commission on Fire Accreditation International®'s (CFAI®) fire and emergency services accreditation model but also considers all parameters prescribed by the authority having jurisdiction.

CPSE's approach to community-driven strategic planning gathers feedback and input from community and agency stakeholders while focusing on future change beyond the status quo. Beliefs, concepts, current processes, and values were among the many pieces considered and questioned to bring this planning document to reality. The HFD exhibited a commitment to the implementation and execution of this plan to become more efficient and effective in alignment with its community.

Process

Understanding what the customer desires is vital to the success of any organization. In this case, the customer is the community that the Hartford Fire Department serves. This applies even if the service organization is a governmental entity. Community-driven strategic planning ensures the community remains a focus of the organization's direction and community feedback is at the heart of all deliberations and development of this strategic plan.

The process of community-driven strategic planning and the plan itself represents the embrace of transition away from how an organization has always done things, seeking to find efficacies and outcomes based on change. The community-driven strategic plan provides a management roadmap built on a shared vision and structured for measurable results. With the involvement of a diverse group of agency stakeholders, the Hartford Fire Department's community-driven strategic plan encompasses various experiences, perceptions, and perspectives that can also work to build more internal organizational symbiosis. For the desired, measurable results to be realized, the process and the strategic plan must focus on substance, not form. Only then can the HFD truly benefit from the process and realize its ultimate vision.

Community Stakeholder Findings

- ✓ Identify, from the community perspective, things the agency should and should not change.
- ✓ Identify the community's expectations for the agency, concerns about or for the agency, and aspects the community views as strengths or positives.
- ✓ Define the programs provided to the community.
- ✓ Establish the community's prioritized view of the programs and services provided by the agency.



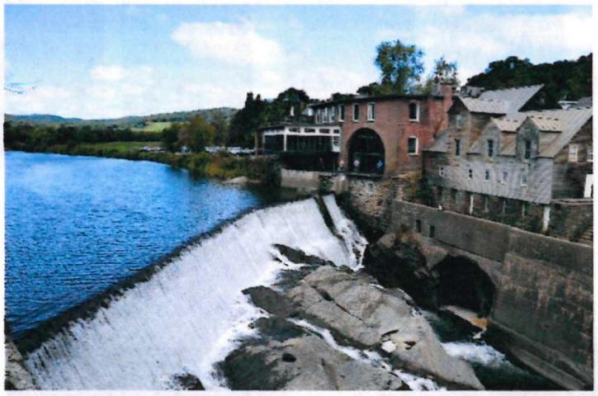
Community Stakeholders Work Session

Agency Stakeholder Work

- ✓ Identify the agency's strengths, opportunities, aspirations, and results.
- ✓ Revisit the mission statement, giving careful attention to the services and programs currently provided and which logically can be provided in the future.
- ✓ Revisit the values of the agency's membership.
- ✓ Revisit the agency's current vision, considering the consensus built from the strengths, opportunities, aspirations, and desired results.
- ✓ Identify the agency's challenges, service gaps, and causal effects through a thematic sifting process.
- ✓ Determine, by consensus, strategic initiatives for outcome-based organizational improvement.
- ✓ Develop strategic goals, SMART objectives with relative timelines, and comprehensive critical task concepts focusing on outcomes.

Agency Background

The Town of Hartford, Vermont's origin links back to when it was chartered in 1761 by the governor of the State of New Hampshire and was named after Hartford, Connecticut. The history of the town centered around its rivers as a transportation system first used by the native population. The transportation system theme continued with the railroad industry and then the interstate highway system that again followed the rivers to maintain the town's transportation system.



The town is located in Windsor County, Vermont, and encompasses five unincorporated villages: Hartford, Quechee, West Hartford, White River Junction, and Wilder. Today, the town continues to thrive with an estimated population, according to the census in 2022, that is just shy of 11,000 residents who call this quaint town home.

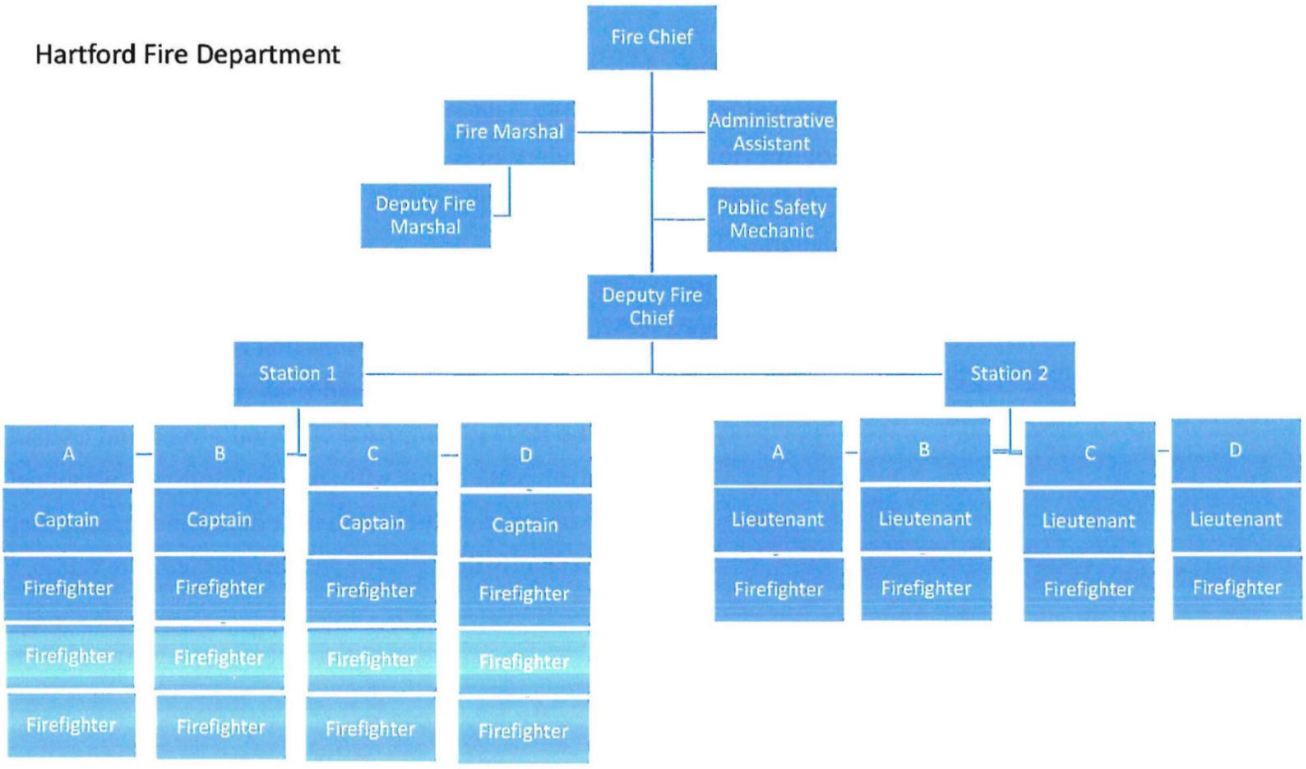
The Hartford Fire Department's (HFD) beginning dates back to 1893 in the White River Junction village area with the formation of Fire District No. 1. In 1915, Fire District No. 2 was created to meet additional fire protection needs by the citizens of Hartford Village. Fire Districts No. 1 and 2 were merged in 1961 under the direction of the Town of Hartford. In 1965, the district was dissolved and came under municipal oversight, thus becoming the Hartford Fire Department. The evolution of the HFD laid the foundation for an agency that understands growth, change, and increased demand from different types of emergencies.

Today, the Hartford Fire Department protects the residents, businesses, and visitors to the town and its villages from two stations that are placed to mitigate the various hazards and risks encountered. In total, the HFD is comprised of 30 uniformed and civilian members, along with five paid-on-call personnel who strive daily to fulfill their duties and mission that personify the agency's well-established core values.



HFD exemplifies excellence by its internationally accredited status, providing the highest level of professional service in emergency response, prevention, education, and public safety. The men and women of the Hartford Fire Department constantly endeavor to remain innovative while focusing on the community – those who live, work, and play in the Town of Hartford.

Organizational Chart





Agency Stakeholder Work Session Participants

Mission

The mission provides an internal aspect of the existence of an organization and, to a degree, an empowering consideration for all HFD members. The purpose of the mission is to answer the questions:

Who are we? Why do we exist? What do we do? Why do we do it? For whom?

A workgroup met to revisit an existing mission and after ensuring it answered the questions, the existing mission statement was revised, discussed, and accepted by the entire group:

Our mission is to provide the highest level of professional service in emergency response, prevention, education, and public safety.

Values

Values embraced by all members of an organization are extremely important, as they recognize the features that make up the personality and culture of the organization. A workgroup met to revisit the agency's existing values, and after ensuring they represented the organization, the existing values were revised, discussed, and accepted by the entire group:

Our Core Values:

- We model **Professionalism**, in and out of the firehouse, on- and off-duty.
- We **Respect** each other and the public.
- We strive for **Excellence in the quality of our fire/rescue/EMS services.**
- We hold **Safety** as our paramount concern; everyone goes home.
- We **Solve Problems** by creating and implementing solutions.
- We maintain an infectious **Positive Attitude** towards our work, coworkers, and the community.
- We act with **Ethical Behavior** and honor the great responsibility we have to our community.

The mission and values are the foundation of this agency. Thus, every effort will be made to keep these current and meaningful to guide the individuals who make up the Hartford Fire Department to accomplish their goals, objectives, and day-to-day tasks.

Vision

An organizational vision exists to keep all agency members focused on the successful futurity of the Hartford Fire Department and to guide quality change and improvement in alignment with the community. In support of the futurity created within the community-driven strategic planning process, CPSE facilitated the revision of the HFD's vision for the future. The agency will support the reality of this vision through successful plan implementation and goal achievement.

The Hartford Fire Department is committed to being an innovative leader in fire, emergency medical services, technical rescue, and risk reduction. We engage with our community and public safety partners through emergency response, enhanced communications, community engagement, public education, and innovative practices. We cultivate a positive atmosphere that promotes health and wellness, safety, education, career advancement, and diversity. Our agency will continue to adapt our systems and processes in support of our changing community and environment.



Agency Stakeholders Work Sessions

Goals

Community feedback and the SOAR process led to the determination of strategic initiatives representing the high-level issues the agency stakeholders developed into goals. The HFD must now make these goals a focus of efforts that will direct the agency to its desired future. Goals with complete objectives, tasks, timelines, and assignments are included in a separate **Management and Implementation Guide**.



Develop comprehensive, effective, and consistent training that emphasizes standardization and mentorship, and aligns with the needs of the agency and community.



Collect, prepare, and distribute information to provide clarity, transparency, and direction to our community and personnel in a timely and consistent manner.



Develop and maintain a comprehensive recruitment and retention program to attract quality applicants that leads to a reduction in employee turnover.

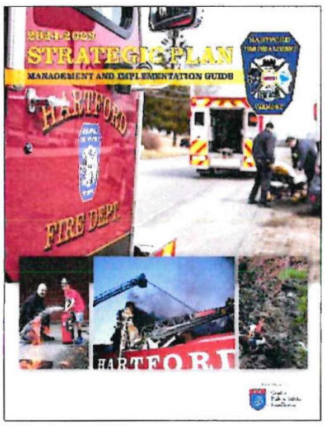


Improve the mental and physical health of the members of the Department to reduce the negative impacts of the career.



Improve the current Fire Prevention Division to deliver fire prevention programs to enhance life safety, community risk reduction, and public education.

Conclusion



Working with community and department members from all levels, this strategic plan was developed...but the work is truly just beginning. Agency stakeholders must now execute and institutionalize the plan to ensure the community's expectations and the Hartford Fire Department's vision remain congruent. The accompanying **Management and Implementation Guide** will assist the HFD in the mechanics of implementation. The guide is not intended to be all-inclusive; rather, it provides flexibility to ensure future success.

> "...we will chase perfection, and we will chase it relentlessly, knowing all the while we can never attain it. But along the way, we shall catch excellence."
>
> Vince Lombardi

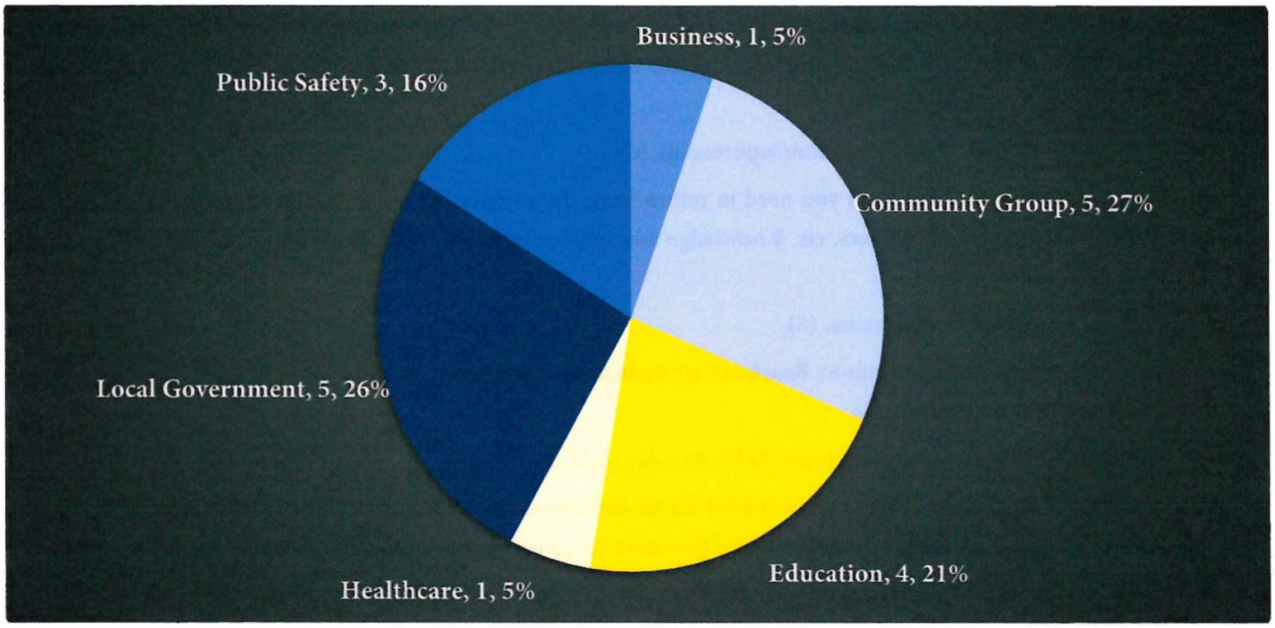
It must be remembered that during this journey of regeneration through change and improvement, recalculation may need to occur to find the success desired. This strategic plan is a roadmap to help the Hartford Fire Department navigate that change and futurity. The ability to pivot to meet the current environment as institutionalization and implementation occur provides a greater likelihood that the desired outcomes and efficacies will be realized as envisioned.

Appendices

A. Community Stakeholder Findings

The Hartford Fire Department demonstrates a commitment to its community via a focus on community input and satisfaction. A community stakeholder session was held to gather feedback from the respondents on the agency and its various services delivered. The information gathered from the community stakeholder feedback provided understanding to the agency stakeholders of any misalignment with its organizational foundation and performance or values-based expectations or concerns from which new improvement strategies and processes may be created.

Community stakeholders were identified by the agency to ensure broad representation. The breakdown of groups represented is presented here:



Respondents were asked to list, in priority order, up to three subjects relative to expectations, concerns, and strengths or positives for the HFD. Expectations and concerns were then analyzed for themes and weighted. The numbers in the parentheses are the cumulative weighted value that correlate with the themes identified. While the themes are listed in prioritized, weighted order, all responses were important in the planning process. Strengths or positives are listed verbatim and may be repeated based on different respondents.

The specific data and findings from the community stakeholder respondents are provided to follow.

Community Expectations of the Hartford Fire Department (in priority order)

1. HFD has the capacity to respond to any emergency promptly with sufficient staffing, training, and equipment. Quick response in emergencies. Quick physical response. Arrive at a fire in a timely fashion and fight it effectively. Prompt, professional response to community emergencies. Reasonable response for all the responsibilities. (51)
2. When you call for an ambulance/fire department, they will respond and render aid. HFD maintains a high quality of public safety services to Hartford (and other municipalities it provides mutual aid support for). To serve the community by keeping us safe and informed of emergency needs and safety. Put out fires/emergency services. Distribute Narcan. That they have the resources they need to provide the community with safety and emergency services. (27)
3. HFD understands best practices and is ready and willing to change. Professional development for all staff to stay up on trends and leaders in their field. Ready and prepared for emergencies. Professional education of employees. Training of staff to best serve the public interests. Efficient and effective training and equipment. (22)
4. Public safety. Use all reasonable means to make and influence residents to keep their homes safe and secure. Life safety. (13)
5. That they will conduct themselves with care, respect, and empathy no matter who they are serving. HFD services are accessible to everyone in the community. Courtesy when dealing with the public. Service and community-oriented – professional and friendly. (10)
6. Building inspections. Fire prevention/suppression. (6)
7. Community support. Ask what you need in return from the community – i.e., smoke detectors, fire extinguisher replacement, money, volunteers, etc. Knowledge and understanding of the community's makeup, vulnerabilities, and needs. (5)
8. Effective response to emergencies. (5)
9. Community education/prevention. Reach out with educational programs to make youth feel empowered and safe in our community. Education. (5)
10. Staffed to provide emergency response 24 hours a day, 7 days a week. (5)
11. HFD undertakes comprehensive planning for future conditions and communicates this future state to community and leadership. HFD adjusts its methods and processes based on feedback and the needs of the community. (4)
12. Work closely with HPD. Willingness to be a community partner and leader in community-wide health and safety initiatives. (4)
13. Maintain and keep equipment and facilities in excellent condition. State-of-the-art equipment. Adequate resources and equipment. (3)
14. Free service (people are not billed for fire suppression or paramedic services). (3)
15. Informational output. They help our citizens to be better informed in terms of safety precautions, substances, and infrastructure. (2)

Areas of Community Concern about the Hartford Fire Department (verbatim, in priority order)

1. HFD continues to see an increased demand for service each year. Does the department have the resources to meet this demand? Capacity to handle increase in substance abuse driven and climate/weather-related emergencies. Not big enough for future growth. That they are on another emergency and do not have another vehicle to respond.

Ability to maintain a high level of service over time. Ability to respond to all areas of the town quickly. Too many resources will be used to support the influx of overdoses at new shelters coming into town. (27)

2. Adequate staffing. Not fully staffed. When 911 is called that the emergency vehicle and staff are not available due to staffing shortages. Are we and will we be fully staffed to support the increase in full-time year-round residents? Large enough amount of staffing. (16)
3. Cost to consumer/customer (public) of emergency services. Expense of fire apparatus and cost of future purchases. Cost of overtime. Costs associated with growth. (14)
4. Lack of standard wages for employees. Consistency of keeping employees. That the town one day does not support with compensation as other towns do and we cannot attract professionals to the department. Are we compensating our staff competitively? How do we make it more marketable to attract those who are in the industry or who are interested? Attraction and retention of quality EMTs and firefighters. (14)
5. Retirement of leadership. Resilience built into staff, process, and responsibilities (mission). (10)
6. Does HFD understand the increasing risk of climate change on its area of responsibilities and are they prepared for these challenges? With the climate crisis amplifying, does HFD have the resources and resiliency to address related public safety needs? Current climate issues and natural disasters: are we fully equipped to manage more natural disasters? That the department has the right equipment for the ongoing flooding we will experience with climate change. (10)
7. Staff are trained, but public outreach is not as personable. Service is excellent, but the program outreach lacks foundation. Engage in more community outreach, infrastructure of programs. Few programs or resources to help community orgs, businesses, and individuals with preparedness. (9)
8. Underfunded. That the town will not support the needs. (8)
9. Does HFD staff have sufficient training and certification in medical skills to meet the needs of the community? Workforce development for the future of the department. Lack of training. (7)
10. Respect for subjects needing assistance, everyone should be treated with the same level of care/concern. (5)
11. Taking care of each other and ourselves as part of the job - mental and emotional health. (5)
12. Lack of a community nurse or social worker to assist and prevent emergencies within vulnerable populations. (5)
13. Inadequate facilities for department operations. Lack of physical structures. Keep the full-time active station in Quechee. (5)
14. Macho/cowboy culture. (5)
15. I like the monthly public report from the Lebanon fire chief, is there something similar that is public-facing monthly or quarterly? (5)
16. Do you ask what you need from the community? More transparency and communication of monthly activities. (4)
17. Issuance of service should not be debated in front of patients. (3)
18. Does HFD have consistent methods for understanding key areas of need in the community? (3)
19. Lack of or enough appropriate equipment for a town this size. (3)
20. Lack of diversity. (3)
21. The changes in the environment the fire department serves that are outside of the control of the fire department, such as housing demand, mental health. (1)

Positive Community Comments about the Hartford Fire Department (verbatim, in no order)

- Very responsive to emergencies. Always impressed with how quickly they arrive on scene.
- Seem to work well with the Hartford Police Department in emergency response and understanding roles.
- Long-standing, positive leadership.
- High quality of service.
- Forward-thinking, i.e., Quechee site to cut down response time.
- They have a very high-level skillset.
- Excellent service and high quality.
- Forward-thinking to meet needs/demand (e.g., Fire Station 2 in Quechee).
- Collaboration with other municipalities and social services entities.
- They are out in the community – community parties, welcome home after a state athletic win, and open house at the public safety building.
- In my only experience as a person needing emergency care, the staff were quick to respond, clear with their questions, and always remember us when we see each other in the community.
- Leadership is top-notch.
- Station 2 is aiding in serving the entire community.
- Knowledgeable, professional, helpful personnel.
- Visible action taken to improve the department and engage with people.
- Good response to emergency situations.
- Knowledgeable, responsive leadership.
- Well-trained employees.
- Positive use of resources.
- Providing excellent backup services to outlying/neighboring towns.
- Broad skills/expertise – including technical/water rescue.
- Hopeful in non-emergency situations – handling concerns over the phone.
- Very strong culture of community service.
- Flexibility, adaptability as community needs/expectations change.
- Good support for community events.
- Responsive.
- Accessible.
- Competent.
- The chief has integrity – for instance, his budgeting and financials are trustworthy and admirable, e.g., new fire station in Quechee and new ambulance.
- Commitment to the community and outreach at community events.
- They are out and about in our community.
- They have, in the past, taught CPR/AED training to our youth.

- They added a fully (not volunteer) covered station in Quechee.
- Strong community relationships.
- Strategic planning/forward thinking.
- Engaging.
- Training.
- Education depth.
- Qualifications, not just certifications.
- They are community-oriented.
- They take pride in their work.
- They are tremendous partners with the schools.
- We have been fortunate to recruit and hire very strong fire chiefs. How do we quantify the strategies used that have yielded these very good results so we can duplicate them when needed in the future?
- Focus on community health as demonstrated by creating community nurse program within the fire department.
- Community-minded.
- Communicates with our organization well.

Other Community Comments about the Hartford Fire Department (verbatim, in no particular order)

- I am excited to see how this strategic planning process can dovetail with Hartford's Community Safety Study!
- I have lived in Hartford for a few years only and have had no interactions with the HFD. That is neither good nor bad.
- I do not know the crews, but the diversity of staff that reflects the increasing diversity of Hartford adds an extra level of safety (perceived) for "customers" during an emergency.
- I am concerned that we need to plan for future growth.
- Scott Cooney is an excellent chief and ambassador for the town and our emergency services. Whether speaking at town budget hearings, helping our community coalition, or taking care of his department, he is excellent!
- Bring back the safety fair at the high school.
- Curious about improving fire code violation issues at our schools.
- A fire dog might be a nice ambassador.

Things the Community Feels the Hartford Fire Department Should Change

(verbatim, in priority order)

1. Additional physical structure. Look to increase in size. Add more vehicles and trained staff. Grow staffing model based on current/future needs. Staffing/retention. (5)
2. Community outreach. More visible community outreach. More communication/education, and outreach with the community. Perhaps a monthly newsletter - introducing staff, updates, initiatives. (4)
3. Great diversity/gender. Focus on diversity when hiring - race, gender, sexual orientation. (2)
4. Increased paramedic training. (1)

5. Empathy-based training or EQ-I. (1)
6. Clear steps to address increased demand for overall sustainability. (1)
7. Frequency and amount of data shared. (1)
8. Incorporate social workers and paramedics to respond to mental health/behavioral health/drug use emergencies (not the police). (1)
9. Location of HQ (seems out of the way). (1)
10. Bring back yearly fire safety day for schools. (1)

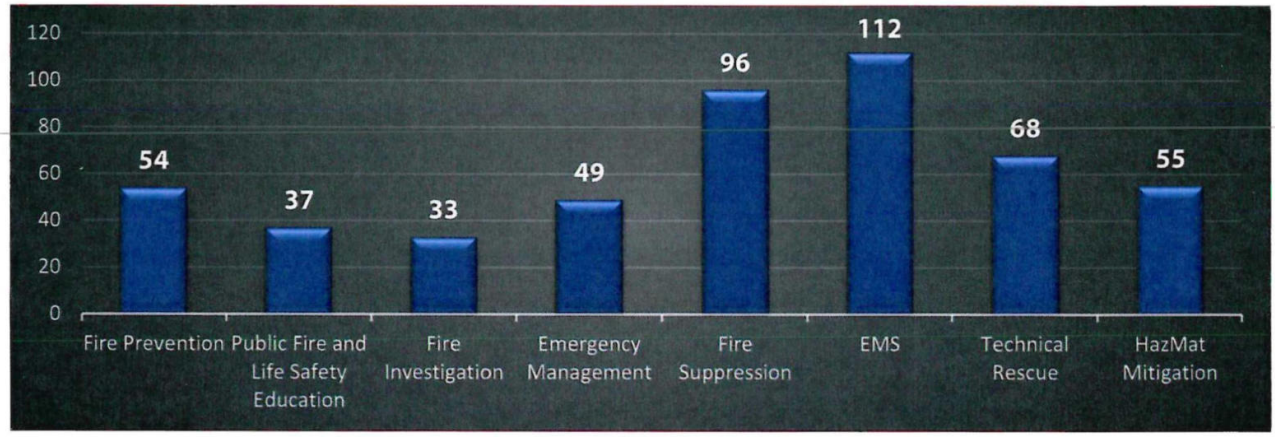
Things the Community Feels the Hartford Fire Department Should NOT Change

(verbatim, in priority order)

1. Community relations outreach. Staying involved in the community. Community involvement. Training, education, community involvement. Community-oriented service/pride in the community. Support our town and community (filling tanks and bringing trucks to schools). (6)
2. Leadership. (2)
3. The level of services they provide - water rescue, paramedic, confined spaces, etc. Type and quality of public safety services (fire and EMS), which is top notch! (2)
4. The professionalism of personnel is excellent. Professionalism. (2)
5. Response time, etc., is good. Focus on emergency response time in all five villages of Hartford. (2)
6. The care and compassion for those they serve. (1)
7. Must maintain full-time status. (1)
8. Maintaining/expanding Station 2. (1)
9. The commitment to the community…and the chief! (1)

Community-Prioritized Programs

Understanding how the community prioritizes the agency's programs and services allows the Hartford Fire Department to ensure its focus on resource allocation aligns. With that, prioritization feedback was garnered using an instrument that compared the prioritization of the programs and services offered by the HFD. The results were as follows:



B. Agency Stakeholder Work

A group of agency stakeholders representing the various segments of the HFD attended a three-day work session to review the community feedback, develop or revise the agency's mission and values, and establish a quality focus on the way forward in developing this community-driven strategic plan. Additionally, the process included an environmental scan in the form of a strengths, opportunities, aspirations, and results (SOAR) analysis to better understand the current situational aspects impacting the agency.

SOAR

The agency's internal stakeholders utilized a strategic environmental analytic method known as SOAR: where members consider the organization's current **s**trengths, **o**pportunities, future **a**spirations, and strategic **r**esults to formulate a path for continuous improvement. The SOAR process was conducted for reflection, focus, and alignment with the organization's set of values, its vision, and its mission. This appreciative inquiry process provided environmental scanning for strategic direction, associated plans through the application of innovative ideas, and a positive strategic framework that brings clarity to the agency's vision for leadership in day-to-day functions.

Strengths

- Quality of EMS care
- Community support leading to funding
- Professionalism/community relations
- Knowledge, skills, and adaptability of personnel
- All-hazards problem solving
- Implementation of technology
- Trust and cooperation among staff
- Innovative in EMS practice
- Collaboration with other departments in town and mutual aid
- Not equipment-limited
- Access/opportunity for training
- Pride in the organization
- Effective use of data
- Introspective, engaged in peer review
- Opportunity in onboarding new staff
- Fire marshal effective due to local control (AHJ)
- Administrative relations with the select board

Opportunities

- Room for advancement/promotion
- Mental/emotional health for staff (proactive)
- Strengthen relations and communications with the police department and dispatch
- Mentoring plans for future leadership, paramedics
- Restructure public education outside of the schools
- Collaborate with mutual aid partners for paramedic students
- All-staff skill day(s)
- Possible host site for VFA firefighter classes
- Shift-level input on training
- Consistency in communication with the public
- Internal department communications – consistent
- Alignment of the training program with staff demographics
- Increase the number of paramedics, plan for funding
- Standardized training benefits policy
- Tiered approach to technical rescue (focus on strengths first)
- Return to public education in schools
- Revisit the probational period
- Diversity awareness
- Department in-service procedure on new equipment, medications

Aspirations

- All members will be certified in ropes and swiftwater
- Improve incident command capabilities for multi-company incidents
- Proactive inspections for all public buildings
- Renovate facilities to meet current health and operational needs
- Effectively integrate a new Station 2 into service delivery
- Increase staffing to meet the community's needs
- Develop a formal publication program
- A stronger relationship with DHMC Division of EMS
- Officer mentorship program to go beyond SFF
- Formally mentor newly licensed AEMTs and paramedics (and students)
- Hartford schools' public education program in place
- Successful implementation of the Senior Firefighter Program
- Implement a proactive mental health/wellness program
- Prioritize EMS and fire certifications for new hires
- Standardize onboarding of new hires
- Obtain a dedicated training facility

Results

- Number of non-emergent calls for service – reduction in calls to other agencies/teams.
- Positive feedback from the community – more likes
- Increased participation in the promotional process
- Improved response times
- Reduction in overtime due to adequate staffing levels
- Reduction in the use of mutual aid
- Increase in qualified applicants for job openings
- Accreditation
- Participation in mental health program – reduction in sick time
- Probation success at one-year mark
- Higher level of competency
- Reduction in violations
- Positive feedback from schools, teachers
- Better understanding of marginalized communities
- Increase in the number of certifications
- Increased staffing – Station 2

Programs and Services

It is imperative that agency stakeholders distinguish between the core deliverables (programs and services) provided by the Hartford Fire Department and those supporting services that help the agency provide the core programs and services. With this understanding, the agency stakeholders can further define where the issues and gaps exist within the organization and provide more basis for the environmental scan that is conducted. To bring this understanding to fruition, CPSE provided guidance and gained consensus understanding with the entire group so that the difference between the deliverables and the supporting functions were understood.

Challenges and Service Gaps

After sifting through data and feedback provided by the community stakeholders and the internal environmental scan conducted, the agency stakeholders, by consensus and group effort, determined that the following challenges and service gaps exist within the Hartford Fire Department. Each challenge or gap listed is accompanied by the causal effects determined by the two groups. They are then linked to the strategic initiative identified by the agency stakeholders.

Group 1	Group 2	*Initiative Link*
Training ○ Call type/volume ○ Time/commitment ○ Funding ○ Access ○ Equipment ○ Standardization ○ Alignment of training needs ○ Probationary period ○ Facility ○ Mentorship	Training and Equipment ○ Scheduling training ○ Funding ○ Input on training ○ Utilization of equipment ○ Relevance ○ Consistency	***Training***
Communication ○ Consistency ○ Formats (written, SM, email) ○ Staff ○ Training ○ Time ○ Media relationships ○ Relationships with police/communications center ○ Safety partners	Community Communication ○ Frequency of communication ○ Bandwidth of staff ○ Targeted messaging ○ Lack of platform ○ Policy (PIO)	***Communications***

Group 1	Group 2	*Initiative Link*
Recruitment ○ Host training ○ Ride along program ○ Explorer program ○ Commitment ○ Community outreach ○ Salary ○ Call types ○ Staff ○ Succession ○ Funding ○ Facilities ○ Public education	Department Expansion ○ Completion of Station 2 ○ Staffing ○ Space/housing ○ Third station ○ Funding ○ Need for service(s) ○ Retention/recruitment	***Recruitment and Retention***
N/A	Health & Wellness ○ Historical data ○ Time loss/overtime caused ○ Ease of access (understanding) ○ Fear of consequences ○ Review of current policies ○ Building improvements	***Health and Wellness***
Fire Prevention Division Development ○ Staffing – administration ○ Training ○ Health office mandate ○ Growth/development ○ Time ○ Facilities/space ○ Prioritization of service(s) delivery ○ E-911 input ○ Fire drills/training ○ Public education ○ Number of investigations completed ○ Municipal fire alarms	N/A	***Fire Prevention Development***

The following information is raw data from the deliberation of the two workgroups that are *not* linked directly to a strategic initiative but remain important. Many of the causal issues listed cross into other strategic initiatives, while some stand alone. The department is best served to understand and embrace this other information as it moves forward for deliberative purposes and consideration of support of the strategic initiatives.

Group 1	Group 2	*Topic*
Lack of Institutional Knowledge ○ New staff ○ Non-certified ○ Years of service ○ Loss of staff/retirement ○ Training ○ Commitment to lifestyle ○ Succession ○ Mentorship ○ Station 2	N/A	***Lack of Institutional Knowledge***

Strategic Initiatives

Based on all previously captured information and determining critical issues and service gaps, the following strategic initiatives were identified as the foundation for developing goals and objectives.

Training **Communications** **Recruitment and Retention**

Health and Wellness **Fire Prevention Development**

Complete goals with associated objectives, tasks, timeframes, and outcomes can be found in the accompanying **Management and Implementation Guide**.



2024-2029 STRATEGIC PLAN





HARTFORD FIRE DEPARTMENT

2024

STANDARDS OF COVER & COMMUNITY RISK ASSESSMENT

Introduction

In the realm of emergency services and public safety, the development and implementation of Standards of Cover (SOC) plays a pivotal role in ensuring effective and efficient response to emergencies. Paired with Community Risk Assessments (CRA), these strategic documents serve as the foundation for shaping the priorities and resource deployment of emergency services. The Standards of Cover outline the operational guidelines, resource allocations, and performance benchmarks that guide emergency responders in their mission to safeguard communities. Concurrently, Community Risk Assessments provide a comprehensive understanding of the unique challenges and vulnerabilities within a community, serving as the basis for proactive risk mitigation strategies. Together, the integration of Standards of Cover and Community Risk Assessment forms a dynamic framework that enhances the overall resilience and responsiveness of emergency services, ultimately fostering safer and more secure communities.



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I. Executive Summary

The Hartford Fire Department is staffed with a combination of full-time and paid on-call firefighters that provide fire, technical rescue, operations level hazardous materials response, and emergency medical services to the residents of the Town of Hartford.

The Town of Hartford is 45.04 square miles in size and is made up of the five villages of White River Junction, Wilder, Quechee, Hartford and West Hartford. These villages are made up of mostly residential homes with some urban-like and industrial areas.

History and tradition have influenced how fire departments provide service to a community. Fire stations are built using this model and staffing has been historically influenced by what the local Fire Chief perceives is needed or required. Most recently, the department has begun to keep two fulltime personnel at a second station in the village of Quechee staffing an engine and an ambulance.

The process of producing a Standards of Cover drives a department and a community to complete a community risk assessment and analysis to define and compare our needs against a national model and standards. It enables a department to set policy by determining a level of risk acceptable, sets a standard of emergency forces ready and able to respond, and provides performance measures and accountability.

In this document are the facts, figures, measures, and accountability for the delivery of fire, technical rescue, hazardous materials, and emergency medical services by the Hartford Fire Department.

The ability to provide services, and the quality with which these services are provided, can be measured by the standard that has been set in this document. The department needs to continue to monitor the changes in the community, the risk, and the demand each year so that this standard will be the model for the department and the community it protects for years to come.

II. Community Characteristics

Nestled in the picturesque Upper Connecticut River Valley Region, known as “The Upper Valley” of Vermont, the Town of Hartford stands as a vibrant and welcoming community that seamlessly blends small-town charm with a rich historical tapestry. First chartered in 1761, Hartford encompasses five distinct villages: White River Junction, Quechee, Wilder, Hartford, and West Hartford. Our history revolves around our rivers—the Connecticut, White, and Ottaquechee—which were first used for transportation by the native population and early settlers, providing crucial transportation and mill power for over two centuries. The railroads and later the Interstate Highway system followed these river valleys, maintaining Hartford's transportation importance. Early settlement patterns saw farmers on the hillsides, as reflected in the Jericho Rural Historic District, while mills and commerce developed along the river rapids, as seen in the Quechee Historic Mill District and Hartford Village Historic District. Hartford remains a place where the natural beauty of the landscape converges with a strong sense of community spirit.

Geography: Situated along the Connecticut River and bisected by the White and Ottauquechee Rivers, Hartford boasts a diverse topography that includes rolling hills, meandering rivers, and lush greenery. The area of the Town is 45.9 square miles and features the intersection of two interstate highways, three state highways, and features a large railyard. The town's scenic landscapes provide a backdrop for outdoor enthusiasts with landmarks such as the 165-foot deep Quechee Gorge, the Appalachian Trail, and various water bodies, offering opportunities for hiking, skiing, and enjoying the tranquil beauty of the surrounding nature.

Historical Significance: Hartford is steeped in history, with landmarks and preserved buildings that reflect its heritage. The town's connection to the railroad industry, evident in the historic White River Junction, adds a unique dimension to its cultural identity. Visitors and residents alike can explore museums, galleries, and architectural gems that showcase Hartford's past.

Economy and Industry: The town's economy is a blend of traditional values and modern enterprises. Hartford maintains a diverse economic base, encompassing industries such as manufacturing, healthcare, and tourism. Small businesses thrive in the town center, contributing to a sense of local identity and community pride.

Quality of Life: Hartford offers a high quality of life, with a balance between rural serenity and access to urban amenities. The town's commitment to preserving green spaces, coupled with a thriving arts scene and recreational opportunities, contributes to a lifestyle that is both relaxed and engaging.

Hartford, VT, is a community where the past meets the present, and residents take pride in their town's history, natural beauty, and vibrant community life. Whether enjoying outdoor adventures, exploring historical sites, or participating in local events, Hartford embodies the essence of a quintessential New England town.

III. Agency History

In 1893 a petition was presented before the Board of Selectmen requesting fire protection. A two-mile square boundary was developed around the village of White River Junction. On June 6, 1893 Fire District No. 1 was formed. The station was centrally located near downtown White River Junction. The actual building still exists today serving mainly as a historical museum, although it does have other small businesses located within it.

In 1914 the Board of Selectmen was once again petitioned for fire protection within the Town. The citizens of Hartford Village were not within the response area of Fire District No. 1 and were therefore not protected. In 1915 Fire District No. 2 was formed.

In 1961, the citizens of Fire District No. 2 voted to merge with Fire District No. 1. As a result of the merger, a single fire department for the Town of Hartford was established. The name of the fire department remained the White River Junction Fire District No. 1. In 1965 the Fire District was dissolved and ownership was transferred to the Town of Hartford. The new municipal fire department was now known as the Hartford Fire Department. In 1996 the name of the organization was changed to Hartford Emergency Services. This change was due to the many different types of emergencies, other than that of fire calls, that the department was trained for and being called for, such as high angle rescue, surface ice rescue and swift water rescue just to name a few. In 2005, the name of the organization was reverted back to the Hartford Fire Department.

With an increasing population and subsequent call volume, staffing was increased in 1968 to four full-time employees. In response to frequent instances of incident saturation resulting in heavy reliance on mutual aid, the four shifts of the department were expanded to full staffing of five per shift in 2019. During this time the minimum staffing allowed to be on duty at any given time was three but increased to 4 at 1900 on Fridays through 1900 on Sundays. With the onset of the COVID-19 crisis the community experienced a rapid influx of permanent residents into the village of Quechee that has traditionally had a great deal of second homes. This was an influx that had not been previously experienced or foreseen. With these new conditions and increased demand for services the agency entered into a rental agreement for temporary housing at the previously unstaffed Station 2. This allowed for two personnel to be deployed to Quechee with a goal of quicker responses and increased resources. With this addition staffing of the four shifts increased to six each with a minimum staffing of 5. This allows for a minimum staffing at Station 1 of an officer and 2 firefighters as well as an officer and a firefighter at Station 2. The department continues to utilize a full-time Fire Chief, Administrative Assistant, and several Call Firefighters. As the operations of the Agency continued to grow, an Assistant Chief of Operations and Training was added in 2017. For fire prevention, a Fire Marshal position was added in 2009 and in 2018 a part-time Fire Inspector was added. The part-time Fire Inspector position was re-classified in 2023 as a full-time Deputy Fire Marshal.

Prior to 1971 the local funeral director provided ambulance coverage to the citizens of the Town. In January 1971, due to an increase in calls, the funeral director gave up this service and the

Hartford Fire Department took it over. The initial members were trained in basic first aid which led into them being certified as Emergency Service Technicians. In 1978 some members were trained in advanced life support capabilities. This included the ability to administer intravenous medications and perform cardiac defibrillation. Today, the Department operates three modern ambulances with all full-time operational shift staffing being trained to the Advanced EMT or Paramedic level.

In the early 1970's the Town began to search for a place to construct a new fire station. The Select Board at that time also wanted to house the Fire department and the Police Department in one public safety building. After about four years of debate and attempts to get federal funding, the new fire station was constructed in 1978 where it stands today. The new fire station has full living quarters, offices, and space to hold up to ten vehicles. Twelve years later an addition was built to house the Hartford Police Department.

In the 1970's, the village of Quechee was growing substantially. Because travel time to Quechee from White River Junction was unacceptable for fire response, the Quechee Engine Company was established in 1972. The station was located in a barn owned by the Quechee Lakes Landowners Association. In 1980 the owners of the barn wanted to use it for themselves, so they donated a piece of land in the center of the village to the town to construct a station. A substation was built in 1982 that could house three trucks and had bathroom and shower facilities. This station was not manned and relied on off-duty or paid on-call personnel to respond to the station, board the apparatus, and respond to emergencies. In 2020, an acute need was seen to begin cross-staffing an engine and ambulance out of this station. The agency contracted for a single wide mobile emergency shelter and began staffing this station part-time. With additional staffing approved in 2022, this station became staffed full-time at 0700 on January 1st, 2023. Currently, the Agency is working to renovate the existing building to include living quarters for permanent staffing.

The Hartford Fire Department has grown over the years. It began from a group of concerned citizens with a horse drawn stream pumper, hook and ladder wagon, and several hose carts in a small station. Today it consists of a larger group of people with the same dedication and commitment but with more technology, manpower, apparatus, training, and equipment. A strong emphasis is placed on public education and training. The Fire Department has taken over performing building inspections and plan reviews of new construction from the State of Vermont. The founding members of the Department would be in awe to see what we have become.

Governance Model

The current Town governance is that of a Town Manager/Board of Selectmen. The day-to-day operations of the shifts are managed by the shift Captain and Lieutenant. The Captains report to the Deputy Fire Chief and Fire Chief. The Fire Chief is ultimately the manager of the Fire Department that reports to the Town Manager. The Town Manager then reports to the Select Board, who are the elected officials of the Town. The Town of Hartford still uses a Town Meeting every spring to vote on budgets, appointments, and other items that affect the Town.

Current Service Levels

The current authorized strength of the Hartford Fire Department has expanded over the last decade to meet the needs of the growing community. Currently there is twenty-eight full-time uniformed staff including the Fire Chief, Deputy Fire Chief, Fire Marshal, and Deputy Fire Marshal and 24 Fire Officers and Firefighters assigned to Operations. The department benefits from non-uniformed staff as well including a full-time Administrative Assistant and a Mechanic that works on Fire and Police vehicles. The Deputy Fire Marshal position was reclassified for 2023 and is now a full-time position. In addition to increased demands on fire prevention, the Agency found recruiting and retaining for the part-time position to be rather challenging. The four shifts of the Operations Division consist of a Captain, Lieutenant, and four Firefighters. With a four-platoon model, this equates to a full staffing of six on duty and a minimum staffing of five. The shifts work a rotating schedule of 1 (day) on, 2 off, 1 on, 4 off. This creates an average work week of 42 hours. There are currently 5 paid on-call members that work monthly shift ride-time, train, and respond to emergencies with the full-time staff. Call firefighters are also recalled for larger incidents and for station coverage as needed.

The Hartford Fire Department operates two fire stations. Station 1 is located in White River Junction at 812 VA Cutoff RD and Station 2 is located in Quechee at 131 Willard RD. Station 1 houses the majority of the apparatus, including two ambulances, two engines, one ladder truck, one rescue truck, a Forestry truck, and a Utility tow vehicle. Station 1 also houses 4 trailers: one all-terrain trailer with a John Deere UTV, a haz-mat decontamination trailer, a collapse rescue equipment trailer, and a swift-water rescue boat trailer with two inflatable boats. Station 2 houses one engine and one ambulance.

The Department provides fire, rescue, emergency medical services, and initial hazardous materials response to the residents of the Town of Hartford. Department personnel have received training in various technical rescue disciplines including trench, structural collapse, swift water, high angle, confined space rescue. The agency currently has a MOU with to provide swift water rescue statewide through an agreement with Vermont Emergency Management and the Vermont Department of Homeland Security.

The Hartford Fire Department maintains a Municipal Inspection Agreement with the Vermont Division of Fire Safety and is responsible for Fire Prevention within the Town of Hartford except in daycare, health care, detention, correctional, and residential board-and-care facilities; state-owned buildings; and high-rise structures. The Division of Fire Safety retains responsibility for these occupancy types. The agreement assigns the Hartford Fire Department the responsibility for plan review, permitting, inspection, and enforcement of the Vermont Fire Prevention and Building Code as it applies to all new and existing public buildings and the Accessibility in Public Buildings Rules for all new construction and alterations in existing public buildings.

MISSION STATEMENT

Provide the highest levels of community safety prevention and emergency response services.

VISION STATEMENT

Our Vision is to be a regional emergency service leader in support of our changing community needs, through innovative practices and partnerships that result in a comprehensive and adaptive set of programming.

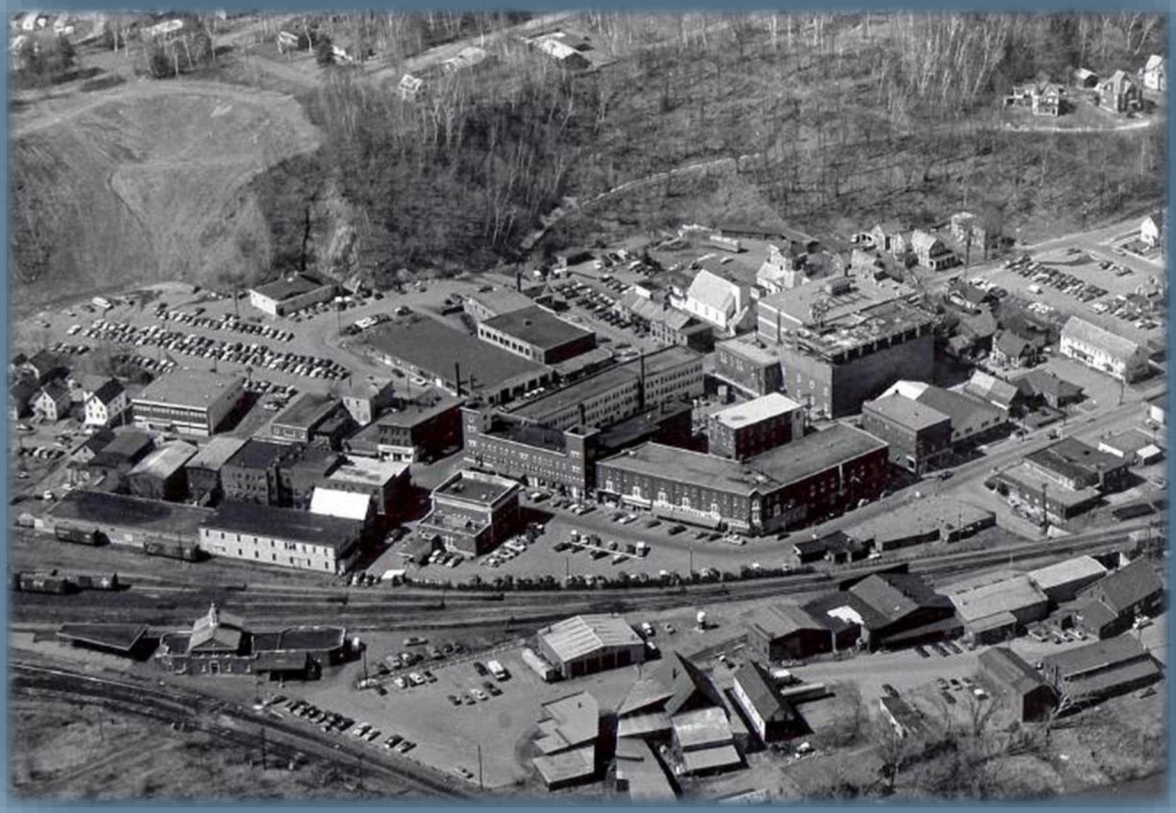
CORE VALUES

- We model **Professionalism**, in and out of the firehouse, on- and off-duty.
- We demonstrate **Respect** for each other and for the public.
- We strive for **Excellence** in the quality of our fire/rescue/EMS services.
- We hold **Safety** as our paramount concern; everyone goes home.
- We **Solve Problems** through creating and implementing solutions.
- We maintain an infectious **Positive Attitude** towards our work, coworkers, training.
- We act with **Ethical Behavior**; we honor the great responsibility we have to our citizens.

Our motto is
"Excellence in Service"

EXCELLENCE IN SERVICE

HARTFORD FIRE DEPARTMENT



IV. Community Risk Assessment

Introduction

The Standards of Cover is a tool used to distribute and concentrate the resources of a fire department to fulfill its goals and objectives. Standards of Cover are created by performing a risk assessment of the community, and allocating resources based on the probability and consequences of an emergency incident occurring. To provide the most effective emergency response for the town of Hartford, the Hartford Fire Department must have an up-to-date understanding of what our community looks like, and what risks it faces. By assessing existing and new structures in our community, studying demographic statistics, and analyzing existing call data, we are able to quantify risks facing specific areas of our community. In this way, the Hartford Fire Department can ensure it is utilizing resources in the most efficient manner while responding to emergencies and is doing everything possible to minimize the risks to our community.

The Hartford Fire Department first formally assessed the community's risk from both fire and non-fire related emergencies in 2003, as part of the initial accreditation process. All existing occupancies were re-evaluated and new occupancies added during the 2008 assessment. In our 2012 re-accreditation process the Hartford Fire Department used the "Risk Probability-Consequence Matrix" to complete our community risk assessment. In the 2019 assessment the Agency is updated, and refined its model, in an attempt to achieve an even greater understanding of the risks facing the Town of Hartford as well as how the Agency can best respond to them. This model is still in use today.

Challenges in Accurate Risk Assessment

Access to accurate demographic data is crucial to performing an effective risk assessment. The Hartford Fire Department is working from the 2020 Census results to establish population statistics in our response zones. In timeframe that the 2020 Census was taken the community experienced a considerable population growth due to the COVID pandemic. Many of the second homes in Quechee became primary homes. This influx of population was not captured due to the timing of the Census Count and the changes brought by COVID. In preparation for the Census the Agency provided GIS support for US Census Bureau's Local Update of Census Addresses (LUCA). When looking at responses to emergencies the risk assessment methods commonly used in the fire service are best suited to larger departments with higher annual response numbers and can be challenging for our agency as there are frequently too few responses to be statistically significant. Applying this current methodology to the Agency and the community it serves does not give a complete picture of the unique risks faced by a department of this size. In the future the Agency will work on developing and updating our risk assessment methodology to fit the scale and generate the most accurate and useful risk data.

Town of Hartford Demographics

Town of Hartford estimates for 2020:

- Total population: 10,686
- Total Housing Units: 5,757
- Occupied housing units – 4,545
  - Owner occupied – 71.9%
  - Vacant housing (seasonal, recreation, occasional use) – 1,212
- Median annual household income - $69,138
- Persons Per Household – 2.32

Industry within the Town of Hartford can be broken down as follows (2020):

- Agriculture – 0.9%
- Construction – 3.3%
- Manufacturing – 8.7%
- Wholesale Trade – 1.6%
- Retail Trade – 12.7%
- Transportation, warehousing – 2.4%
- Information – 3.2%
- Finance, insurance, real estate, rental and leasing – 2.6%
- Professional, scientific, management, administrative, waste management – 7.9%
- Educational, health, social services – 31.4%
- Arts, entertainment, recreation, accommodation and food services – 16.0%
- Other services – 5.7%
- Public administration – 3.6%

Source: US Census 2020 and US Census 2020

Hartford Housing Data

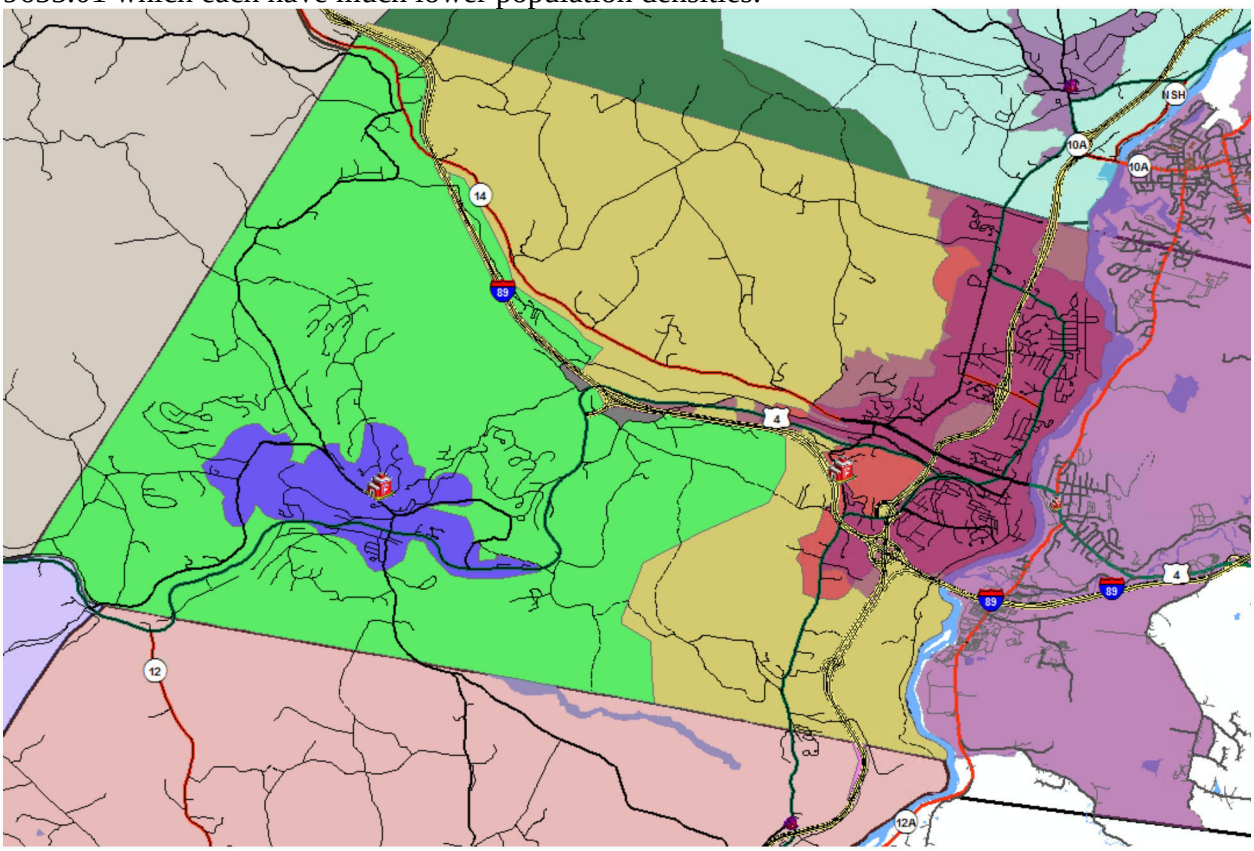
Housing Type	5757	
1-unit, detached	3184	55.3%
1-unit, attached	224	3.9%
2 units	303	5.3%
3 or 4 units	661	11.5%
5 to 9 units	686	11.9%
10 to 19 units	124	2.2%
20 or more units	214	3.7%
Mobile home	361	6.3%
Boat, RV, van, etc.	0	0%

	Estimated Count	Percent of Housing Stock
Total housing units	5757	
Built 2014 or later	33	0.6%
Built 2010 to 2013	93	1.6%
Built 2000 to 2009	791	13.7%
Built 1990 to 1999	469	8.1%
Built 1980 to 1989	1285	22.3%
Built 1970 to 1979	1234	21.4%
Built 1960 to 1969	289	5.0%
Built 1950 to 1959	389	6.8%
Built 1940 to 1949	242	4.2%
Built 1939 or earlier	932	16.2%

Source: US Census 2020

Rural Classification

For the latest Community Risk Assessment and Standards of Cover, the agency utilized the US Census Bureau's most recent definition of urban and rural as adopted by the *Center for Public Safety Excellence*. The minimum qualifying threshold for urban is "An area will qualify as urban if it contains at least 2,000 housing units or has a population of at least 5,000." Source: US Federal Register According to the 2020 Census, Census Tract 9656 in Hartford has a population of 4,285, with only 57 individuals living in group quarters and none in institutional settings. Thus falling short of meeting the definition of urban. The tract spans an area of approximately 9.2 square miles of White River Junction and Wilder, yielding a population density of 465.76 people per square mile. This Census Tract is entirely contained within Station 1's planning zones, which also encompass most of Census Tract 9655.02 and a portion of 9655.01 which each have much lower population densities.



The 2020 Census does recognize an urban area of Lebanon, NH – VT (shown in purple) which spans Lebanon, Enfield and Hanover, NH as well as Hartford and Norwich, VT. Its area does not fully contain even Zone 1H and is only in a small portion of Station 1's planning zones. In summary, Hartford, VT, while previously classified as urban due to recognized growth and changing standards, this has been reassessed based on updated Census data, now recognized as a rural community. This reevaluation underscores the importance of periodic reviews and adjustments in community assessments to ensure accuracy and relevance in community assessment and planning.

Risk Assessment Model and Methodology

For a community to appropriately provide for, and understand the need for emergency services, a coordinated and comprehensive assessment must be maintained. If a community fails to assess the risks it faces, they will either fail to properly respond to the risk when needed, or will expend valuable resources in the wrong areas.

In 2018 the department updated its methodology to complete risk-assessments by using the three-axis non-fire risk calculation process. This methodology looks at 3 primary aspects of risk:

1) Probability:
How likely is this event to occur?
a) 2 = Quarterly/yearly
b) 4 = Monthly
c) 6 = Weekly
d) 8 = Daily

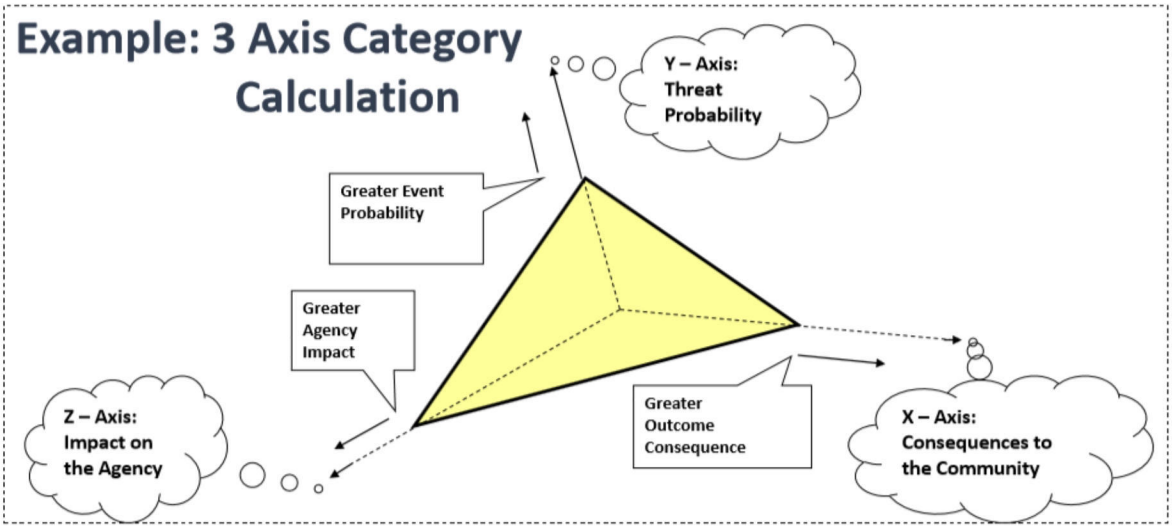
2) Impact on the Agency:
How many personnel will this event require for an effective response?
a) 2 = Four or less
b) 4 = Five to eight
c) 6 = Nine to fourteen
d) 8 = Fifteen plus

3) Consequences to the community
What portion of the community will this event effect?
a) 2 = Individual/business
b) 4 = Multiple people/businesses
c) 6 = Multiple people/businesses/financial impact to the town
d) 8 = Town/community/region

Each aspect is assigned a numerical value based on severity. The Heron's formula is then used to generate a risk score for each type of risk in our community. By doing this the Department can clearly see the highest risk incident types around our community, and ensure that we are prepared to respond to each of these risk types, whenever and wherever they occur. Additionally, call data from each zone is analyzed, and using GIS mapping systems, incidents are plotted allowing the frequency and type of incidents occurring to be viewed. These maps, along with dependability of water supplies, and the response times are all considered when assessing risks in our community.

