



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, May 27, 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.

<https://www.youtube.com/@junctionartsandmedia>. If you are calling in from phone dial:

1-646-931-3860 Type in the Room ID: 549799933 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)

Renewals:

- a. Consider the Renewal of REDCAN LLC, 129 South Main Street, Suite 100, White River Junction, VT 05001 for a 1st Class, 3rd Class and Outside Consumption Liquor License.
- b. Consider the Renewal of Quechee Pizza Chef 5893 Woodstock Road, White River Junction, VT 05001 for a 1st Class, 3rd Class and Outside Consumption Liquor License.
- c. Consider the Renewal of Collaborative Stoke LLC, Doing Business as Trail Break Taps and Tocos, 5945 Woodstock Road, Quechee, VT 05059 for a 1st Class, 3rd Class and Outside Consumption Liquor License.

IV. Local Cannabis Control Board: None

V. Order of Agenda (6:07)

VI. Selectboard

1. Public Comment (6:08)

Public comment is an opportunity for the public to comment. It is not the place for dialogue.

2. Selectboard Comments and Announcements (6:18)

3. Appointments (6:28)

New:

- a. Consider the Appointment of Katherine Williams to the Sister Cities Committee for a three year term beginning May 27, 2025 and ending May 26, 2028.

Reappointments:

- b. Consider the Re-Appointment of Brett Mayfield to the Sister Cities Committee for a three year term beginning May 27, 2025 and ending May 26, 2028.

4. Town Manager Report (6:40)

Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=510>

5. Board Report, Motions & Ordinances

- a. Review and Approve Local Emergency Management Plan (6:45)
- b. Consider Writing Off Uncollectable Ambulance Charges (6:55)
- c. Review Q3 Financials with Finance Director (7:05)
- d. Consider and Award Construction Contract for Route 5 Sidewalk Project between Ballardvale Drive to Arboretum Lane (7:25)
- e. Consider and Award Contract for Construction Engineering Services for Route 5 Sidewalk Project between Ballardvale Drive to Arboretum Lane (7:40)
- f. Consider Request for Permission to Hang Banners on Telephone Poles (7:55)
- g. Update on Proposed Bugbee Committee Membership and Bylaws (8:05)
- h. Continued Discussion of Facilities Tours and Selectboard Training (8:25)

VII. Commission Reports (8:35)

VIII. Consent Agenda (8:40)

Approve Payroll Ending: 5/24/2025

Approve A/P Manifest: 5/23/2025 & 5/29/2025

Approve Meeting Minutes of: 5/13/2025

Future Meetings Approved: 6/10/2025 and 6/24/2025

IX. Executive Session: None

X. Adjourn the Selectboard Meeting (8:45)

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 the Town Manager's office no later than 5pm on 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: 4/28 Applicant(s): JASON MERRILL

Doing Business As: REDON

Business Address: 129 SWIN MAIN STREET

Telephone Number(s): [REDACTED] E-mail JASON@REDON.VT.COM

Other Contact Name(s), if applicable: LESLIE MERRILL

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

Name: JASON MERRILL

DOB: [REDACTED]

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

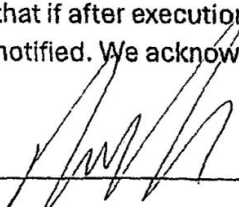
Liquor/Tobacco License Violations for the past **THREE** Years (See *Hartford Liquor Policy* for Details) including violations taking place on licensee's premises and/or charges against employee, etc.: If unsure of violations, contact DLL and obtain your records of violations. *If no violations, please 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*.



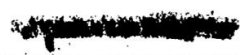
Licensee's Signature

SASON [REDACTED] 4/28/25

Printed Name Date

Licensee's Signature

Printed Name Date



Licensee's Signature

Printed Name Date

Licensee's Signature

Printed Name Date



Application ID: DLL - Application - 59072
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Red Can LLC
Business ID: 0431967
Business Address: 129 South Main Street,
Hartford, Vermont 05001
Entity Type: Limited Liability Corporation
Phone: 8022990128
Management Type if LLC: Member-managed
Email: jason@redcanvt.com

People Information

- **Person:**
Jason Merrill

Business Role: Business Principal
Email: jason@redcanvt.com
Business Address: 129 South Main Street Suite 100,
Whiteriver Junction, Vermont, 05001
US Citizen?
Political Position
Phone:
Name: Jason Merrill
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Leslie Merrill

Business Role:
Email:

Business Principal

leslie@redcanvt.com

Business Address:

129 South Main Street,
White River Junction, Vermont, 05001

US Citizen?

Political Position

Phone:

8022389042

Name: Leslie Merrill

Office:

Jurisdiction:

Violations:

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

Location Name:

Redcan

Do you lease this Premises:

Health License:

Food:14918

Lodging:

Location Address:

129 South Main Street,
Hartford, Vermont 05001

Vermont Tax Department:

11332746-001

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Jason Merrill

Training Completion Date:

Wed Jun 05 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-036540

Licensee Name:

Redcan

License Status:

License Active - Renewal in Process

Licensee Address:

129 South Main Street Suite 100,
Hartford, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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D-16013	Federal Employee Identification #	Red Can LLC
D-16214	Proof of Worker Compensation Insurance	Red Can LLC
D-16215	Operating Agreement	Red Can LLC
D-16366	Meals & Rooms Tax Certificate	Red Can LLC
D-16368	Lease or proof of ownership	Red Can LLC
D-17412	Health License	Red Can LLC
D-17791	Articles of Organization	Red Can LLC

Payment and Acknowledgement

Signed by:

Jason Merrill

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-04-22 16:43:00

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 59073
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Red Can LLC
Business ID: 0431967
Business Address: 129 South Main Street,
Hartford, Vermont 05001
Entity Type: Limited Liability Corporation
Phone: 8022990128
Management Type if LLC: Member-managed
Email: jason@redcanvt.com

People Information

- **Person:**
Jason Merrill

Business Role: Business Principal
Email: jason@redcanvt.com
Business Address: 129 South Main Street Suite 100,
Whiteriver Junction, Vermont, 05001
US Citizen?
Political Position
Phone: **Name:** Jason Merrill
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Leslie Merrill

Business Role: **Email:**

Business Principal

leslie@redcanvt.com

Business Address:

129 South Main Street,
White River Junction, Vermont, 05001

US Citizen?

Political Position

Phone:

8022389042

Name: Leslie Merrill

Office:

Jurisdiction:

Violations:

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

Location Name:

Redcan

Do you lease this Premises:

Health License:

Food:149918

Lodging:

Location Address:

129 South Main Street,
Hartford, Vermont 05001

Vermont Tax Department:

11332746-001

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Jason Merrill

Training Completion Date:

Wed Jun 05 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-036541

Licensee Name:

Redcan

License Status:

License Active - Renewal in Process

Licensee Address:

129 South Main Street Suite 100,
Hartford, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
------	---------------	------------------

D-16013	Federal Employee Identification #	Red Can LLC
D-16214	Proof of Worker Compensation Insurance	Red Can LLC
D-16215	Operating Agreement	Red Can LLC
D-16366	Meals & Rooms Tax Certificate	Red Can LLC
D-16368	Lease or proof of ownership	Red Can LLC
D-17412	Health License	Red Can LLC
D-17791	Articles of Organization	Red Can LLC

Payment and Acknowledgement

Signed by:

Jason Merrill

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-04-22 16:44:05

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 59075
Application for: Outside Consumption Limited Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Red Can LLC	Business ID: 0431967
Business Address: 129 South Main Street, Hartford, Vermont 05001	Entity Type: Limited Liability Corporation
Phone: 8022990128	Management Type if LLC: Member-managed
Email: jason@redcanvt.com	

Foundational License (if applicable)

License Type: Third Class	License Number: LP-036541
Licensee Name: Redcan	License Status: License Active - Renewal in Process
Licensee Address: 129 South Main Street Suite 100, Hartford, Vermont 05001	License Start Date: 2024-07-02
	License End Date: 2025-07-02

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

Violations:

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

Location Name:

Redcan

Start date and time of event May 1 2025 12:45

End date and time of event October 18 2025 12:46

Location Address:

129 South Main Street,
Hartford, Vermont 05001

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Hartford

Describe the type of event/ OCP Area:

a small patio on the side of our building that is bordered by a wall and grass. with an entrance to the sidewalk for access.

Documents Attached

Name	Document Type	Assosicated With
D-16013	Federal Employee Identification #	Red Can LLC
D-16214	Proof of Worker Compensation Insurance	Red Can LLC
D-16215	Operating Agreement	Red Can LLC
D-16366	Meals & Rooms Tax Certificate	Red Can LLC
D-16368	Lease or proof of ownership	Red Can LLC
D-17412	Health License	Red Can LLC
D-17791	Articles of Organization	Red Can LLC

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-04-22 16:46:56

State of Vermont / DLL Payment Status:

Local Application Fee:

0

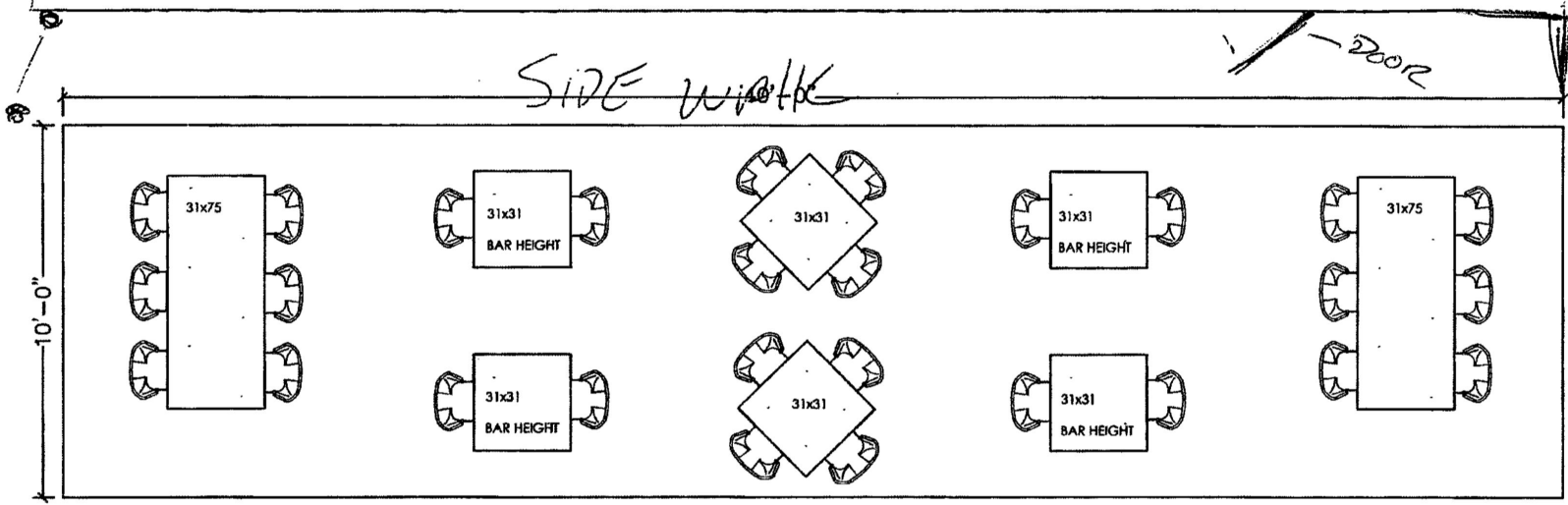
Local Control Payment Status:

false

RED CAN
129 SOUTH MAIN STREET

Jason Weirail
462-299-0128

RESTAURANT



RED CAN- PATIO FURNITURE
SINGER-KITTREDGE
KM 0324

6/12/25

APR 29 2025



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Connie Kelley *C. Kelley*

CC:

Date: 4/28/2025

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.

REDCAN

129 South Main St. Suite 120 White River Junction VT

Jason Merrill



Fire Inspection Report

Hartford Fire Department



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Amy Jerome
Unit Number HFM4
Shift DFM

Scheduled 05/05/2025 00:00
Inspected On 05/05/2025 11:00
Finished At 05/05/2025 12:00

Scheduled Jerome

Inspection Length 0.00

Next Inspection

Occupant

Occupant Name REDCAN
Building Name Assembly Occupancy
Contact Name Jason Merrill
Address 129 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-299-0128

Owner

Owner / Company Matt Bucy
Contact Name Jason Merrill
Address 85 North Main St. #200
City, State and Zip White River Junction, VT 05001-
Phone 802-299-0128

Comments

Fire And Life Safety Inspection:
Initial Inspection: 5/05/2025
Final Inspection: n/a
Occupancy Type: Assembly
Occupancy Status: Granted
Occupant Load: Varies by room

All noted violations have been addressed.

Violation Summary

Status	Violation	Location
Closed	101.8.5.1 - Smoke Barriers Where required by Chapters 11 through 43, smoke barriers shall be provided to subdivide building spaces for the purpose of restricting the movement of smoke. Comments: Ceiling tile noted as missing/damaged	Building

- Back Office

Required Action: Replace all missing/damaged ceiling tiles

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: Cover Plate noted as missing in rear bar.

-Ceiling

Required Action: Replace Cover Plate

Closed

8.7.1. - Special Hazard Protection

8.7.1.3

Doors in barriers required to have a fire resistance rating shall have a minimum 3/4-hour fire protection rating and shall be self-closing or automatic-closing in accordance with 7.2.1.8.

Comments: Mechanical/Boiler room door does not close on its own.

Required Action: Adjust/replace self-closing hinge to maintain required separation.

Tickler History

Date	Type	Inspector	Narrative
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Sent to: TM 5/21/25



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

APR 21 2025



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: 4/21/2025 Applicant(s): Quechee Pizza Chef

Doing Business As: Quechee Pizza Chef

Business Address: 5843 Woodstock RD

Telephone Number(s): [REDACTED] E-mail: Fiveye.123@gmail.com

Other Contact Name(s), if applicable: Nick Tsouknakis

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

Name: Nick Tsouknakis

DOB: [REDACTED]

Name: Alex Tsouknakis

DOB: [REDACTED]

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

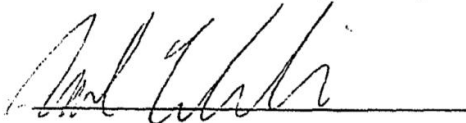
Liquor/Tobacco License Violations for the past THREE Years (See Hartford Liquor Policy for Details) including violations taking place on licensee's premises and/or charges against employee, etc.: If unsure of violations, contact DLL and obtain your records of violations. If no violations, please answer "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

Nick Tsoukalis

Printed Name

4/21/2025

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 57264
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Quechee Pizza Chef, Inc.
Business ID: 0002665
Business Address: 5893 Woodstock Road,
Hartford, Vermont 05001
Entity Type: Business Corporation
Phone: 8022966669
Management Type if LLC: Member-managed
Email: fiveye@gmail.com

People Information

- **Person:**
Nick Tsouknakis

Business Role: Business Principal
Email: fiveeye123@aol.com
Business Address: 5893 Woodstock rd,
White River Junction, Vermont, 05001
US Citizen? Yes
Phone: 8023690338
Political Position
Name: Nick Tsouknakis
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Nick tsouknakis

Business Role:
Business Principal

Email:
fiveye@gmail.com

Business Address:

US Citizen?

Political Position

Phone:

Name: Nick tsouknakis

Office:

Jurisdiction:

Violations:

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

Location Name:
Quechee Pizza Chef

Do you lease this Premises:

Location Address:
5893 Woodstock Road,
Hartford, Vermont 05059

Health License:
Food:RESTAURANT
Lodging:

Local Jurisdiction/ Town Clerk:
Hartford

Vermont Tax Department:
6091

Education Details

Student Name:
Nick Tsouknakis

Training Completion Date:
Sun Dec 03 00:00:00 GMT 2023

Mode of Training:
DLC Online Training

Type of Training:
First Class (On Premise)

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03996	Health License	LN-016703

D-03996

Health License

LN-016703

Payment and Acknowledgement

Signed by:

Nick Tsouknakis

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-04-02 14:45:52

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 57267
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Quechee Pizza Chef, Inc.	Business ID: 0002665
Business Address: 5893 Woodstock Road, Hartford, Vermont 05001	Entity Type: Business Corporation
Phone: 8022966669	Management Type if LLC: Member-managed
Email: fiveye@gmail.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-013603
Licensee Name: Quechee Pizza Chef	License Status: License issued-renewed application
Licensee Address: 5893 Woodstock Road , Quechee, Vermont 05059	License Start Date: 2024-07-01
	License End Date: 2025-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

Violations:

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

Location Name:
Quechee Pizza Chef

Start date and time of event

End date and time of event

Location Address:
5893 Woodstock Road,
Hartford, Vermont 05059

Approximate Number of Persons Expected

Describe the type of event/ OCP Area:

Local Jurisdiction/ Town Clerk:
Hartford

Beer garden and Bistro seating outside building

Documents Attached

Name	Document Type	Assosicated With
D-03996	Health License	LN-016703
D-03996	Health License	LN-016703

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:
20.00

Date and time of Submission:
2025-04-02 14:54:28

State of Vermont / DLL Payment Status:

Local Application Fee:
0

Local Control Payment Status:
false

APR 23 2025



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Connie Kelley *(Signature)*

CC:

Date: 4/22/2025

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.

Quechee Pizza Chef
5893 Woodstock Rd

Nicholas Tsouknakis

Alexander Tsouknakis

Choose an item.



Fire Inspection Report

Hartford Fire Department



Inspection

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

Scheduled 04/15/2025 00:00
Inspected On 04/22/2025 14:00
Finished At 04/22/2025 14:30
Next Inspection

Scheduled Beebe

Inspection Length 0.00

Occupant

Occupant Name Pizza Chef of Quechee
Building Name
Contact Name Nick Tsouknakis
Address 5893 WOODSTOCK RD
City, State and Zip Quechee, VT 05059-
Phone 802-296-6669

Owner

Owner / Company Nick and Alexis Tsouknakis
Contact Name
Address PO Box 175
City, State and Zip Quechee,
Phone 802-369-0338

Comments

Fire And Life Safety Inspection:
Initial Inspection: 04/22/2025
Final Inspection: 05/21/2025
Occupancy Type: Assembly
Occupancy Status: Granted

All violations have been addressed.

DFM Jerome

Violation Summary

Status	Violation	Location
Closed	410.16 - Luminaires in Clothes Closets (A) Luminaire Types Permitted. Only luminaires of the following types shall be permitted in a closet: (1) Surface-mounted or recessed incandescent or LED luminaires with completely enclosed light sources (2) Surface-mounted or recessed fluorescent luminaires (3) Surface-mounted fluorescent or LED luminaires identified as suitable for installation	Telephone Closet

within the closet storage space

(B) Luminaire Types Not Permitted.

Incandescent luminaires with open or partially enclosed lamps and pendant luminaires or lampholders shall not be permitted.

Comments: - Light fixture in closet(s) noted as having an exposed bulb.

Required Action:- Light fixture in closet(s) shall have a proper cover installed over exposed bulb.

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.

Building

Comments: Extension cords noted in the following areas:

- Behind bar going to mini-fridge
- Back kitchen going to freezer

Required Action:Remove all extension cords

Closed

10.18.3.1 - Ceiling Clearance

Storage shall be maintained 2 ft (0.61 m) or more from the ceiling in non sprinklered areas of buildings.

Building

Comments: Combustible material noted within 2' of ceiling in the following areas:

- Office
- Telephone closet

Required Action:Reduce amount of combustible materials and maintain 2' from ceiling

Closed

54:10.12.6 - National Fuel Gas Code: Installation of Specific Appliances

Floor-mounted appliances with casters shall be listed for such construction and shall be installed in accordance with the manufacturer's installation instructions for limiting the movement of the appliance to prevent strain on the connection.

Kitchen and back kitchen

Comments: Appliances on casters noted as not being tethered. (X2)

Required Action:Provide supporting documentation from manufacturer that tethering is not required.

Tickler History

Date	Type	Inspector	Narrative
04/22/2025	Emailed Notice	Beebe, Alan	An email was sent to fiveeye123@aol.com Message: Good afternoon Nick, Thank you for allowing me to conduct the fire and 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. Also, I don't see anywhere that you were able to pay the \$125 inspection fee that the Town now requires. If you need to, you can send it right to the Hartford FD Hartford Fire Dept

812 VA Cutoff Rd
White River Jct., VT 05001

Thank you

Alan Beebe, Deputy Fire Marshal
Hartford Fire Dept
603-359-6418

SENT TO PD; FIRE 2/25/25
HFD: FIRE REC'D 5/20/25



TOWN OF HARTFORD
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White River Junction, Vermont 05001

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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: 2/24/25 Applicant(s): Collaborative Stoke LLC

Doing Business As: TRAIL BREAK taps + tacos

5945 Woodstock Rd

Business Address: 15 Birchwood Drive, White River Junction VT 05001

Telephone Number(s): 603.953.5751 E-mail: Topher@treailbreakvt.com

Other Contact Name(s), if applicable: _____

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

Name: Christopher Lyons

DOB: 03/10/1986

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 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	Topher Lyons _____ Printed Name	03/24/2019 _____ Date
_____ Licensee's Signature	_____ Printed Name	_____ Date
_____ Licensee's Signature	_____ Printed Name	_____ Date
_____ Licensee's Signature	_____ Printed Name	_____ Date



Application ID: **DLL - Application - 52597**
Application for: **First Class Restaurant/Bar License**
Category of Business: **First Class**

Business/ Entity Information

Business/ Entity Name:
Collaborative Stoke, LLC*

Business ID:
0009402

Business Address:
15 Birchwood Drive,
White River Junction, Vermont 05001

Entity Type:
Limited Liability Corporation

Phone:
6039535751

Management Type if LLC:

Email:
topher@trailbreakvt.com

People Information

- **Person:**
Sabrina Seigel

Business Role:
Member/Manager

Email:
sabrina@trailbreakvt.com

Business Address:
PO BOX 311 2 Mill Pond,
Grantham, New Hampshire, 03753

US Citizen?
Yes

Phone:
9788444937

Political Position

Name: Sabrina Seigel

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Christopher Lyons



Application ID: **DLL - Application - 53859**
Application for: **Third Class Restaurant/Bar License**
Category of Business: **Third Class**

Business/ Entity Information

Business/ Entity Name: Collaborative Stoke, LLC*
Business ID: 0009402
Business Address: 15 Birchwood Drive,
White River Junction, Vermont 05001
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone: 6039535751
Email: topher@trailbreakvt.com

People Information

- **Person:**
Sabrina Seigel

Business Role: Member/Manager
Email: sabrina@trailbreakvt.com
Business Address: PO BOX 311 2 Mill Pond,
Grantham, New Hampshire, 03753
US Citizen? Yes
Political Position
Phone: 9788444937
Name: Sabrina Seigel
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

- **Person:**
Christopher Lyons

Business Role:
Business Principal

Email:
topher@trailbreakwrj.com

Business Address:
15 Birchwood Drive,
White River Junction, Vermont, 05001

US Citizen?

Political Position

Phone:

Name: Christopher Lyons

Office:

Jurisdiction:

Violations:

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

Location Name:

TRAIL BREAK

Do you lease this Premises:

Health License:

Food:14907

Lodging:

Location Address:

5945 Woodstock Rd,

Quechee, Vermont 05059

Vermont Tax Department:

MRT-10116396-001.