The resulting risk score is then assigned a risk rating

2 = Low 5 = Medium 8 = High



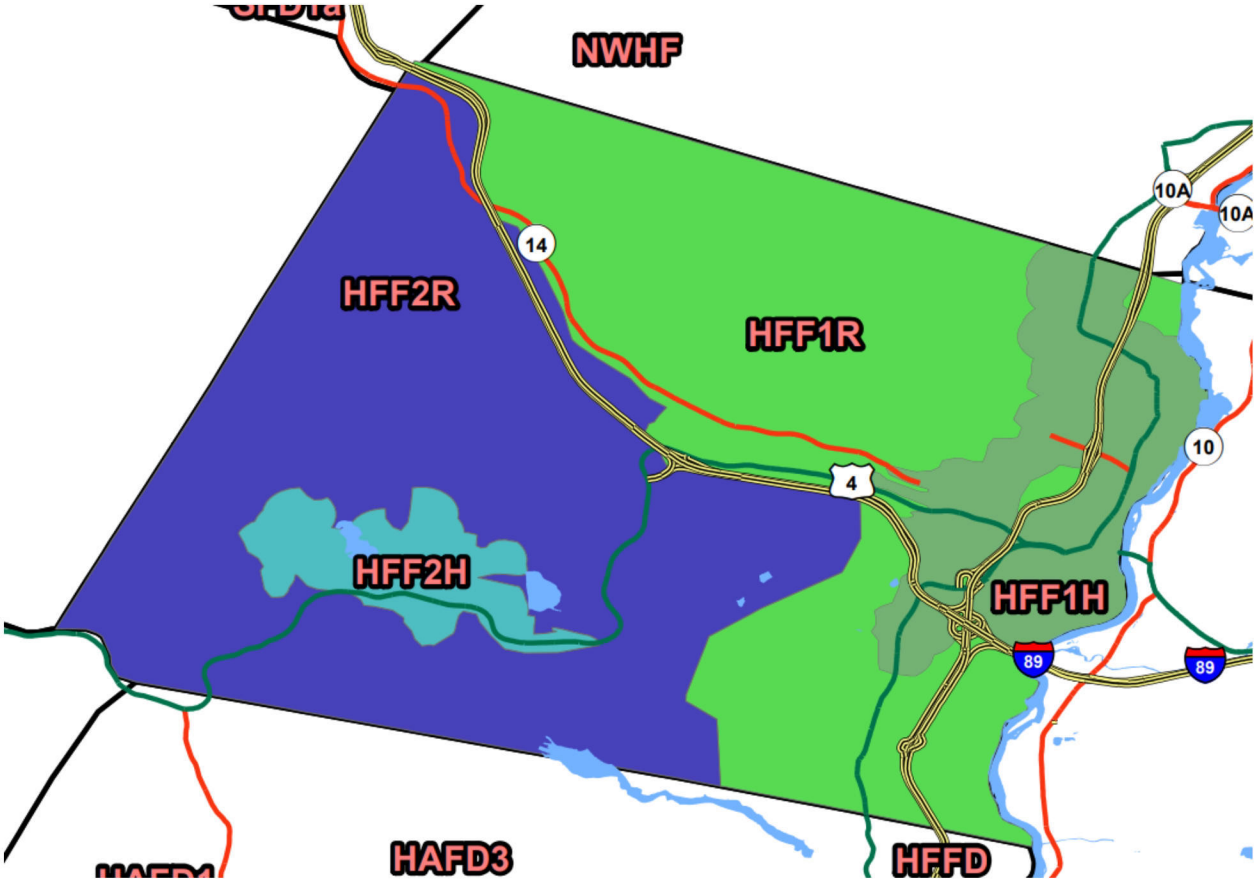
Heron's Formula modified for Tetrahedrons:

p = probability (Y Axis)
c = *community* consequence (X Axis)
I = *community/agency* impact (Z Axis)

$$Risk = \frac{\sqrt{(pc)^2 + (ci)^2 + (ip)^2}}{2 \quad 2 \quad 2}$$

The Town of Hartford faces a wide array of risks which may pose a significant threat to the population and property within the Town. These include natural, human-caused and technological emergencies or disasters. Depending upon the extent and nature of the disaster or emergency, a potential condition could exist that may severely hamper the economic and physical infrastructure of the Town. During an emergency or disaster, the Town and its emergency response agencies will take immediate and appropriate actions to determine, direct, mobilize, and coordinate the response movement. The Incident Commander will activate the necessary functions to redirect resources in order to save lives, relieve human suffering, sustain survivors, protect property, and repair essential facilities. A catastrophic disaster may overwhelm town forces in providing a timely and effective response to meet the needs of the situation, necessitating State and/or Federal assistance.

Town of Hartford Planning Zones



Response Zones were Updated in 2023 to better serve the current deployment model with Hartford Station 1 (Headquarters) in White River Junction and Hartford Station 2 now staffed with an engine and an ambulance in Quechee. The "HFF" portion of the zone ID is related to an agency identifier in the Computer Aided Dispatch system utilized by the communications center, the number designates which station is the primary "First Due" station. The R designates the zone as rural water supply and H designates it as being served by municipal hydrants.

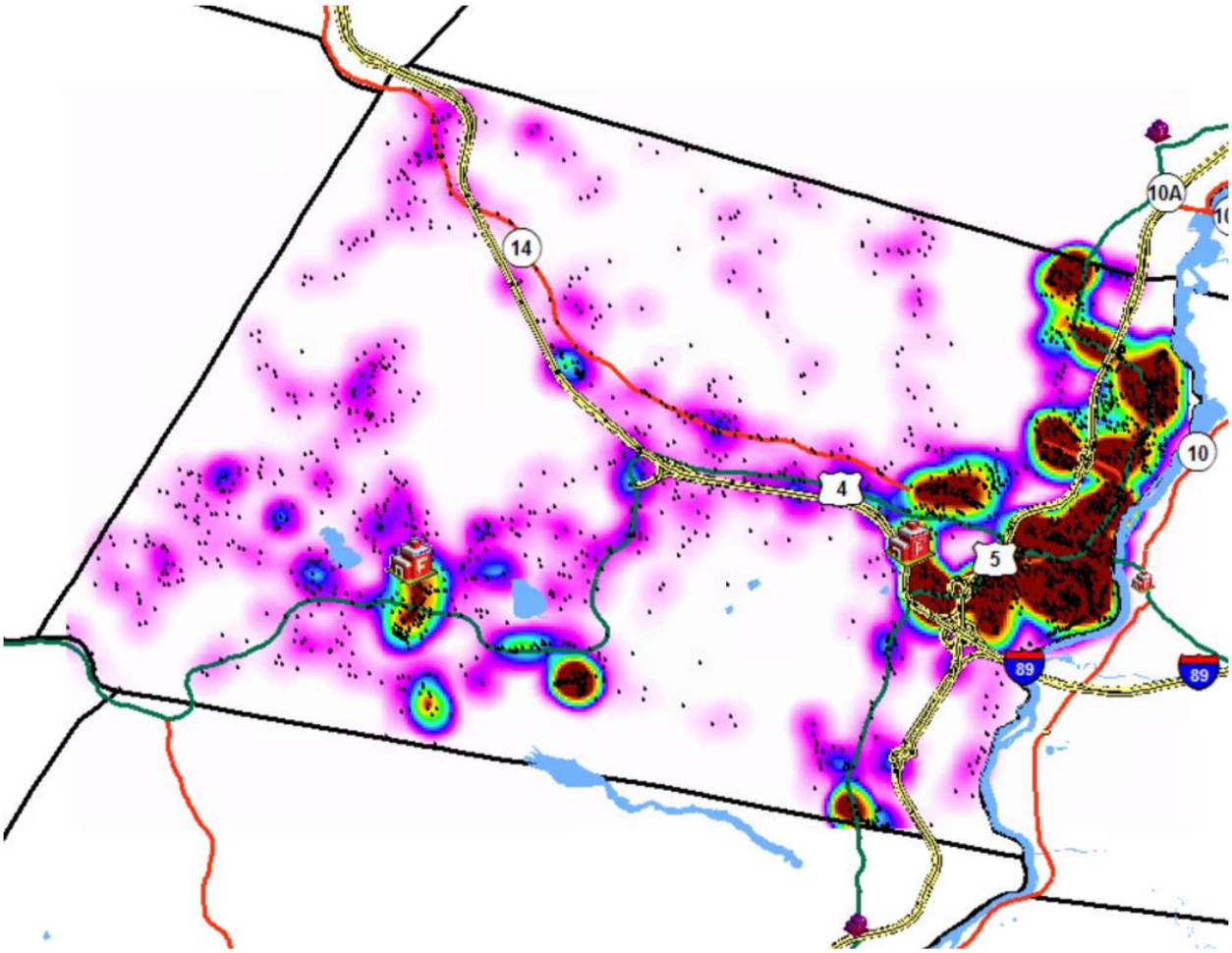
Planning Zone Creation Methodology

The methodology to create these zones a comprehensive review of where incidents are occurring in the community and how does the road network support responses to these incidents. Next, in recognizing the impacts of the portions of the community being served by a municipal water system being more densely populated and changing the water supply challenges of fire incidents the zones were once again divided.

Station 1 and 2 response zones where split north and south by the White River. Travel time estimates to the area of the Quechee W Hartford RD bridge over the White River showed that it was about equal travel time from both stations and was an easy and intuitive location to split the response zones placing all of Quechee W Hartford RD in Station 2's responsibility area and all of RT 14 in Station 1's response zones. Continuing to the East, Old River Rd became the next road that needed to be split between the two zones. Costello RD was chosen as the next boundary. While determined to be about a minute of travel time closer to Station 1 than Station 2 it allowed a slightly larger area and potential for incidents to be covered by the Station 2 which sees a lower call volume, leaving Station 1 more likely to be available for calls further from Station 2. It was also recognized that Medium and High-Risk calls would receive a joint response from both stations downplaying the effects of the being in the other station's response area. Costello RD also provided a convenient spot to split Woodstock RD for the same reasons. Likewise, Center of Town RD which had historically been in a Quechee response zone was left completely in Station 2's response zones for the same reasons once again despite one end being closer to Station 1. The areas of the town near the dividing lines, while not as quickly served by one station as some locations they do benefit from being served quickly by the other station should one be unavailable. Proceeding south of the Center of Town RD area the zones were spilt naturally by the lack of through roads that are maintained year-round.

With the established areas of responsibility for stations 1 and 2 these areas where then split into hydrant and rural water supply areas. This process was completed with the use of our geospatial information system. With all of the hydrants plotted as points, a 1500' radius was then created as a batch process for all hydrants. This layer of circles was then merged into the two polygons, one for each water system. Finally, the edges of the polygon were modified for any roads that crossed through the boundary that are not serviced by municipal hydrants. It is recognized that the hydrant areas as the core of each station's area of responsibility contain more densely placed buildings as well as many of the town's largest buildings.

Emergency Response Density Map



2019-2023 Incident Data Displayed

Fire Risk Assessment

As part of an ongoing assessment of target risks in our community, all business's risks are rated using our "Fire Risk Assessment Form". This form assesses key factors that contribute to the risk of life/property loss from fire:

- Life Hazard
- Community Impact
- Water Supply
- Building Usage
- Building Construction
- Number of Stories
- Square Footage
- Exposures
- Fire Detection and Suppression System

Each category of the Fire Risk Assessment form is assigned a score. Based on the findings of each category, the business is assigned an overall Fire Risk score. This score puts the business into one of 3 risk categories: Low, Moderate, High.
These risk assessment forms, as well as the final risk score is uploaded into our mobile data system, and can be accessed from Fire Department apparatus, while en-route to a call. This risk assessment score, and associated information can be used by fire department personnel to more effectively respond to emergencies in the Town of Hartford.

Occupancy Vulnerability Assessment Profile (OVAP)

The Hartford Fire Department uses a modified Occupancy Vulnerability Assessment Profile (OVAP) to assess fire risk of individual occupancies. This assesses occupancies in from 10 different criteria to develop an overall risk score. The total score then ranks the risk level assigned to the occupancy. Below is the OVAP criteria:

Life Hazard	
High life hazard ~ 100 or more occupants	4
Medium life hazard ~ 25 - 99 occupants	2
Low life hazard ~ less than 25 occupants	1
Community Impact	
Severe impact ~ irreplaceable - historical - hospital	3
Moderate impact ~ job loss - tax - food store	2
Minor impact ~ family loss - low or no job loss	1
Hazardous Contents	
Industrial/Manufacturing/Specialty (multiple hazardous materials)	3
Commercial/moderate (ex. Commercial kitchen/auto repair)	2
Limited (office space/residential)	1

Water Supply (within 1000')	
0 or 1 hydrant ~ with less than 1000 gpm	3
1 at 1000 gpm or over, and 1 less than 1000 gpm	2
2 hydrants at 1000 gpm or higher	1
Building Usage	
Industrial - high life hazard - large business	3
Residential	2
Office - small business	1
Building Construction	
Combustible	3
Limited combustibility	2
Non-combustible	1
Number of Stories	
3 or more ~ or greater than 40' in overall height	3
2 story building	2
Single story building	1

Square Footage	
15,000 square feet or more	3
7,501 - 14,999 square feet	2
7,500 square feet or less	1
Deductions	
Presence of detection system ~ fire alarm system	-0.5
Presence of fire suppression system ~ sprinkler system	-0.5
Total Risk Score	
Risk Categories	
Low = 0-9 Total Risk Score	
Moderate = 7-15 Total Risk Score	
High = 16-20+ Total Risk Score	

The identified risk levels identify buildings that are of higher importance for Fire & Life Safety Inspections and for regularly updated pre-plans.

Pre-plans

As a way to better prepare for target risks, and increase the effectiveness and efficiency of our responses, the Hartford Fire Department routinely conducts pre-plan visits to businesses around our community. These visits allow Fire Department personnel to familiarize themselves with businesses throughout our community, particularly those identified as target risks. These pre-plans also allow Fire Department personnel to locate components of the building's systems and reach contacts in cases of after hour emergencies:

- FDC
- Sprinkler rooms, and shutoffs
- Knox Boxes
- Construction feature
- Building contacts
- Roof access, etc.

These pre-plans are uploaded into our mobile data system and can be accessed from Fire Department apparatus while en-route to a call. This pre-plan form and associated information can be used by fire department personnel to more effectively respond to emergencies in the town of Hartford.

QAP

Bugbee Senior Center

262 N. Main Street

Emergency Contact: Mark Bradley Phone number: 518 534 0098

Floors: 1 Construction Type: Type V

Stand piped/Sprinklered: N/A

Knox Box Location: B-Side On Post @ Kitchen Enterence Fire Alarm Location: Mechanical Room B/C Side

Fire Pump Location: N/A FDC Location: N/A

Mechanical room Location: B/C Side

Trusses present/location: N/A Gas Shut-off: Top of Basement Stairs (Oil), Propane @ Tank

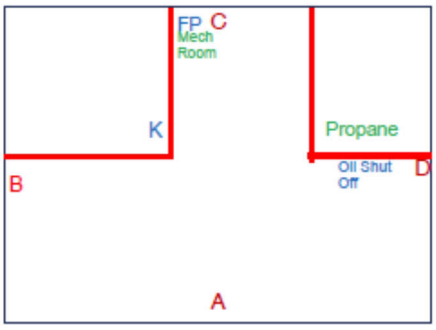
Safety concerns/Hazardous materials

Attic is reported to have only a drop ceiling as barrier C/D portion of the building

Electrical panels in woman bathroom and in basement

Propane tank D-Side, Oil in Basement

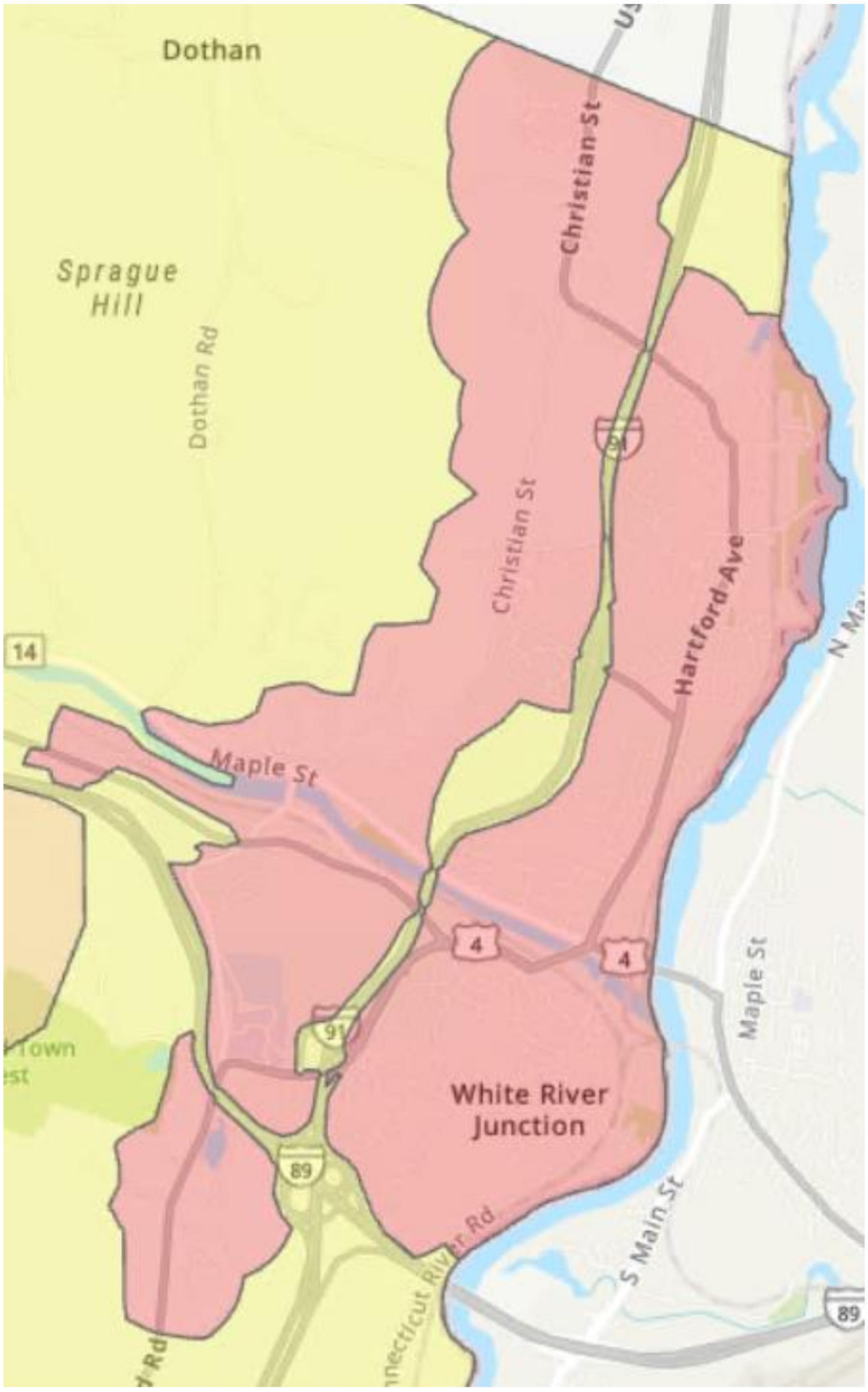
Water Supply 85 N. Main



KEY K= KnoxBox FP= fire alarm panel

FDC= fire dept. connection SV= sprinkler valve

Sample Quick Action Plan Assembled for the Bugbee Senior Center



Zone 1H
(Shown in red)

Community Profile:
Community Profile Type: Combination of residential, hotel and small business
Population Density: 1,111.5 persons per square mile
Zone 1H encompasses the developed areas of White River Junction, Hartford Village and Wilder that are serviced by the municipal water system. All three villages have buildings with construction features dating from the early 1900's to current modern styles.

White River Junction is situated at the confluence of the Connecticut and White Rivers, serving as a key hub for both riverways and railroad transportation. Given its historical significance as a central point for railroad travelers, the town boasts numerous grand, antiquated structures, including hotels, storefronts, and restaurants. Many of these buildings feature balloon construction, and over the years, some have been repurposed for other uses such as apartments, stores, and dining establishments. White River Junction has experienced notable growth in its skyline over the past decade, marked by the construction of two new five-story buildings in the downtown area.

Wilder and Hartford Village, while primarily residential, share similar architectural characteristics with White River Junction. Towards the northern boundary of Zone 1H, a small industrial park accommodates a UPS warehouse, a public transportation bus warehouse, a puzzle manufacturer, and various other small businesses. This diverse mix of developments reflects the dynamic and evolving landscape Present in this portion of the Town of Hartford.

Fire Risks:
The Hotel Coolidge, Hartford Church, Gates-Briggs Building, Consolidated Communications Building, Hartford schools, Veterans Medical Center and Hospital, St. Anthony's Church, the Village at White River, Valley Terrace Assisted Living.

Non-Fire Risks:
EMS Risks: This zone has the greatest number of EMS calls and features: Multifamily dwellings, assisted-living, low-income housing, and homeless camps.
Other Risks: Passenger and freight trains.
WMD and Terrorism Risks: Veterans Medical Center and Hospital, Wilder Dam, US Post Office, Hartford Municipal Building, Hartford Schools, Hartford Fire/Police Facility, Hartford Water System Storage Tanks in Wilder and White River Jct., and Railroad yards.
Public Work Risks: Town well, water storage tanks, sewer plant and bridges over the White River.
Transportation Issues
There are multiple modes of transportation that travel through this zone. The different modes present different challenges. As stated previously, this zone is a major intersection for railroad transportation. The issue with the railroad is the variety of materials that are transported via rail, everything from simple building materials to oil, propane and other hazardous materials. Passenger rail cars also travel through White River Junction causing concern for a mass-casualty

incident in the event of a crash or derailment. Interstate 91 and 89 intersect in White River Junction with much of the same concerns as the railroad in terms of commercial transportation. The interstates also pose the threat of motor vehicle accidents involving multiple vehicles, or larger passenger vehicles. Zone 1 also has U.S. Routes 5 and 4 and VT State Route 14 passing and intersecting in it.
There is a small municipal airport across the Connecticut River in Lebanon, NH with regularly scheduled commercial flights. Most of the airports concern would be dealt with by their local fire department, however many planes taking off and landing in the airport have to travel over our community, specifically over Zone 1. The concern would be crash landings on and off of the Interstates.

Identified Special Risks

Identified significant risks in Zone 1H:
There are many older buildings with a high occupancy possibility. The Hotel Coolidge was built in the early 1900's and although it is sprinkled, it is balloon frame construction and a very large building with many exposures. The Gates-Briggs building is an extremely large occupancy (44,000 sqft) building in downtown Zone 1H. Home to both restaurants, retail space, as well as offices and apartments. Although the building is sprinkled in common areas and egresses, it is very old construction, and poses significant risk to both occupants and rescuers. There are many older homes that have been converted into smaller apartments. Most of these homes are also balloon frame construction and have been modified from their original design to allow for two or more apartments. There have been many new hotels built in Zone 1 which would cause concern for occupancy load. There is only one hospital in the Town of Hartford, the Veterans Administration Medical Center and it is located in Zone 1H. Patient evacuation and some hazardous materials inherent to hospitals pose a risk to emergency workers. There are five public schools in Zone 1H causing concern about mass-casualty incidents. This zone also features a large U.S. Post Office. The post office is a central distribution center for the postal service and has the potential for a haz-mat incident as well as mass casualty due to the large number of employees in that facility. A number of homeless encampments have been established around zone 1H. These encampments have migrated around the zone as time has gone on frequently appearing along major roadways, rivers, and railways. There are many condominium developments spread throughout Zone 1H. Most of the developments are a substantial distance from Station One in White River Junction. One of the major hydro-electric dams of the Connecticut River is located along Zone 1H, although falling within the jurisdiction of the State of New Hampshire; any major fluctuations with water level could affect homes and/or businesses in Zone 1.

FIRE RISK ASSESSMENT FORM

BUILDING ADDRESS: 101 Currier St **VILLAGE:** 1 Tiff

PROPERTY NAME: Village at White River Junction

PERSON MAKING ASSESSMENT: Jones **DATE:** 5/22/2018

Life Hazard		Check one from each group
High life hazard ~ 100 or more occupants	4	4
Medium life hazard ~ 25 - 99 occupants	2	
Low life hazard ~ less than 25 occupants	1	
Community Impact		
Severe impact ~ irreplaceable - historical - hospital	3	
Moderate impact ~ high casualty - job loss - tax - food store	2	2
Minor impact ~ minor casualty - family loss	1	
Hazard Index		
Complex - multiple - industrial - special	3	
Simple - moderate - business	2	
Limited - common - residential	1	1
Water Supply		
0 or 1 hydrant ~ with less than 1000 gpm	3	
1 at 1000 gpm or over, and 1 less than 1000 gpm	2	
2 hydrants at 1000 gpm or higher	1	1
Building Usage		
Industrial - high life hazard - large business	3	
Residential	2	2
Office - small business	1	
Building Construction		
Combustible	3	
Limited combustibility	2	
Non-combustible	1	1
Number of Stories		
3 or more ~ or greater than 40' in overall height	3	3
2 story building	2	
Single story building	1	
Square Footage		
15,000 square feet or more	3	3
7,501 - 14,999 square feet	2	
7,500 square feet or less	1	
feet x feet x # of s 85,000		
Exposures ~ buildings within 50'		
3 or more exposure buildings	3	
2 exposures buildings	2	2
1 exposure building	1	
None	0	
Subtotal Score		19
Deductions		
Presence of detection system ~ fire alarm system	0.5	0.5
Presence of fire suppression system ~ sprinkler system	0.5	0.5
Total Deductions		1
Total score ~ subtract total deductions from the subtotal score		
Total Score		18

Risk Categories

Low ~ 0-9 Moderate ~ 7-15 High ~ 16-19 Maximum ~ 20 +

Fire

Risk Assessment of Identified Target Risk

FIRE RISK ASSESSMENT FORM

BUILDING ADDRESS: 39 S. Main Street **VILLAGE:** 1 Tiff

PROPERTY NAME: Hotel Coolidge

PERSON MAKING ASSESSMENT: Jones **DATE:** 5/22/2018

Life Hazard		Check one from each group
High life hazard ~ 100 or more occupants	4	
Medium life hazard ~ 25 - 99 occupants	2	
Low life hazard ~ less than 25 occupants	1	1
Community Impact		
Severe impact ~ irreplaceable - historical - hospital	3	
Moderate impact ~ high casualty - job loss - tax - food store	2	2
Minor impact ~ minor casualty - family loss	1	
Hazard Index		
Complex - multiple - industrial - special	3	
Simple - moderate - business	2	
Limited - common - residential	1	1
Water Supply		
0 or 1 hydrant ~ with less than 1000 gpm	3	
1 at 1000 gpm or over, and 1 less than 1000 gpm	2	
2 hydrants at 1000 gpm or higher	1	1
Building Usage		
Industrial - high life hazard - large business	3	
Residential	2	2
Office - small business	1	
Building Construction		
Combustible	3	
Limited combustibility	2	2
Non-combustible	1	
Number of Stories		
3 or more ~ or greater than 40' in overall height	3	3
2 story building	2	
Single story building	1	
Square Footage		
15,000 square feet or more	3	3
7,501 - 14,999 square feet	2	
7,500 square feet or less	1	

feet x feet x # of s 51,950

Exposures ~ buildings within 50'		
3 or more exposure buildings	3	3
2 exposures buildings	2	
1 exposure building	1	
None	0	0
Subtotal Score		**18**
Deductions		
Presence of detection system ~ fire alarm system	0.5	0
Presence of fire suppression system ~ sprinkler system	0.5	0.5
Total Deductions		**0.5**

Total score ~ subtract total deductions from the subtotal score

Total Score **17.5**

Risk Categories

Low ~ 0-9 Moderate ~ 7-15 High ~ 16-19 Maximum ~ 20 +

FIRE RISK ASSESSMENT FORM

BUILDING ADDRESS: 5 S. Main Street **VILLAGE:** 1 Tiff

PROPERTY NAME: Gates-Briggs

PERSON MAKING ASSESSMENT: Jones **DATE:** 5/22/2018

Life Hazard		Check one from each group
High life hazard ~ 100 or more occupants	4	4
Medium life hazard ~ 25 - 99 occupants	2	
Low life hazard ~ less than 25 occupants	1	
Community Impact		
Severe impact ~ irreplaceable - historical - hospital	3	3
Moderate impact ~ high casualty - job loss - tax - food store	2	
Minor impact ~ minor casualty - family loss	1	
Hazard Index		
Complex - multiple - industrial - special	3	
Simple - moderate - business	2	2
Limited - common - residential	1	
Water Supply		
0 or 1 hydrant ~ with less than 1000 gpm	3	
1 at 1000 gpm or over, and 1 less than 1000 gpm	2	
2 hydrants at 1000 gpm or higher	1	
Building Usage		
Industrial - high life hazard - large business	3	
Residential	2	2
Office - small business	1	
Building Construction		
Combustible	3	
Limited combustibility	2	2
Non-combustible	1	
Number of Stories		
3 or more ~ or greater than 40' in overall height	3	3
2 story building	2	
Single story building	1	
Square Footage		
15,000 square feet or more	3	3
7,501 - 14,999 square feet	2	
7,500 square feet or less	1	

feet x feet x # of s 44,378

Exposures ~ buildings within 50'		
3 or more exposure buildings	3	3
2 exposures buildings	2	
1 exposure building	1	
None	0	0
Subtotal Score		22
Deductions		
Presence of detection system ~ fire alarm system	0.5	0.5
Presence of fire suppression system ~ sprinkler system	0.5	0.5
Total Deductions		1

Total score ~ subtract total deductions from the subtotal score

Total Score 21

Risk Categories

Low ~ 0-9 Moderate ~ 7-15 High ~ 16-19 Maximum ~ 20 +

FIRE RISK ASSESSMENT FORM

BUILDING ADDRESS: 2820 Christian Street **VILLAGE:** 1A

PROPERTY NAME: Valley Terrace

PERSON MAKING ASSESSMENT: Jones **DATE:** 5/22/2018

Life Hazard		Check one from each group
High life hazard ~ 100 or more occupants	4	
Medium life hazard ~ 25 - 99 occupants	2	2
Low life hazard ~ less than 25 occupants	1	
Community Impact		
Severe impact ~ irreplaceable - historical - hospital	3	
Moderate impact ~ high casualty - job loss - tax - food store	2	2
Minor impact ~ minor casualty - family loss	1	
Hazard Index		
Complex - multiple - industrial - special	3	
Simple - moderate - business	2	
Limited - common - residential	1	1
Water Supply		
0 or 1 hydrant ~ with less than 1000 gpm	3	
1 at 1000 gpm or over, and 1 less than 1000 gpm	2	2
2 hydrants at 1000 gpm or higher	1	
Building Usage		
Industrial - high life hazard - large business	3	
Residential	2	2
Office - small business	1	
Building Construction		
Combustible	3	
Limited combustibility	2	
Non-combustible	1	1
Number of Stories		
3 or more ~ or greater than 40' in overall height	3	
2 story building	2	2
Single story building	1	
Square Footage		
15,000 square feet or more	3	3
7,501 - 14,999 square feet	2	
7,500 square feet or less	1	

feet x feet x # of s 44,272

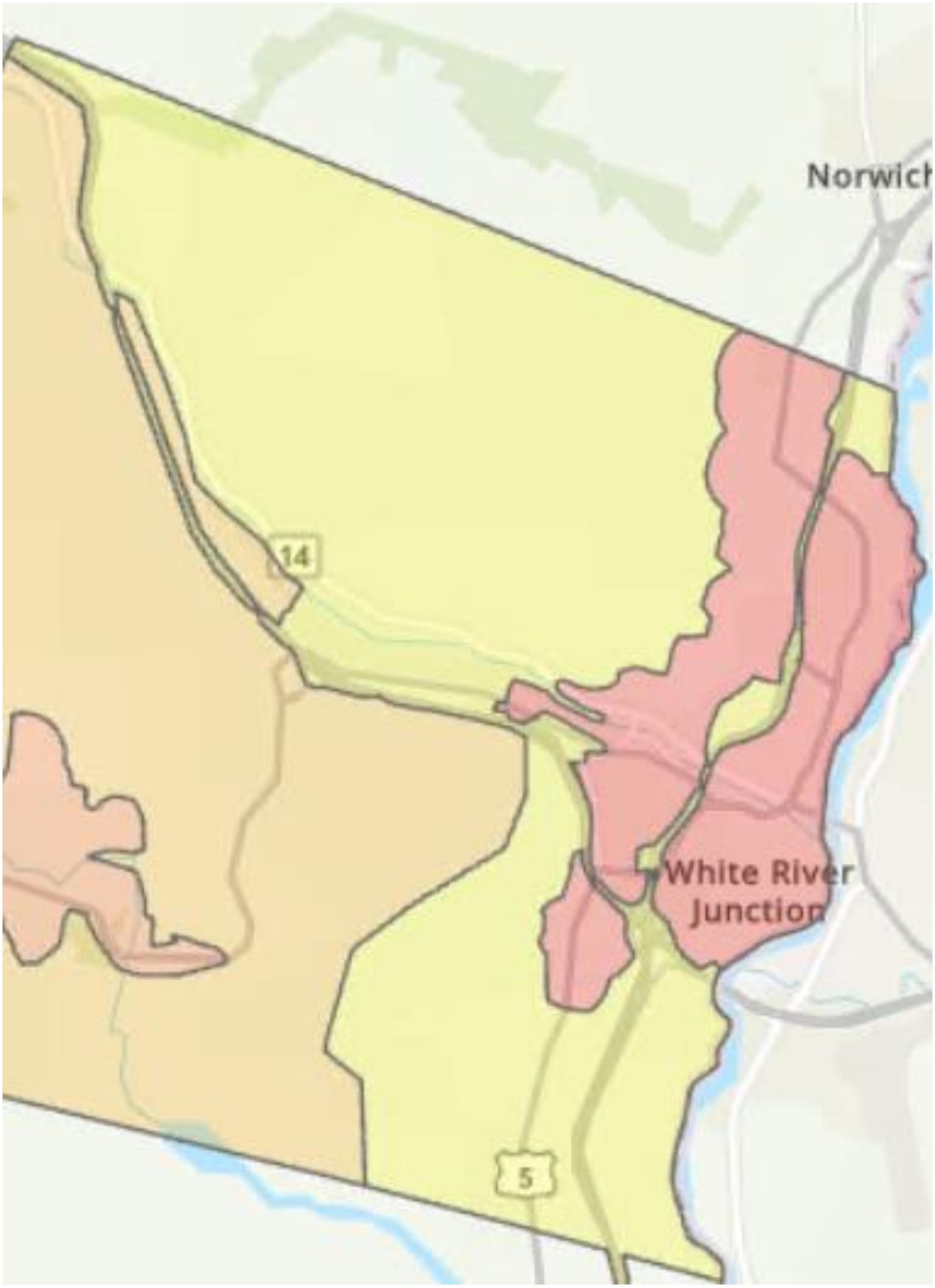
Exposures ~ buildings within 50'		
3 or more exposure buildings	3	
2 exposures buildings	2	
1 exposure building	1	
None	0	0
	Subtotal Score	15
Deductions		
Presence of detection system ~ fire alarm system	0.5	0.5
Presence of fire suppression system ~ sprinkler system	0.5	0.5
	Total Deductions	1

Total score ~ subtract total deductions from the subtotal score

Total Score 14

Risk Categories

Low ~ 0-9 Moderate ~ 7-15 High ~ 16-19 Maximum ~ 20 +



Zone 1R
(Shown in yellow)

Community Profile
Community Profile Type: Mostly Residential
Population Density: 77.4 persons per square mile
Zone 1R is the non-hydrant portions Hartford Village, White River Junction and Wilder. This is the second largest of our zones and features the lowest population density of the four. Geographically this zone starts in the southeast along the Hartland boarder and extends north along RT 5 and then encompasses the town along the north side of the white river less the areas served by a municipal water system.

Fire Risks
T & R Used Cars, White River Paper/Swish, Gray Auto Sales, and Pete's tire barn, large buildings in West Hartford Village, Pinecrest Motel, Armed Forces Training Facility, Young's Propane

Non-Fire Risks
EMS Risks: West Hartford Bridge over White River for water rescue. Clifford Park
Other Risks: Passenger and freight trains in remote areas. Hazardous waste at landfill
WMD and Terrorism Risks: Interstates 89 and 91.
Public Work Risks: Rock or mud slides
Transportation Issues
A large amount of the railroad and Route 14 pass through Zone 1R as does Interstate 89 and 91.

Identified Special Risks
Identified special risks in Zone 1R:
The largest special risk in Zone 1R would be the close proximity of homes and business to the White River and the general remoteness of the area that results in prolonged response times. In the spring, with snow and ice melting while the ground is still frozen, it can cause the river to overflow its banks. Most structures are located well out of this area, but for the years when melting happens quickly and ice jams the river, flooding can be a concern to those otherwise safe structures. There is a paper product distribution warehouse within this zone and while the occupancy level is normally low, the large fire load causes concern. Water supply is an issue within this zone as it is does not have municipal fire hydrants. There are a few dry hydrants and cisterns located throughout the zone.

FIRE RISK ASSESSMENT FORM

BUILDING ADDRESS: 1341 RT 14 **VILLAGE:** 2

PROPERTY NAME: Pete's Tire Barn

PERSON MAKING ASSESSMENT: Jones **DATE:** 5/22/2018

Life Hazard		Check one from each group
High life hazard ~ 100 or more occupants	4	
Medium life hazard ~ 25 - 99 occupants	2	
Low life hazard ~ less than 25 occupants	1	1
Community Impact		
Severe impact ~ irreplaceable - historical - hospital	3	
Moderate impact ~ high casualty - job loss - tax - food store	2	2
Minor impact ~ minor casualty - family loss	1	
Hazard Index		
Complex - multiple - industrial - special	3	
Simple - moderate - business	2	2
Limited - common - residential	1	
Water Supply		
0 or 1 hydrant ~ with less than 1000 gpm	3	3
1 at 1000 gpm or over, and 1 less than 1000 gpm	2	
2 hydrants at 1000 gpm or higher	1	
Building Usage		
Industrial - high life hazard - large business	3	3
Residential	2	
Office - small business	1	
Building Construction		
Combustible	3	3
Limited combustibility	2	
Non-combustible	1	
Number of Stories		
3 or more ~ or greater than 40' in overall height	3	
2 story building	2	
Single story building	1	1
Square Footage		
15,000 square feet or more	3	
7,501 - 14,999 square feet	2	2
7,500 square feet or less	1	

feet x feet x # of s 10,000

Exposures ~ buildings within 50'		
3 or more exposure buildings	3	
2 exposures buildings	2	
1 exposure building	1	
None	0	0
	Subtotal Score	17
Deductions		
Presence of detection system ~ fire alarm system	0.5	0.5
Presence of fire suppression system ~ sprinkler system	0.5	0.5
	Total Deductions	1

Total score ~ subtract total deductions from the subtotal score

Total Score 16

Risk Categories

Low ~ 0-9 Moderate ~ 7-15 High ~ 16-19 Maximum ~ 20 +

FIRE RISK ASSESSMENT FORM

BUILDING ADDRESS: 1118 RT 14 **VILLAGE:** 2

PROPERTY NAME: White River Paper/Swish

PERSON MAKING ASSESSMENT: Jones **DATE:** 5/22/2018

Life Hazard		Check one from each group
High life hazard ~ 100 or more occupants	4	
Medium life hazard ~ 25 - 99 occupants	2	
Low life hazard ~ less than 25 occupants	1	1
Community Impact		
Severe impact ~ irreplaceable - historical - hospital	3	
Moderate impact ~ high casualty - job loss - tax - food store	2	2
Minor impact ~ minor casualty - family loss	1	
Hazard Index		
Complex - multiple - industrial - special	3	3
Simple - moderate - business	2	
Limited - common - residential	1	
Water Supply		
0 or 1 hydrant ~ with less than 1000 gpm	3	3
1 at 1000 gpm or over, and 1 less than 1000 gpm	2	
2 hydrants at 1000 gpm or higher	1	
Building Usage		
Industrial - high life hazard - large business	3	3
Residential	2	
Office - small business	1	
Building Construction		
Combustible	3	
Limited combustibility	2	
Non-combustible	1	1
Number of Stories		
3 or more ~ or greater than 40' in overall height	3	
2 story building	2	
Single story building	1	1
Square Footage		
15,000 square feet or more	3	3
7,501 - 14,999 square feet	2	
7,500 square feet or less	1	

feet x feet x # of s 43,550

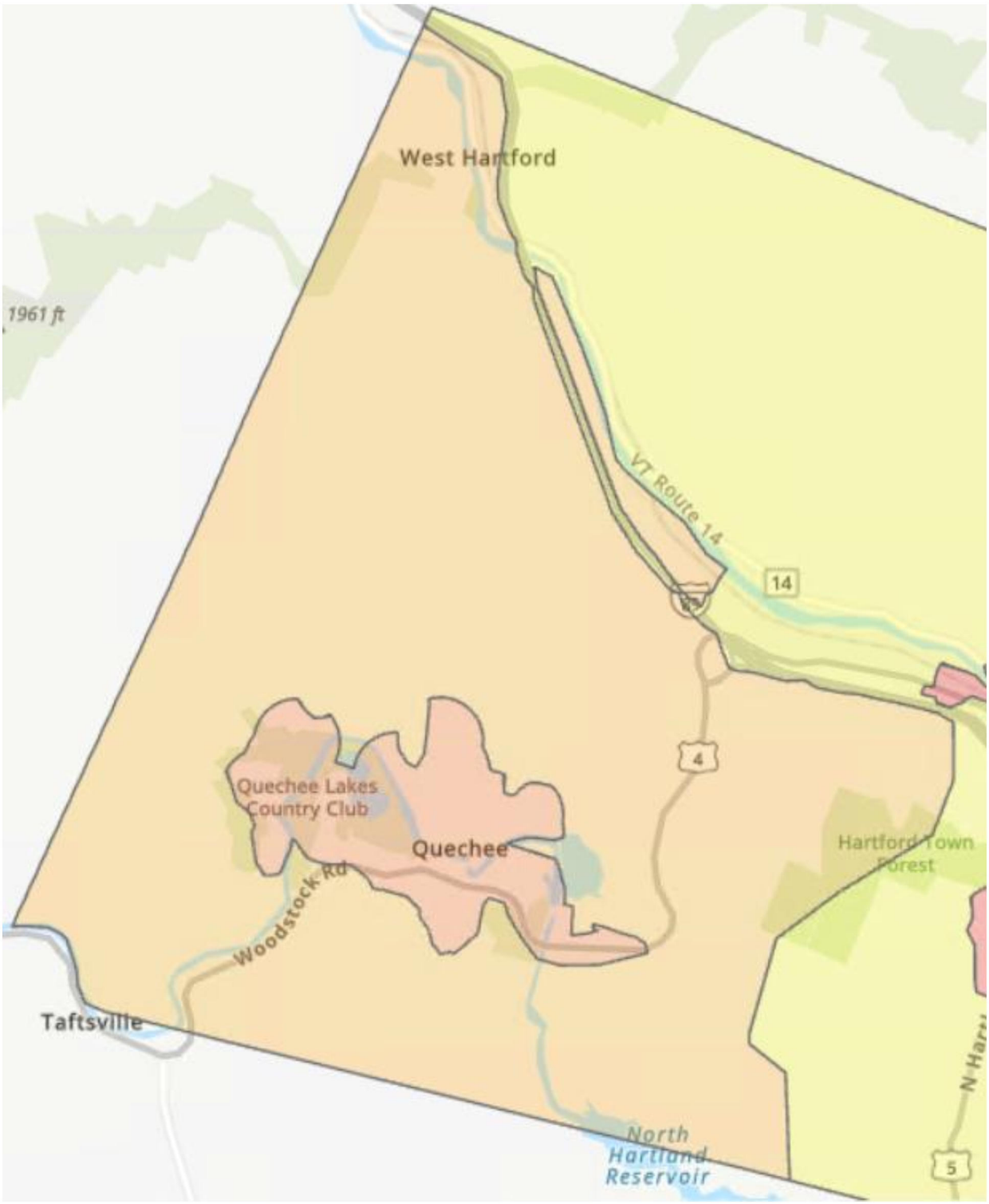
Exposures ~ buildings within 50'		
3 or more exposure buildings	3	
2 exposures buildings	2	
1 exposure building	1	
None	0	0
Subtotal Score		17
Deductions		
Presence of detection system ~ fire alarm system	0.5	0
Presence of fire suppression system ~ sprinkler system	0.5	0.5
Total Deductions		0.5

Total score ~ subtract total deductions from the subtotal score

Total Score 16.5

Risk Categories

Low ~ 0-9 Moderate ~ 7-15 High ~ 16-19 Maximum ~ 20 +



Zone 2R
(Shown in orange)

Community Profile
Community Profile Type: Mostly Residential
Population Density: 128.7 persons per square mile
Zone 2R is the non-hydrant portion of the Village of Quechee, West Hartford, and White River Junction served by Station 2. Zone 2R is primarily residential and with a mixture of permanent and seasonal homes. Significant development of the heart of Zone 2R began around the late 1960's. In the early 1980's multiple condominium developments started to appear. Today the rate of growth has slowed but has not stopped. The outlying areas feature many single-family homes and as you move back towards the center of Quechee there is a mixture of homes and condos within the Quechee Lakes community. Being distant from White River Junction made for extended response times from Hartford Station One. Station Two, the Hartford Sub-Station, is located in the center of Zone 2H and is now staffed with two personnel 24/7 since Jan 1 2023.

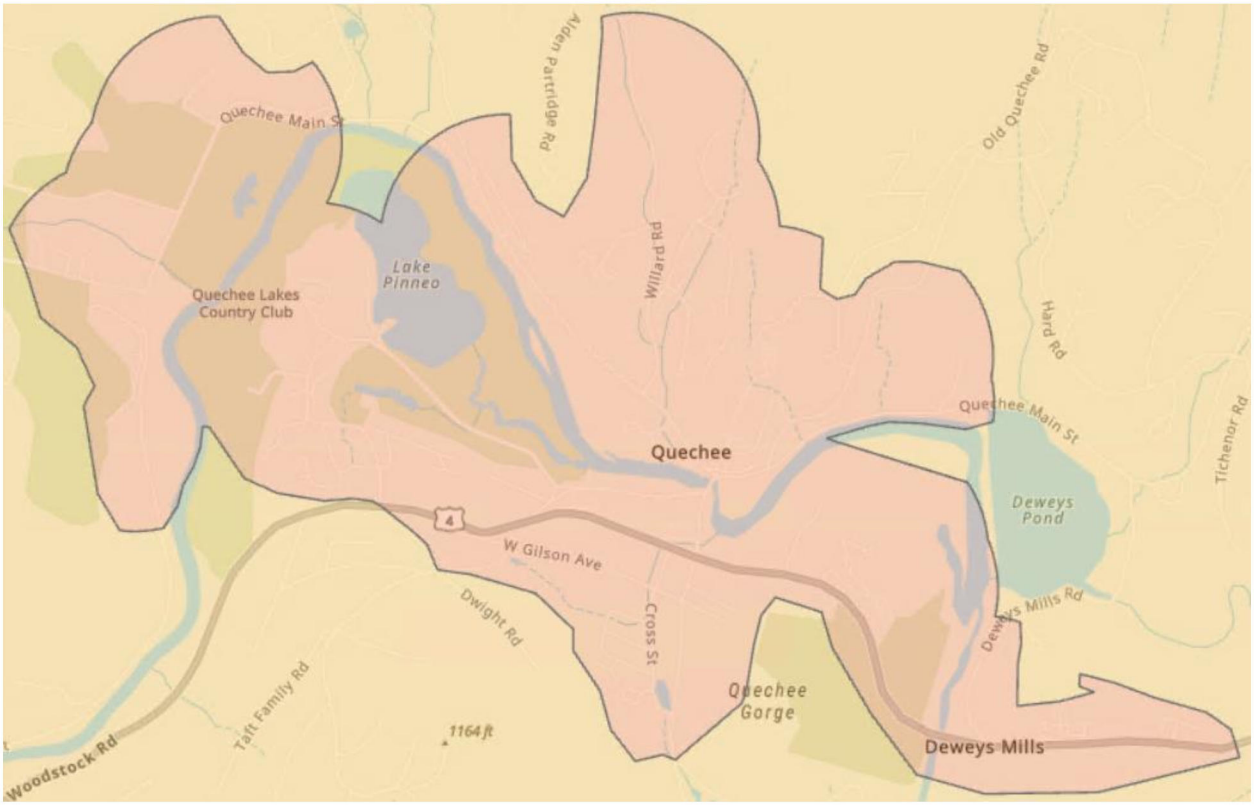
Fire Risks
The Ridge, Snow Village, Kingswood Condominiums, and Birchwood Condominiums

Non-Fire Risks
Public Work Risks: Water system reservoirs and sewage treatment plant.

Transportation Issues
A portion of Interstate 89, a portion of railroad, and a portion of U.S. Route 4 all pass-through Zone 2R, all with the same inherent risks as those of Zone 1R/H. Various times of the year the population in Quechee is substantially larger than normal. This is mainly due to tourism. During these times of the year the extended response times to emergencies are made that much more difficult due to increased vehicle and pedestrian traffic.

Identified Special Risks
Identified special risks in Zone 2R:

Many of the buildings in Zone 2R are relatively rural and are also seasonal. This makes the response time longer, especially in poor weather conditions. Because of the small resort in Quechee, the concept of condominiums has become very attractive to developers. This raises concern for exposure risks from fire coupled with the challenges that evolve from having multiple families residing in the same building. Being the part of Quechee that does not have hydrants, water supply is a concern. There are several dry hydrants and small ponds located throughout Zone 2R. The Ottauquechee River runs through portions of Zone 2R. This river has cut into the valley in a snake-like pattern causing concern in the spring when the ice begins to melt. Because of the pattern of the river, ice jams are prevalent and with any added water such as a warming trend or rain, the river has potential to overflow its banks in certain areas.



Zone 2H
(Shown in red)

Community Profile
Community Profile Type: Combination of residential and small business.
Population Density: 304.9 persons per square mile
Zone 2H is the hydrant district of the Village of Quechee. The mill district of Quechee was originally settled in the 1760s. Today some of the mill buildings can still be seen in attractions such as Simon Pierce's Restaurant and Glass Blowing Studio. Quechee Lakes has a small resort that includes a ski hill, two golf courses and a club house with pools, racquet ball courts, exercise equipment and a few banquet halls. Quechee Main Street is a narrow road that cuts through the middle of Zone 2H and is surrounded on both sides by a few old mills, barns and store fronts. Many buildings in this area feature balloon type construction. Some have been remodeled to become apartment buildings with multiple units. Many of the buildings in the center of Zone 2H were built very close to one another. This raises concern for fire exposure issues.

Fire Risks
Simon Pearce Glass Studio and Restaurant, Condominiums, Quechee Inn at Marshland Farm, Quechee Church, and Quechee Club including the base lodge at the ski hill and the Quechee Fells Barn.

Non-Fire Risks

EMS Risks: Quechee Gorge for high angle rescue. Ottauquechee River, Quechee Ski Hill (alpine skiing).
Other Risks: Flooding along Quechee Main St.
WMD and Terrorism Risks: Large public assemblies at annual festivals such as The Quechee Balloon Festival or Covered Bridges Half Marathon.
Public Work Risks: Quechee Covered Bridge

Transportation Issues

Zone 2H is a relatively small zone. One of the main roads through this zone is US Route 4. Route 4 is the major route connecting the east and west sides of central Vermont. Located on US Route 4 are many tourist attractions, including the Quechee Gorge, which attracts many pedestrians. There are no Interstates or railroads that run through Zone 2H.

Identified Special Risks

Identified significant risks in Zone 2H:
There are many older buildings that have been remodeled with smaller apartments and businesses within them. The buildings, especially on Quechee Main Street were built in close proximity of each other raising concern for exposure issues. Because of the age of these buildings, most do not have sprinkler protection. The narrowness of Quechee Main Street makes truck placement a concern with even a small incident. The Ottauquechee River is located alongside Quechee Main Street. Because of the winding path that the river has cut over the years, ice jams and flooding become a concern during the early spring when melting occurs. There is a public elementary school and two private elementary schools and one high school located within Zone 2H causing concern for a possible mass-casualty event.

Fire Risk Assessment of Identified Target Risk

FIRE RISK ASSESSMENT FORM

BUILDING ADDRESS: 91 Village Green **VILLAGE:** 3A

PROPERTY NAME: Village Green/ Post Office

PERSON MAKING ASSESSMENT: jones **DATE:** 5/30/2018

Life Hazard		Check one from each group
High life hazard ~ 100 or more occupants	4	
Medium life hazard ~ 25 - 99 occupants	2	
Low life hazard ~ less than 25 occupants	1	1
Community Impact		
Severe impact ~ irreplaceable - historical - hospital	3	
Moderate impact ~ high casualty - job loss - tax - food store	2	
Minor impact ~ minor casualty - family loss	1	1
Hazard Index		
Complex - multiple - industrial - special	3	
Simple - moderate - business	2	
Limited - common - residential	1	1
Water Supply		
0 or 1 hydrant ~ with less than 1000 gpm	3	
1 at 1000 gpm or over, and 1 less than 1000 gpm	2	
2 hydrants at 1000 gpm or higher	1	1
Building Usage		
Industrial - high life hazard - large business	3	
Residential	2	2
Office - small business	1	
Building Construction		
Combustible	3	1
Limited combustibility	2	
Non-combustible	1	
Number of Stories		
3 or more ~ or greater than 40' in overall height	3	
2 story building	2	2
Single story building	1	
Square Footage		
15,000 square feet or more	3	
7,501 - 14,999 square feet	2	
7,500 square feet or less	1	1

feet x feet x # of s 7,576

Exposures ~ buildings within 50'		
3 or more exposure buildings	3	
2 exposures buildings	2	
1 exposure building	1	1
None	0	0
	Subtotal Score	**11**
Deductions		
Presence of detection system ~ fire alarm system	0.5	
Presence of fire suppression system ~ sprinkler system	0.5	
	Total Deductions	**0**

Total score ~ subtract total deductions from the subtotal score

Total Score **11**

Risk Categories

Low ~ 0-9 Moderate ~ 7-15 High ~ 16-19 Maximum ~ 20 +

FIRE RISK ASSESSMENT FORM

BUILDING ADDRESS: 55 Village Green **VILLAGE:** 3A

PROPERTY NAME: Village Green/ Quechee lakes rentals

PERSON MAKING ASSESSMENT: jones **DATE:** 5/30/2018

Life Hazard		Check one from each group
High life hazard ~ 100 or more occupants	4	
Medium life hazard ~ 25 - 99 occupants	2	
Low life hazard ~ less than 25 occupants	1	1
Community Impact		
Severe impact ~ irreplaceable - historical - hospital	3	
Moderate impact ~ high casualty - job loss - tax - food store	2	
Minor impact ~ minor casualty - family loss	1	1
Hazard Index		
Complex - multiple - industrial - special	3	
Simple - moderate - business	2	
Limited - common - residential	1	1
Water Supply		
0 or 1 hydrant ~ with less than 1000 gpm	3	
1 at 1000 gpm or over, and 1 less than 1000 gpm	2	
2 hydrants at 1000 gpm or higher	1	1
Building Usage		
Industrial - high life hazard - large business	3	
Residential	2	2
Office - small business	1	
Building Construction		
Combustible	3	3
Limited combustibility	2	
Non-combustible	1	
Number of Stories		
3 or more ~ or greater than 40' in overall height	3	
2 story building	2	2
Single story building	1	
Square Footage		
15,000 square feet or more	3	
7,501 - 14,999 square feet	2	
7,500 square feet or less	1	1

feet x feet x # of s 5,204

Exposures ~ buildings within 50'		
3 or more exposure buildings	3	
2 exposures buildings	2	
1 exposure building	1	1
None	0	0
	Subtotal Score	**13**
Deductions		
Presence of detection system ~ fire alarm system	0.5	
Presence of fire suppression system ~ sprinkler system	0.5	
	Total Deductions	**0**

Total score ~ subtract total deductions from the subtotal score

Total Score **13**

Risk Categories

Low ~ 0-9 Moderate ~ 7-15 High ~ 16-19 Maximum ~ 20 +

Non-Fire Risk Assessment

Hartford, VT, faces a diverse range of risks that include natural, technological, and human-caused hazards. The non-fire risks are found to occur in all zones and therefore are not broken down by planning zones. Natural hazards such as flooding, severe weather, winter storms, earthquakes, landslides, drought, and wildfires pose significant threats to the community. The town's transportation infrastructure, including major highways and rail lines, increases the risk of hazardous materials incidents and transportation accidents. Additionally, infrastructure vulnerabilities like power outages, water contamination, and dam failures, along with cybersecurity threats, further elevate the town's risk profile. Human-caused hazards, including terrorism, civil disturbances, and public health emergencies, add another layer of complexity to Hartford's overall risk landscape, necessitating comprehensive preparedness and response strategies.

In a non-fire risk assessment for Hartford, VT, the following risk categories are evaluated for potential hazards and vulnerabilities:

Natural Hazards	Human-Caused Hazards	Community-Specific Hazards

Natural Hazards



Pictured: A freshly shoveled hydrant along Quechee Main Street

Flood

Including riverine, flash, and areal flooding risks.

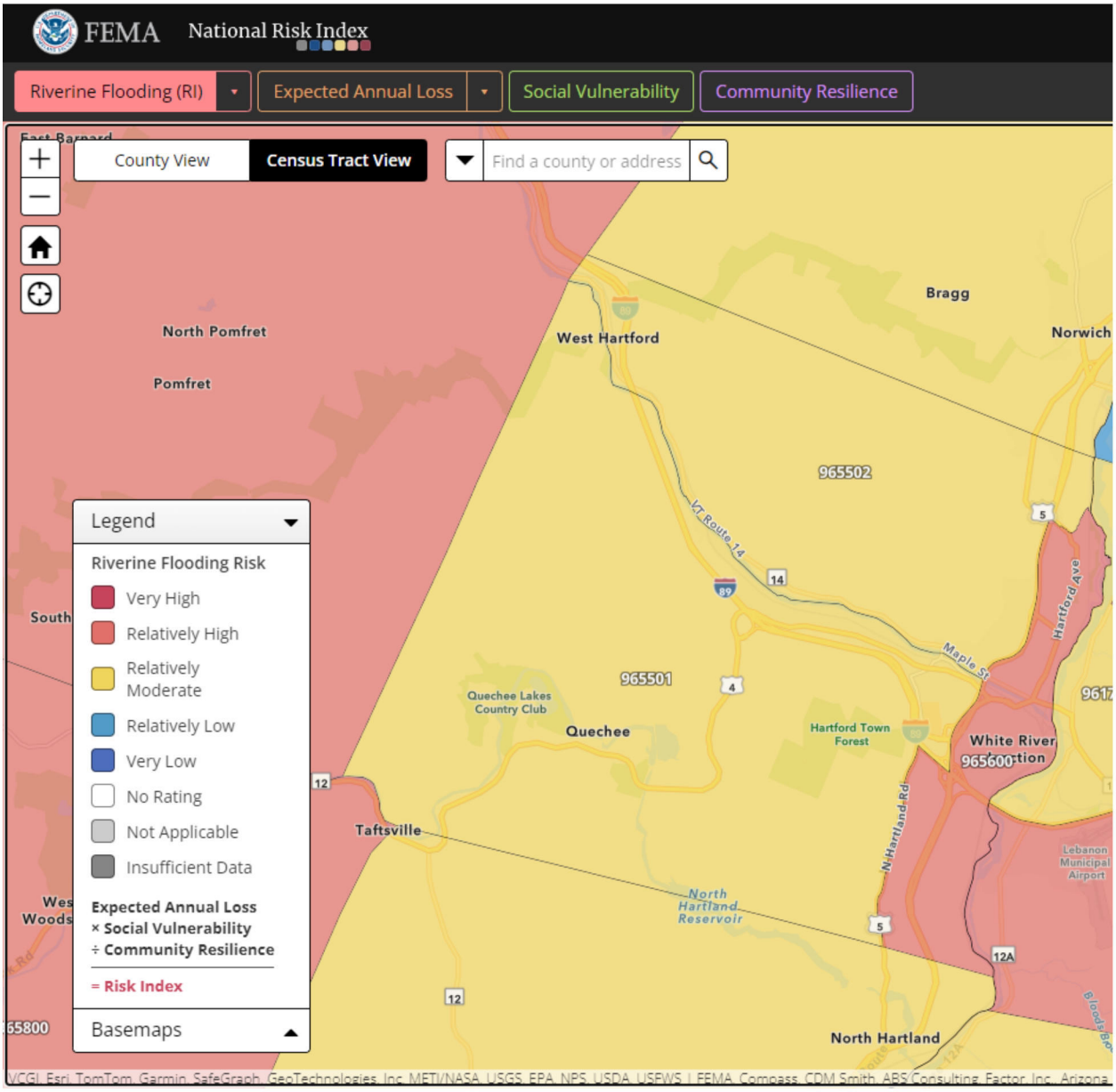


Pictured: Taftsville Covered Bridge July 10th, 2023

Flooding is a frequent threat to much of Vermont, including the Town of Hartford. This was most recently demonstrated during the catastrophic flooding of July 2023. Riverine flooding is most likely to occur along the Ottaquechee River in the Village of Quechee, along the White River impacting Route 14, and near the confluence of the White and Connecticut Rivers in White River Junction. Fortunately, the effects of this flooding are limited to a relatively small number of properties. Unfortunately, according to FEMA Flood Map Service Center (MSC), there is important infrastructure impacted throughout the Town. Some of threatened infrastructure includes The Hartford Municipal building, VT Route 14, The Railyard and industrial area of Harrison Ave, The White River Water Treatment Facility, Quechee Main Street, Quechee Post Office, River RD are all located in a 1% Annual Flood Hazard Zone. This is in addition to numerous single and multi-family dwellings.

Flooding can occur at any time of year and is not limited to riverine flooding. Areal flooding is also a potential risk in the Town of Hartford. Historically, flooding has occurred due to ice jams, snowmelt runoff in spring, severe thunderstorms, tropical storms, and larger rainstorms. Typically, there has been some warning of pending flood events, and relatively few inhabited structures have been inundated by flooding. The effects of large floods are capable of vast impacts. This could range from temporary loss of roadways stranding residents due to submersion or extended closures lasting days or weeks due to washouts. Loss of essential services due to interrupted rail services, temporary loss of town administrative offices, impacted

homes and businesses, and potential of discharge of untreated sewage. In the case of the town's Municipal Building some mitigation efforts were taken during recent renovations moving all building services out of the basement and to higher levels of the building.



FEMA National Risk Index – Riverine Flooding Risk by Census Tract (accessed 2024)

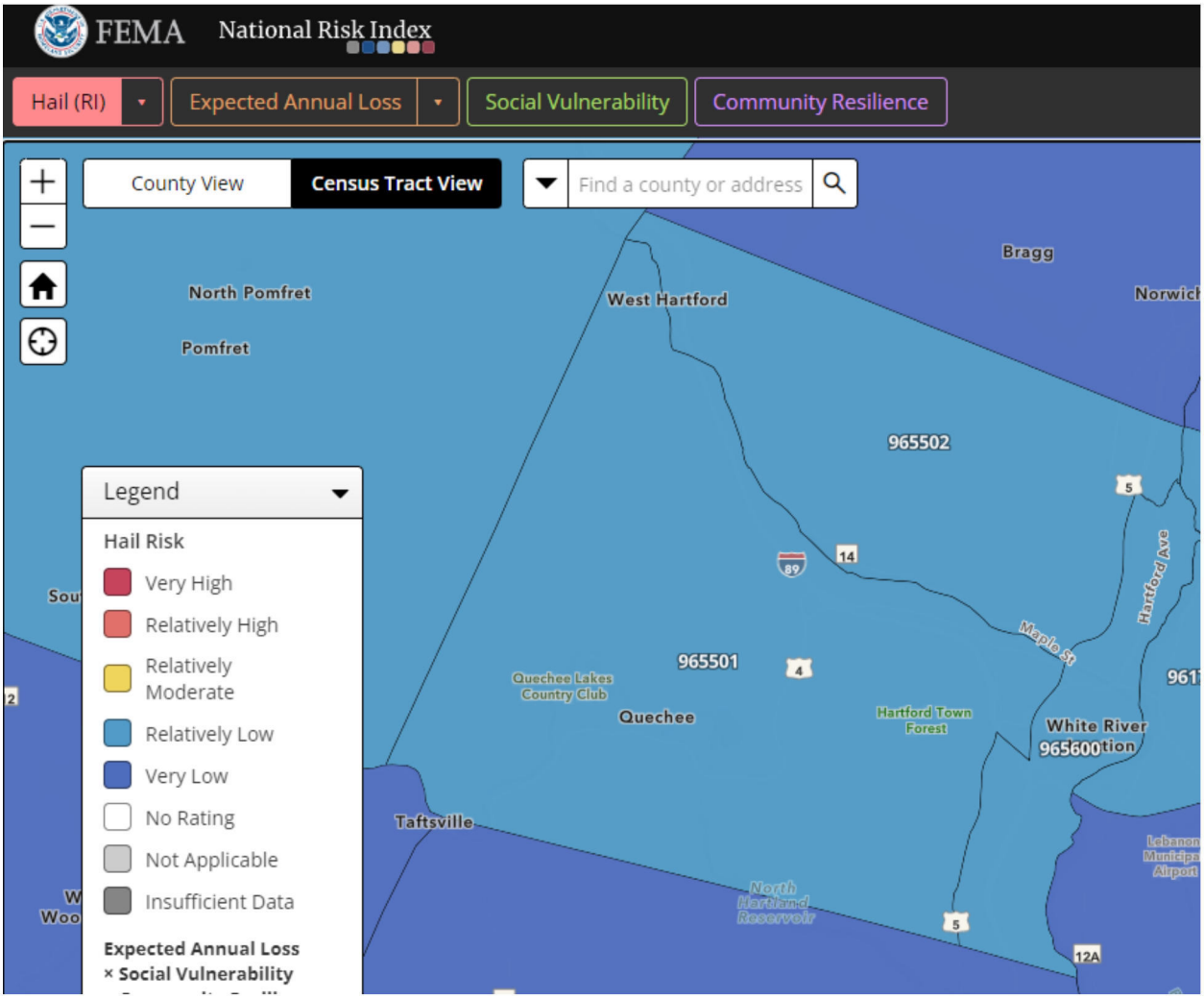
It is anticipated that future flooding will continue to call upon the services offered by the Hartford Fire Department. Water rescues are the most urgent of services called for from the agency. These are most likely to occur in or around flooded rivers. Persons attempting to cross flowing water are likely to require rescue. Nationally, most flood deaths result from driving on flooded roads. The CDC estimates this accounts for over half of all flood related deaths nationally. The next highest cause of flood related deaths is reported to be people walking into

or nearby flood waters and falling in. (source: National Weather Service) After water rescues the agency assess that responding to evacuate stranded individuals and mitigating utility problems to the next highest demands for services during flooding events. The Hartford Fire Department assesses that Flood Risks transcend all Planning Zones equally.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Flooding	1	8	6		
	Yearly	Town/Community/Region	9-14	35	High

Severe Weather

Risks from thunderstorms, hurricanes, high winds, hail, and lightning.



FEMA National Risk Index – Hail Risk by Census Tract (accessed 2024)

Severe weather events can have significant impacts on the community. Severe thunderstorms are a frequent concern, bringing with them the potential for high winds, heavy rainfall, hail, and lightning. High winds can cause widespread damage to buildings, down power lines, and uproot trees, leading to power outages and blocked roadways. Hailstorms can damage crops, vehicles, and roofs, while lightning poses a threat to both people and property, increasing the risk of fires and injuries.

In addition to thunderstorms, Hartford is also vulnerable to the effects of hurricanes and tropical storms, which can lead to intense rainfall, flooding, and wind damage, even if the town is not directly in the path of the storm. These storms can overwhelm local drainage systems, causing flash flooding that threatens homes, businesses, and critical infrastructure. The combination of these severe weather risks requires ongoing vigilance and preparedness to protect the community and minimize potential damage. Fortunately, as indicated by the topics included in FEMA's Risk Index map the Hartford rates between No Ratings to Relatively Low for all Severe Weather items. This is largely due to a lack of frequency, isolated consequence, and limited impact despite severe weather events occurring annually.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Severe Weather	1	4	2	6.5	Medium
	Yearly	Multiple people/businesses	Four or less		

Winter Storms

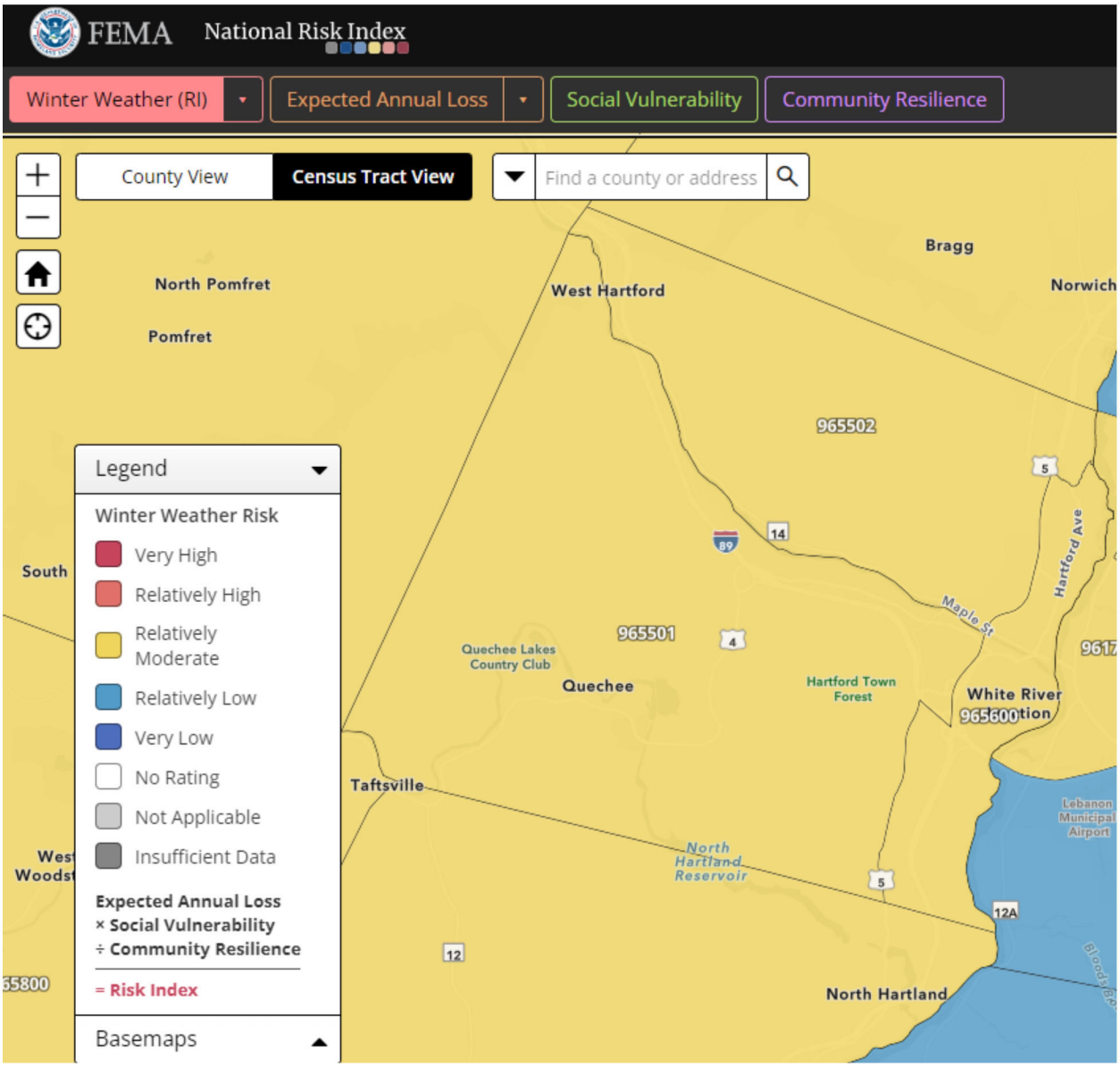
Including heavy snow, ice storms, and blizzards.

Severe winter weather events are one of the frequent risks the community is exposed to. Severe winter storms can cause serious damage, including collapse of buildings due to overloading with snow or ice, brutal wind chills, power outages due to downed trees and power lines and the closure of transit corridors. People can be at risk of freezing in extended power outages if they lack wood heat or backup power and individuals shoveling large accumulations of snow can also be at risk from frostbite, hypothermia, heart attacks or other injuries due to cold and overexertion. Though most residents and local forces are well prepared for routine winter weather, historical data shows that severe storms do occur and can be very taxing on the community.



Pictured: Quechee Main Street on a cold post storm morning with freezing mist in the air from the Simon Pierce Dam on the Ottaquechee River.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Severe Winter Weather	3	8	4		
	Yearly to Quarterly	Town/Community/Region	9-14	26	High



FEMA National Risk Index – Winter Weather Risk by Census Tract (accessed 2024)

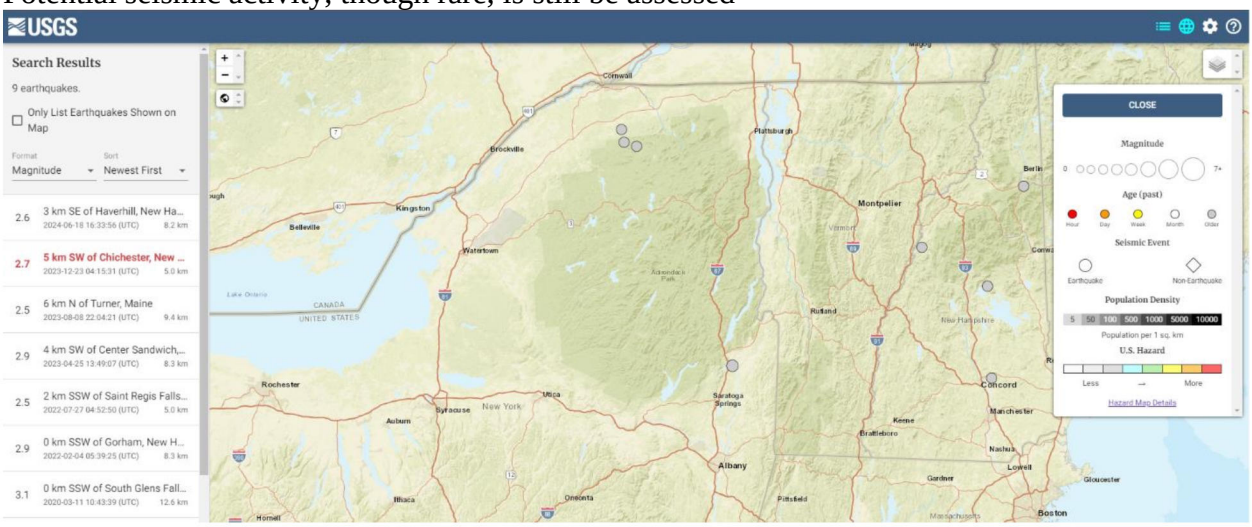
Winter weather presents significant risk due to its geographic location in the Northeastern United States, prone to severe winter storms. The town frequently experiences heavy snowfall, ice storms, and blizzards, which can lead to dangerous road conditions, power outages, and disruptions to daily life. Snow accumulation and ice can cause structural damage to buildings, down trees, and power lines, leading to widespread outages and challenging recovery efforts. Icy roads and reduced visibility during storms increase the likelihood of traffic accidents, while prolonged cold spells can strain heating systems and put vulnerable populations, such as the elderly and those with limited resources, at greater risk. Additionally, winter weather can impact emergency response times and access to essential services, further complicating efforts to maintain community safety during extreme conditions. Fortunately, due to many of these storms

being considered regular winter events; most of the population and the Town departments are well prepared to deal with them.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Winter Weather	4	2	4	13.8	High
	Weekly in Winter Months	Individual/business	Five to eight		

Earthquakes

Potential seismic activity, though rare, is still be assessed



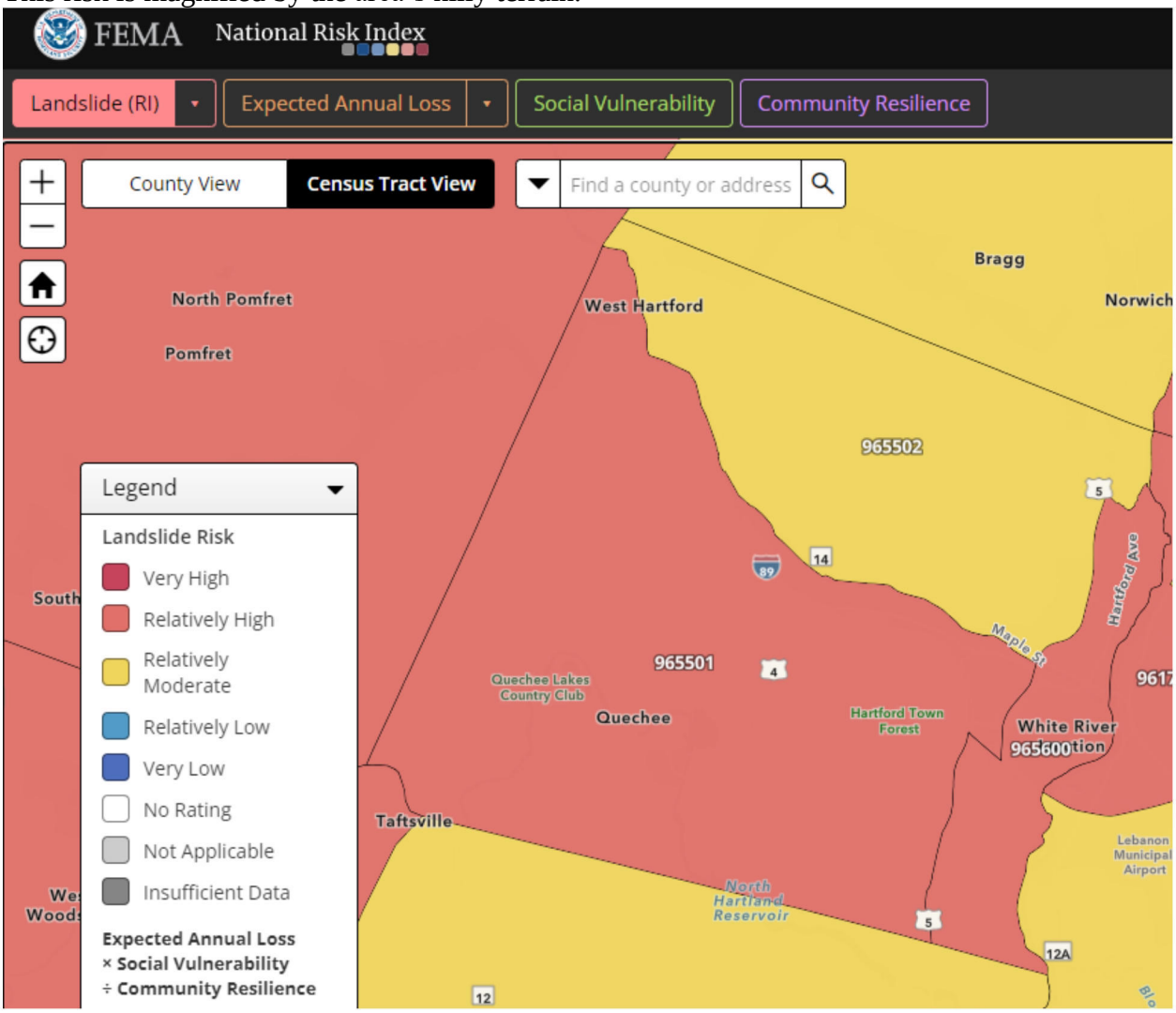
USGS Earthquake Map – Nine earthquakes with a magnitude greater than or equal to 2.5 were recorded within a 200km radius between 2019 and 2023, with the largest being a 3.4 magnitude located near Franklin, QC in January of 2020. (accessed 2024)

Although earthquakes are relatively rare in Hartford, VT, the town is still at risk due to its location within a region where seismic activity can occur. The potential for earthquakes, even at low magnitudes, poses several risks to the community. Older buildings and infrastructure that may not be designed to withstand seismic forces are particularly vulnerable. An earthquake could cause structural damage, disrupt transportation routes, and lead to power outages or gas leaks, which may require emergency response. Additionally, the shaking could trigger secondary hazards, such as landslides in areas with steep terrain, further complicating recovery efforts. While the likelihood of a major earthquake in Hartford is low, the potential consequences highlight the importance of preparedness measures, including public education, structural assessments, and emergency planning to reduce the impact of such an event. The US Geological Survey plots Hartford, VT in an area to see a projected 10-20 damaging earthquakes in 10,000 years (USGS Accessed 2024).

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Earthquake	0	2	4	5.6	Medium
	Less than 1 damaging earthquake per century	Individual/business	Five to eight		

Landslides

This risk is magnified by the area's hilly terrain.



FEMA National Risk Index – Landside Risk by Census Tract (accessed 2024)

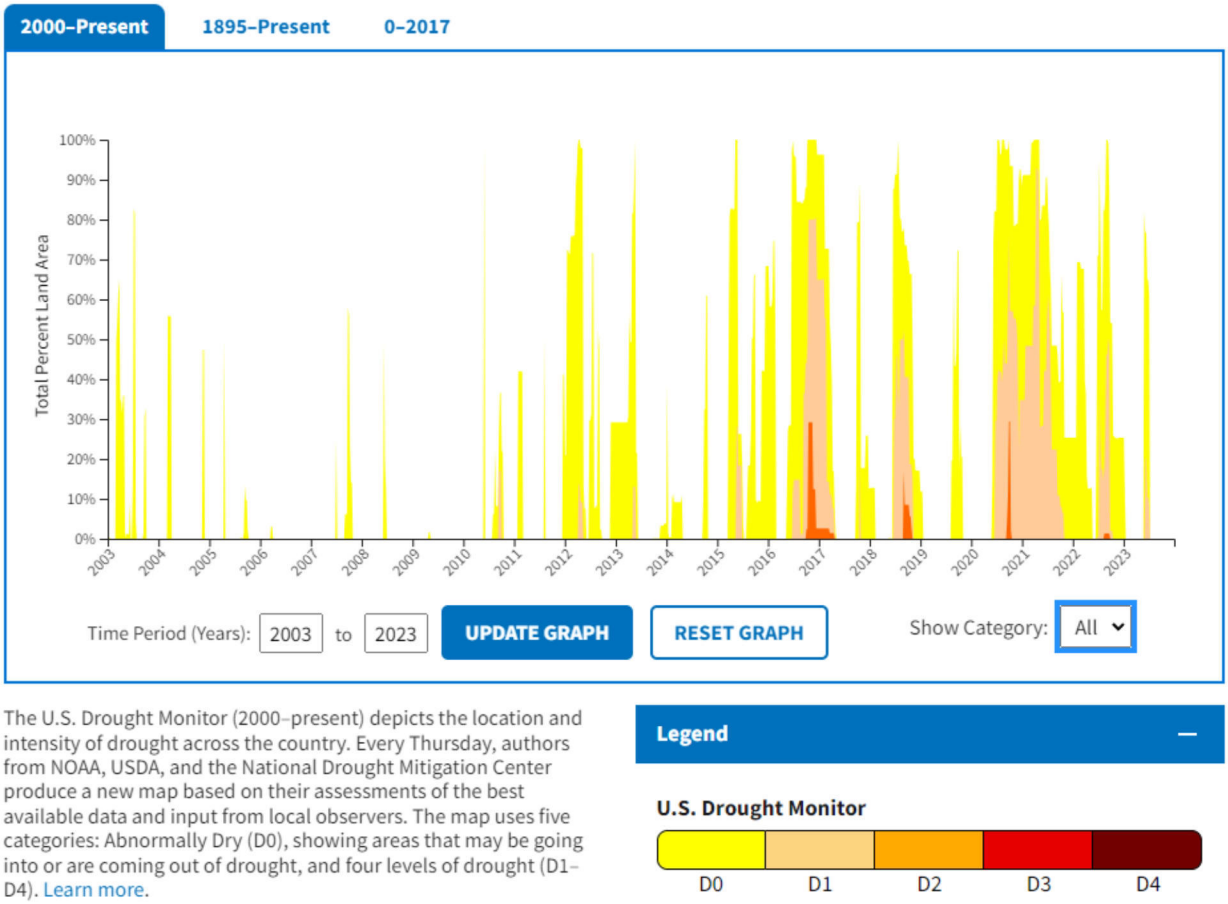
The community faces a risk of landslides due to its steep topography. This is particularly true in areas with significant elevation changes moving away from the river valleys of the town. The town's hilly terrain, combined with factors such as heavy rainfall, snowmelt, or seismic

activity, can trigger landslides, especially on slopes with unstable soil or rock formations. While landslides pose a risk, their effects are likely to be localized, primarily impacting specific areas rather than the entire community. Potential consequences of a landslide include damage to homes, roads, and infrastructure, as well as temporary disruptions to transportation routes. In some cases, landslides could block access to certain areas, complicating emergency response efforts. Although the overall impact of a landslide is expected to be limited to specific locations, the town must remain vigilant in monitoring high-risk areas and implementing preventative measures to reduce the likelihood of landslide events.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Landslides	1	2	4	6.5	Medium
	Less than 1 per year	Individual/business	Five to eight		

Drought

Impact on water supply and the regions woodlands and open fields.



US Drought Monitor - Vermont – Vermont Drought History 2003-2023 (accessed 2024)

Hartford, VT, faces a moderate risk of drought, particularly during extended periods of low precipitation. While not as frequent as other natural hazards, drought can significantly impact the community by reducing water availability for residential, agricultural, and industrial use. Prolonged drought conditions can strain local water supplies, affecting both public and private wells, and increase the risk of wildfires as vegetation dries out. Drought can also lead to long-term environmental changes, such as reduced river flows and stressed ecosystems, further affecting the town's natural resources. Although Hartford is generally well-equipped to manage water resources, a severe or prolonged drought could challenge the town's ability to meet demand, emphasizing the need for effective water conservation measures and drought preparedness planning.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Drought	1	2	2	3.5	Low
	Less than 1 per year	Individual/business	Four or less		

Wildfires

Although rare, the potential for brush fires in rural and wooded areas does persist.



Pictured: A hollowed-out pine tree burns at a wild fire on Tigertown RD in 2014.

The community faces a potential risk of wildfires, particularly in its rural and wooded areas. While the town is not located in a region typically associated with frequent or large-scale wildfires, certain conditions can elevate the risk, such as extended dry periods, drought, or accumulations of dry vegetation. Wildfires in Hartford are most likely to be small and localized, but they can still pose significant threats to homes, farms, and forests, especially in areas where residential properties border dense woodlands. An area of particular concern is the many single-family homes and condos in Quechee that are built on the wooded hillsides.

The risk of wildfires is heightened during mid-spring after snow melt and before the vegetation green up occurs. Late summer and early fall when vegetation can again become dry and more susceptible to ignition. The town's rural areas with limited access can also complicate firefighting efforts, potentially allowing a wildfire to spread more rapidly before it can be contained. While the overall likelihood of a large wildfire is relatively low, the consequences could include property damage, loss of natural resources, and threats to public safety, underscoring the importance of fire prevention measures and community awareness in mitigating wildfire risk in Hartford.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Wildfire	1	1	4	4.0	Low
	Less than 1 per year	Individual	Five to eight		

Hazardous Materials Incident

Due to the convergence of major transportation routes (Interstates 89 and 91, Routes 4, 5, and 14 and rail lines) hazardous material events are likely to be related to the transportation of the materials.

The Town of Hartford is at risk of encountering a hazardous materials incident, mainly stemming from transportation activities that occur in the community. The convergence of Interstates 89 and 91, along with Routes 4, 5, and 14, creates focal points within the town where such incidents could potentially occur. Built around the confluence of the White River and Connecticut River the rail lines, State and US Highways, and Interstates cut through the community and merge in White River Junction. The railroad yards and rail lines emerge as particularly vulnerable areas for transportation-related hazardous materials incidents with the large quantities of petrol chemicals that are shipped through and offloaded in the community. In the winter the rail lines are lined with tanker cars of propane waiting to be offloaded and distributed by highway to the end consumers. Natural Gas has come into play in recent times as well. While the town has no traditional pipelines the utilization of "portable pipelines" has entered the area including the Town of Hartford with the White River Junction VA Medical Center switching to natural gas to meet their energy needs. The department also faces the chances of responding a biological incident. The Postal Service operates a mail sorting facility at the White River Junction Post Office that includes a Biological Detection System to check mail for substances such as Anthrax. The agency maintains an operations plan for this eventuality and reviews it periodically with the Postal Service.



The Hartford Fire Department is trained and equipped to operate to the Operations Level at Hazardous materials incidents. More complex incidents require response from a State run Haz-Mat for a technician level response.
Pictured: A trailer of natural gas lays on its side on N Hartland RD in White River Junction April 30, 2022. Fire Department rescue jacks hold the doors open in case any leaks are to occur the lighter than ambient air gas can escape and rise away from the scene.

In the event of a large release, fire, or explosion, the occurrence of a Mass Casualty Incident (MCI) becomes a significant concern. While the Fire Department is well-equipped to initiate operations aimed at saving lives and isolating the affected area, collaboration and support from other fire departments and relevant agencies would be essential for effective response and mitigation efforts.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Hazardous Materials	1	6	6	26.15	High

	Yearly or less	Multiple people/businesses/financial impact to the town	9-14	26	High

Transportation Accidents

Vehicle collisions, train derailments, and air traffic incidents.



Pictured: A tractor trailer crash on Interstate 89 Nov 15, 2022.

Hartford, VT, faces a significant risk of transportation accidents due to its strategic location at the convergence of major highways, rail lines, and its proximity to air traffic routes. The town is intersected by Interstates 89 and 91, as well as Routes 4, 5, and 14, all of which experience substantial traffic, including commercial trucks transporting goods. This high volume of vehicular traffic increases the likelihood of vehicle collisions, ranging from minor fender-benders to serious multi-vehicle accidents that could involve hazardous materials. In 2022 VTRANS estimated average daily traffic in Hartford on Interstate 89 at the New Hampshire State line to be 46269, this is a substantial increase over 2020 estimates of 39290 at the same location. (VTRANS 2023) Interstate 91 also handles a great deal of traffic daily with the same report estimating around 19000 vehicles daily traveling that interstate.

In addition to road traffic, Hartford is home to active rail lines and a major rail yard in White River Junction, which elevate the risk of train derailments, collisions, and product releases. Daily the Amtrak Vermonter stops in White River Junction on its way North and South as it transits between Washington DC and ST Albans, VT. Such incidents could lead to significant disruptions, injuries, hazardous materials spills, and threats to nearby neighborhoods. The presence of rail infrastructure close to residential and commercial areas further heightens the potential impact of any rail-related accidents.

Furthermore, Hartford's location near regional air traffic routes and the Lebanon Municipal Airport does create the potential risk of air traffic incidents. While less frequent, these events are likely to involve small private aircraft or commercial planes that frequent that airport. Larger plans and military aircraft do pass through the area but not as frequently. The potential for severe consequences from a crash is heightened if the crash were to occur near populated areas or critical infrastructure.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Transportation Accidents	1	4	6	17.7	High
	Yearly or less	Multiple people/businesses	9-14		

Infrastructure Failure



Pictured: The Ottaquechee River at the top of its banks along River Road May 1st, 2023. This section of road would later be closed for several months after the July 2023 floods.

Risk of power outages, transportation corridor failures, water supply contamination, or dam failure.

As with other communities, Hartford faces a potential risk of infrastructure failure, which could have wide-reaching impacts on the community's safety, economy, and daily life. The town relies on a network of critical infrastructure, including roads, bridges, power lines, water supply systems, and communication networks. All of which are essential for the functioning of both residential and commercial activities. Aging infrastructure, severe weather events, and natural disasters can all lead to failures in these systems.

One of the most common risks is power outages, which can occur due to downed power lines from high winds, or ice accumulation. Prolonged outages could disrupt heating, water supply, and communication services, especially during the harsh winter months. Fortunately, many critical items such as the Town's Public Safety Building, emergency communications, water system, and the VA hospital all have standby backup power generation capabilities. In fact, the threat of power outages is common enough that many homeowners have their own backup generators. This allows the effects short duration grid failures of up to a couple of days to be easily absorbed. Some residents, particularly those dependent on systems such as oxygen concentrators are still at increased risk from power outages.

The town's water supply infrastructure is also vulnerable to failure, whether due to aging pipes, contamination, or mechanical breakdowns. This could lead to a shortage of clean water for residents and businesses and a lack of sufficient water for fire suppression activities. Water main breaks are fairly common, occurring a few times per year. They tend to however generally only effect limited areas and are able to be repaired in a timely manner.

The condition of roads and bridges is crucial for maintaining access to essential services, allow commerce to occur, and to deliver essential services; especially in emergencies. A failure in this infrastructure, such as a bridge collapse or road washout, could isolate parts of the community, delay emergency response, and disrupt the flow of goods and services. The Town of Hartford has benefited from bridge replacements and refurbishments. However, the roads in town are threatened by landslides and flooding. This can be seen along the Ottaquechee River on River RD which has been intermittently closed with flooding. Quechee Main Street has also fallen victim to erosion and high waters where it runs along the river. Several town roads are at risk of collapse as they run along ravines, this includes the VA Cutoff RD, Jericho RD, and Dothan RD where year after year increased erosion and soil shift can be seen along the sides of the road. Woodstock RD is another example of this problem with frequent shimming having been applied to level the road back as the down sloping side of the road has slowly given way to the effects of gravity.

The Town of Hartford has several dams that pose potential risks to the community. This is well illustrated by the Wrights Reservoir Dam that was determined in 2015 to be compromised. Emergency Action Plans for this dam projected that, if breached the dam's outflow could reach 2 feet in depth over parts of Interstate 89 and 5 feet on US RT 5. As a result, the reservoir was drained and remains this way today. It is the Dams along the

Connecticut river that have the biggest reservoirs and pose the greatest risk to the Town of Hartford with flood inundation potentials into downtown White River Junction.

Hartford's reliance on digital infrastructure also introduces risks related to cybersecurity threats, where a failure or breach could compromise municipal operations, financial systems, and public safety communications. In recognition of this this threat, the Town and its IT Department have implemented safe guards to protect against this threat. This is going to continue to be an evolving threat as the technology changes and needs to continue to be a focus of mitigation efforts.

Given these potential vulnerabilities, it is critical for Hartford to prioritize the maintenance and modernization of its infrastructure, while also developing contingency plans to manage and mitigate the effects of any failures, ensuring the resilience and safety of the community.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Infrastructure Failure	1	4	6	17.7	High
	Yearly or less	Multiple people/businesses	9-14		

Terrorism

Potential for intentional acts to create fear in an effort to achieve a political goal.

While not a primary target, the town still faces a potential risk. The town's proximity to major highways, rail lines, and essential public facilities could make it vulnerable to acts of terrorism aimed at disrupting transportation, causing mass casualties, or damaging key infrastructure.

Potential targets in Hartford could include public buildings, transportation infrastructure such as bridges and railways, and large gatherings of people at events or public spaces. A terrorist attack in Hartford could involve a range of tactics, from physical assaults and bombings to cyberattacks aimed at crippling critical systems, such as power grids or communication networks. It is likely that home grown terrorism is the greatest threat to the town.

While the likelihood of a terrorist attack in Hartford is low compared to larger urban centers, the impact of such an event could be significant, leading to loss of life, widespread fear, economic disruption, and long-term psychological effects on the community. The town must maintain vigilance and preparedness, including collaboration with state and federal agencies, to detect potential threats, protect vulnerable assets, and ensure a coordinated response in the event of an incident. Effective emergency planning, public awareness, and resilience-building measures are key to reducing the risk and impact of terrorism in Hartford.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Terrorism	1	4	8	23.5	High
	Yearly or less	Multiple people/businesses	15+		

Civil Disturbances

Including protests, riots, or large public gatherings that may disrupt day-to-day life.

Hartford, VT, faces a potential risk of civil disturbances, which can arise from a variety of social, political, or economic tensions within the community or broader region. Civil disturbances encompass a range of activities, including protests, riots, and large public gatherings that can escalate into disorder, property damage, or violence. While Hartford has generally experienced a peaceful community environment, recent history provides examples where civil unrest has occurred in nearby areas, highlighting the potential risks.

In 2020 Vermont, like many other states, saw a series of demonstrations advocating for social justice and police reform. While most protests were peaceful, some escalated into confrontations with law enforcement, leading to temporary disruptions in public order. During this time frame one demonstration did block the intersections of Hartford Ave and Maple St until police broke up the event. This blockade did hamper the ability to deliver Fire and EMS services to that part of town during the event. Fortunately, none were needed at that time. Hartford, being part of a region that values civic engagement, could experience such events again in the future, especially if triggered by national or local incidents that resonate strongly with the community.

Civil disturbances in Hartford could disrupt daily life, cause damage to businesses or public property, and strain local law enforcement and emergency services. The presence of key transportation routes and public spaces in Hartford also means that disturbances could impact the broader region by blocking roads or creating unsafe conditions in normally tranquil areas.

To mitigate the risk of civil disturbances, it is important for Hartford to maintain open communication channels with community leaders, monitor social dynamics, and ensure that law enforcement is prepared to manage large gatherings effectively while respecting the rights of citizens to peacefully assemble. Planning for rapid, coordinated responses to potential unrest can help protect public safety and minimize disruptions. Fortunately, Hartford is a community where expression of thoughts and ideas is freely encouraged and typically occurs in a friendly manner.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Civil Disturbances	1	4	8	23.5	High
	Yearly or less	Multiple people/businesses	15+		

Public Health Emergencies

Outbreaks of diseases, pandemics, or bioterrorism events.

Hartford, VT, is at risk for public health emergencies, which can range from infectious disease outbreaks to environmental health hazards. These emergencies can have widespread impacts on the community, affecting health services, disrupting daily life, and straining local resources. The COVID-19 pandemic highlighted the importance of preparedness and response capabilities in addressing public health crises.

During the pandemic, the Hartford Fire Department supported public health efforts. The agency worked with the Vermont Department of Health to conduct COVID-19 testing and vaccine administration, demonstrating their ability to mobilize quickly in response to a public health emergency. Previously, in 2014 the agency had been designated as a regional response agency to suspected or known Ebola patients during that outbreak. Fortunately, while there were individuals monitored for possible exposure to this disease, none contracted it. The Hartford Fire Department is a designated Closed Point of Dispensing (POD), which means it is prepared to distribute medications, vaccines, or other critical supplies to first responders and essential personnel during a public health crisis.

Public health emergencies in Hartford could involve a variety of scenarios, such as influenza outbreaks, foodborne illnesses, water contamination, or the emergence of new infectious diseases. Environmental factors, such as air or water quality issues, could also pose health risks to the community. The town's ability to respond effectively to these emergencies is essential to protect public health and minimize the impact on the community.

Ongoing preparedness efforts, including maintaining public health partnerships, conducting training exercises, and ensuring the availability of medical supplies, are crucial for Hartford to mitigate the risks associated with public health emergencies and ensure the well-being of its residents.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Public Health Emergencies	1	4	2	6.5	Medium
	Yearly or less	Multiple people/businesses	4 or less		

Community-Specific Hazards

Quechee Gorge



The Quechee Gorge in Hartford, VT, presents a unique risk due to its natural beauty and popularity as a tourist destination, coupled with its inherent physical dangers. Known as "Vermont's Little Grand Canyon," the Gorge attracts thousands of visitors each year who come to experience its stunning views and recreational opportunities. However, the steep cliffs, rugged terrain, and the Ottauquechee River below create significant risks, including accidental falls, suicides, and rescue operations.

Historically, the Quechee Gorge has been the site of numerous incidents that underscore these risks. Over the years, there have been several incidents where visitors have fallen on the rocks of the hiking trails, resulting in various injuries. The area has also been a known location for suicides, prompting community concern and leading to the installation of preventive measures such as suicide prevention phones and barriers along the bridge.

Rescue operations at the Gorge are particularly challenging due to the difficult terrain and limited access points. The Hartford Fire Department has frequently been called upon to conduct technical rescues involving both visitors who have accidentally fallen and those attempting to self-harm. These operations can require specialized training in high-angle rope rescue and swiftwater rescue which become resource-intensive operations, often involving coordination with multiple agencies.

The risks associated with the Quechee Gorge highlight the need for continued public safety efforts, enhanced safety infrastructure, and mental health support. Ongoing vigilance and preparedness are essential to managing the risks at this iconic yet hazardous location in Hartford.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Quechee Gorge	2	2	6	12.3	High
	Quarterly	Individual/business	9-14		

Quechee Balloon Festival



Pictured: Hartford Engine 1 standing by at the Balloon Festival in 2018.

The Quechee Balloon Festival, one of the town's most popular annual events, brings both excitement and risk to Hartford, VT. Each year, the festival attracts thousands of visitors who gather to watch and participate in hot air balloon launches, enjoy live entertainment, visit various vendors at the craft fair, and engage in various outdoor activities. While the event is a significant

boost to local tourism and community spirit, it also introduces a range of risks that require careful management.

One of the risks associated with the Quechee Balloon Festival is the potential for accidents involving the hot air balloons themselves. Factors such as sudden weather changes, mechanical failures, or pilot error could lead to crashes, hard landings, or mid-air incidents, posing serious risks to both participants and spectators. Given the large crowds that attend the event, any balloon-related accident could result in injuries or require complex emergency responses.

In addition to balloon-specific risks, the festival also presents general public safety challenges due to the large influx of visitors. Traffic congestion, pedestrian safety, and crowd control are all concerns that need to be addressed to prevent accidents and ensure a smooth flow of people and vehicles. The concentration of people in a relatively small area also increases the risk of medical emergencies, which can range from heat-related illnesses to more serious incidents requiring immediate medical attention.

Weather conditions are another significant risk factor for the Quechee Balloon Festival. Strong winds, thunderstorms, or other adverse weather conditions can force the cancellation of balloon launches or pose hazards to festival-goers. Effective communication and contingency planning are essential to manage these risks, ensuring that both participants and the public are kept safe.

Overall, the Quechee Balloon Festival requires extensive planning and coordination among event organizers, local law enforcement, emergency services, and volunteers to mitigate risks and ensure a safe and enjoyable experience for all attendees.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Quechee Balloon Festival	1	4	2	6.5	Medium
	Yearly	Multiple people/businesses	4 or less		

Covered Bridge Half Marathon

The Covered Bridges Half Marathon, held annually Starting Woodstock and ending in Hartford. It is a well-loved event that draws participants and spectators from across the region. This scenic race, which passes by iconic covered bridges and picturesque landscapes, also presents a variety of risks that need to be carefully managed to ensure the safety and well-being of all involved.

One of the primary risks associated with the Covered Bridges Half Marathon is related to the health and safety of the runners. The 13.1-mile course requires participants to exert themselves over an extended period, which can lead to heat exhaustion, dehydration, or other medical emergencies, especially if the weather is hot and humid. Participants may also suffer from injuries such as sprains, strains, or more serious conditions like heart-related incidents. Medical personnel and first responders must be strategically positioned along the course to provide timely assistance if needed. The Hartford Fire Department staffs a medical tent at the finish line and routinely treats a variety of medical issues. Some years have resulted in the need for numerous ambulance transports to local hospitals.

The race also poses logistical challenges, including traffic management and road safety. The event requires the closure of roads and the rerouting of local traffic, which can lead to congestion and potential accidents if not properly managed. Ensuring clear communication with the community and providing adequate signage and detours is crucial to minimizing disruptions and preventing accidents.

Additionally, the presence of large crowds of spectators along the race route adds another layer of risk. Crowd control measures are necessary to prevent accidents or altercations and to ensure that spectators do not interfere with the race or put themselves in harm's way.

The Covered Bridges Half Marathon requires careful planning and coordination among event organizers, local law enforcement, medical personnel, and volunteers to manage these risks effectively, ensuring that the event is both safe and enjoyable for participants, spectators, and the local community.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Covered Bridges Half Marathon	1	4	6	17.7	High
	Yearly	Multiple people/businesses	9-14		

Independence Day Celebration



Pictured: Fireworks illuminate the night sky over Kilowatt Field as the crowd looks on and waits to attend various food trucks.

Hartford, VT's Independence Day celebration at Kilowatt Field is a highly anticipated event that brings together the community for a day of festivities, including fireworks, live music, food vendors, and family activities. While the celebration is a highlight of the summer, it also presents several risks that must be managed to ensure a safe and enjoyable experience for all attendees.

The large number of attendees introduces challenges related to crowd management, traffic control, and public safety. Kilowatt Field can become densely populated during the event, increasing the potential for medical emergencies and confrontations between attendees. Ensuring that emergency medical services are readily available, along with clear access routes for emergency vehicles, is crucial for addressing any incidents that may arise. For this reason, an ambulance is staged along the field with the Department's UTV to be able to provide rapid care and patient extraction. A command post is established to manage the incident and the Department's duty crew stages in an area that allows them to move in and out of the event as needed.

Traffic congestion and parking are additional concerns. The influx of visitors to the area can lead to heavy traffic, creating risks of vehicle accidents, pedestrian injuries, and general disorder. In recent years cars have become stuck in mud after storms struck the area during the event and another year the number of attendees exceeded the available parking. Effective traffic control measures, including designated parking areas, clear signage, and coordination with local law enforcement, are necessary to manage the flow of vehicles and ensure pedestrian safety.

Weather conditions are another factor that can impact the celebration. Rain, thunderstorms, or high winds could force the cancellation or delay of outdoor activities, including the fireworks display, or create unsafe conditions for attendees.

Overall, Hartford's Independence Day celebration at Kilowatt Field has benefited from careful planning and coordination among event organizers, local law enforcement, and fire service to manage these risks. By implementing robust safety measures and preparing for potential challenges, the town can ensure a safe and memorable celebration for all who attend.

INCIDENT TYPE	PROBABILITY	CONSEQUENCE	IMPACT	RISK SCORE	RISK ASSESSMENT
Independence Day Celebration	1	4	6	17.7	High
	Yearly	Multiple people/businesses	4 or less		

Conclusion

The Hartford Fire Department strives to provide the most appropriate and effective response to emergencies in the Town of Hartford. Community risk assessments are a valuable tool to help ensure that we are responding to each incident, in each unique response zone, with the appropriate apparatus and personnel. By continuing to track and analyze risk data we are furthering our commitment to **"Excellence in Service".** Community risk assessment and community risk reduction are much more than data analyzation alone, particularly for a smaller department like Hartford. An important element is our overall presence and involvement in the community. Through our fire-prevention work and community outreach, the Hartford Fire Department works hard to be a trusted and dependable resource to our entire community. The benefits of our everyday community interactions- both formal and informal are a form of community risk reduction that cannot be quantified within this document.

Community risk assessments will always be a tool to help us meet the needs of our ever-changing and growing town. Moving forward we will be researching alternate methods of risk assessment that better fit a department of our size and help us ensure that the residents of the Town of Hartford continue to receive the highest level of emergency services possible.

V. Critical Taskings

Emergency Medical Incidents

Discussion of Critical Tasks

Critical tasking involves assigning duties to medical responders that must be conducted promptly at medical incidents to provide effective patient care. When creating standards of response coverage, the capability of arriving teams and individual medical responders to perform these tasks must be considered. On-scene operations, critical tasking, and maintaining an effective response team are essential elements of response coverage that determine staffing levels.

The Hartford Fire Department provides advanced medical care whenever possible, prioritizing responder safety and using the SALT triage system (Sort, Assess, Lifesaving interventions, Treatment/Transport). In situations requiring immediate medical intervention, the first objective is to establish a safe environment for patient care, followed by rapid assessment and categorization of patients. Before on-scene procedures can be established, the Incident Commander (IC) must determine whether the incident will operate under an immediate care strategy or a stabilization strategy. An immediate care strategy involves providing lifesaving interventions directly at the scene, while a stabilization strategy focuses on securing the scene and preparing patients for transport to medical facilities.

An organization providing an immediate care strategy requires the necessary medical teams to arrive sooner than they would if only the stabilization strategy was provided. The locations of Fire Stations and ambulances play a major role in the probability of a successful medical response. The IC must maintain scene management to properly implement the plan of action. Scene management is integral to successfully managing the incident, with objectives including responder safety, stabilizing the incident by controlling access to the scene, and ensuring timely implementation of medical resources to treat and transport patients.

The Hartford Fire Department has evaluated the critical tasks needed to manage medical incidents in each respective risk category. Responder safety is a priority when identifying these critical tasks.

On-Scene Operations

Before a specific on-scene strategy can be established, an initial size-up must be completed by the first arriving unit. The first EMS team to arrive at the scene will usually initiate the Incident Command System (ICS) and begin patient assessment and care, considering the present and expected conditions. On most incidents this is quite simplistic and informal with a two persone crew. It can however grow in complexity as the incidents dictate.

Immediate Care Strategy

- **Immediate Care Strategy**: This involves providing rapid, lifesaving medical interventions at the scene, with the top priority being to assess, triage, and treat any patients with life-threatening conditions. The Hartford Fire Department employs this strategy most often to limit the number of fatalities and severe complications. For this reason, the Department uses an aggressive medical response whenever possible, considering responder safety and other pertinent concerns.

Stabilization Strategy

- **Stabilization Strategy**: This involves securing the scene and treating patients on scene until resources allow transport to medical facilities. This focuses on stabilizing their conditions providing care ranging from basic would care to intravenous access and medication administration. In this situation, medical interventions are performed to maintain patient stability understanding that patients will not be able to be immediately transported but must be managed until they can be transported safely.

These strategies involve common tasks, regardless of which one is employed. These tasks can be separated into two basic functions: life safety and patient care.

Life Safety Tasks

- **Life Safety Tasks**: These relate to ensuring the safety of both responders and patients at the scene, including securing the environment, providing initial assessment and triage, and performing lifesaving interventions.

Patient Care Tasks

- **Patient Care Tasks**: These involve providing medical treatment based on the triage category and preparing patients for transport. Immediate care tasks may include airway management, bleeding control, and cardiac support, while stabilization tasks focus on maintaining patient stability during transport.

By maintaining clear communication, effective resource management, and adherence to established protocols, the Department ensures a structured and effective response to medical incidents, prioritizing patient care and responder safety.

All career staff working within Operations of The Hartford Fire Department are required to obtain minimum EMS Licensure at the Advanced EMT level with many achieving Paramedic level licensure. As a result all responses receive the ability to deliver ALS care in accordance with current editions of the Vermont Department of Health EMS Protocols. The following

critical tasks and staffing are established in the initiation of basic and advanced life support to patients experiencing medical emergencies:

Low Risk

Normal Acuity: This type of response can normally be handled by two Firefighters. One would be the primary caregiver while the other would be the secondary caregiver. The second EMT also has the added responsibility of ensuring a safe trip to the hospital while care is being continued in the back.

Critical Task	Minimum Personel
Primary Caregiver	1
Secondary Caregiver/Driver	1
ERF	2

Medium Risk

High Acuity (Unresponsive/Major Trauma): This type of response could possibly be handled by two Firefighter/EMT's, but the condition of the patient is reported to likely warrant added personnel. Advanced Life Support responses require the added training of the Advanced EMT and/or Paramedic. Examples include unresponsive patients and major trauma.

Critical Task	Minimum Personel
Primary Caregiver	1
Secondary Caregiver	1
Other Caregiver/Driver	1
ERF	3

High Risk

Mass Casualty - A mass casualty is considered any incident with more patients than the initial responding units can effectively take care of along with local mutual aid. The Hartford Fire Department has two ambulances that are able to respond to an incident immediately (three when staffing allows). Lebanon and Hanover, NH are both career departments providing mutual aid to effectively mitigate incidents with up to 8 patients.

The initial scene size-up will determine the number of apparatus required for the incident. The Hartford Fire Department utilizes a mutual aid agreement mass casualty protocol that uses 6 MCI levels and is designed to handle up to 69 patients. This plan was developed in coordination with our Medical Director at Dartmouth Health and Hanover and Lebanon, NH Fire and Police Departments. One plan was developed collaboratively between the three communities and Dartmouth Health. The plan includes dividing responsibilities between the three communication centers, a flow chart for determining patient destinations, and a run card that pulls resources as far away as Hooksett, NH and Brattleboro, VT.

Critical Task	Minimum Personnel
Incident Command	1
Treatment and Triage	5
Transport	5
ERF	11

Incident Command (1)

The Incident Commander (IC) plays a crucial role in managing a mass casualty incident. The primary responsibilities of the IC are to establish command, ensure safety, coordinate resources, and maintain clear communication. If any of the critical tasks are not assigned, the IC has the responsibility to either assume that responsibility or assign an appropriate resource until all tasks are fulfilled.

Treatment and Triage (5)

Treatment and Triage is an essential role at MCIs. This is where patients are sorted by priority for transport and initial treatment and stabilization is initiated. This requires 1 officer or senior firefighter to fill the supervisory roll overseeing 4 other caregivers who are sorting and caring for patients in preparation for transportation.

Transport (5)

As implied by the name, Transport is responsible for moving patients from the scene of the incident to a designated medical facility. The Transport officer supervises the ambulances they are assigned and coordinates with Triage to arrange transport of patients to the hospital. As a baseline this will be one supervisor, and two ambulance crews of two personnel each.

Fire Incidents

Discussion of Critical Tasks

Critical tasking is the process of assigning tasks to firefighters that must be conducted in a timely manner at structure fires in order to control the fire early. While creating standards of response coverage, the capability of arriving companies and individual firefighters to achieve these duties must be taken into consideration. On-scene operations, critical tasking, and maintaining an effective response team are elements of response coverage that determine staffing levels, number of apparatus needed, and duties to be performed by each team while on the fire ground.

The Town of Hartford Fire Department performs offensive interior fire attack whenever possible, placing firefighter safety in high regard, and using the RECEO VS approach (rescue, exposure, confinement, extinguishment, overhaul ventilation, and salvage). In rescue situations, the first objective is to put a hose line between the victims and the fire, if possible, to assist with the rescue. The second is to contain the fire to the point of origin. Before on-scene procedures can be established, the incident commander (IC) must determine whether or not the fire ground will operate under an offensive or defensive strategy. A defensive strategy is one that allows for no interior fire attack; therefore, no rescue of endangered victims is attempted. All firefighting is performed from outside the structure with the goal of containing the fire to the initial structure involved.

An organization providing for an offensive strategy requires the necessary fire companies to arrive sooner than they would have to if only the defensive strategy was provided for. Locations of fire stations and fire apparatus play a major role in the probability of a successful rescue. The incident commander must maintain scene management in order to properly implement the plan of attack. Scene management is not separate from, but is an integral part of, successfully managing the incident. Objectives of scene management are life safety for firefighters (accountability, etc.) and non-emergency personnel on the scene, stabilizing the incident by controlling non-emergency personnel so they do not interfere with fire ground activities, and conserving property through timely implementation of resources to gain and maintain control.

The Town of Hartford Fire Department has evaluated the critical tasks needed to control fires in each respective risk category. Firefighter safety must be held as a priority when identifying each of these critical tasks. Whenever firefighters are operating in an immediate danger to life and health (IDLH) environments, additional personnel must be staged to perform rescue functions for interior firefighters, commonly known as 2 in 2 out. In this situation, a command structure must also be in place. The growth of fire and the dynamics that are involved, as well as the uniqueness of the property and life safety risks combine to determine which fire ground duties may be required to aid in mitigating potential loss.

On-scene Operations

Before a specific on-scene strategy can be established an initial size-up must be completed by the first arriving unit. The first fire company to arrive at the scene will usually initiate the incident command system (ICS) and then the rescue and fire attack, taking into consideration the present and expected behavior of the fire. This size-up should facilitate which strategy may be utilized – offensive, defensive, or transitional.

Offensive strategy:

Is used in an interior fire attack operation; the top priority of this strategy is to search and rescue any trapped victims. The Town of Hartford Fire Department employs this strategy most often attempting to limit the number of fires that spread beyond the room of origin. For this reason, the Town of Hartford Fire Department uses an aggressive fire attack whenever possible, taking into consideration firefighter safety and other pertinent concerns.

Defensive strategy:

Is an exterior fire attack operation, and does not maintain an interior attack, except if it is necessary to rescue firefighters. There are no attempts to rescue any civilians because the stage of the fire is past the flashover point and it is extremely unlikely that any civilian trapped inside is rescuable. In this situation, nearly all of the firefighting is to be performed from the outside of the structure with the concept of containing the fire to the initially involved structure. In the case of a large structure with a defensive attack implemented, a portion of the building may be salvaged with the use of an interior attack to create a safe haven for trapped occupants taking advantage of the building's design.

Transitional strategy:

Is utilized when the fire companies are faced with advanced fire conditions. This strategy allows firefighters to aggressively modify fire conditions to allow a rapid transition from a defensive to an offensive strategy.

These strategies have common tasks no matter which one (or more) is employed. These tasks are unified but can be separated into two basic functions: life safety and fire flow.

Life safety tasks:

Relate to finding trapped, disoriented, or incapacitated victims and removing them safely from the structure. Fire flow tasks relate to simply getting water on the fire. Life safety tasks are based upon many factors, such as number of occupants, the age of the occupant, their location in relationship to the fire, their status (awake or asleep), and their ability to remove themselves from the structure.

Fire flow tasks:

Depend primarily on the type of strategy that is used. If the responding units use the offensive strategy, they will be using hand lines to attack the fire. If responding units use the defensive strategy, they may retain the use of master-streams. Master-streams take relatively few firefighters to operate, since they are usually affixed to the fire apparatus. These master-streams will be used to extinguish the fire and keep it from advancing to any adjacent exposures.

Low Risk

A Low-Risk response is also known as a Still Alarm - it is an alarm that can be handled by the duty crew. This includes reports of car fires, fire alarm activations, and outside fires. For the hydrated zones this either a ladder (quint) and an engine or two engines depending on call nature. In rural water supply areas this is two engines. In each case the staffing 5 cumulatively from the two stations with 2 coming on an engine from Station 2 and the remainder responding on either the engine or ladder from Station 1. The exchange of the engine and ladder is recognized as an acceptable move as rural areas tend to have smaller buildings with less demand for an aerial ladder but an increased demand for water on wheels due to the lack of a municipal water system. This staffing is expected to be able to investigate the report of an emergency, deploy a single handline and secure their own water supply.

Critical Task	Minimum Personnel
Working Command	1
Nozzleman	1
Driver/Operator	2
Firefighter	1
ERF	5

Working Command (1):

Working Command is a company officer responsible for a scene as the Incident Commander but that also has not relinquished their normal duties as a company officer. When investigating an alarm, they will be with another firefighter and equipped for interior firefighting and at an outside fire they will be directing all operations while working as part of fire attack.

Nozzleman (1):

This person is assigned to either the nozzle on a hoseline for in some cases when investigating an alarm they are assigned an Air Pressurized Water (APW) Extinguisher. They work under the supervision of the Working Command on the same company.

Driver/Operator (2):

These individuals are responsible for driving the apparatus to the scene and running the trucks. Sub tasks they will complete include but are not limited to: pumping attack lines securing water supply, setting up scene lighting, and supporting crews as needed.

Officer/Firefighter (1):

This person will join the initial company in their operations as third member of the initial company once both units have reached the scene. This is flexible position that may also be re-assigned to other roles as an incident unfolds.

Medium Risk

A General Alarm is an alarm level for incident types that can likely be handled by the duty crew but also have a fair potential to require additional personnel such as chimney fires and smoke in the building. As such a General Alarm is responded to by the entire duty crew plus recalls off-duty firefighters to staff additional apparatus as needed. A General Alarm response from the on-duty crew is the same as it is for a low-risk event. However, an additional engine staffed by off duty personnel is also recalled. This yields a total personnel count of 8. It is expected that the same initial actions can be taken as in a low-risk response but an additional unit will also be able to fill another functional or geographical assignment. An example of this would be roof and basement operations at a chimney fire.

Critical Task	Minimum Personnel
Working Command	1
Nozzleman	1
Driver/Operator	3
Firefighter	1
Additional Engine Company	2
ERF	5

Working Command (1):

Working Command is a company officer responsible for a scene as the Incident Commander but that also has not relinquished their normal duties as a company officer. When investigating an alarm, they will be with another firefighter and equipped for interior firefighting and at an outside fire they will be directing all operations while working as part of fire attack.

Nozzleman (1):

This person is assigned to either the nozzle on a hoseline for in some cases when investigating an alarm, they are assigned a Air Pressurized Water (APW) Extinguisher. They work under the supervision of the Working Command on the same company.

Driver/Operator (3):

These individuals are responsible for driving the apparatus to the scene and running the trucks. Sub tasks they will complete include but are not limited to: pumping attack lines securing water supply, setting up scene lighting, and supporting crews as needed. This is increased to 3 for general alarms as an additional apparatus is utilized and may be able to pump a hydrant, provide support in a new location, or setup to shuttle water.

Officer/Firefighter (1):

This person will join the initial company in their operations as third member of the initial company once both units have reached the scene. This is flexible position that may also be re-assigned to other roles as an incident unfolds.

Additional Engine Company (2):

This company is staffed by an officer and a firefighter and able to assume independent but coordinated tasks from those taken by the duty crew. This includes additional attack lines, ventilation, and salvage and overhaul.

High Risk

High Risk Fires are those that require a First Alarm initial response. This is for all credible reports of building fires and requires the response of all Hartford Fire Department personnel as well as the automatic aid response from neighboring jurisdictions. The established effective minimum response force for first alarm assignments is 14 personnel on scene for Building Fires. In most cases, unless the incident is controlled the ERF is exceeded during the course of the incident. The effective response is achieved through the use of auto aid from surrounding communities to ensure prompt arrival of suppression personnel. Our zones created by the first due station responsibility area and then split once more to identify hydrated or non-hydrated areas. In the rural water areas, there is a reduction of ladder trucks and increase in tankers.

Ressources Dispatched on a 1st Alarm Building Fire

ZONE 1H, 2H (hydrant)
1 – Engine – (2)
1 – Ladder – (3)
1 – Engine- (2 auto aid Lebanon, NH)
1 – Ambulance – (2 auto aid Lebanon, NH)
1 – Tower – (4 auto aid Hanover, NH)
1 – Engine (RIT) – (3 auto aid Windsor, VT)
1 – Chief – (1)
Recalled units listed below:
2 – Engine – (3)
1 – Rescue – (3)
1 – Ambulance – (2)

ZONE 1R, 2R (non-hydrant area)
1 – Engine – (2)
1 – Engine – (3)
1 – Engine- (2 auto aid Lebanon, NH)
1 – Ambulance – (2 auto aid Lebanon, NH)
1 – Engine – (4 auto aid Hanover, NH)
1 – Engine (RIT) – (3 auto aid Windsor, VT)
1 – Chief – (1)
Recalled units listed below:
1 – Engine – (3)
1 – Ladder – (3)
1 – Rescue – (3)
1 – Ambulance – (2)

Additional Alarms

Additional alarms are requested using a Zone-specific alarm card. In the hydrant areas an additional alarm request generates 2 engines and 1 ladder. While in the rural water Zones an additional alarm brings 2 engines and 1 tanker. Ladders are special call in the rural water areas. Currently the Harford Fire Department alarm cards have been pre-established up to a 10th alarm. All assignments in the 6th – 10th alarms are standard for all Zones.

Initial Critical Tasks
Critical tasks are assignments that must be completed in order to control the incident and are described below. These descriptions are supplemented by tables that outline the tasks that must be accomplished by the initial response force if the Department is to meet its mission, goals and objectives. The number in parentheses is the minimum number of personnel required for that task.

Attack Line (2):

A 1¾-inch hose that produces up to 185 GPM and is usually handled by a minimum of two firefighters, The engines carry attack lines pre-connected to the pump, three folded in the hose bed, and a special pack designed to be carried into high-rise buildings. The selection of attack line for a given situation depends on the type of structure, the distance to the seat of the fire, and the stage of the fire. The pre-connected lines are the fastest to use but are limited to fires within 200 feet of the pumper without manually extending the line. 2 ½ inch attack line may be used when the fire has passed the flashover stage and threatens an unburned portion of the structure and must be made up depending on the situation and conditions.

Back-Up Line (2):

A 1¾ inch hose line that produces up to 185 GPM and is usually handled by a minimum of two firefighters, or a 2½ inch hose line that produces up to 265 GPM handles by two firefighters. This line is in place to serve as a protection line in case the attack line becomes disabled or there is a need to deploy it in an emergency.

Search and Rescue Crew (2):

A minimum of two firefighters are assigned to search for and remove living victims while the attack crew moves between the victims and the fire to stop it from advancing to them. A two-person crew is normally sufficient for most structures, but additional crews are required in multi-story buildings or structures with people who are not capable of self-removal.

Ventilation Crew (3)

During the initial firefighting operations three firefighters are typically assigned as a company to open horizontal ventilation channels when the attack crew is ready to enter the building. Ventilation removes superheated gasses and obscuring smoke, thereby reducing the probability of flashover and allowing attack crews to see and work closer to the seat of the fire. Ventilation also gives the fire a route of escape so the attack crew can force the fire out the opening they choose and keep it away from endangered people or unburned property. Ventilation must be closely timed with the fire attack. If it is performed too soon, the fire will receive additional oxygen and grow. If it is performed too late, the attack crew cannot force the fire in the desired direction. Instead, the gasses and smoke will be forced back on the firefighters and endangering them as well as any victims and or unburned property they are protecting.

Rapid Intervention Team (2)

A minimum of two firefighters equipped with personal protective equipment (PPE), SCBA, and tools available near the entry point to go into the structure in case the attack team declares a Mayday or an emergency.

Pump Operator (1)

One firefighter assigned to deliver water, under the correct pressure, to the attack, back-up, and building fire suppression systems. The pump operator monitors the pressure changes caused by changing flows on each line and ensures that water hammer does not endanger any of the hose line crews. This firefighter also completes the hose hookups to the correct discharges and the water supply hookup to intake. The pump operator can sometimes make the hydrant hookup alone if the pumper is near the hydrant, but hydrant spacing normally prevents this.

Incident Command (1)

An officer assigned to remain outside of the structure and manage the incident. The IC should specifically coordinate the attack, evaluate results, redirect the attack, arrange for more resources, the release of resources and monitor conditions if the incident. If any of the critical tasks are not assigned, the IC has the responsibility to ensure the tasks are fulfilled.

Safety Officer (1)

One firefighter or officer on the fire ground dedicated to the exterior of the structure with the sole responsibility of firefighter and scene safety.

Hazardous Materials

The Hartford Fire Department breaks Hazardous Materials incidents into three risk levels. The three levels correspond to level 1- low-risk, level two - medium risk, and level three - high-risk. The levels are defined as follows:

Low Risk

- Level I (Low Risk): An incident that is within the capabilities of the duty crew to manage. This may include a small fuel leak as from a motor vehicle tank; a residential propane leak; or a broken container of consumer hazardous chemicals, such as paint or fertilizer. Tasks at this type of incident include: Establishing Command, investigating to determine the presence of a hazardous substance, establishing Safe Zones, taking Operations Level containment actions such as placing speedy dry on spilled liquids, building dams, and coordinating cleanup crews.

Critical Task	Minimum Personnel
Working Command	1
Firefighter	1
Air Monitoring	1

Driver/Operator	1
Support Functions	1
ERF	5

Working Command (1):

Working Command is a company officer responsible for a scene as the Incident Commander but that also has not relinquished their normal duties as a company officer. When investigating a hazardous materials release, they will be with another firefighter and equipped with appropriate PPE. They will choose the strategy and tactics of the incident and coordinate any outside cleanup.

Firefighter (1):

The firefighter(s) will be the workers. They are the ones that will shutoff valves to stop a release, construct dams, and place absorbent materials.

Air Monitoring (1):

The position is staffed with a firefighter that is familiar with the department's 5 gas meters. They are responsible of ensuring no IDLH atmospheres are present where staff is working.

Support Functions (1):

The position is staffed with a firefighter that is able to quickly complete tasks of opportunity discovered by the working command that assist in stabilizing the incident.

Driver/Operator (1):

These individuals are responsible for driving the apparatus to the scene and running the trucks. Sub tasks they will complete include but are not limited to: pumping attack lines securing water supply, setting up scene lighting, and supporting crews as needed.

Medium Risk

- Level II (Medium Risk): Beyond the capabilities of the duty crew and would require a general alarm and/or mutual aid. These incidents may require the services of a formal hazmat response team, depending on the type of material involved. This may include spill or leak of an unidentified chemical; a spill or leak requiring local evacuation; a major incident involving the release of flammable liquids such as fuel oil or gasoline; or a BLEVE in a storage tank.

Critical Task	Minimum Personnel
Incident Commander	1
Safety Officer	1
Research/ Documentation	2
Air Monitoring	2
Entry Team	2
Back up Team	2

Decon Team	7
Support Functions	4
ERF	21

Incident Commander (1):

This position is filled by a Chief Officer or senior Company Officer. The position is responsible for strategies implemented and coordination of resources.

Safety Officer (1):

This position is staffed by a senior officer and is responsible for reviewing incident operations to make sure they are in line with best practices to ensure the safety of firefighters on scene.