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Christopher Lyons

Training Completion Date:

Sun May 12 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-036216

Licensee Name:

TRAIL BREAK

License Status:

License Active - Renewal in Process

Licensee Address:

5945 Woodstock Rd ,

Quechee, Vermont 05059

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-02544	Lease or proof of ownership	Collaborative Stoke, LLC*
D-02545	Other	Collaborative Stoke, LLC*
D-16714	Proof of Worker Compensation Insurance	Collaborative Stoke, LLC*
D-16802	Health License	Collaborative Stoke, LLC*
D-16803	Meals & Rooms Tax Certificate	Collaborative Stoke, LLC*
D-16804	Lease or proof of ownership	LN-030894
D-16805	W-9 tax form	Collaborative Stoke, LLC*
D-16806	Other	Collaborative Stoke, LLC*
D-16807	Map/Area Sketch	LN-030894
D-16804	Lease or proof of ownership	LN-030894
D-16807	Map/Area Sketch	LN-030894

Payment and Acknowledgement

Signed by:
Topher Lyons

State of Vermont / DLL Application Fee:
550.00

Date of Submission:
2025-02-24 20:20:28

State of Vermont / DLL Payment Status:

Local Application Fee:
0

Local Control Payment Status:
false



Application ID: **DLL - Application - 52599**
Application for: **Outside Consumption Permit**
Category of Business: **OCP**

Business/ Entity Information

Business/ Entity Name: Collaborative Stoke, LLC*	Business ID: 0009402
Business Address: 15 Birchwood Drive, White River Junction, Vermont 05001	Entity Type: Limited Liability Corporation
Phone: 6039535751	Management Type if LLC:
Email: topher@trailbreakvt.com	

Foundational License (if applicable)

License Type: OCP	License Number: LP-036217
Licensee Name: TRAIL BREAK	License Status: License Active - Renewal in Process
Licensee Address: 5945 Woodstock Rd , Quechee, Vermont 05059	License Start Date: 2024-06-18
	License End Date: 2025-06-18

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:

,
, ,

Violations:

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

Location Name:

TRAIL BREAK

Start date and time of event

End date and time of event

Location Address:

5945 Woodstock Rd,
Quechee, Vermont 05059

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Hartford

Describe the type of event/ OCP Area:

This will be the front 'porch' of the building - about 250 square feet of space. There is a main entrance (stairs) from the parking area and a ramp on the back side that leads to a grassy area and out to the back parking lot. The front porch has railings and the building siding as barriers. Signs will be posted at the main access point (stairs) as well. That back grass will be used as a waiting area (not table service). There will be a short fence (made of pallets) on the long side of the indicated space. A rope barrier will connect the ramp to the pallets on the left side. The right side will have a rope/hook to close off that area. Signage will be in all four corners. This back area encompasses about 200 square feet and will not be utilized very frequently.

Documents Attached

Name	Document Type	Assosicated With
D-02544	Lease or proof of ownership	Collaborative Stoke, LLC*
D-02545	Other	Collaborative Stoke, LLC*
D-16714	Proof of Worker Compensation Insurance	Collaborative Stoke, LLC*
D-16802	Health License	Collaborative Stoke, LLC*
D-16803	Meals & Rooms Tax Certificate	Collaborative Stoke, LLC*
D-16804	Lease or proof of ownership	LN-030894
D-16805	W-9 tax form	Collaborative Stoke, LLC*
D-16806	Other	Collaborative Stoke, LLC*
D-16807	Map/Area Sketch	LN-030894
D-16804	Lease or proof of ownership	LN-030894
D-16807	Map/Area Sketch	LN-030894

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-02-07 18:53:45

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Gregory Sheldon

CC:

Date: 2/27/2025

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.

Collaborative Stoke LLC DBA Trail Break taps & tacos
15 Birchwood Drive White River Jct VT

Christopher Lyons

Christopher Lyons

Choose an item.



Fire Inspection Report

Hartford Fire Department

RECEIVED

MAY 20 2025

TOWN OF HARTFORD



Inspection

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

Scheduled 05/12/2025 10:00
Inspected On 05/12/2025 10:00
Finished At 05/12/2025 11:00
Next Inspection

Scheduled Peltier

Inspection Length 1.00

Occupant

Occupant Name Trail Break Taps + Tacos
Building Name Mercantile Occupancy
Contact Name Topher Lyons - Owner
Address 5945 WOODSTOCK RD
City, State and Zip Quechee, VT 05059-
Phone 603-953-5751

Owner

Owner / Company 802 TACOS LLC
Contact Name C/O CRISTINA VARNEY
Address 15 BIRCHWOOD DR
City, State and Zip WHITE RIVER JUNCTION, VT 05001-
Phone 603-953-5751

Comments

Liquor License Fire Inspection:
Initial Inspection: 05/12/2025
Final Inspection: 05/20/2025
Occupancy Type: Mercantile Occupancy
Occupancy Status: GRANTED

Final Inspection Notes:

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

4.6.9.1 Conditions for Occupancy:

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

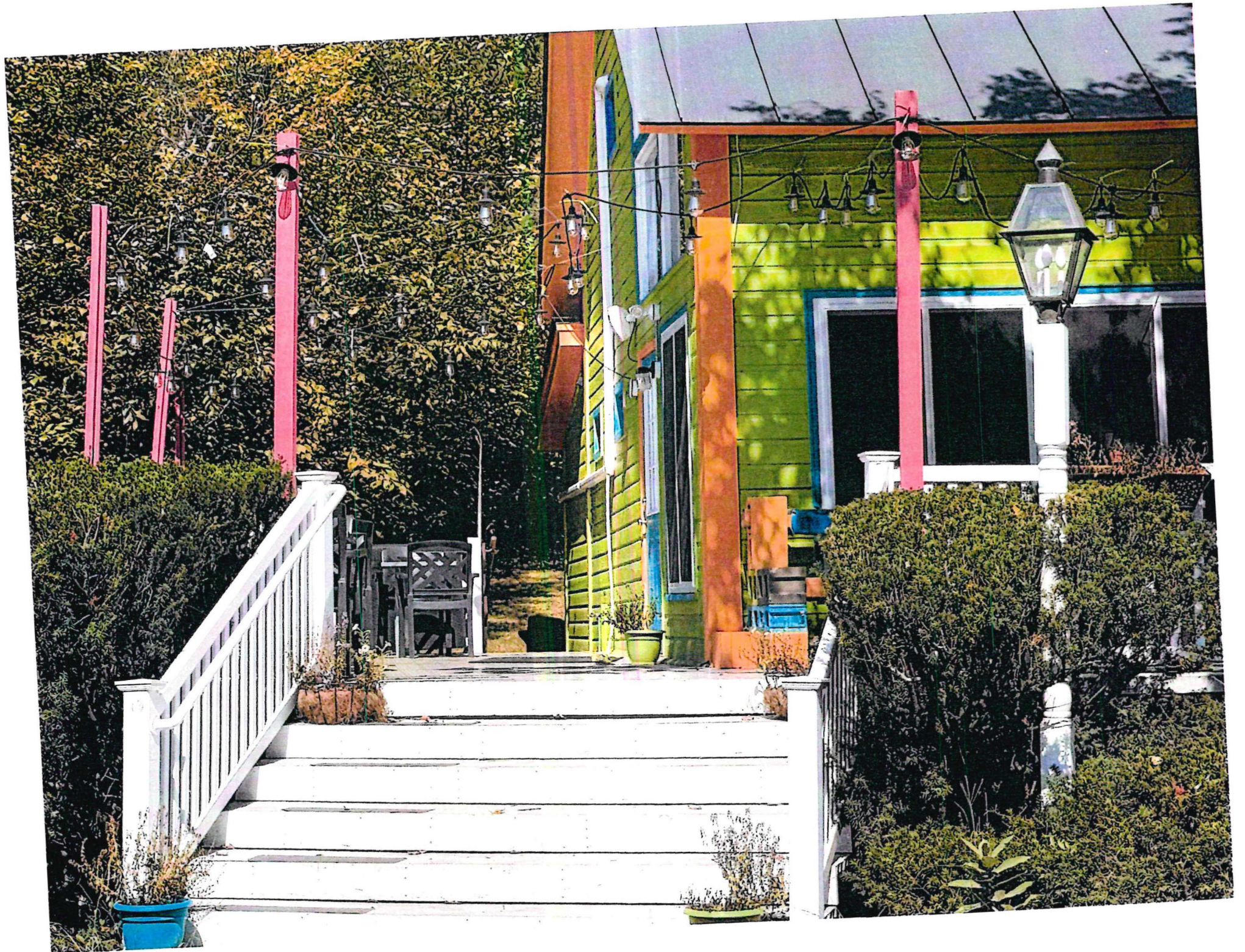
- (1) A plan of correction has been approved.
- (2) The occupancy classification remains the same.
- (3) No serious life safety hazard exists as judged by the authority having jurisdiction.

Violation Summary

Status	Violation	Location
--------	-----------	----------

Tickler History

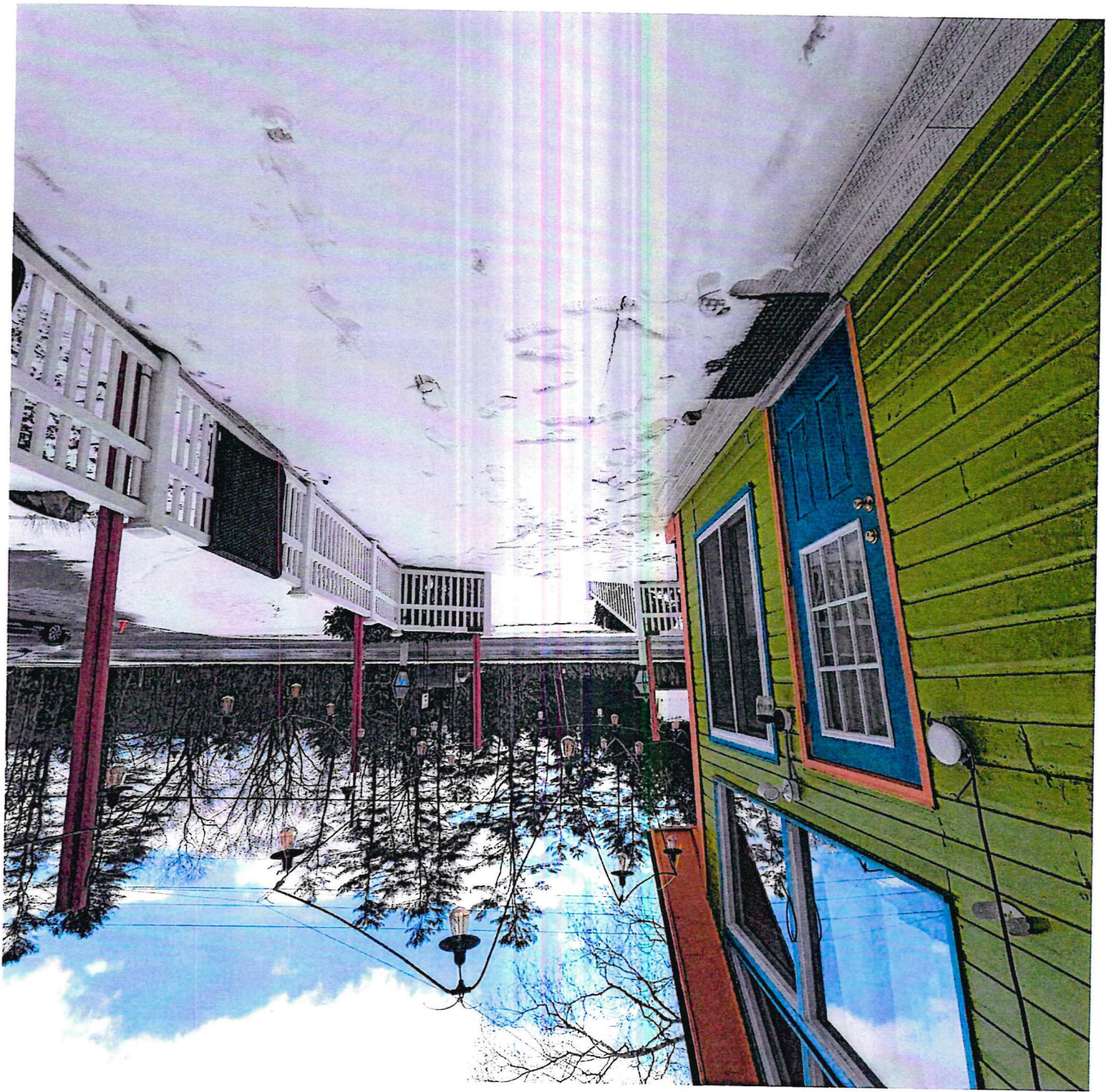
Date	Type	Inspector	Narrative
------	------	-----------	-----------

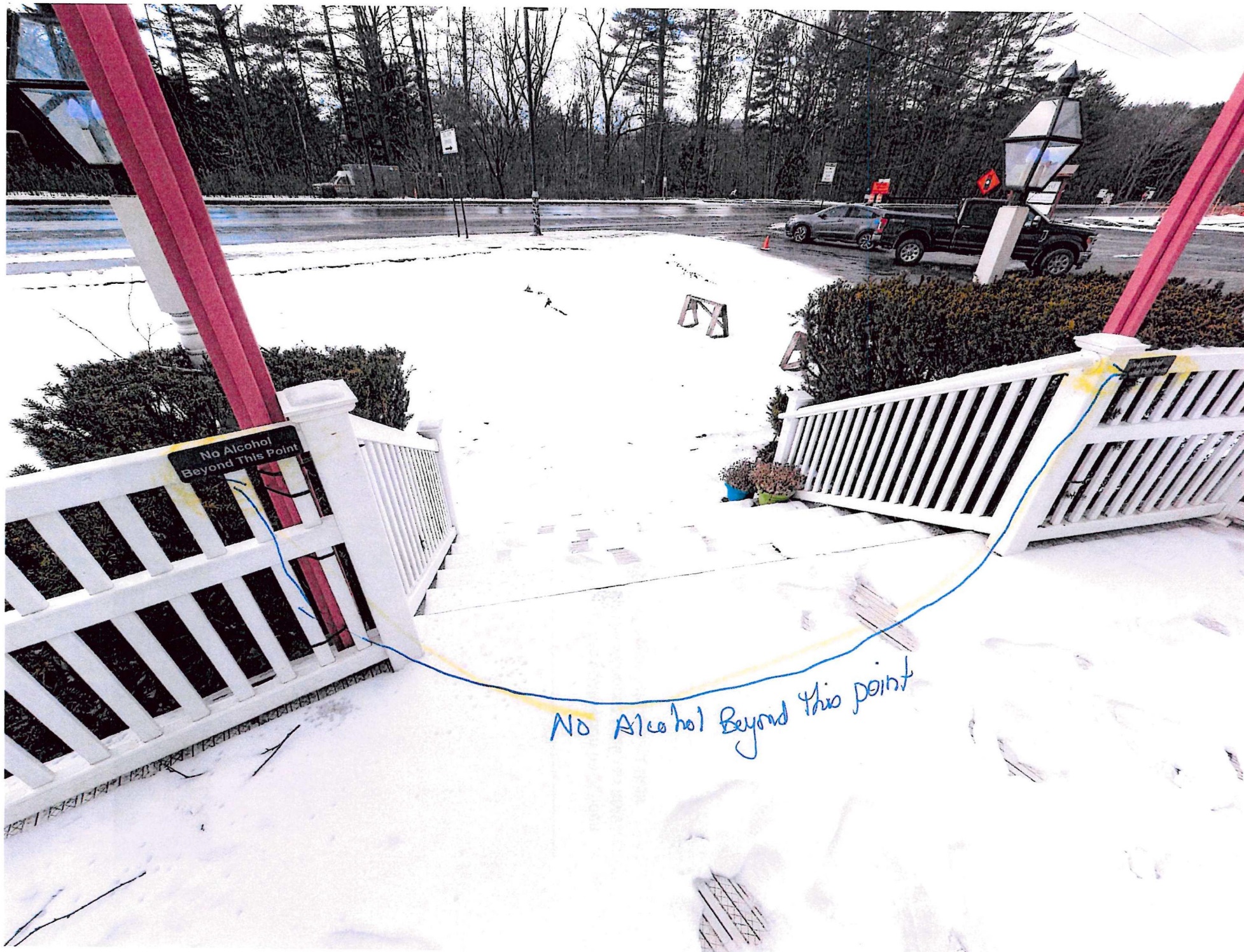














Hartford Police Department

Memo

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From: Chief Gregory Sheldon

CC:

Date: 2/27/2025

Re: Liquor Licenses

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Collaborative Stoke LLC DBA Trail Break taps & tacos
15 Birchwood Drive White River Jct VT

Christopher Lyons

Christopher Lyons

Choose an item.

5/27/2025

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 ☐ re-appointment to: Sister City
Committee

I. APPLICANT DATA:

Name: Katherine Williams
Address: [REDACTED], Quechee, VT, 05059
Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) [REDACTED]
Email Address: [REDACTED]
How long have you been a Hartford resident? 15 years
Are you a registered voter? Yes

II. EDUCATION:

High School: Conval Regional High School Year Graduated: 2003
College 1: Simmons College Degree Earned: RN-BSN
Course of Study: Nursing Year: 2008
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

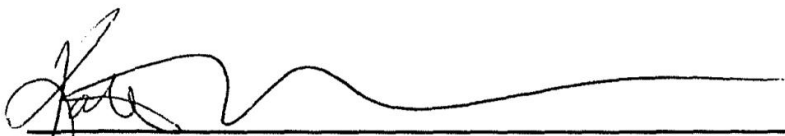
Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Town of Hartford</u>	<u>December 2024-Present</u>	<u>Nurse</u>	
<u>Aging in Hartland</u>	<u>February 2019-Dec. 2024</u>	<u>Nurse</u>	

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? One night per month.
Flexible for day.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Cultural exchange is a cornerstone of building community and peaceful action. I have a long history of community organizing, international work
- c. What are your past experiences in Municipal, State or Federal Government? Current employment.
- d. What civic or social organizations have belonged to and what positions did you hold?
I was a Rotary Youth Exchange student and member of Rotary Interact Club in college.
- 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? My daughter, a 13 year old, is passionate about the French language and culture. She wants to be a liason and we would work together to build
- f. What might some solutions be? inter-generational relationships while bringing joyful organizing to a town wide level.
- g. Other hobbies/interests: farming, community health, diversity and inclusion.

V. REFERENCES: (Please list three)

Name: <u>Iris Angelini</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Scott Cooney</u>	Telephone: <u>[REDACTED]</u>
Name: <u>Keri Bristow</u>	Telephone: <u>[REDACTED]</u>


APPLICANTS SIGNATURE

5/13/25
DATE

5/27/25

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 ___ appointment(s) or ☒ re-appointment to: Park and Rec

I. APPLICANT DATA:

Name: Brett Mayfield
Address: P.O. Box 1343 WRJ, VT 05001
Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) [REDACTED]
Email Address: [REDACTED]
How long have you been a Hartford resident? 42 years
Are you a registered voter? yes

II. EDUCATION:

High School: Santa Fe High Year Graduated: 1971
Hododama Institute of TEM Degree Earned: 1980
College 1: Edgerton U. / Goddard College Degree Earned: BS/1977
Course of Study: Physical Ed / Psychology Year: 1982/1985
College 2: CSU / Beijing U of Chinese Medicine Degree Earned: Ph.D, PhD
Course of Study: Psychology / Integrated Medicine Year: 2001/2011

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>White River Headland Education</u>	<u>2007-Present</u>	<u>CEO</u>	
<u>SPARK Community Center</u>	<u>2014-2017</u>	<u>Executive Director</u>	
<u>PRIVILEGE Corp.</u>	<u>2009-2012</u>	<u>Senior Project Manager</u>	
<u>Institute of America Special Education</u>	<u>2008-2014</u>	<u>Director</u>	
<u>Green Mountain Institute</u>	<u>1999-2005</u>	<u>Dean of College</u>	

Town Manager's Report

May 27, 2025

Clerical Worker's Union

Negotiations on the terms of a contract continued with a session on Friday, May 23. Additional sessions are scheduled for May 30 and June 6.

Fair & Impartial Policing Policy

The Town's working group proposed changes to Hartford's FIPP for the State's consideration. Once, we hear a response to our proposals, I will share them with the Selectboard.

Community Nurse Connect Reception

The Town's Fire Chief, Community Nurse and I attended a reception on May 14 hosted by Community Nurse Connect—the non-profit umbrella organization that supports Community Nurse programs in the Upper Valley. It was good to meet so many people who have dedicated themselves to helping others within their respective communities.

ADA Friendly Town

In follow-up to the Selectboard's Resolution Declaring the Town to be ADA Friendly, The Town Manager has spoken with Kendra LaRoche of the Special Needs Support Center. We will discuss the Town's ADA compliance on May 28 and plan for a Town Hall site visit to assure Town compliance with all terms of Resolution.

Curbside Recycling Program Discontinuance

Efforts are ongoing to alert Town residents of the discontinuance, effective June 30, of the Town's curbside recycling program. The Town has communicated the change to residents via E-Newsletters, social media announcements and a dedicated page on the Town's website, all of which note the alternatives residents have for recycling: the Transfer Station, local garbage haulers (which by law must offer recycling services) and the Lebanon Transfer Station. A postcard will soon be arriving at the home of every Town resident.

The Transfer Station is preparing for an increase in usership and is planning to make a modification to posted hours of operation, effective July 2, by offering early evening access on Wednesdays (open until 5:45 pm).



AGENDA MEMORANDUM

May 27, 2025

Town Selectboard Meeting Item:

Submitted by: Scott Cooney, Fire Chief

Subject: Revisions to Local Emergency Management Plan Adoption

Background: In accordance with 20 V.S.A § 6 and the 2019 State Emergency Operations Plan, "each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan". A current local emergency plan is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF).

Discussion: Municipalities should review and update their emergency plans annually and readopt them after Town Meeting every year. Municipalities report adoption of LEMPs through their Regional Planning Commission with the LEMP adoption form.

Financial

Impact: There is no direct financial impact.

Recommendation

Motion: I move the adoption of the 2025 Local Emergency Management Plan.

Attachments: LEMP Short Form
LEMP Adoption Form

Local Emergency Management Plan**1. Emergency management planners**

These are the people who wrote and maintain this plan. This must include the EMD.

John Haverstock, Scott Cooney

2. Municipal emergency operations center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for incident commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Which municipal position(s) can activate the EOC?

Town Manager/Fire Chief

Preferred EOC positions and duties

<i>Position title</i>	<i>Duties associated with that position</i>
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Admin Assistant	Staffs phones and radio
Situation Unit Leader	Tracks and answers any Requests For Information (RFI)
Planning Leader	Tracks and coordinates any Requests For Support (RFS)
PIO	Produces and posts public information and press releases

Potential EOC staff members

<i>Name</i>	<i>Qualified position(s) and notes</i>
John Haverstock	Town Manager 802-547-3819
Connie Kelley	Police Chief 802-356-5392
Scott Cooney	Fire Chief 802-598-0061
Bryan Gazda	Public Works Director 802-295-3622
Jeremy Delisle	Deputy Public Works Dir. 802-369-4018
Scott Hausler	Parks Dir. 802-299-8757
Paula Nulty	HR Director/Exec. Asst. 802-356-5089
Gail Ostrout	Finance Dir. 802-281-0151
Lori Hirshfield	Planning Dir. 802-478-1119
Dillon Walsh	IT Officer 802-359-3976
Lisa O'Neil	Town Clerk 802-356-2733
Richard Vincent	Assessor 802-547-3850
JD Hawks	Communications Specialist 802-281-2840

Primary EOC location

Facility address:	Hartford Public Safety 812 VA Cutoff RD
Phone numbers:	802-295-3232/802-295-9425/

Equipment and notes:	☒ generator ☒ internet ☒ phone line ☒ computers ☒ copy machine ☒ projector or large screen ☒ food prep
Alternate EOC location (if applicable)	
Facility address:	Hartford Public Works Building, Airport RD
Phone numbers:	802-295-3611
Equipment notes:	☒ generator ☒ internet ☒ phone line ☐ computers ☒ copy machine ☐ projector or large screen ☐ food prep

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.