Research/ Documentation (2):

This entails recording what is found and researching the properties of known and unknown substances. This information allows the incident commander to properly guide the strategies and tactics and make informed decisions.

Air Monitoring (2):

The position is staffed with firefighters that are familiar with the department's 5-gas meters and other monitoring equipment including PH paper. They are responsible of ensuring no IDLH atmosphere is present outside of the designated hot zone.

Entry Team (2):

The is the Technician Level team that will enter a Hot Zone and conduct offensive operations to stabilize a release.

Back-up Team (2):

This is a second Technician Level team that will enter a Hot Zone and serve as a designated rescue team for the Entry Team.

Decon Team (7):

This team consists of a Decon Group Supervisor to oversee the Decon Operations, a Greater to meet the entry team as they enter the Decon Corridor and instruct them to the tool drop and hand wash stations. Next there are two wash stations staffed by a total of 4 firefighters to decontaminate the entrants. The final station is staffed by one firefighter at the doffing station to assist and instruct the entrants in removing their PPE in a manner that they do not come in contact with the exposed portions of the PPE.

Support Functions (4):

The position is staffed with firefighters that are able to quickly complete tasks of opportunity discovered by the Incident Commander that assist in stabilizing the incident. This could include a pump operator or staff designated to establish cordons to deny entry to the affected area.

High Risk

- Level III (High Risk): An incident requiring major resources including additional outside agencies from other states, private contractors, industry, and/or federal agencies. Such incidents require a Unified Command structure and may expand beyond jurisdictional boundaries. This may include a train derailment with multiple cars carrying hazardous

materials or a weapons of mass destruction incident. The critical taskings below account only for a minimal starting point of an operation and do not account for all other agencies within the Unified Command. It is recognized that this is a baseline starting point to begin stabilization operations but the number of tasks and command positions are almost certain to expand on incidents of this scale.

Critical Task	Minimum Personnel
Incident Commander	1
Liasson	1
Safety Officer	1
Research/ Documentation	2
Air Monitoring	2
Entry Team	2
Back up Team	2
Decon Team	7
Support Functions	4
ERF	22

Incident Commander (1):

This position is filled by a Chief Officer or senior Company Officer. The position is responsible for strategies implemented and coordination of resources.

Safety Officer (1):

This position is staffed by a senior officer and is responsible for reviewing incident operations to make sure they are in line with best practices to ensure the safety of firefighters on scene.

Liasson (1):

This position is responsible for maintaining contact and coordination with other interested parties to include private industry and other governmental entities that may not be included in the Unified Command.

Research/ Documentation (2):

This entails recording what is found and researching the properties of known and unknown substances. This information allows the incident commander to properly guide the strategies and tactics and make informed decisions.

Air Monitoring (2):

The position is staffed with firefighters that are familiar with the department's 5 gas meters and other monitoring equipment including PH paper. They are responsible of ensuring no IDLH atmospheres are present outside designated hot zones.

Entry Team (2):

The is the Technician Level team that will enter a Hot Zone and conduct offensive operations to stabilize a release.

Back-up Team (2):

This is a second Technician Level team that will enter a Hot Zone and serve as a designated rescue team for the Entry Team.

Decon Team (7):

This team consists of a Decon Group Supervisor to oversee the Decon Operations, a Greater to meet the entry team as they enter the Decon Corridor and instruct them to the tool drop and hand wash stations. Next there are two wash stations staffed by a total of 4 firefighters to decontaminate the entrants. The final station is staffed by one firefighter at the doffing station to assist and instruct the entrants in removing their PPE in a manner that they do not come in contact with the exposed portions of the PPE.

Support Functions (4):

The position is staffed with firefighters that are able to quickly complete tasks of opportunity discovered by the Incident Commander that assist in stabilizing the incident. This could include a pump operator or staff designated to establish cordons to deny entry to the affected area.

The State of Vermont operates a statewide Hazardous Materials Response Team that is activated in the case of any significant incident where a formal hazmat response is necessary. The department maintains a hazmat decontamination trailer that contains all of the equipment necessary to set up a technical decontamination corridor in support of this team.

Technical Rescue

The Hartford Fire Department provides a wide range of technical rescue services ranging from vehicle and machinery extrication to rope and swiftwater rescue. Due to the wide range of emergencies that fall within this heading the critical tasks also vary greatly. Any request for assistance at a technical rescue incident outside of the Department's mutual aid district shall be at the direct request of Vermont Emergency Management.

Low Risk

Low Risk Technical Rescue are incidents are those that are able to be handled by the duty crew. This includes vehicle and machinery rescue.

Critical Task	Minimum Personnel
Working Command	1
Rescue Team	2
Treatment/Transport Team	2
ERF	5

Working Command (1):

Working Command is a company officer responsible for a scene as the Incident Commander but that also has not relinquished their normal duties as a company officer.

Rescue Team (2):

This team is charged with creating access to a patient and then completing disentanglement. This team has to be skilled in the operation of rescue tools carried by the Hartford Fire Department.

Treatment/Transport Team (2):

This team is charged with conducting patient care overseeing movement of the patient from the place of danger to the ambulance and then transport to the hospital. They will assess the best means of moving a patient while the rescue team is gaining access and initiate care as soon as practically possible. This team is charged with completing both basic and advanced life support treatments while disentanglement is ongoing and will oversee patient care enroute to the hospital.

Medium Risk

Medium Risk Technical Rescues are incidents that require an increased number of personal to complete but are short of a full first alarm response. Examples of this are low angle rope rescue and short carry outs. Short is subjective to the determination of the Incident Commander and may vary with terrain and other factors.

Critical Task	Minimum Personnel
Working Command	1
Rescue Team	2
Treatment/Transport Team	2
Haul Team	4
ERF	9

Working Command (1):

Working Command is a company officer responsible for a scene as the Incident Commander but that also has not relinquished their normal duties as a company officer.

Rescue Team (2):

This team is charged with creating access to a patient and then completing disentanglement. This team has to be skilled in the operation of rescue tools carried by the Hartford Fire Department. Once disentanglement is complete the *Rescue Team* will assist the Treatment/Transport Team with moving the patient.

Treatment/Transport Team (2):

This team is charged with conducting patient care overseeing movement of the patient from the place of danger to the ambulance and then transport to the hospital. They will assess the best means of moving a patient while the rescue team is gaining access and initiate care as soon as practically possible. This team is charged with completing both basic and advanced life

support treatments while disentanglement is ongoing and will oversee patient care enroute to the hospital.

Haul Team (4):

This team is able to set up and operate a low angle ropes system and assist in carrying and moving a litter in support of the *Treatment/Transport Team*. This team will have a supervisor and three other staff assigned. This position is likely to be filled with mutual aid from either Hanover or Lebanon Fire Departments.

High Risk

High Risk Technical Rescue are more complex incidents that require a bigger response and inclusion of a greater number of technician level personnel. All high risk technical rescues in the Town of Hartford are dispatched as a First Alarm requesting auto aid from Lebanon, NH and Hanover, NH as well as a recall of available off-duty personnel.

High-Angle Rope Rescue

The Hartford Fire Department is equipped and ready to rescue individuals in perilous situations involving heights and steep terrain. A high-angle rope rescue involves the extrication of individuals from elevated or steep environments where the slope is greater than 60 degrees, requiring the use of specialized rope systems and techniques. These scenarios typically include cliffs, buildings, and other vertical or near-vertical terrains where conventional rescue methods are impractical. High-angle rope rescues demand advanced skills in rope rigging, knot tying, anchoring, and patient handling to safely lower or raise the victim. The primary objective is to secure and transport the individual from the high-angle environment to a safe location, ensuring the safety of both the rescuers and the victim throughout the process. For all high-angle rope rescue events, a First Alarm assignment is dispatched to bring in auto-aid personnel from Hanover, NH, and Lebanon, NH, ensuring a swift and coordinated response to any emergency.

Critical Task	Minimum Personnel
Incident Commander	1
Safety Officer	1
Rigging/Haul Team	6
Rescue Team	2
Backup Team	2
Treatment/Transport	2
ERF	14

Incident Command (1):

This position is filled by a Chief Officer or senior Company Officer. The position is responsible for strategies implemented and coordination of resources.

Safety Officer (1):

This position is staffed by a senior officer and is responsible for reviewing incident operations to make sure they are in line with best practices to ensure the safety of firefighters on scene.

Rigging/Haul Team (6):

This team is able to set up and operate complex ropes systems to raise and lower rescuers and patients. If needed, they can also assist in carrying and moving a litter in support of the

Rescue Team (2):

This team is charged with creating access to a patient and then completing disentanglement. This team has to be skilled in the operation of rescue tools carried by the Hartford Fire Department. Once disentanglement is complete the *Rescue Team* will assist the Treatment/Transport Team with moving the patient.

Backup Team (2):

This team is able to complete all tasks the *Rescue Team* can and is held on standby to assist the *Rescue Team* should the operation not progress as planned.

Treatment/Transport Team (2):

This team is charged with conducting patient care overseeing movement of the patient from the place of danger to the ambulance and then transport to the hospital. They will assess the best means of moving a patient once received from the *Rescue Team*. This team will assume patient care as soon as practically possible. This team is charged with completing both basic and advanced life support treatments and will oversee patient care enroute to the hospital.

Water/Ice Rescue

The Hartford Fire Department Swift Water Rescue Team (SWRT) is available to rescue individuals that are in peril by water, moving or stagnant as well as for individuals that have fallen through the ice but are still accessible from the surface. As a baseline the Hartford Fire Department is able to operate as a NIMS Type 3 Swiftwater Team. A water rescue involves the extraction of and providing assistance to individuals in perilous situations in various aquatic environments, utilizing specialized techniques and equipment to ensure safety and effectiveness. This includes:

1. Swiftwater Rescue - The rescue of individuals from fast-moving (greater than 1-knot) water, such as rivers, streams, and flood waters. Strong currents and debris present significant hazards. This type of rescue requires specialized training to navigate and operate in turbulent water conditions.

2. Ice Rescue - The rescue of individuals who have fallen through ice-covered bodies of water that are not moving greater than 1-knot. This type of rescue involves techniques and equipment

designed to safely access and extricate victims from icy waters, often requiring protective suits and ice-specific tools.

3. Surface Water Rescue - The rescue of individuals from stagnant or slow-moving bodies of water, such as lakes and ponds. This type of rescue can include situations where victims are on the water's surface but unable to reach safety due to exhaustion, injury, or other factors.

Water rescues require a comprehensive understanding of water dynamics, environmental hazards, and the application of appropriate rescue strategies to ensure the safety of both the rescuers and the victims. For all water rescue events a first alarm assignment is dispatched to bring in auto-aid personnel from Hanover, NH and Lebanon, NH.

Critical Task	Minimum Personnel
Incident Commander	1
Safety Officer	1
Rigging/Support Team	5
Upstream Safety	1
Boat/Rescue Team	2
Downstream Safety	2
Treatment/Transport	2
ERF	14

Incident Command (1):

This position is filled by a Chief Officer or senior Company Officer. The position is responsible for strategies implemented and coordination of resources.

Safety Officer (1):

This position is staffed by a senior officer and is responsible for reviewing incident operations to make sure they are in line with best practices to ensure the safety of firefighters on scene.

Rigging/Support Team (5):

This team is able to set up and operate complex ropes systems to include high lines and tensioned diagonals to enable rescue teams to move across swift/flood water. If needed, they can also assist in carrying and moving a litter in support of the *Treatment/Transport Team* and *Rescue Team*. This team will have a supervisor and four other staff assigned.

Upstream Safety (1):

This position is tasked to be an early warning of changing conditions upstream from the area the rescue is taking place. It is their job to watch for debris and other hazards such as trees that have been washed away approaching the work area giving crews working downstream time to react.

Boat/Rescue Team (2):

This team is charged with entering the water to make access to the patient. They may use a variety of strategies and tactics ranging from shore-based rescues to swimming and operating boats and rafts.

Downstream Safety (2):

It is this team's job to watch for victims and rescuers that may get washed out of the work area and perform shore-based rescues typically via throw bag to recover anyone in the water that is being swept downstream.

Treatment/Transport Team (2):

This team is charged with conducting patient care overseeing movement of the patient from the place of danger to the ambulance and then transport to the hospital. They will assess the best means of moving a patient once received from the *Boat/Rescue Team*. This team will assume patient care as soon as practically possible. This team is charged with completing both basic and advanced life support treatments and will oversee patient care enroute to the hospital.

Confined Space

The Hartford Fire Department is equipped and prepared to rescue individuals in perilous situations involving confined spaces. A confined space rescue involves the extrication of individuals trapped in areas that are not designed for continuous occupancy and have limited or restricted means for entry or exit. These spaces can present significant hazards such as poor ventilation, toxic atmospheres, or physical entrapment. Common examples of confined spaces include storage tanks, silos, sewers, utility vaults, and tunnels. Confined space rescues require specialized training, equipment, and procedures to ensure the safety of both the victim and the rescuers. The primary goal is to safely access, stabilize, and remove the trapped individual from the hazardous environment. For all confined space rescue events, a First Alarm assignment is dispatched to bring in auto-aid personnel from Hanover, NH, and Lebanon, NH, ensuring a swift and coordinated response to any emergency.

Critical Task	Minimum Personnel
Incident Commander	1
Safety Officer	1
Rigging/Support Team	5
Communications	1
Rescue Team	2
Backup Team	2
Treatment/Transport	2
ERF	14

Incident Command (1):

This position is filled by a Chief Officer or senior Company Officer. The position is responsible for strategies implemented and coordination of resources.

Safety Officer (1):

This position is staffed by a senior officer and is responsible for reviewing incident operations to make sure they are in line with best practices to ensure the safety of firefighters on scene.

Rigging/Support Team (5):

This team is able to set up and operate complex ropes systems and artificial high points, operate air carts, and complete ventilation. This team will have a supervisor and four other staff assigned.

Communications (1):

Due to the nature of confined spaces frequently having dense concrete walls or being below grade making radio communications ineffective. This position is a designated individual that is tied into the wired communications worn by the Rescue Team that is able to relay messages from the Rescue Team to others working on the scene.

Rescue Team (2):

This team is charged with creating access to a patient and then completing disentanglement, packaging, and removal of the patient from the confined space. This team has to be skilled in the operation of rescue tools carried by the Hartford Fire Department. Once disentanglement is complete the *Rescue Team* will assist the Treatment/Transport Team with moving the patient.

Backup Team (2):

This team is able to complete all tasks the *Rescue Team* can and is held on standby to assist the *Rescue Team* should the operation not progress as planned.

Treatment/Transport Team (2):

This team is charged with conducting patient care overseeing movement of the patient from the place of danger to the ambulance and then transport to the hospital. They will assess the best means of moving a patient once received from the *Rescue Team*. This team will assume patient care as soon as practically possible. This team is charged with completing both basic and advanced life support treatments and will oversee patient care enroute to the hospital.

Trench Rescue

The Hartford Fire Department is equipped and prepared to rescue individuals in perilous situations involving trench collapses. A trench rescue involves the extrication of individuals trapped in trenches or excavations, which are inherently unstable and can collapse suddenly. These environments present significant hazards such as restricted movement, potential for further collapse, and hazardous atmospheres. Common examples include utility trenches, construction excavations, and other dug-out areas. Trench rescues require specialized training, equipment, and procedures to ensure the safety of both the victim and the rescuers. The primary goal is to safely access, stabilize, and remove the trapped individual from the hazardous environment. For all trench rescue events, a First Alarm assignment is dispatched to bring in auto-aid personnel from Hanover, NH, and Lebanon, NH, ensuring a swift and coordinated response to any emergency.

Critical Task	Minimum Personnel
Incident Commander	1
Safety Officer	1
Shoring Team	5
Cut Station	1
Rescue Team	2
Backup Team	2
Treatment/Transport	2
ERF	14

Incident Command (1):

This position is filled by a Chief Officer or senior Company Officer. The position is responsible for strategies implemented and coordination of resources.

Safety Officer (1):

This position is staffed by a senior officer and is responsible for reviewing incident operations to make sure they are in line with best practices to ensure the safety of firefighters on scene.

Shoring Team (5):

This team is charged with laying ground pads around the collapsed trench, planning and placing shoring to include: fin forms, pneumatic and screw style struts, whaler beams, and forms. When situations dictate the need this team will also provide ventilation and water removal to create as safe of an environment as possible for the victim and rescuers. This team will have a supervisor and four other staff assigned.

Cut Station (1):

This is a dedicated individual who will receive orders for materials to be cut to various sizes and they will fulfill the orders in a timely fashion.

Rescue Team (2):

This team is charged with creating access to a patient and then completing disentanglement, packaging, and removal of the patient from the confined space. They work with the *Shoring Team* to place shoring as they work to gain access to the victim. This team has to be skilled in the operation of rescue tools carried by the Hartford Fire Department. Once disentanglement is complete the *Rescue Team* will assist the Treatment/Transport Team with moving the patient.

Backup Team (2):

This team is able to complete all tasks the *Rescue Team* can and is held on standby to assist the *Rescue Team* should the operation not progress as planned.

Treatment/Transport Team (2):

This team is charged with conducting patient care overseeing movement of the patient from the place of danger to the ambulance and then transport to the hospital. They will assess the best means of moving a patient once received from the *Rescue Team*. This team will assume

patient care as soon as practically possible. This team is charged with completing both basic and advanced life support treatments and will oversee patient care enroute to the hospital.

Structural Collapse

The Hartford Fire Department is equipped and prepared to rescue individuals in perilous situations involving structural collapses. A structural collapse rescue involves the extrication of individuals trapped in or beneath collapsed buildings, bridges, or other structures. These scenarios present significant hazards such as unstable debris, confined spaces, and potential secondary collapses. Common examples include residential, commercial, and industrial building collapses caused by natural disasters, explosions, or structural failures. Structural collapse rescues require specialized training, equipment, and procedures to ensure the safety of both the victim and the rescuers. The primary goal is to safely access, stabilize, and remove the trapped individual from the hazardous environment. For all structural collapse rescue events, a First Alarm assignment is dispatched to bring in auto-aid personnel from Hanover, NH, and Lebanon, NH, ensuring a swift and coordinated response to any emergency.

Critical Task	Minimum Personnel
Incident Commander	1
Safety Officer	1
Shoring Team	5
Cut Station	1
Rescue Team	2
Backup Team	2
Treatment/Transport	2
ERF	14

Incident Command (1):

This position is filled by a Chief Officer or senior Company Officer. The position is responsible for strategies implemented and coordination of resources.

Safety Officer (1):

This position is staffed by a senior officer and is responsible for reviewing incident operations to make sure they are in line with best practices to ensure the safety of firefighters on scene.

Shoring Team (5):

This team is charged with placing shores against a compromised building to create as safe of an environment as possible for the victim and rescuers. This team will have a supervisor and four other staff assigned.

Cut Station (1):

This is a dedicated individual who will receive orders for materials to be cut to various sizes and they will fulfill the orders in a timely fashion.

Rescue Team (2):

This team is charged with creating access to a patient and then completing disentanglement, packaging, and removal of the patient from the confined space. They work with the *Shoring Team* to place shoring as they work to gain access to the victim. This team has to be skilled in the operation of rescue tools carried by the Hartford Fire Department. Once disentanglement is complete the *Rescue Team* will assist the Treatment/Transport Team with moving the patient.

Backup Team (2):

This team is able to complete all tasks the *Rescue Team* can and is held on standby to assist the *Rescue Team* should the operation not progress as planned.

Treatment/Transport Team (2):

This team is charged with conducting patient care overseeing movement of the patient from the place of danger to the ambulance and then transport to the hospital. They will assess the best means of moving a patient once received from the *Rescue Team*. This team will assume patient care as soon as practically possible. This team is charged with completing both basic and advanced life support treatments and will oversee patient care enroute to the hospital.

Deployment Plan

The computer-aided dispatch system allows for pre-programmed recommendations for the various responses within the different response zones. The attached matrix below shows the initial response force and alarm level by call type in each response zone:

RESPONSE TYPE	ZONE 1-H	ZONE 1-R	ZONE 2-H	ZONE 2-R
ACCIDENT EXTRICATION	Still Alarm Engine, Rescue, Ambulance	Still Alarm Engine, Rescue, Ambulance	Still Alarm Engine, Rescue, Ambulance	Still Alarm Engine, Rescue, Ambulance
ACCIDENT INJURY	Still Alarm Engine, Ambulance	Still Alarm Engine, Ambulance	Still Alarm Engine, Ambulance	Still Alarm Engine, Ambulance
AIRCRAFT CRASH	1st Alarm	1st Alarm	1st Alarm	1st Alarm
ALARM FIRE	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
AMBULANCE CALL	Ambulance 1	Ambulance 1	Ambulance 1	Ambulance 1
BRUSH/GRASS FIRE	Still Alarm Engines (2) Forestry	Still Alarm Engines (2) Forestry	Still Alarm Engines (2) Forestry	Still Alarm Engines (2) Forestry

BUILDING COLLAPSE	1st Alarm	1st Alarm	1st Alarm	1st Alarm
CAR FIRE	Still Alarm Engines (2)	Still Alarm Engines (2)	Still Alarm Engines (2)	Still Alarm Engines (2)
CHIMNEY FIRE	General Alarm	General Alarm	General Alarm	General Alarm
CO DETECTOR - w/ SYMPTOMS	Still Alarm Engine Ambulance	Still Alarm Engine Ambulance	Still Alarm Engine Ambulance	Still Alarm Engine Ambulance
CONFINED SPACE	1st Alarm	1st Alarm	1st Alarm	1st Alarm
ELECTRICAL PROBLEM	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
EXPLOSION	General Alarm	General Alarm	General Alarm	General Alarm
GAS/VAPOR LEAK (AIRBORN)	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
GASOLINE LEAK/SPILL	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
HAZ - MAT INCIDENT	General Alarm Engine Ambulance	General Alarm Engine Ambulance	General Alarm Engine Ambulance	General Alarm Engine Ambulance
ILLEGAL BURN	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
ODOR INVESTIGATION	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
PARAMEDIC INTERCEPT	Ambulance	Ambulance	Ambulance	Ambulance
POWER LINES DOWN	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
SERVICE CALL FIRE	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
SMOKE IN BUILDING	General Alarm	General Alarm	General Alarm	General Alarm
SMOKE INVESTIGATION	Still Alarm Engines (2)	Still Alarm Engines (2)	Still Alarm Engines (2)	Still Alarm Engines (2)
SPRINKLER ACTIVATION	Still Alarm Engine Ladder	Still Alarm Engine Ladder	Still Alarm Engine Ladder	Still Alarm Engine Ladder
STRUCTURE FIRE	1st Alarm	1st Alarm	1st Alarm	1st Alarm
TRANSFORMER FIRE	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
TRASH/DUMPSTER FIRE	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine	Still Alarm Engine
WATER RESCUE	1st Alarm	1st Alarm	1st Alarm	1st Alarm
ROPE RESCUE	1st Alarm	1st Alarm	1st Alarm	1st Alarm

VI. Service Level Objectives – Standards of Cover

Terminology

Event Initiation

The point at which factors occur that ultimately result in the activation of the emergency response system. Precipitating factors can occur seconds, minutes, hours, or even days before a point of awareness is reached. An example is the patient who ignores chest discomfort for days until it reaches a critical point at which he/she makes the decision to seek assistance (point of awareness). It is rarely possible to quantify the point at which event initiation occurs.

Emergency Event

The point at which an awareness of conditions exists requiring an activation of the emergency response system. This is considered the point of awareness. It may be the recognition by an individual that assistance is needed, or it may consist of mechanical or electronic recognition of an event such as a smoke or heat detector activation.

Alarm

The point at which emergency response system is activated. An example of this time point is the transmittal of a local or central alarm to a public safety answering point. Again, it is difficult to determine the time interval during which this process occurs with any degree of reliability.

Notification

The point at which an alarm is received by an agency. This transmittal may take the form of electronic or mechanical notification received and answered by the dispatch center.

Alarm Handling

The interval between the time a request or alarm is received and the time it is transmitted to emergency responders.

Turnout Time

The point at which the call from the dispatch center to the respective fire station(s). Total turnout time begins at this point and ends with the beginning of travel time.

Travel Time

The point at which units are enroute to the call. When responding from a fixed facility, this is the point at which the apparatus exists the facility. Total travel time begins here and ends with arrival on-scene.

On-Scene Time

The point at which the responding unit arrives on-scene.

Initiation of Action

The point at which operations to mitigate the event begin. This may include size-up, resource deployment, etc.

Termination of Incident

The point at which units have completed the assignment and are available to respond to another request for service.

Total Response Time

Calculated from the point at which the alarm is reported (Notification) to the point when units arrive at the emergency event (on-scene).

Fire Science

A fire within a structure has been classified into five stages according to the International Fire Service Training Association (IFSTA). They are the ignition stage, growth stage, flashover stage, fully developed stage, and the decay stage.

When the four elements of the Fire Tetrahedron come together and begin combustion, it is known as the ignition stage. At the point where a material reaches its ignition temperature, it gives off gasses that will ignite. The fire will normally be small at this point and usually confined to the material, or fuel, that was first ignited.

When the temperature of a fire gets high enough, visible flames can be seen. This is known as the growth stage of the fire. As the fire grows, it will form a plume above it. As the plume develops, the fire will draw in air from the bottom. The growth of a fire is dependent on the fuel type that is burning. Heat is conducted into the walls and ceilings as the hot gasses flow past them, raising the temperature in the room. The growth stage will continue as long as fuel and oxygen are available. If the oxygen is used up, the fire will go directly to the decay stage. As long as oxygen is not introduced, it will go out. If oxygen is rapidly introduced, such as door opening or a window being broken, the fire will reignite violently.

The flashover stage is the stage between the growth and decay stages. There is no definite timeline as to when the flashover stage begins. It is dependent on the room size, combustibles burning, temperature and amount of oxygen present. During flashover, the contents of the room all come to their ignition temperature at about the same time, thus all igniting at the same time. Anyone that gets caught in a room during flashover are not likely to survive as temperatures can be anywhere from 1000 degrees to 1500 degrees. Firefighters wearing their turn-out gear are slightly protected, but they are also not likely to survive the event of flashover. After flashover occurs, firefighters may have past the point of no return. The point of no return is a distance inside of a burning room beyond which a searching firefighter will not escape and will not reach the door or window entered. It is said that five feet into a room is the point of no return when flashover occurs. Time and motion tests in the NFPA Handbook of Fire Protection reveal that the average person moves 2.5 feet per second when walking. It is thought that a firefighter, in protective clothing, can only take the flashover heat of 1,000-1,500 degrees for about two seconds. Any distance more than five feet into a flashover situation and the firefighter's body will be subjected to the extreme temperatures of flashover.

Recent research reveals that fires are burning hotter today simply because of newer construction and room contents, consisting of petroleum-based products, that burn more rapidly and at higher temperatures than natural materials. These findings have encouraged the Agency to increase water flows to interior attack lines, add smooth bore nozzles to 1 ¾ hand lines, and replace our 1 ¾ hose with a higher quality hose that permits a flow of 200 gallons per minute.

When all combustible materials in a compartment are involved during a fire it is called the fully developed stage. The maximum amount of heat possible is released for the available fuel packages. This produces large volumes of fire gasses. The volume of fire gasses and amount of heat produced all depend on the number and size of ventilation openings. Ventilation openings offer more air for the fire as well as a place for the fire to spread. Hot, unburned fire gasses will begin to flow from the room of origin to adjacent rooms and then ignite, if sufficient oxygen is present, causing the fire to spread.

During the decay stage of a fire, the available fuels in a room or area are consumed by fire. The rate of heat release begins to decline as fuels are consumed. Because the fuel diminishes as it is burned, the temperatures in the room or area begin to diminish. If the fire is diminished because of a lack of oxygen, then the fuels and high temperatures could possibly still be present.

Medical Response

The northeastern U.S., including Vermont has seen a dramatic rise in the use of narcotics and narcotic-related emergencies. In conjunction with local hospitals, our police department has been provided with Narcan by the state of Vermont EMS Office to aid patients suffering a narcotic overdose. In the last few years, we have seen this expanded to EMS leaving behind Narcan for at risk individuals. The program has been successful thus far and has assisted countless patients since its inception.

Mental health crises are on the rise in the state of Vermont. Recreational drug use (including THC, methamphetamines) has dramatically increased our probability of encountering patients in crisis. Personnel continue to encounter patients exhibiting signs of excited delirium. With a combined effort of the Vermont EMS Office, and our Medical Director, additional education and new medications have been added to current protocols to assist personnel in safely encountering patients suffering a behavioral emergency.

The emergency medicine portion of our profession continues to grow as does the need and complexity of our patients. The Agency continues to support further education of our EMS providers and encourages them to research and remain connected to this quickly changing environment.

Service Level Objectives

Based upon the community risk and funding resources, service level objectives have been set which have driven the current distribution and concentration of forces which are currently in place, and which drive future station locations and staffing.

Services provided include structural fire suppression, EMS response and transportation at the Advanced EMT and Paramedic levels, rescue services providing automobile extrication, high angle, water, ice, trench, confined space and building collapse rescue. Hazardous Material response is at the operations and decontamination level with technician response provided by the State of Vermont Haz-Mat Team.

It will be important that the agency continues to monitor and evaluate changes in the community risk dynamics and emergency response demand as the development of the Town continues.

Concentration Criteria

The recognized effective response force has been established for the defined risk categories with effective response forces outlined in the Critical Tasking section of this document. The use of automatic aid from adjoining communities increases the Department's ability to meet the time/staffing objectives. Data collected from emergency incidents over the past five calendar years allows for analysis of how the agency is doing at meeting the response time objectives 90% of the time. For the first due unit with the exception of some very rural, remote sections of the community the department is doing well with Turnout times an area of concern. It is likely that the causation for struggles with meeting turnout times is combination of cross staffing apparatus, having temporary living quarters in a separate building at Station 2, followed by saturation of resources creating response delays. These measures that aren't being met warrant further evaluation.

Evaluations of Reliability of Fire Companies

Response reliability is the number of calls missed by first-in units while they are committed to emergency calls or are out of service for other reasons (i.e. Ambulance out of service for mechanical repair).

Drawdown of Resources

As stated earlier in this document minimum staffing is now five personnel. This is a significant increase over 2018 when it was 3 personnel and shifts rarely saw five personnel ever. Our current deployment is an officer and a minimum of two firefighters at Station 1 and an officer and a firefighter at Station 2. Should these resources not provide an adequate pool for emergency events, the dispatch center through CAD, automatic aid agreements, and department run cards can assign additional units whether Hartford units are available to make the call or not. A full response has always been made. In 2017 and 2018, it was a regular occurrence to have units from Hanover and Lebanon, New Hampshire covering calls in Hartford as the single company staffed by Hartford was already tied up. To ensure we are effectively monitoring the

impacts caused by the drawdown of resources we have added an additional mandatory field within our NFIRS reports to track where the first due unit is from. The goal of this is to both monitor how often units are responding outside of their assigned districts and also how often mutual aid is being used to cover calls. Further benefitting the Town of Hartford is that Woodstock began staffing two employees 24/7 which has reduced the demand for Hartford to assist with calls in their community while also providing additional mutual aid resources that are close to the West side of Hartford.

Exhaustion of Resources

Due to the adoption of mutual aid agreements, outside resources are provided through run cards to allow for a response to all incidents. Due to our proximity to neighboring communities with available resources it is highly unlikely that no units would be available to respond. Data is analyzed for the scenario and has so far only led to 1 incident in five years that Hartford or auto aid partners were not immediately available to respond to an incident. This one incident occurred during a time of high call volume and a multi-alarm fire spawned by severe weather. Even in this case a response was completed to this call with mutual aid handling a basement fire with The Hartford Deputy Chief the only Hartford unit to respond to the scene.

Distribution Criteria

The Town of Hartford Fire Department has established the majority of its emergency response force based in the primary fire station (Station 1) which is located in response Zone 1, overseeing zones 1H and 1R. This station is staffed with a minimum of 1 Fire Officer and 2 Firefighters. This location is within an area with the most challenging socioeconomic factors, the area with the highest population density, and greatest amount of commerce. The Zone 1H area is the highest response demand area of the town. Interestingly, Zone 1R is the least densely zone in town so Station 1 cover both the most densely and least densely populated zones. The greatest travel time under normal driving conditions to the furthest extent of Station 1's coverage area is 15 minutes to the Tigertown RD area of West Hartford. Prior to the opening of Station 2, this was 18 minutes to the High Pastures RD area of Quechee. High Pastures RD is now reached in 9 minutes from Station 2.

Since 2023 Station 2 in Quechee has been staffed fulltime. It houses an engine and an ambulance staffed by 1 Fire Officer and 1 Firefighter. Zone 2H is the second most densely populated zone in the town and does not feature the level of social factors that 1H sees. The greatest travel time from Station 2 is to the bridge over Quechee W Hartford RD where the coverage changes back to Station 1. The travel time here is anticipated to be 10 minutes.

Distribution Service Level Objective

Performance Goal

The Hartford Fire Department shall limit the risk to our communities and our citizens from fire, injury, death, and property damage associated with fire, accidents, illness, explosions, hazardous materials incidents, and other natural or manmade emergencies through prevention and response.

Performance Level Objectives outline the commitment of the Department to meet pre-established objectives regarding the timeliness of response to specific risks. The objectives that follow are the result of a thorough evaluation and categorization of our risks. For each risk we have analyzed our historical response to that risk, the outcome of those responses and have analyzed the potential for future risk in each defined category. Specific performance measures have been established based on our analysis and mission.

Benchmark Definition

A benchmark is defined as a standard from which something can be judged. Searching for the best practices will help define superior performance. This Standards of Cover document uses a combination of standards from NFPA and ISO for determining best practices for fire and EMS response. Political officials and policy makers use economic indicators and factors that dictate a balance of risk and adequate effective response force. These response resources are enhanced by prevention mitigation intervention; employing enforcement, education, and engineering innovations. For each risk category a Benchmark objective performance has been assigned after reviewing, the standards listed above and comparing them to the environment that the Hartford Fire Department operates within.

Performance Objective: Fire

Baseline

Low Risk

The Hartford Fire Department's baseline performance for Low Risk fire responses, also known as Still Alarms is:

Alarm Handling: 2 Minutes and 43 Seconds
Turnout Time: 2 Minutes and 49 Seconds
Travel Time: 9 Minutes and 9 Seconds
Total Response Time 1st Due: 13 Mintes and 16 Seconds
Travel Time ERF: 10 Minutes 20 Seconds
ERF Time: 14 Minutes and 27 Seconds
Ninety Percent of the time the Hartford Fire Department has assembled an Effective Response Force of 5 in 14 minutes and 27 seconds at low-risk Fire incidents measured from the receipt of the alarm to the arrival of the second due apparatus.

Medium Risk

The Hartford Fire Department's baseline performance for Medium Risk fire responses, also known as a General Alarm is as follows:

Alarm Handling: 1 Minute and 51 Seconds
Turnout Time: 2 Minutes and 45 Seconds
Travel Time: 11 Minutes and 26 Seconds
Total Response Time: 14 Minutes and 56 Seconds
Total Response Time ERF: 23 Minutes and 23 Seconds

Ninety percent of the time, the Hartford Fire Department assembles an Effective Response Force (ERF) of 8 personnel within 23 minutes and 23 seconds at Medium Risk fire incidents, measured from the receipt of the alarm to the arrival of the third due apparatus. The third due apparatus is staffed by recalled off duty staff.

High Risk

The Hartford Fire Department's baseline performance for High-Risk fire responses, also known as 1st Alarm response is as follows:

Alarm Handling: 2 Minutes and 4 Seconds
Turnout Time: 2 Minutes and 53 Seconds
Travel Time: 16 Minutes and 35 Seconds
Total Response Time: 18 Minutes and 57 Seconds
Total Response Time ERF: 29 Minutes and 7 Seconds

Ninety percent of the time, the Hartford Fire Department and its auto aid partners assembles an Effective Response Force (ERF) of 14 personnel within 29 minutes and 7 seconds at High-Risk fire incidents, measured from the receipt of the alarm to the arrival of the third due apparatus. This analysis is based on five years of data and only 15 data points and is expected to have a low reliability and not to be an accurate indicator of future events.

Benchmark

The department's standard of cover response objective(s) are as follows:

Low Risk

The Hartford Fire Department's benchmark performance for Low-Risk fire responses, also known as Still Alarms is:

Alarm Handling: 1 Minutes and 30 Seconds
Turnout Time: 2 Minutes and 00 Seconds
Travel Time: 9 Minutes and 0 Seconds
Total Response Time 1st Due: 12 Mintes and 30 Seconds

Travel Time ERF: 12 Minutes 30 Seconds
ERF Time: 16 Minutes and 00 Seconds

The goal of the Hartford Fire Department is that Ninety Percent of the time an Effective Response Force of 5 in 16 minutes and 00 seconds at low-risk Fire incidents measured from the receipt of the alarm to the arrival of the second due apparatus.

Medium Risk

The Hartford Fire Department's benchmark performance for Medium Risk (General Alarm) fire responses is as follows:

Alarm Handling: 1 Minute and 30 Seconds
Turnout Time: 2 Minutes and 0 Seconds
Travel Time: 9 Minutes and 00 Seconds
Total Response Time 1st Due: 12 Minutes and 30 Seconds
Travel Time ERF: 12 Minutes and 30 Seconds
Total Response Time ERF: 19 Minutes and 00 Seconds

Ninety percent of the time, the Hartford Fire Department aims to assemble an Effective Response Force (ERF) of 8 personnel within 19 minutes and 00 seconds at Medium Risk fire incidents, measured from the receipt of the alarm to the arrival of the third due apparatus.

High Risk

The Hartford Fire Department's benchmark performance for High Risk (1st Alarm) fire responses is as follows:

Alarm Handling: 1 Minute and 30 Seconds
Turnout Time: 2 Minutes and 0 Seconds
Travel Time: 9 Minutes and 00 Seconds
Total Response Time 1st Due: 12 Minutes and 30 Seconds
Travel Time ERF: 24 Minutes and 30 Seconds
Total Response Time ERF: 25 Minutes and 00 Seconds

For 90% of all high-risk fires, the total response time for the arrival of the first-due unit, staffed with 2 firefighters and 1 officer, shall be: 12 minutes and 30 seconds. The first due unit for all risk levels shall be capable of: providing a minimum of 500 gallons of water and 1,500 gallons per minute (gpm) pumping capacity; initiating command; requesting additional resources; completing forcible entry; establishing and advancing an attack line flowing a minimum of 175 gpm; containing the fire; and rescuing at-risk victims. These operations shall be done in accordance with departmental standard operating procedures while providing for the safety of responders and the general public.

For 90 percent of all structure fires, the total response time for the arrival of the effective response force (ERF), staffed with 14 firefighters and officers shall be: 25 minutes and 00 seconds. The ERF shall be capable of: establishing command; providing an uninterrupted water supply; advancing an attack line and a backup line for fire control and extinguishment; complying with the Occupational Safety and Health Administration (OSHA) requirements of two in-two out; searching and rescuing at-risk victims; ventilating the structure; controlling utilities; and performing salvage and overhaul. These operations shall be done in accordance with departmental standard operating procedures while providing for the safety of responders and the general public.

Performance Objective: EMS

Baseline

Low Risk

The Hartford Fire Department's baseline performance for Low Risk (Single unit) EMS responses is:

Alarm Handling: 1 Minutes and 57 Seconds
Turnout Time: 2 Minutes and 19 Seconds
Travel Time: 9 Minutes and 52 Seconds
Total Response Time 1st Due and ERF: 12 Mintes and 38 Seconds

Ninety Percent of the time the Hartford Fire Department has assembled an Effective Response Force of 2 in 12 minutes and 38 seconds at low-risk EMS incidents measured from the receipt of the alarm to the arrival of the apparatus.

Medium Risk

The Hartford Fire Department's baseline performance for Medium Risk (High Acuity) EMS responses is as follows:

Alarm Handling: 1 Minute and 49 Seconds
Turnout Time: 2 Minutes and 0 Seconds
Travel Time: 8 Minutes and 13 Seconds
Total Response Time: 10 Minutes and 26 Seconds
Total Response Time ERF: 13 Minutes and 16 Seconds

Ninety percent of the time, the Hartford Fire Department assembles an Effective Response Force (ERF) of 3 personnel within 13 minutes and 16 seconds at Medium Risk EMS incidents, measured from the receipt of the alarm to the arrival of the second due apparatus.

High Risk

The Hartford Fire Department's baseline performance for High-Risk (Mass Casualty) EMS responses, also known as 1st Alarm response has not been established through measuring historical responses as no MCI events have occurred in the last five years and therefore no baseline performance has been created.

Alarm Handling: Minutes and Seconds
Turnout Time: Minutes and Seconds
Travel Time: Minutes and Seconds
Total Response Time: Minutes and Seconds
Total Response Time ERF: Minutes and Seconds

Benchmark

The department's standard of cover response objective(s) are as follows:

Low-Risk

The Hartford Fire Department's benchmark performance for Low Risk (Single unit) EMS responses is:

Alarm Handling: 1 Minutes and 30 Seconds
Turnout Time: 1 Minutes and 30 Seconds
Travel Time: 9 Minutes and 00 Seconds
Total Response Time 1st Due and ERF: 12 Mintes and 00 Seconds

For 90 percent of all routine emergency medical services (EMS) responses, the total response time for the arrival of the first-due unit which is the effective response force (ERF), staffed with 2 firefighters, shall be: 12 minutes and 00 seconds. The first due unit shall be capable of: assessing scene safety and establishing command; sizing-up the situation; conducting initial patient assessment; obtaining vitals and patient's medical history; initiating mitigation efforts within one minute of arrival; providing appropriate treatment; performing automatic external defibrillator (AED); initiating cardio-pulmonary resuscitation (CPR); providing intravenous (IV) access-medication administration, producing related documentation and transport of patient.

Medium Risk

The Hartford Fire Department's benchmark performance for Medium Risk (High Acuity) EMS responses is as follows:

Alarm Handling: 1 Minute and 30 Seconds
Turnout Time: 0 Minutes and 30 Seconds
Travel Time: 9 Minutes and 00 Seconds

Total Response Time: 10 Minutes and 30 Seconds
Total Response Time ERF: 12 Minutes and 00 Seconds

For 90 percent of Medium-Risk EMS calls the Total Response time of an Effective Response Force of 3 Firefighters is 12 minutes and 0 seconds. Medium Risk EMS calls are incidents where the dispatch information suggests the presence of a highly acute medical incident (unresponsive, cardiac arrest, major trauma) the agency increases the ERF to 3 personnel but generally responds with 4 to 5 total personnel in the same number of apparatuses. The additional personnel is necessary to complete tasks associated with care for critically ill patients. This allows for a lead provider to manage overall patient care, a dedicated secondary provider, as well as an additional provider to complete most other tasks to include chest compressions, medication administration, or just to assist in moving the patient or driving the ambulance.

High Risk

For 90 percent of High-Risk EMS calls (Mass Casualty Incidents) the Total Response time an ERF for a level 1 MCI is 11 Firefighters. Fortunately, while the agency evaluates the potential for a MCI incident to occur, there has not been one in recent years to draw baseline data from. The agency defines a High-Risk EMS incident as one that qualifies as a Level 1 MCI according to the regional MCI Plan that the Hartford Fire Department has developed in conjunction with Hanover and Lebanon, NH Fire Departments and Dartmouth Hitchcock Medical Center. Benchmark response times are extrapolated from predicted response times and performances from low and medium risk responses in conjunction with an assumption that it is an unlikely event to occur on the outer lying extremities to the North, West, and Southern portions of the town, but more likely to occur in the central and eastern portions of town and therefore reducing travel time from our auto aid partners. Performance Bench marks are as follows:

Alarm Handling: 1 Minute and 30 Seconds
Turnout Time: 1 Minutes and 30 Seconds
Travel Time: 9 Minutes and 00 Seconds
Total Response Time: 10 Minutes and 30 Seconds
Total Response Time ERF: 20 Minutes and 00 Seconds

For 90% of all high-risk EMS incidents, the total response time of the Effective Response Force of 11 firefighters and Officers is 20 Minutes. This force should be able to effectively command the incident, conduct triage and transport, and provide ALS interventions to treat patients.

Performance Objective: Hazardous Materials

Baseline

Low Risk

The Hartford Fire Department's baseline performance for Low Risk (Still Alarm) Hazardous Materials responses is:

Alarm Handling: 1 Minutes and 51 Seconds
Turnout Time: 2 Minutes and 11 Seconds
Travel Time: 12 Minutes and 04 Seconds
Total Response Time 1st Due and ERF: 12 Mintes and 04 Seconds

Ninety Percent of the time the Hartford Fire Department has assembled an Effective Response Force of 2 in 12 minutes and 4 seconds at low-risk Hazardous Materials incidents measured from the receipt of the alarm to the arrival of the apparatus.

Medium Risk

The Hartford Fire Department's baseline performance for Medium Risk Hazardous Materials responses is no established due to a no incidents of this risk level occurring in the last 5 years

Alarm Handling: Minute and Seconds
Turnout Time: Minutes and Seconds
Travel Time: Minutes and Seconds
Total Response Time: Minutes and Seconds
Total Response Time ERF: Minutes and Seconds

High Risk

The Hartford Fire Department's baseline performance for High-Risk Hazardous Materials responses has not been established through measuring historical responses as none of these events have occurred in the last five years and therefore no baseline performance has been created.

Alarm Handling: Minutes and Seconds
Turnout Time: Minutes and Seconds
Travel Time: Minutes and Seconds
Total Response Time: Minutes and Seconds
Total Response Time ERF: Minutes and Seconds

Benchmark

The department's standard of cover response objective(s) for Hazardous Materials Incidents are as follows:

Low Risk

The Hartford Fire Department's benchmark performance for Low-Risk Hazardous Materials responses is:

Alarm Handling: 1 Minutes and 30 Seconds
Turnout Time: 2 Minutes and 00 Seconds
Travel Time: 9 Minutes and 0 Seconds
Total Response Time 1st Due: 12 Mintes and 30 Seconds
Travel Time ERF: 12 Minutes 30 Seconds
ERF Time: 16 Minutes and 00 Seconds

The goal of the Hartford Fire Department is that Ninety Percent of the time an Effective Response Force of 5 is assembled in 16 minutes and 00 seconds at low-risk Hazardous Materials incidents measured from the receipt of the alarm to the arrival of the second due apparatus. At these incidents staff are expected to be able to perform basic containment operations of dam, dyke, divert, and orchestrate long-term mitigation efforts through outside response partners and cleanup agencies if needed.

Medium Risk

The Hartford Fire Department's benchmark performance for Medium Risk Hazardous Materials responses is as follows:

Alarm Handling: 1 Minute and 30 Seconds
Turnout Time: 2 Minutes and 0 Seconds
Travel Time: 9 Minutes and 00 Seconds
Total Response Time 1st Due: 12 Minutes and 30 Seconds
Total Response Time ERF: 30 Minutes and 00 Seconds

Ninety percent of the time, the Hartford Fire Department assembles an Effective Response Force (ERF) of 21 personnel within 28 minutes and 00 seconds at Medium Risk Hazardous Materials incidents, measured from the receipt of the alarm to the arrival of the apparatus determined to have the 21st firefighter on board. Upon assembly of this force staff should be able to: Manage the incident and utilize ICS, Establish Hot and Warm Zones, conduct operations level mitigation efforts, conduct mass decontamination of contaminated individuals, establish a decontamination corridor if needed for a technician level entry.

High Risk

The Hartford Fire Department's benchmark performance for High Risk Hazardous Materials responses is as follows:

Alarm Handling: 1 Minute and 30 Seconds
Turnout Time: 2 Minutes and 0 Seconds

Travel Time: 9 Minutes and 00 Seconds
Total Response Time 1st Due: 12 Minutes and 30 Seconds
Total Response Time ERF: 90 Minutes and 00 Seconds

For 90 percent of all hazardous materials response incidents, the total response time for the arrival of the first-due unit, staffed with 1 firefighter and 1 officer, shall be: 12 minutes and 30 seconds. The first due unit shall be capable of: establishing command; sizing up and assessing the situation to determine the presence of a potential hazardous material; determining the need for additional resources; estimating the potential harm without intervention; and begin establishing a hot, warm and cold zone.

For 90 percent of all hazardous materials response incidents, the total response time for the arrival of the effective response force (ERF), staffed with 21 firefighters and officers and the State of Vermont Hazardous Materials Response Team (VTHMT) shall be: 90 minutes. The ERF shall be capable of providing the equipment, technical expertise, knowledge, skills and abilities to mitigate a hazardous materials incident in accordance with department standard operating guidelines as well as those set forth by the VTHMT. This includes denying entry, decontamination corridors, and technician level mitigation efforts.

Performance Objective: Technical Rescue

Baseline

Low Risk

The Hartford Fire Department's baseline performance for Low Risk (Still Alarm) technical rescue responses is:

Alarm Handling: 2 Minutes and 22 Seconds
Turnout Time: 2 Minutes and 2 Seconds
Travel Time: 8 Minutes and 33 Seconds
Total Response Time 1st Due: 12 Mintes and 14 Seconds
Total Response Time ERF: 15 Mintes and 14 Seconds

Ninety Percent of the time the Hartford Fire Department has assembled an Effective Response Force of 5 in 15 minutes and 14 seconds at low-risk technical rescue incidents measured from the receipt of the alarm to the arrival of the second apparatus. At these incidents staff are expected to be able to mitigate power, stabilize the patient, disentangle, and treat and transport.

Medium Risk

The Hartford Fire Department's baseline performance for Medium Risk technical rescue responses is undetermined as incidents in this category occurred in Hartford during the last five years.

Alarm Handling: Minute and Seconds
Turnout Time: Minutes and Seconds
Travel Time: Minutes and Seconds
Total Response Time: Minutes and Seconds
Total Response Time ERF: Minutes and Seconds

High Risk

The Hartford Fire Department's baseline performance for High-Risk technical rescue responses has been measured but due to a low occurrence of these events a 90th percentile baseline cannot be established as there have only been four instances in the last 5 years. As a result, the slowest recorded response time for each measure is shown.

Alarm Handling: 1 Minutes and 44 Seconds
Turnout Time: 4 Minutes and 28 Seconds
Travel Time: 8 Minutes and 14 Seconds
Total Response Time:12 Minutes and 30 Seconds
Total Response Time ERF: 34 Minutes and 52 Seconds

Benchmark

The department's standard of cover response objective(s) for technical rescue incidents are as follows:

Low Risk

The Hartford Fire Department's benchmark performance for Low Risk (Still Alarm) technical rescue responses is:

Alarm Handling: 1 Minutes and 30 Seconds
Turnout Time: 1 Minutes and 30 Seconds
Travel Time: 9 Minutes and 00 Seconds
Total Response Time 1st Due: 12 Mintes and 30 Seconds
Total Response Time ERF: 16 Mintes and 00 Seconds

Ninety Percent of the time the Hartford Fire Department has assembled an Effective Response Force of 5 in 15 minutes and 14 seconds at low-risk technical rescue incidents measured from the receipt of the alarm to the arrival of the second apparatus. At these incidents staff are expected to be able to mitigate power, stabilize the patient, disentangle, and treat and transport.

Medium Risk

The Hartford Fire Department's baseline performance for Medium Risk technical rescue responses is undetermined as incidents in this category occurred in Hartford during the last five years.

Alarm Handling: 1 Minute and 30 Seconds
Turnout Time: 2 Minutes and 0 Seconds
Travel Time: 9 Minutes and 00 Seconds
Total Response Time 1st Due: 12 Minutes and 30 Seconds
Travel Time ERF: 12 Minutes and 30 Seconds
Total Response Time ERF: 19 Minutes and 00 Seconds

Ninety percent of the time, the Hartford Fire Department aims to assemble an Effective Response Force (ERF) of 8 personnel within 19 minutes and 00 seconds at Medium Risk technical incidents, measured from the receipt of the alarm to the arrival of the third due apparatus.

High Risk

The Hartford Fire Department's benchmark performance for High-Risk technical rescue responses is as follows:

Alarm Handling: 1 Minute and 30 Seconds
Turnout Time: 2 Minutes and 0 Seconds
Travel Time: 9 Minutes and 00 Seconds
Total Response Time 1st Due: 12 Minutes and 30 Seconds
Travel Time ERF: 24 Minutes and 30 Seconds
Total Response Time ERF: 25 Minutes and 00 Seconds

For 90 percent of all technical rescue incidents, the total response time for the arrival of the first-due unit, staffed with 1 firefighter and 1 officer, shall be: 12 minutes and 30 seconds. The first due unit shall be capable of: establishing command; sizing up to determine if a technical rescue response is required; requesting additional resources; begin to establish an Incident Action Plan; and provide initial lifesaving interventions to any victim assessable without endangering response personnel.

For 90 percent of all technical rescue incidents, the total response time for the arrival of the effective response force (ERF), staffed with 14 firefighters and officers shall be: 25 minutes and 0 seconds. The ERF shall be capable of: Incident Command, establishing patient contact; mitigate hazards; providing technical expertise, knowledge, skills and abilities during technical rescue incidents; and provide advanced life support to the patient(s).

Baseline Response Statics

Fire

Low Risk Fires - 90th Percentile Times –Baseline Performance			2019-2023	2023	2022	2021	2020	2019
Alarm Handling	Pick-up to Dispatch	Rural	1:43	1:22	1:48	1:46	2:05	1:17
Turnout Time	Turnout Time 1st Unit	Rural	2:49	2:51	3:06	2:49	3:02	2:17
Travel Time	Travel Time 1st Unit **Distribution**	Rural	9:09	9:02	10:25	8:21	12:24	12:43
	Travel Time ERF **Concentration**	Rural	10:20	9:02	10:25	8:21	12:24	12:43
Total Response Time	Total Response Time 1st Unit on Scene **Distribution**	Rural	13:16	12:19	13:47	11:42	15:44	15:01
			N=1280	N=257	N=261	N=283	N=217	N=194
	Total Response Time ERF **Concentration**	Rural	16:34	17:13	17:29	16:59	16:27	15:15
			N=623	N=123	N=134	N=149	N=103	N=114

Medium Risk Fires - 90th Percentile Times –Baseline Performance			2019-2023	2023	2022	2021	2020	2019
Alarm Handling	Pick-up to Dispatch	Rural	1:51	1:33	2:03	1:48	2:39	1:18
Turnout Time	Turnout Time	Rural	2:45	2:20	3:28	1:59	4:22	3:05
	1st Unit							
Travel Time	Travel Time	Rural	11:26	10:12	12:32	18:03	13:12	11:57
	1st Unit							
	Distribution							
Total Response Time	Total Response Time 1st Unit on Scene	Rural	14:56	12:45	15:55	20:08	17:27	14:20
			N=84	N=20	N=14	N=12	N=16	N=22
	Distribution							
	Total Response Time ERF	Rural	23:23	25:55	20:52	19:06*	44:11	25:21
			N=42	N=8	N=7	N=4	N=11	N=12
	Concentration							

*Less than 10 data points, time shown is the slowest.

High Risk Fires - 90th Percentile Times – Baseline Performance			2019 - 2023	2023	2022	2021	2020	2019
Alarm Handling	Pick-up to Dispatch	Rural	2:04	0:49*	2:21*	0:35*	1:04*	0:34*
Turnout Time	Turnout Time 1st Unit	Rural	2:53	1:30*	3:23*	1:50*	2:23*	1:14*
Travel Time	Travel Time 1st Unit **Distribution**	Rural	16:35	7:24*	8:31*	4:13*	20:13*	9:48*
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural	18:57	9:43*	11:59*	6:38*	22:12*	11:31*
			N=15	N=1	N=6	N=1	N=5	N=2
	Total Response Time ERF **Concentration**	Rural	29:07	--:--*	24:54*	16:58*	29:07*	24:58*
			N=10	N=0	N=3	N=2	N=3	N=2

*Due to the low frequency of structure fires within the community frequently the 90th percentile is simply the slowest time for a given measure as we do not have 10 data points to calculate the 90th percentile.

EMS

EMS - Low Risk - 90th Percentile Times – Baseline Performance			**2019 - 2023**	**2023**	**2022**	**2021**	**2020**	**2019**
Alarm Handling	Pick-up to Dispatch	Rural	1:57	1:34	1:55	2:08	2:15	1:23
Turnout Time	Turnout Time 1st Unit	Rural	2:19	2:33	2:32	2:15	2:10	1:51
Travel Time	Travel Time 1st Unit **Distribution**	Rural	9:52	9:16	9:35	9:52	10:09	10:13
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural	12:38	12:14	12:39	12:54	12:58	12:27
			N=7451	N=1510	N=1532	N=1618	N=1435	N=1356
	Total Response Time ERF **Concentration**	Rural	12:38	12:14	12:39	12:54	12:58	12:27
			N=7451	N=1510	N=1532	N=1618	N=1435	N=1356

EMS - Medium Risk - 90th Percentile Times – Baseline Performance			2019 - 2023	2023	2022	2021	2020	2019
Alarm Handling	Pick-up to Dispatch	Rural	1:49	1:41	1:54	1:50	2:01	1:28
Turnout Time	Turnout Time 1st Unit	Rural	2:00	2:09	2:06	2:07	1:48	01:28
Travel Time	Travel Time 1st Unit **Distribution**	Rural	8:13	8:42	8:43	8:40	7:47	6:53
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural	10:26	11:10	10:27	10:55	10:09	8:58
			N=599	N=213	N=132	N=105	N=94	N=56
	Total Response Time ERF **Concentration**	Rural	13:16	13:05	12:50	13:42	12:01	13:58
			N=337	N=81	N=97	N=72	N=43	N=44

*Medium Risk EMS calls were not directly identifiable with our records prior to 2023 and have been evaluated through manual tabulation.

EMS - High Risk - 90th Percentile Times – Baseline Performance		2019 - 2023	2023	2022	2021	2020	2019

Alarm Handling	Pick-up to Dispatch	Rural						
Turnout Time	Turnout Time 1st Unit	Rural						
Travel Time	Travel Time 1st Unit **Distribution**	Rural						
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural						
			N=0	N=0	N=0	N=0	N=0	N=0
	Total Response Time ERF **Concentration**	Rural						
			N=0	N=0	N=0	N=0	N=0	N=0

Hazardous Materials

In the five years included in this report the Hartford fire department responded to the following:

NFIRS Code	Description	Number of Calls
410	Combustible/Flammable Gas/Liquid Condition	16
411	Gasoline or other Flammable Liquid Spill	15
412	Gas Leak	27
413	Oil or other Combustible Liquid Spill	19
422	Chemical Spill or Leak	1
423	Refrigerant Leak	1
431	Radiation Leak/Radioactive Material	1

Calls in the table above include those deemed non-emergent. There are 4 non-emergent calls in this category, including the 431 "Radiation Leak/Radioactive Material"; these calls are not included in the performance statistics that follow.

Low Risk Haz-Mat - 90th Percentile Times – Baseline Performance			**2019 - 2023**	**2023**	**2022**	**2021**	**2020**	**2019**
Alarm Handling	Pick-up to Dispatch	Rural	1:51	2:21	2:30	1:54	1:36	1:04
Turnout Time	Turnout Time 1st Unit	Rural	2:11	2:38	1:44	1:57	2:07	1:47
Travel Time	Travel Time 1st Unit **Distribution**	Rural	12:04	12:06	10:59	9:12	11:32	13:19
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural	12:04	14:45	14:47	11:46	12:01	15:30
			N=78	N=19	N=13	N=18	N=13	N=13
	Total Response Time ERF **Concentration**	Rural	12:04	14:45	14:47	11:46	12:01	15:30
			N=78	N=19	N=13	N=18	N=13	N=13

Medium Risk Haz-Mat - 90th Percentile Times – Baseline Performance			2019 - 2023	2023	2022	2021	2020	2019
Alarm Handling	Pick-up to Dispatch	Rural						
Turnout Time	Turnout Time 1st Unit	Rural						
Travel Time	Travel Time 1st Unit **Distribution**	Rural						
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural						
			N=0	N=0	N=0	N=0	N=0	N=0
	Total Response Time ERF **Concentration**	Rural						
			N=0	N=0	N=0	N=0	N=0	N=0

High Risk Haz-Mat - 90th Percentile Times – Baseline Performance			2019 - 2023	2023	2022	2021	2020	2019
Alarm Handling	Pick-up to Dispatch	Rural						
Turnout Time	Turnout Time 1st Unit	Rural						
Travel Time	Travel Time 1st Unit **Distribution**	Rural						
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural						
			N=0	N=0	N=0	N=0	N=0	N=0
	Total Response Time ERF **Concentration**	Rural						
			N=0	N=0	N=0	N=0	N=0	N=0

Technical Rescue

The Hartford Fire Department tracks its performance in responding to Technical Rescue incidents. Most of these responses occur outside of the Town of Hartford but within our mutual aid compact or are a recovery operation without an emergent response. As a result, most responses are not within our planning zones or within the scope of this document. In the last 5 years there have been two true technical rescues within the Town of Hartford. Incidentally, both responses have been to the covered bridge on Waterman Hill Rd in Quechee for swimming-related accidents in the Ottauquechee river. The Quechee Gorge has been the other historical location of technical rescue events but, due to the nature of events that occur at this venue, they are deliberate recoveries planned by the fire department with an accompanying risk assessment for the specific event.

Low Risk Technical Rescue - 90th Percentile Times – Baseline Performance			**2019 - 2023**	**2023**	**2022**	**2021**	**2020**	**2019**
Alarm Handling	Pick-up to Dispatch	Rural	2:22	2:49	2:26	2:52	2:29	1:34
Turnout Time	Turnout Time 1st Unit	Rural	2:02	1:58	2:03	2:25	3:17	1:35
Travel Time	Travel Time 1st Unit **Distribution**	Rural	8:33	7:48	9:02	7:58	10:22	11:05
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural	12:14	12:48	12:21	11:35	12:32	12:34
			N=210	N=41	N=44	N=55	N=38	N=32
	Total Response Time ERF **Concentration**	Rural	16:09	17:20	14:27	16:59	15:52	19:43
			N=127	N=25	N=27	N=33	N=23	N=19

Medium Risk Technical Rescue - 90th Percentile Times – Baseline Performance			2019 - 2023	2023	2022	2021	2020	2019
Alarm Handling	Pick-up to Dispatch	Rural						
Turnout Time	Turnout Time 1st Unit	Rural						
Travel Time	Travel Time 1st Unit **Distribution**	Rural						
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural						
			N=0	N=0	N=0	N=0	N=0	N=0
	Total Response Time ERF **Concentration**	Rural						
			N=0	N=0	N=0	N=0	N=0	N=0

High Risk Technical Rescue - 90th Percentile Times – Baseline Performance			2019 - 2023	2023	2022	2021	2020	2019
Alarm Handling	Pick-up to Dispatch	Rural	0:50			0:50		
Turnout Time	Turnout Time 1st Unit	Rural	0:44			4:28		
Travel Time	Travel Time 1st Unit **Distribution**	Rural	9:13			8:14		
Total Response Time	Total Response Time 1st Unit On Scene **Distribution**	Rural	10:47			12:30		
			N=4	N=0	N=1	N=3	N=0	N=0
	Total Response Time ERF **Concentration**	Rural	34:52			34:52		
			N=1	N=0	N=0	N=1	N=0	N=0

VII. Policy Recommendations

The agency should continue to monitor response time data to ensure that service level objectives are met and look for avenues to increase efficiency related to call handling and turnout times. It is anticipated that with the construction of living quarters at Station 2, those turnout times should improve. This is due to the fact that staff have to exit one building and enter another while turning out for a call.

The Agency should continue to attempt to capture data in regard to tracking containment of fires to the room of ignition. This is currently a challenge with the current NIFRS layout. The agency is looking forward to improved data collection with the US Fire Administration's proposed NERIS data structure to modernize the current NIFRS system. While great for the community and a confirmation of the effectiveness of our agencies fire prevention program; the low frequency of fire incidents does not allow for statistically significant analysis of resource deployment to these events

.

The Agency should continue to promote adequate staffing and investigate additional staffing options to maintain an effective response force.

Appendix A: SOC Data Evaluation Means and Methods

EMS
EMS data is separated into Two initial zones Station 1 (1R, 1H) and Station 2 (2R, 2H)
Situation Found Codes to include: 300, 311, 320, 321
The NIFRS field for determining Medium Risk is HFDEMSPRIORITY = HI. EMS ERF is 3 personnel, and the arrival time of the second apparatus will be used as the ERF Arrival time. This calculation is automated in the upload to the Fire Incident Dashboard.

FIRE
Fire data is separated into Two initial categories based on Station 1 (1R, 1H) and Station 2 (2R, 2H, this is to separate it from incidents outside of Hartford.
Situation Found Codes to include: All 100, 200, 400 (Exclude 424), 700 (Exclude 736, 746) series

FIRE (HIGH) Structure Fire 111 – Manually analyzed to determine arrival of 14th Firefighter, Radio recordings are the principal data source.
Tech Rescue 35X and 36X (Not 352, 353, 361)
Haz-Mat 41X, 42X, 430, 431, 451,
Exclude 424 Carbon Monoxide Incident with findings as these are generally non-emergent responses.
Date range will be calendar year and 90th Percentile Calculations will be completed by the Fire Incident Dashboard. The Fire Incident Dashboard can be accessed at:
https://hfd.maps.arcgis.com/apps/dashboards/1eaf9e2f6e374552b52a6959ecdddf8d

AGENDA MEMORANDUM

March 18, 2025

Town Selectboard Meeting Item: 5.d

Subject: Engineering Proposal for Country Lane Erosion Repair

Submitted by: Christopher Holzwarth, Assistant Direct, Planning & Permitting

Background: Country Lane (Town Highway #244) was damaged on July 10, 2023. This storm event was declared a disaster on July 14, 2023. The Department of Homeland Security, Federal Emergency Management Agency (FEMA) designated it as Event #4720DR-VT.

The Town was unable to secure adequate permission to advance engineering to repair the damage due to a high rate of turnover within FEMA, inaccurate information provided regarding the allowable repair, and our purchasing policies impact on acquiring services in a fast-moving and competitive environment.

We requested services from our pre-qualified engineers. We received a proposal from our fourth prequalified firm. However, after consulting with FEMA, it was determined that the scope of services and $125,00 lump sum fee would not likely be accepted as reasonable, and reimbursement would be in jeopardy.

Subsequently the Town reached out to a local engineering firm to find a reasonable partner to provide the required services. In response, the Town received a proposal from Pathways Consulting, LLC of Lebanon, NH that after consulting with FEMA appears to be reasonable.

Their proposal (*Attachment A*) is modeled after plans they developed for a FEMA project in Norwich (*Attachment B*).

The proposed scope of services for the anticipated services is $40,425. A reasonable contingency for unanticipated change orders is 10% or $4,043 resulting in a budget of $44,468.

DR 7420-VT is being funded at a 90/10 split with FEMA paying 90%, the State paying 7.8% and our match being 2.2%

Discussion: Competitive bidding attempts were unsuccessful. Contracting professional services over $20,000 from a consultant outside of the prequalified engineers list requires a waiver of Section 3.6 of the purchasing policy in accordance with Section 3.7 of the purchasing policy.

Impact: The Town is responsible for $978.30 or 2.2% of the requested $44,468 budget.

Recommendation: That the Selectboard waive section 3.6 of the purchasing policy and authorize the Town Manager to execute a scope of services agreement with Pathways Consulting LLC utilizing up to $43,489.70 of existing FEMA funds received for this project and $978.30 from FY26 GL 10-325-318-0000.

PATHWAYS CONSULTING, LLC
Planning • Civil & Environmental Engineering • Surveying • Construction Assistance
240 Mechanic Street • Suite 100
Lebanon, New Hampshire 03766
(603) 448-2200 • Fax: (603) 448-1221

February 19, 2025

Christopher Holzworth, Assistant Director, Planning and Permitting
Town of Hartford
Public Works Department
173 Airport Road
White River Junction, Vermont 05001

RE: PROPOSAL TO ASSIST WITH SLOPE AND ROAD REPAIRS, COUNTRY LANE, HARTFORD, VERMONT (P6204)

Dear Chris:

Thanks for meeting with me on December 13, 2024 to discuss Town or Harford (Town) goals to repair the Country Lane slope failure with FEMA funds. Our firm is very familiar with this type of work including synchronizing with FEMA to provide repair assistance for both roads and drainage facilities. I visited the Country Lane slope failure after the holidays and Skip has also conducted project reconnaissance. In general terms, Skip (our surveyor) will establish project controls along Country Lane and Jericho Road at the top and bottom of the slope failure, respectively, to establish the framework to develop plans. We will use LiDAR information from the Vermont Center for Geographic Information (VCGI) to complete the base plan and work with you to develop construction details and notes along with a bid proposal. We have prepared the following understanding of the scope of services and scope of services based on our interaction with you and experience with similar projects.

Understanding of the Scope of Services

1. We understand from the information you have provided and our site investigations that there has been a significant slope failure between Country Lane and Jericho Road that threatens access to land owners on Country Lane along with further environment impacts until repairs are implemented. We will work with you to develop repair plans for construction once winter conditions abate.

2. We assume that the project will not include any jurisdictional wetlands. There is a stream at the base of the slope failure that may be perennial, but there is no indication of hydric soils outside the stream. Consequently, we assume that no wetland documentation or permitting will be required to assist with slope stability.

3. We assume that this project does not require Vermont Agency of Natural Resources (VANR) Rivers Management review or input.

4. We assume the Town will address any permitting requirements for this project.

5. We assume the Town will provide right-of-way (ROW) information for both Country Lane and Jericho Road.

6. We assume the project will not require any drainage analysis.

7. In anticipation of construction timing, we assume that there will be no bat considerations.

8. We assume the Town will manage and address all abutter interaction.

9. We have attached a PDF of Contract 2 plans dated June 8, 2018 showing a portion of the repairs that we prepared in concert with VTrans, FEMA, VEM and the Town. Plan sheet 5 resembles the Country Lane site conditions and reflects the type of repairs that will likely be needed. We will work with the Town in consideration of specific site elements to develop stabilization details and plans.

10. We will prepare an Engineer's Opinion of Probable Cost (EOPC) following the production of construction Documents in concert with Town and contractor input.

11. We will modify our scope of services and/or provide hourly assistance to address project modifications and iterations as they arise.

12. The attached Terms and Conditions and Cost Matrix are incorporated as part of this proposal.

Scope of Services

1. **Town Meetings and Coordination:** This task will include meetings and coordination with Town staff to develop the means for slope stabilization, review project materials from the base plan to final plans, and coordination throughout the project.

2. **Field Surveying:** This task will include establishing controls based on State plane coordinates to synchronize with VCGI information, locating physical evidence at the top and bottom of the project area, establishing existing contours at the top and bottom of the project area, and attempting to identify the limits of the slope failure. This task may include additional field work if deemed appropriate through design review with the Town.

3. **LiDAR from VCGI:** This task will include developing LiDAR from VCGI to attempt to establish approximate original grades within the slope failure area to assist with establishing finished grades for the project.

4. **Base Plan:** This task will include preparing a base plan that integrates data from field surveying with LiDAR information to inform. We will provide the base plan to the Town for review and comment.

5. **Schematic Design:** We will work with the Town to develop stabilization details that will focus on keying/anchoring the the base of the slope, placing fabric and other materials on the slope, and reestablishing Country Lane with guide rail, and resolving how to best address repairing the culvert under the road with proper outlet stabilization. We anticipate that schematic design plans will include plan, profile, grading, and stabilization details. This task may include interaction with contractors and suppliers to confirm material availability and value engineer project components. We will review these plans with the Town and use Town comments to produce construction documents.

6. **Construction Documents:** We will work with the Town to create construction documents including plan revisions following schematic design review and a bid form that will likely include individual project components and quantities for distribution to prospective contractors for bidding.

7. **EOPC:** We will utilize the bid tabulation from construction documents to provide the Town with an EOPC to assist with project funding and bid evaluation.

8. **Bid Assistance:** We will assist the Town with project bidding by incorporating construction documents with the Town's typical bid form. We will be available to answer questions during bidding, provide responses to bidders if required, and assist the Town with evaluating bids and selecting a contractor.

9. **Construction Assistance:** We will assist the Town with shop drawing and submittal review, observation reporting during construction, documentation of quantities and pay requisition information, and preparing a record plan (if needed). This task will likely include providing site controls and ties with survey crew verification of site components during construction.

10. **Expenses:** Expenses will include all out-of-pocket items such as postage, copies, prints, surveying supplies, and mylars.

We look forward to your review of our proposal and to addressing any comments or questions that you if you have about our approach. We will modify our approach as the Town desires and proceed with work upon authorization.

Sincerely,

PATHWAYS CONSULTING, LLC

Jeffrey S. Goodrich, P.E.
President

JSG:mps

Enclosures

I accept this proposal and authorize Pathways Consulting, LLC to proceed.

Signature: _____ *Date:* _____

Terms and Conditions

1. **Billings/Payments:** Invoices will be submitted monthly by PATHWAYS, in PATHWAYS' standard format, to the CLIENT for services and reimbursable expenses and, unless other mutually satisfactory arrangements have been made between the CLIENT and PATHWAYS, are due upon receipt. Hours worked in excess of 40/week/individual will be billed at 1.5 times the normal rate. The invoices shall be considered past due if not paid within 30 days after the invoice date and PATHWAYS may, without waiving any claim or right against the CLIENT, and without liability whatsoever to the CLIENT, terminate the performance of the service. A finance charge will be assessed in the amount of 1.5% per month on unpaid balances. In the event any portion of the account remains unpaid 60 days after billing, the CLIENT shall pay PATHWAYS' collection costs, including reasonable attorney's fees. If the CLIENT fails to make payments when due or otherwise is in breach of this Agreement, PATHWAYS may suspend performance of services upon five (5) calendar days' notice to the CLIENT. PATHWAYS shall have no liability whatsoever to the CLIENT caused by any breach of this Agreement by the CLIENT. If the CLIENT fails to make payment to PATHWAYS in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by PATHWAYS. Payment of invoices is in no case subject to unilateral discounting or set-offs by the CLIENT, and payment is due regardless of suspension or termination of the Agreement by either party.

2. **Access to Site:** Unless otherwise stated, PATHWAYS will have access to the Site for activities necessary for the performance of the services. PATHWAYS will take precautions to minimize damage due to these activities, but shall not be held responsible for the restoration of any resulting damage. Arrangements and/or permission for site access shall be made by the CLIENT unless otherwise stated. The CLIENT shall provide for PATHWAYS' right to enter the property owned by the CLIENT and/or others in order for PATHWAYS to fulfill the scope of services included hereunder. The CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement.

3. **Buried Utilities:** PATHWAYS and/or its authorized subconsultant will conduct the research that in its professional opinion is necessary with respect to the assumed locations of underground improvements. Such services by PATHWAYS or its subconsultant will be performed in a manner consistent with the ordinary standard of care. The CLIENT recognizes that the research may not identify all underground improvements and that the information upon which PATHWAYS relies may contain errors or may not be complete. The CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against PATHWAYS and anyone for whom PATHWAYS may be legally liable, for damages to underground improvements resulting from subsurface penetration locations established by PATHWAYS.

4. **Hidden Conditions and Hazardous Materials:** A condition is hidden if it cannot be investigated by reasonable visual observation or records reviewed as customary in the performance of the services being rendered. If PATHWAYS has reason to believe that such a condition may exist, PATHWAYS shall notify the CLIENT who shall authorize and pay for costs associated with the investigation of such a condition and, if necessary, costs necessary to correct said condition. If (1) the CLIENT fails to authorize such investigation or correction after due notification, or (2) PATHWAYS has no reason to believe that such a condition exists, the CLIENT is responsible for all risks associated with this condition, and PATHWAYS shall not be responsible for the existing condition nor any resulting damages to persons or property. Unless specifically agreed upon prior to the commencement of service, PATHWAYS shall have no responsibility for the discovery, presence, handling, removal, disposal, or exposure of persons to hazardous materials of any form.

5. **Permits and Approvals:** PATHWAYS shall assist the CLIENT in applying for those permits and approvals normally required by law for projects similar to the one for which PATHWAYS' services are being engaged. It is the CLIENT's responsibility to obtain any and all permits. PATHWAYS shall not be held responsible for the approval or denial of the aforementioned permits or approvals. The CLIENT also agrees not to make resolution of any dispute with PATHWAYS or payment of any amount due to PATHWAYS contingent upon the approval or denial of permits or approvals.

6. **Indemnifications:** The CLIENT shall indemnify and hold harmless PATHWAYS, all of its personnel, and its subconsultants from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) arising out of or resulting from the performance of the services, provided that any such claims, damage, loss, or expense is caused in whole or in part by the negligent act or omission and/or strict liability of the CLIENT, anyone directly or indirectly employed by the CLIENT (except PATHWAYS), or anyone for whose acts any of them may be liable. This indemnification shall include any claim, damage, or losses due to the presence of hazardous materials. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold PATHWAYS and PATHWAYS' subconsultants harmless from any claim, liability, or cost (including reasonable attorneys' fees and costs of defense) for injury or loss arising or allegedly arising from errors, omissions, or inaccuracies in documents or other information provided by the CLIENT to PATHWAYS.

7. **Risk Allocation:** To the maximum extent permitted by law, PATHWAYS' total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this Agreement, from any cause or causes, shall not exceed $10,000 or the total amount of PATHWAYS' fee, whichever is greater. Such causes include PATHWAYS' negligence, errors, omissions, strict liability, or breach of contract.

8. **Termination:** This Agreement may be terminated upon 10 calendar days written notice by either party. In the event of termination, the CLIENT shall pay PATHWAYS for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

9. **Ownership of Documents:** All documents produced by PATHWAYS under this Agreement shall remain the property of PATHWAYS and will not be used by the CLIENT for any other endeavor without the written consent of PATHWAYS. PATHWAYS also reserves all copyrights to all documents, services and works of authorship that are created or prepared by PATHWAYS.

10. **Information Provided by Others:** The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless PATHWAYS, all of its personnel, and its subconsultants from and against any and all claims, damages, losses and expenses (including reasonable attorneys' fees) arising out of or resulting from PATHWAYS' use of all information, requirements, reports, data, surveys, and instructions provided by others, which will be relied upon by PATHWAYS for the services PATHWAYS provides for the CLIENT.

11. **Dispute Resolution:** Any claim or dispute between the CLIENT and PATHWAYS shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s).

12. **Governing Law:** The CLIENT and PATHWAYS agree that all disputes arising out of or in any way connected to this Agreement, its validity, interpretation and performance, and remedies for breach of contract, or any other claims related to this Agreement shall be governed by the laws of the State of New Hampshire.

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

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

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

16. **Consequential Damages:** Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the CLIENT or PATHWAYS, their employees, agents, subconsultants, or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

17. **Delays:** PATHWAYS is not responsible for delays caused by factors beyond PATHWAYS' reasonable control. When such delays beyond PATHWAYS' reasonable control occur, the CLIENT agrees PATHWAYS is not responsible for damages, nor shall PATHWAYS be deemed to be in default of this Agreement.

18. **Jobsite Safety:** Neither the professional activities of PATHWAYS, nor the presence of PATHWAYS or its employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. PATHWAYS and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the CLIENT's agreement with the General Contractor. The CLIENT also agrees that the CLIENT, PATHWAYS, and PATHWAYS' consultants shall be indemnified and shall be made additional insured under the General Contractor's general liability insurance policy.

19. **Subconsultants:** PATHWAYS may use the services of subconsultants when, in PATHWAYS' sole opinion, it is appropriate and customary to do so.

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

21. **Timeliness:** PATHWAYS will perform its services with due and reasonable diligence consistent with sound professional practices.

22. **Unauthorized Changes:** In the event that the CLIENT consents to, allows, authorizes, or approves of changes to any plans, specifications, or other documents, and these changes are not approved in writing by PATHWAYS, the CLIENT recognizes that such changes and results thereof are not the responsibility of PATHWAYS. Therefore, the CLIENT agrees to release PATHWAYS from any liability arising from the construction, use, or result of such changes.

23. **Titles:** The titles used in this Agreement are for general reference only and are not part of the Agreement.

24. **Photographs:** PATHWAYS has the CLIENT's permission to use any photographs taken for advertising purposes, including on its World Wide Web site or in any other printed publication. No confidential information will be used. PATHWAYS has the right to crop or treat the photograph(s) at its discretion. PATHWAYS agrees to indemnify and hold the CLIENT harmless and free of any liability or claims arising out of the use of any photograph described herein.

COST MATRIX
for
TOWN OF HARTFORD
EROSION REPAIR
COUNTRY LANE, HARTFORD, VERMONT
PREPARED BY PATHWAYS CONSULTING, LLC
(P6204)
February 19, 2025

	SCOPE OF SERVICES	Principal	Chief of Survey	Surveyor and GPS	Project Manager	Project Engineer	Senior Designer	Wetland Scientist	Administrative Staff	Estimated Number of Labor Hours	Estimated Cost per Task
HOURLY RATE PER LABOR CLASSIFICATION		$160	$120	$250	$120	$100	$100	$160	$65		
1.	Town Meetings and Coordination	24			16				20		$7,060.00
2.	Field Surveying		4	24							$6,480.00
3.	LiDAR from VCGI				2	6					$840.00
4.	Base Plan	1	4		2		16		1		$2,545.00
5.	Schematic Design	8			8	8	20		6		$5,430.00
6.	Construction Documents	4			8	20	32		8		$7,320.00
7.	EOPC	1			2	6			2		$1,130.00
8.	Bid Assistance	1			4	4			6		$1,430.00
9.	Construction Assistance	2	4	8	8	32			12		$7,740.00
10.	Expenses										$450.00
TOTAL ESTIMATED PROJECT COST											**$40,425.00**

CONTRACT DOCUMENTS FOR

JULY 1, 2017 STORM EVENT REPAIRS PROJECT

CONTRACT 2

TOWN OF NORWICH, VERMONT

MAY 12, 2018

JUNE 08, 2018
FOR USACOE GENERAL
PERMIT APPLICATION

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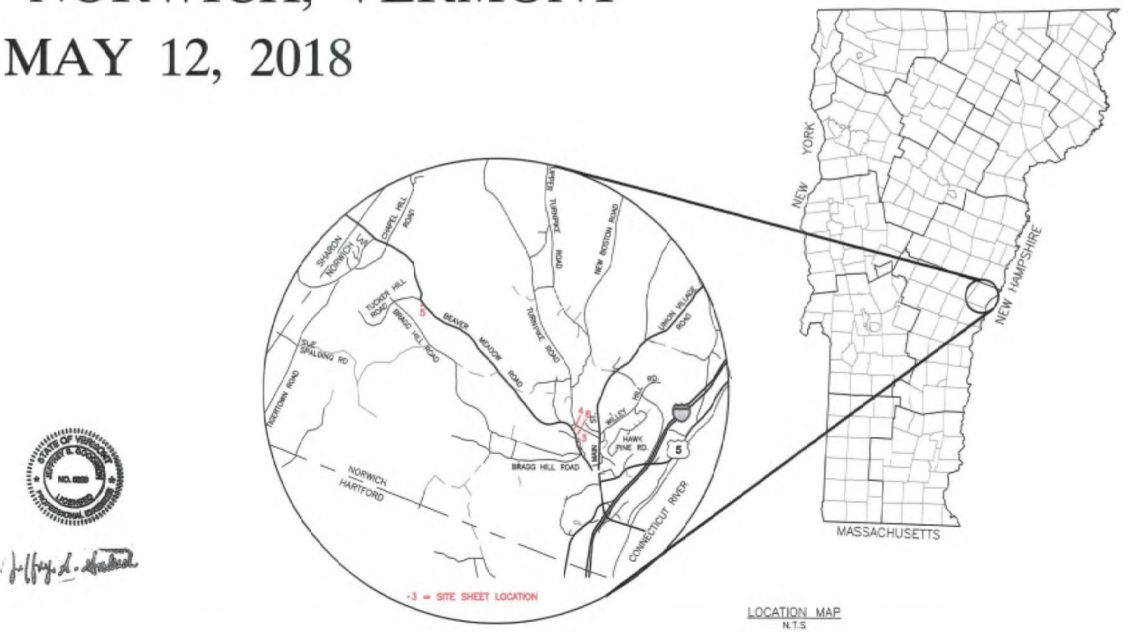
SHEET	1 OF 6	COVER & LOCATION PLAN
SHEET	2 OF 6	INDEX OF SHEETS
SHEET	3 OF 6	BEAVER MEADOW ROAD REPAIRS SITE 1
SHEET	4 OF 6	BEAVER MEADOW ROAD REPAIRS SITE 2
SHEET	5 OF 6	BEAVER MEADOW ROAD REPAIRS SITE 4
SHEET	6 OF 6	BEAVER MEADOW ROAD REPAIRS SITE 5



LOCATION MAP
N.T.S.

CIVIL ENGINEER:

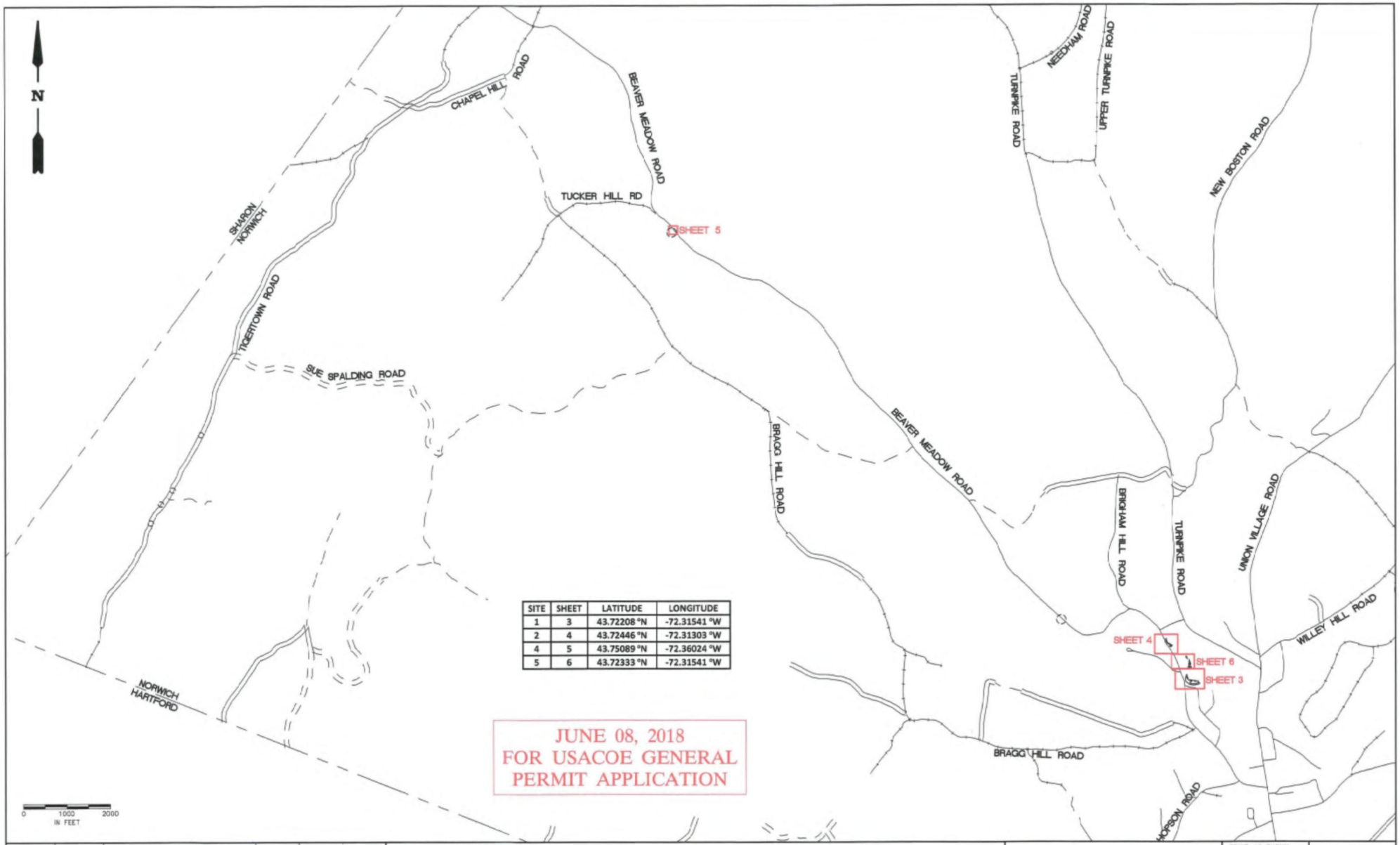
PATHWAYS CONSULTING, LLC

24C MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE
03766 (603) 448-2200

RECORD OWNER & APPLICANT:

TOWN OF NORWICH

TOWN OF NORWICH
TRACY HALL
300 MAIN STREET
POST OFFICE BOX 376
NORWICH, VERMONT 05055



SITE	SHEET	LATITUDE	LONGITUDE
1	3	43.72208 °N	-72.31541 °W
2	4	43.72446 °N	-72.31303 °W
4	5	43.75089 °N	-72.36024 °W
5	6	43.72333 °N	-72.31541 °W

JUNE 08, 2018
FOR USACOE GENERAL
PERMIT APPLICATION

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY
3	6-08-18	CONVERTED TO ACOE APPLICATION	CRM	RJF	JSG
2	5-05-18	CONVERTED TO CONTRACT 2&3 - ISSUED FOR BIDDING	CRM	RJF	JSG
1	5-22-18	CONVERTED TO CONTRACT 2&3 - ISSUED FOR BIDDING	DPM	RJF	JSG

INDEX OF PLAN SHEETS FOR

JULY 1, 2017 STORM EVENT REPAIRS PROJECT (CONTRACT 2)

NORWICH, VERMONT

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

SCALE: AS SHOWN	
DESIGNED BY: RJF	
DRAWN BY: DPM	
CHECKED BY: JSG	
DATE: 05-12-18	
PROJ. NO. 10727	

2

SHEET 2 OF 6

B-2

FLOODPLAIN REPAIR:
REMOVE SEDIMENT DEPOSITS FROM ORIGINAL STREAM CHANNEL TO NORMAL WATER LEVEL. REPAIR ORIGINAL FLOOD PLAIN AS NECESSARY, APPROXIMATELY 2' DEPTH.

STREAM BANK REPAIR:
STABILIZE STREAM BANK WITH STONE FILL PER REPAIR DETAIL THIS SHEET, 400 FEET LONG BY 10 FEET WIDE BY 4 FEET HIGH WITH STONE KEY BELOW STREAM

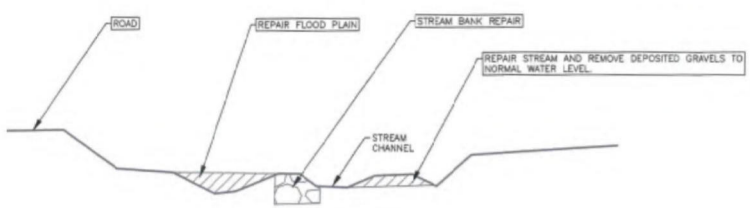






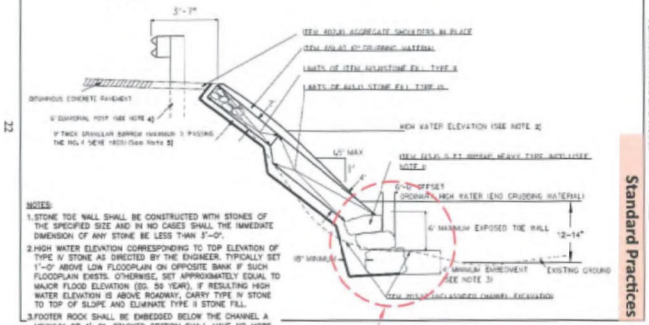


DAMAGED FLOOD PLAIN:
EXISTING STREAM CHANNEL SPLIT DURING FLOODING CREATING A NEW CHANNEL THROUGH THE ORIGINAL FLOOD PLAIN AND IMPACTS TO HUNTLEY STREET.



CROSS SECTION A–A'
N.T.S.

STONE FILL SLOPE PROTECTION WITH STONE TOE WALL



NOTES:
1. STONE TOE WALL SHALL BE CONSTRUCTED WITH STONES OF THE SPECIFIED SIZE AND IN NO CASES SHALL THE IMMEDIATE DIMENSION OF ANY STONE BE LESS THAN 3'-0".
2. HIGH WATER ELEVATION CORRESPONDING TO TOP ELEVATION OF TYPE IV STONE AS DIRECTED BY THE ENGINEER. TYPICALLY SET 1'-0" ABOVE LOW FLOODPLAIN ON OPPOSITE BANK IF SUCH FLOODPLAIN EXISTS. OTHERWISE, SET APPROXIMATELY EQUAL TO MAJOR FLOOD ELEVATION (EG. 50 YEAR), IF RESULTING HIGH WATER ELEVATION IS ABOVE ROADWAY, CARRY TYPE IV STONE TO TOP OF SLOPE AND ELIMINATE TYPE II STONE FILL.
3. FOOTER ROCK SHALL BE EMBEDDED BELOW THE CHANNEL A MINIMUM OF 4'-0". STACKED SECTION SHALL HAVE NO MORE THAN 6'-0" OF EXPOSURE.
4. IN AREA WHERE 3'-7" GUARDRAIL BACKING CANNOT BE ACHIEVE, INSTALL 8' POSTS PER ITEM 621SPECS.
5. CONTRACTOR SHALL CAREFULLY SELECT AND PLACE INDIVIDUAL STONES TO MAXIMIZE CONTACT WITH ADJACENT STONES. STONES ARE SHOWN AS BLOCKS TO GIVE CONTRACTOR THE IDEA OF WHAT YOU WOULD LIKE. THEY DO NOT NEED TO BE CUT STONE.

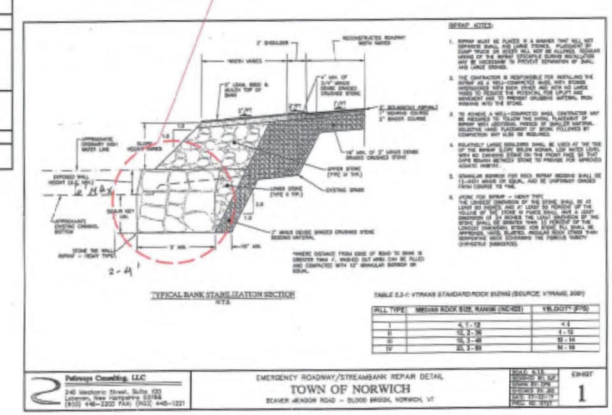
JUNE 08, 2018
FOR USACOE GENERAL PERMIT APPLICATION

ACOE PERMIT INFORMATION

GENERAL PERMIT ELIGIBILITY (GP9)	PCN (SHORELINE AND BANK STABILIZATION GREATER THAN 200 LF AND LESS THAN OR AVERAGE 1 CY FILL PER LF BELOW OHW).	
ELIGIBILITY CRITERIA	MATERIAL	QUANTITY
TOTAL CY MATERIAL	3" DENSE GRADE STONE FILL TYPE II STONE FILL TYPE IV RIPRAP	600 CY 200 CY 820 CY 600 CY TOTAL: 2220 CY
CY MATERIAL BELOW OHW	STONE FILL TYPE II RIPRAP	200 CY 600 CY TOTAL: 800 CY
IMPACT	STREAM BOTTOM	5' X 400' = 2000 SF
	TREES ≥ 3 INCHES DBH	NONE

NARRATIVE/NOTES

1. WORK IN THIS LOCATION INCLUDES REPAIR OF THE EXISTING STREAM BANK IN ACCORDANCE WITH THE DETAIL DEPICTED ON THIS SHEET AND REPAIR OF EXISTING FLOOD PLAIN.
2. IN STREAM WORK FOR REMOVAL OF THE EXISTING GRAVEL BAR SHALL BE AT LOW FLOW CONDITIONS ONLY.
3. SEVERAL BURIED STONE VEINS CONSISTING OF TYPE IV STONE FILL MAY BE REQUIRED TO BE PLACED PERPENDICULAR TO THE FLOW CHANNEL DURING RESTORATION OF THE FLOOD PLAIN. LOCATION OF THESE STONE VEINS WILL BE IDENTIFIED IN THE FIELD WITH THE ENGINEER.
4. LIMITS OF WORK SHALL BE STAKED IN THE FIELD BY THE ENGINEER.
5. THE LIMITS OF THE TOE OF SLOPE SHALL BE IDENTIFIED IN THE FIELD BY SCOTT JENSEN OF VT DEC PRIOR TO PROCEEDING WITH THE WORK.
6. THE CONTRACTOR SHALL MAKE THEIR BEST EFFORT TO LIMIT DEVELOPMENT OF IN STREAM TURBIDITY DURING THE WORK.
7. ALL IN STREAM DEBRIS AND DEBRIS COLLECTED IN THE FLOOD PLAIN REPAIR (LOGS/TREES) SHALL BE REMOVED AND DISPOSED OF OFF SITE AS INCIDENTAL TO THE WORK.
8. ACCESS TO THE WORK AREA SHALL BE DISCUSSED AND APPROVED BY THE TOWN OF NORWICH PRIOR TO PROCEEDING WITH THE WORK.
9. ALL WORK SHALL COMPLY WITH ALL PERMITS.



PROPOSED PROJECT DESCRIPTION:
THE PROPOSED PROJECT IS LOCATED NORTH OF THE INTERSECTION OF HUNTLEY STREET AND BEAVER MEADOW ROAD. IN GENERAL THIS PROJECT WILL CONSIST OF USING VTRANS STANDARDS FOR REPAIRING THE STREAM BANK ON THE SOUTH SIDE OF THE STREAM AND RELOCATING DEPOSITED MATERIAL TO THE NORMAL WATER LEVEL TO REPAIR THE FLOOD PLAIN THAT EXISTED BEFORE THE JULY 1, 2017 STORM EVENT.

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY
3	6-08-18	CONVERTED TO ACOE APPLICATION	CRM	RJF	JSG
2	6-05-18	CONVERTED TO CONTRACT 2&3 – ISSUED FOR BIDDING	CRM	RJF	JSG
1	5-22-18	CONVERTED TO CONTRACT 2&3 – ISSUED FOR BIDDING	DPM	RJF	JSG

BEAVER MEADOW ROAD REPAIRS SITE 1

JULY 1, 2017 STORM EVENT REPAIRS PROJECT (CONTRACT 2)

BLOODY BROCK, BEAVER MEADOW ROAD – NORWICH, VERMONT

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

SCALE: AS SHOWN
DESIGNED BY: RJF
DRAWN BY: DPM
CHECKED BY: JSG
DATE: 05-12-18
PROJ. NO. 10727

3

SHEET 3 OF 6



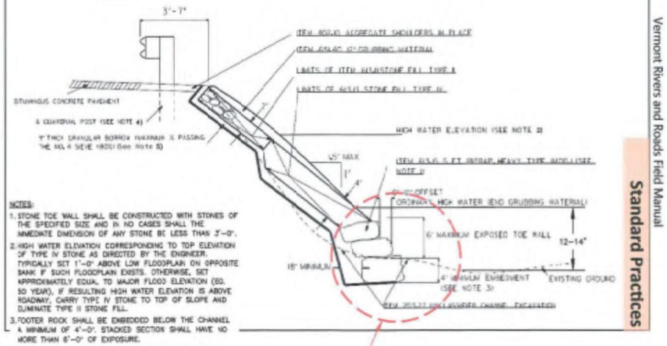




STREAM BANK REPAIR:
STABILIZE STREAM BANK NEXT TO ROAD WITH STONE FILL PER REPAIR DETAIL THIS SHEET, 300 FEET LONG BY 10 FEET WIDE BY 5 FEET HIGH WITH STONE KEY BELOW STREAM

GRAVEL BAR REMOVAL:
EXCAVATE AND REMOVE ACCUMULATED GRAVEL BAR TO REPAIR STREAM BED, 100 FEET LONG BY 30 FEET WIDE BY 4 FEET DEEP

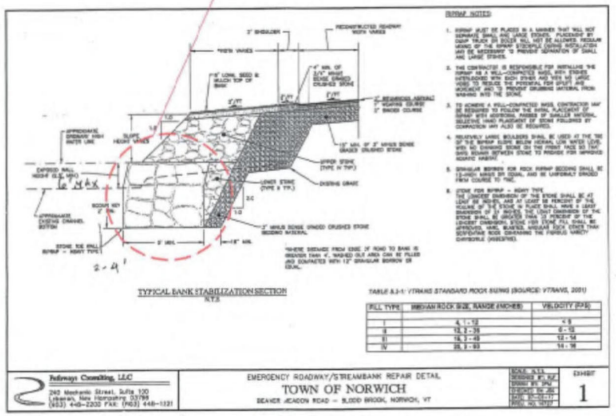
STONE FILL SLOPE PROTECTION WITH STONE TOE WALL



NOTES:
1. STONE TOE WALL SHALL BE CONSTRUCTED WITH STONES OF THE SPECIFIED SIZE AND IN NO CASES SHALL THE IMMEDIATE DIMENSION OF ANY STONE BE LESS THAN 3'-0".
2. HIGH WATER ELEVATION CORRESPONDING TO TOP ELEVATION OF TYPE IV STONE AS DIRECTED BY THE ENGINEER. TYPICALLY SET 1'-0" ABOVE LOW FLOODPLAIN ON OPPOSITE BANK IF SUCH FLOODPLAIN EXISTS. OTHERWISE, SET APPROXIMATELY EQUAL TO MAJOR FLOOD ELEVATION (EG. 50 YEAR), IF RESULTING HIGH WATER ELEVATION IS ABOVE ROADWAY, CARRY TYPE IV STONE TO TOP OF SLOPE AND ELIMINATE TYPE II STONE FILL.
3. FOOTER ROCK SHALL BE EMBEDDED BELOW THE CHANNEL A MINIMUM OF 4'-0". STACKED SECTION SHALL HAVE NO MORE THAN 6'-0" OF EXPOSURE.
4. IN AREA WHERE 3'-7" GUARDRAIL BACKING CANNOT BE ACHIEVE, INSTALL 8' POSTS PER ITEM 621SPECS
5. CONTRACTOR SHALL CAREFULLY SELECT AND PLACE INDIVIDUAL STONES TO MAXIMIZE CONTACT WITH ADJACENT STONES. STONES ARE SHOWN AS BLOCKS TO GIVE CONTRACTOR THE IDEA OF WHAT YOU WOULD LIKE. THEY DO NOT NEED TO BE CUT STONE.

ACOE PERMIT INFORMATION

GENERAL PERMIT ELIGIBILITY (GPS)	PCN (SHORELINE AND BANK STABILIZATION GREATER THAN 200 LF AND LESS THAN OR AVERAGE 1 CY FILL PER LF BELOW OHW).	
ELIGIBILITY CRITERIA	MATERIAL	QUANTITY
TOTAL CY MATERIAL	3" DENSE GRADE STONE FILL TYPE II STONE FILL TYPE IV RIPRAP	200 CY 150 CY 150 CY 200 CY TOTAL: 700 CY
CY MATERIAL BELOW OHW	STONE FILL TYPE II RIPRAP	150 CY 200 CY TOTAL: 350 CY
IMPACT	STREAM BOTTOM	5' x 300' + 100' x 30' = 4500 SF
	TREES ≥ 3 INCHES DBH	NONE



TYPICAL BANK STABILIZATION SECTION
N.T.S.

TABLE 8.3-1: VTRANS STANDARD ROCK SIZING (SOURCE: VTRANS, 2011)

FILL TYPE	MEDIAN ROCK SIZE, RANGE (INCHES)	VELOCITY (FPS)
I	6, 1-12	< 5
II	18, 9-28	5 - 12
III	36, 9-48	12 - 14
IV	36, 9-60	14 - 16

Pathways Consulting, LLC
240 Mechanic Street, Suite 100
Lebanon, New Hampshire 03766
(603) 448-2200 FAX (603) 448-1121

EMERGENCY ROADWAY/STREAMBANK REPAIR DETAIL
TOWN OF NORWICH
BEAVER MEADOW ROAD – BLOOD BROOK, NORWICH, VT

SCALE: N.T.S.
DESIGNED BY: RJF
DRAWN BY: DPM
CHECKED BY: JSG
DATE: 05-12-18
PROJ. NO. 10727

SHEET 1

NARRATIVE/NOTES

1. WORK IN THIS LOCATION INCLUDES STABILIZATION OF THE EXISTING STREAM BANK IN ACCORDANCE WITH THE DETAIL DEPICTED ON THIS SHEET.
2. IN STREAM WORK FOR REMOVAL OF THE EXISTING GRAVEL BAR SHALL BE AT LOW FLOW CONDITIONS ONLY.
3. EXISTING STONE USED FOR TEMPORARY STABILIZATION SHALL BE REUSED ON-SITE.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TRAFFIC CONTROLS IN ACCORDANCE WITH VTRANS AND MUTCD REQUIREMENTS. THE ROADWAY SHALL BE OPENED BACK UP TO TWO LANE TRAFFIC AT THE END OF EACH WORK DAY. ONE LANE OF TRAFFIC SHALL BE MAINTAINED AT ALL TIMES. THE USE OF CERTIFIED FLAGGERS SHALL BE INCIDENTAL TO THE TRAFFIC CONTROL PAY ITEM.
5. LIMITS OF WORK SHALL BE STAKED IN THE FIELD BY THE ENGINEER.
6. THE LIMITS OF THE TOE OF SLOPE SHALL BE IDENTIFIED IN THE FIELD BY SCOTT JENSEN OF VT DEC PRIOR TO PROCEEDING WITH THE WORK.
7. THE CONTRACTOR SHALL MAKE THEIR BEST EFFORT TO LIMIT DEVELOPMENT OF IN STREAM TURBIDITY DURING THE WORK.
8. THE EXISTING CULVERT SHALL BE EXTENDED TO THE FACE OF THE FINAL STREAM BANK.
9. A MINIMUM OF 7 FEET OF GRAVEL SHOULDER FROM EDGE OF PAVEMENT SHALL BE MAINTAINED FROM TOP OF NEW SLOPE.
10. ALL WORK SHALL COMPLY WITH ALL PERMITS.

JUNE 08, 2018
FOR USACOE GENERAL PERMIT APPLICATION

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY
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BEAVER MEADOW ROAD REPAIRS SITE 2

JULY 1, 2017 STORM EVENT REPAIRS PROJECT (CONTRACT 2)

BLOODY BROOK, BEAVER MEADOW ROAD – NORWICH, VERMONT

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

SCALE: AS SHOWN
DESIGNED BY: RJF
DRAWN BY: DPM
CHECKED BY: JSG
DATE: 05-12-18
PROJ. NO. 10727

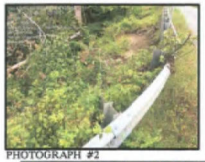
4

SHEET 4 OF 6

B-4




PHOTOGRAPH #1


PHOTOGRAPH #2


PHOTOGRAPH #3


PHOTOGRAPH #6


PHOTOGRAPH #5


PHOTOGRAPH #4

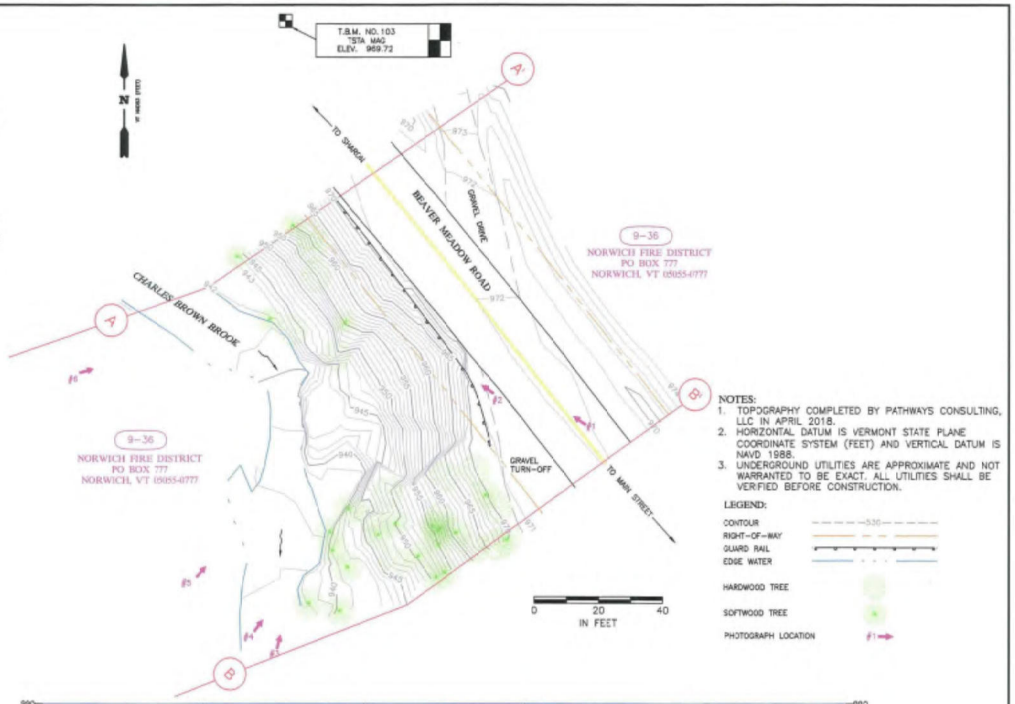
NARRATIVE/NOTES

1. WORK IN THIS LOCATION INCLUDES STABILIZATION OF THE EXISTING STREAM BANK IN ACCORDANCE WITH THE DETAIL DEPICTED ON THIS SHEET.
2. FLOWS SHALL BE DIVERTED WITH A COFFERDAM DURING CONSTRUCTION OF THE TOE. DEWATERING SHALL BE MAINTAINED THROUGHOUT THIS PROCESS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TRAFFIC CONTROLS IN ACCORDANCE WITH VTRANS AND MUTCD REQUIREMENTS. THE TRAFFIC CONTROL PAYMENT ITEM SHALL INCLUDE ALL WORK, EQUIPMENT, LABOR, AND MATERIALS NECESSARY TO MAINTAIN SAFE TRAFFIC THROUGH THE WORK ZONE. TEMPORARY TRAFFIC LIGHTS SHALL BE PROVIDED AS PART OF THIS ITEM. TRAFFIC LIGHTS SHALL BE UTILIZED TO MAINTAIN ONE LANE TRAFFIC THROUGHOUT THE WORK. THE WEST BOUND TRAVEL LANE SHALL BE LEFT OPEN AT ALL TIMES AND BE MAINTAINED SAFE TO THE TRAVELING PUBLIC.
4. LIMITS OF WORK SHALL BE STAKED IN THE FIELD BY THE ENGINEER. SLOPE REPAIR ESTIMATED AT 75 FEET IN LENGTH.
5. THE LIMITS OF THE TOE OF SLOPE SHALL BE IDENTIFIED IN THE FIELD BY SCOTT JENSEN OF VT DEC PRIOR TO PROCEEDING WITH THE WORK.
6. THE CONTRACTOR SHALL MAKE THEIR BEST EFFORT TO LIMIT DEVELOPMENT OF IN STREAM TURBIDITY DURING THE WORK.
7. ROADWAY DISTURBANCE SHALL NOT EXCEED 80 FEET IN LENGTH AND SHALL BE LIMITED TO THE EAST BOUND LANE ONLY. REPLACEMENT OF LINE STRIPING SHALL BE INCIDENTAL TO THE WORK.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACCESS TO THE WORK. HOWEVER, MEANS AND METHODS SHALL BE APPROVED PRIOR TO PROCEEDING. NO ADDITIONAL DISTURBANCES TO THE SLOPE ARE PERMITTED OUTSIDE OF THE REPAIR WORK AREA. ACCESS FROM THE WEST SIDE OF THE TRAIL HEAD PARKING IS AN OPTION AS LONG AS DISTURBANCE IS LIMITED. THE USE OF FABRIC AND TEMPORARY STONE ACCESS ROAD IS ACCEPTABLE FOR ACCESS BY EQUIPMENT ONLY. ADDITIONAL TREE REMOVAL FOR ACCESS SHALL BE APPROVED PRIOR TO PROCEEDING.
9. ALL WORK SHALL COMPLY WITH ALL PERMITS.

ACOE PERMIT INFORMATION

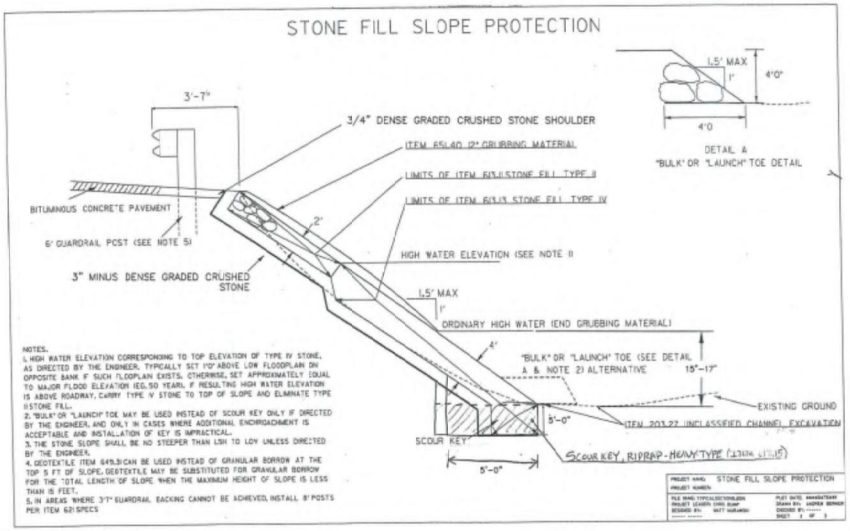
GENERAL PERMIT ELIGIBILITY (GP2)	PCN (TREE REMOVAL NECESSARY)	
ELIGIBILITY CRITERIA	MATERIAL	QUANTITY
TOTAL CY MATERIAL	3" DENSE GRADE STONE FILL TYPE II STONE FILL TYPE IV RIPRAP	150 CY 700 CY 240 CY 170 CY TOTAL: 1260 CY
CY MATERIAL BELOW OHW	RIPRAP	170 CY
IMPACT	STREAM BOTTOM	5' x 5' = 15 SF
	TREES ≥ 3 INCHES DBH	7

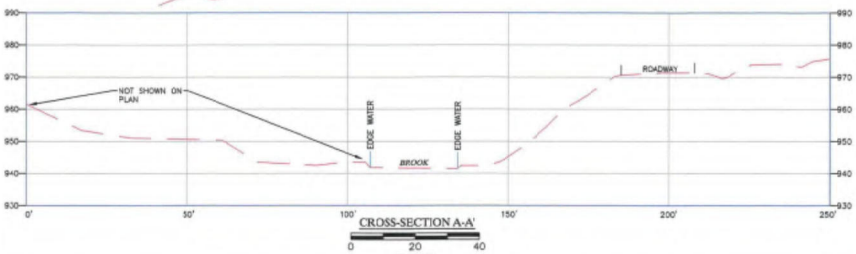
JUNE 08, 2018
FOR USACOE GENERAL
PERMIT APPLICATION

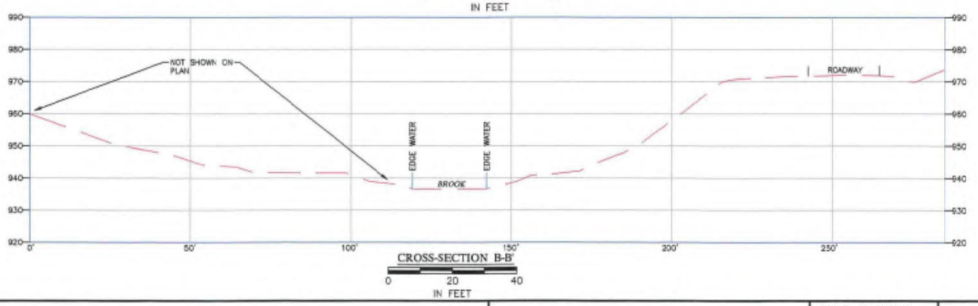


NOTES:
1. TOPOGRAPHY COMPLETED BY PATHWAYS CONSULTING, LLC IN APRIL 2018.
2. HORIZONTAL DATUM IS VERMONT STATE PLANE COORDINATE SYSTEM (FEET) AND VERTICAL DATUM IS NAVD 1988.
3. UNDERGROUND UTILITIES ARE APPROXIMATE AND NOT WARRANTED TO BE EXACT. ALL UTILITIES SHALL BE VERIFIED BEFORE CONSTRUCTION.

LEGEND:
CONTOUR
RIGHT-OF-WAY
GUARD RAIL
EDGE WATER
HARDWOOD TREE
SOFTWOOD TREE
PHOTOGRAPH LOCATION F1







REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY
3	6-08-18	CONVERTED TO ACOE APPLICATION	CRM	RJF	JSG
2	6-05-18	CONVERTED TO CONTRACT 2&3 – ISSUED FOR BIDDING	CRM	RJF	JSG
1	5-22-18	CONVERTED TO CONTRACT 2&3 – ISSUED FOR BIDDING	DPM	RJF	JSG

BEAVER MEADOW ROAD REPAIRS SITE 4

JULY 1, 2017 STORM EVENT REPAIRS PROJECT (CONTRACT 2)

CHARLES BROWN BROOK, BEAVER MEADOW ROAD – NORWICH, VERMONT

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

SCALE: AS SHOWN	
DESIGNED BY: RJF	
DRAWN BY: DPM	
CHECKED BY: JSG	
DATE: 05-12-18	
PROJ. NO. 10727	SHEET 5 OF 6

5







0 60 120
IN FEET

BANK TOE PROTECTION:
INSTALL STONE FILL TOE PROTECTION TO REPAIR STREAM BANK PER REPAIR DETAIL THIS SHEET, 300 FEET LONG BY 5 FEET WIDE BY 5 FEET HIGH WITH STONE KEY BELOW STREAM

GRAVEL BAR REMOVAL:
EXCAVATE AND REMOVE ACCUMULATED GRAVEL BAR TO REPAIR STREAM BED, 80 FEET LONG BY 20 FEET WIDE BY 3 FEET DEEP

DEBRIS DAM REMOVAL:
REMOVE TIMBER DEBRIS DAM IN STREAM, 50 FEET LONG BY 15 FEET WIDE

ACOE PERMIT INFORMATION

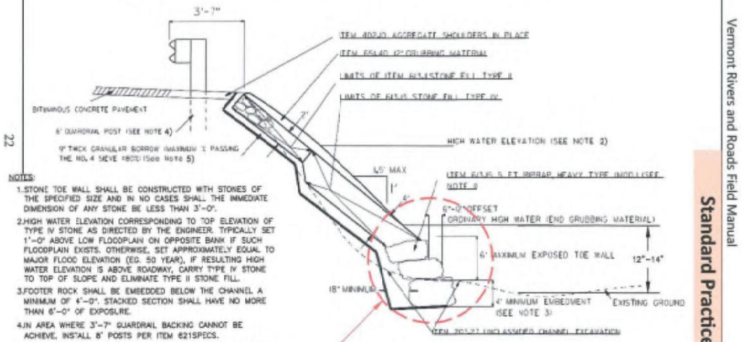
GENERAL PERMIT ELIGIBILITY (GP9)	PCN (SHORELINE AND BANK STABILIZATION GREATER THAN 200 LF AND LESS THAN OR AVERAGE 1 CY FILL PER LF BELOW OHW.	
ELIGIBILITY CRITERIA	MATERIAL	QUANTITY
TOTAL CY MATERIAL	3" DENSE GRADE STONE FILL TYPE II STONE FILL TYPE IV RIPRAP	150 CY 120 CY 280 CY 100 CY TOTAL: 650 CY
CY MATERIAL BELOW OHW	STONE FILL TYPE II RIPRAP	120 CY 100 CY TOTAL: 220 CY
IMPACT	STREAM BOTTOM	5' x 300' + 20' X 3' + 50' X 15' = 2310 SF
	TREES ≥ 3 INCHES DBH	NONE

NARRATIVE/NOTES

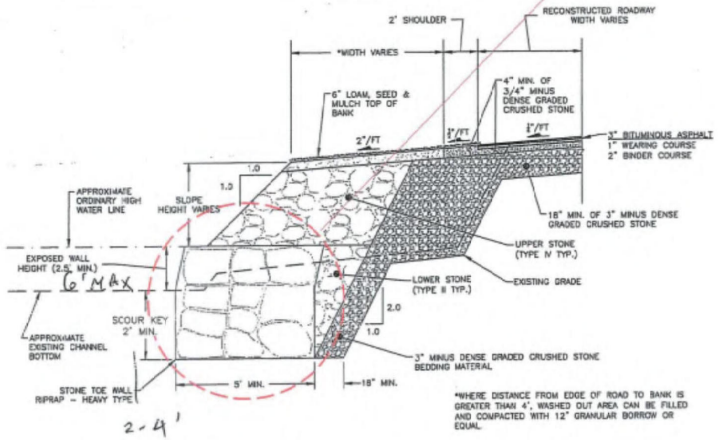
1. WORK IN THIS LOCATION INCLUDES STABILIZATION OF THE EXISTING STREAM BANK IN ACCORDANCE WITH THE DETAIL DEPICTED ON THIS SHEET.
2. FLOWS SHALL BE DIVERTED WITH A COFFERDAM DURING CONSTRUCTION OF THE TOE. DEWATERING SHALL BE MAINTAINED THROUGHOUT THIS PROCESS.
3. LIMITS OF WORK SHALL BE STAKED IN THE FIELD BY THE ENGINEER. SLOPE REPAIR ESTIMATED AT 300 FEET IN LENGTH.
4. THE LIMITS OF THE TOE OF SLOPE SHALL BE IDENTIFIED IN THE FIELD BY SCOTT JENSEN OF VT DEC PRIOR TO PROCEEDING WITH THE WORK.
5. THE CONTRACTOR SHALL MAKE THEIR BEST EFFORT TO LIMIT DEVELOPMENT OF IN STREAM TURBIDITY DURING THE WORK.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACCESS TO THE WORK. HOWEVER, MEANS AND METHODS SHALL BE APPROVED PRIOR TO PROCEEDING. NO ADDITIONAL DISTURBANCES TO THE SLOPE ARE PERMITTED OUTSIDE OF THE REPAIR WORK AREA. ACCESS FROM THE WEST SIDE OF THE TRAIL HEAD PARKING IS AN OPTION AS LONG AS DISTURBANCE IS LIMITED.
7. ALL WORK SHALL COMPLY WITH ALL PERMITS.

JUNE 08, 2018
FOR USACOE GENERAL PERMIT APPLICATION

STONE FILL SLOPE PROTECTION WITH STONE TOE WALL



NOTES:
1. STONE TOE WALL SHALL BE CONSTRUCTED WITH STONES OF THE SPECIFIED SIZE AND IN NO CASES SHALL THE IMMEDIATE DIMENSION OF ANY STONE BE LESS THAN 3'-0".
2. HIGH WATER ELEVATION CORRESPONDING TO TOP ELEVATION OF TYPE IV STONE AS DIRECTED BY THE ENGINEER. TYPICALLY SET 1'-0" ABOVE LOW FLOODPLAIN ON OPPOSITE BANK IF SUCH FLOODPLAIN EXISTS. OTHERWISE, SET APPROXIMATELY EQUAL TO MAJOR FLOOD ELEVATION (EG. 50 YEAR), IF RESULTING HIGH WATER ELEVATION IS ABOVE ROADWAY, CARRY TYPE IV STONE TO TOP OF SLOPE AND ELIMINATE TYPE II STONE FILL.
3. FOOTER ROCK SHALL BE EMBEDDED BELOW THE CHANNEL A MINIMUM OF 4'-0". STACKED SECTION SHALL HAVE NO MORE THAN 6'-0" OF EXPOSURE.
4. IN AREA WHERE 3'-7" GUARDRAIL BACKING CANNOT BE ACHIEVE, INSTALL 8' POSTS PER ITEM 621SPECS.
5. CONTRACTOR SHALL CAREFULLY SELECT AND PLACE INDIVIDUAL STONES TO MAXIMIZE CONTACT WITH ADJACENT STONES. STONES ARE SHOWN AS BLOCKS TO GIVE CONTRACTOR THE IDEA OF WHAT YOU WOULD LIKE. THEY DO NOT NEED TO BE CUT STONE.



*WHERE DISTANCE FROM EDGE OF ROAD TO BANK IS GREATER THAN 4', WASHED OUT AREA CAN BE FILLED AND COMPACTED WITH 12" GRANULAR BORROW OR EQUAL

TYPICAL BANK STABILIZATION SECTION
N.T.S.

RIPRAP NOTES:

1. RIPRAP MUST BE PLACED IN A MANNER THAT WILL NOT SEPARATE SMALL AND LARGE STONES. PLACEMENT BY DUMP TRUCK OR DOZER WILL NOT BE ALLOWED. REGULAR MIXING OF THE RIPRAP STOCKPILE DURING INSTALLATION MAY BE NECESSARY TO PREVENT SEPARATION OF SMALL AND LARGE STONES.
2. THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING THE RIPRAP AS A WELL-COMPACTED MASS, WITH STONES INTERLOCKED WITH EACH OTHER AND WITH NO LARGE VOIDS TO REDUCE THE POTENTIAL FOR UPLIFT AND MOVEMENT AND TO PREVENT GRUBBING MATERIAL FROM WASHING INTO THE STONE.
3. TO ACHIEVE A WELL-COMPACTED MASS, CONTRACTOR MAY BE REQUIRED TO FOLLOW THE INITIAL PLACEMENT OF RIPRAP WITH ADDITIONAL PASSES OF SMALLER MATERIAL. SELECTIVE HAND PLACEMENT OF STONE FOLLOWED BY COMPACTION MAY ALSO BE REQUIRED.
4. RELATIVELY LARGE BOULDERS SHALL BE USED AT THE TOE OF THE RIPRAP SLOPE BELOW NORMAL LOW WATER LEVEL WITH NO CHINKING STONE ON THE FRONT FACE SO THAT GAPS REMAIN BETWEEN STONE TO PROVIDE FOR IMPROVED AQUATIC HABITAT.
5. GRANULAR BORROW FOR ROCK RIPRAP BEDDING SHALL BE 12-INCH MINUS OR EQUAL, AND BE UNIFORMLY GRADED FROM COURSE TO FINE.
6. STONE FOR RIPRAP - HEAVY TYPE
THE LONGEST DIMENSION OF THE STONE SHALL BE AT LEAST 60 INCHES, AND AT LEAST 50 PERCENT OF THE VOLUME OF THE STONE IN PLACE SHALL HAVE A LEAST DIMENSION OF 24 INCHES. THE LEAST DIMENSION OF THE STONE SHALL BE GREATER THAN 33 PERCENT OF THE LONGEST DIMENSION. STONE FOR STONE FILL SHALL BE APPROVED, HARD, BLASTED, ANGULAR ROCK OTHER THAN SERPENTINE ROCK CONTAINING THE FIBROLS VARIETY CHRYSOTILE (ASBESTOS).