Finance Department, \$20,000 single purchase limit

Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.

Town or city owned resources (if applicable)

Type of resource	Name	Contact information
Barricade Trailer	Scott Hausler	802-299-8757
High Capacity Water Pump	DPW-Water	Dispatch
Drone	HPD	Dispatch
UTV	HFD/Rec.	Dispatch
Gas Meters	HFD/DPW	Dispatch

Businesses with standing municipal contracts (if applicable)

Type of resource	Name	Contact information
Road Materials	Twin State Sand & Gravel	603-298-8705

Other local resources (if applicable)		
<i>Type of resource</i>	<i>Name</i>	<i>Contact information</i>
Structural Engineer	Tim Schaal	802-295-2002
Health/Welfare Services	Red Cross	603-225-6697
Tech Rescue	Lebanon Fire Department	603-448-8810
Tech Rescue	Hanover Fire Department	603-643-3424
Rental Equipment/Tools	United Rentals	603-298-2916
Road Materials	Pike Industries	603-298-8774
Electric Power	Green Mt. Power	802-773-8833
Heavy Wrecker Services	Sabil & Sons	802-295-2084
Excavation	Nott's Excavation	802-295-2734
Mass Transportation	Butlers Bus	802-788-4322
Mass Transportation	Advanced Transit	802-295-1824
Traffic Control	Windsor County Sheriff	802-457-5211
State support that is usually at no cost to the municipality: • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police Special Teams • Swiftwater rescue teams (both local and VT-TF1) • Regional shelter support • Subject matter expertise from state government agency or federal response agency State support and resources the municipality will normally eventually have to pay for: • Supplies and equipment • VTrans equipment and personnel • Vermont National Guard support <i>The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i>		

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A	1	Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)		1	N/A	N/A		Water Pump, Wastewater					

Water Pumps, De-Watering	4					Water Valve Maintenance Truck				N/A	
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*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List:
<https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.

Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):

Vermont Emergency Management: 800-347-0488

Important local websites or social media channels (if applicable):

www.hartford-vt.org, <https://www.facebook.com/HartfordTH>
<https://lists.vitalcommunities.org/lists/info/hartford>
https://twitter.com/town_vt
<https://www.hartford-vt.org/2197/Vermont-Alert>

Local newspaper, radio, TV (if applicable):

Valley News, WNTK, NBC5, WCAX, WGXL 92.3

Public notice locations:
These are physical locations that you are required to post meeting notices per [17 V.S.A. § 2641](#). Two must be in town and the third must be in or near the town clerk's office.

Town Hall, Quechee Library, West Hartford Library, Wilder Library, Hartford Village Library

Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

Organization or community	Contact information or method of coordination	Notes
The Village at WRJ	802-526-5242	
VA Hospital	802-295-9363	
Upper Valley Waldorf School	802-296-2496	
Mid Vermont Christian School	802-295-6800	
Valley Terrace	802-280-1910	
Hartford Schools (Elem, Middle, High)	802-295-8600	
Greystone Village	802-252-7455	
Gate St. Senior Housing	603-252-7455	
Babylon Daycare	603-667-7294	
Green Mt. Children's Center	802-291-3035	
World of Discovery Daycare	802-738-7688	
Potter's House School	802-345-5726	
Twin Pines Housing	802-291-7000	
Aurora Daycare	802-296-2077	
Village Apartments	603-641-2163	
Known unhoused locations/Campsites	Coordinate w/ Haven and HPD Outreach	

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address:	Hartford High School	
Facility contact(s):	Main Office, 802-295-8610	
Shelter manager:	Red Cross	
Staff requirements:	Red Cross Staffing	
Services (select all the apply):	☒ Warming center ☐ Cooling center ☒ Overnight shelter ☒ Food preparation	☐ Showers ☒ Generator ☒ Pets allowed
Daytime capacity:	200	
Overnight capacity: (if applicable)		
Notes:		

Alternate local shelter (if applicable)

Location and address:	Hartford Middle School	
Facility contact(s):	Main Office, 802-295-8640	
Shelter manager:	Red Cross	
Staff requirements:	Red Cross Staff	
Services (select all that apply):	☒ Warming center ☐ Cooling center ☐ Overnight shelter ☒ Food preparation	☐ Showers ☐ Generator ☐ Pets allowed
Daytime capacity:	50	
Overnight capacity:		
Notes:		

Annexes (Optional, create and letter as needed)

See TOH EOP

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD	John Haverstock	802-547-3819			jhaverstock@hartford-vt.org
EM coordinator	Scott Cooney	802-598-0061			scooney@hartford-vt.org
EOC staff	Scott Hausler	802-299-8757			shausler@hartford-vt.org
EOC staff	Gail Ostrout	802-281-0151			gostrout@hartfprd-vt.org
EOC staff	Paula Nulty	802-356-5289			pnulty@hartford-vt.org
EOC staff	Connie Kelley	802-356-5392			ckelley@hartford-vt.org
Local response organization contacts					
Fire Chief	Scott Cooney	802-598-0061	802-295-3232		scooney@hartford-vt.org
Deputy Fire Chief	Jason Czora	802-281-9637	802-295-3232		jczora@hartford-vt.org
Police Chief	Connie Kelley	802-356-5392			ckelley@hartford-vt.org
State Police	Lt. Jerry Partin, VSP Royalton Station Commander	802-234-9933			jerry.partin@vermont.gov
Local Dispatch Center	Hartford	802-295-9425	802-295-2195		
Local public works contacts					
Road Foreman	Jeremy Delisle	802-369-4018			
Public Works Director	Brian Gazda	802-295-3622			bgazda@hartford-vt.org
Town Garage		802-295-3622			
Drinking Water Utility	Jeremy Delisle	802-369-4018			
Wastewater Utility	Brian Gazda	802-295-3622			sbrock@hartford-vt.org
Asst. Public Works Director	Jeremy Delisle	802-369-4018	802-295-3622		jdelsle@hartford-vt.org

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Municipal government contacts					
Town/City Manager	John Haverstock	802-547-3819	802-295-9353	860-402-9194	jhaverstock@hartford-vt.org
Selectboard Chair	Mary Erdei	603-530-4492			merdei@hartford-vt.org
Selectboard Clerk	Ashley Andreas	802-291-2917			aandreas@hartford-vt.org
Selectboard Vice Chair	Michael Hoyt	802-384-0199			mhoyt@hartford-vt.org
Town Clerk	Lisa O’Neil	802-356-2733	802-478-1102		lonail@hartford-vt.org
Finance Director	Gayle Ostrout	802-281-0151	802-478-1107		gostrout@hartford-vt.org
Town Health Officer	Brett Mayfield	802-591-3978			vtimaf@aol.com
Forest Fire Warden	Scott Cooney	802-598-0061	802-295-3232		scooney@hartford-vt.org
Animal Control Officer	HPD	802-295-9425			
School Contact #1	Caty Sutton	802-295-8600			suttonc@hartsfordschools.net
School Contact #2	Jonathan Garthwaite	802-295-8600			garthwaitej@hartsfordschools.net
School District Office		802-295-8600			
Town IT Officer	Dillon Walsh	802-359-3976			dwalsh@hartford-vt.org
Communications Specialist	JD Hawks	802-281-2840			jhawks@hartford-vt.org
Other contacts (including neighboring EMDs)					
Planning & Development Director	Lori Hirshfield	802-478-1119			lhirshfield@hartford-vt.org
Parks & Recreation Director	Scott Hausler	802-478-1103			shausler@hartford-vt.org
Assessor	Richard Vincent	802-295-9353			rvincent@hartford-vt.org
Executive Assistant/Human Resources	Paula Nulty	802-478-1101			pnulty@hartford-vt.org

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

☐ Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.

REMC Representatives	
REMC Emergency Services Appointee	Scott Cooney, Fire Chief
Email	scooney@hartford-vt.org
EMD REMC Representative	John Haverstock, Town Manager
Email	jhaverstock@hartford-vt.org

Municipality	HARTFORD
LEMP Adoption Date	5/27/25
NIMS Adoption Date	05/28/14
EMD Name	John Haverstock
Position	EMD
Primary Phone	802-295-9353
Alternate Phone	802-547-3819
Email	jhaverstock@hartford-vt.org
Public contact information	802-295-9353
POC 2 Name	Scott Cooney
Position	EM Coordinator
Primary Phone	802-598-0061
Alternate Phone	802-295-3232
Email	scooney@hartford-vt.org
POC 3 Name	Mary Erdei
Position	Selectboard Chair
Primary Phone	603-530-4492
Alternate Phone	802-295-9353
Email	merdei@hartford-vt.org

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* _____ Printed Name: _____
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed* _____ Printed Name: _____
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

Municipal Adoption		
☒	Completed Municipal Adoption Form	
☐	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.	
LEMP Required Elements		Page # (if not using a template)
☒	Emergency Management planners	
	List of people who wrote or maintain the LEMP. Must include EMD.	
☒	Municipal Emergency Operations Center (EOC)	
	EOC activation authority (minimum 1)	
	EOC staff positions and corresponding duties (minimum 1)	
	Potential EOC staff members (minimum 1)	
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment	
☒	Resources	
	Emergency purchasing agent and spending limits	
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)	
	National Incident Management System (NIMS) Typed Resource List (if applicable)	
☒	Public Information and Warning	
	Local VT-Alert managers (if applicable)	
	Local website or social media information (if applicable)	
	List of local media outlets (if applicable)	
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)	
	Note that the public can call Vermont 2-1-1 for resources.	
☒	Organizations and communities requiring additional coordination	
	List of organizations or communities and contact method	
☒	Shelters	
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)	
☒	Contact Information	
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs	
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.	

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>



AGENDA MEMORANDUM

May 27, 2025

Town Selectboard Meeting Item: XX

Submitted by: Scott Cooney, Fire Chief

Subject: Annual Ambulance Billing Debt Write-Off

Background: The fire department currently bills for patient transports. The current rates are: ALS 1 \$900.00, ALS 2 \$1200.00, BLS \$650.00, Loaded miles \$16.25 per mile, Paramedic Intercepts \$375.00 plus procedures. Uncollected debt accrues annually, from Medicaid and Medicare mandatory write-offs and uncollectable debt from untraceable patients or refusal/inability to pay.

Discussion: The finance department and the fire department have developed a process to only record two years of uncollectable debt. The third year is written off each calendar year. This year the total write-off required for the 07/01/2021-06/30/2022 period is \$149,455.90.

Financial

Impact: There is no financial impact as these funds remain uncollectable.

Recommendation

Motion: I move to authorize the Town Manager to direct the Finance Director and the fire department to write-off \$149,455.90 as uncollectable ambulance debt.

Attachments: Write-off Summary
Presentation Slides



Hartford Fire

Ambulance Billing Write Off





Background



- Currently bill for patient transports and paramedic intercepts
- Rates/fees are determined annually and approved by the Selectboard.
- All billing is completed by the Fire Department Administrative Assistant
- We utilize ambulance billing software and maintain a maintenance contract with Tri-Tech

Current Rates

- ALS 1 \$900.00
- ALS 2 \$1200.00
- BLS \$650.00
- Loaded Miles \$16.25 per mile
- Paramedic Intercepts \$375.00 plus procedures

Revenue

Statewide average 80% billed is collectable

We average 80% yearly

2024

Estimated:	\$600,000.00
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Revenue:	\$821,068.72
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2025 to date:

Estimated:	\$630,000.00
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Revenue:	\$825,457.21
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New in 2025-TriZetto

Healthcare Billing clearing house that performs the following functions on **one** site:

- Send/receive claims – currently all claims are submitted via mail except for Medicare and Medicaid. Confirm claims have been received, accepted, or declined. Currently all accepted claims are only confirmed by receipt of payment. Denials are all received via mail.
- Manage payments – currently claims are paid via check or ACH – all eight sites must be logged into to review payments. All payments can be reviewed on the TriZetto site.
- Search claim history
- Patient eligibility

Medicare Payments

- 80% from Medicare, coinsurance from patient, remaining mandatory write-off

- Example:

HFD ALS Billed Amount \$1,018.63

ALS base rate: \$415.95 paid to HFD

ALS mileage: \$77.44 paid to HFD

ALS write off: \$399.38

ALS Pt. responsibility: \$125.86 paid to HFD

Medicaid Payments

- Approx. 51% from Medicaid, remaining mandatory write-off
- Example:

HFD ALS Billed Amount	\$1013.75
ALS base rate:	\$513.54 paid to HFD
ALS mileage:	\$60.97 paid to HFD
ALS write off:	\$439.24

VA Payments

- 100% from the VA

Private Insurance

- All commercial insurance companies are required to pay in full
- We do not accept assignment; which means we can bill the patient for the remaining balance after insurance payment.
- Patients are required to pay in full
- We do not write off for any reason
- We do set up payment arrangements. We allow minimum payments of at least \$5.00 per month.

Write-off

- Current auditor recommendations are to leave 2 years of debt on the books
- We have now developed a process with finance to produce a write-off at the end of each fiscal year in order to maintain only 2 years of debt
- The total write-off required for the 7/1/21 – 6/30/22 period is \$ 149,455.90.

Private- 64%

Medicare- 14%

Medicaid- 18%

VA- 4%

Questions?

Call Schedule/Event Summary**WO 7-1-21 - 6-30-22**

<u>Event ID</u>	<u>Description</u>	<u>Calls</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
Schedule: WO	CALLS NEEDING WRITE OFF				
WO	CALLS NEEDING WRITE OFF	336	252494.25	103038.35	149455.90
		<u>336</u>	<u>252494.25</u>	<u>103038.35</u>	<u>149455.90</u>
Total for All		<u>336</u>	<u>252494.25</u>	<u>103038.35</u>	<u>149455.90</u>



**AGENDA
MEMORANDUM**

May 27, 2025

Town Selectboard Item:

Submitted by: Gail Ostrout; Finance Director

Subject: **March 2025 Financials**

Background:

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

Discussion:

The financial reports to follow cover the period of July 1, 2024, through March 31, 2025. The glide path should be 75% or less for this period.

Financial Impact: N/A

Recommendation: N/A

Attachments:

General Fund: Pages 2 - 12

Delinquent Taxes & Local Option Tax: Page 13

Solid Waste: Pages 14 - 16

White River Water: Pages 17 - 19

Quechee Water: Pages 20 – 22

White River Wastewater: Pages 23 – 25

Quechee Wastewater: Pages 26 - 28

GENERAL FUND

Revenues:		2025 Budget	As of 3/31/2025	Billed once a year, collected in two installments	
		\$ 21,655,825.44	\$ 23,509,617.45		
Expenditures:	Glide Path = 75%	2025 Budget	As of 3/31/25	YTD Available Balance	% Of Budget Used
Town Clerk		\$ 304,360.46	\$ 216,371.60	\$ 87,988.86	71%
Police		\$ 3,928,040.00	\$ 3,009,479.12	\$ 918,560.88	77%
Dispatch		\$ 1,583,824.00	\$ 1,096,238.35	\$ 487,585.65	69%
Parks & Rec		\$ 1,718,185.39	\$ 1,143,318.75	\$ 574,866.64	67%
Fire		\$ 4,942,587.79	\$ 3,581,792.74	\$ 1,360,795.05	72%
IT		\$ 471,245.74	\$ 356,076.38	\$ 115,169.36	76%
Assesor		\$ 290,877.00	\$ 207,828.03	\$ 83,048.97	71%
Planning		\$ 665,474.33	\$ 396,599.51	\$ 268,874.82	60%
Public Works		\$ 2,725,660.95	\$ 1,486,736.98	\$ 1,238,923.97	55%
Auditing		\$ 43,275.38	\$ 4,792.00	\$ 38,483.38	11%
Finance		\$ 521,801.76	\$ 350,465.66	\$ 171,336.10	67%
Selectboard		\$ 67,416.13	\$ 26,360.41	\$ 41,055.72	39%
Boards & Commissions		\$ 82,641.56	\$ 12,775.82	\$ 69,865.74	15%
Town Manager		\$ 527,359.91	\$ 377,868.48	\$ 149,491.43	72%
Legal			\$ 9,409.45	\$ (9,409.45)	
* Utilized encumbered funds of \$17,856 first					
Town Hall		\$ 86,000.00	\$ 94,063.32	\$ (8,063.32)	109%
*Utilized \$13,956.51 encumbered funds plus \$9,141.99 of Curent Year, Plus \$7,441.60 from Reserves					
Del Tax Collection		\$ 29,050.69	\$ 16,431.81	\$ 12,618.88	57%
Cemeteries		\$ 188,642.50	\$ 146,624.50	\$ 42,018.00	78%
Health Inspection		\$ 6,765.50	\$ 4,881.55	\$ 1,883.95	72%
Bugbee Senior		\$ 139,613.00	\$ 136,628.55	\$ 2,984.45	98%
Appropriations		\$ 257,988.00	\$ 257,988.00	\$ -	100%
Libraries		\$ 394,864.00	\$ 377,985.04	\$ 16,878.96	96%
Energy		\$ 16,595.00	\$ 2,125.80	\$ 14,469.20	13%
P & L Insurance		\$ 348,170.00	\$ 326,112.68	\$ 22,057.32	94%
Judicial Services		\$ 97,663.00	\$ 97,662.73	\$ 0.27	100%
Debt		\$ 1,316,468.35	\$ 1,142,242.80	\$ 174,225.55	87%
Transfers/ Reserves		\$ 753,095.00	\$ 753,095.00	\$ -	100%
Capital		\$ 148,160.00	\$ 148,160.00	\$ -	100%
Reimb From Reserves		\$ -	\$ 904,199.67	\$ (904,199.67)	
		\$ 21,655,825.44	\$ 16,684,314.73	\$ 4,971,510.71	77%

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12:46PM

Revenue Comparison Report

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gostrout
ReportSortedRevComparisons

Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
General Fund								
Taxes								
Totals Taxes	16,901,649.52	-781,876.69	19,329,991.86	114.367	15,755,403.08	53,494.70	18,413,030.41	116.868
Permits & licenses								
Totals Permits & licenses	17,500.00	4,053.00	17,222.00	98.411	17,500.00	4,349.00	10,223.50	58.420
Intergovernmental revenues								
Totals Intergovernmental revenues	428,867.00	3,535.38	346,283.11	80.744	305,740.00	5,735.00	326,837.32	106.900
Charges for services								
Totals Charges for services	2,172,047.92	293,847.22	1,944,151.99	89.508	2,084,518.62	176,683.20	1,851,196.26	88.807
Fines & forfeits								
Totals Fines & forfeits	7,050.00	540.00	11,479.48	162.830	7,050.00	317.50	5,822.00	82.582
Other revenues								
Totals Other revenues	128,711.00	79,517.87	560,489.01	435.463	73,911.00	65,273.49	515,361.24	697.273
Transfers In								
Totals Transfers In	2,000,000.00	0.00	1,300,000.00	65.000	1,000,000.00	0.00	8,018.80	0.802
Totals General Fund	21,655,825.44	-400,383.22	23,509,617.45	108.560	19,244,122.70	305,852.89	21,130,489.53	109.802

Run: 5/22/25
1:33PM

Expenditure Comparison Report

Page: 1
gostrout
ReportSortedExpComparisons

Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
General Fund								
SB -Selectboard								
Totals SB -Selectboard								
	67,416.13	4,005.50	26,360.41	41,055.72	49,776.13	4,665.67	25,821.53	23,954.60
BC -Boards and Commissions								
Totals BC -Boards and Commissions								
	82,641.56	1,134.83	12,775.82	69,865.74	22,000.00	7,206.00	12,019.89	9,980.11
TM -Administrative Manager								
Totals TM -Administrative Manager								
	527,359.91	39,823.19	377,868.48	149,491.43	577,702.70	35,264.62	374,331.14	203,371.56
TC - Election Administration								
Totals TC - Election Administration								
	28,967.00	3,379.82	17,273.27	11,693.73	27,228.00	8,620.09	14,667.76	12,560.24
LEG -Advice & Litigation								
Totals LEG -Advice & Litigation								
	0.00	5,613.80	9,409.45	-9,409.45	25,000.00	0.00	9,085.00	15,915.00
TC-Vital Statistics								
Totals TC-Vital Statistics								
	275,393.46	21,354.64	199,098.33	76,295.13	247,674.97	22,638.40	175,121.37	72,553.60
TH -Municipal Offices								
Totals TH -Municipal Offices								
	86,000.00	7,918.01	94,063.32	-8,063.32	83,437.00	5,774.03	69,497.70	13,939.30
FIN -Financial Management								

Encumbrances And Carry Forward Activity Not Included

Run: 5/22/25
1:33PM

Expenditure Comparison Report

Page: 2
gostrout
ReportSortedExpComparisons

Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Totals FIN -Financial Management								
	521,801.76	45,061.51	350,465.66	171,336.10	516,794.72	36,884.62	288,280.72	228,514.00
FIN-Auditing								
Totals FIN-Auditing								
	43,275.38	0.00	4,792.00	38,483.38	45,000.00	0.00	7,792.00	37,208.00
ASE-Valuation								
Totals ASE-Valuation								
	290,877.00	24,361.26	207,828.03	83,048.97	274,229.00	25,035.87	192,951.89	81,277.11
DEL -Tax Collection								
Totals DEL -Tax Collection								
	29,050.69	2,319.65	16,431.81	12,618.88	30,474.43	2,028.23	18,164.01	12,310.42
IT -Information Technology								
Totals IT -Information Technology								
	471,245.74	18,497.48	356,076.38	115,169.36	406,772.21	20,910.79	281,244.89	125,527.32
HPD-Police Services								
Totals HPD-Police Services								
	3,928,040.00	395,774.26	2,994,905.12	933,134.88	3,490,227.94	277,679.16	2,295,476.47	1,194,751.47
HPD -Special Duty Police								
Totals HPD -Special Duty Police								
	0.00	0.00	14,574.00	-14,574.00	0.00	0.00	4,056.92	-4,056.92
HFD-Fire Fighting								
Totals HFD-Fire Fighting								
	4,942,587.79	449,525.64	3,581,577.59	1,361,010.20	4,287,982.06	418,230.79	3,193,191.50	1,094,790.56

Encumbrances And Carry Forward Activity Not Included

Run: 5/22/25
1:33PM

Expenditure Comparison Report

Page: 3
gostrout
ReportSortedExpComparisons

Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
HFD-Ambulance								
Totals HFD-Ambulance	0.00	0.00	215.15	-215.15	0.00	0.00	18.27	-18.27
DISP-Dispatch Services								
Totals DISP-Dispatch Services	1,583,824.00	118,749.82	1,096,238.35	487,585.65	1,301,100.00	113,310.74	963,372.45	337,727.55
DPW-Summer Maintenance								
Totals DPW-Summer Maintenance	1,153,111.64	5,858.50	294,492.10	858,619.54	691,954.32	7,311.00	335,377.65	356,576.67
DPW-Winter Maintenance								
Totals DPW-Winter Maintenance	806,479.60	156,002.51	685,182.90	121,296.70	807,193.51	130,669.12	526,281.36	280,912.15
DPW-Bridge Maintenance								
Totals DPW-Bridge Maintenance	11,000.00	0.00	0.00	11,000.00	26,000.00	0.00	236.32	25,763.68
DPW -Street & Traffic Lighting								
Totals DPW -Street & Traffic Lighting	71,000.00	5,141.81	50,974.43	20,025.57	80,695.99	4,634.92	69,415.52	11,280.47
DPW - Traffic Control								
Totals DPW - Traffic Control	52,000.00	0.00	22,928.63	29,071.37	60,000.00	0.00	44,648.70	15,351.30
DPW -Sidewalk Maintenance								