TABLE 5.2-1: VTRANS STANDARD ROCK SIZING (SOURCE: VTRANS, 2001)

FILL TYPE	MEDIAN ROCK SIZE, RANGE (INCHES)	VELOCITY (FPS)
I	4, 1 - 12	< 6
II	12, 2 - 36	6 - 12
III	16, 3 - 48	12 - 14
IV	20, 3 - 60	14 - 16

Pathways Consulting, LLC
240 Mechanic Street, Suite 100
Lebanon, New Hampshire 03766
(603) 448-2200 FAX: (603) 448-1221

EMERGENCY ROADWAY/STREAMBANK REPAIR DETAIL
TOWN OF NORWICH
BEAVER MEADOW ROAD - BLOOD BROOK, NORWICH, VT

SCALE: N.T.S.	
DESIGNED BY: RJF	
DRAWN BY: DPM	
CHECKED BY: JSG	
DATE: 07-03-17	
PROJ. NO. 10727	

EXHIBIT 1

REVISION NO.	DATE	DESCRIPTION	MADE BY	CHECKED BY	APPROVED BY
3	6-08-18	CONVERTED TO ACOE APPLICATION	CRM	RJF	JSG
2	5-05-18	CONVERTED TO CONTRACT 2&3 - ISSUED FOR BIDDING	CRM	RJF	JSG
1	5-22-18	CONVERTED TO CONTRACT 2&3 - ISSUED FOR BIDDING	DPM	RJF	JSG

BEAVER MEADOW ROAD REPAIRS SITE 5
JULY 1, 2017 STORM EVENT REPAIRS PROJECT (CONTRACT 2)
BLOODY BROOK, BEAVER MEADOW ROAD - NORWICH, VERMONT

PATHWAYS CONSULTING, LLC
240 MECHANIC STREET, SUITE 100
LEBANON, NEW HAMPSHIRE 03766
(603) 448-2200

SCALE: AS SHOWN	
DESIGNED BY: RJF	
DRAWN BY: DPM	
CHECKED BY: JSG	
DATE: 05-12-18	
PROJ. NO. 10727	

6
SHEET 6 OF 6

AGENDA MEMORANDUM

March 18, 2025

Town Selectboard Meeting Item: 5.e

Subject: Better Roads Planning Contract

Submitted by: Christopher Holzwarth, Assistant Direct, Planning & Permitting

Background: The Vermont Better Roads Program provides technical support and grant funding to municipalities to promote the use of erosion control and maintenance techniques that save money while protecting and enhancing water quality around the State.

The program began in 1997 and was administered by the Northern Vermont Resource Conservation and Development Council through 2012. In 2013 the administration of the program was transferred to the Agency of Transportation (Vtrans). The grant funds are provided by Vtrans and the Agency of Natural Resources (ANR).

VTrans invited municipalities to participate in a new Municipal Roads, Better Roads Category A- Road Erosion Inventory (REI) Grant for State Fiscal Year 2025 (SFY25). This program provides funding for municipalities to complete REI reassessments in compliance with the Vermont Department of Environmental Conservation (DEC) Municipal Roads General Permit (MRGP).

The Town of Hartford submitted a Letter of Intent (*Attachment A*) to participate and was awarded a grant (*Attachment B*). The grant is based upon the VTrans estimate to complete the reassessment at $20 per 100-meter road segment for a total cost of $20,000. The Town's share of the cost is 20% or $4,000.

TRRC, which has the technical staff qualified to conduct the reassessment has provided the Town with an agreement to reassess the road segments at the rate set by Vtrans. Further, TRRC has completed the evaluations to date.

Discussion: Competitive bidding for the specialized services is not realistic or in the Town's best interest. Contracting professional services of $20,000 from a regional planning commission without competitive bidding requires a waiver of Section 3.5 of the purchasing policy by the Town Manager in accordance with Section 3.7 of the policy.

Impact: The Town is responsible for $4,000 or 20% of the requested $20,000 budget.

Recommendation: In recognition the Town Manager intends to waive section 3.5 of the purchasing policy. The Selectboard authorizes the Town Manager to execute an agreement with the Two Rivers Regional Commission utilizing up to $16,000 from Highway Engineering Reserves GL #25-985-100-0300 to be reimbursed and $4,000 from FY26 GL 10-325-318-0000.

LETTER OF INTENT TO PARTICIPATE IN THE SFY25 MUNICIPAL ROADS BETTER ROADS CATEGORY A GRANT- ROAD EROSION INVENTORY

We, the Legislative Body of the Municipality of Hartford certify that the municipality will:

- Conduct a Compete Road Erosion Inventory Reassessment on all hydrologically connected road segments – roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands) as required in the Municipal Roads General Permit dated effective January 26, 2023. https://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program
- Refer to the Vermont Department of Environmental Conservation (DEC) map layer for ***hydrologically connected*** municipal roads in Vermont. This map layer is available at: https://anrmaps.vermont.gov/websites/anra5/
- The DEC-developed app is available free of charge for municipalities and those organizations working on their behalf. When using the DEC REI app, REI results can automatically populate the MRGP Implementation Table, a major requirement of the MRGP permit. Please visit http://vtanr.maps.arcgis.com/home/item.html?id=fe11c5ffd0d04eeca968115d84dacf90 for details.
- Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as municipal staff time and other costs directly related to the REI as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
- Complete all reporting and invoicing requirements using the VTrans requested format.
- Complete all inventory updates in the MRGP portal/app by October 31, 2027 and request reimbursement no later than 90 calendar days after the end date of the period of performance.

_____ Date: 1/21/2025

(Duly Authorized Representatives)

Municipality: Town of Hartford

Primary Contact Name (See note below): John Haverstock

Address: 171 Bridge Street, White River Junction, VT 05001

Street Address *Town* *Zip*

Email: jhaverstock@hartford-vt.org Phone: 802-295-9353 ext. 216

Town Clerk (2nd contact): Lisa O'Neil Email: loneil@hartford-vt.org

Unique Entity Identifier (SAM #): SZNMKKN8CHS4 Fiscal Year End Month (MM): June 30

Note: Primary Contact is responsible for grant execution on Town's behalf, Secondary Contact must be Town Clerk.

This form must be submitted via email to indicate participation and will be accepted between August 1 and December 31, 2024. Grants will be awarded as received, if eligible, on a first-come, first-served basis, until available funds are exhausted.

Return signed Letter of Intent to: Better Roads, c/o VTrans Municipal Assistance Program, via email: betterroads@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.

Attachment B

STATE OF VERMONT
STANDARD GRANT AGREEMENT

Part 2 – Grant Agreement

1. Parties: This is a Grant Agreement between the State of Vermont, Agency of Transportation, (hereinafter called "State"), and the **Town of Hartford,** a **US Local Government** with its principal place of business at **173 Airport Rd, White River Junction, VT 05001**, (hereinafter called "Grantee"). It is the Grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Grantee is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter: The subject matter of this grant is implementation of clean water improvements to address road-related water quality issues.

3. Award Details: Amounts, dates and other award details are as shown in the attached Grant Agreement Part 1 – Grant Award Detail. A detailed scope of work covered by this award is described in Attachment A.

4. Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.

5. Cancellation: This Grant may be cancelled by either party by giving written notice at least thirty (30) days in advance.

6. Attachments: This Grant Agreement consists of **15** pages including the following attachments which are incorporated herein:

   Grant Agreement Part 2 – Grant Agreement
   Grant Agreement Part 1 – Grant Award Detail
   Attachment A - Scope of Work
   Attachment B - Payment Provisions
   Attachment C - Standard State Provisions for Contracts and Grants (revised 12/7/2023)
   Attachment D - Other Provisions
   Attachment E - DOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E

4. Order of Precedence: Any ambiguity, conflict or inconsistency in the Grant Documents shall be resolved according to the following order of precedence:

   1) Grant Agreement Part 1 and Part 2
   2) Attachment D – Other Provisions
   3) Attachment C - Standard State Provisions for Contracts and Grants (revised 12/7/2023)
   4) Attachment A – Scope of Work
   5) Attachment B – Payment Provisions
   6) Attachment E - DOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E

Docusign Envelope ID: BAB0F0F8-0448-420E-8AFA-7FDDAF75E9F2

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

State of Vermont
Agency of Transportation

Date: 2/28/2025

Signature: DocuSigned by: Joe Flynn EBBFF896AB5C4E8...

Name: Joe Flynn

Title: Secretary of Transportation

Grantee:
TOWN OF HARTFORD

Date: 2/28/2025

Signature:

Name: John Haverstock

Title: Town Manager

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

SECTION I - GENERAL GRANT INFORMATION

[1] **Grant #:** BR1280	[2] **Original** ☒ **Amendment #** ____	
[3] **Grant Title:** Hartford CWFA125-005		
[4] **Amount Previously Awarded:** $0.00	[5] **Amount Awarded This Action:** $16,000.00	[6] **Total Award Amount:** $16,000.00
[7] **Award Start Date:** Feb 27, 2025	[8] **Award End Date:** Oct 31, 2027	[9] **Subrecipient Award:** YES ☐ NO ☒
[10] **Supplier #:** 0000040704	[11] **Grantee Name:** Town of Hartford	
[12] **Grantee Address:** 173 Airport Rd		
[13] **City:** White River Junction	[14] **State:** VT	[15] **Zip Code:** 05001
[16] **State Granting Agency:** Vermont Agency of Transportation		[17] **Business Unit:** 08100
[18] **Performance Measures:** YES ☒ NO ☐	[19] **Match/In-Kind:** $ $4,000.00 **Description:** 20% Required Match	

[20] *If this action is an amendment, the following is amended:*
Amount: ☐ **Funding Allocation:** ☐ **Performance Period:** ☐ **Scope of Work:** ☐ **Other:** ☐

SECTION II - SUBRECIPIENT AWARD INFORMATION

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

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	[27]Awarded Previously	[28]Award This Action	[29]Cumulative Award	[30]Special & Other Fund Descriptions
General Fund	$0.00	$0.00	$0.00	
Special Fund	$0.00	$16,000.00	$16,000.00	Clean Water Funds
Global Commitment (non-subrecipient funds)	$0.00	$0.00	$0.00	
Other State Funds	$0.00	$0.00	$0.00	

FEDERAL FUNDS
(includes subrecipient Global Commitment funds)

[31]ALN#	[32]Program Title	[33]Awarded Previously	[34]Award This Action	[35]Cumulative Award	[36]FAIN	[37]Federal Award Date	[38]Total Federal Award
		$0.00	$0.00	$0.00			
[39] Federal Awarding Agency:			[40] Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
Total Awarded - All Funds		**$0.00**	**$16,000.00**	**$16,000.00**			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: Ross Gouin	**NAME:** John Haverstock
TITLE: Better Roads Project Coordinator	**TITLE:** Town
PHONE: Cell (802) 595 - 2381	**PHONE:**Office: (802) 295 - 9353 ext: 216
EMAIL: ross.gouin@vermont.gov	**EMAIL:** jhaverstock@hartford-vt.org

Form Effective 12/26/2014
Revised: 1/8/2024

B-3

ATTACHMENT A
SCOPE OF WORK

1. LOCATION OF WORK

The work described below involves the following town highways:

Town Wide

2. SCOPE OF WORK

The work to be completed shall be as described within the Grantee's application and supporting documentation accept as modified by the Special Conditions noted below and generally described here:

Inventory - Road

The Grantee shall complete work in accordance with specifications contained in the Vermont Better Backroads Manual, ANR Stormwater Manual, Green Stormwater Infrastructure sizing tool for small sites, or other applicable manual(s).

3. SPECIAL CONDITIONS

Per legislation passed in 2017, grant recipients for projects with anticipated construction durations of greater than two weeks shall post a Clean Water Project Sign in a location that is publicly visible within the project limits. Please contact Alan May for details on how to obtain a sign.

ATTACHMENT B
PAYMENT PROVISIONS

The State agrees to compensate the Grantee for services performed up to the total award amount stated on the Part 1 – Grant Award Detail, provided such services are within the scope of the Grant and are authorized as provided for under the terms and conditions of this Grant.

The Grantee shall invoice the State with properly documented bills that clearly reference the Project name and number, using the standard Municipal Better Roads invoice form, which Grantee shall send electronically via email to: BetterRoads@vermont.gov

In addition to properly documented invoices, the Grantee must provide the State with the following documentation to be eligible for reimbursement:

Category A:

1. Completion of a Townwide road erosion inventory within the Department of Environmental Conservation (DEC) municipal road general permit portal.
2. A Municipal Invoicing Spreadsheet, using the template provided by the State.

Category B, C, D:

1. Four color photographs, two of which shall show the project during construction and two of which shall show the project after completion.
2. Municipal Invoicing Spreadsheet
3. Project Summary of Work Completed and Expected Benefits.

At its option, the State may subject the Grantee's project to a final inspection.

The State will close out this award when it determines that all applicable administrative actions and all required work of the award have been completed by the Grantee. To be reimbursed under the conditions of this Grant, the Grantee must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the award. The State, at its sole discretion, may extend the 90-day submittal period, when requested and justified by the Grantee.

ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS
REVISED DECEMBER 7, 2023

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

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

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

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

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

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

7. Defense and Indemnity:

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

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

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

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

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

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

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

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

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

12. Use and Protection of State Information:

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

B. With respect to State Data, Party shall:

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

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

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

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

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

vi. training to implement the information security measures; and

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 6 of Act No. 50 (2011).

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

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

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

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

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

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

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

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

27. Termination:

- **A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel this Agreement at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Agreement immediately, and the State shall have no obligation to pay Party from State revenues.
- **B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
- **C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

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

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

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

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

A. **Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the Federal Audit Clearinghouse within nine months. If a single audit is not required, only the Subrecipient Annual Report is required. A Single Audit is required if the subrecipient expends $750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

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

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

32. Requirements Pertaining Only to State-Funded Grants:

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

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

(End of Standard Provisions)

ATTACHMENT D
OTHER GRANT AGREEMENT PROVISIONS

1. **Cost of Materials:** Grantee will not buy materials and resell to the State at a profit.

2. **Prior Approval/Review of Releases:** Any notices, information pamphlets, press releases, research reports, or similar other publications prepared and released in written or oral form by the Grantee under this Grant Agreement shall be approved/reviewed by the State prior to release.

3. **Ownership of Equipment:** Any equipment purchased by or furnished to the Grantee by the State under this grant agreement is provided on a loan basis only and remains the property of the State.

4. **Grantee's Liens:** Grantee will discharge all contractors' or mechanics' liens imposed on property of the State through the actions of subcontractors.

5. **State Minimum Wage:** The Grantee will comply with the state minimum wage laws and regulations, if applicable.

6. **Equal Opportunity Plan:** If it is required by the Federal Office of Civil Rights to have a plan, the Grantee must provide a copy of the approval of its Equal Opportunity Plan.

7. **Construction**: The Grantee will construct the project using sound engineering practices and in accordance with plans defining the work.

8. **Permits**; **Compliance with Permit Conditions**. The Grantee will obtain all necessary permits and other approvals required to construct the Project and will be responsible for assuring that all permit or approval requirements are complied with during construction and, to the extent applicable, for the life of the project.

9. **Damage to Abutters**. The Grantee will pay the total cost of any incidental damages that may be sustained by abutting or adjacent property owners or occupants as the result of construction of the project.

10. **Acquisition of Additional Right-of-Way**. The Grantee will be responsible for obtaining additional right-of-way, if any, needed for the project. The cost of any such right-of-way shall be the responsibility of the Grantee.

11. **Utility Relocations**. The Grantee will be responsible for making any necessary arrangements for utility relocations needed to accommodate the project. Please call Dig Safe at 1-800-DigSafe (www.digsafe.com). The cost of any improvements to existing utilities shall be the responsibility of the Grantee or the utility.

12. **Traffic Control**. The Grantee will provide all traffic control necessary to assure the safe movement of traffic during construction.

13. **Maintenance of Project Improvements.** The Grantee will maintain the completed project in a manner satisfactory to the State or its authorized representatives and shall make ample provisions each year for town highways and structures. In this regard, the Grantee acknowledges that its attention has been directed to Vermont Statutes Annotated, Title 19, Sections 304 (Duties of selectmen) and 310 (Highways, bridges and trails).

14. **Cargo Preference Act Compliance (if applicable).** The contractor/recipient/subrecipient is hereby notified that the Contractor and Subcontractor(s)/recipients and subrecipients are required to follow the requirements of 46 CFR 381.7 (a)-(b), if applicable. For guidance on requirements of Part 381 – Cargo Preference – U.S. Flag Vessels please go to the following web link: https://www.fhwa.dot.gov/construction/cqit/cargo.cfm.

ATTACHMENT E

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

Assurance Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

    a. withholding payments to the contractor under the contract until the contractor complies; and/or
    b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Assurance Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq*., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 et seq. and 49 C.F.R. § 303;

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq*.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq*.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq*.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), ("*….which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964*.");
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq), as implemented by 49 C.F.R. § 25.1 et seq.

Vermont League of Cities & Towns

Issue Date: 01/01/2025

Policy Number: PACIF1285-25

CERTIFICATE OF COVERAGE

Company Affording Coverage

VLCT Property & Casualty Intermunicipal Fund, Inc.
89 Main Street Suite 4
Montpeilier, VT 05602

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

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

Type of Coverage	Term	Limits of Liability	
Commercial General Liability	01/01/2025 - 01/01/2026	$10,000,000	Per Occurrence
Coverage Includes:			
Premises/Operations			
Products/Completed Operations			
Personal Injury			
Contractual			
Independent Contractors			
Broad Form Property Damage			
Automobile Liability	01/01/2025 - 01/01/2026	$10,000,000	Per Occurrence
Any Auto			
Hired Autos			
Non-Owned Autos			
Comprehensive/Collision		ACV	
Workers Compensation	01/01/2025 - 01/01/2026	Statutory	
And			
Employers Liability		$5,000,000	Per Occurrence and in the Aggregate
Property	01/01/2025 - 01/01/2026	As Per Policy Declarations	

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

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

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

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

Authorized Representative: Frederick J Patrick

ATTACHMENT C

AGREEMENT

Between the

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

and the

TOWN OF HARTFORD, VERMONT

For

2025 BETTER ROADS PLANNING SERVICES

VTrans Grant: BR1280

TRORC Project #10-691-15 Hartford

February 5, 2025

I. AGREEMENT FOR SERVICES

A. It is agreed by and between the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (hereinafter called the Regional Commission) and the Town of Hartford (hereinafter called the Town) that the Regional Commission shall assist the Town in providing Better Roads Planning Services for the Town in accordance with the steps outlined in Section III. D.

B. This Agreement consists of the body and the following scope which is incorporated herein:

- Inventory **1138** connected segments x **$20**/segment = **$20,000.00**. (*as noted in VTrans Cat A Grant Eligibility Guidance*).

II. GENERAL TERMS AND CONDITIONS

A. Whenever feasible, local labor can be used to assist professionals in the gathering and compilation of data, thus minimizing expenses.

B. The maximum dollar amount for all services performed under this Agreement shall not exceed **$20,000.00**, unless amended.

C. The period of performance under this Agreement shall commence on **March 1, 2025** and run through **October 31, 2027**, unless amended.

D. Ownership of all data and materials collected under this Agreement shall remain with the Town, the State and the Regional Commission.

E. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of the Regional Commission and the Town.

F. The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity and not as officers or employees of the Town.

G. The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.

H. Reasonable extensions of time for completing the work may be granted in writing by the Town, if the Regional Commission can demonstrate that it was unavoidably delayed by circumstances beyond its control.

I. If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and specifying the effective date thereof, at least thirty days prior to the effective date of such termination. All costs and fees earned prior to the date of termination shall be reimbursed to the Regional Commission by the Town.

J. The fees charged for services to the Town will be a lump sum contract as defined in Section I.B. No additional fees will be charged.

III. OBLIGATIONS OF THE REGIONAL COMMISSION

A. Regional Commission staff will work with, and be responsible to, the Selectboard and Road Foreman in providing the services listed in Section I.B.

B. The Regional Commission shall maintain all documents, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.

C. The Regional Commission shall invoice the Town for costs incurred on this project.

D. The Regional Commission shall provide the following products to the Town, for submission to VTrans for reimbursement:

- Road Erosion Inventory and maps
- Priority List of locations with recommended Best Management Practices
- Permit Report for MRGP coverage
- Documentation of TRORC staff hours

E. The Regional Commission shall provide to the Town copies of all documents generated under this project including hardcopies of maps of the locations, and the erosion locations capital plan.

IV. OBLIGATIONS OF THE TOWN

A. In consideration of the services to be provided by the Regional Commission, the Town shall pay the Regional Commission after review and approval of invoices submitted in accordance with the provisions of Section III. C.

B. The Town agrees to participate in meetings with Regional Commission staff, as necessary.

C. The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.

D. The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.

E. The Town is responsible for contributing and documenting local match.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this _____ day of _____, 2025 at Hartford, Vermont.

_____

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP, Executive Director

_____

TOWN OF HARTFORD
John Haverstock, Town Manager

SFY25 Better Roads Cat A Road Erosion Inventory Reassessment Grant Eligibility						
Municipality	All Connected Segments	$/segment	Eligible Total Project Cost	Grant Award Amount	20% Local Match	Notes:
Addison	314	$20.00	$0.00	$0.00	$0.00	REI is Complete
Albany	461	$20.00	$9,220.00	$7,376.00	$1,844.00	
Alburgh	490	$20.00	$9,800.00	$7,840.00	$1,960.00	
Andover	330	$20.00	$6,600.00	$5,280.00	$1,320.00	
Arlington	415	$20.00	$8,300.00	$6,640.00	$1,660.00	
Athens	218	$20.00	$4,360.00	$3,488.00	$872.00	
Averill	47	$20.00	$2,000.00	$1,600.00	$400.00	
Bakersfield	497	$20.00	$9,940.00	$7,952.00	$1,988.00	
Baltimore	81	$20.00	$2,000.00	$1,600.00	$400.00	
Barnard	740	$20.00	$14,800.00	$11,840.00	$2,960.00	
Barnet	1045	$20.00	$0.00	$0.00	$0.00	REI is Complete
Barre City	736	$20.00	$14,720.00	$11,776.00	$2,944.00	
Barre Town	717	$20.00	$14,340.00	$11,472.00	$2,868.00	
Barton	384	$20.00	$7,680.00	$6,144.00	$1,536.00	
Barton Village	120	$20.00	$2,400.00	$1,920.00	$480.00	
Belvidere	179	$20.00	$3,580.00	$2,864.00	$716.00	
Bennington	931	$20.00	$18,620.00	$14,896.00	$3,724.00	
Benson	494	$20.00	$9,880.00	$7,904.00	$1,976.00	
Berkshire	328	$20.00	$6,560.00	$5,248.00	$1,312.00	
Berlin	450	$20.00	$9,000.00	$7,200.00	$1,800.00	
Bethel	786	$20.00	$15,720.00	$12,576.00	$3,144.00	
Bloomfield	95	$20.00	$2,000.00	$1,600.00	$400.00	
Bolton	251	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Bradford	446	$20.00	$2,000.00	$1,600.00	$400.00	
Braintree	514	$20.00	$2,000.00	$1,600.00	$400.00	
Brandon	975	$20.00	$19,500.00	$15,600.00	$3,900.00	
Brattleboro	1255	$20.00	$25,100.00	$20,080.00	$5,020.00	
Bridgewater	567	$20.00	$11,340.00	$9,072.00	$2,268.00	
Bridport	442	$20.00	$8,840.00	$7,072.00	$1,768.00	
Brighton	275	$20.00	$0.00	$0.00	$0.00	REI is Complete
Bristol	310	$20.00	$0.00	$0.00	$0.00	REI is Complete
Brookfield	474	$20.00	$9,480.00	$7,584.00	$1,896.00	
Brookline	178	$20.00	$3,560.00	$2,848.00	$712.00	
Brownington	276	$20.00	$5,520.00	$4,416.00	$1,104.00	
Buels Gore	3	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Burke	450	$20.00	$9,000.00	$7,200.00	$1,800.00	
Burlington	870	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Cabot	455	$20.00	$9,100.00	$7,280.00	$1,820.00	
Calais	668	$20.00	$13,360.00	$10,688.00	$2,672.00	
Cambridge	591	$20.00	$11,820.00	$9,456.00	$2,364.00	
Canaan	193	$20.00	$3,860.00	$3,088.00	$772.00	
Castleton	771	$20.00	$15,420.00	$12,336.00	$3,084.00	
Cavendish	541	$20.00	$10,820.00	$8,656.00	$2,164.00	
Charleston	321	$20.00	$0.00	$0.00	$0.00	REI is Complete
Charlotte	402	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Chelsea	618	$20.00	$12,360.00	$9,888.00	$2,472.00	
Chester	973	$20.00	$19,460.00	$15,568.00	$3,892.00	
Chittenden	411	$20.00	$8,220.00	$6,576.00	$1,644.00	
Clarendon	428	$20.00	$8,560.00	$6,848.00	$1,712.00	
Colchester	639	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Concord	491	$20.00	$9,820.00	$7,856.00	$1,964.00	
Corinth	834	$20.00	$16,680.00	$13,344.00	$3,336.00	
Cornwall	206	$20.00	$0.00	$0.00	$0.00	REI is Complete
Coventry	265	$20.00	$5,300.00	$4,240.00	$1,060.00	

SFY25 Better Roads Cat A Road Erosion Inventory Reassessment Grant Eligibility						
Municipality	All Connected Segments	$/segment	Eligible Total Project Cost	Grant Award Amount	20% Local Match	Notes:
Craftsbury	471	$20.00	$9,420.00	$7,536.00	$1,884.00	
Danby	497	$20.00	$9,940.00	$7,952.00	$1,988.00	
Danville	719	$20.00	$0.00	$0.00	$0.00	REI is Complete
Derby	442	$20.00	$8,840.00	$7,072.00	$1,768.00	
Derby Line Village	29	$20.00	$2,000.00	$1,600.00	$400.00	
Dorset	353	$20.00	$7,060.00	$5,648.00	$1,412.00	
Dover	485	$20.00	$9,700.00	$7,760.00	$1,940.00	
Dummerston	606	$20.00	$12,120.00	$9,696.00	$2,424.00	
Duxbury	285	$20.00	$5,700.00	$4,560.00	$1,140.00	
East Haven	156	$20.00	$3,120.00	$2,496.00	$624.00	
East Montpelier	395	$20.00	$7,900.00	$6,320.00	$1,580.00	
Eden	302	$20.00	$6,040.00	$4,832.00	$1,208.00	
Elmore	282	$20.00	$5,640.00	$4,512.00	$1,128.00	
Enosburg Falls Village	95	$20.00	$2,000.00	$1,600.00	$400.00	
Enosburgh	636	$20.00	$12,720.00	$10,176.00	$2,544.00	
Essex	611	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Essex Junction City	380	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Fair Haven	432	$20.00	$8,640.00	$6,912.00	$1,728.00	
Fairfax	399	$20.00	$7,980.00	$6,384.00	$1,596.00	
Fairfield	817	$20.00	$16,340.00	$13,072.00	$3,268.00	
Fairlee	181	$20.00	$3,620.00	$2,896.00	$724.00	
Fayston	326	$20.00	$6,520.00	$5,216.00	$1,304.00	
Ferrisburgh	722	$20.00	$14,440.00	$11,552.00	$2,888.00	
Fletcher	466	$20.00	$9,320.00	$7,456.00	$1,864.00	
Franklin	294	$20.00	$5,880.00	$4,704.00	$1,176.00	
Georgia	498	$20.00	$9,960.00	$7,968.00	$1,992.00	
Glastenbury	17	$20.00	$2,000.00	$1,600.00	$400.00	
Glover	352	$20.00	$7,040.00	$5,632.00	$1,408.00	
Goshen	160	$20.00	$3,200.00	$2,560.00	$640.00	
Grafton	660	$20.00	$13,200.00	$10,560.00	$2,640.00	
Granby	96	$20.00	$2,000.00	$1,600.00	$400.00	
Grand Isle	239	$20.00	$4,780.00	$3,824.00	$956.00	
Granville	324	$20.00	$6,480.00	$5,184.00	$1,296.00	
Greensboro	432	$20.00	$8,640.00	$6,912.00	$1,728.00	
Groton	292	$20.00	$5,840.00	$4,672.00	$1,168.00	
Guildhall	211	$20.00	$4,220.00	$3,376.00	$844.00	
Guilford	842	$20.00	$16,840.00	$13,472.00	$3,368.00	
Halifax	580	$20.00	$11,600.00	$9,280.00	$2,320.00	
Hancock	103	$20.00	$2,060.00	$1,648.00	$412.00	
Hardwick	533	$20.00	$10,660.00	$8,528.00	$2,132.00	
Hartford	1138	$20.00	$20,000.00	$16,000.00	$4,000.00	
Hartland	568	$20.00	$11,360.00	$9,088.00	$2,272.00	
Highgate	417	$20.00	$8,340.00	$6,672.00	$1,668.00	
Hinesburg	508	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Holland	355	$20.00	$7,100.00	$5,680.00	$1,420.00	
Hubbardton	485	$20.00	$9,700.00	$7,760.00	$1,940.00	
Huntington	472	$20.00	$0.00	$0.00	$0.00	REI is Complete
Hyde Park	420	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Ira	181	$20.00	$3,620.00	$2,896.00	$724.00	
Irasburg	280	$20.00	$5,600.00	$4,480.00	$1,120.00	
Isle La Motte	209	$20.00	$4,180.00	$3,344.00	$836.00	
Jamaica	532	$20.00	$10,640.00	$8,512.00	$2,128.00	
Jay	270	$20.00	$5,400.00	$4,320.00	$1,080.00	
Jericho	506	$20.00	$0.00	$0.00	$0.00	Alternately Funded

SFY25 Better Roads Cat A Road Erosion Inventory Reassessment Grant Eligibility

Municipality	All Connected Segments	$/segment	Eligible Total Project Cost	Grant Award Amount	20% Local Match	Notes:
Johnson	510	$20.00	$10,200.00	$8,160.00	$2,040.00	
Killington	516	$20.00	$10,320.00	$8,256.00	$2,064.00	
Kirby	178	$20.00	$3,560.00	$2,848.00	$712.00	
Landgrove	141	$20.00	$2,820.00	$2,256.00	$564.00	
Leicester	203	$20.00	$4,060.00	$3,248.00	$812.00	
Lemington	64	$20.00	$2,000.00	$1,600.00	$400.00	
Lincoln	608	$20.00	$12,160.00	$9,728.00	$2,432.00	
Londonderry	554	$20.00	$11,080.00	$8,864.00	$2,216.00	
Lowell	423	$20.00	$8,460.00	$6,768.00	$1,692.00	
Ludlow	662	$20.00	$13,240.00	$10,592.00	$2,648.00	
Ludlow Village	146	$20.00	$2,920.00	$2,336.00	$584.00	
Lunenburg	261	$20.00	$5,220.00	$4,176.00	$1,044.00	
Lyndon	664	$20.00	$13,280.00	$10,624.00	$2,656.00	
Maidstone	132	$20.00	$2,640.00	$2,112.00	$528.00	
Manchester	439	$20.00	$8,780.00	$7,024.00	$1,756.00	
Manchester Village	139	$20.00	$2,780.00	$2,224.00	$556.00	
Marlboro	444	$20.00	$8,880.00	$7,104.00	$1,776.00	
Marshfield	342	$20.00	$6,840.00	$5,472.00	$1,368.00	
Mendon	351	$20.00	$7,020.00	$5,616.00	$1,404.00	
Middlebury	637	$20.00	$12,740.00	$10,192.00	$2,548.00	
Middlesex	379	$20.00	$7,580.00	$6,064.00	$1,516.00	
Middletown Springs	269	$20.00	$5,380.00	$4,304.00	$1,076.00	
Milton	729	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Monkton	413	$20.00	$8,260.00	$6,608.00	$1,652.00	
Montgomery	562	$20.00	$11,240.00	$8,992.00	$2,248.00	
Montpelier	672	$20.00	$13,440.00	$10,752.00	$2,688.00	
Moretown	499	$20.00	$9,980.00	$7,984.00	$1,996.00	
Morgan	197	$20.00	$3,940.00	$3,152.00	$788.00	
Morristown	693	$20.00	$0.00	$0.00	$0.00	REI is Complete
Mount Holly	965	$20.00	$19,300.00	$15,440.00	$3,860.00	
Mount Tabor	36	$20.00	$2,000.00	$1,600.00	$400.00	
New Haven	318	$20.00	$6,360.00	$5,088.00	$1,272.00	
Newark	230	$20.00	$4,600.00	$3,680.00	$920.00	
Newbury	779	$20.00	$15,580.00	$12,464.00	$3,116.00	
Newfane	737	$20.00	$14,740.00	$11,792.00	$2,948.00	
Newport City	336	$20.00	$0.00	$0.00	$0.00	REI is Complete
Newport Town	393	$20.00	$7,860.00	$6,288.00	$1,572.00	
North Bennington Village	87	$20.00	$2,000.00	$1,600.00	$400.00	
North Hero	211	$20.00	$4,220.00	$3,376.00	$844.00	
North Troy Village	56	$20.00	$0.00	$0.00	$0.00	REI is Complete
Northfield	820	$20.00	$16,400.00	$13,120.00	$3,280.00	
Norton	57	$20.00	$2,000.00	$1,600.00	$400.00	
Norwich	756	$20.00	$15,120.00	$12,096.00	$3,024.00	
Old Bennington Village	18	$20.00	$2,000.00	$1,600.00	$400.00	
Orange	202	$20.00	$4,040.00	$3,232.00	$808.00	
Orleans Village	93	$20.00	$2,000.00	$1,600.00	$400.00	
Orwell	384	$20.00	$0.00	$0.00	$0.00	REI is Complete
Panton	244	$20.00	$0.00	$0.00	$0.00	REI is Complete
Pawlet	647	$20.00	$12,940.00	$10,352.00	$2,588.00	
Peacham	490	$20.00	$9,800.00	$7,840.00	$1,960.00	
Peru	210	$20.00	$4,200.00	$3,360.00	$840.00	
Pittsfield	188	$20.00	$3,760.00	$3,008.00	$752.00	
Pittsford	889	$20.00	$17,780.00	$14,224.00	$3,556.00	
Plainfield	320	$20.00	$6,400.00	$5,120.00	$1,280.00	

SFY25 Better Roads Cat A Road Erosion Inventory Reassessment Grant Eligibility						
Municipality	All Connected Segments	$/segment	Eligible Total Project Cost	Grant Award Amount	20% Local Match	Notes:
Plymouth	577	$20.00	$11,540.00	$9,232.00	$2,308.00	
Pomfret	612	$20.00	$12,240.00	$9,792.00	$2,448.00	
Poultney	610	$20.00	$12,200.00	$9,760.00	$2,440.00	
Poultney Village	55	$20.00	$2,000.00	$1,600.00	$400.00	
Pownal	591	$20.00	$11,820.00	$9,456.00	$2,364.00	
Proctor	353	$20.00	$7,060.00	$5,648.00	$1,412.00	
Putney	587	$20.00	$11,740.00	$9,392.00	$2,348.00	
Randolph	624	$20.00	$12,480.00	$9,984.00	$2,496.00	
Reading	493	$20.00	$9,860.00	$7,888.00	$1,972.00	
Readsboro	414	$20.00	$8,280.00	$6,624.00	$1,656.00	
Richford	318	$20.00	$6,360.00	$5,088.00	$1,272.00	
Richmond	633	$20.00	$0.00	$0.00	$0.00	REI is Complete
Ripton	277	$20.00	$5,540.00	$4,432.00	$1,108.00	
Rochester	435	$20.00	$8,700.00	$6,960.00	$1,740.00	
Rockingham	840	$20.00	$16,800.00	$13,440.00	$3,360.00	
Roxbury	419	$20.00	$8,380.00	$6,704.00	$1,676.00	
Royalton	699	$20.00	$13,980.00	$11,184.00	$2,796.00	
Rupert	445	$20.00	$8,900.00	$7,120.00	$1,780.00	
Rutland City	605	$20.00	$12,100.00	$9,680.00	$2,420.00	
Rutland Town	349	$20.00	$6,980.00	$5,584.00	$1,396.00	
Ryegate	516	$20.00	$0.00	$0.00	$0.00	REI is Complete
Salisbury	244	$20.00	$0.00	$0.00	$0.00	REI is Complete
Sandgate	419	$20.00	$8,380.00	$6,704.00	$1,676.00	
Searsburg	74	$20.00	$2,000.00	$1,600.00	$400.00	
Shaftsbury	682	$20.00	$13,640.00	$10,912.00	$2,728.00	
Sharon	528	$20.00	$10,560.00	$8,448.00	$2,112.00	
Sheffield	230	$20.00	$4,600.00	$3,680.00	$920.00	
Shelburne	571	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Sheldon	355	$20.00	$7,100.00	$5,680.00	$1,420.00	
Shoreham	321	$20.00	$6,420.00	$5,136.00	$1,284.00	
Shrewsbury	473	$20.00	$9,460.00	$7,568.00	$1,892.00	
Somerset	65	$20.00	$2,000.00	$1,600.00	$400.00	
South Burlington	1136	$20.00	$0.00	$0.00	$0.00	Alternately Funded
South Hero	178	$20.00	$3,560.00	$2,848.00	$712.00	
Springfield	1107	$20.00	$22,140.00	$17,712.00	$4,428.00	
St. Albans City	104	$20.00	$2,080.00	$1,664.00	$416.00	
St. Albans Town	382	$20.00	$7,640.00	$6,112.00	$1,528.00	
St. George	12	$20.00	$0.00	$0.00	$0.00	Alternately Funded
St. Johnsbury	776	$20.00	$15,520.00	$12,416.00	$3,104.00	
Stamford	202	$20.00	$4,040.00	$3,232.00	$808.00	
Stannard	147	$20.00	$2,940.00	$2,352.00	$588.00	
Starksboro	427	$20.00	$0.00	$0.00	$0.00	REI is Complete
Stockbridge	472	$20.00	$9,440.00	$7,552.00	$1,888.00	
Stowe	927	$20.00	$18,540.00	$14,832.00	$3,708.00	
Strafford	765	$20.00	$15,300.00	$12,240.00	$3,060.00	
Stratton	211	$20.00	$4,220.00	$3,376.00	$844.00	
Sudbury	148	$20.00	$2,960.00	$2,368.00	$592.00	
Sunderland	341	$20.00	$6,820.00	$5,456.00	$1,364.00	
Sutton	243	$20.00	$4,860.00	$3,888.00	$972.00	
Swanton	415	$20.00	$8,300.00	$6,640.00	$1,660.00	
Swanton Village	167	$20.00	$3,340.00	$2,672.00	$668.00	
Thetford	501	$20.00	$10,020.00	$8,016.00	$2,004.00	
Tinmouth	255	$20.00	$5,100.00	$4,080.00	$1,020.00	
Topsham	710	$20.00	$14,200.00	$11,360.00	$2,840.00	

SFY25 Better Roads Cat A Road Erosion Inventory Reassessment Grant Eligibility						
Municipality	All Connected Segments	$/segment	Eligible Total Project Cost	Grant Award Amount	20% Local Match	Notes:
Townshend	607	$20.00	$12,140.00	$9,712.00	$2,428.00	
Troy	346	$20.00	$0.00	$0.00	$0.00	REI is Complete
Tunbridge	729	$20.00	$14,580.00	$11,664.00	$2,916.00	
Underhill	517	$20.00	$0.00	$0.00	$0.00	REI is Complete
Vergennes	157	$20.00	$0.00	$0.00	$0.00	REI is Complete
Vernon	175	$20.00	$3,500.00	$2,800.00	$700.00	
Vershire	570	$20.00	$11,400.00	$9,120.00	$2,280.00	
Victory	199	$20.00	$3,980.00	$3,184.00	$796.00	
Waitsfield	279	$20.00	$5,580.00	$4,464.00	$1,116.00	
Walden	346	$20.00	$6,920.00	$5,536.00	$1,384.00	
Wallingford	506	$20.00	$10,120.00	$8,096.00	$2,024.00	
Waltham	103	$20.00	$0.00	$0.00	$0.00	REI is Complete
Wardsboro	360	$20.00	$7,200.00	$5,760.00	$1,440.00	
Warren	404	$20.00	$8,080.00	$6,464.00	$1,616.00	
Washington	527	$20.00	$10,540.00	$8,432.00	$2,108.00	
Waterbury	421	$20.00	$8,420.00	$6,736.00	$1,684.00	
Waterford	461	$20.00	$0.00	$0.00	$0.00	REI is Complete
Waterville	210	$20.00	$4,200.00	$3,360.00	$840.00	
Weathersfield	641	$20.00	$12,820.00	$10,256.00	$2,564.00	
Wells	574	$20.00	$11,480.00	$9,184.00	$2,296.00	
Wells River Village	36	$20.00	$2,000.00	$1,600.00	$400.00	
West Fairlee	326	$20.00	$6,520.00	$5,216.00	$1,304.00	
West Haven	307	$20.00	$6,140.00	$4,912.00	$1,228.00	
West Rutland	444	$20.00	$8,880.00	$7,104.00	$1,776.00	
West Windsor	501	$20.00	$10,020.00	$8,016.00	$2,004.00	
Westfield	204	$20.00	$0.00	$0.00	$0.00	REI is Complete
Westford	432	$20.00	$0.00	$0.00	$0.00	REI is Complete
Westminster	838	$20.00	$16,760.00	$13,408.00	$3,352.00	
Westmore	226	$20.00	$4,520.00	$3,616.00	$904.00	
Weston	503	$20.00	$10,060.00	$8,048.00	$2,012.00	
Weybridge	315	$20.00	$6,300.00	$5,040.00	$1,260.00	
Wheelock	240	$20.00	$4,800.00	$3,840.00	$960.00	
Whiting	122	$20.00	$2,440.00	$1,952.00	$488.00	
Whitingham	492	$20.00	$9,840.00	$7,872.00	$1,968.00	
Williamstown	504	$20.00	$10,080.00	$8,064.00	$2,016.00	
Williston	634	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Wilmington	624	$20.00	$12,480.00	$9,984.00	$2,496.00	
Windham	329	$20.00	$6,580.00	$5,264.00	$1,316.00	
Windsor	386	$20.00	$7,720.00	$6,176.00	$1,544.00	
Winhall	365	$20.00	$7,300.00	$5,840.00	$1,460.00	
Winooski	168	$20.00	$0.00	$0.00	$0.00	Alternately Funded
Wolcott	444	$20.00	$8,880.00	$7,104.00	$1,776.00	
Woodbury	491	$20.00	$9,820.00	$7,856.00	$1,964.00	
Woodford	77	$20.00	$0.00	$0.00	$0.00	REI is Complete
Woodstock	812	$20.00	$16,240.00	$12,992.00	$3,248.00	
Woodstock Village	148	$20.00	$2,960.00	$2,368.00	$592.00	
Worcester	234	$20.00	$4,680.00	$3,744.00	$936.00	

AGENDA MEMORANDUM
March 18, 2025
Town Selectboard Meeting Items: 5. f. & g.
Submitted by: Lori Hirshfield, Director, Department of Planning & Development

Subject: 444 Sykes Mt. Avenue Multifamily Housing Project
VT Community Development Program Implementation Grant Application
Public Hearing and Consideration of Grant Application Submittal

Background: Twin Pines Housing Trust (TPHT) and Evernorth are pursuing development of a new multifamily structure with 48 units of mixed income housing to be located on a vacant lot along Sykes Mountain Avenue. They are proposing submittal of an application to the Vermont Community Development Program (VCDP) as one of the funding sources. On February 18, 2025, the Selectboard decided to proceed with a Public Hearing to consider if the Town will submit a VCDP application for this project.

The VCDP is funded through the Federal HUD Community Development Block Grant program and funding requests must be submitted to the State through a municipality. Use of VCDP funds requires the majority of dwelling units serve low-and-moderate-income households. The VCDP also requires a public hearing for public comment prior to the Selectboard deciding on the grant application. The required minimum 15-day public hearing notice was published in the Valley News on March 3, 2025.

Discussion: The new housing project will be constructed through a partnership between Twin Pines Housing Trust and Evernorth. The 48 units of affordable housing will be within one multi-unit, four-story building with 4 studio, 26 one-bedroom, 15 two-bedroom, and 3 three-bedroom apartments. The project will provide mixed-income housing for a diverse range of household incomes: 18units for households earning at or below 50% of Area Median Income (AMI); 20 units for those at or below 60% of AMI; and 10 units for households at or below 80% of AMI. Additionally, 7 units will be dedicated to households experiencing or at risk of homelessness, supported by Project-Based vouchers administered through the Upper Valley Haven. Pending funding, 3 units will be designated for veterans. If funded, project construction is targeted to begin in December 2025.

Development of housing at this location is consistent with many of Hartford's Town Plan goals and objectives such as increasing much needed housing in town, and locating concentrating compact development in walkable town villages with access to public transportation, goods and services, schools, parks and recreational programs. It also meets another major goal of providing a range of housing opportunities to households of various sizes and income levels. The building will be highly energy efficient with heat pumps for heating and cooling, active energy recovery ventilation, and a robust thermal envelope.

TPHT/Evernorth are proposing the Town apply to use a $1,000,000 VCDP grant towards acquisition and/or construction. The Town then would subgrant the VCDP funds to TPHT which then would grant the funds to a newly formed limited partnership established for this project and managed by

TPHT and Evernorth. This grant structure is established through legal agreements approved by the Town's designated attorney and the VCDP.

The VCDP is one of the funding sources for the project. Other sources are the Vermont Housing and Conservation Board (VHCB), Home Investment Partnerships Program (HOME), Low-Income Housing Tax Credits (LIHTC), Income Tax Credits (ITC), Affordable Housing Program (AHP) grant and Evernorth's Upper Valley Housing Loan Fund, which is capital provided by Dartmouth Health, Dartmouth College, King Arthur Flour, Mascoma Bank, the Hanover Co-op and others. The Town would be responsible for grant administration.
Attached are a PowerPoint Project Description, Pre-Application Form, Proposed Site Plan and locational Map provided by TPHT. TPHT will be at the public hearing to provide a project overview and answer questions.

Financial Impact: The project will include $12,000 from the project's other funding resources to cover the Town's grant administrative costs for outside legal review and certifications for the grant and subgrant documents, single audit and public notices. Should the costs exceed this amount, TPHT/Evernorth will be responsible for covering these costs. No Town matching funds are required. Use of the funds as a grant for acquisition reduces the Town's financial responsibilities to one payment and one reimbursement for the purchase and processing a few legal invoices. The Town would be required to only complete 5 years of annual reports instead of the typical 20 years for loans.

Recommendation: Following close of the Public Hearing:
1. Approve submittal of a VCDP grant application for the 444 Sykes Mt. Avenue Multifamily Housing Project and authorize the Town Manager to take all necessary actions to complete and submit the application and implement the grant.
2. Pass and sign the attached *Resolution for VCDP Grant Application Authority.*

Attachments: 1. TPHT/Evernorth Project Description and Related Documents
2. Resolution for VCDP Grant Application Authority

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the Town of Hartford (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program; and
WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.
Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan June 4, 2019 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that Lori Hirshfield is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name) John Haverstock (Title) Town Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Authorizing Official (AO) for the Grants Management On-line System, Intelligrants; and
7. that it is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the ____day of _____, ____, and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, _____.

_____ _____
Clerk Signature

TWIN PINES HOUSING

Presentation to Hartford Selectboard

444 Sykes Mountain Ave.

February 2025

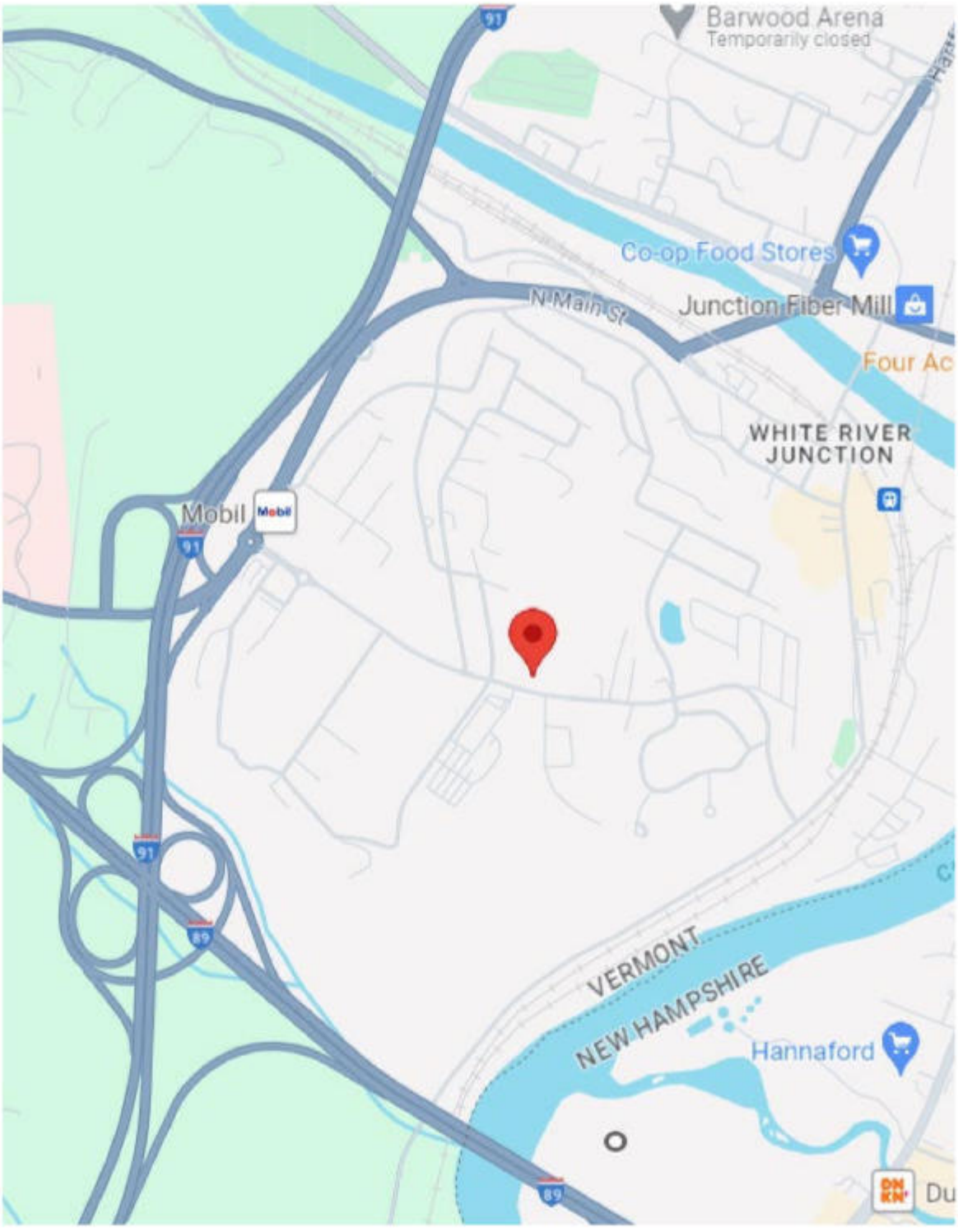


Project Overview & Request

- **444 Sykes Mountain Ave**
  - New 48-unit affordable housing project
  - Part of the larger Black Rock Development
- **Requesting Selectboard Support**
  - Proposed funding sources include VCDP, HUD-CDBG grant
- **Project Development**
  - Twin Pines and Evernorth co-developers
  - Both also co-general partners of the ownership entity
  - Similar to Wentworth, Riverwalk, Hartford Scattered projects
- **Property Management**
  - Twin Pines will manage the property

35 YEARS 1990-2025
TWIN PINES HOUSING

Site Location



About Twin Pines Housing

- TPH is a nonprofit organization **founded in 1990** serving the Upper Valley of NH and VT.
- TPH owns, manages and develops affordable housing **with a staff of 30**
- **665** rental units in the Upper Valley
- **68** homeownership units and **9** mobile homes
- Range of housing for seniors to family to homeless and veterans



Tracy Street, West Lebanon



Summer Park, Hanover

35 YEARS 1990-2025
TWIN PINES HOUSING

Twin Pines Collaboration with Evernorth

- **Long-standing Partner** of Twin Pines on numerous projects
  - Co-developer on projects in Hartford
  - Co-general partners in ownership entities (e.g., Wentworth, Riverwalk, Hartford Scattered Sites)
- **Evernorth Provides:**
  - **Development Capacity** – Expertise in project planning and execution
  - **Financing Expertise** – Navigating complex funding requirements
  - **Access to Capital** – Connecting projects with critical funding sources



evernorth
Investing in communities. Building possibilities.

Evernorth's Mission:
"We work with partners to connect under-served communities in northern New England with capital and expertise to advance projects and policies that create more inclusive places to live."

35 YEARS 1990-2025
TWIN PINES HOUSING

Recent Collaboration: River Walk Apartments

- A recent collaboration between Twin Pines and Evernorth
- 42-unit turn-key development purchased from DEW Braveman LLC
- Mix of unit sizes – studio, 1BR, 2BR, 3BR
- Opened in June 2024
- 12 of the units affordable to higher income households thanks to the Upper Valley Housing Fund.



35 YEARS 1990-2025
TWIN PINES HOUSING

Twin Pines elsewhere:

- Mellishwood in Woodstock will create 39 unit of senior housing and rehabilitate two historic structures
- Twin Pines has plans to develop 60-units of workforce housing in New London, NH





35 YEARS 1990-2025
TWIN PINES HOUSING

444 Sykes Mountain Avenue

444 Sykes Avenue Master Plan

- Black Rock LLC has permitted 242 rental units.
- 194 market-rate units will be constructed by Black Rock.
- Twin Pines and Evernorth will develop 48 units in this first phase.
- Potential for 24 additional units in a second phase.



35 YEARS 1990-2025
TWIN PINES HOUSING

444 Sykes Avenue
White River Junction

- 4-story mixed-income, residential building with elevator
- 48 Apartments
  - 4 studio
  - 26 one-bedroom
  - 15 two-bedroom
  - 3 three-bedroom
- Area Media Income (AMI):
  - 10 units at 30% AMI
  - 28 units at 60% AMI
  - 10 units at 100% AMI
- 54 parking spaces
- Amenities: community room, laundry, storage, outdoor space



35 YEARS 1990-2025
TWIN PINES HOUSING

2024 HUD Income Limits Windsor County Vermont

% of AMI	4-person	3-person	2-person	1-person
100%	$100,500	$90,500	$80,500	$70,500
80%	$80,400	$72,400	$64,400	$56,400
60%	$60,300	$54,300	$48,300	$42,300
50%	$50,250	$45,250	$40,250	$35,250
30%	$30,150	$27,150	$24,150	$21,150

35 YEARS 1990-2025
TWIN PINES HOUSING

Request to the Town of Hartford

- Community Development Block Grant (CDBG) funds are federal funds allocated by VT Community Development Program (VCDP). Applications must go through a municipality.
- We are requesting that the Selectboard initiate the formal application process for $1 million from the funding through VCDP.
- The next step would be to schedule a hearing on our request in March.
- The Town of Hartford most recently supported our application for CDBG funds in 2020, contributing to the funding of Twin Pines' Wentworth project.

35 YEARS 1990-2025
TWIN PINES HOUSING

Project Partners and Funding

Low-income housing tax credits (40% of project costs). Application submitted in early February 2025

State and federal grants thru the Vermont Housing and Conservation Board (40% of project costs). Application submitted mid-February 2025

Other sources include: CDBG, energy efficiency grants and a permanent mortgage from the Upper Valley Housing Fund. (20% of project costs)

Questions?

Town of Hartford, VT
Notice of Public Hearing

The Town of Hartford is considering making application to the State of Vermont for a VCDP Implementation Grant 2025 under the Vermont Community Development Program. A public hearing will be held at or after 6:00 PM on 3/18/2025 at the Hartford Town Hall, 171 Bridge Street, White River Junction Vermont 05001, and will be available remotely, to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds.

The proposal is to apply for $1,000,000 in VCDP funds which will be used to accomplish the following activities: Twin Pines Housing and Evernorth propose to construct 48 new affordable apartments at 444 Sykes Mountain Ave, White River Junction, VT, for rent to area residents.

Copies of the proposed application will be available at Hartford Town Hall, Department of Planning and Development, Room 205 starting on March 10, 2025, and may be viewed during the hours of 8:00 am - 5:00 PM, and posted on the Town website at https://www.hartford-vt.org. Should you require an electronic copy, remote access to the public hearing, or any special accommodations, please contact the Hartford Department of Planning and Development at 802-295-3075 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of Hartford

444 Sykes Mountain Avenue Project Description

444 Sykes Mountain Avenue is a new construction project comprising 48 units of affordable housing. Situated in White River Junction's growth center, this four-story building will feature 4 studios, 26 one-bedroom, 15 two-bedroom, and 3 three-bedroom apartments. Amenities will include an elevator, community room, laundry facilities, storage, outdoor spaces, and parking. The location benefits from proximity to public transportation and is serviced by municipal water and sewer.

The project will provide mixed-income housing, catering to a diverse range of renters from homeless individuals to those earning up to 80% of the Area Median Income (AMI). Specifically, it will allocate 10 units for households earning at or below 30% of AMI, 8 units for those at or below 50% of AMI, 20 units for those at or below 60% of AMI, and 10 units for households at or below 80% of AMI. Additionally, 7 units will be dedicated to households experiencing or at risk of homelessness, supported by Project-Based vouchers administered through the Upper Valley Haven. Pending funding, 3 units will be designated for veterans.

This 48-unit building project is part of a larger 242-unit master-planned development, fully permitted and led by Simpson Development for market-rate housing. Twin Pines Housing and Evernorth will acquire a fully permitted and subdivided parcel for their 48 units, building on their successful collaboration at the nearby Wentworth Way 1 and 2 developments.

The Upper Valley's robust economy and diverse employment opportunities have intensified demand in the local housing market. A regional planning study (Keys to the Valley, 2021) forecasts a need for 10,000 new homes by 2030, tripling the production rate observed from 2010 to 2020.

Pending funding approval, construction for Sykes Mountain Apartments is slated to commence in the First Quarter of 2026, with substantial completion expected by the First Quarter of 2027.

State of Vermont, Agency of Commerce and Community Development
Vermont Community Development Program
Community Development Block Grant (CDBG) and Recovery Housing Program (RHP)
Pre-Application Form

Applicant Municipality			
City/Town/Village of:	Town of Hartford		
Municipality UEI:	SZNMKKN8CHS4		
Municipal Contact Person			
NAME:	Lori Hirshfield		
PHONE:	802-2953075	EMAIL:	**lhirshfield@hartford-vt.org**

Project Partner(s)			
Contact Person			
NAME & ORGANIZATION:	Bill Kelsey, Twin Pines Housing Trust		UEI #
PHONE:	802-291-7000	EMAIL:	**Bill.Kelsey@tphtrust.org**
Contact Person			
NAME & ORGANIZATION:	Matt Moore, Evernorth		UEI #
PHONE:	802-922-3125	EMAIL:	mmoore@evernorthus.org

Grant Type:	**Estimated Application Submittal Date:**	**Application**
☐ Accessibility Modification ☒ Implementation ☐ Planning ☐ Scattered Site RLF ☐ Other: _____	April 8, 2025 **Target Board Meeting Date:** **June 5, 2025**	**Single** ☒ **Joint** ☐ **Multi Year Municipality** ☐

National Objective:	**State Objective**
☒ Low/Moderate Income ☐ Slums & Blight ☐ Urgent Need	☒ Housing ☐ Economic Development ☐ Public Facility ☐ Public Service

Estimated Project Funding	
Estimated CDBG/RHP Request	**$$1,000,000.00**
Estimated Total Project	**$$21,235,000**

Estimated Project Other Resource Funding			
Other Resource(s)	**Amount**	**Status**	**Expected Date of Funding Decision**
LIHTC & ITC Equity	$9,085,000.00	**Pending**	4/11/2025
VHCB State Funds	$3,600,000.00	**Pending**	5/13/2025
Evernorth Loan Fund	$2,000,000.00	**Pending**	9/1/2025
HOME/NHTF	$3,440,000.00	**Pending**	5/13/2025
AHP Grant	$1,500,000.00	**Pending**	10/1/25

Project Description			
Activities CDBG dollars would fund:	☒ Acquisition	☒ New Construction	☐ ADA Compliance
	☐ Rehabilitation	☐ Services	☐ Historic Preservation
	☐ Demolition	☐ Micro Enterprise	☐ Planning
	☐ Relocation	☐ Counseling	☐ Uncertain at this time
	☐ For Profit Loan	☐ Other: _____	

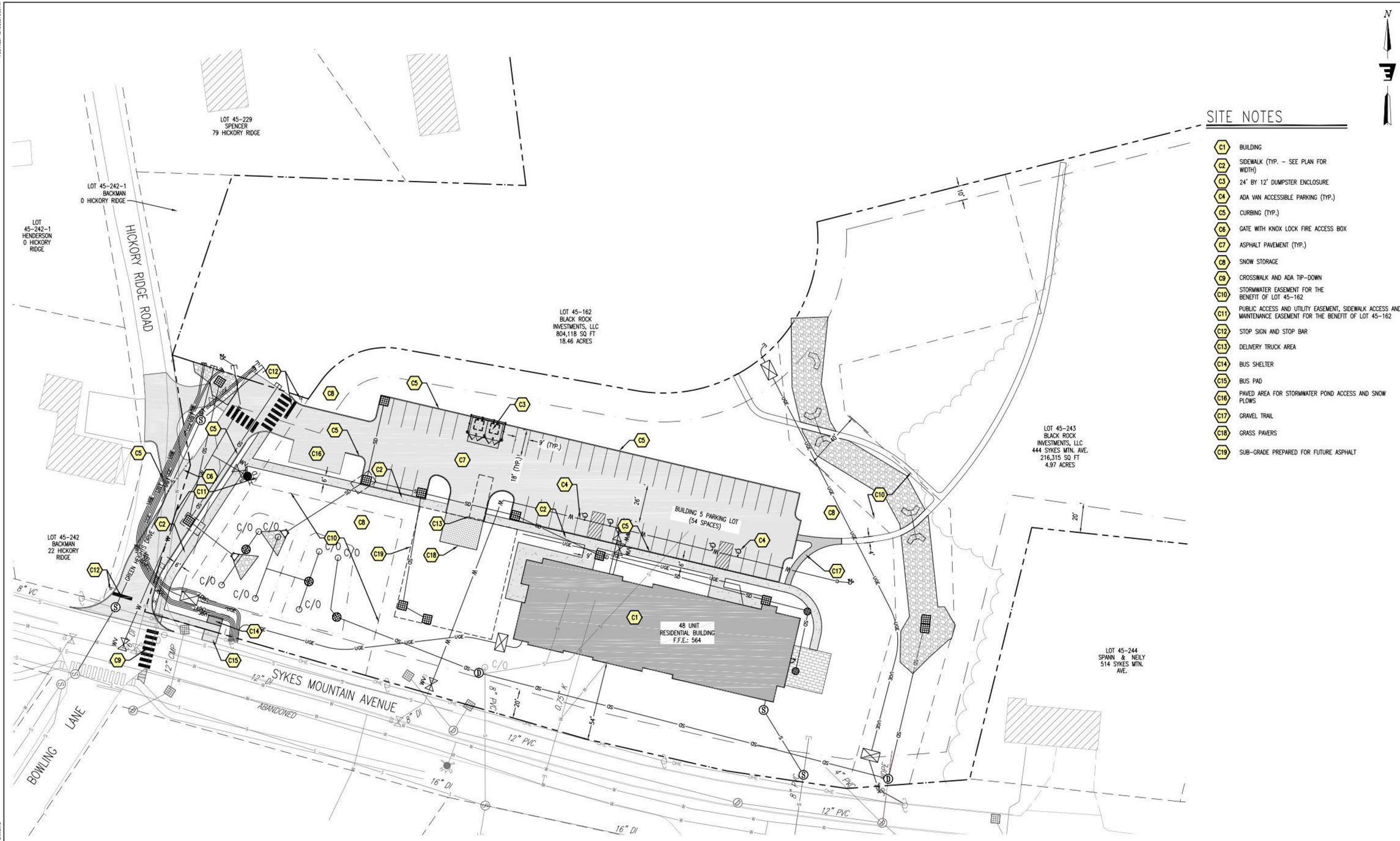
1. Project Title	Sykes Mountain Apartments		
2. Project Location and/or address	444 Sykes Mountain Avenue, Hartford, VT		
3. E-911 Address	same		
4. Please provide a detailed project timeline	Financing - spring-summer 2025 Construction drawings - fall 2025 Bidding and Contract - fall 2025 Closing and construction start - December 2025		
5. Detailed project description ***Include a description of all activities including acquisition, construction, reconstruction, rehabilitation and/or any installation of public facilities and improvements." (570.201 Basic Eligible Activities of CDBG)*	Acquisition of a 5-acre subdivided parcel and construction of a single 48-unit apartment building including site work, parking, etc.		
6. Please provide a status of the environmental review	Environmental Review will be done in the spring 2025.		
7. Does the project involve: ***Signing a Purchase and Sale Agreement is prohibited until the Environmental Review is approved. However, it is acceptable to sign an Option Agreements. It is recommended to have Option Agreements reviewed prior to signing them to ensure that appropriate language is included*	Acquisition**	☒ Yes	☐ No
	A structure that is 50 years or older	☐ Yes	☒ No
	Any disturbance to the ground	☒ Yes	☐ No
	A location in a floodway or 100-year floodplain	☐ Yes	☒ No

	A location in 500-year floodplain *(if available)*	☐ Yes	☒ No
	A location in a river corridor	☐ Yes	☒ No
	Relocation – Does the project involve any relocation of households and/or businesses	☐ Yes	☒ No
	Will the project result in less affordable housing units?	☐ Yes	☒ No
8. Who are the direct beneficiaries of the project? *"Beneficiaries are individuals that will use the housing, jobs services or facility that CDBG funding would support."*	38 LMI renter households with incomes under 60% AMI		
9. How has the application been discussed with City/Town/Village leadership? *"Select board, Trustees, Municipal Manager, and/or Municipal Administrator? The municipality must warn and hold a public hearing."*	The project has received its subdivision and zoning approvals and was presented at several public meetings. A VCDP public hearing will be held as part of the application process.		
10. What is the status of the community's support of the project/application?	Strong support from the municipality for housing and growth.		
11. Does the project service more than one community, county, or region? If yes, please describe.	No.		
12. Have any contracts been executed?	No.		
13. What activities have been conducted to date?	Signed option agreement, cost estimate, Phase I ESA, market study.		