Encumbrances And Carry Forward Activity Not Included

Run: 5/22/25
1:33PM

Expenditure Comparison Report

Page: 4
gostrout
ReportSortedExpComparisons

Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Totals DPW -Sidewalk Maintenance	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00
DPW-Equipment Oper & Maint								
Totals DPW-Equipment Oper & Maint	349,400.00	26,554.10	258,989.44	90,410.56	356,600.00	6,917.70	193,276.19	163,323.81
DPW-Highway General								
Totals DPW-Highway General	262,669.71	24,492.14	174,169.48	88,500.23	265,374.17	23,245.65	173,803.36	91,570.81
CEM -Cemeteries								
Totals CEM -Cemeteries	188,642.50	20.00	146,624.50	42,018.00	165,363.00	0.00	127,815.70	37,547.30
DPW-Trees								
Totals DPW-Trees	15,000.00	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00
HEA -Health Inspection								
Totals HEA -Health Inspection	6,765.50	0.00	4,881.55	1,883.95	6,735.50	26.82	4,568.43	2,167.07
COH-Community Health								
Totals COH-Community Health	86,447.00	0.00	86,447.00	0.00	85,947.00	0.00	85,947.00	0.00
SEN-Senior Services								
Totals SEN-Senior Services	139,613.00	8,807.57	136,628.55	2,984.45	139,212.00	2,572.29	127,210.50	12,001.50

Encumbrances And Carry Forward Activity Not Included

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
LIS-Low Income Services								
Totals LIS-Low Income Services	9,000.00	0.00	9,000.00	0.00	9,000.00	0.00	9,000.00	0.00
YAS-Youth & Adult Services								
Totals YAS-Youth & Adult Services	17,645.00	0.00	17,645.00	0.00	17,645.00	0.00	17,645.00	0.00
GAS-General Appropriated Svcs								
Totals GAS-General Appropriated Svcs	144,896.00	0.00	144,896.00	0.00	131,000.00	0.00	131,000.00	0.00
PR-Program Administration								
Totals PR-Program Administration	294,126.08	24,983.54	219,189.14	74,936.94	272,715.48	29,912.12	226,674.43	46,041.05
PR-Swim Program								
Totals PR-Swim Program	135,645.16	40.01	90,082.22	45,562.94	136,432.66	242.11	53,837.00	82,595.66
PR-Youth Program								
Totals PR-Youth Program	460,493.14	27,641.43	296,108.15	164,384.99	399,811.21	23,358.60	271,780.52	128,030.69
PR - Adult Programs								
Totals PR - Adult Programs	7,700.00	144.00	1,712.09	5,987.91	11,462.50	102.40	3,491.66	7,970.84
PR-Community Activities								

Encumbrances And Carry Forward Activity Not Included

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Totals PR-Community Activities								
	55,578.13	1,641.83	33,471.35	22,106.78	54,250.00	411.02	32,864.40	21,385.60
PR-Parks Maintenance								
Totals PR-Parks Maintenance								
	298,819.10	489.88	151,715.52	147,103.58	277,382.76	4,930.50	146,318.80	131,063.96
PR-WHCC&L(Building Maint)								
Totals PR-WHCC&L(Building Maint)								
	13,100.00	632.34	7,467.34	5,632.66	10,486.00	661.58	9,543.78	942.22
PR-Maxfield Sports - Grounds								
Totals PR-Maxfield Sports - Grounds								
	68,234.68	2,590.00	19,432.45	48,802.23	59,998.84	144.72	12,634.86	47,363.98
PR-Maxfield Sports - Buildings								
Totals PR-Maxfield Sports - Buildings								
	18,700.00	185.11	6,830.49	11,869.51	17,300.00	792.87	11,044.12	6,255.88
PR-Barwood Arena								
Totals PR-Barwood Arena								
	341,442.53	55,127.18	302,924.40	38,518.13	326,745.65	44,075.72	256,895.28	69,850.37
PR-Welcome Center - Amtrack								
Totals PR-Welcome Center - Amtrack								
	24,346.57	1,552.21	14,385.60	9,960.97	27,556.00	1,559.87	13,132.23	14,423.77
PDZ-Conservation								
Totals PDZ-Conservation								
	3,030.00	23.94	750.94	2,279.06	2,880.00	0.00	197.52	2,682.48

Encumbrances And Carry Forward Activity Not Included

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
PDZ-Zoning								
Totals PDZ-Zoning	128,862.00	9,331.43	88,228.66	40,633.34	127,299.00	9,521.66	88,739.10	38,559.90
PDZ-Planning & Development								
Totals PDZ-Planning & Development	507,057.33	37,322.84	305,839.69	201,217.64	407,716.61	35,402.20	265,023.67	142,692.94
PDZ-Housing & Community Dev								
Totals PDZ-Housing & Community Dev	16,000.00	0.00	0.00	16,000.00	16,000.00	0.00	0.00	16,000.00
PDZ-Forest Management								
Totals PDZ-Forest Management	500.00	0.00	15.52	484.48	650.00	0.00	0.00	650.00
PDZ-Historic Preservation								
Totals PDZ-Historic Preservation	8,265.00	0.00	1,520.86	6,744.14	3,265.00	0.00	28.80	3,236.20
TM-Energy								
Totals TM-Energy	16,595.00	0.00	2,125.80	14,469.20	10,095.00	50.00	3,056.97	7,038.03
PDZ-Resilience								
Totals PDZ-Resilience	1,760.00	0.00	243.84	1,516.16	1,760.00	0.00	0.00	1,760.00
LIB -Library Appropriations								

Encumbrances And Carry Forward Activity Not Included

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Totals LIB -Library Appropriations	394,864.00	3,881.65	377,985.04	16,878.96	51,442.00	3,881.99	33,044.10	18,397.90
FIN -Insurance								
Totals FIN -Insurance	348,170.00	84,239.37	326,050.82	22,119.18	303,993.00	159,130.91	383,401.83	-79,408.83
FIN -Contingencies/Tax Refunds								
Totals FIN -Contingencies/Tax Refunds	0.00	0.00	0.00	0.00	0.00	0.00	374.15	-374.15
FIN -Miscellaneous								
Totals FIN -Miscellaneous	0.00	0.00	61.86	-61.86	0.00	423.66	756.90	-756.90
FIN-County Judicial Services								
Totals FIN-County Judicial Services	97,663.00	0.00	97,662.73	0.27	109,608.68	0.00	110,048.08	-439.40
TM -Bond Redemption								
Totals TM -Bond Redemption	1,316,468.35	150,687.17	1,142,242.80	174,225.55	1,359,998.66	242,755.81	1,284,922.36	75,076.30
Transfers to Reserve/Other								
Totals Transfers to Reserve/Other	753,095.00	358,095.00	753,095.00	0.00	873,994.00	0.00	288,443.86	585,550.14
Capital Expenditures								
Totals Capital Expenditures	148,160.00	148,160.00	148,160.00	0.00	148,160.00	0.00	148,160.00	0.00

Encumbrances And Carry Forward Activity Not Included

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Reimb from Reserves & Impact								
Totals Reimb from Reserves & Impact	0.00	336,831.16	904,199.67	-904,199.67	0.00	9,319.37	9,319.37	-9,319.37
Totals	General Fund							
	21,655,825.44	2,607,996.13	16,684,314.73	4,971,510.71	19,244,122.70	1,720,303.62	13,425,053.03	5,819,069.67

Encumbrances And Carry Forward Activity Not Included

DELINQUENT TAX BALANCE:

3/31/2025	\$	1,703,641.70
3/31/2024	\$	1,455,735.10
3/31/2023	\$	1,026,866.90
5/19/2025	\$	1,373,237.66
5/19/2024	\$	1,329,440.50

LOCAL OPTION TAX REVENUE HISTORY FYE 2022 - 2025 YTD

	FYE 2022	As of 5/19/2025 FYE 2023	FYE 2024	FYE 2025
<u>Revenues</u>				
Feb	\$ 77,093.37	\$ 83,645.74	\$ 85,019.04	\$ 94,451.23
May	\$ 65,088.90	\$ 78,634.15	\$ 79,091.22	\$ 72,617.60
Aug	\$ 86,029.10	\$ 86,108.78	\$ 86,301.22	TBD
Nov	\$ 105,257.99	\$ 111,803.98	\$ 116,606.07	\$ 111,103.77
	<u>\$ 333,469.36</u>	<u>\$ 360,192.65</u>	<u>\$ 367,017.55</u>	<u>\$ 278,172.60</u>

LOCAL OPTION TAX CASH ON HAND

\$ 618,286.90	Balance as of 04/30/2025
\$ (10,972.00)	Bal of FYE 2025 Committed to Beautification of Town Villages
\$ (87,000.00)	FYE 2026 Parks/Rec - HD truck and rounds utility vehicle
\$ (280,000.00)	FYE 2026 DPW - mechanic truck and 6 wheel dump truck
\$ (75,000.00)	FYE 2026 Police - marked cruiser
\$ (58,000.00)	FYE 2026 Fire - vehicle rescue tools
<u>\$ 107,314.90</u>	Balance available after commitments above

Solid Waste (Fund 30)				
Revenues:	2025 Budget	3/31/2025		
	\$ 647,000.00	\$ 655,317.21		
			YTD Available	% Of
Expenditures:	2025 Budget	As of 3/31/2025	Balance	Budget
	\$ 881,652.47	\$ 606,141.72	\$ 275,510.75	Used
				69%
Accounts Receivable:	3/31/2025	3/31/2024		
	\$ 39,675.55	\$ 6,283.27		

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Solid Waste Fund								
Solid waste management revenue								
Totals Solid waste management revenue	225,000.00	19,218.50	225,111.20	100.049	241,100.00	12,194.19	211,210.66	87.603
Recycling Revenues								
Totals Recycling Revenues	36,000.00	19,883.91	52,954.79	147.097	46,500.00	118.00	25,536.19	54.917
Other Revenues								
Totals Other Revenues	111,000.00	1,865.00	56,413.56	50.823	78,920.00	7,198.80	71,616.05	90.745
General Operations								
Totals General Operations	275,000.00	863.81	320,837.66	116.668	273,000.00	688.62	32,672.77	11.968
Totals Solid Waste Fund	647,000.00	41,831.22	655,317.21	101.286	639,520.00	20,199.61	341,035.67	53.327

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Solid Waste Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Curbside collection								
Totals Curbside collection	275,000.00	29,762.41	216,986.47	58,013.53	250,000.00	17,515.40	177,928.34	72,071.66
Recycling center								
Totals Recycling center	210,149.58	2,073.48	60,921.61	149,227.97	186,142.71	4,989.13	78,542.96	107,599.75
Construction & demollition								
Totals Construction & demollition	115,000.00	0.00	32,072.39	82,927.61	268,785.00	0.00	0.00	268,785.00
Transfer Station								
Totals Transfer Station	203,537.68	15,444.34	150,057.46	53,480.22	203,662.08	14,835.79	142,593.11	61,068.97
Solid waste administration								
Totals Solid waste administration	77,965.21	16,291.20	146,103.79	-68,138.58	251,474.75	16,023.55	110,556.76	140,917.99
Totals Solid Waste Fund	881,652.47	63,571.43	606,141.72	275,510.75	1,161,064.54	53,363.87	509,621.17	651,443.37

Encumbrances And Carry Forward Activity Not Included

White River Water (50)				
Revenues:	2025 Budget	3/31/2025		
	\$ 1,294,803.00	\$ 1,053,817.46		
			YTD Available	% Of
Expenditures:	2025 Budget	3/31/2025	Balance	Budget
	\$ 1,293,874.20	\$ 605,152.03	\$ 688,722.17	Used
				47%
Accounts Receivable:	3/31/2025	3/31/2024		
	\$ 247,401.45	\$ 266,038.43		

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Revenue Comparison Report

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Water Fund								
Intergovernmental revenues								
Totals Intergovernmental revenues	0.00	0.00	60,690.01	0.000	0.00	1,401.50	453,872.90	0.000
Charges for Services								
Totals Charges for Services	1,273,803.00	178,225.32	972,389.53	76.338	1,211,461.65	286,832.48	955,398.92	78.863
Connections/other								
Totals Connections/other	21,000.00	1,535.69	11,710.73	55.765	18,000.00	830.82	18,073.59	100.409
General Operations								
Totals General Operations	0.00	1,055.64	9,027.19	0.000	0.00	647.03	56,832.29	0.000
Totals Water Fund	1,294,803.00	180,816.65	1,053,817.46	81.388	1,229,461.65	289,711.83	1,484,177.70	120.718

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Water Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	3,360.00	0.00	0.00	3,360.00
Water - Wilder well & treatmnt								
Totals Water - Wilder well & treatmnt	191,000.00	8,301.64	165,424.52	25,575.48	195,087.41	20,031.57	104,101.93	90,985.48
Distribution system								
Totals Distribution system	823,464.71	33,371.28	296,067.65	527,397.06	734,527.54	41,397.87	285,641.07	448,886.47
Water - Administration								
Totals Water - Administration	279,409.49	23,719.85	143,659.86	135,749.63	385,479.93	20,971.12	132,270.19	253,209.74
Totals Water Fund	1,293,874.20	65,392.77	605,152.03	688,722.17	1,318,454.88	82,400.56	522,013.19	796,441.69

Encumbrances And Carry Forward Activity Not Included

Quechee Water (55)				
Revenues:	2025 Budget	3/31/2025		
	\$ 515,000.00	\$ 454,968.69		
			YTD Available	% Of
			Balance	Budget
Expenditures:	2025 Budget	3/31/2025		Used
	\$ 532,600.53	\$ 330,943.82	\$ 201,656.71	62%
Accounts Receivable:	3/31/2025	3/31/2024		
	\$ 102,845.61	\$ 98,832.83		

Revenue Comparison Report

Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Quechee Water Fund								
Charges for Services								
Totals Charges for Services	508,000.00	0.00	439,970.63	86.608	490,778.19	0.00	410,996.56	83.744
Connections/other								
Totals Connections/other	7,000.00	393.62	1,778.12	25.402	4,500.00	517.13	3,718.65	82.637
General Operations								
Totals General Operations	0.00	1,558.60	13,219.94	0.000	1,616.03	1,362.26	10,428.19	645.297
Totals	515,000.00	1,952.22	454,968.69	88.343	496,894.22	1,879.39	425,143.40	85.560

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Quechee Water Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	3,561.60	0.00	0.00	3,561.60
Quechee wells & treatment								
Totals Quechee wells & treatment	34,750.00	2,580.62	26,244.49	8,505.51	71,400.00	1,884.47	20,643.06	50,756.94
Distribution system								
Totals Distribution system	252,224.61	4,528.51	162,272.25	89,952.36	268,226.02	7,251.98	173,774.04	94,451.98
Water - Administration								
Totals Water - Administration	245,625.92	20,968.89	142,427.08	103,198.84	245,008.08	15,337.02	113,397.53	131,610.55
Totals Quechee Water Fund	532,600.53	28,078.02	330,943.82	201,656.71	588,195.70	24,473.47	307,814.63	280,381.07

Encumbrances And Carry Forward Activity Not Included

White River Wastewater (60)				
Revenues:	2025 Budget	3/31/2025		
	\$ 1,968,186.00	\$ 1,786,412.41		
			YTD Available	% Of
Expenditures:	2025 Budget	3/31/2025	Balance	Budget
	\$ 1,944,171.94	\$ 1,062,219.67	\$ 881,952.27	Used
				55%
Accounts Receivable:	3/31/2025	3/31/2024		
	\$ 401,850.95	\$ 450,873.49		

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Revenue Comparison Report

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Town of Hartford
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Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Wastewater Fund								
Intergovernmental revenues								
Totals Intergovernmental revenues	0.00	0.00	85,079.44	0.000	0.00	0.00	40,181.24	0.000
Charges for Services								
Totals Charges for Services	1,951,686.00	287,449.90	1,565,624.38	80.219	1,922,843.00	468,914.42	1,550,389.07	80.630
Connections/other								
Totals Connections/other	9,000.00	293.04	6,971.08	77.456	7,896.95	1,120.19	17,403.31	220.380
General Operations								
Totals General Operations	7,500.00	3,795.06	128,737.51	1,716.500	3,968.38	3,320.28	84,355.45	2,125.690
Totals Wastewater Fund	1,968,186.00	291,538.00	1,786,412.41	90.764	1,934,708.33	473,354.89	1,692,329.07	87.472

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Expenditure Comparison Report

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Town of Hartford
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Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Wastewater Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	3,400.00	0.00	0.00	3,400.00
WRJ treatment plant								
Totals WRJ treatment plant	1,550,093.11	110,299.78	815,990.65	734,102.46	1,552,322.58	108,157.42	740,915.98	811,406.60
Wilder pump station								
Totals Wilder pump station	24,600.00	1,694.50	23,893.46	706.54	26,850.00	1,138.72	16,567.64	10,282.36
Collection system								
Totals Collection system	123,457.54	3,416.42	87,565.32	35,892.22	167,441.24	1,565.66	68,191.93	99,249.31
Wastewater - Administration								
Totals Wastewater - Administration	246,021.29	18,051.95	134,770.24	111,251.05	334,224.42	14,577.82	111,368.73	222,855.69
Totals Wastewater Fund	1,944,171.94	133,462.65	1,062,219.67	881,952.27	2,084,238.24	125,439.62	937,044.28	1,147,193.96

Encumbrances And Carry Forward Activity Not Included

Quechee Wastewater (65)				
Revenues:	2025 Budget	3/31/2025		
	\$ 1,224,737.00	\$ 1,078,547.22		
			YTD Available	% Of
Expenditures:	2025 Budget	3/31/2025	Balance	Budget
	\$ 1,257,709.07	\$ 936,679.56	\$ 321,029.51	Used
				74%
Accounts Receivable:	3/31/2025	3/31/2024		
	\$ 269,997.87	\$ 270,501.64		

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Revenue Comparison Report

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Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Quechee Wastewater Fund								
Charges for Services								
Totals Charges for Services	1,215,737.00	0.00	1,048,391.08	86.235	1,210,649.48	0.00	1,031,029.51	85.163
Connections/other								
Totals Connections/other	7,000.00	1,230.58	6,547.82	93.540	9,000.00	1,076.05	7,236.84	80.409
General Operations								
Totals General Operations	2,000.00	2,733.28	23,608.32	1,180.416	2,000.00	2,373.08	18,166.40	908.320
Totals	Quechee Wastewater Fund							
	1,224,737.00	3,963.86	1,078,547.22	88.064	1,221,649.48	3,449.13	1,056,432.75	86.476

Expenditure Comparison Report

Town of Hartford
As Of: March, GL Year 2025

Account Number	2025				2024			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Quechee Wastewater Fund								
FIN -Insurance								
Totals FIN -Insurance	0.00	0.00	0.00	0.00	3,400.00	0.00	0.00	3,400.00
Quechee treatment plant								
Totals Quechee treatment plant	842,992.17	54,692.89	683,455.76	159,536.41	942,123.34	48,206.01	640,434.89	301,688.45
Collection system								
Totals Collection system	115,241.67	2,539.69	89,642.60	25,599.07	136,555.50	13,070.91	98,216.21	38,339.29
Wastewater - Administration								
Totals Wastewater - Administration	299,475.23	17,917.47	163,581.20	135,894.03	328,002.95	12,999.14	99,810.97	228,191.98
Totals Quechee Wastewater Fund	1,257,709.07	75,150.05	936,679.56	321,029.51	1,410,081.79	74,276.06	838,462.07	571,619.72



AGENDA MEMORANDUM
May 27, 2025
Town Selectboard Meeting Item: 5.d.

Submitted By: Matt Osborn, Town Planner, Department of Planning & Development
Lori Hirshfield, Director, Department of Planning & Development

Subject: Consider the Award of a Contract for the Construction of the Route 5 Sidewalk Project between Ballardvale Drive and Arboretum Lane.

Background: In 2004, a bicycle/pedestrian scoping study was prepared for all of Sykes Mountain Avenue and a half mile of Route 5 between Sykes Mountain Avenue and Arboretum Lane. The study recommended sidewalks to be designed and constructed along the entire 1.5-mile corridor. Since then, staff have applied for and received multiple grants for the design and construction of sidewalks and bike lanes along the corridor. To date, sidewalks have been constructed for most of Sykes Mountain Avenue. The current sidewalk segment on Route 5 is approximately 2,000' and will begin at Arboretum Lane (entrance to the Upper Valley Aquatic Center) and connect to Ballardvale Drive. The segment on Route 5 between Ballardvale Drive and Sykes Mountain Avenue received partial funding from VTrans with design currently resuming following the realignment of the I-91 northbound off-ramp realignment, a VTrans requirement prior to the project moving forward.

Discussion: On April 8, 2025, the Town released an invitation to bid for the project. The bid invitation was advertised in the Valley News, Town website and the Vermont Business Registry and Bid System website. Interest in the bid was fairly high. The bid opening occurred on April 29th. Two bids were submitted:

- United Construction Corporation \$430,421.00
- Waters Excavation Inc. \$624,751.00

Engineering consultant Stantec, the design engineer, conducted the bid analysis and recommended awarding the bid to United Construction, stating that, "in summary, the bid from United Construction Corporation is not mathematically or materially unbalanced and offers no advantage to the contractor or disadvantage to the Town of Hartford. VTrans approved the bid to United Construction. Prior to going out to bid, Stantec, the design engineer, prepared an engineer's estimate for the project in the amount of \$461,266.94. The United Construction bid came in \$30,845.94 less than the engineer's estimate. Construction is expected to last eight weeks and begin after July 1, 2025. Construction must be completed by October 15, 2025.

Financial Impact: The Town has received two federal grants through VTrans to design and build the sidewalk. The two grants total \$758,000. The Town match requirement is \$189,500. In addition, two property owners, as part of their Planning Commission approval, were required to build or pay for the

sidewalk along the frontage of their property. Based on the bid, the property owners total contribution is estimated at \$64,842. The following is a breakdown of project revenues and costs:

Project Revenues

Two Federal Grants	\$758,000
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Town Match	\$189,500
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<u>Estimated Property Owner Contribution *</u>	<u>\$64,842</u>
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Total Revenue	\$1,012,342
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* Based on bid

Project Costs

Engineering & Design Permitting	\$99,902
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Construction Engineering Oversight	\$87,195
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Right-of-way/Acquisitions	\$15,250
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Construction (based on bid)	\$430,421
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<u>5% Construction Contingency</u>	<u>\$21,521</u>
------------------------------------	-----------------

Total Project Cost	\$654,289
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Remaining Funds**	\$358,053
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** Please note that the Town greatly benefited from delaying this project until after last year's Route 5 paving project which picked up the cost of items that would have been included in the sidewalk project

Recommendation: Award the contract to United Construction Corporation in the amount of \$430,421.00 to construct the Route 5 sidewalk between Ballardvale Drive and Arboretum Lane and authorize the Town Manager to execute the contract and other actions necessary to complete the project.

Attachments:

United Bid Documents

Bid Analysis

BID FORM
US Route 5 Sidewalk Project
Hartford STP EH10(18) and Hartford STP BP22(25)

Proposal of United Construction Corp.
(hereinafter called Bidder), organized and existing under the laws of the State of
NH doing business as
Corporation
(a corporation, a partnership, of an individual)

To the Town of Hartford, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

It is essential that all forms that require signature as part of the final Bid Submission be filled out and signed or the Bid itself will be invalid:

- Contractors EEO Certification Form CA-109 – Appendix A
- Debarment & Non-Collusion Affidavit CA-91 – Appendix B
- Worker Classification Compliance Requirement (Prime Contractor) – Appendix C

The undersigned bidder proposed and agrees, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is October 15, 2025

Bidder acknowledges receipt of the following Addenda:

N/A

Hartford STP EH10(18) and STP BP22(25)
Bid Form

April 2, 2025

Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Unqualified bids will not be accepted.

VTrans ITEM #	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
201.1000	Clearing and Grubbing, Including Individual Trees and Stumps				
		LS	1	\$ <u>8300.00</u>	\$ <u>8300.00</u>
	Unit Price in Words	<u>Eighty Three Hundred</u>			
203.1500	Common Excavation	CY	560	\$ <u>52.00</u>	\$ <u>29120.00</u>
	Unit Price in Words	<u>Fifty Two</u>			
204.2000	Trench Excavation of Earth				
		CY	105	\$ <u>60.00</u>	\$ <u>6300.00</u>
	Unit Price in Words	<u>Sixty</u>			
204.2100	Trench Excavation of Rock				
		CY	5	\$ <u>900.00</u>	\$ <u>4500.00</u>
	Unit Price in Words	<u>Nine Hundred</u>			
204.2200	Trench Excavation of Earth, Exploratory (N.A.B.I)				
		CY	1	\$ <u>850.00</u>	\$ <u>850.00</u>
	Unit Price in Words	<u>Eight Hundred Fifty</u>			
301.3500	Subbase of Dense Graded Crushed Stone				
		CY	520	\$ <u>85.00</u>	\$ <u>44200.00</u>
	Unit Price in Words	<u>Eight Five</u>			
406.3400	Bituminous Concrete Pavement, Non-Paver Placed, Type IVS				
		SY	230	\$ <u>51.00</u>	\$ <u>11730.00</u>
	Unit Price in Words	<u>Fifty One</u>			

Hartford STP EH10(18) and STP BP22(25)

April 2, 2025

Bid Form

601.0005 12 Inch CSP 0.064 (2-2/3 x 1/2)

LF 4 \$ 650.00 \$ 2600.00

Unit Price in Words Six Hundred Fifty

601.0915 18 Inch CPEP LF 12 \$ 170.00 \$ 2040.00

Unit Price in Words One Hundred Seventy

601.2615 18 Inch CPEP(SL) LF 35 \$ 75.00 \$ 2625.00

Unit Price in Words Seventy Five

604.1800 Precast Reinforced Concrete DI with Cast Iron Grate

EACH 2 \$ 4100.00 \$ 8200.00

Unit Price in Words Forty One Hundred

604.2100 Precast Reinforced Concrete Manhole with Cast Iron Cover

EACH 1 \$ 5600.00 \$ 5600.00

Unit Price in Words Fifty Six Hundred

604.4200 Changing Elevation of Sewer Manholes

EACH 4 \$ 850.00 \$ 3400.00

Unit Price in Words Eight Hundred Fifty

616.2702 Cast-in-Place Concrete Curb, Type B

LF 20 \$ 40.00 \$ 800.00

Unit Price in Words Forty

616.4000 Removing and Resetting Curb

LF 12 \$ 40.00 \$ 480.00

Unit Price in Words Forty

618.1005 Portland Cement Concrete Sidewalk, 5 Inch

SY 1030 \$ 90.00 \$ 92700.00

Unit Price in Words Ninety

Hartford STP EH10(18) and STP BP22(25)

April 2, 2025

Bid Form

618.1008 Portland Cement Concrete Sidewalk, 8 Inch

SY	110	\$ 110.00	\$ 12,100.00
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Unit Price in Words One Hundred Ten

618.3000 Detectable Warning Surface

SF	16	\$ 50.00	\$ 800.00
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Unit Price in Words Fifty

629.2800 Adjust Elevation of Valve Box

EACH	6	\$ 750.00	\$ 4500.00
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Unit Price in Words Seven Hundred Fifty

629.3600 Relocate Hydrant

EACH	1	\$ 3500.00	\$ 3500.00
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Unit Price in Words Thirty Five Hundred

630.1000 Uniformed Traffic Officers

HR	40	\$ 170.00	\$ 6800.00
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Unit Price in Words One Hundred Seventy

630.1500 Flaggers

HR	1000	\$ 55.00	\$ 55000.00
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Unit Price in Words Fifty Five

631.1600 Testing Equipment, Concrete

LS	1	\$ 3600.00	\$ 3600.00
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Unit Price in Words Thirty Six Hundred

635.1100 Mobilization/Demobilization

LS	1	\$ 55000.00	\$ 55000.00
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Unit Price in Words Fifty Five Thousand

641.1100 Traffic Control, All-Inclusive

LS	1	\$ 7300.00	\$ 7300.00
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Unit Price in Words Seventy Three Hundred

Hartford STP EH10(18) and STP BP22(25)

April 2, 2025

Bid Form

646.5020 Durable Crosswalk Marking, Thermoplastic

LF	40	\$ 60.00	\$ 2400.00
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Unit Price in Words Sixty

651.1500 Turf Establishment, General Seed

SY	1200	\$ 2.25	\$ 2700.00
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Unit Price in Words Two Dollars Twenty Five Cents

651.3500 Topsoil

CY	135	\$ 165.00	\$ 22275.00
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Unit Price in Words One Hundred Sixty Five

653.1000 Hay Mulch

Ton	1	\$ 3300.00	\$ 3300.00
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Unit Price in Words Thirty Three Hundred

653.2501 Check Dam, Type I

CY	8	\$ 150.00	\$ 1200.00
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Unit Price in Words One Hundred Fifty

653.3500 Stabilized Construction Entrance

CY	60	\$ 34.00	\$ 2040.00
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Unit Price in Words Thirty Four

653.4002 Inlet Protection Device, Type II

EACH	9	\$ 130.00	\$ 1170.00
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Unit Price in Words One Hundred Thirty

653.4701 Silt Fence, Type I

LF	90	\$ 8.00	\$ 720.00
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Unit Price in Words Eight

653.5000 Barrier Fence

LF	75	\$ 8.00	\$ 600.00
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Unit Price in Words Eight

653.5500 Project Demarcation Fence

LF	1600	\$ 2.00	\$ 3200.00
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Unit Price in Words Two

Hartford STP EH10(18) and STP BP22(25)
Bid Form

April 2, 2025

656.3003 Deciduous Trees, Large

EACH 3 \$ 825.00 \$ 2475.00

Unit Price in Words Eight Hundred Twenty Five

656.3500 Deciduous Shrubs EACH 8 \$ 220.00 \$ 1760.00

Unit Price in Words Two Hundred Twenty

656.8500 Tree Protection LS 1 \$ 400.00 \$ 400.00

Unit Price in Words Four Hundred

675.3410 Square Tube Sign Post and Anchor

LF 60 \$ 35.00 \$ 2100.00

Unit Price in Words Thirty Five

675.5000 Sign Removal, Flat Sheet Aluminum

EACH 7 \$ 125.00 \$ 875.00

Unit Price in Words One Hundred Twenty Five

675.6000 Resetting Signs EACH 7 \$ 480.00 \$ 3360.00

Unit Price in Words Four Hundred Eighty

675.6000002 Relocate and Reset Private Sign Assembly, Lighted

EACH 1 \$ 7800.00 \$ 7800.00

Unit Price in Words Seventy Eight Hundred

690.0300 Price Adjustment, Asphalt (N.A.B.I.)

DL 1 \$ 1.00 \$ 1.00

Unit Price in Words One Dollar

Hartford STP EH10(18) and STP BP22(25)
Bid Form

April 2, 2025

Total Base Bid \$ 430,421.00

Total Base Bid Written _____
Four Hundred Thirty Thousand Four Hundred Twenty One Dollars Zero Cents

The lowest responsive and responsible bidder will be determined by the **Total Base Bid**.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work as specified within the Contract Documents.

By submitting this bid, a bidder certifies that it shall report in writing to the municipality any errors or inconsistency discovered in the plans, proposal, specifications, or proposal documents immediately upon discovery.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

United Construction Corp.

Contractor

CARY L WHIPPLE

By

Signature

Vice President

Title

250 North Main St. PO Box 48

Business Address

NEWPORT

NH 03773

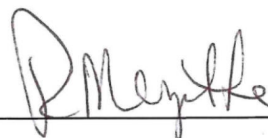
City

State

4/29/25

Date

ATTEST (Name and
Signature):

Robyn Meyette 

LS = lump sum

LU = lump unit

APPENDIX A

STATE OF VERMONT
AGENCY OF TRANSPORTATION

November, 1985
CA-109

CONTRACTOR'S EEO CERTIFICATION FORM

Certification with regard to the Performance of Previous Contracts of Subcontracts subject to the Equal Opportunity Clause and the filing of Required Reports.

The bidder X, proposed subcontractor _____, hereby certifies that he/she has X, has not _____, participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246 as amended, and that he/she has X, has not _____, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

<u>United Construction Corp.</u>	<u>Cary Whipple</u>	<u>Vice President</u>
Company	By	Title

NOTE: The above certification is required by the Equal Employment Opportunity regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally only contracts or subcontracts of \$10,000 or under are exempt.) Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7 (b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration, or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

APPENDIX B

CA-91

STATE OF VERMONT
AGENCY OF TRANSPORTATION
DEBARMENT AND NON-COLLUSION AFFIDAVIT

I, Cary Whipple, representing
(Official Authorized to Sign Contracts)

United Construction Corporation of Newport, NH,
(Individual, Partnership or Corporation) (City or State)

being duly sworn, depose and certify under the penalties of perjury under the laws of the State of Vermont and the United States that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid for the Vermont project:

Route 5 Sidewalks - Hartford STP EH10(18) and STP BP22(25),
(Project Name)

NA project located on Route 5,
(Project Number) (Route or Highway)

bids opened at Hartford,
(Town or City)

Vermont on April 29, 2025.
(Date)

I further depose and certify under the penalties of perjury under the laws of the State of Vermont and the United States that except as noted below said individual, partnership or corporation or any person associated therewith in any capacity is not currently, and has not been within the past three (3) years, suspended, debarred, voluntarily excluded or determined ineligible by any Federal or State Agency; does not have a proposed suspension, debarment, voluntary exclusion or ineligibility determination pending; and has not been indicted, convicted, or had a civil judgement rendered against (it, him, her, them) by a court having jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Exceptions: X No _____ Yes. (If yes complete back of this form.)

Sworn to before me this

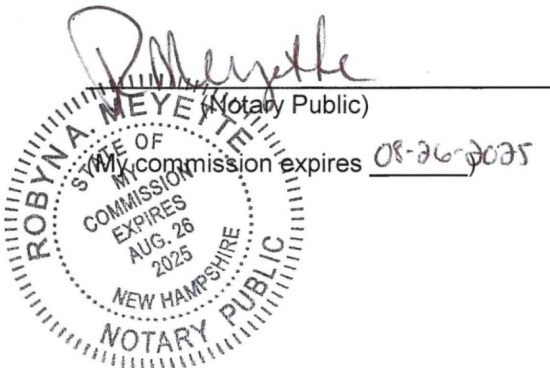
29 day of April, 2025

United Construction Corp. L.S.
(Name of Individual, Partnership or Corporation)

Cary Whipple L.S.
(Signature of Official Authorized to Sign Contracts)

Cary Whipple L.S.
(Name of Individual Signing Affidavit)

Vice President L.S.
(Title of Individual Signing Affidavit)



APPENDIX C

RFP/PROJECT NAME & NUMBER:

DATE:

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT

Self Reporting

Form 1 of 2

This form must be completed in its entirety and submitted as part of the response for the proposal to be considered valid.

The Vermont Agency of Transportation, in accordance with Section 32 of Act 54 (2009), as amended by Section 17 of Act 142 (2010) and further amended by Section 6 of Act 50 (2011), and for total projects costs exceeding \$250,000.00, requires bidders comply with the following provisions and requirements.

Bidder is required to self report the following information relating to past violations, convictions, suspensions, and any other information related to past performance and likely compliance with proper coding and classification of employees. The Agency of Transportation is requiring information on any incidents that occurred in the previous 12 months. Attach additional pages as necessary. If not applicable, so state.

Summary of Detailed Information	Date of Notification	Outcome
NA	NA	NA

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT: Bidder hereby certifies that the company/individual is in compliance with the requirements as detailed in Section 32 of Act 54(2009), as amended by Section 17 of Act 142 (2010) and further amended by Section 6 of Act 50 (2011).

Date: 04/29/2025

Name of Company: United Construction Corp.

Address: 250 North Main St. PO Box 48

Newport, NH 03773

E-mail: cary@unitedconstruction.biz

By: Cary Whipple
Signature (Request/Report Not Valid Unless Signed) *

Contact Name: Cary Whipple

Title: Vice President

Phone Number: 603-863-1240

Fax Number: 603-863-7399

Name: Cary Whipple
(Type or Print)

*Form must be signed by individual authorized to sign on the bidder's behalf.

DO NOT WRITE IN THIS SPACE – AGENCY USE ONLY

VDOL CHECKED RE: ACT 54 2009, AND AMENDMENTS ☐

APPENDIX B

Page 2

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate below to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administration sanctions.

EXCEPTIONS:



Stantec Consulting Services Inc.
193 Tilley Drive, Suite 101, South Burlington VT 05403-7824

May 5, 2025
File: 195310621

Attention: Matthew Osborn, Hartford Planning and Development Department
Town of Hartford, Vermont
171 Bridge Street
Hartford, VT 05001

Dear Matt,

Reference: Hartford STP EH10(18) and Hartford STP BP22(25) Bid Tabulation and Analysis

Bids for the above referenced project were opened and publicly read aloud on Tuesday, April 29th, at 2:00 PM. Stantec has analyzed these bids and we are pleased to present the following findings and recommendations.

1. Two contractors (United Construction Corporation and Waters Excavation, Inc.) submitted total base bids of \$430,421.00, and \$624,751.00 respectively. The Engineer's Estimate is \$461,266.94. The apparent low base bid is 6.68% lower than the Engineer's estimate. Since this is not greater than 5% above engineers estimate competition is adequate.
2. The bid packages of all bidders were reviewed to determine if all the required forms were submitted. It was found that the bids that were received included the following required documents: Bid Proposal Form; Bid Bond, and VTrans pre-qualifications.
3. The required forms were examined to determine if they were properly completed. No errors were found in United Construction Corporation's forms.

The bid included the required signatures and acknowledged receipt of all addenda.

4. United Construction Corporation is the lowest qualified bidder. Their bid was analyzed to identify "unbalanced items". Bids can be unbalanced in two different ways: materially and mathematically. Mathematically unbalanced bids are individual price quotations that do not reasonably reflect actual costs. Materially unbalanced bids are ones that generate doubt that the award would result in the lowest ultimate cost.

To check for unbalanced bids, it is standard practice to review items where the engineer's bid price and contractors bid price differ by 1% of the total bid amount. Guidance also states to evaluate a total value of items that equal greater than 80% of the absolute value of the differences between the Engineer's estimated costs and the Low Bid costs. For this bid, those items that differed by 0.67% of the bid price totaled greater than 80% of the total variance, so checking additional items is not necessary. Please refer to the attached



May 5, 2025

Matthew Osborn, Hartford Planning and Development Department

Page 2 of 2

Reference: Hartford STP EH10(18) and Hartford STP BP22(25) Bid Tabulation and Analysis

spreadsheet for Stantec's detailed analysis of "unbalanced items". In summary, the bid from United Construction Corporation is not mathematically or materially unbalanced and offers no advantage to the contractor or disadvantage to the Town of Hartford.

Based on our analysis of the bid submitted, we recommend that the Town of Hartford award the contract to United Construction Corporation for the base bid amount of \$430,421.00. Please contact us if you have questions regarding our analysis and recommendation. We will be happy to meet with you at your convenience to discuss this further.

Regards,

STANTEC CONSULTING SERVICES INC.

Israel Maynard, PE

Senior Associate

Phone: (802) 497-6415

Israel.Maynard@stantec.com

VTrans Approval: Ross Gowin

Date: May 7th, 2025

Attachment: Bid Tabulation Spreadsheet
Analysis of Unbalanced Items

Town of Hartford
Hartford US Route 5 Sidewalk
STP EH10 (18)
Bid Opening Date: April 29, 2025

				United Construction Corp.		Waters Excavation Inc.		Engineer's Estimate		Average Unit Price
Bid Item	Description Of Item	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
201.1000	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	LS	1	\$8,300.00	\$8,300.00	\$15,000.00	\$15,000.00	\$ 10,000.00	\$10,000.00	\$11,650.00
203.1500	COMMON EXCAVATION	CY	560	\$52.00	\$29,120.00	\$50.00	\$28,000.00	\$ 33.271	\$18,631.76	\$51.00
204.2000	TRENCH EXCAVATION OF EARTH	CY	105	\$60.00	\$6,300.00	\$50.00	\$5,250.00	\$ 37.384	\$3,925.32	\$55.00
204.2100	TRENCH EXCAVATION OF ROCK	CY	5	\$900.00	\$4,500.00	\$300.00	\$1,500.00	\$ 204.338	\$1,021.69	\$600.00
204.2200	TRENCH EXCAVATION OF EARTH, EXPLORATORY (N.A.B.I.)	CY	1	\$850.00	\$850.00	\$75.00	\$75.00	\$ 75.000	\$75.00	\$462.50
301.3500	SUBBASE OF DENSE GRADED CRUSHED STONE	CY	520	\$85.00	\$44,200.00	\$70.00	\$36,400.00	\$ 66.750	\$34,710.00	\$77.50
406.3400	BITUMINOUS CONCRETE PAVEMENT, NON-PAVER PLACED, TYPE IVS	SY	230	\$51.00	\$11,730.00	\$65.00	\$14,950.00	\$ 40.700	\$9,361.00	\$58.00
601.0005	12 INCH CSP 0.064 (2-2/3 x 1/2)	LF	4	\$650.00	\$2,600.00	\$180.00	\$720.00	\$ 150.000	\$600.00	\$415.00
601.0915	18 INCH CPEP	LF	12	\$170.00	\$2,040.00	\$200.00	\$2,400.00	\$ 148.000	\$1,776.00	\$185.00
601.2615	18 INCH CPEP(SL)	LF	35	\$75.00	\$2,625.00	\$200.00	\$7,000.00	\$ 157.406	\$5,509.21	\$137.50
604.1800	PRECAST REINFORCED CONCRETE DI WITH CAST IRON GRATE	EACH	2	\$4,100.00	\$8,200.00	\$12,500.00	\$25,000.00	\$ 7,000.000	\$14,000.00	\$8,300.00
604.2100	PRECAST REINFORCED CONCRETE MANHOLE WITH CAST IRON COVER	EACH	1	\$5,600.00	\$5,600.00	\$12,500.00	\$12,500.00	\$ 8,868.269	\$8,868.27	\$9,050.00
604.4200	CHANGING ELEVATION OF SEWER MANHOLES	EACH	4	\$850.00	\$3,400.00	\$1,750.00	\$7,000.00	\$ 1,298.083	\$5,192.33	\$1,300.00
616.2702	CAST-IN-PLACE CONCRETE CURB, TYPE B	LF	20	\$ 40.00	\$800.00	\$120.00	\$2,400.00	\$ 160.626	\$3,212.52	\$80.00
616.4000	REMOVING AND RESETTNG CURB	LF	12	\$ 40.00	\$480.00	\$100.00	\$1,200.00	\$ 73.745	\$884.94	\$70.00
618.1005	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SY	1030	\$ 90.00	\$92,700.00	\$190.00	\$195,700.00	\$ 125.172	\$128,927.16	\$140.00
618.1008	PORTLAND CEMENT CONCRETE SIDEWALK, 8 INCH	SY	110	\$ 110.00	\$12,100.00	\$210.00	\$23,100.00	\$ 170.250	\$18,727.50	\$160.00
618.3000	DETECTABLE WARNING SURFACE	SF	16	\$ 50.00	\$800.00	\$60.00	\$960.00	\$ 63.631	\$1,018.10	\$55.00
629.2800	ADJUST ELEVATION OF VALVE BOX	EACH	6	\$ 750.00	\$4,500.00	\$150.00	\$900.00	\$ 246.958	\$1,481.75	\$450.00
629.3600	RELOCATE HYDRANT	EACH	1	\$ 3,500.00	\$3,500.00	\$12,500.00	\$12,500.00	\$ 5,900.000	\$5,900.00	\$8,000.00
630.1000	UNIFORMED TRAFFIC OFFICERS	HR	40	\$ 170.00	\$6,800.00	\$95.00	\$3,800.00	\$ 75.064	\$3,002.56	\$132.50
630.1500	FLAGGERS	HR	1000	\$ 55.00	\$55,000.00	\$70.00	\$70,000.00	\$ 48.119	\$48,119.00	\$62.50
631.1600	TESTING EQUIPMENT, CONCRETE	LS	1	\$ 3,600.00	\$3,600.00	\$1,500.00	\$1,500.00	\$ 1,000.000	\$1,000.00	\$2,550.00
635.1100	MOBILIZATION/DEMOLIBIZATION	LS	1	\$ 55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$ 49,421.458	\$49,421.46	\$55,000.00
641.1100	TRAFFIC CONTROL, ALL-INCLUSIVE	LS	1	\$ 7,300.00	\$7,300.00	\$42,500.00	\$42,500.00	\$ 50,000.000	\$50,000.00	\$24,900.00
646.5020	DURABLE CROSSWALK MARKING, THERMOPLASTIC	LF	40	\$ 60.00	\$2,400.00	\$40.00	\$1,600.00	\$ 43.000	\$1,720.00	\$50.00
651.1500	TURF ESTABLISHMENT, GENERAL SEED	SY	1200	\$ 2.25	\$2,700.00	\$4.00	\$4,800.00	\$ 1.250	\$1,500.00	\$3.13
651.3500	TOPSOIL	CY	135	\$ 165.00	\$22,275.00	\$95.00	\$12,825.00	\$ 69.958	\$9,444.33	\$130.00
653.1000	HAY MULCH	TON	1	\$ 3,300.00	\$3,300.00	\$1,200.00	\$1,200.00	\$ 1,302.476	\$1,302.48	\$2,250.00
653.2501	CHECK DAM, TYPE I	CY	8	\$ 150.00	\$1,200.00	\$100.00	\$800.00	\$ 118.022	\$944.18	\$125.00
653.3500	STABILIZED CONSTRUCTION ENTRANCE	CY	60	\$ 34.00	\$2,040.00	\$95.00	\$5,700.00	\$ 63.479	\$3,808.74	\$64.50
653.4002	INLET PROTECTION DEVICE, TYPE II	EACH	9	\$ 130.00	\$1,170.00	\$350.00	\$3,150.00	\$ 256.360	\$2,307.24	\$240.00
653.4701	SILT FENCE, TYPE I	LF	90	\$ 8.00	\$720.00	\$5.00	\$450.00	\$ 6.096	\$548.64	\$6.50
653.5000	BARRIER FENCE	LF	75	\$ 8.00	\$600.00	\$3.00	\$225.00	\$ 3.328	\$249.60	\$5.50
653.5500	PROJECT DEMARCATION FENCE	LF	1600	\$ 2.00	\$3,200.00	\$2.00	\$3,200.00	\$ 1.988	\$3,180.80	\$2.00
656.3003	DECIDUOUS TREES, LARGE	EACH	3	\$ 825.00	\$2,475.00	\$2,000.00	\$6,000.00	\$ 597.000	\$1,791.00	\$1,412.50
656.3500	DECIDUOUS SHRUBS	EACH	8	\$ 220.00	\$1,760.00	\$300.00	\$2,400.00	\$ 123.788	\$990.30	\$260.00
656.8500	TREE PROTECTION	LS	1	\$ 400.00	\$400.00	\$1,500.00	\$1,500.00	\$ 1,000.000	\$1,000.00	\$950.00
675.3410	SQUARE TUBE SIGN POST AND ANCHOR	LF	60	\$ 35.00	\$2,100.00	\$35.00	\$2,100.00	\$ 25.441	\$1,526.46	\$35.00
675.5000	SIGN REMOVAL, FLAT SHEET ALUMINUM	EACH	7	\$ 125.00	\$875.00	\$50.00	\$350.00	\$ 30.025	\$210.18	\$87.50
675.6000	RESETTNG SIGNS	EACH	7	\$ 480.00	\$3,360.00	\$85.00	\$595.00	\$ 53.776	\$376.43	\$282.50
675.6000002	RELOCATE AND RESET PRIVATE SIGN ASSEMBLY, LIGHTED	EACH	1	\$ 7,800.00	\$7,800.00	\$12,500.00	\$12,500.00	\$ 5,000.000	\$5,000.00	\$10,150.00
690.0300	PRICE ADJUSTMENT, ASPHALT (N.A.B.I.)	EACH	1	\$ 1.00	\$1.00	\$1.00	\$1.00	\$ 1.000	\$1.00	\$1.00
				TOTAL =	\$430,421.00	TOTAL =	\$624,751.00	TOTAL =	\$461,266.94	