For more information go to VCDP's website:
https://accd.vermont.gov/community-development/funding-incentives/vcdp

- Program Guide
- Environmental Review

PLOTTED: 12/19/2024 3:59 PM



SITE NOTES

- C1 BUILDING
- C2 SIDEWALK (TYP. – SEE PLAN FOR WIDTH)
- C3 24' BY 12' DUMPSTER ENCLOSURE
- C4 ADA VAN ACCESSIBLE PARKING (TYP.)
- C5 CURBING (TYP.)
- C6 GATE WITH KNOX LOCK FIRE ACCESS BOX
- C7 ASPHALT PAVEMENT (TYP.)
- C8 SNOW STORAGE
- C9 CROSSWALK AND ADA TIP-DOWN
- C10 STORMWATER EASEMENT FOR THE BENEFIT OF LOT 45-162
- C11 PUBLIC ACCESS AND UTILITY EASEMENT, SIDEWALK ACCESS AND MAINTENANCE EASEMENT FOR THE BENEFIT OF LOT 45-162
- C12 STOP SIGN AND STOP BAR
- C13 DELIVERY TRUCK AREA
- C14 BUS SHELTER
- C15 BUS PAD
- C16 PAVED AREA FOR STORMWATER POND ACCESS AND SNOW PLOWS
- C17 GRAVEL TRAIL
- C18 GRASS PAVERS
- C19 SUB-GRADE PREPARED FOR FUTURE ASPHALT

GRAPHIC SCALE

30 0 15 30 60 120

1 inch = 30 ft.
for sheet size 24" x 36"

Stamp

No.	Description	Date

ENGINEERING VENTURES PC
208 Flynn Avenue, Suite 2A, Burlington, VT 05401 • 802-863-5225
85 Mechanic Street, Suite E2-3, Lebanon, NH 03766 • 603-442-9333
414 Union Street, Schenectady, NY 12305 • 518-630-9614
www.engineeringventures.com

BLACK ROCK INVESTMENTS, LLC
2458 CHRISTIAN STREET
WHITE RIVER JUNCTION, VERMONT

Sheet Title: Site Layout Plan Lot 45-243

Project Title: GREEN HEIGHTS DRIVE HOUSING
HARTFORD, WINDSOR COUNTY, VERMONT

EV Project #	22442
Drawn By:	AM
Checked By:	KW
Scale:	1" = 30'
Date:	12/19/2024

C2.0

S:\PROJECTS\X-2022\2442 SYKES MT APTS\DWG\SHEET FILES\22442-144 SYKES C2.1 - SITE PLAN.DWG

AGENDA MEMORANDUM
March 18, 2025
Town Selectboard Meeting Item: 5.h.

Submitted by: **Lori Hirshfield, Director, Planning & Development Department**
Matt Osborn, Town Planner, Planning & Development Department

Subject: **FY 2025 Vermont Municipal Planning Grant Application**

Background: The Vermont Municipal Planning Grant (VMPG) is an annual grant program to assist communities with planning projects. The Town has received over $224,365 in VMPG grants since the inception of the VMPG program in the late 1990s. These funds have enabled the Planning and Development Department to complete many important planning work products, such as required Town Plan updates, land use studies, Build-out Analysis, Downtown Revitalization Plan, Parking Management Plan, Growth Center Plan, and regulation updates.

Discussion: The current proposal is to apply for a FY 2025 VMPG to update the Town's current Capital Improvements Plan (CIP). A CIP is a multi-year plan that identifies each proposed capital improvement, the source of funding, the cost and cash flow information to be carried out during a specific period and listed in order of priority. The CIP is needed to assist the Town in planning for necessary known and unforeseen expenditures. The grant would be used to hire a consultant to lead the CIP update process, including a public outreach component. A Municipal CIP is a priority project in the current grant cycle. As required, on February 24, 2025 the Planning Commission approved submittal of the application. The grant application is due March 31, 2025.

Financial Impact: The VMPG is a 90% grant with a 10% local cash match requirement. We propose applying for the maximum amount of $30,000 which would require a minimum local match of $3,333. The local match funds are available in the current fiscal year budget under the Planning and Development Department Account # 10-622-318-0000.

Request: Approve the submission of a VMPG application for $30,000,and adopt and sign the "FY25 Municipal Resolution for Municipal Planning Grant" form designating Town Manager John Haverstock as the Municipal Authorizing Official, Selectboard Chair Mary Erdei as the Alternate Municipal Authorizing Official, and Lori Hirshfield as the Grant Administrator

Attachment: FY25 Municipal Resolution for Municipal Planning Grant

FY25 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of Hartford is applying for funding as provided for in the FY25 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.

2. That the Municipal Planning Commission recommends applying for said Grant;

John Reid _____ Jol Reid
(Name of Planning Commission Chair) *(Signature)*

3a. That (Name) John Haverstock Title Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)

That (Name) Mary Erdei Title Selectboard Chair

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That (Name) Lori Hirshfield Title Planning & Development Director

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this 18th day of March, 2025.

☐ **(For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(name)	*(signature)*
Mary Erdei, Chair	
Michael Hoyt, Vice Chair	
Ida Griesemer	
Brandon Smith	
Ashley Andreas	
Miranda Dupre	
Erik Krauss	

INSTRUCTIONS FOR RESOLUTION FORM

A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.

B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.

C. This form must be either uploaded to the online application or grant, or emailed to:

Jennifer.lavoie@vermont.gov

D. If mailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Code of Ethics Investigation and Enforcement Ordinance/
Appointment of Ethics Commission Liaison and Complaint Recipient

Date: March 18, 2025

Discussion

On January 7, 2025, the Town's Selectboard adopted a Municipal Ethics Code Investigation and Enforcement Ordinance, attached. With the passing of 60 days following this action, the Ordinance has become law.

According to State law and its interpretation by VLCT, the Town must assign a municipal officer or body as its Designated Complaint Recipient, to receive complaints alleging violations of the Municipal Code of Ethics. This cannot be the Town Manager, since the Town's new Ordinance provides, in Section 4 (D), that any Municipal Ethics Complaints against the Designated Complaint Recipient must be directed to the Municipal Manager.

Recommendation

Move to appoint the Selectboard Chair as the Town's Designated Ethics Complaint Recipient, with the Chair authorized to delegate some or all of their authority and responsibility in this role to the Vice Chair or the HR Director.

Attachment

TOWN OF HARTFORD, VERMONT
CODE OF ETHICS INVESTIGATION AND ENFORCEMENT ORDINANCE

SECTION 1. AUTHORITY.

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

SECTION 2. PURPOSE.

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

SECTION 3. DEFINITIONS.

A. "Designated Complaint Recipient" means the municipal officer or body designated to receive complaints alleging violations of the Municipal Code of Ethics.

B. "Municipal Code of Ethics" means the municipal ethics framework in Vermont established by Act 171 (H.875) of 2024.

C. "Municipal Ethics Complaint" means a complaint against a "Municipal Officer" or "Officer" alleging a violation of the Municipal Code of Ethics.

D. "Municipal Officer" or "Officer" means:
   1. any member of a legislative body of a municipality;
   2. any member of a quasi-judicial body of a municipality; or
   3. any individual who holds the position of, or exercises the function of, any of the following positions in or on behalf of any municipality:
      a. clerk;
      b. department heads;
      c. assessor;
      d. moderator;
      e. planning commission member;
      f. road commissioner;
      g. town manager;
      h. treasurer;

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

SECTION 4. COMPLAINTS.

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

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

A. **Enforcement Against Elected Officers.** In cases in which the Municipal Officer holds elected office, the Legislative Body may, in its discretion, take any of the following disciplinary actions against such an elected officer as it deems appropriate:

    1. The Chair of the Legislative Body may meet informally with the Municipal Officer to discuss the Municipal Code of Ethics violation. This will not take place in situations where the Chair of the Legislative Body and the Municipal Officer together constitute a quorum of a public body.
    2. The Legislative Body may meet to discuss the conduct of the Municipal Officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The Municipal Officer may request that this meeting occur in public. If appropriate, the Legislative Body may admonish the offending Municipal Officer in private.
    3. The Legislative Body may admonish the offending Municipal Officer at an open meeting and reflect this action in the minutes of the meeting. The Municipal Officer will be given the opportunity to respond to the admonishment.
    4. Upon majority vote in an open meeting, the Legislative Body may request (but not order) that the offending Municipal Officer resign from their office.

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

C. **Enforcement Against Employees.** In cases in which the Municipal Officer is also an employee of the Municipality, the Municipal Manager may take any disciplinary action, up to and including termination, in accordance with the Municipality's personnel policy.

SECTION 6. APPEALS.

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

SECTION 7. OTHER LAWS.

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

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

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

Adopted this 7th day of January, 2025.

Selectboard for the Town of Hartford, Vermont.

Mike Hoyt, Chair

Kim Souza, Vice Chair

Mary Ertel, Clerk

Lannie Collins, Member

Ida Griesemer, Member

Brandon Smith, Member

Adoption History

1. Agenda item at regular Selectboard meeting held on January 7, 2025.
2. Read and approved at regular Selectboard meeting held on January 7, 2025 and entered in the minutes of that meeting which were approved on January 21, 2025.
3. Posted in public places on January 8, 2025
4. Notice of adoption published in the Valley News newspaper on January 11, 2025 with a notice of the right to petition.
5. Other actions [petitions, etc.].

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Re-Adoption of Selectboard Rules of Procedure

Date: March 18, 2025

Discussion

On June 4, 2024, the Selectboard adopted the attached Rules of Procedure, after working with VLCT Consultant, Dominic Cloud (also St. Albans City Manager) to identify ways to make Selectboard meetings more efficient. Best practices suggest the re-adoption of these rules annually, so that the new Board has an opportunity to review, discuss and modify the document.

Recommendation

Discuss whether any modifications to the current Rules of Procedure are warranted. If not, move to re-adopt the Rules of Procedure.

Attachment

RECEIVED
JUN 12 2024
TOWN OF HARTFORD
A.M 12:40 P.M

Hartford Selectboard Rules of Procedure

PURPOSE. The Hartford Selectboard is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Selectboard meetings must always be open to the public, except as provided in 1 V.S.A. § 313 for executive session. The purpose of these meetings is to conduct the business of the Town efficiently and effectively, while still allowing a reasonable opportunity for public comment.

APPLICATION. This policy setting forth rules of procedure applies to the Selectboard. These rules apply to all regular, special, and emergency meetings of the body. The Selectboard adopts these rules to further its significant interest in conducting its meetings in an efficient and orderly fashion. To this end, the following rules are established for the conduct of all persons, including board members, staff members, and members of the public attending the body's meeting.

ORGANIZATION.

1. The body must annually elect a chair, vice-chair and clerk who will serve until the body's next annual meeting, unless otherwise removed. Vacancies in the offices of chair or vice-chair will be filled by majority vote of the body.

2. The chair of the body or, in the chair's absence, the vice-chair will preside over all meetings (i.e., presiding officer). If both the chair and the vice-chair are absent, a member selected by the body will act as presiding officer for that meeting.

3. A majority of the total membership of the body constitutes a quorum. If a quorum of the members of the body is not present at a meeting, no meeting will take place.

4. No single member of the body has the authority to represent or act on behalf of the body unless either by statute or by majority vote, the body has delegated such authority as recorded in its meeting minutes.

5. All members, including the chair and vice-chair of the body, are entitled to full participation in its proceedings, including the right to attend, speak, make motions, and vote.

6. Meetings of the body may be recessed (i.e., a brief break), or adjourned (i.e., postponed) and continued at a later date, time, and place certain. A motion stating the time and place that a meeting is either recessed or adjourned to must be made in public before the meeting is recessed or adjourned and such motion recorded in the meeting minutes.

7. These rules may be amended by majority vote of the body and must be reviewed and readopted annually.

AGENDAS.

8. Each meeting must have an agenda with time allotted for each item of business to be considered. The chair, with assistance from the Town Manager, will create and manage the agenda. Those who wish to add an item(s) to the meeting agenda need to contact the Town Manager to request its inclusion by noon on the Wednesday before the meeting. The chair shall make the final decision regarding inclusion on the agenda.

9. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda must be publicized by giving advance notice to: all members of the body; an editor, publisher or news director, or radio station serving the area, and any person who has requested notice of meetings. The meeting agenda must be posted in or near the municipal office and at the following designated public places: the municipal clerk's office and at the Town's libraries, the Bugbee Senior Center and the Quechee Club.

10. All business will be conducted in the same order as it appears on the noticed agenda, unless voted otherwise, except that any addition to or deletion from the noticed agenda may be made as the first act of business at the meeting. No additions to or deletions from the agenda will be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, or postponing or tabling actions, may be made by majority vote of the body.

11. No binding action can be taken on matters not appearing on the agenda, unless when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body.

MEETINGS.

12. Regular meetings will take place every other Tuesday at 6:00PM at the Town Hall.

13. Special meetings must be publicly announced at least 24 hours in advance by giving notice to: all members of the body, either orally or in writing, unless previously waived; an editor, publisher or news director, or radio station serving the area; and any person who has requested notice of such meetings. In addition, notices must be posted in the municipal clerk's office and at the Town's libraries, the Bugbee Senior Center and the Quechee Club.

14. Emergency meetings may be held without public announcement, without posting notice, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or a condition requiring immediate attention by the body.

15. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies themselves when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend a meeting electronically, voting by the body that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the agenda for the meeting must designate at least one physical location where a member of the public can attend and participate in the meeting.

At least one member of the body, or at least one staff or designee of the body, must be physically present at each designated meeting location.

16. There is no allowance for voting by proxy. A member must be either physically present or, if applicable, present using electronic or other means in order to vote.

MOTIONS AND VOTING.

17. Any member of the body may make a motion.

18. A member of the body may speak or make a motion after being recognized by the presiding officer.

19. Members of the body are not limited by the type of motions they may make (e.g., motion to amend, table, reconsider, object to consideration of the question, etc.).

20. Motions made by members of the body require a second to proceed with discussion and/or action, if any.

21. The maker of a motion has the right to speak first once the motion has been seconded.

22. Members must limit their comments and motions to the meeting agenda item under consideration.

23. All motions must be phrased in the affirmative.

24. Responses to voice votes, when provided, must be expressed as either "yes/aye" or "no/nay." Members may also abstain or recuse themselves from voting.

25. All motions require the approval of the majority of the membership of the body to pass, as defined by the Town Charter (2024 revision).

26. A member may change their vote up until such time as the vote is announced by the presiding officer.

27. Any member of the body may request a roll call vote. Whenever one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.

28. The presiding officer must announce the result of all votes.

29. A motion to end or limit debate may be made at any time after a member has been recognized by the presiding officer. Motions to end or limit debate require a majority vote of the total membership of the body.

30. No member can speak more than once on any agenda item or motion until every other member choosing to speak thereon has been given the opportunity to do so.

31. A member of the body may call a point of order at any time, without being recognized, to bring attention to a potential rule violation. A point of order does not require a second or a vote.

32. The presiding officer will rule on all points of order and state their justification.

33. Any member may appeal the presiding officer's ruling on a point of order, without being recognized. An appeal requires a second. If appealed, the ruling of the presiding officer may be overruled by a majority of the total membership of the body.

34. The failure of the body to strictly adhere to any provision of this section will not invalidate any action taken, unless such action was taken by less than a majority of the total membership of the body or some other standard as specified by state law.

PUBLIC PARTICIPATION.

35. All meetings are conducted *in* the public; they are not meetings *of* the public.

36. At the beginning of each meeting, there will be a ten-minute public comment period for items not on the agenda. Public comment is limited to the business of the body (i.e., the public body's governmental functions, including any matter over which the body has supervision, control, jurisdiction, or advisory power).

37. Comments by the public must be addressed to the Selectboard as a whole not to any individual member.

38. Public comment is an opportunity for the public to comment. It is not the place for dialogue.

39. Comments shall be limited to three minutes per speaker unless additional time is granted by the presiding officer.

40. During each agenda item, the Selectboard will first hear from staff or the individual presenting the item and then have discussion among the Selectboard. At the conclusion of each agenda item, but before any action is taken by the public body, there will be an opportunity for public comment on the agenda item. Comments shall be limited to two minutes per speaker unless additional time is granted by majority vote.

41. Speakers will be taken on a first-come, first-served basis, though the presiding officer may suspend this rule to protect against repetitive comments and to ensure that varied, especially opposing viewpoints, are heard.

42. Comment must first start with the individual's name and connection to the Town of Hartford.

43. Members of the public must be acknowledged by the presiding officer before speaking.

44. Chat on virtual meeting platforms will be disabled and not part of the public record.

45. Members of the public must wait their turn to speak and may not interrupt others.

46. Public comment must be germane to the item being discussed.

47. A member of the public can only speak more than once on the same agenda item, time permitting, with the consent of the presiding officer and only after every other member of the public has been given an opportunity to speak.

48. The balance of time not used by a speaker will expire and cannot be reserved or yielded to another.

ORDER.

49. Order and decorum must be observed by all persons present at the meeting, whether on the Selectboard or in the audience. Neither members of the Selectboard, nor members of the public, shall delay or interrupt the proceedings or peace of the meeting.

50. Members of the body and members of the public are prohibited from making personal, impertinent, or threatening remarks.

51. The presiding officer will preserve order in the meeting and regulate its proceedings by applying these rules and by making determinations about all questions of order or procedure.

52. All electronic devices used by members of the body, the public, and others present must be silenced (i.e., turned off or put on "vibrate") during meetings.

53. All comments must be addressed to the presiding officer or the Selectboard as a whole.

54. The only people who may interrupt another from speaking are 1) a member of the body for a point of order directed towards the presiding officer, or 2) the presiding officer themselves, to enforce a rule.

55. Speakers must refrain from repetitious speech or speech that is irrelevant to the business of the body.

56. Members of both the body and the public must obey all orders and rulings of the presiding officer. The presiding officer should adhere to the following process to address any disruption to a meeting and as needed to restore order, but may bypass any or all steps when they determine, in their sole discretion, that deviation from the process is warranted:

    a. Call the meeting to order and remind the member of the body or the public of the applicable rules of procedure.

    b. Declare a recess or table the issue under consideration.

    c. Adjourn (i.e., postpone) and continue the meeting until a place and time certain or close (end) the meeting.

    d. Ask disorderly person(s) to leave the meeting room for the remainder of that meeting.

    e. Request law enforcement assistance in removing a disorderly person(s) from the meeting, when their conduct substantially impairs the effective conduct of the meeting, for the remainder of that meeting.

EFFECTIVE DATE. This policy will become effective immediately upon its adoption by the Town of Hartford Selectboard.

Approved by:

Michael Hoyt

Kim Souza

Lannie Collins

Ida Griesemer

Mary Erdei

Brandon Smith

Susan Buckholz

Town Manager

Date: June 4, 2024

HARTFORD TOWN CLERK'S OFFICE
This 12 day of June 2024
at 12:40 AM PM
Recorded in Bk TR 31 Pg 85-90
Sherry Auker Asst Town Clerk

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Re-Adoption of Selectboard Code of Conduct

Date: March 18, 2025

Discussion

On June 4, 2024, the Selectboard adopted the attached Code of Conduct, after working with VLCT Consultant, Dominic Cloud (also St. Albans City Manager). Best practices suggest the re-adoption of these rules annually, so that the new Board has an opportunity to review, discuss and modify the document.

Recommendation

Discuss whether any modifications to the current Rules of Procedure are warranted. If not, move to re-adopt the Code of Conduct.

Attachment

RECEIVED
JUN 12 2024
TOWN OF HARTFORD
A.M. 12:40 P.M.

Hartford Selectboard Code of Conduct

Selectboard Member Responsibilities and Expectations

1. Each Selectboard member is expected to have reviewed the information packet provided by the Town Manager before the meeting.
2. Members shall provide any information and ask any questions they feel are necessary to perform their duties.
3. Members are encouraged to have a working knowledge of Board policies and procedures and the Town Charter.
4. Members shall respect the right of the Chair to control the tone and pace of each discussion and to call for a motion to be made.
5. Members may contact the Town Manager for any information that is necessary to perform their duties, recognizing that employees report to the Town Manager, not to the Selectboard. Selectboard members shall recognize the Town Manager's authority to manage Town employees; members shall not separately engage in the direct management or supervision of Town employees, nor make requests of Town employees without the prior consent of the Town Manager.
6. Selectboard members shall not directly contact the Town's attorney (with the exception of the legal staff of the Vermont League of Cities & Towns) without the prior authorization of the Chair and Town Manager.
7. Each Selectboard member shall recognize that it is the responsibility of the Town Manager and the Selectboard Chair to speak for and on behalf of the Town. Any member may speak on behalf of the Town on a specific subject if they receive prior permission from the Chair.
8. Each Selectboard member has the right to speak on their own behalf as long as they clearly identify that they are speaking for themselves and not the Town, when, for example, responding to press inquiries, engaging in dialogue with citizens, posting on the Town listserv or social media sites, publishing opinion pieces, or blogging.
9. Each Selectboard member shall maintain cordial and cooperative relations with their fellow members, Town employees and Hartford residents.

Selectboard Chair, Additional Responsibilities

10. The Chair is the primary interface to the Town Manager. Provide written reports of communication with the Town Manager and vice versa within a week of their occurrence and immediately in time-critical situations.
11. Along with the Town Manager, the Chair is the primary interface in providing information to the public on behalf of the Town, and in particular to represent the Town in stating settled Town positions to the media. In circumstances where no final decision has been reached on a topic, the Chair shall operate under the rules of Selectboard member interaction with the press and public.
12. The Chair shall set the agenda for any meeting of the Selectboard using a collaborative process that ensures participation in the development of the agenda by all members of the board.

13. The Chair shall be in control of each meeting, setting a respectful meeting tone and maintaining appropriate decorum. The Chair shall ensure that the meetings are run professionally and that all participants behave civilly, with no personal attacks.
14. The Chair is the official head of the Town for all ceremonial purposes or shall appoint a substitute.
15. The Chair shall disseminate relevant information to the other Selectboard members either directly or by delegation to the Vice Chair or Town Manager.
16. The Chair has signatory authority on behalf of the Selectboard for all accounts payable, vendor manifests and other financial documents if and only if a quorum is not available. In the event that this signatory authority is exercised by the Chair, Board approval shall be sought at the next meeting of the Board.
17. The Chair has the authorization to contact the Town's attorney to conduct Town business.

Selectboard Vice Chair, Additional Responsibilities

The role of the Vice Chair is to perform the duties of the Chair whenever the Chair is unavailable.

Selectboard Clerk, Additional Responsibilities

The role of the Clerk is to see to it that the minutes of Selectboard meetings are taken and subsequently brought to the Board for approval. Such minutes shall comply with Vermont statutes and shall, at a minimum, record when meetings begin and adjourn, when Executive sessions begin and adjourn, when members arrive and depart (if different from the full meeting's length), what motions are made and seconded and by whom, and the roll call of any votes taken. It is generally understood that staff will record the minutes and, failing that, the Clerk will do so.

Meeting Attendance

18. Selectboard members are expected to be in the chamber and ready to be seated at the start of the meeting. The Chair shall announce any known late arrivals during roll call.
19. Should a Selectboard member find that they are unexpectedly unable to participate at a meeting at the scheduled time of the meeting, they will immediately notify the Chair, Vice Chair or Town Manager of the inability to participate or delay and anticipated time of arrival.

Meeting Compensation

Selectboard members shall be compensated for meetings and travel as set by the voters at the annual Town Meeting.

Members will be paid for any duly warned meeting of the Selectboard, including emergency sessions, and for any meetings attended as a board liaison or delegate.

With prior approval from the Board, members shall also be compensated for attending seminars and workshops such as trainings from the Vermont League of Cities and Towns.

Liaison Assignments

See Selectboard Committee Liaison Policy.

Departing Member Recognition

After a member has served at least one full term and leaves the Selectboard, the outgoing member shall be presented with an engraved plaque. If the member served as Chair at any time during their one or more full terms of service, the outgoing member shall also be presented with a gavel.

EFFECTIVE DATE. This policy will become effective immediately upon its adoption by the Town of Hartford Selectboard.

Approved by:

Michael Hoyt

Kim Souza

Lannie Collins

Ida Griesemer

Mary Ertlei

Brandon Smith

Susan Buckholz

Town Manager

Date: June 4, 2024

HARTFORD TOWN CLERK'S OFFICE
This 12 day of June 2024
at 12:40 AM PM
Recorded in Bk TR3 Pg 91-93
Town Clerk

Policy Title	Selectboard Committee Liaison Policy
Keywords	Appointment, Board, Committee, Commission, Selectboard, Liaison

Purpose of Policy

The Selectboard seeks an open line of communication between its Boards and Commissions and seeks to foster a positive experience for members of the public serving on Boards and Commissions. The assignment of a Selectboard liaison to each Committee can further these objectives.

Policy Scope

This policy shall apply to all Town Boards, Commissions, and Committees.

Definitions

Town Boards, Commissions, & Committees shall hereafter be referred to as "Committees."

Policy Statement

Role of Committee Liaison

The primary role of the liaison is to serve as an efficient conduit for information exchange between the Selectboard and the Committee; identify when questions of alignment emerge between the Selectboard and the Committee; and collaborate with the Committee Chair to seek timely resolution of questions.

Selectboard liaisons are not expected to attend every meeting. When they do attend, they are expected to reflect the Selectboard's priorities and perspective.

Liaisons are, by definition, non-voting participants On committees where there is already one or more Selectboard members serving, an additional liaison shall not be appointed.

Appointment

The Selectboard shall appoint one of its members as a Committee Liaison to each of the Standing Committees listed in the Addendum. Appointments shall be made annually after the organizational meeting or as soon as practical thereafter. Appointments shall be for one year, by majority vote, either as a slate or for an individual liaison based on the applicant's experience, qualifications, and interest.

Resignations, Removals, and Vacancies

A liaison may resign their appointment at any time. The Selectboard may remove a liaison with or without cause by majority vote of the Selectboard. A vacancy shall be filled as soon as practical.

Staff Liaisons

The Town Manager may appoint a non-voting staff liaison to all Town Committees. Staff may actively participate in meetings and may assist the Chair in developing agendas, work plans, and work product.

Responsible Owner:	Selectboard	
Approved By:	Selectboard: Michael Hoyt Dan Fraser Kim Souza Lannie Collins Mary Erdei Rocket Ally Tufenkjian	
Date Policy in Effect:	02/20/24	Version #1
Amendment Dates:	N/A	N/A
Related Policies & Procedures:	Hartford Committee List Addendum Hartford Committee, Commission & Board Appointment Policy Hartford Committee, Commission & Board Vacancy Notification Policy Selectboard Rules of Procedure Town of Hartford Advisory Board/Commission Application	
Attachments/Links		

Town of Hartford - Liaison Assignments

Boards, Committees & Commissions	2025 Liaisons	Meeting Day	Meeting Time	Staff Contact
Aquatics Center Oversight Committee				None
Conservation Commission		1st Monday of the Month	7:00 PM	Matt Osborn
Design Review Committee		Thursday: see specific schedule	7:00 PM	Jo-Ann Ells
Energy Commission		4th Thursday OTM	5:00 PM	Dana Clawson
Climate Action Steering Team		3rd Wednesday OTM	5:00 PM	Dana Clawson
Hartford Business Revolving Loan (HBRLF)		Qrtly1st Wed. of Mo.	8:30 AM	Lori Hirshfield
Hartford Committee On Racial Equity & Inclusion (HCOREI - 2 seats) **Applications Required**	1. 2.	Wednesday	7:00 PM	Tatum Barnes
Hartford Community Coalition		Meets 5 times a year Wednesdays	4:30 PM	Scott Hausler Scott Cooney Connie Kelley
Hartford Tree Board		Tuesday	5:00 PM	Scott Hausler
Historic Preservation Commission		3rd Wednesday of the Month	5:15 PM	Matt Osborn
Hartford Committee on Housing and Homelessness **Applications Required**		2nd Thursday of the Month	5:00 PM	Lori Hirshfield
Parks & Recreation Commission		2nd Thursday of the Month	5:00 PM	Scott Hausler
Planning Commission		Monday: see specific schedule	5:00 PM	Jo-Ann Ells
Resilient Hartford		Tuesdays	5:00 PM	Matt Osborn
School Board	Liaison: 1st Alternate: 2nd Alternate:	2nd & 4th Wednesday of the Month	6:00 PM	None
Sister Cities		4th Tuesday of the Month	5:00 PM	None
Zoning Board of Adjustment		Wednesday: see specific schedule	6:30 PM	Jo-Ann Ells
Upper Valley Leadership Committee	Town Manager/ SB Chair			None

More Information can be found on the Town Website: https://www.hartford-vt.org
(Under the Government Page – Boards, Committees & Commissions)

Please Note: All notes for the "Commissions" Reports must be sent to the Town Manager's Administrative Assistant before the Selectboard Meetings to be included in the minutes of that meeting.

TOWN OF HARTFORD SELECTBOARD AGENDA
Tuesday, February 25, 2025, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001
This meeting was conducted in person at Town Hall

Present: Kim Souza, Vice-Chair; Mary Erdei, Clerk; Lannie Collins, Member; Brandon Smith, Member, Ida Griesemer, Member; John Haverstock; Chris Holzwarth; Gwen Tuson; Patti Crimmin-Greenan; Dennis Brown; Earl Hatley; Ally Tufenkjian

Present on Zoom: Gail Ostrout; Greg Sheldon; Lana Livingston; Chris Brickell

Absent: Michael Hoyt, Chair

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

I. Call to Order the Selectboard Meeting at 6:01pm by Vice Chair, Kim Souza.
II. Pledge of Allegiance was recited and led by John Haverstock.
III. Local Liquor Control Board:
Selectboard Vice Chair, Kim Souza recessed the Selectboard meeting and opened the Local Liquor Control Board.
Selectboard Member, Lannie Collins made the motion to approve the 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 Licenses. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.
Selectboard Vice Chair, Kim Souza closed the Local Liquor Control Board at 6:16pm and reopened the Selectboard Meeting.

IV. Local Cannabis Control Board: None
V. Order of Agenda: there were no changes to the order of agenda.
VI. Selectboard

1. Public Comment – None

2. Selectboard Comments and Announcements
Lannie Collins thanked the citizens of Hartford for their support. He did find last night, Budget & Candidates Night, disturbing with negative comments made by current selectboard members and former members.
Mary Erdei thanked all the staff, and everyone in Town for all their hard work. Thanks to the candidates for coming out. She encourages others to continue to work for future endeavors. Thanks to Kim Souza who is leaving the Board.
Brandon Smith said thank you to those leaving the Board and he enjoyed serving on the Board and for Kim Souza sharing her expertise.
Kim Souza thanked the voters of Hartford for her past years on the Board. She appreciates that the Town has steady leadership.

3. Appointments
Selectboard Clerk, Mary Erdei made the motion to appoint Dennis Brown, Earl Hatley, Gwen Tuson and Patti Crimmin-Greenan to the Hartford 250th Commemoration Committee beginning February 25, 2025 and ending September 1, 2027 or before. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.

Tabled: Consider the Appointment of Linda Simond Miller to the Hartford 250th Commemoration Committee.

4. Town Manager's Report
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.

5. Board Report, Motions & Ordinances
Motion made: **Selectboard Clerk, Mary Erdei made the motion to authorize the Board Chair to approve the payroll February 16 – March 1, 2025, and approve the AP and payroll dated March 6, 2025. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**

a. Year to Date Financial Review presented by Gail Ostrout. The next review will be late April or early May 2025.

Presentation:
https://www.hartford-vt.org/DocumentCenter/View/12100/22525-Agenda---December-2024-Financials

b. Approve Audit Engagement Letters presented by Gail Ostrout & Mudgett, Jennett & Krogh-Wisner.
Selectboard Clerk, Mary Erdei made the motion that the Selectboard authorize the Selectboard Chair or Vice Chair or other Member and John Haverstock, Town Manager to sign the FYE 2025 Financial Audit Service Engagement letters with Mudgett, Jennett & Krogh-Wisner. (1) $38,500 per Acceptance of Town of Hartford, VT Audit Services on 10/1/2024 paid by the General Fund and(2) $4,300 per Acceptance of Town of Hartford, VT Audit Services on 10/1/2024 paid by the TIF Fund.
Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.

c. Hartford RF1-271 CSO Abatement Project, Finding of No Significant Impact Hearing presented by Chris Holzwarth, DPW.

Selectboard Vice Chair, Kim Souza recessed the Selectboard Meeting and opened the Public Session at 7:30pm.

There were no public comments.

Selectboard Vice Chair, Kim Souza closed the floor to Public Comments, closed the Public Session and reopened the Selectboard Meeting at 7:45PM.

Presentation: https://www.hartford-vt.org/DocumentCenter/View/12101/Hartford-CSO-FONSI-Hearing-Presentation

d. Remarks from Chris Brickell, Executive Director of Vermont's Criminal Justice Council on Fair and Impartial Policing.

The presentation and following comments can be found on the You Tube recording https://www.youtube.com/watch?v=EHGOkRIAzYg at 1:48:55.

It was generally agreed that the next step is for the Town to establish a "working group" suggested by Mr. Bickell to discuss further with the VCJC and the State's Attorney General.

VII. Commission Reports

VIII. Consent Agenda**: Selectboard Member, Brandon Smith made the motion to approve the Consent Agenda. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.**

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**: Selectboard Clerk, Mary Erdei made the motion to adjourn the meeting at 8:53pm. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**

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Mary Erdei
February 25, 2025 Selectboard Meeting

TOWN OF HARTFORD
SPECIAL SELECTBOARD ORGANIZATIONAL
MEETING MINUTES

Thursday, March 6, 2025 at 6:00 pm

This meeting was conducted in person at Town Hall

Present: Michael Hoyt; Erik Krauss; Mary Erdei; Brandon Smith; Ashley Andreas; Miranda Dupre; Ida Griesemer; John Haverstock; Lana Livingston; Peter Zendran

JAM LINK: https://www.youtube.com/watch?v=We6WPsqeAuQ

I. Call to Order by Mike Hoyt at 6PM.

II. Pledge of Allegiance was recited and led by John Haverstock.

III. Confirm that the New Members have Sworn their Oaths with the Town Clerk.

The Town Clerk confirmed to the Town Manager that all new members have sworn their oaths.

IV. Reorganization of Board Positions: Chair, Vice Chair and Clerk

Ida Griesemer made the motion to nominate Mary Erdei for Chair.
Miranda Dupre seconded the motion. 6 were in favor, 1 (Smith) abstained.
The motion passed.

Note: Newly elected Chair, Mary Erdei led the meeting at this point.

Erik Krauss made the motion to nominate Mike Hoyt for Vice Chair.
Ashley Andreas seconded the motion. 6 were in favor, 1 (Smith) abstained. The motion passed.

Miranda Dupre made the motion to nominate Ashley Andreas for Clerk.
Mike Hoyt seconded the motion. 6 were in favor, 1 (Smith) abstained. The motion passed.

V. Review of List of Boards, Commissions and Committees, Review of Selectboard Liaison Policy and Discuss the Liaison Assignment Process. Assignments will be finalized at the March 18, 2025 Selectboard Meeting.

VI. Review Orientation Materials for New Members. John Haverstock reviewed the Selectboard Information Binder that was updated and given to all Selectboard Members. Mr. Haverstock also encouraged all members to sign into the VLCT website and consider the upcoming training.

VII. Ratify Payroll and Accounts Payable

Mike Hoyt made the motion that the full Selectboard ratify the actions of Selectboard member Mike Hoyt on March 4, 2025 to provisionally approve the Payroll and Accounts Payable (as previously authorized by the Selectboard), to wit the Payment Manifest of February 28, 2025, the Payment Manifest of March 6, 2025 and the Check Register of March 6, 2025. Miranda Dupre seconded the motion. 6 were in favor, 1 (Andreas) abstained. The motion passed.

VIII. Adjourn: Mike Hoyt made the motion to adjourn the meeting at 6:25PM.
Brandon Smith seconded the motion. All were in favor and the motion passed.

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Ashley Andreas, Selectboard Clerk
March 6, 2025 SB Organizational Meeting

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
25-0121	**AMERICAN RECOVERY FUNDS**			
036187	OTTER CREEK ENGINEERING, INC.		3/14/2025	2047
24260	PROJ#6 NUTT,HARRISON&LATHAM WKS	0.00	$350.00 / 0.00	350.00
Desc:	PROJ#6 NUTT,HARRISON&LATHAM WKS	Acct: 25-985-121-0117	ARPA - Fund 50 -Nutt Lane,Harrison, La	
	Vendor Total:		350.00 / 0.00	350.00
044606	STUDIO NEXUS ARCHITECTS & PLANNERS		3/14/2025	2048
2312.13	PROJ#1 FEASABILITY BUGBEE JAN'25	0.00	$931.25 / 0.00	931.25
Desc:	Bugbee Senior - Capital Assessment	Acct: 25-985-121-0112	ARPA - Bugbee - Building Assessment	
	Vendor Total:		931.25 / 0.00	931.25
25-0121	**K-9**		**Bank Total:**	**1,281.25**
25-0126	**K-9**			
052650	WEST LEBANON FEED & SUPPLY		3/14/2025	112
744092	K9 FOOD	0.00	$15.99 / 0.00	15.99
Desc:	K9 FOOD	Acct: 25-985-211-0127	HPD K-9 Stanton Foundation	
	Vendor Total:		15.99 / 0.00	15.99
25-0126	**Revaluation Reserve**		**Bank Total:**	**15.99**
25-0174	**Revaluation Reserve**			
059793	TYLER TECHNOLOGIES, INC		3/14/2025	1083
060-116271	2025 REVALUATION CONTRACT JAN'25	0.00	$27,460.87 / 0.00	27,460.87
Desc:	2025 REVALUATION CONTRACT JAN'25	Acct: 25-985-100-0174	Revaluation Exp	
	Vendor Total:		27,460.87 / 0.00	27,460.87
25-0174	**HPD - UNCLAIMED FUNDS**		**Bank Total:**	**27,460.87**
25-0213	**HPD - UNCLAIMED FUNDS**			
013575	DELL MARKETING L.P.		3/14/2025	101
10798952643	CID moniter and a micro PC	0.00	$1,517.37 / 0.00	1,517.37
Desc:	CID moniter and a micro PC	Acct: 25-985-100-0213	HPD - UNCLAIMED FUNDS - MISC	
	Vendor Total:		1,517.37 / 0.00	1,517.37
25-0213	**Highway Engineering Reserve**		**Bank Total:**	**1,517.37**
25-0300	**Highway Engineering Reserve**			
031892	MS&K, INC		3/14/2025	102
17528	PODUNK RD CULVERT 54.66%	0.00	$23,829.75 / 0.00	23,829.75
Desc:	PODUNK RD CULVERT 54.66%	Acct: 25-985-100-0300	Highway Engineering Reserve	
	Vendor Total:		23,829.75 / 0.00	23,829.75
25-0300	**PARKS - PLAYGROUND**		**Bank Total:**	**23,829.75**
25-0522	**PARKS - PLAYGROUND**			
036480	PARK ARCHITECTURE LLC	PARK ARCHITECTURE LLC	3/14/2025	103
2023-02-2339	LYMAN PARK DESIGN FEB'25	0.00	$1,150.00 / 0.00	1,150.00

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: LYMAN PARK DESIGN FEB'25	Acct: 25-985-522-0055	PR -Lyman Point Park Playground		
	Vendor Total:		1,150.00	0.00	1,150.00
25-0522	**Dog Park**		**Bank Total:**		**1,150.00**
73-7302	**Dog Park**				
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		3/14/2025	1138
9600044482FEB'25	TRASH PICK UP - FEB'25 DOG PARK	0.00	$99.01	0.00	99.01
	Desc: TRASH PICK UP - FEB'25 DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:		99.01	0.00	99.01
73-7302	**GENERAL FUND - MASCOMA**		**Bank Total:**		**99.01**
FUND 1 0	**GENERAL FUND - MASCOMA**				
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS		3/14/2025	94342
6084504901042	ALL TRUCKS	0.00	$288.08	0.00	288.08
	Desc: ALL TRUCKS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084505801518	C2	0.00	$78.64	0.00	78.64
	Desc: C2	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084506201614	FORESTRY	0.00	$109.86	0.00	109.86
	Desc: FORESTRY	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084506211275	AMB 22	0.00	$337.66	0.00	337.66
	Desc: AMB 22	Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
	Vendor Total:		814.24	0.00	814.24
001028	AGRI-CYCLE ENERGY, LLC			3/14/2025	94343
39195	COMPOST FEB'25	247.61	$247.61	0.00	247.61
	Desc: COMPOST FEB'25	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:		247.61	0.00	247.61
001170	AIRGAS, INC.	AIRGAS USA, LLC		3/14/2025	94344
9158367382	MED O2	0.00	$102.88	0.00	102.88
	Desc: MED O2	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
2622270	MED O2	0.00	$61.21	0.00	61.21
	Desc: MED O2	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	Vendor Total:		164.09	0.00	164.09
001303	ALDRICH + ELLIOTT, PC			3/14/2025	94345
18061.002,82900	2024 HTFD LTCP ANNUAL REPORT	1,731.73	$1,731.73	0.00	1,731.73
	Desc: 2024 HTFD LTCP ANNUAL REPORT	Acct: 60-961-317-0000	PERMITS & LICENSES		
	Vendor Total:		1,731.73	0.00	1,731.73
001645	ALLIANCE MECHANICAL INC.	ALLIANCE GROUP INC.		3/14/2025	94346
83848	Controls Preventative Maintenance	1,190.00	$1,190.00	0.00	1,190.00
	Desc: Controls Preventative Maintenance	Acct: 60-961-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,190.00	0.00	1,190.00
001650	ALLEN ENGINEERING POOLS AND SPAS			3/14/2025	94347

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
112-505907-01	WALCHEM PUMP+ACCESSORY		2,960.76	$2,960.76	0.00	2,960.76
Desc: WALCHEM PUMP+ACCESSORY		Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL			
112-505942-01	POLYMER		7,584.25	$7,584.25	0.00	7,584.25
Desc: 2300LB BIN SF 8837 Polymer for Trea		Acct: 60-961-340-0000	CHEMICALS			
1CS-502198-01	990 GAL - LIQUID CHLORINE		3,550.00	$3,550.00	0.00	3,550.00
Desc: 900 GAL - LIQUID CHLORINE		Acct: 50-952-340-0000	CHEMICALS			
Desc: 90 GAL - LIQUID CHLORINE		Acct: 55-953-340-0000	CHEMICALS			
Desc: 900 GAL - LIQUID CHLORINE SHIPPING		Acct: 50-952-340-0000	CHEMICALS			
Desc: 90 GAL - LIQUID CHLORINE SHIPPING		Acct: 55-953-340-0000	CHEMICALS			
	Vendor Total:			14,095.01	0.00	14,095.01
001801	AMAZON CAPITAL SERVICES, INC				3/14/2025	94348
1QDW-CKLQ-YYTJ	Office supplies, parking signs		0.00	$478.66	0.00	478.66
Desc: Office supplies, parking signs		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES			
	Vendor Total:			478.66	0.00	478.66
002065	AMERICAN FAMILY LIFE ASSURANCE	AFLAC - AMERICAN FAMILY LIFE			3/14/2025	94349
MAR'25	MARCH 2025 AD&D		0.00	$1,442.70	0.00	1,442.70
Desc: MARCH 2025 AD&D		Acct: 10-012-300-0270	ACCRUED AD&D PAYABLE			
	Vendor Total:			1,442.70	0.00	1,442.70
002180	AMERICAN RETROWORKS INC	GOOD POINT RECYCLING			3/14/2025	94350
77872	OCT-DEC'25 NON-CED MIXED		508.00	$508.00	0.00	508.00
Desc: 10/18/24 Non-CED Mixed		Acct: 30-971-318-0000	CONTRACTED SERVICES			
Desc: 12/03/24 Non-CED Mixed		Acct: 30-971-318-0000	CONTRACTED SERVICES			
Desc: 12/05/24 Non-CED Mixed		Acct: 30-971-318-0000	CONTRACTED SERVICES			
	Vendor Total:			508.00	0.00	508.00
002260	AMERICAN TOWER CORPORATION				3/14/2025	94351
4849351	TOWER RENTAL MAR'25		0.00	$2,163.20	0.00	2,163.20
Desc: TOWER RENTAL		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC			
	Vendor Total:			2,163.20	0.00	2,163.20
002445	ANDERSON EQUIPMENT COMPANY (NY),IN				3/14/2025	94352
64250014520	LOADER PARTS		136.32	$136.32	0.00	136.32
Desc: LOADER PARTS		Acct: 30-971-321-0000	REPAIRS & MAINT-VEHICLES			
	Vendor Total:			136.32	0.00	136.32
004850	BEN'S UNIFORMS INC.				3/14/2025	94353
206612	NEW EMPLOYEE UNIFORMS		0.00	$1,341.88	0.00	1,341.88
Desc: NEW EMPLOYEE UNIFORMS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
206613	NEW EMPLOYEE UNIFORM		0.00	$10.00	0.00	10.00
Desc: NEW EMPLOYEE UNIFORM		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
	Vendor Total:			1,351.88	0.00	1,351.88
004854	BENISTAR/HARTFORD	BESTCO HARTFORD			3/14/2025	94354
APR'25	Benistar Retirees Health Ins April		3,221.50	$12,846.54	0.00	12,846.54
Desc: Benistar Retirees Health Ins April		Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE			

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Benistar Retirees Health Ins April	Acct: 10-171-418-0100		FIN -RETIREE HEALTH INSURANCE		
	Desc: Benistar Retirees Health Ins April	Acct: 10-174-418-0100		ASE -RETIREE HEALTH INSURANCE		
	Desc: Benistar Retirees Health Ins April	Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
	Desc: Benistar Retirees Health Ins April	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
	Desc: Benistar Retirees Health Ins April	Acct: 10-271-418-0100		DISP -RETIREE HEALTH INSURANCE		
	Desc: Benistar Retirees Health Ins April	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
	Desc: Benistar Retirees Health Ins April	Acct: 10-622-418-0100		PDZ -Retiree Health Insurance		
	Desc: Benistar Retirees Health Ins April	Acct: 50-954-418-0100		RETIREE HEALTH INSURANCE		
	Desc: Benistar Retirees Health Ins April	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
		Vendor Total:		12,846.54	0.00	12,846.54
005039	BERGERON, ERIK J	ERIK J BERGERON			3/14/2025	94355
196562	CLEVIS PIN		0.00	$112.86	0.00	112.86
	Desc: Clevis Pin	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
02.28.25	Bobcat Doosan Fuel Return Line		0.00	$52.45	0.00	52.45
	Desc: Bobcat Doosan Fuel Return Line	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
12.20.24	Bench Grinder & Replacement Plan		0.00	$94.48	0.00	94.48
	Desc: Bench Grinder & Replacement Plan	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		259.79	0.00	259.79
006100	BMO FINANCIAL GROUP				3/14/2025	94356
Cooney 02/01-27/25	Cooney, Scott - FD		0.00	$822.68	0.00	822.68
	Desc: Amazon - Charger	Acct: 10-221-320-0000		HFD -EQUIP OPERATION/MAINT-OFFI		
	Desc: KeyBoard/Headset/CleaningSupplies	Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
Czora 02/01-27/25	Czora, Jason - FD		0.00	$14.91	0.00	14.91
	Desc: HD-Key Copies	Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
Delisle 02/01-27/25	Delisle, Jeremy - DPW		471.71	$471.71	0.00	471.71
	Desc: Amazon-Memo Book for Larry	Acct: 60-965-323-0000		MATERIAL & SUPPLIES		
	Desc: Amazon-Memo Book for Larry	Acct: 65-965-323-0000		MATERIALS & SUPPLIES		
	Desc: Amazon-Dust Collector Bags	Acct: 60-964-323-0000		MATERIAL & SUPPLIES		
Gazda 02/01-27/25	Gazda, Bryan - DPW		131.48	$131.48	0.00	131.48
	Desc: Water Pump Pressure Switch	Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
	Desc: Staples - Battery Backup	Acct: 60-964-323-0000		MATERIAL & SUPPLIES		
Hedges 02/01-27/25	Hedges, Charles - FD		0.00	$88.16	0.00	88.16
	Desc: HD-Air Filter	Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING		
	Desc: WPSG-Helmet Front	Acct: 10-221-331-0100		HFD -FIRE SUPPRESSION EQUIPMEN		
John 02/01-27/25	Haverstock, John - TM		0.00	$75.00	0.00	75.00
	Desc: Municipal Solutions Summit Event	Acct: 10-121-315-0000		TM -RECRUITMENT & TRAINING		
Kelley 02/01-27/25	Kelley, Connie - PD		7,007.84	$7,154.57	0.00	7,154.57
	Desc: VistaPrint - Refund	Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
	Desc: SqNatTactica-Training Patrol Critic	Acct: 10-211-315-0000		HPD -RECRUITMENT & TRAINING		
	Desc: BatteryJct-Traffic Wands	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
	Desc: USPS - Postage Evidence	Acct: 10-211-322-0000		HPD -POSTAGE		
	Desc: ICISF Conference Memberships	Acct: 72-211-211-0323		LEMHWA - 15JCOPS-23-GG-01863		
	Desc: ICISF Conference	Acct: 72-211-211-0323		LEMHWA - 15JCOPS-23-GG-01863		
	Desc: ICISF Conference Flights	Acct: 72-211-211-0323		LEMHWA - 15JCOPS-23-GG-01863		
Laliberty02/01-27/25	Laliberty, Will - FD		0.00	$501.40	0.00	501.40
	Desc: Staples - Office supplies	Acct: 10-221-320-0000		HFD -EQUIP OPERATION/MAINT-OFFI		
	Desc: HD-Station Compressor	Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING		

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Vendor ID	Vendor Name	Payee Name			Check Date		Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
	Desc: HD- Materials	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES				
Nulty 02/01-27/25	Nulty, Paula - Admin		0.00	$80.99	0.00		80.99
	Desc: PocketPrep-Test Prep	Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING				
	Desc: LL Bean-Outgoing PD Chief Appreciat	Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION				
Ostrout 02/01-27/25	Ostrout, Gail - FIN		0.00	$202.99	0.00		202.99
	Desc: Meals+Refreshments for Event	Acct: 10-171-311-0000	FIN -TRAVEL & MEETINGS				
Peltier 02/01-27/25	Peltier, Tom - FD		0.00	$571.11	0.00		571.11
	Desc: HD-Respirators	Acct: 10-221-316-0000	HFD -FIRE SAFETY EDUCATION				
	Desc: NFA-Meals for training	Acct: 10-221-311-0000	HFD -TRAVEL & MEETINGS				
	Desc: Gas	Acct: 10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS				
Sheldon 02/01-27/25	Sheldon, Gergory - PD		0.00	$792.40	0.00		792.40
	Desc: VT DMV - Registrations Fees	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES				
	Desc: NH EZ-Pass - Tolls	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS				
	Desc: Shelving-Coffe-Retirement Supplies	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES				
Ta 02/01-27/25	Clarke, Ta - PD		0.00	$116.92	0.00		116.92
	Desc: Laptop Cover + Drinks for retiremen	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES				
	Desc: Transactions in error need refund	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE				
Vincent 02/01-27/25	Vincent, Richard - Val		0.00	$99.00	0.00		99.00
	Desc: Prime MLS - Q2-2025 FEES	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES				
Walsh 02/01-27/25	Walsh, Dillon - IT		0.00	$49.98	0.00		49.98
	Desc: Amazon - SFP Connector	Acct: 10-181-330-0000	IT -OFFICE EQUIPMENT				
006100	BMO FINANCIAL GROUP				3/14/2025		94357
Cooney 02/28-28/25	Cooney, Scott - FD		0.00	$34.98	0.00		34.98
	Desc: Amazon - Desk Stand	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI				
	Vendor Total:			11,208.28	0.00		11,208.28
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC			3/14/2025		94358
85616393	MED SUPPLIES		0.00	$178.73	0.00		178.73
	Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL				
	Vendor Total:			178.73	0.00		178.73
006965	BRADYPLUS OF VERMONT	BRADY INDUSTRIES			3/14/2025		94359
9723902	CLEANING SUPPLIES		0.00	$37.76	0.00		37.76
	Desc: CLEANING SUPPLIES	Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES				
	Vendor Total:			37.76	0.00		37.76
007745	BURGESS LOSS PREVENTION ASSOCIATES				3/14/2025		94360
3068	INTERNAL INVESTIGATION SERVICES		0.00	$1,309.12	0.00		1,309.12
	Desc: INTERNAL INVESTIGATION SERVICES	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES				
	Vendor Total:			1,309.12	0.00		1,309.12
007760	BURLINGTON COMMUNICATIONS				3/14/2025		94361
BCS16414	RADIO MAINTENANCE MAR'25		0.00	$140.00	0.00		140.00
	Desc: RADIO MAINTENANCE MAR'25	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES				
BCS16415	AVETEC EQUIPMENT MAINT MAR'25		0.00	$450.00	0.00		450.00
	Desc: AVETEC EQUIPMENT MAINTENANCE	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES				
BCS16444	12 MOTOROLA XPR 3500-RADIOS REC		0.00	$11,157.00	0.00		11,157.00
	Desc: 12 MOTOROLA XPR 3500-RADIOS REC	Acct: 10-521-331-0000	PR -DEPARTMENT EQUIPMENT				

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	Vendor Total:		11,747.00 / 0.00	11,747.00
008038	BUTLER'S BUS SERVICE		3/14/2025	94362
103-014584	FEB VENTURES FIELDTRIP	0.00	$253.75 / 0.00	253.75
Desc: Feb. Ventures Fieldtrip		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES	
	Vendor Total:		253.75 / 0.00	253.75
008098	C&G CREATIVE CATERING, INC		3/14/2025	94363
03.04.25	ELECTION FOOD	0.00	$341.10 / 0.00	341.10
Desc: Election Food		Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES	
	Vendor Total:		341.10 / 0.00	341.10
008650	CARGILL, INCORPORATED		3/14/2025	94364
2910689234	43.1 ST SALT @ $86.75/ST	0.00	$3,738.92 / 0.00	3,738.92
Desc: 43.1 ST SALT @ $86.75/ST		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
2910716706	44.36 Tons of Salt @ 86.75/Ton	0.00	$3,848.23 / 0.00	3,848.23
Desc: 1,500 Tons of Salt @ $86.75/Ton		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
2910645345	88.57 TONS OF SALT @86.75/TON	0.00	$7,683.45 / 0.00	7,683.45
Desc: 88.57 TONS OF SALT @86.75/TON		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
2910653436	22.26 ST SALT @ $86.75/ST	0.00	$1,931.06 / 0.00	1,931.06
Desc: 22.26 ST SALT @ $86.75/ST		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
2910658703	44.69 ST OF SALT @ $86.75/ST	0.00	$3,876.86 / 0.00	3,876.86
Desc: 44.69 ST OF SALT @ $86.75/ST		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
2910672554	22.17 ST SALT @ $86.75/ST	0.00	$1,923.25 / 0.00	1,923.25
Desc: 22.17 ST SALT @ $86.75/ST		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
2910677913	65.32 ST SALT @ $86.75/ST	0.00	$5,666.51 / 0.00	5,666.51
Desc: 65.32 ST SALT @ $86.75/ST		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
2910683703	21.29 ST SALT @ $86.75/ST	0.00	$1,846.91 / 0.00	1,846.91
Desc: 21.29 ST SALT @ $86.75/ST		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
2910685264	21.62 ST SALT @ $86.75/ST	0.00	$1,875.54 / 0.00	1,875.54
Desc: 21.62 ST SALT @ $86.75/ST		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
	Vendor Total:		32,390.73 / 0.00	32,390.73
009075	CENTRAL VERMONT COMMUNICATIONS		3/14/2025	94365
10407624	PAGERS MAR-MAY 2025	71.85	$71.85 / 0.00	71.85
Desc: PAGERS MAR-MAY 2025		Acct: 50-954-324-0000	TELEPHONE	
Desc: PAGERS MAR-MAY 2025		Acct: 55-954-324-0000	TELEPHONE	
Desc: PAGERS MAR-MAY 2025		Acct: 60-964-324-0000	TELEPHONE	
Desc: PAGERS MAR-MAY 2025		Acct: 65-964-324-0000	TELEPHONE	
	Vendor Total:		71.85 / 0.00	71.85
009470	CHAMPLIN ASSOCIATES INC		3/14/2025	94366
5290	EATON VFD CERTIFIED REPAIRS	8,022.00	$8,022.00 / 0.00	8,022.00
Desc: EATON VFD CERTIFIED REPAIRS		Acct: 60-961-318-0000	CONTRACTED SERVICES	
	Vendor Total:		8,022.00 / 0.00	8,022.00
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	3/14/2025	94367
4220822790	MATTS	0.00	$30.00 / 0.00	30.00

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	Desc: MATTS	Acct: 10-530-318-0000		PR -CONTRACTED SERVICES		
4222326505	MECHANIC LAUNDRY		0.00	$35.76	0.00	35.76
	Desc: MECHANIC LAUNDRY	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
4222326527	UNIFORMS CLEANING		0.00	$52.44	0.00	52.44
	Desc: UNIFORMS CLEANING	Acct: 10-325-326-0000		DPW -UNIFORMS		
4223004917	MATTS		0.00	$30.00	0.00	30.00
	Desc: MATTS	Acct: 10-530-318-0000		PR -CONTRACTED SERVICES		
4223005015	MECHANIC LAUNDRY		0.00	$35.76	0.00	35.76
	Desc: MECHANIC LAUNDRY	Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
4223005053	UNIFORMS		0.00	$52.44	0.00	52.44
	Desc: UNIFORMS	Acct: 10-325-326-0000		DPW -UNIFORMS		
	Vendor Total:			236.40	0.00	236.40
010285	CLIFFORD, ERIC	ERIC CLIFFORD			3/14/2025	94368
02.19.25	MEAL REIMB 02.24.25 - 02.25.25		0.00	$60.00	0.00	60.00
	Desc: MEAL REIMBURSEMENT	Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
	Vendor Total:			60.00	0.00	60.00
010832	COMCAST				3/14/2025	94369
0134242MAR'25	N HARTLAND RD - INTERNET		91.90	$91.90	0.00	91.90
	Desc: N HARTLAND RD - INTERNET	Acct: 30-971-324-0000		TELEPHONE		
0262894MAR'25	IZZO PL - INTERNET		230.39	$230.39	0.00	230.39
	Desc: IZZO PL - INTERNET	Acct: 65-963-324-0000		TELEPHONE		
0273164MAR'25	CRANBERRY LN - INTERNET		180.81	$180.81	0.00	180.81
	Desc: CRANBERRY LN - INTERNET	Acct: 50-952-324-0000		TELEPHONE		
	Vendor Total:			503.10	0.00	503.10
011400	COONEY, SCOTT	SCOTT COONEY			3/14/2025	94370
03.11.25	MEALS EVENT 03.01.25-04.04.25		0.00	$295.00	0.00	295.00
	Desc: MEALS	Acct: 10-221-311-0000		HFD -TRAVEL & MEETINGS		
	Vendor Total:			295.00	0.00	295.00
012868	SBA TOWERS II, LLC				3/14/2025	94371
IN13879037	TOWER RENTAL MAR'25		0.00	$1,102.50	0.00	1,102.50
	Desc: TOWER RENTAL	Acct: 10-271-320-0100		DISP -EQUIP OPERATION-COMMUNIC		
	Vendor Total:			1,102.50	0.00	1,102.50
013575	DELL MARKETING L.P.				3/14/2025	94372
10767865362	USB-C AC ADAPTER		0.00	$44.99	0.00	44.99
	Desc: USB-C AC ADAPTER	Acct: 10-221-320-0000		HFD -EQUIP OPERATION/MAINT-OFFI		
10777630947	FOXIT PDF EDITOR		0.00	$232.63	0.00	232.63
	Desc: FOXIT PDF EDITOR	Acct: 10-221-320-0000		HFD -EQUIP OPERATION/MAINT-OFFI		
10782701636	COPIER - 142 IZZO PL		417.09	$417.09	0.00	417.09
	Desc: COPIER - 142 IZZO PL	Acct: 65-963-331-0000		DEPARTMENT EQUIPMENT		
	Vendor Total:			694.71	0.00	694.71
014273	DOTTER, AARON	AARON DOTTER			3/14/2025	94373
03.11.25	MEAL REIMB 03.31.25 - 04.04.25		0.00	$295.00	0.00	295.00

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Desc: DOTTER MEALL REIMBURSEMENT		Acct: 10-221-311-0000	HFD -TRAVEL & MEETINGS			
	Vendor Total:		295.00	0.00		295.00
014423	DUBOIS & KING, INC				3/14/2025	94374
627943L,1224073	GATES/FAIRVIEW RETAINING WALL 12.24	0.00	$1,458.72	0.00		1,458.72
Desc: GATES/FAIRVIEW RETAINING WALL 12.24		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF			
014423	DUBOIS & KING, INC				3/14/2025	94375
627943L,225018	GATES/FAIRVIEW RETAINING WALL 01.25	0.00	$3,403.68	0.00		3,403.68
Desc: GATES/FAIRVIEW RETAINING WALL 01.25		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF			
014423	DUBOIS & KING, INC				3/14/2025	94376
627943L.01,23554	GATES/FAIRVIEW RETAINING WALL	0.00	$2,162.50	0.00		2,162.50
Desc: GATES/FAIRVIEW RETAINING WALL		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF			
014423	DUBOIS & KING, INC				3/14/2025	94377
630490L	361 S St Slope Stabilization & Bldg	1,112.50	$1,112.50	0.00		1,112.50
Desc: Slope Stabilization & Bldg Demo Eng		Acct: 12-622-622-0010	State of VT Hazard Mitigatiion #02140-3			
	Vendor Total:		8,137.40	0.00		8,137.40
014447	DUFRESNE GROUP				3/14/2025	94378
19412	WILDER WATER MAIN FD - JAN'25	11,176.25	$11,176.25	0.00		11,176.25
Desc: WILDER WATER MAIN FD - JAN'25		Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE			
	Vendor Total:		11,176.25	0.00		11,176.25
015001	EAGLE POINT GUN/T.J.MORRIS&SON				3/14/2025	94379
158485	Ammunition	0.00	$1,686.00	0.00		1,686.00
Desc: Ammunition		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
	Vendor Total:		1,686.00	0.00		1,686.00
015500	ENDYNE, INC				3/14/2025	94380
522154	TESTING	90.00	$90.00	0.00		90.00
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES			
522462	TESTING	90.00	$90.00	0.00		90.00
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES			
522574	TESTING	46.00	$46.00	0.00		46.00
Desc: TESTING		Acct: 55-954-318-0000	CONTRACTED SERVICES			
523634	TESTING	90.00	$90.00	0.00		90.00
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES			
523635	TESTING	72.00	$72.00	0.00		72.00
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES			
523921	TESTING	72.00	$72.00	0.00		72.00
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES			
523922	TESTING	36.00	$36.00	0.00		36.00
Desc: TESTING		Acct: 55-954-318-0000	CONTRACTED SERVICES			
	Vendor Total:		496.00	0.00		496.00
015615	ESRI, INC	ENVIRONMENTAL SYSTEM RESEARCH			3/14/2025	94381
94924405	ARCGIS ANNUAL FEE	0.00	$810.00	0.00		810.00
Desc: ARCGIS ANNUAL FEE		Acct: 10-622-318-0000	PDZ -CONTRACTED SERVICES			