Town of Hartford
Hartford US Route 5 Sidewalk
STP EH10 (18)

Prepared by:
Checked by:
Date:

Bid Opening Date: April 29, 2025

Base Bid				Engineer's Opinion of Probable Construction Cost		United Construction Corp.		Difference b/t Unit Prices Compared to Total Engineer's Estimate (percent)	Difference b/t Unit Prices	Absolute Value of Difference	Percentage Difference b/t Engineer's and Contractor's Unit Price
Bid Item	Description Of Item	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price				
201.1000	CLEARING AND GRUBBING, INCLUDING INDIVIDUAL TREES AND STUMPS	LS	1	\$10,000.000	\$10,000.00	\$8,300.00	\$8,300.00	0.39%	-\$1,700.00	\$1,700.00	-17.00%
203.1500	COMMON EXCAVATION	CY	560	\$33.271	\$18,631.76	\$52.00	\$29,120.00	-2.44%	\$10,488.24	\$10,488.24	56.29%
204.2000	TRENCH EXCAVATION OF EARTH	CY	105	\$37.384	\$3,925.32	\$60.00	\$6,300.00	-0.55%	\$2,374.68	\$2,374.68	60.50%
204.2100	TRENCH EXCAVATION OF ROCK	CY	5	\$204.338	\$1,021.69	\$900.00	\$4,500.00	-0.81%	\$3,478.31	\$3,478.31	340.45%
204.2200	TRENCH EXCAVATION OF EARTH, EXPLORATORY (N.A.B.I.)	CY	1	\$75.000	\$75.00	\$850.00	\$850.00	-0.18%	\$775.00	\$775.00	1033.33%
301.3500	SUBBASE OF DENSE GRADED CRUSHED STONE	CY	520	\$66.750	\$34,710.00	\$85.00	\$44,200.00	-2.20%	\$9,490.00	\$9,490.00	27.34%
406.3400	BITUMINOUS CONCRETE PAVEMENT, NON-PAVER PLACED, TYPE IVS	SY	230	\$40.700	\$9,361.00	\$51.00	\$11,730.00	-0.55%	\$2,369.00	\$2,369.00	25.31%
601.0005	12 INCH CSP 0.064 (2-2/3 x 1/2)	LF	4	\$150.000	\$600.00	\$650.00	\$2,600.00	-0.46%	\$2,000.00	\$2,000.00	333.33%
601.0915	18 INCH CPEP	LF	12	\$148.000	\$1,776.00	\$170.00	\$2,040.00	-0.06%	\$264.00	\$264.00	14.86%
601.2615	18 INCH CPEP(SL)	LF	35	\$157.406	\$5,509.21	\$75.00	\$2,625.00	0.67%	-\$2,884.21	\$2,884.21	-52.35%
604.1800	PRECAST REINFORCED CONCRETE DI WITH CAST IRON GRATE	EACH	2	\$7,000.000	\$14,000.00	\$4,100.00	\$8,200.00	1.35%	-\$5,800.00	\$5,800.00	-41.43%
604.2100	PRECAST REINFORCED CONCRETE MANHOLE WITH CAST IRON COVER	EACH	1	\$8,868.269	\$8,868.27	\$5,600.00	\$5,600.00	0.76%	-\$3,268.27	\$3,268.27	-36.85%
604.4200	CHANGING ELEVATION OF SEWER MANHOLES	EACH	4	\$1,298.083	\$5,192.33	\$850.00	\$3,400.00	0.42%	\$1,792.33	\$1,792.33	-34.52%
616.2702	CAST-IN-PLACE CONCRETE CURB, TYPE B	LF	20	\$160.626	\$3,212.52	\$40.00	\$800.00	0.56%	-\$2,412.52	\$2,412.52	-75.10%
616.4000	REMOVING AND RESETTNG CURB	LF	12	\$73.745	\$884.94	\$40.00	\$480.00	0.09%	-\$404.94	\$404.94	-45.76%
618.1005	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SY	1030	\$125.172	\$128,927.16	\$90.00	\$92,700.00	8.42%	-\$36,227.16	\$36,227.16	-28.10%
618.1008	PORTLAND CEMENT CONCRETE SIDEWALK, 8 INCH	SY	110	\$170.250	\$18,727.50	\$110.00	\$12,100.00	1.54%	-\$6,627.50	\$6,627.50	-35.39%
618.3000	DETECTABLE WARNING SURFACE	SF	16	\$63.631	\$1,018.10	\$50.00	\$800.00	0.05%	-\$218.10	\$218.10	-21.42%
629.2800	ADJUST ELEVATION OF VALVE BOX	EACH	6	\$246.958	\$1,481.75	\$750.00	\$4,500.00	-0.70%	\$3,018.25	\$3,018.25	203.70%
629.3600	RELOCATE HYDRANT	EACH	1	\$5,900.000	\$5,900.00	\$3,500.00	\$3,500.00	0.56%	-\$2,400.00	\$2,400.00	-40.68%
630.1000	UNIFORMED TRAFFIC OFFICERS	HR	40	\$75.064	\$3,002.56	\$170.00	\$6,800.00	-0.88%	\$3,797.44	\$3,797.44	126.47%
630.1500	FLAGGERS	HR	1000	\$48.119	\$48,119.00	\$55.00	\$55,000.00	-1.60%	\$6,881.00	\$6,881.00	14.30%
631.1600	TESTING EQUIPMENT, CONCRETE	LS	1	\$1,000.000	\$1,000.00	\$3,600.00	\$3,600.00	-0.60%	\$2,600.00	\$2,600.00	260.00%
635.1100	MOBILIZATION/DEMOLITION	LS	1	\$49,421.458	\$49,421.46	\$55,000.00	\$55,000.00	-1.30%	\$5,578.54	\$5,578.54	11.29%
641.1100	TRAFFIC CONTROL, ALL-INCLUSIVE	LS	1	\$50,000.000	\$50,000.00	\$7,300.00	\$7,300.00	9.92%	-\$42,700.00	\$42,700.00	-85.40%
646.5020	DURABLE CROSSWALK MARKING, THERMOPLASTIC	LF	40	\$43.000	\$1,720.00	\$60.00	\$2,400.00	-0.16%	\$680.00	\$680.00	39.53%
651.1500	TURF ESTABLISHMENT, GENERAL SEED	SY	1200	\$1.250	\$1,500.00	\$2.25	\$2,700.00	-0.28%	\$1,200.00	\$1,200.00	80.00%
651.3500	TOPSOIL	CY	135	\$69.958	\$9,444.33	\$165.00	\$22,275.00	-2.98%	\$12,830.67	\$12,830.67	135.86%
653.1000	HAY MULCH	TON	1	\$1,302.476	\$1,302.48	\$3,300.00	\$3,300.00	-0.46%	\$1,997.52	\$1,997.52	153.36%
653.2501	CHECK DAM, TYPE I	CY	8	\$118.022	\$944.18	\$150.00	\$1,200.00	-0.06%	\$255.82	\$255.82	27.09%
653.3500	STABILIZED CONSTRUCTION ENTRANCE	CY	60	\$63.479	\$3,808.74	\$34.00	\$2,040.00	0.41%	-\$1,768.74	\$1,768.74	-46.44%
653.4002	INLET PROTECTION DEVICE, TYPE II	EACH	9	\$256.360	\$2,307.24	\$130.00	\$1,170.00	0.26%	-\$1,137.24	\$1,137.24	-49.29%
653.4701	SILT FENCE, TYPE I	LF	90	\$6.096	\$548.64	\$8.00	\$720.00	-0.04%	\$171.36	\$171.36	31.23%
653.5000	BARRIER FENCE	LF	75	\$3.328	\$249.60	\$8.00	\$600.00	-0.08%	\$350.40	\$350.40	140.38%
653.5500	PROJECT DEMARCATION FENCE	LF	1600	\$1.988	\$3,180.80	\$2.00	\$3,200.00	0.00%	\$19.20	\$19.20	0.60%
656.3003	DECIDUOUS TREES, LARGE	EACH	3	\$597.000	\$1,791.00	\$825.00	\$2,475.00	-0.16%	\$684.00	\$684.00	38.19%
656.3500	DECIDUOUS SHRUBS	EACH	8	\$123.788	\$990.30	\$220.00	\$1,760.00	-0.18%	\$769.70	\$769.70	77.72%
656.8500	TREE PROTECTION	LS	1	\$1,000.000	\$1,000.00	\$400.00	\$400.00	0.14%	-\$600.00	\$600.00	-60.00%
675.3410	SQUARE TUBE SIGN POST AND ANCHOR	LF	60	\$25.441	\$1,526.46	\$35.00	\$2,100.00	-0.13%	\$573.54	\$573.54	37.57%
675.5000	SIGN REMOVAL, FLAT SHEET ALUMINUM	EACH	7	\$30.025	\$210.18	\$125.00	\$875.00	-0.15%	\$664.83	\$664.83	316.32%
675.6000	RESETTNG SIGNS	EACH	7	\$53.776	\$376.43	\$480.00	\$3,360.00	-0.69%	\$2,983.57	\$2,983.57	792.59%
75.600000	RELOCATE AND RESET PRIVATE SIGN ASSUMBLY, LIGHTED	EACH	1	\$5,000.000	\$5,000.00	\$7,800.00	\$7,800.00	-0.65%	\$2,800.00	\$2,800.00	56.00%
690.0300	PRICE ADJUSTMENT, ASPHALT (N.A.B.I.)	EACH	1	\$1.000	\$1.00	\$1.00	\$1.00	0.00%	\$0.00	\$0.00	0.00%
				TOTAL =	\$461,266.94	TOTAL =	\$430,421.00	TOTAL =		\$189,036.08	

[0.67% of total \$2,900.00]

[80% of variance \$151,228.86]

Sum of items with variance over 2.0% of total \$153,168.95

Town of Hartford
Hartford US Route 5 Sidewalk
STP EH10 (18)
Bid Opening Date: April 29, 2025
ANALYSIS OF UNBALANCED ITEMS
PERFORMED BY STANTEC FOR THE TOWN OF HARTFORD

The purpose of this analysis is to help determine whether or not it is in the Town's best interest to award this Contract to the lowest responsive bidder. If a bid is unbalanced (materially or mathematically) then it may not be in the Town's best interest to award the Contract to that bidder. To check for unbalanced bids, it is standard practice to review items where the engineer's estimated item costs and the contractor's bid item cost differ by $\pm 1\%$ of the total bid amount. Guidance also says to evaluate a total value of items that equal greater than 80% of the absolute value of the differences between the Engineer's estimated costs and the Low Bid costs. For this bid analysis, a threshold of 2.0% of the total bid amount was used. Using 0.67% resulted in the total costs evaluated being higher than the 80% guideline. The analyzed items (highlighted in yellow) are listed below with the engineer's opinion regarding acceptance the bid price. Additional items are listed where there is greater than 25% difference between then engineer's and contractor's unit price.

ITEM NO.	ITEM DESCRIPTION	UNIT	BID QUANTITY	Engineer's Opinion of Probable Construction Cost		United Construction Corp.			
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	BID OVER/UNDER RUN	% OVER/UNDER RUN
203.1500	COMMON EXCAVATION	CY	560	\$33.27	\$18,631.76	\$52.00	\$29,120.00	\$10,488.24	56.29%
The engineer's estimate was based on regression pricing in iPd web estimating system. The second bidder's bid unit price was \$50.00. The Engineer's estimated unit price may be low due to Contractor's means and methods. The low bid unit price is higher than the other bidder and recent bid prices. The Resident Engineer should track this item closely. The bid price is considered acceptable.									
204.2100	TRENCH EXCAVATION OF ROCK	CY	5	\$204.34	\$1,021.69	\$900.00	\$4,500.00	\$3,478.31	340.45%
The engineer's estimate was based on regression pricing in iPd web estimating system and recent bid results. The low bid unit price is much higher than the other bidder's bid unit prices. The second bidder's bid unit price was \$300.00. The quantity was estimated as a percentage of total trench excavation to account for encountering boulders. The Resident Engineer should track this item very closely. The bid price is considered acceptable.									
301.3500	SUBBASE OF DENSE GRADED CRUSHED STONE	CY	520	\$66.75	\$34,710.00	\$85.00	\$44,200.00	\$9,490.00	27.34%
The engineer's estimate was based on regression pricing in iPd web estimating system. The second bidder's bid unit price was \$70.00. The low bid unit price is higher than the other bidder but in range with recent bid prices on projects this size. The bid price is considered acceptable.									
604.1800	PRECAST REINFORCED CONCRETE DI WITH CAST IRON GRATE	EACH	2	\$7,000.00	\$14,000.00	\$4,100.00	\$8,200.00	-\$5,800.00	-41.43%
The engineer's estimate was based on recent bid results. The Engineer's estimated unit price is higher than the low bid unit price but lower than second bidder. The second bidder's bid unit price was \$12,500.00. There is no risk for this item to overrun and significantly impact the total cost of the project. The bid price is considered acceptable.									
604.2100	PRECAST REINFORCED CONCRETE MANHOLE WITH CAST IRON COVER	EACH	1	\$8,868.27	\$8,868.27	\$5,600.00	\$5,600.00	-\$3,268.27	-36.85%
The engineer's estimate was based on regression pricing in iPd web estimating system. The Engineer's estimated unit price is higher than the low bid unit price but lower than second bidder. The second bidder's bid unit price was \$12,500.00. There is no risk for this item to overrun and significantly impact the total cost of the project. The bid price is considered acceptable.									
618.1005	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SY	1030	\$125.17	\$128,927.16	\$90.00	\$92,700.00	-\$36,227.16	-28.10%
The engineer's estimate was based on regression pricing in iPd web estimating system. The Engineer's estimated unit price is higher than the low bidder's bid unit prices but lower than the second bidder's bid price. The second bidder's bid unit price was \$190.00. The low bid unit price is lower than recent bid results from recent similar projects. The limits for this item are well-defined and there is little risk for this item to significantly impact the total cost of the project if the item overruns. The bid price is considered acceptable.									
618.1008	PORTLAND CEMENT CONCRETE SIDEWALK, 8 INCH	SY	110	\$170.25	\$18,727.50	\$110.00	\$12,100.00	-\$6,627.50	-35.39%
The engineer's estimate was based on regression pricing in iPd web estimating system. The Engineer's estimated unit price is higher than the low bidder's bid unit prices but lower than the second bidder's bid price. The second bidder's bid unit price was \$210.00. The limits for this item are well-defined and there is little risk for this item to significantly impact the total cost of the project if the item overruns. The bid price is considered acceptable.									
629.2800	ADJUST ELEVATION OF VALVE BOX	EACH	6	\$246.96	\$1,481.75	\$750.00	\$4,500.00	\$3,018.25	203.70%
The engineer's estimate was based on regression pricing in iPd web estimating system. The Engineer's estimated unit price is lower than the low bidder's bid unit prices but higher than the second bidder's bid price. The second bidder's bid unit price was \$150.00. The limits for this item are well-defined and there is little risk for this item to significantly impact the total cost of the project if the item overruns. The bid price is considered acceptable.									
630.1000	UNIFORMED TRAFFIC OFFICERS	HR	40	\$75.06	\$3,002.56	\$170.00	\$6,800.00	\$3,797.44	126.47%
The engineer's estimate was based on regression pricing in iPd web estimating system. The Engineer's estimated unit price is much lower than the two bidder's bid unit prices. The low bid unit price was in range of the other bidder. The second bidder's bid unit price was \$95.00. The low bid unit price is higher than other bid results from other recent projects. The Resident Engineer should track this item closely to avoid a large overrun. The bid price is considered acceptable.									
630.1500	FLAGGERS	HR	1000	\$48.12	\$48,119.00	\$55.00	\$55,000.00	\$6,881.00	14.30%
The engineer's estimate was based on regression pricing in iPd web estimating system. The Engineer's estimated unit price is much lower than the two bidder's bid unit prices. The low bid unit price was in range of the other bidder. The second bidder's bid unit price was \$70.00. The low bid unit price is in range with other recent projects. The bid price is considered acceptable.									

ITEM NO.	ITEM DESCRIPTION	UNIT	BID QUANTITY	Engineer's Opinion of Probable Construction Cost		United Construction Corp.			
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	BID OVER/UNDER RUN	% OVER/UNDER RUN
635.1100	MOBILIZATION/DEMOBILIZATION	LS	1	\$49,421.46	\$49,421.46	\$55,000.00	\$55,000.00	\$5,578.54	11.29%
The estimated price was estimated at 12% of all other contract items. The low bid unit price is higher than the estimated unit price but the same as the other bidder's bid unit price. The second bidder's bid unit price was \$55,000.00. Lump sum items are often difficult to estimate. Being a Lump Sum, there is no risk of over running this item. This price is considered acceptable.									
641.1100	TRAFFIC CONTROL, ALL-INCLUSIVE	LS	1	\$50,000.00	\$50,000.00	\$7,300.00	\$7,300.00	-\$42,700.00	-85.40%
The estimated price was based on recent bid results for similar projects. The low bid unit price is much lower than the estimated unit price and the other bidder's bid unit price. The second bidder's bid unit price was \$42,500.00. Lump sum items are often difficult to estimate. Being a Lump Sum, there is no risk of over running this item. This price is considered acceptable.									
651.3500	TOPSOIL	CY	135	\$69.96	\$9,444.33	\$165.00	\$22,275.00	\$12,830.67	135.86%
The engineer's estimate was based on regression pricing in iPd web estimating system. The Engineer's estimated unit price is lower than the two bidder's bid unit prices. The second bidder's bid unit price was \$95.00. The Low Bid Unit Price is higher than recent bid results. The Resident Engineer should track this item closely to avoid this item significantly impacting the total cost of the project if the item overruns. The bid price is considered acceptable.									
675.6000	RESETTING SIGNS	EACH	7	\$53.78	\$376.43	\$480.00	\$3,360.00	\$2,983.57	792.59%
The engineer's estimate was based on regression pricing in iPd web estimating system. The Engineer's estimated unit price is lower than the two bidder's bid unit prices. The low bid unit price was in range of the other bidder. The second bidder's bid unit price was \$85.00. The Low Bid Unit Price is higher than recent bid results. The limits for this item are well-defined and there is little risk for this item to significantly impact the total cost of the project if the item overruns. The bid price is considered acceptable.									
						BID PRICE =		\$430,421.00	
						0.67% OF BID PRICE =		\$2,900.00	

Unit Price Assessment:

The low bid unit prices for the following additional items have been found to be significantly over/under the estimated unit price:

204.2000	TRENCH EXCAVATION OF EARTH
204.2200	TRENCH EXCAVATION OF EARTH, EXPLORATORY (N.A.B.I.)
601.0005	12 INCH CSP 0.064 (2-2/3 x 1/2)
601.2615	18 INCH CPEP(SL)
604.4200	CHANGING ELEVATION OF SEWER MANHOLES
616.2702	CAST-IN-PLACE CONCRETE CURB, TYPE B
616.4000	REMOVING AND RESETTNG CURB
629.3600	RELOCATE HYDRANT
631.1600	TESTING EQUIPMENT, CONCRETE
646.5020	DURABLE CROSSWALK MARKING, THERMOPLASTIC
651.1500	TURF ESTABLISHMENT, GENERAL SEED
653.1000	HAY MULCH
653.2501	CHECK DAM, TYPE I
653.3500	STABILIZED CONSTRUCTION ENTRANCE
653.4002	INLET PROTECTION DEVICE, TYPE II
653.4701	SILT FENCE, TYPE I
653.5000	BARRIER FENCE
656.3003	DECIDUOUS TREES, LARGE
656.3500	DECIDUOUS SHRUBS
656.8500	TREE PROTECTION
675.3410	SQUARE TUBE SIGN POST AND ANCHOR
675.5000	SIGN REMOVAL, FLAT SHEET ALUMINUM
675.6000002	RELOCATE AND RESET PRIVATE SIGN ASSUMBLY, LIGHTED

While the Low Bid Difference of these items does not exceed the dollar value warranting individual analysis of the items, they have been reviewed and quantities have been checked.

Hartford STP EH10(18)

BID OPENING INSTRUCTIONS

1. Receive sealed bids, note time of receipt, and stack in order of receipt.
2. Open only one bid at a time, read the base bid amount aloud, and return entire package to envelope.
3. Announce that a post bid review and analysis will be performed by the municipality's design engineer and, once complete, the bidders will be notified by email of the low bidder and provided a copy of the bid tabulation.
4. Thank all for attendance.

POST BID REVIEW CHECKLIST

(To be submitted with the bid analysis)

Name of Bidder: United Construction Corporation

Bid Amount: \$430,421.00

- ☒ Completed and signed Bid Form
- ☒ Completed Schedule of Prices with no zero (0) unit prices
- ☒ Bid Bond or certified check for 5% of Bid Amount
- ☒ Signed Debarment and Non-Collusion Affidavit (CA91)
- ☒ Signed EEO Certification (CA109)
- ☒ Workers Compliance Self Reporting Form
- ☒ VTrans pre-qualified contractor
- ☐ Acknowledged the receipt of all Addenda
- ☒ Absent from VT Buildings and General Services Debarment List
- ☒ Absent from SAM.gov Exclusion List
- ☒ Registered with the VT Secretary of State's office

Hartford STP EH10(18)

BID OPENING INSTRUCTIONS

1. Receive sealed bids, note time of receipt, and stack in order of receipt.
2. Open only one bid at a time, read the base bid amount aloud, and return entire package to envelope.
3. Announce that a post bid review and analysis will be performed by the municipality's design engineer and, once complete, the bidders will be notified by email of the low bidder and provided a copy of the bid tabulation.
4. Thank all for attendance.

POST BID REVIEW CHECKLIST

(To be submitted with the bid analysis)

Name of Bidder: Waters Excavation, Inc.

Bid Amount: \$624,751.00

- ☒ Completed and signed Bid Form
- ☒ Completed Schedule of Prices with no zero (0) unit prices
- ☒ Bid Bond or certified check for 5% of Bid Amount
- ☒ Signed Debarment and Non-Collusion Affidavit (CA91)
- ☒ Signed EEO Certification (CA109)
- ☒ Workers Compliance Self Reporting Form
- ☒ VTrans pre-qualified contractor
- ☐ Acknowledged the receipt of all Addenda
- ☒ Absent from VT Buildings and General Services Debarment List
- ☒ Absent from SAM.gov Exclusion List
- ☒ Registered with the VT Secretary of State's office



AGENDA MEMORANDUM

May 27, 2025

Town Selectboard Meeting Item: 5.e.

**Submitted By: Matt Osborn, Town Planner, Department of Planning & Development
Lori Hirshfield, Director, Department of Planning & Development**

Subject: Award Contract to Provide Construction Engineering Services for the Route 5 Sidewalk Project, Ballardvale Drive to Arboretum Lane

Background: As noted in the previous memo (Award the Bid for the Route 5 Sidewalk Project) the project has been in the works for many years. The federally funded project requires construction engineering oversight. As recommended by VTrans, the Town is utilizing the VTrans *At-the-Ready* process to hire a consultant to provide the required construction engineering oversight. The *At-the-Ready* is a prequalification process established in the 2010s where firms apply every three years to VTrans to be on their pre-qualified list of engineering consultants. Only six firms are selected. In VTrans' experience, these are the best, most qualified and competent engineering firms which have an excellent record of completing projects without problems. VTrans cautions it is hard to scrutinize firms not on the vetted pre-qualified list. Use of the State's pre-qualified list is an alternative to a Town bidding process as allowed under Section 3.8 of the Town's Purchasing Policy.

"Anything to the contrary herein notwithstanding, Town Departments may purchase through Federal, State of Vermont, neighboring State, VLCT or other municipal competitive sealed bid contracts or competitive proposals where allowed and honored by the vendor in which case all of the above in-house purchasing requirements for Competitive Sealed Bidding or Competitive Sealed Proposals are waived."

The Town Manager and the Finance Director consented to utilizing the VTrans *At-the-Ready* process.

Discussion: As required by VTrans, a subcommittee was formed to review the *At-the-Ready* Statements of Qualifications. The subcommittee was comprised of DPW Assistant Director, Planning and Permitting Chris Holzwarth and Planner and Municipal Project Manager Matt Osborn reviewed three firm's statements of qualifications and ranked the firms. The Town then contacted the firms in ranked order for a scope and fee proposal. and DuBois & King submitted. The submittal was reviewed by Town staff and VTrans, and recommended awarding the contract to Dubois & King for the following reasons:

- VTrans selected Dubois & King as one of six pre-qualified engineering firms for local projects administered by VTrans Municipal Assistance Bureau.
- Dubois & King submitted a well-written Statement of Qualifications demonstrating their extensive construction engineering expertise and experience.
- Dubois & King submitted a well-written scope of work.
- Dubois & King submitted a fee proposal that falls within the project budget.
- Dubois & King has worked on over 100 VTrans Municipal Assistance Bureau projects.

- Dubois & King is very familiar with the Town of Hartford having done many projects here.
- Dubois & King has a very good working relationship with the Town.

Financial Impact: As noted previously, the Town received two federal grants through VTrans to design, engineer and construct the sidewalk for a total of \$758,000. The Town match is \$189,500. The DuBois & King fee proposal for the project is \$87,195.00. This is below the \$90,000 budget for construction engineering oversight.

Recommendation: Waive the requirement of Section 3.6 of the Town Purchasing Policy and Procedure for competitive sealed proposals for contracts over \$20,001 as authorized by Section 3.8 of the Town Purchasing Policy and Procedure to utilize the VTrans At-the-Ready process to hire a consultant.

Award the contract to DuBois & King in the amount of \$87,195.00 to provide construction engineering oversight of the Route 5 sidewalk project and authorize the Town Manager to execute the contract and other actions necessary to complete the project.

Attachments:

DuBois & King Statement of Qualifications

Contract Agreement

- A. Request for Proposals
- B. Scope & Fee Proposal
- C. VTrans Specifications for Contractor Services

D&K

Vermont Agency of Transportation

AT-THE-READY CONSULTANT
ENGINEERING SERVICES FOR
MUNICIPALITIES

2023 CONSTRUCTION INSPECTION

DuBois
& King
inc.

February 9, 2023

A. COVER LETTER





628793X
February 9, 2023

Nydia Lugo, Civil Engineer
Vermont Agency of Transportation
Highway Division - Municipal Assistance
219 North Main Street
Barre, VT 05641

Subject: RFQ—Two-Tier Qualifications-Based Selection for At-The-Ready Consultant Engineering Services for Municipalities 2023—Construction Inspection Services

Dear Ms. Lugo and Members of the Selection Committee:

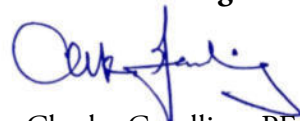
DuBois & King (D&K) is pleased to submit our Statement of Qualifications for Construction Inspection Services in response to your Request for Qualifications for At-the-Ready (ATR) Consultant Engineering Services for Municipalities 2023. D&K offers significant experience working with VTrans on numerous ATR projects and many other municipal projects.

For more than 100 projects, D&K has provided scoping, design, municipal project management, and/or construction phase services for Municipal Assistance Section projects since the program's inception in the 1990s. D&K regularly leads projects receiving grants from the State of Vermont, FHWA, FEMA, FAA, and EPA throughout Vermont and New England. Our firm has a clear understanding of the requirements of federally funded, municipally managed transportation projects and the needs of municipal governments ranging in size from Vermont's smallest town to its largest city. Our staff maintain positive working relationships with Vermont's regional planning commissions and the regulatory community. We are committed to providing qualified, well-equipped, experienced, and responsible professionals who provide high-quality services on a consistent basis.

D&K's team of over 130 includes dedicated planning, design, and construction professionals who have provided services on hundreds of projects throughout Vermont over our 61-year history. Our construction management experience includes roadway/highway reconstruction, paving and pavement management, bridges, intersections, culverts, dams, water/wastewater, sidewalks/pathways, historic facilities, utility reconstruction and replacement, stormwater, riverbank and slope stabilization, vertical construction, and site improvements.

D&K's multidisciplinary, in-house personnel are supported by subconsultant S. W. Cole for materials testing to address the needs of municipal projects. We appreciate your consideration of our qualifications and look forward to continuing to support Vermont municipalities on state-funded and federally funded transportation and infrastructure improvement projects. We would be pleased to answer any questions you may have. Please do not hesitate to give me a call at 802.728.3376 or contact me via email at cgoodling@dubois-king.com.

Sincerely,
DuBois & King



Charles Goodling, PE
Contract Manager

B. GENERAL FIRM INFORMATION



GENERAL FIRM INFORMATION



DUBOIS & KING

Established in 1962, DuBois & King (D&K) is a Vermont-based consulting engineering firm with 130 professional engineers, planners, designers, surveyors, technicians, environmental and permitting specialists, and support personnel. As described in the following pages, the firm maintains an experienced Construction Department with staff who have provided observation and administration for dozens of Municipal Assistance Section (MAS) projects and numerous federally funded transportation and infrastructure projects with identical construction requirements and standards.

CONSTRUCTION INSPECTION EXPERIENCE AND CAPABILITIES

D&K provides construction administration, bid phase, and observation/resident engineering services for projects designed by the firm and for projects designed by others. As the owner's representative, D&K field staff operate as the liaison between the owner and the contractor to obtain contractor adherence to project design, schedule, and budget. Services are provided to municipal, federal, state, institutional, and commercial clients for a range of projects, including roadways, sidewalks, bridges, dams, wastewater facilities, airports, stormwater, and site improvements.

© DuBois & King, Inc.

Management Personnel

Corporate Officers

Jeffrey Tucker, PE, LEED AP, CEO
Charles Goodling, PE, President
John Baumann, Senior VP, CFO

Operational Officers and Managers

Melissa Stephen, Director, Marketing & Business Development Div.
Alan Gould, PE, VP, Director, Building Services Div.
David Conger, PE, VP, Director, Site & Land Div.
Andy Hoak, PE, PG, Director, Environmental Services Div.
Jonathan Ashley, PE, Director, Public Works and Facilities Div.
Guy Rouelle, CM, Director, Aviation Div.
Timothy Dall, PE, SE, LEED AP, Director, Structures Div.
Megan Ooms, PE, Manager, Bridge Dept.
Robert Kischko, PE, Manager, Electrical Dept.
Steve Dumas, PE, CxA, BCxP, LEED AP, Manager, Mechanical Dept.
Chris Lathrop, PE, Manager, Highway Dept.
Chris Sargent, AICP, CFM, Manager, Planning Dept.
Randall Otis, LS, Manager, Survey Dept.



CONTACT INFORMATION

DUBOIS & KING, INC.
CHARLES GOODLING, PE
28 NORTH MAIN STREET
RANDOLPH, VT 05060
802.728.3376
CGOODLING@DUBOIS-KING.COM

D&K's services include:

- **Contract Administration**
- **Receipt of Bids**
- **Construction Administration**
- **Construction Observation**
- **Change Orders**
- **Submittals**
- **Records Maintenance**
- **Field Directives**
- **Periodic Progress/Budget Reports**
- **Substantial and Final Completion**
- **Cost Estimating**
- **Grant Administration**
- **Record Drawings**
- **Testing Oversight**

S. W. COLE

Established in 1979 in Bangor, Maine, S. W. Cole Engineering, Inc., is a geotechnical engineering, construction materials testing and special inspections firm serving private and public sector clientele across New England from offices in Vermont, Maine, New Hampshire, Massachusetts, and Rhode Island. The firm's team of engineers and technicians provide services on more than 2,200 projects each year.

GEOTECHNICAL ENGINEERING

Subsurface Investigations, Foundations, Earthwork, Pavement. S. W. Cole's licensed engineers provide sensible geotechnical solutions for foundations, earthwork, and pavements associated with building, site development, and infrastructure projects in New England. The firm's services include:

- **Geotechnical Feasibility Studies**
- **Subsurface Investigations**
- **Spread Footing Design Parameters**
- **Deep Foundation Engineering and Design**
- **Ground Improvement Engineering**
- **Excavation and Dewatering Consulting**
- **Retaining Wall and Slope Stability Analyses**
- **MSE Retaining Wall Design**
- **Pavement Engineering and Design**
- **Geotechnical Laboratory Testing**



S. W. Cole and D&K worked closely together on the \$20M US Route 7 Segment 6 project in downtown Brandon.

CONSTRUCTION MATERIALS TESTING AND SPECIAL INSPECTIONS

Soil, Concrete, Grout, Asphalt, Masonry, Steel, Fireproofing. S. W. Cole's certified technicians provide field and laboratory testing for soil, concrete, masonry, steel, fireproofing, and asphalt construction materials, including:

- **Construction QA/QC Programs and Monitoring**
- **Earthwork Observations and Compaction Testing**
- **Reinforced Concrete Testing and Special Inspections**
- **Soil/Aggregate Sampling and Testing**
- **Structural Masonry Testing and Special Inspections**
- **Structural Steel Testing and Special Inspections**
- **Spray-Applied Fireproofing Testing and Special Inspections**
- **Pavement Evaluation and Testing**
- **IBC Special Inspection Coordination**
- **Slab Flatness and Moisture Testing**
- **Certified Welding Inspector Testing**

CONSTRUCTION PHASE SERVICES UNDERSTANDING

Upon selection, D&K will initiate the following activities:

- **Review the Contract Documents.** Obtain and review a copy of the Contract Documents in order to understand the scope and duration of the project, the type of construction activities involved, materials testing requirements, and any special conditions or permit-related requirements specific to this project.
- **Draft a Scope of Services.** Develop a draft scope of services and corresponding budget for review with the client, Municipal Project Manager (MPM), and VTrans representative.
- **Select the Most Qualified RPR.** D&K will review our list of inspectors and match the experience and skills of an individual with the project-specific requirements.

Once concurrence has been reached with all parties and the engineering services agreement has been executed, D&K will initiate services. The MAS Local Projects Guidebook requires the construction inspection firm to be on board prior to the preconstruction meeting.

Based on our experience on past MAS and transportation improvement projects, D&K has a strong understanding of construction-related items that we will manage from the onset of the construction phase through to successful project completion:

- **Project Communications and Documentation.** D&K's approach to a successfully constructed project stresses good documentation and clear lines of communication. A typical scope of work includes biweekly Construction Status Meetings during the construction period to review project status and address current issues. Our RPR will attend these meetings along with our Construction Manager, the contractor, representatives from the municipality, and other interested project parties. D&K's RPR will record and distribute meeting minutes. It is expected that less formal project coordination meetings, which will be attended by our RPR, will occur on site on a more frequent basis.
- **Schedule.** The D&K RPR will maintain frequent communications with the MPM and monitor the project schedule, which will be updated by the contractor on a biweekly basis.
- **Erosion Prevention and Sediment Control (EPSC).** Our RPR will become familiar with any project-specific erosion/sediment control requirements. The contractor will be instructed to address deficient erosion control measures observed as construction proceeds.
- **Vehicular and Pedestrian Traffic Control.** Most projects are located on or near roads, intersections, and/or pedestrian areas, and will temporarily impact the traveling public. The Contract Documents will require the contractor to maintain vehicular traffic during the construction period, monitoring and limiting pedestrian movement through the construction site and maintaining access to adjacent properties. The safety of pedestrians, cyclists, and motorists during construction will be addressed



through the implementation, maintenance, and monitoring of the contractor's pedestrian and traffic control plan. Traffic control is to be accomplished through the implementation of the MUTCD and VTrans standards.

- **Materials Sampling and Testing.** D&K's RPR is responsible for arranging the required testing for the project by an independent qualified laboratory. The D&K team includes the services of S. W. Cole Engineering to provide the required materials testing services which are typically outlined in the Contract Documents. Our RPR will observe required testing and review test results in accordance with the VTrans Material Sampling Manual.
- **Field Measurements.** D&K's RPR will make field measurements of all appropriate pay items to calculate and verify final contract quantities. We will assist in making sure that quantities/costs are being tracked properly to allow efficient review and contractor payment. These are to be a daily responsibility of the RPR with direct communication with the contractor.
- **Contractor Applications for Payment.** D&K will provide review and oversight of payment applications. Our RPR will work with the contractor's superintendent to reach concurrence on the quantity installed for each pay item during the biweekly payment period. These quantities are summarized on an application for payment form and include a statement from the contractor that the work covered in the application for payment has been performed in accordance with the Contract Documents. Each payment application will be accompanied by a cover sheet documenting that Materials Acceptance Requirements have been satisfied for each pay item. The RPR will confirm that the appropriate certifications have been received, that material testing indicates conformance, and/or if a particular item appears on the Pre-Approved Products List. D&K will forward the payment application to the MPM with D&K's recommendation for payment.
- **Cost Containment.** D&K will work to identify changes and overruns in advance to inform municipalities of cost increases and work with stakeholders to reach a decision on cost options.



- **Record Drawings.** D&K's RPR will maintain a set of plans for the project to record conditions and changes in the design. These plans will be maintained on site, with record information from the contractor, to be presented to the municipality as a record of the constructed project upon completion.
- **Responsibilities of the Design Engineer.** The RPR will coordinate with the design engineer for shop drawing reviews, contractor plan reviews, differing conditions, and design questions or changes. The RPR will include the design engineer in project meetings (as needed) and in the final inspection.

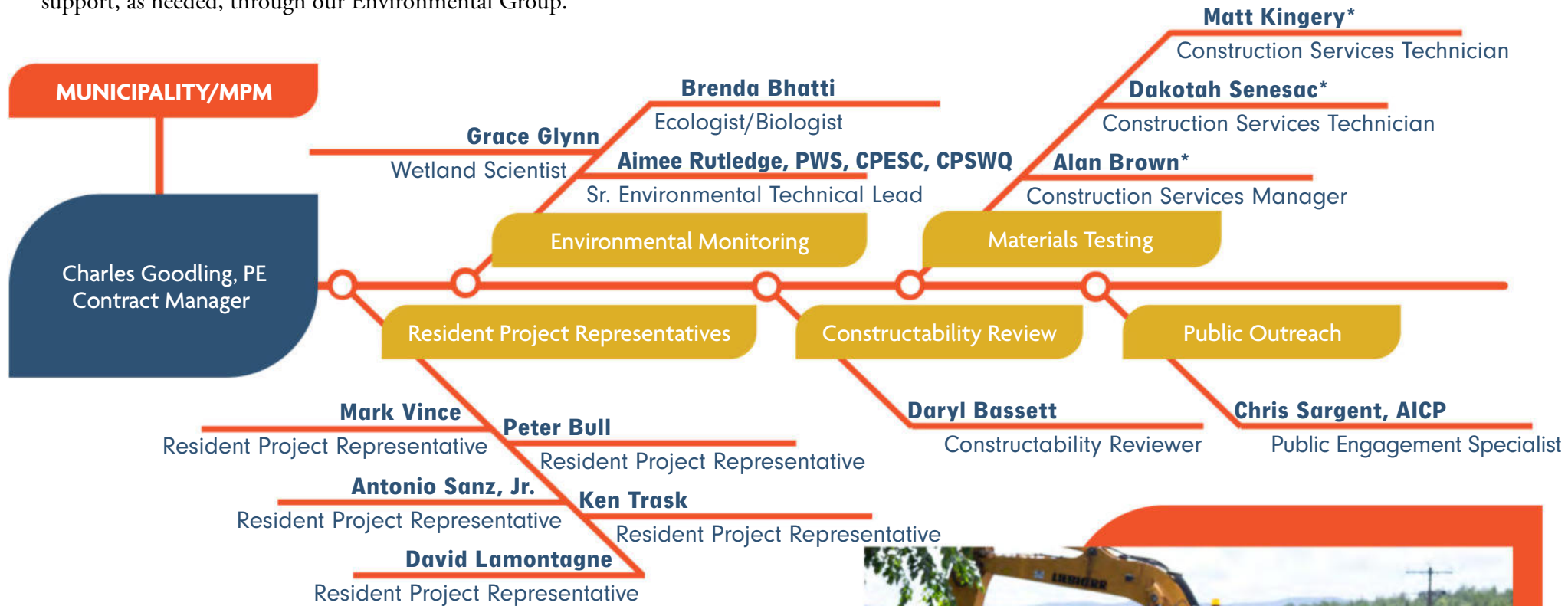




AL

ORGANIZATIONAL CHART

Following are key staff available for municipal projects. The D&K RPRs are located throughout Vermont and are available to provide services on site for municipal projects. D&K can also provide permitting and natural resources support, as needed, through our Environmental Group.



*Indicates subconsultant partner

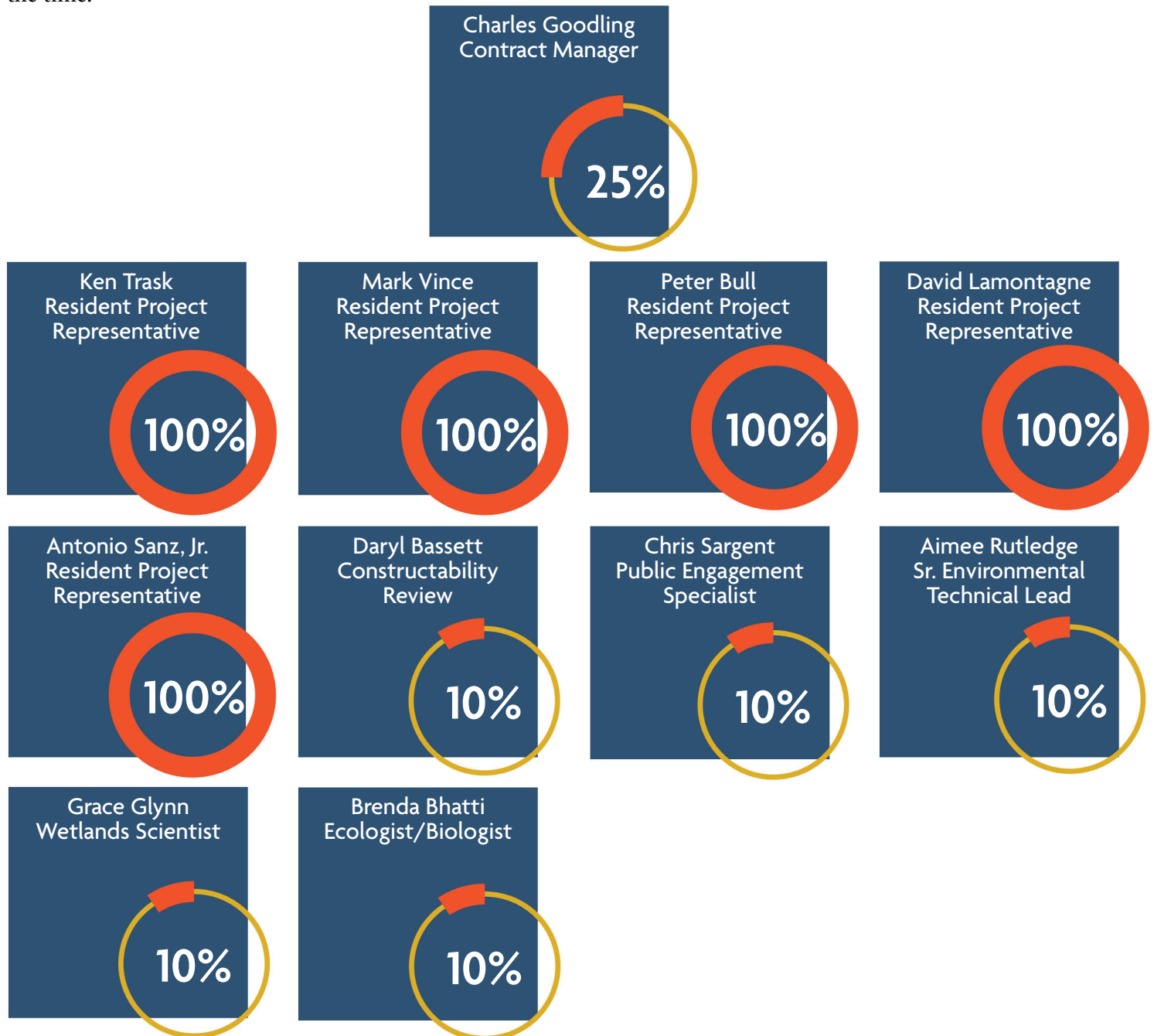




AVAILABILITY CHART

D&K developed an overview of staff availability based on typical levels of effort for construction projects. Typically, field staff will be dedicated to the project throughout its duration (up to 100% of their time). The contract manager will typically provide administration services up to 25% of the time. These levels will be adjusted to suit the needs of a particular project.

The Resident Project Representatives presented typically work on municipal infrastructure projects 100% of the time.



S.W. COLE

Materials Testing

Alan Brown

Dakotah Senesac

Matt Kingery

Construction Services Manager

Construction Services Technician

Construction Services Technician





TECHNICAL CAPABILITY

QUALIFICATION AND EXPERIENCE OF THE FIRM

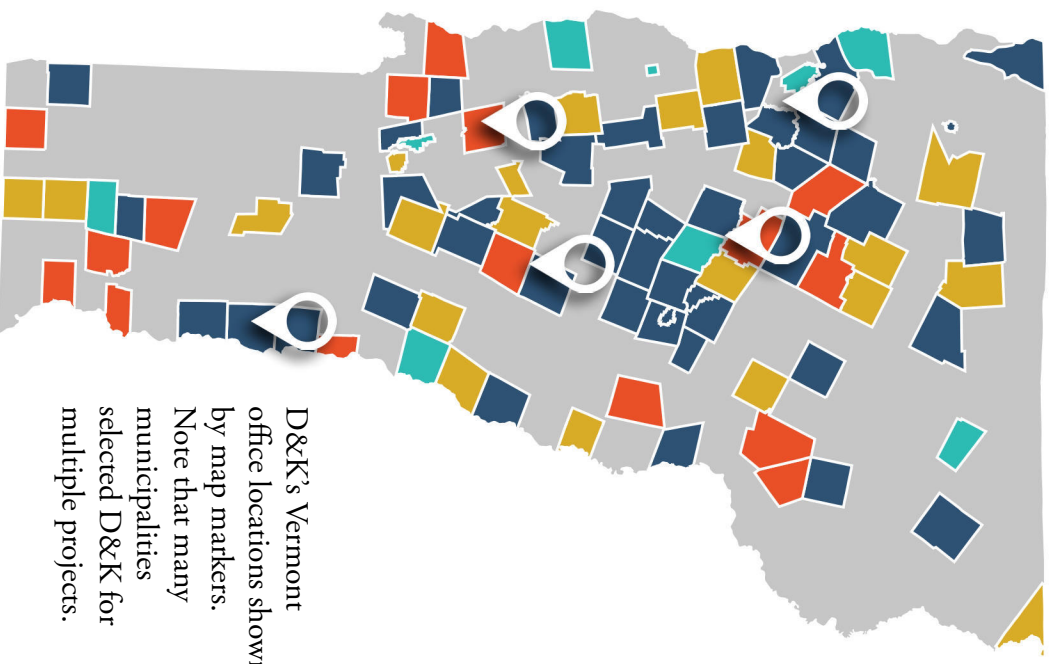
D&K has been providing construction administration, resident engineering, and related services to VTTrans and Vermont municipalities for many years, including dozens of successful projects administered through the Municipal Assistance Section (MAS) since the program's inception. Over this period, D&K's Construction Department has developed and expanded a team of qualified Resident Project Representatives (RPRs) who have practical experience with the specific requirements of the MAS program as identified in the Construction (Phase C) section of the MAS Local Projects Guidebook. D&K has a clear understanding of the requirements and expectations for delivering construction inspection services on MAS projects.