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		Vendor Total:		810.00	0.00	810.00
015805	EUROFINS ENVIRONMENT TESTING				3/14/2025	94382
294544	TESTING		219.80	$219.80	0.00	219.80
Desc: TESTING		Acct: 65-964-318-0000		CONTRACTED SERVICES		
		Vendor Total:		219.80	0.00	219.80
015815	EVANS GROUP INC	EVANS GROUP INC.			3/14/2025	94383
0073225-IN	5000 GAL DIESEL		0.00	$13,946.51	0.00	13,946.51
Desc: 5000 GAL DIESEL		Acct: 10-321-319-0000		DPW -EQUIPMENT OPERATION-GAS		
9797961	GAS - FEB 2025		1,315.10	$1,727.05	0.00	1,727.05
Desc: GAS - FEB 2025		Acct: 10-321-319-0000		DPW -EQUIPMENT OPERATION-GAS		
Desc: GAS - FEB 2025		Acct: 30-971-319-0000		EQUIPMENT OPERATION-GAS		
Desc: GAS - FEB 2025		Acct: 50-954-319-0000		EQUIPMENT OPERATION-GAS		
Desc: GAS - FEB 2025		Acct: 55-954-319-0000		EQUIPMENT OPERATION - GAS		
Desc: GAS - FEB 2025		Acct: 60-961-319-0000		EQUIPMENT OPERATION-GAS		
Desc: GAS - FEB 2025		Acct: 65-963-319-0000		EQUIPMENT OPERATION-GAS		
9797964	GAS - FEB'25		0.00	$2,814.35	0.00	2,814.35
Desc: GAS - FEB'25		Acct: 10-221-319-0000		HFD -EQUIPMENT OPERATION-GAS		
9797965	GAS - FEB'25		0.00	$372.14	0.00	372.14
Desc: GAS - FEB'25		Acct: 10-521-319-0000		PR -EQUIPMENT OPERATION-GAS		
Desc: GAS - FEB'25		Acct: 10-511-331-0000		PR -Department Equipment		
9797966	HPD GAS FEB'25		0.00	$4,352.87	0.00	4,352.87
Desc: HPD GAS FEB'25		Acct: 10-211-319-0000		HPD -EQUIPMENT OPERATION-GAS		
		Vendor Total:		23,212.92	0.00	23,212.92
016080	CONSOLIDATED COMMUNICATIONS				3/14/2025	94384
11833807752FEB'25	WRJ WATER TANKS		374.50	$374.50	0.00	374.50
Desc: WRJ WATER TANKS		Acct: 50-952-324-0000		TELEPHONE		
13444320594FEB'25	RADIO CIRCUITS		0.00	$752.79	0.00	752.79
Desc: RADIO CIRCUITS		Acct: 10-271-320-0100		DISP -EQUIP OPERATION-COMMUNIC		
		Vendor Total:		1,127.29	0.00	1,127.29
016390	FASTENAL COMPANY				3/14/2025	94385
NHCLA143654	PARTS		0.00	$131.07	0.00	131.07
Desc: PARTS-AMB		Acct: 10-221-321-0200		HFD -REPAIRS & MAINT EMS VEHICLI		
Desc: PARTS-FORESTRY		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
NHCLA143889	MATERIALS		0.00	$120.82	0.00	120.82
Desc: MATERIALS		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		251.89	0.00	251.89
016445	FBI - LEEDA				3/14/2025	94386
71684753-25	MEMBERSHIP - FURNARI		0.00	$50.00	0.00	50.00
Desc: MEMBERSHIP - FURNARI		Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		
71686762-25	MEMBERSHIP - EBBIGHAUSEN		0.00	$50.00	0.00	50.00
Desc: MEMBERSHIP - EBBIGHAUSEN		Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		
71706860-25	MEMBERSHIP - MACDONALD		0.00	$50.00	0.00	50.00
Desc: MEMBERSHIP - MACDONALD		Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		

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	Vendor Total:		150.00 0.00	150.00
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	3/14/2025	94387
1268764	MATERIALS	163.85	$163.85 0.00	163.85
Desc: MATERIALS		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR	
	Vendor Total:		163.85 0.00	163.85
016896	FIRE SERVICE EDUCATORS LLC		3/14/2025	94388
1845	PATCHES FOR UNIFORMS	0.00	$555.00 0.00	555.00
Desc: PATCHES FOR UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS	
	Vendor Total:		555.00 0.00	555.00
017110	FISHER AUTO PARTS, INC		3/14/2025	94389
301-225846	PD 5 PARTS	0.00	$57.01 0.00	57.01
Desc: PD 5 PARTS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES	
301-226207	PARTS	0.00	$153.89 0.00	153.89
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES	
301-227010	PARTS	0.00	$146.68 0.00	146.68
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		357.58 0.00	357.58
017356	FORTIFIED AUTO LOCK & SAFE		3/14/2025	94390
404523	2ND FLOOR DOOR REPAIRS	0.00	$622.00 0.00	622.00
Desc: 2ND FLOOR DOOR REPAIRS		Acct: 10-161-321-0000	TH -REPAIRS & MAINT	
	Vendor Total:		622.00 0.00	622.00
017850	GALLS, LLC	GALLS, LLC	3/14/2025	94391
030513331	SOCKS AND T SHIRT	0.00	$109.80 0.00	109.80
Desc: SOCKS AND T SHIRT		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
	Vendor Total:		109.80 0.00	109.80
017943	GARCIA, OSCAR	OSCAR D GARCIA	3/14/2025	94392
02.15.2025	License Application	115.00	$115.00 0.00	115.00
Desc: License Application		Acct: 65-963-317-0000	PERMITS & LICENSES	
	Vendor Total:		115.00 0.00	115.00
018900	GOSLIN, MICHAEL	MICHAEL GOSLIN	3/14/2025	94393
02.06.25	UNIFORM ALLOWANCE	0.00	$59.89 0.00	59.89
Desc: UNIFORM ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
03.07.25	GAS REIMBURSEMENT	0.00	$46.00 0.00	46.00
Desc: GAS		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS	
527091	K9 CAR PARTS REIMB	0.00	$115.64 0.00	115.64
Desc: K9 CAR PARTS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		221.53 0.00	221.53
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP	3/14/2025	94394
34591000004MAR'25	RADIO TOWER	0.00	$240.28 0.00	240.28

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Desc: RADIO TOWER		Acct: 10-271-323-0000	DISP -MATERIAL & SUPPLIES			
34926000000MAR'25	PARK/LEHMAN BRIDGE LGTS		0.00	$127.86	0.00	127.86
Desc: PARK/LEHMAN BRIDGE LGTS		Acct: 10-314-329-0000	DPW -ELECTRICITY			
36340000003MAR'25	FROST PARK A STREET		0.00	$53.20	0.00	53.20
Desc: FROST PARK A STREET		Acct: 10-521-329-0000	PR -ELECTRICITY			
37762000000MAR'25	N MAIN ST		0.00	$102.25	0.00	102.25
Desc: N MAIN ST		Acct: 10-314-329-0000	DPW -ELECTRICITY			
39065357434MAR'25	CURRIER ST		0.00	$106.46	0.00	106.46
Desc: CURRIER ST		Acct: 10-314-329-0000	DPW -ELECTRICITY			
44390000006MAR'25	BILLINGS FARM RD LIGHTS		0.00	$65.47	0.00	65.47
Desc: BILLINGS FARM RD LIGHTS		Acct: 10-314-329-0000	DPW -ELECTRICITY			
49762000005MAR'25	BRIDGE ST PUMP STN		207.71	$207.71	0.00	207.71
Desc: BRIDGE ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY			
59511000008MAR'25	CAMPBELL ST PUMP STN		235.18	$235.18	0.00	235.18
Desc: CAMPBELL ST PUMP STN		Acct: 50-954-329-0000	ELECTRICITY			
67700100000MAR'25	RT 5 POLE 95		0.00	$33.48	0.00	33.48
Desc: RT 5 POLE 95		Acct: 10-314-329-0000	DPW -ELECTRICITY			
74856156851MAR'25	97 MAIN ST CHARGING STN		0.00	$382.29	0.00	382.29
Desc: 97 MAIN ST CHARGING STN		Acct: 10-314-329-0100	DPW -ELECTRICITY - CHARGING STA			
77700100009MAR'25	POLE 1 PLEASANTVIEW		0.00	$52.76	0.00	52.76
Desc: POLE 1 PLEASANTVIEW		Acct: 10-314-329-0000	DPW -ELECTRICITY			
78840100008MAR'25	RAILROAD ROW - ENGINE 494		0.00	$94.50	0.00	94.50
Desc: RAILROAD ROW - ENGINE 494		Acct: 10-521-329-0000	PR -ELECTRICITY			
87700100008MAR'25	CHRISTIAN ST POLE		0.00	$29.72	0.00	29.72
Desc: CHRISTIAN ST POLE		Acct: 10-314-329-0000	DPW -ELECTRICITY			
89290000002MAR'25	HEMLOCK RIDGE		39.03	$39.03	0.00	39.03
Desc: HEMLOCK RIDGE		Acct: 50-954-329-0000	ELECTRICITY			
91611000000MAR'25	FERRY RD - SEWER PUMP		284.58	$284.58	0.00	284.58
Desc: FERRY RD - SEWER PUMP		Acct: 60-964-329-0000	ELECTRICITY			
97762000004MAR'25	N MAIN ST HWY LGTS		0.00	$69.24	0.00	69.24
Desc: N MAIN ST HWY LGTS		Acct: 10-314-329-0000	DPW -ELECTRICITY			
98340000003MAR'25	A ST PUMP STN		33.92	$33.92	0.00	33.92
Desc: A ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY			
98490000001MAR'25	ELM/GILLETTE ST		138.94	$138.94	0.00	138.94
Desc: ELM/GILLETTE ST		Acct: 60-964-329-0000	ELECTRICITY			
Hausler 02/01-27/25	Hausler, Scott - REC		0.00	$247.27	0.00	247.27
Desc: REDZONE 5K RACE		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES			
Jay 02/01-27/25	McDonough, Jay - REC		0.00	$419.45	0.00	419.45
Desc: BJ's - Ice Fishing Supplies		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES			
Desc: NRPA Renewal		Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING			
Desc: DollarTree-Dance Supplies		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES			
Kenison 02/01-27/25	Kenison, Corey - REC		0.00	$624.52	0.00	624.52
Desc: HD - Battery		Acct: 10-530-320-0000	PR -EQUIP OPERATION & MAINT			
Desc: Amazon - New Park Flags		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES			
Tatum 02/01-27/25	Barnes, Tatum - REC		0.00	$613.69	0.00	613.69
Desc: AFTERSCHOOL SUPPLIES		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
Desc: AFTERSCHOOL FIELD TRIP		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
Desc: VALENTINE'S DAY DANCE SUPPLIES		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
Desc: AFTERSCHOOL SNACKS		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			

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	Desc: Target - Cleaning Supplies	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
04832000006MAR'25	S MAIN ST PUMP STN	135.71	$135.71	0.00		135.71
	Desc: S MAIN ST PUMP STN	Acct: 60-964-329-0000	ELECTRICITY			
09832000005MAR'25	BRIGGS PARK	0.00	$57.72	0.00		57.72
	Desc: BRIGGS PARK	Acct: 10-521-329-0000	PR -ELECTRICITY			
13611000004MAR'25	HARTFORD VILLAGE STLGT	0.00	$92.05	0.00		92.05
	Desc: HARTFORD VILLAGE STLGT	Acct: 10-314-329-0000	DPW -ELECTRICITY			
20822960512MAR'25	1732 QUECHEE MAIN	0.00	$24.93	0.00		24.93
	Desc: 1732 QUECHEE MAIN	Acct: 10-314-329-0000	DPW -ELECTRICITY			
26340000004MAR'25	N MAIN ST - CHRISTMAS TREE	0.00	$20.43	0.00		20.43
	Desc: N MAIN ST - CHRISTMAS TREE	Acct: 10-521-329-0000	PR -ELECTRICITY			
33490000008MAR'25	DEPOT ST SIDEWALK	0.00	$64.49	0.00		64.49
	Desc: DEPOT ST SIDEWALK	Acct: 10-314-329-0000	DPW -ELECTRICITY			
	Vendor Total:		4,597.13	0.00		4,597.13
020140	GREENWOOD EMERGENCY VEHICLES, INC	GREENWOOD EMERGENCY VEHICLES, INC			3/14/2025	94395
0000115264	E2	0.00	$371.48	0.00		371.48
	Desc: E2	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		371.48	0.00		371.48
020556	HAMPSHIRE FIRE PROTECT CO, LLC				3/14/2025	94396
269179	KITCHEN HOOD SUPRESSION SYSTEM INSP	0.00	$335.00	0.00		335.00
	Desc: KITCHEN HOOD SUPRESSION SYSTEM INSP	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES			
	Vendor Total:		335.00	0.00		335.00
020610	HANNUX, SHAWN	SHAWN HANNUX			3/14/2025	94397
03.11.25	MEALS 03.31.25-04.01.25	0.00	$118.00	0.00		118.00
	Desc: MEAL REIMBURSEMENT	Acct: 10-221-311-0000	HFD -TRAVEL & MEETINGS			
	Vendor Total:		118.00	0.00		118.00
020701	HANOVER, TOWN OF	TOWN OF HANOVER			3/14/2025	94398
02335	TOWER RENTAL - NOVEMBER'24	0.00	$562.61	0.00		562.61
	Desc: TOWER RENTAL - NOVEMBER	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC			
02438	TOWER RENTAL - JANUARY'25	0.00	$562.61	0.00		562.61
	Desc: TOWER RENTAL - JANUARY	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC			
	Vendor Total:		1,125.22	0.00		1,125.22
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD			3/14/2025	94399
211600,00434356	275 DEPOT ST - WATER	50.45	$50.45	0.00		50.45
	Desc: 275 DEPOT ST - WATER	Acct: 60-962-328-0000	WATER			
220715,00434357	120 SOUTH STREET FROST PARK	0.00	$276.21	0.00		276.21
	Desc: 120 SOUTH STREET FROST PARK	Acct: 10-521-328-0000	PR -WATER			
	Vendor Total:		326.66	0.00		326.66
021783	HAVERSTOCK, JOHN S	JOHN S HAVERSTOCK			3/14/2025	94400
FEB'25	MILEAGE ALLOWANCE FEB'25	0.00	$333.33	0.00		333.33
	Desc: MILEAGE ALLOWANCE FEB'25	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS			
MAR'25	MILEAGE ALLOWANCE MAR'25	0.00	$333.33	0.00		333.33

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	Desc: MILEAGE ALLOWANCE MAR'25	Acct: 10-121-311-0000		TM -TRAVEL & MEETINGS		
		Vendor Total:		666.66	0.00	666.66
022440	HERNANDEZ, CHRISTIAN	CHRISTIAN HERNANDEZ			3/14/2025	94401
02.19.25	MEAL REIMB 02.24.25 - 02.25.25		0.00	$60.00	0.00	60.00
	Desc: MEAL REIMBURSEMENT	Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
		Vendor Total:		60.00	0.00	60.00
022703	HILL, MARY	MARY HILL			3/14/2025	94402
FEB'25	RET REIMB FEB 25		0.00	$396.45	0.00	396.45
	Desc: Ret reimb Feb 25	Acct: 10-151-418-0100		TC -Retirees		
		Vendor Total:		396.45	0.00	396.45
023449	LEGACY POWER, LLC				3/14/2025	94403
INV-ISI-002716	SOLAR ARRAY - FEB'25		1,451.95	$1,451.95	0.00	1,451.95
	Desc: SOLAR ARRAY - FEB'25	Acct: 65-963-329-0000		ELECTRICITY		
		Vendor Total:		1,451.95	0.00	1,451.95
023473	INGRAM LIBRARY SERVICES LLC				3/14/2025	94404
86867006	BOOKS		0.00	$27.43	0.00	27.43
	Desc: BOOKS	Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRAF		
86867007	BOOKS		0.00	$53.63	0.00	53.63
	Desc: BOOKS	Acct: 10-712-316-0500		LIB -APPROP - W. HARTFORD LIBRAF		
		Vendor Total:		81.06	0.00	81.06
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON			3/14/2025	94405
55168,505-193764	Hydraulic Hose Crimper and Inventor		0.00	$8,772.20	0.00	8,772.20
	Desc: Hydraulic Hose Crimper and Inventor	Acct: 10-321-323-0000		DPW -MATERIAL & SUPPLIES		
195157	SWITCH FOR LIGHTS		0.00	$15.69	0.00	15.69
	Desc: SWITCH FOR LIGHTS	Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
195791	E2		0.00	$30.66	0.00	30.66
	Desc: E2	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
195792	E2		0.00	$112.37	0.00	112.37
	Desc: E2	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		8,930.92	0.00	8,930.92
025229	KEELING, SIMON	SIMON KEELING			3/14/2025	94406
02.18.25	UNIFORM ALLOWANCE BOOTS		0.00	$393.97	0.00	393.97
	Desc: UNIFORM ALLOWANCE BOOTS	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
MAR'25	JAN-MARCH GYM REIMBURSEMENT		0.00	$123.00	0.00	123.00
	Desc: JAN-MARCH GYM REIMBURSEMENT	Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		
		Vendor Total:		516.97	0.00	516.97
026051	KOLOSKI PLUMBING & HEATING, LLC				3/14/2025	94407
3166	WORK @ PAULA ST HOUSE		134.05	$134.05	0.00	134.05
	Desc: WORK @ PAULA ST HOUSE	Acct: 50-954-318-0000		CONTRACTED SERVICES		
		Vendor Total:		134.05	0.00	134.05

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026192	KURTZHALZ, KRISTIAN	KRISTIAN KURTZHALZ		3/14/2025		94408
1123	SNOW REMOVAL - JAN'25	0.00	$7,110.00	0.00		7,110.00
Desc:	SNOW REMOVAL - JAN'25	Acct: 10-312-318-0000	DPW -CONTRACTED SERVICES			
Desc:	SNOW REMOVAL - JAN'25 BUGBEE	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES			
1128	SNOW REMOVAL - FEB'25	0.00	$11,030.00	0.00		11,030.00
Desc:	SNOW REMOVAL - FEB'25	Acct: 10-312-318-0000	DPW -CONTRACTED SERVICES			
Desc:	SNOW REMOVAL - FEB'25 BUGBEE	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES			
	Vendor Total:		18,140.00	0.00		18,140.00
027402	LEBANON, CITY OF	CITY OF LEBANON		3/14/2025		94409
FEB'25	TIPPING FEES - FEB'25	6,993.47	$6,993.47	0.00		6,993.47
Desc:	TIPPING FEES - FEB'25	Acct: 30-974-318-0000	CONTRACTED SERVICES			
	Vendor Total:		6,993.47	0.00		6,993.47
027403	LEBANON, CITY OF	CITY OF LEBANON		3/14/2025		94410
JAN'25	GRIT DISPOSAL - JAN'25	8,395.80	$8,395.80	0.00		8,395.80
Desc:	GRIT DISPOSAL - JAN'25	Acct: 60-961-318-0000	CONTRACTED SERVICES			
FEB'25	GRIT DISPOSAL - FEB'25	9,336.60	$9,336.60	0.00		9,336.60
Desc:	GRIT DISPOSAL - FEB'25	Acct: 60-961-318-0000	CONTRACTED SERVICES			
	Vendor Total:		17,732.40	0.00		17,732.40
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		3/14/2025		94411
4333626,25360	#2 OIL 346.1G@$2.8181 N.HARTLAND RD	985.72	$985.72	0.00		985.72
Desc:	#2 OIL 346.1G@$2.8181 N.HARTLAND RD	Acct: 30-971-327-0000	BUILDING HEAT			
4333626,94520	#2 OIL 1500GAL@2.8181 VA CUTOFF	0.00	$4,272.15	0.00		4,272.15
Desc:	#2 OIL 1500GAL@2.8181 VA CUTOFF	Acct: 10-221-327-0000	HFD -BUILDING HEAT			
Desc:	#2 OIL 1500GAL@2.8181 VA CUTOFF	Acct: 10-211-327-0000	HPD -BUILDING HEAT			
4484213,1835	#2 OIL 5000GAL@$2.8181 319 LATHAM	14,240.50	$14,240.50	0.00		14,240.50
Desc:	#2 OIL 5000GAL@$2.8181 319 LATHAM	Acct: 60-961-327-0000	BUILDING HEAT			
4484213,517060	#2 OIL 1400GAL@$2.8181 142 IZZO PL	3,987.34	$3,987.34	0.00		3,987.34
Desc:	#2 OIL 1400GAL@$2.8181 142 IZZO PL	Acct: 65-963-327-0000	BUILDING HEAT			
	Vendor Total:		23,485.71	0.00		23,485.71
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN		3/14/2025		94412
APR'25	RET REIMB APR 2025	0.00	$452.22	0.00		452.22
Desc:	Ret reimb Apr 2025	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
	Vendor Total:		452.22	0.00		452.22
028848	MADISON NATIONAL LIFE INSURANCE CO,			3/14/2025		94413
MAR'25	LIFE INS, MARCH 2025	291.28	$2,782.38	0.00		2,782.38
Desc:	Life Ins. March 2025	Acct: 10-121-240-0000	TM -LIFE INSURANCE			
Desc:	Life Ins. March 2025	Acct: 10-151-240-0000	TC -LIFE INSURANCE			
Desc:	Life Ins. March 2025	Acct: 10-171-240-0000	FIN -LIFE INSURANCE			
Desc:	Life Ins. March 2025	Acct: 10-174-240-0000	ASE -LIFE INSURANCE			
Desc:	Life Ins. March 2025	Acct: 10-175-240-0000	DEL -LIFE INSURANCE			
Desc:	Life Ins. March 2025	Acct: 10-181-240-0000	IT -LIFE INSURANCE			
Desc:	Life Ins. March 2025	Acct: 10-211-240-0000	HPD -LIFE INSURANCE			
Desc:	Life Ins. March 2025	Acct: 10-221-240-0000	HFD -LIFE INSURANCE			

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	Desc: Life Ins. March 2025	Acct: 10-271-240-0000		DISP -LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 10-312-240-0000		DPW -LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 10-325-240-0000		DPW -LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 10-511-240-0000		PR -LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 10-514-240-0000		PR -LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 10-530-240-0000		PR -LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 10-621-240-0000		PDZ -LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 10-622-240-0000		PDZ -LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 30-974-240-0000		LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 30-975-240-0000		LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 50-954-240-0000		LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 50-954-240-0000		LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 55-955-240-0000		LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 60-961-240-0000		LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 60-965-240-0000		LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 65-963-240-0000		LIFE INSURANCE		
	Desc: Life Ins. March 2025	Acct: 65-965-240-0000		LIFE INSURANCE		
		Vendor Total:		2,782.38	0.00	2,782.38
029380	MARCO EQUIPMENT SALES LLC				3/14/2025	94414
11585	E2		0.00	$109.09	0.00	109.09
	Desc: E2	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		109.09	0.00	109.09
029745	DARTMOUTH HITCHCOCK	DARTMOUTH HITCHCOCK			3/14/2025	94415
12.04.24	EMS QUARTERLY TRAINING		0.00	$3,750.00	0.00	3,750.00
	Desc: EMS QUARTERLY TRAINING	Acct: 10-221-331-0000		HFD -DEPARTMENT EQUIPMENT		
		Vendor Total:		3,750.00	0.00	3,750.00
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK			3/14/2025	94416
02.09.25	PREEMPLOYMENT O BRACKETT		0.00	$215.00	0.00	215.00
	Desc: PREEMPLOYMENT O BRACKETT	Acct: 10-211-315-0000		HPD -RECRUITMENT & TRAINING		
		Vendor Total:		215.00	0.00	215.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			3/14/2025	94417
252568028	DESK CALENDARS		0.00	$21.98	0.00	21.98
	Desc: DESK CALENDARS	Acct: 10-325-323-0000		DPW -MATERIAL & SUPPLIES		
252594273	KEYBOARD,MOUSE		0.00	$75.97	0.00	75.97
	Desc: KEYBOARD,MOUSE	Acct: 10-325-320-0000		DPW -EQUIPMENT OPER/MAINT - OFI		
252756400	OFFICE SUPPLIES		0.00	$1.04	0.00	1.04
	Desc: OFFICE SUPPLIES	Acct: 10-171-323-0000		FIN -MATERIAL & SUPPLIES		
		Vendor Total:		98.99	0.00	98.99
029905	MAYO, JEFFREY	JEFFREY MAYO			3/14/2025	94418
FEB'25	FEB GYM REIMBURSEMENT		0.00	$25.05	0.00	25.05
	Desc: FEB GYM REIMBURSEMENT	Acct: 10-271-313-0000		DISP -MEMBERSHIP DUES		
		Vendor Total:		25.05	0.00	25.05
029915	MAZIARZ, PETER D	PETER D MAZIARZ			3/14/2025	94419

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
MAR'25	JAN-MARCH GYM REIMBURSEMENT	0.00	$123.00 / 0.00	123.00
Desc:	JAN-MARCH GYM REIMBURSEMENT	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES	
	Vendor Total:		123.00 / 0.00	123.00
030200	MCMASTER-CARR SUPPLY COMPANY	MCMASTER-CARR SUPPLY CO	3/14/2025	94420
40317185	TANK HEATERS	266.40	$266.40 / 0.00	266.40
Desc:	TANK HEATERS	Acct: 65-963-331-0000	DEPARTMENT EQUIPMENT	
	Vendor Total:		266.40 / 0.00	266.40
030240	MCNALL, GLENN A	GLENN A MCNALL	3/14/2025	94421
02.05.2025	CDL LICENSE RENEWAL	46.00	$46.00 / 0.00	46.00
Desc:	CDL License Renewal	Acct: 60-961-317-0000	PERMITS & LICENSES	
	Vendor Total:		46.00 / 0.00	46.00
031390	MODERN CLEANERS & TAILORS, INC		3/14/2025	94422
69009A	HPD UNI CLEANING FEB'25	0.00	$340.75 / 0.00	340.75
Desc:	HPD UNI CLEANING	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
69009A-2	HFD UNI CLEANING FEB'25	0.00	$17.00 / 0.00	17.00
Desc:	HFD UNI CLEANING	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS	
	Vendor Total:		357.75 / 0.00	357.75
031438	MONAGHAN SAFAR PLLC		3/14/2025	94423
25674	LEGAL: AMB CONTRACT-SPECIALTY VEHIC	0.00	$765.00 / 0.00	765.00
Desc:	LEGAL: AMB CONTRACT-SPECIALTY VEHIC	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
25668A	LEGAL: GENERAL MATTERS	0.00	$262.60 / 0.00	262.60
Desc:	LEGAL: GENERAL MATTERS	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
25669	WILDER DAM RE-LICENSING	0.00	$67.50 / 0.00	67.50
Desc:	WILDER DAM RE-LICENSING	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
25671	LEGAL: AFSCME COUNCIL 93 PETITION	0.00	$1,949.90 / 0.00	1,949.90
Desc:	LEGAL: AFSCME COUNCIL 93 PETITION	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
25673	LEGAL: D.S. HARTSTATT MTNG ATTENDAN	0.00	$967.50 / 0.00	967.50
Desc:	LEGAL: D.S. HARTSTATT MTNG ATTENDAN	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
031438	MONAGHAN SAFAR PLLC		3/14/2025	94424
25670	SYKES MTN AVE DEVELOPMENT	0.00	$602.00 / 0.00	602.00
Desc:	SYKES MTN AVE DEVELOPMENT	Acct: 10-013-100-0000	EXCHANGES PAYABLE	
031438	MONAGHAN SAFAR PLLC		3/14/2025	94425
25672	LEGAL: PARKING LOT LICENSE	0.00	$559.00 / 0.00	559.00
Desc:	LEGAL: PARKING LOT LICENSE	Acct: 10-013-100-0000	EXCHANGES PAYABLE	
031438	MONAGHAN SAFAR PLLC		3/14/2025	94423
25668B	LEGAL: GENERAL MATTERS	0.00	$344.90 / 0.00	344.90
Desc:	LEGAL: GENERAL MATTERS	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
	Vendor Total:		5,518.40 / 0.00	5,518.40
031622	MOODY, BRYCE A	BRYCE A MOODY	3/14/2025	94426
MAR'25	MARCH GYM REIMBURSEMENT	0.00	$20.50 / 0.00	20.50
Desc:	MARCH GYM REIMBURSEMENT	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES	

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Vendor Total:		20.50	0.00	20.50
031625	MOODY, SCOTT	SCOTT MOODY			3/14/2025	94427
02.19.25	MEAL REIMB 02.24.25 - 02.25.25		0.00	$60.00	0.00	60.00
Desc:	MEAL REIMBURSEMENT	Acct:	10-211-311-0000	HPD -TRAVEL & MEETINGS		
		Vendor Total:		60.00	0.00	60.00
031735	MORSE, SARAH A	SARAH A MORSE			3/14/2025	94428
NOV'24-FEB'25	NOV - FEB GYM REIMBURSEMENT		0.00	$129.12	0.00	129.12
Desc:	NOV - FEB GYM REIMBURSEMENT	Acct:	10-271-313-0000	DISP -MEMBERSHIP DUES		
		Vendor Total:		129.12	0.00	129.12
031875	MOTOROLA SOLUTIONS, INC				3/14/2025	94429
8282079136	GTAC DELIVERY		0.00	$153.00	0.00	153.00
Desc:	GTAC DELIVERY	Acct:	10-211-331-0000	HPD -DEPARTMENT EQUIPMENT		
		Vendor Total:		153.00	0.00	153.00
031955	MES SERVICE COMPANY, LLC	MES SERVICE COMPANY, LLC			3/14/2025	94430
IN2201606	DUTY BOOTS		0.00	$148.31	0.00	148.31
Desc:	DUTY BOOTS	Acct:	10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
IN2212970	SCBA FLOW TEST/REPAIRS		0.00	$869.98	0.00	869.98
Desc:	SCBA FLOW TEST/REPAIRS	Acct:	10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
		Vendor Total:		1,018.29	0.00	1,018.29
031998	MURPHY, RYAN M	RYAN M MURPHY			3/14/2025	94431
03.06.2025	REIMBURSEMENT - GLOVES		0.00	$34.99	0.00	34.99
Desc:	Gloves	Acct:	10-325-326-0000	DPW -UNIFORMS		
		Vendor Total:		34.99	0.00	34.99
032104	MVP SELECT CARE INC.				3/14/2025	94432
JAN'25	Health Ins Advisory JAN-2025		41.65	$343.00	0.00	343.00
Desc:	Health Ins Advisory JAN-2025	Acct:	10-121-220-0000	TM -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-151-220-0000	TC -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-171-220-0000	FIN -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-174-220-0000	ASE -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-181-220-0000	IT -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-211-220-0000	HPD -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-221-220-0000	HFD -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-271-220-0000	DISP -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-311-220-0000	DPW -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-325-220-0000	DPW -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-511-220-0000	PR -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-514-220-0000	PR -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-521-220-0000	PR -HEALTH INSURANCE		
Desc:	Health Ins Advisory JAN-2025	Acct:	10-521-418-0100	PR -RETIREE HEALTH INSURANCE		

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Health Ins Advisory JAN-2025	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance		
	Desc: Health Ins Advisory JAN-2025	Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory JAN-2025	Acct: 65-965-220-0000	HEALTH INSURANCE		
FEB'25	Health Ins Advisory FEB 2025	41.65	$339.50	0.00	339.50
	Desc: Health Ins Advisory FEB 2025	Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-311-220-0000	DPW -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-521-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory FEB 2025	Acct: 65-965-220-0000	HEALTH INSURANCE		
	Vendor Total:		682.50	0.00	682.50
032106	MVP HEALTH CARE, INC - UNDER 65	MVP HEALTH CARE, INC		3/14/2025	94433
FEB'25	MVP FEB2025	25,427.43	$184,296.30	0.00	184,296.30
	Desc: MVP FEB2025	Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
	Desc: MVP FEB2025	Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
	Desc: MVP FEB2025	Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
	Desc: MVP FEB2025	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
	Desc: MVP FEB2025	Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
	Desc: MVP FEB2025	Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
	Desc: MVP FEB2025	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: MVP FEB2025		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-312-220-0000	DPW -HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-530-220-0000	PR -HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: MVP FEB2025		Acct: 65-965-220-0000	HEALTH INSURANCE		
MAR'25	MVP MARCH 2025		25,427.43	$187,052.80	0.00	187,052.80
	Desc: MVP March 2025		Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-312-220-0000	DPW -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-530-220-0000	PR -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 10-622-418-0100	PDZ -Retiree Health Insurance		
	Desc: MVP March 2025		Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: MVP March 2025		Acct: 65-965-220-0000	HEALTH INSURANCE		

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Vendor Total:		371,349.10	0.00	371,349.10
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS	3/14/2025	94434
1017075	MSW Transport_02/01/25 - 02/28/25	4,624.82	$4,624.82	0.00	4,624.82
Desc:	MSW Transport_02/01/25 - 02/28/25	Acct: 30-974-318-0000	CONTRACTED SERVICES		
1017121	CURBSIDE RECYCLING	29,162.79	$29,162.79	0.00	29,162.79
Desc:	Curbside Recycling_Monthly Charge	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Desc:	Curbside Recycling_Zero Sort	Acct: 30-931-318-0000	CONTRACTED SERVICES		
	Vendor Total:		33,787.61	0.00	33,787.61
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	3/14/2025	94435
9600004155FEB'25	TRASH PICK UP - FEB'25	0.00	$260.06	0.00	260.06
Desc:	TRASH PICK UP - FEB'25	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Desc:	TRASH PICK UP - FEB'25	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Desc:	TRASH PICK UP - FEB'25	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
9600004122FEB'25	TRASH PICK UP - FEB'25 TH	0.00	$276.26	0.00	276.26
Desc:	TRASH PICK UP - FEB'25 TH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
9600004148FEB'25	TRASH PICK UP - FEB'25 BUGBEE	0.00	$351.76	0.00	351.76
Desc:	TRASH PICK UP - FEB'25 BUGBEE	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		
9600291752FEB'25	TRASH PICK UP - FEB'25 WABA	0.00	$145.60	0.00	145.60
Desc:	TRASH PICK UP - FEB'25 WABA	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		1,033.68	0.00	1,033.68
035050	NORTHERN NURSERIES INC		3/14/2025	94436
209905	SEEDS	0.00	$198.00	0.00	198.00
Desc:	SEEDS	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
216271	GRASS SEED	0.00	$143.50	0.00	143.50
Desc:	GRASS SEED	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	Vendor Total:		341.50	0.00	341.50
035545	NUCAR FORD OF LEBANON		3/14/2025	94437
70374	VEHICLE REPAIR	0.00	$2,582.55	0.00	2,582.55
Desc:	VEHICLE REPAIR	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
102997	VAN MOULDING REPLACEMENT	0.00	$202.62	0.00	202.62
Desc:	VAN MOULDING REPLACEMENT	Acct: 10-511-331-0000	PR -Department Equipment		
	Vendor Total:		2,785.17	0.00	2,785.17
035735	O'NEIL, LISA	LISA O'NEIL	3/14/2025	94438
03.04.25	REIMBURSEMENT FOR ELECTION FOOD	0.00	$139.62	0.00	139.62
Desc:	Reimbursement for Election food	Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES		
	Vendor Total:		139.62	0.00	139.62
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE	3/14/2025	94439
106729	INSPECIONS FEB'25	0.00	$27.12	0.00	27.12
Desc:	HFD INSPECTIONS FEB'25	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Desc:	HPD INSPECTIONS FEB'25	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		27.12	0.00	27.12

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
037276	PETE'S TIRE BARNS, INC		3/14/2025	94440
285134	TIRE - LOADER	0.00	$205.20 / 0.00	205.20
Desc: TIRE - LOADER		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		205.20 / 0.00	205.20
037450	PIKE INDUSTRIES INC		3/14/2025	94441
1314303	STONE	0.00	$2,747.60 / 0.00	2,747.60
Desc: 3/8" Stone Supergrit & Washed Stone		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
1314242	STONE	0.00	$1,273.46 / 0.00	1,273.46
Desc: 3/8" Stone (Supergrit)		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES	
	Vendor Total:		4,021.06 / 0.00	4,021.06
037475	PINE STATE ELEVATOR CO		3/14/2025	94442
50216233	LIGHTS AND BATTERY REPLACEMEN	0.00	$344.67 / 0.00	344.67
Desc: LIGHTS AND BATTERY REPLACEMENT		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES	
Desc: LIGHTS AND BATTERY REPLACEMENT		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES	
	Vendor Total:		344.67 / 0.00	344.67
037492	PINNACLE TIMING LLC		3/14/2025	94443
20250208-1	REDZONE 5K	0.00	$500.00 / 0.00	500.00
Desc: REDZONE 5K		Acct: 10-516-318-0000	PR -CONTRACTED SERVICES	
20250208-2	LEDYARDS REDZONE 5K	0.00	$67.00 / 0.00	67.00
Desc: LEDYARDS REDZONE 5K		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES	
	Vendor Total:		567.00 / 0.00	567.00
037551	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC	3/14/2025	94444
FEB'25	FEB'25 POSTAGE	881.82	$2,147.49 / 0.00	2,147.49
Desc: Postage		Acct: 10-121-322-0000	TM -POSTAGE	
Desc: Postage		Acct: 10-171-322-0000	FIN -POSTAGE	
Desc: Postage		Acct: 10-151-322-0000	TC -POSTAGE	
Desc: Postage		Acct: 10-511-322-0000	PR -POSTAGE	
Desc: Postage		Acct: 10-622-322-0000	PDZ -POSTAGE	
Desc: Postage		Acct: 10-175-322-0000	DEL -POSTAGE	
Desc: Postage		Acct: 50-955-322-0000	POSTAGE	
Desc: Postage		Acct: 55-955-322-0000	POSTAGE	
Desc: Postage		Acct: 60-965-322-0000	POSTAGE	
Desc: Postage		Acct: 65-965-322-0000	POSTAGE	
Desc: Postage		Acct: 10-211-322-0000	HPD -POSTAGE	
Desc: Postage		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF	
	Vendor Total:		2,147.49 / 0.00	2,147.49
038495	PRIORITY EXPRESS, INC.		3/14/2025	94445
8172259	INTERLIBRARY LOAN FEB'25	0.00	$105.20 / 0.00	105.20
Desc: INTERLIBRARY LOAN FEB'25		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF	
	Vendor Total:		105.20 / 0.00	105.20
039250	RADIO NORTH GROUP INC		3/14/2025	94446
24146875	RADIO BATTERIES	0.00	$1,330.00 / 0.00	1,330.00

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: RADIO BATTERIES	Acct: 10-211-320-0100		HPD -EQUIP OPERATION/COMMUNIC.		
		Vendor Total:		1,330.00	0.00	1,330.00
039500	RATTA, JEREMIAH	JEREMIAH J RATTA			3/14/2025	94447
03.08.25	REIMBURSEMENT FOR MED PRODUCT WC		0.00	$26.25	0.00	26.25
	Desc: REIMBURSEMENT FOR MED PRODUCT WC	Acct: 10-221-418-0000		HFD -PROPERTY & LIABILITY INSURA		
		Vendor Total:		26.25	0.00	26.25
039510	RC CLEANING LLC	RC CLEANING LLC			3/14/2025	94448
395	FEBRUARY TOWN HALL CLEANING		0.00	$2,475.00	0.00	2,475.00
	Desc: February Town Hall Cleaning	Acct: 10-161-318-0000		TH -CONTRACTED SERVICES		
396	PD CLEANING FEB'25		0.00	$1,440.00	0.00	1,440.00
	Desc: PD CLEANING	Acct: 10-211-318-0000		HPD -CONTRACTED SERVICES		
	Desc: DISPATCH CLEANING	Acct: 10-211-320-0000		HPD -EQUIP OPERATION/MAINT-OFFI		
397	FEB'25 W HARTFORD LIBRARY		0.00	$320.00	0.00	320.00
	Desc: FEB'25 W HARTFORD LIBRARY	Acct: 10-524-318-0000		PR -CONTRACTED SERVICES		
		Vendor Total:		4,235.00	0.00	4,235.00
039710	REED TRUCK SERVICES INC	SG REED TRUCK SERVICES INC,			3/14/2025	94449
28885	COOLANT HOSE H-8		0.00	$12.28	0.00	12.28
	Desc: COOLANT HOSE H-8	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		12.28	0.00	12.28
040250	RICHARD ELECTRIC, INC.				3/14/2025	94450
51697A	WATER PUMP REPAIR		90.00	$90.00	0.00	90.00
	Desc: WATER PUMP REPAIR	Acct: 55-954-318-0000		CONTRACTED SERVICES		
52298	SERVICE CALL: ROOM 2 LIGHT SWITCH		0.00	$147.00	0.00	147.00
	Desc: SERVICE CALL: ROOM 2 LIGHT SWITCH	Acct: 10-161-321-0000		TH -REPAIRS & MAINT		
52422	ROOM 2 SWITCH		0.00	$280.17	0.00	280.17
	Desc: ROOM 2 SWITCH	Acct: 10-161-321-0000		TH -REPAIRS & MAINT		
		Vendor Total:		517.17	0.00	517.17
040751	ROGERS, LARRY	LARRY ROGERS			3/14/2025	94451
JAN'25-MAR'25	Ret reimb adj Jan Feb Mar 25		165.00	$165.00	0.00	165.00
	Desc: Ret reimb adj Jan Feb Mar 25	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
		Vendor Total:		165.00	0.00	165.00
041195	RUSSELL RESOURCES, INC.				3/14/2025	94452
246225	PARTS		816.02	$816.02	0.00	816.02
	Desc: Valve Sol 3 Way SST 1/4 Fem	Acct: 60-964-320-0100		EQUIP OPERATION/MAINT-GENERAL		
		Vendor Total:		816.02	0.00	816.02
041450	SABIL & SONS, INC	SABIL & SONS, INC			3/14/2025	94453
47798	Rear Axle Shaft for H-7		0.00	$769.64	0.00	769.64
	Desc: Rear Axle Shaft for H-7	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		769.64	0.00	769.64

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
041586	SANBORN, HEAD & ASSOCIATES, INC				3/14/2025	94454
05005.002,0067960	C&D EVALUATION - FEB'25		6,261.00	$6,261.00	0.00	6,261.00
Desc: C&D EVALUATION - FEB'25		Acct: 30-973-318-0000		CONTRACTED SERVICES		
	Vendor Total:			6,261.00	0.00	6,261.00
041857	PITNEY BOWES GLOBAL FINANCIAL	PITNEY BOWES GLOBAL FINANCIAL			3/14/2025	94455
3320461277	POSTAGE MACHINE LEASE FEB-APR 2025		0.00	$597.00	0.00	597.00
Desc: POSTAGE MACHINE LEASE FEB-APR 2025		Acct: 10-121-320-0000		TM -EQUIP OPERATION/MAINT-OFFIC		
	Vendor Total:			597.00	0.00	597.00
043190	SOLOMITA, DANIEL	DANIEL SOLOMITA			3/14/2025	94456
MAR'25	JAN- MARCH GYM MEMBERSHIP		0.00	$123.00	0.00	123.00
Desc: JAN- MARCH GYM MEMBERSHIP		Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		
	Vendor Total:			123.00	0.00	123.00
043400	MILTON CAT	SOUTHWORTH-MILTON, INC.			3/14/2025	94457
INV3500246	SENSOR		0.00	$216.28	0.00	216.28
Desc: SENSOR		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
SCR0548982	RETURNED SENSOR		0.00	$-163.39	0.00	-163.39
Desc: RETURNED SENSOR		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
INV3498584	SENSOR		0.00	$163.39	0.00	163.39
Desc: SENSOR		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			216.28	0.00	216.28
043930	STAPLES CONTRACT & COMMERCIAL	STAPLES ADVANTAGE			3/14/2025	94458
7004324085	PAPER		0.00	$40.37	0.00	40.37
Desc: PAPER		Acct: 10-271-323-0000		DISP -MATERIAL & SUPPLIES		
7004121213	OFFICE SUPPLIES		0.00	$70.22	0.00	70.22
Desc: ANTI SLIP MAT		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
Desc: TAPE DISPENSER, STAPLER, TAPE, DESK		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
	Vendor Total:			110.59	0.00	110.59
044204	STEARNS SEPTIC SERVICE, LLC				3/14/2025	94459
9581021925	SLUDGE HAULING - 24,000 GAL		1,884.00	$1,884.00	0.00	1,884.00
Desc: SLUDGE HAULING - 24,000 GAL		Acct: 65-963-318-0000		CONTRACTED SERVICES		
9581030425	SLUDGE HAULING		1,884.00	$1,884.00	0.00	1,884.00
Desc: SLUDGE HAULING		Acct: 65-963-318-0000		CONTRACTED SERVICES		
	Vendor Total:			3,768.00	0.00	3,768.00
044220	STERICYCLE, INC				3/14/2025	94460
8010011946	MED DISPOSAL		0.00	$35.37	0.00	35.37
Desc: MED DISPOSAL		Acct: 10-221-331-0500		HFD -MEDICAL EQUIPMENT & SUPPL		
	Vendor Total:			35.37	0.00	35.37
044560	STRATUS TELECOM LLC				3/14/2025	94461
20625	FAX SERVICES - MAR'25		0.00	$139.31	0.00	139.31
Desc: FAX SERVICES - MAR'25		Acct: 10-271-324-0000		DISP -TELEPHONE		

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: FAX SERVICES - MAR'25	Acct: 10-221-324-0000		HFD -TELEPHONE		
	Desc: FAX SERVICES - MAR'25	Acct: 10-211-324-0000		HPD -TELEPHONE		
	Desc: FAX SERVICES - MAR'25	Acct: 10-121-324-0000		TM -TELEPHONE		
		Vendor Total:		139.31	0.00	139.31
045350	AXON ENTERPRISE, INC				3/14/2025	94462
INUS324199	2 LICENSES		0.00	$127.93	0.00	127.93
	Desc: 2 LICENSES	Acct: 10-211-330-0000		HPD -OFFICE EQUIPMENT		
		Vendor Total:		127.93	0.00	127.93
045484	TELEPHONE & NETWORK TECHNOLOGIES				3/14/2025	94463
847016	VERIZON ANALOG LINES		135.00	$135.00	0.00	135.00
	Desc: VERIZON ANALOG LINES	Acct: 55-953-324-0000		TELEPHONE		
	Desc: VERIZON ANALOG LINES	Acct: 50-954-324-0000		TELEPHONE		
	Desc: VERIZON ANALOG LINES	Acct: 65-963-324-0000		TELEPHONE		
847087	TELEPHONE		0.00	$144.00	0.00	144.00
	Desc: TELEPHONE	Acct: 10-622-320-0000		PDZ -EQUIP OPERATION/MAINT-OFFI		
		Vendor Total:		279.00	0.00	279.00
046000	TI-SALES INC				3/14/2025	94464
INV0179448	METERS + SUBCRIPTION		9,041.00	$9,041.00	0.00	9,041.00
	Desc: Neptune 360 Advanced AMR	Acct: 50-955-331-0000		DEPARTMENT EQUIPMENT		
	Desc: Neptune 360 Advanced AMR Setup	Acct: 55-955-331-0000		DEPARTMENT EQUIPMENT		
	Desc: Neptune 360 SaaS Subscription	Acct: 50-955-318-0000		CONTRACTED SERVICES		
	Desc: Neptune 360 SaaS Subscription	Acct: 55-955-318-0000		CONTRACTED SERVICES		
INV0181397	METERS		3,630.72	$3,630.72	0.00	3,630.72
	Desc: 5/8" x 1/2" Neptune T-10 Meters	Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
INV0179743	SUPPLIES		495.98	$495.98	0.00	495.98
	Desc: SUPPLIES	Acct: 50-952-340-0000		CHEMICALS		
		Vendor Total:		13,167.70	0.00	13,167.70
047080	TWOHIG POLYGRAPH SERVICES LLC				3/14/2025	94465
02.18.25	POLYGRAPH O BRACKETT		0.00	$450.00	0.00	450.00
	Desc: POLYGRAPH O BRACKETT	Acct: 10-211-315-0000		HPD -RECRUITMENT & TRAINING		
		Vendor Total:		450.00	0.00	450.00
047095	UFO PARTY RENTALS, LLC	UFO PARTY RENTALS, LLC			3/14/2025	94466
10119B	PHOTO BOOTH RENTALS		0.00	$845.00	0.00	845.00
	Desc: PHOTO BOOTH RENTALS	Acct: 10-516-318-0000		PR -CONTRACTED SERVICES		
		Vendor Total:		845.00	0.00	845.00
047497	UPPER VALLEY AQUATIC CENTER				3/14/2025	94467
42	PERSONAL TRAINING		0.00	$2,025.00	0.00	2,025.00
	Desc: PERSONAL TRAINING	Acct: 10-221-331-0000		HFD -DEPARTMENT EQUIPMENT		
		Vendor Total:		2,025.00	0.00	2,025.00
048185	VALLEY IMAGING & AWARDS				3/14/2025	94468
21814	SB RETIRING GIFTS		0.00	$523.40	0.00	523.40

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
	Desc: SB retiring gifts	Acct: 10-111-323-0000	SB -MATERIAL & SUPPLIES			
21820	SERVICE AWARD - R.H.	334.85	$334.85	0.00		334.85
	Desc: SERVICE AWARD - R.H.	Acct: 60-961-315-0000	RECRUITMENT & TRAINING			
	Vendor Total:		858.25	0.00		858.25
048300	VALLEY NEWS	VALLEY NEWS			3/14/2025	94469
125977,4443470	ZONING BOARD ADJ 03.26.2025	0.00	$205.20	0.00		205.20
	Desc: ZONING BOARD ADJ 03.26.2025	Acct: 10-621-312-0000	PDZ -ADVERTISING			
129897,4443416	PARKS & REC RFP - FIELD SVCS	0.00	$50.40	0.00		50.40
	Desc: PARKS & REC RFP - FIELD SVCS	Acct: 10-511-312-0000	PR -ADVERTISING			
125977,4443472	PLANNING COMMISSION 03.31.25	0.00	$295.20	0.00		295.20
	Desc: PLANNING COMMISSION 03.31.25	Acct: 10-622-312-0000	PDZ -ADVERTISING			
129897,4443340	PARKS & REC RFPS	0.00	$176.40	0.00		176.40
	Desc: PARKS & REC RFPS	Acct: 10-511-312-0000	PR -ADVERTISING			
125911,4443709	SB AGENDA 03.18.2025	0.00	$304.20	0.00		304.20
	Desc: SB AGENDA 03.18.2025	Acct: 10-111-312-0000	SB -ADVERTISING			
	Vendor Total:		1,031.40	0.00		1,031.40
048575	VERIZON WIRELESS				3/14/2025	94470
6107369024	VERIZON BROADBAND FEB 2025	0.00	$1,110.82	0.00		1,110.82
	Desc: VERIZON BROADBAND FEB 2025	Acct: 10-221-324-0000	HFD -TELEPHONE			
	Desc: VERIZON BROADBAND FEB 2025	Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI			
	Desc: VERIZON BROADBAND FEB 2025	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS			
	Desc: VERIZON BROADBAND FEB 2025	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS			
6107432477	VERIZON CELL PHONES FEB 2025	386.60	$3,386.60	0.00		3,386.60
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-121-324-0000	TM -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-171-324-0000	FIN -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-174-324-0000	ASE -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-181-324-0000	IT -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-221-324-0000	HFD -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-211-324-0000	HPD -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-271-324-0000	DISP -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-325-324-0000	DPW -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-511-324-0000	PR -TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-512-318-0000	PR -CONTRACTED SERVICES			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 30-971-324-0000	TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 50-955-324-0000	TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 55-955-324-0000	TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 60-965-324-0000	TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 65-965-324-0000	TELEPHONE			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-121-330-0000	TM -OFFICE EQUIPMENT			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 50-955-330-0000	OFFICE EQUIPMENT			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 55-955-330-0000	OFFICE EQUIPMENT			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 60-965-330-0000	OFFICE EQUIPMENT			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 65-965-330-0000	OFFICE EQUIPMENT			
	Desc: VERIZON CELL PHONES FEB 2025	Acct: 10-221-324-0000	HFD -TELEPHONE			
	Vendor Total:		4,497.42	0.00		4,497.42
050251	VERMONT LEAGUE OF CITIES AND TOWNS	VLCT PROPERTY & CASUALTY			3/14/2025	94471

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REN250285-Q2	WC/PROPERTY LIABILITY APR-JUN'25		48,320.25	$271,120.94	0.00	271,120.94
Desc: P & L Insurance - April 2025		Acct: 10-811-418-0000		FIN -PROPERTY & LIABILITY INSURAI		
Desc: P & L Insurance - April 2025 UVAC		Acct: 10-013-100-0000		EXCHANGES PAYABLE		
Desc: P & L Insurance - April 2025 - refu		Acct: 10-811-418-0000		FIN -PROPERTY & LIABILITY INSURAI		
Desc: P & L Insurance - April 2025 -		Acct: 30-975-418-0000		PROPERTY & LIABILITY INS		
Desc: P & L Insurance - April 2025 -		Acct: 50-955-418-0000		PROPERTY & LIABILITY INS		
Desc: P & L Insurance - April 2025 -		Acct: 55-955-418-0000		PROPERTY & LIABILITY INS		
Desc: P & L Insurance - April 2025 -		Acct: 60-961-418-0000		PROPERTY & LIABILITY INSURANCE		
Desc: P & L Insurance - April 2025 -		Acct: 65-963-418-0000		PROPERTY & LIABILITY INSURANCE		
Desc: Work Comp Insurance - April 2025		Acct: 10-211-250-0000		HPD -WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 10-221-250-0000		HFD -WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 10-271-250-0000		DISP -WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 10-311-250-0000		DPW -WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 10-312-250-0000		DPW -WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 10-325-250-0000		DPW -WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 10-341-250-0000		CEM -Work Comp		
Desc: Work Comp Insurance - April 2025		Acct: 50-954-250-0000		WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 50-955-250-0000		WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 55-954-250-0000		WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 55-955-250-0000		WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 60-961-250-0000		WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 60-965-250-0000		WORKERS COMP		
Desc: Work Comp Insurance - April 2025		Acct: 65-963-250-0000		WORKERS COMP		
	Vendor Total:			271,120.94	0.00	271,120.94
050455	VERMONT LIFE SAFETY LLC				3/14/2025	94472
53290	FIRE ALARM TEST+INSP 319 LATHAM WKS		355.00	$355.00	0.00	355.00
Desc: FIRE ALARM TEST+INSP 319 LATHAM WKS		Acct: 60-961-318-0000		CONTRACTED SERVICES		
	Vendor Total:			355.00	0.00	355.00
051502	VERMONT STATE TREASURER, ANR	TREASURER - STATE OF VERMONT			3/14/2025	94473
HQ9-SFVX-HJ0FQ	WILDER WW PROJ PERMIT APP		900.00	$900.00	0.00	900.00
Desc: WILDER WW PROJ PERMIT APP		Acct: 50-955-317-0000		PERMITS & LICENSES		
	Vendor Total:			900.00	0.00	900.00
051943	VISION SERVICE PLAN	VISION SERVICE PLAN			3/14/2025	94474
MAR'25	VISION MAR 2025		0.00	$2,112.50	0.00	2,112.50
Desc: VISION MAR 2025		Acct: 10-012-300-0225		ACCRUED VISION INSURANCE PAYAI		
	Vendor Total:			2,112.50	0.00	2,112.50
053040	WHITE RIVER CAR WASH				3/14/2025	94475
FEB'25	CAR WASHES FEB'25		0.00	$136.04	0.00	136.04
Desc: FLEET CAR WASHES		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			136.04	0.00	136.04
053570	WILKINS, TAYLOR	TAYLOR WILKINS			3/14/2025	94476
03.11.25	MEALS REIMB 03.31.25 - 04.01.25		0.00	$118.00	0.00	118.00
Desc: WILKINS MEAL REIMBURSEMENT		Acct: 10-221-311-0000		HFD -TRAVEL & MEETINGS		

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	Vendor Total:		118.00 / 0.00	118.00
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC	3/14/2025	94477
23132	1 ZAMBONI KNIFE	0.00	$41.00 / 0.00	41.00
Desc: 1 ZAMBONI KNIFE		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES	
23181	2 ZAMBONI KNIVES	0.00	$77.00 / 0.00	77.00
Desc: 2 ZAMBONI KNIVES		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES	
23081	3 ZAMBONI KNIVES	0.00	$113.00 / 0.00	113.00
Desc: 3 ZAMBONI KNIVES		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES	
	Vendor Total:		231.00 / 0.00	231.00
059882	CARY, SANDRA	SANDRA CARY	3/14/2025	94478
2025-8	REFUND - AMAZON	0.00	$116.74 / 0.00	116.74
Desc: REFUND - AMAZON		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF	
	Vendor Total:		116.74 / 0.00	116.74
059941	ROY REFRIGERATION, LLC		3/14/2025	94479
12047	No heat, Glycol Low Level 142 IZZO	1,025.00	$1,025.00 / 0.00	1,025.00
Desc: No heat, Glycol Low Level Alarm Rep		Acct: 65-963-318-0000	CONTRACTED SERVICES	
12043	Service, Labor, Repair 319 LATHAM	625.00	$625.00 / 0.00	625.00
Desc: Service, Labor, Repair		Acct: 60-961-318-0000	CONTRACTED SERVICES	
	Vendor Total:		1,650.00 / 0.00	1,650.00
060300	SANTAGATE, CORIANDER	CORIANDER R. SANTAGATE	3/14/2025	94480
10.25.24	UNIFORM ALLOWANCE REIMBURSEMENT	0.00	$74.19 / 0.00	74.19
Desc: UNIFORM ALLOWANCE REIMBURSEMENT		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
11.26.24	UNIFORM ALLOWANCE REIMBURSEMENT	0.00	$109.99 / 0.00	109.99
Desc: UNIFORM ALLOWANCE REIMBURSEMENT		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
	Vendor Total:		184.18 / 0.00	184.18
060306	TARGET SOLUTIONS LEARNING, LLC	TARGET SOLUTIONS LEARNING, LLC	3/14/2025	94481
INV112276	PD SCHEDULING MAR'25 - MAR'26	0.00	$5,026.25 / 0.00	5,026.25
Desc: PD SCHEDULING		Acct: 10-211-314-0000	HPD -BOOKS & PERIODICALS	
	Vendor Total:		5,026.25 / 0.00	5,026.25
500749	HOWE, NANCY	NANCY HOWE	3/14/2025	94482
03.02.2025	REIMBURSEMENT	0.00	$24.99 / 0.00	24.99
Desc: Election Supplies Reimbursement		Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES	
	Vendor Total:		24.99 / 0.00	24.99
500894	SECURSHRED	SECURSHRED	3/14/2025	94483
484058	SHREDDING SERVICES - TH	0.00	$24.00 / 0.00	24.00
Desc: SHREDDING SERVICES - TH		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES	
484052	SHREDDING - MARCH	0.00	$30.00 / 0.00	30.00
Desc: SHREDDING 2 BINS- MARCH		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES	
476411	SHREDDING - DECEMBER	0.00	$24.00 / 0.00	24.00
Desc: SHREDDING - DECEMBER		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES	

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
483443	SHREEDING SERVICES	0.00	$24.00 / 0.00	24.00
Desc: SHREEDING SERVICES		Acct: 10-325-318-0000	DPW -CONTRACT SERVICES	
	Vendor Total:		102.00 / 0.00	102.00
501035	HEDGES, CHARLES	CHARLES HEDGES	3/14/2025	94484
03.11.25	MEALS 03.31.25 - 04.04.25	0.00	$295.00 / 0.00	295.00
Desc: MEAL REIMBURSMENT		Acct: 10-221-311-0000	HFD -TRAVEL & MEETINGS	
	Vendor Total:		295.00 / 0.00	295.00
502868	SCHAAL, MARCY	MARCY SCHAAL	3/14/2025	94485
MAR'25	JAN-MARCH GYM REIMBURSEMENT	0.00	$61.50 / 0.00	61.50
Desc: JAN-MARCH GYM REIMBURSEMENT		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES	
	Vendor Total:		61.50 / 0.00	61.50
503002	HENDERSON, JAMES	JAMES HENDERSON OR	3/14/2025	94486
2024-2025	PROPERTY TAX PAYMENT RETURN	0.00	$11,795.12 / 0.00	11,795.12
Desc: AUG'24 PROPERTY TAX PAYMENT RETURN		Acct: 10-030-100-0100	CURRENT YEAR TAXES	
Desc: FEB'24 PROPERTY TAX PAYMENT RETURN		Acct: 10-013-100-0000	EXCHANGES PAYABLE	
	Vendor Total:		11,795.12 / 0.00	11,795.12
FUND 1 0	**HRA / FSA / DCR**		**Bank Total:**	**1,010,382.21**
FUND 1 0 HRA	**HRA / FSA / DCR**			
032103	MVP HEALTH - HRA / DCRA		3/14/2025	1074
FEB'25	FSA HRA MVP 2.9.25-3.1.25	4,616.06	$38,840.27 / 0.00	38,840.27
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-121-225-0000	TM -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-151-225-0000	TC -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-171-225-0000	FIN -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-174-225-0000	ASE -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-211-225-0000	HPD -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-221-225-0000	HFD -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-271-225-0000	DISP -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-311-225-0000	DPW -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-312-225-0000	DPW -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-325-225-0000	DPW -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-511-225-0000	PR -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-514-225-0000	PR -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-530-418-0100	PR -RETIREE HEALTH INSURANCE	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 10-622-225-0000	PDZ -HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 30-975-225-0000	HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 50-955-225-0000	HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 55-955-225-0000	HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 60-961-225-0000	HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 60-965-225-0000	HRA/CHOICECARE CARD	
Desc: FSA HRA MVP 2.9.25-3.1.25		Acct: 65-965-225-0000	HRA/CHOICECARE CARD	
	Vendor Total:		38,840.27 / 0.00	38,840.27

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
FUND 1 0 HRA				**Bank Total:**		**38,840.27**
		Holdback Total				1,104,576.72
	Batch Totals:	0.00	266,555.94		0.00	1,371,132.66

_____ MARY M. ERDEI

_____ MICHAEL HOYT

_____ ASHLEY ANDREAS

_____ MIRANDA DUPRE

_____ IDA GRIESEMER

_____ ERIK KRAUSS

_____ BRANDON SMITH

_____ JOHN HAVERSTOCK

_____ GAIL OSTROUT

_____ JOSEPH MAJOR