MUNICIPAL EXPERIENCE

- 100+ MAS projects in Vermont (see experience map)
- 50+ federally funded municipal projects in New Hampshire and Maine
- Municipal projects constitute the largest share of D&K's work

D&K'S VTTRANS ATR EXPERIENCE MAP



D&K's Vermont office locations shown by map markers. Note that many municipalities selected D&K for multiple projects.



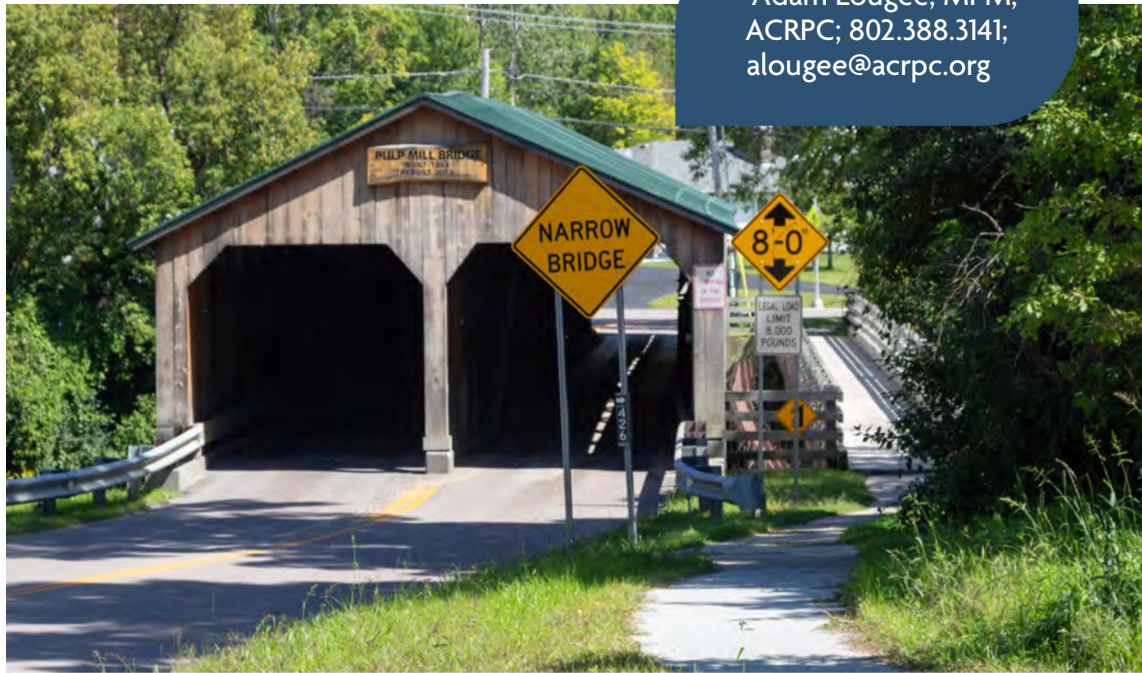
PROJECT EXAMPLES

PULP MILL BRIDGE ROAD/WEYBRIDGE AND SEYMORE STREETS SIDEWALK AND DRAINAGE IMPROVEMENTS, TOWN OF MIDDLEBURY

D&K provided Construction Observation and Materials and Equipment Inspection and Testing Services for the construction of two sections of concrete sidewalk; drainage improvements through the use of ditching, new catch basins, and associated piping; signage; pavement markings; full depth road reclamation and reconstruction; granite curbing; slope grading; and associated traffic control and erosion control practices.

This project was developed through the MAS with funding for the sidewalk project from state grants and some Town funds and with funding for the road improvements solely from the town of Middlebury. The objective of this project was to provide safe pedestrian access to the historic covered bridge and along the intersection roadway to address existing drainage issues, improving sidewalk conditions.

Key Staff: Chuck Goodling, Antonio Sanz



Adam Lougee, MPM,
ACRPC; 802.388.3141;
alougee@acrpc.org

POPPLE DUNGEON CULVERT REPLACEMENT, TOWN OF CHESTER

D&K led construction administration and observation for a project that replaced a rusted corrugated metal arch pipe culvert with a 50-ft-span bridge with cast-in-place footings and abutments and a precast post tensioned deck.

Key Staff: Mark Vince



Julie Hance, Town
Manager; 802.875.2173;
julie.hance@chestervt.gov

VT 4A/VT 30 SIDEWALK CONSTRUCTION ADMINISTRATION, TOWN OF CASTLETON

D&K led construction administration and observation for new sidewalks and associated site features along approximately 2,800 feet of roadway.

Key Staff: David Lamontagne



Michael Jones, Town
Manager; 802.468.5319;
manager@castletonvt.org

US 7 SEGMENT 6, TOWN OF BRANDON

D&K led construction administration and observation for a \$20M roadway, streetscape, and utility reconstruction project and staffed the project with seven full-time employees over three years. Led drone observation provided by others.

Key Staff: Mark Vince, Peter Bull, and Chuck Goodling



David Atherton, Town Manager; 802.247.3635 ext. 210; datherton@townofbrandon.com

LAMOILLE VALLEY RAIL TRAIL, WEST DANVILLE TO ST. JOHNSBURY

D&K led construction administration and observation for project that converted an unused rail corridor to a 15.3-mile, four-season multiuse path.

Key Staff: Chuck Goodling

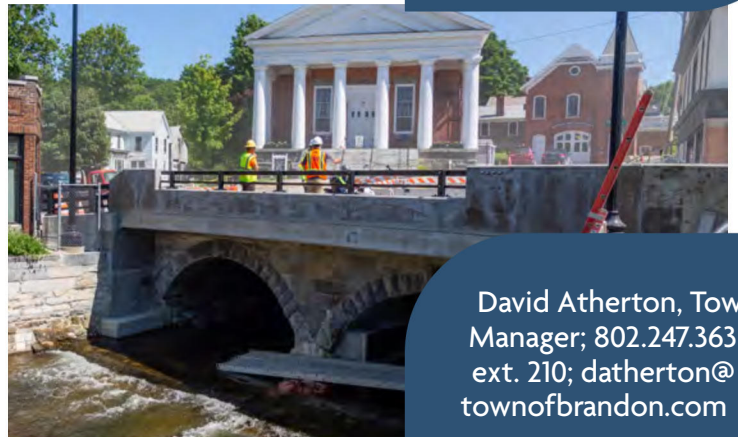


Cindy Locke, VAST Executive Dir.; 802.229.0005 ext. 11; cindy@vtvast.org

CENTRAL STREET BRIDGE, TOWN OF BRANDON

D&K led construction administration and observation for a project that includes historically appropriate structural improvements and a sidewalk replacement. This project was completed in close coordination with the US 7 Segment 6 project using the MAS process.

Key Staff: Mark Vince and Chuck Goodling

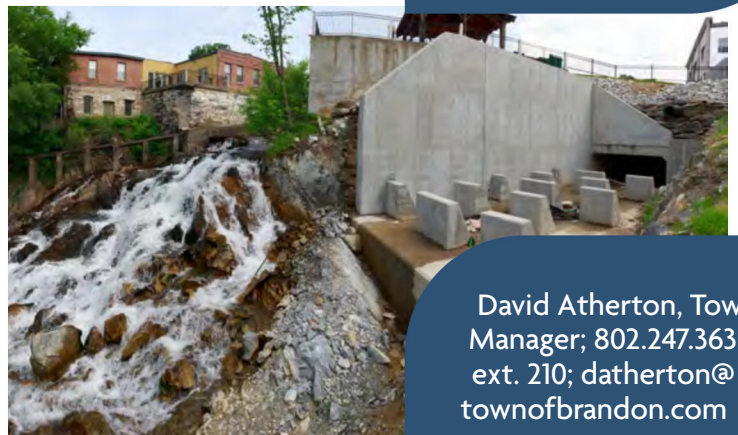


David Atherton, Town Manager; 802.247.3635 ext. 210; datherton@townofbrandon.com

NESHOBE RIVER OVERFLOW CULVERT, TOWN OF BRANDON

D&K led construction administration and observation for a new 278-ft-long, 6-ft-high precast culvert that relieves pressure from an adjacent large, stone arch bridge and properties for storms up to the 500-year event. This project received FEMA HMGP funding.

Key Staff: Chuck Goodling



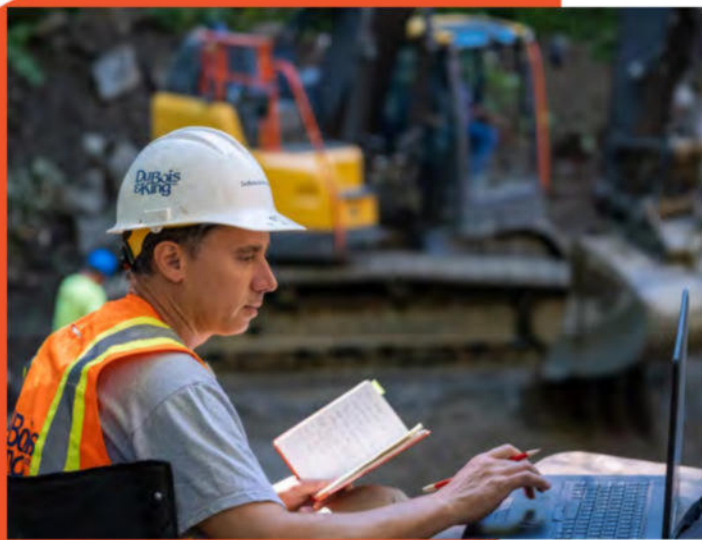
David Atherton, Town Manager; 802.247.3635 ext. 210; datherton@townofbrandon.com

KEY PERSONNEL

MANAGEMENT STAFF

Charles Goodling, PE, Contract Manager, is President of D&K and a civil engineer with 36 years of experience. Chuck was previously the head of D&K's construction department. His experience includes:

- **Management of over 20 MAS projects**
- **Management of four successive VTrans on-call contracts for construction inspection services**
- **Experience working on projects in all eight VTrans Maintenance Districts**
- **Experience providing and managing design, permitting assistance, and construction phase services for municipal projects**



RESIDENT PROJECT REPRESENTATIVES

Mark Vince, Resident Project Representative, has experience with VTrans as a district highway technician and a geodetic survey technician. He has experience with highway projects and layouts; has supervised many district paving projects, culvert replacements, and small bridge rehabilitation projects; and has experience working with local contractors. Mark is knowledgeable of MUTCD and VOSH/OSHA construction practices and VTrans standards, including for guardrail and highway access.

Peter Bull, Resident Project Representative, provides expertise in field engineering, design, and observation of civil projects for VTrans, the New Hampshire Department of Transportation (NHDOT), and municipalities. His observation experience ranges from safety improvements to construction of roadway and bridges. He acted as Resident Project Representative for the Waterbury Roundabout Project, providing construction inspection services for the intersection of US 2 and VT 100.

Antonio Sanz, Jr., Resident Project Representative, has provided construction observation for water resources and MAS infrastructure assignments at D&K. These projects include dams, river embankments, roads and bridges, facilities, and on-site wastewater disposal systems. As Resident Project Representative, Antonio is responsible for observation, review of technical specifications, data collection, and construction observation.

Ken Trask, Resident Project Representative, has expertise in the planning, designing, construction and operation of water and wastewater projects. He has been responsible for all phases of wastewater collection and treatment; sludge handling, treatment and disposal; water treatment, distribution and storage; and stormwater and CSO management. Ken's responsibilities include preliminary evaluation of problems, development of solutions, preparation and review of construction plans and specifications, troubleshooting with operators, and construction administration.

David Lamontagne, Resident Project Representative, has over 40 years of experience as a resident project representative, construction project management, and general contractor. He has recently acted as the RPR for a sidewalk project in Castleton along VT 4A and VT 30 and for the Grove Street Bridge rehabilitation project in Rutland.

CONSTRUCTABILITY REVIEW STAFF

Daryl Bassett, Constructability Review, has served as an inspector, resident engineer, and technician for VTrans for 21 years. He is currently providing constructability and biddability review on multiple projects for VTrans through D&K. He provides engineering review services throughout the scoping, conceptual, and contract plan phases that focus on project constructability and limiting change orders

during the construction phase. Daryl will be available for periodic site visits and inspections and for submittal reviews to troubleshoot specific issues.



habitats, including radio telemetry, anabat surveys, mist netting, and Tuttle traps. She is a Qualified Airport Wildlife Biologist in training and is affiliated with a number of societies, including The Wildlife Society, the New Hampshire Association of Natural Resource Scientists, and the National Association of Wetland Managers.

PUBLIC OUTREACH

Chris Sargent, AICP, Public Engagement Specialist, has over 20 years of experience working with communities to engage and inform the public. As a community planner, he has a firm understanding of planning, permitting, and public process for the development of transportation and planning projects for local, state, and federal clients. Chris will assist with public outreach on municipal projects and will draw on his experience as a planner to work with municipalities to facilitate the public process.

ENVIRONMENTAL STAFF

Aimee Rutledge, PWS, CPESC, CPSWQ, has 22 years of experience in environmental work, including NEPA documentation, wetlands, water resources, stormwater, wildlife studies, and NEPA. She can provide environmental assessments; wetland delineations, wetland restoration design and monitoring; wetland mitigation design and monitoring; ecological assessments; wildlife inventory and assessments; threatened and endangered species surveys; wetland functions and values assessments; and erosion and sediment control design and monitoring.

Grace Glynn, Wetland Scientist/Field Naturalist, is a field naturalist and wetland scientist with experience in NEPA, permitting, natural resource inventories and assessments, field survey, watershed plans, wetland delineation and mitigation, and threatened and endangered species surveys. Grace is a recipient of the Botanical Society of America Young Botanist Award and is Vermont-certified in Natural Shoreland Erosion Control.

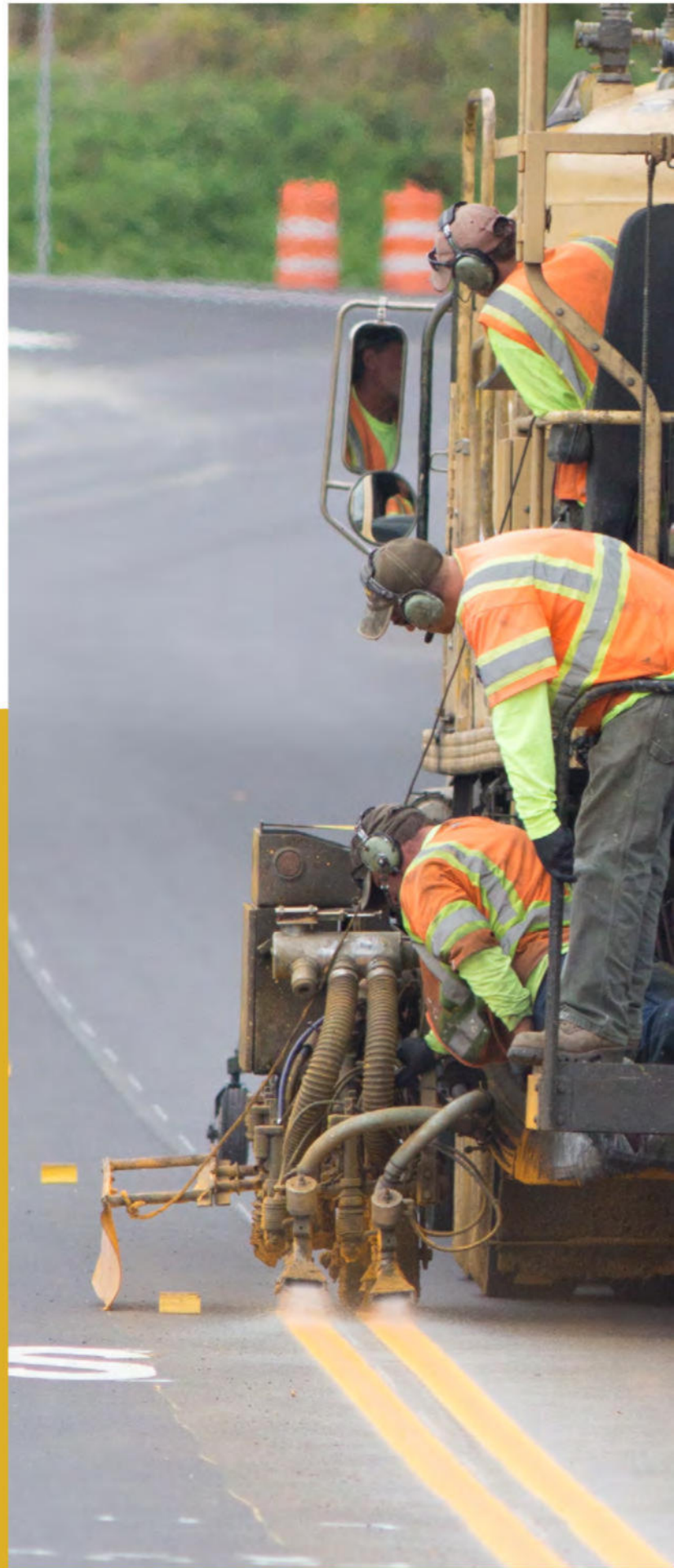
Brenda Bhatti, Ecologist/Biologist, has over 21 years of experience providing natural resource inventories, environmental planning, and regulatory permitting in New England. She is a bat specialist and uses a range of techniques to measure and monitor bats and their

MATERIALS TESTING

Alan Brown, Construction Services Manager, is the manager of S.W. Cole's White River Junction office. He has more than 25 years of experience in field and laboratory inspection of construction materials and holds several certifications from ACI, ICC, and NETTCP. Alan serves on the Board of Directors International Code Council, Vermont Chapter.

Dakotah Senesac, Construction Services Technician, joined S.W. Cole in February 2019 in the White River Junction office. Dakotah is qualified to perform field and laboratory testing on soils, aggregate, and concrete. He has several certifications, including NETTCP HMA Paving Inspector, NETTCP Soils & Aggregate Lab Technician, and NETTCP Soils and Aggregate Inspector, and several certifications from ACI in Aggregate and Concrete Testing.

Matt Kingery, Construction Services Technician, joined S.W. Cole in June 2020 in the White River Junction office. Matt is qualified to perform field and laboratory testing of soil aggregate and concrete. He is a NETTCP Soil & Aggregate Inspector and an ACI Concrete Field Testing Technician - Grade 1.





CHARLES GOODLING, PE

Contract Manager

Total Years of Experience: 36

Years with D&K: 34

EDUCATION

B.S., Civil and Environmental Engineering, Utah State University, 1984
A.A.S., Ecology & Environmental Technology, Paul Smith's College, 1981

REGISTRATIONS

Civil Engineering: VT 5797

CERTIFICATIONS

NH LPA Certification: 2057

Mr. Goodling is a Senior Engineer with 36 years of evaluation, design, and construction experience for state and municipal infrastructure projects. As President of DuBois & King, Chuck's responsibilities include client and community liaison, quality control, cost estimating, and scheduling. Chuck is also in charge of the firm's Construction Services Department. He has served as Manager of Construction Phase Services for significant site development and utility projects and for complex, multimillion dollar, long-term roadway reconstruction projects, and all types of MAS-funded projects.

CONSTRUCTION INSPECTION SERVICES, PULP MILL BRIDGE ROAD AND SEYMOUR STREET SIDEWALK, MIDDLEBURY STP BP 14(8), MIDDLEBURY, VT.

Principal/Construction Manager for construction phase services for the installation of new sidewalk at two locations. D&K provided inspection of Pulp Mill Bridge Road and Weybridge Road, extending approximately 2,300 LF along Pulp Mill Bridge Road. Additional sidewalk section extends approx. 700 LF from the intersection of Seymour Street and Seymour Street Extension. This VTrans MAS project includes construction of new concrete sidewalk, granite curbing, drainage improvements, signage, a retaining wall, surface restoration and related improvements.

CONSTRUCTION INSPECTION SERVICES, KILLINGTON AVENUE SIDEWALK EXTENSION, RUTLAND, VT.

Construction Manager for construction phase services for 1,480 feet of new sidewalk including drainage improvements and box culvert replacement. The project was developed through VTrans MAS. D&K provided construction administration, construction observation, and oversight of inspection and sampling/testing of construction materials on behalf of the municipality.

CONSTRUCTION PHASE SERVICES, US ROUTE 7 SEGMENT 6, BRANDON, VT.

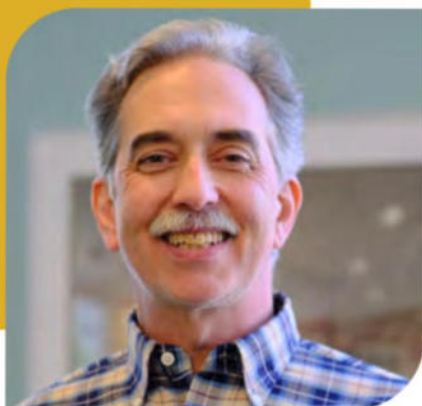
Principal-in-Charge for full-time construction administration and observation services on a \$22M roadway/utilities improvement project in the heart of downtown Brandon. The project includes reconstruction of more than a mile-long section of US Route 7 roadway, all associated intersections and two parks. D&K provided six full-time construction inspectors to support the improvements. The project was developed through VTrans MAS.

CONSTRUCTION INSPECTION SERVICES, CITY OF BURLINGTON, VT.

Principal/Construction Manager for full time construction inspection services for the installation of up to 2,900 linear feet of water mains, water services connection piping, corporation stops, curb stops, fire hydrants, temporary water, curb replacement, sidewalk replacement, and pavement restoration. Provided administrative support and oversight of construction administration, construction inspection, and materials and equipment testing.

CREEK ROAD SIDEWALK AND ROAD RECONSTRUCTION PROJECT, MIDDLEBURY, VT.

Principal-in-Charge for construction observation and administration for construction of a 5-foot-wide concrete sidewalk, drainage improvements, and roadway reconstruction project. Funding for the sidewalk was administered by the VTrans MAS. The roadway reconstruction component was completed using municipal funds.



MARK VINCE

Resident Project Representative

Total Years of Experience: 31

Years with D&K: 12

EDUCATION

A.S., Civil Engineering Technology,
Vermont Technical College, 1991

CERTIFICATIONS

NETTCP-Concrete Inspection Certification
Nuclear Cert.
NHDOT LPA Certification: 2059

Mr. Vince has 31 years of construction inspection experience that includes 6 years of employment with the Vermont Agency of Transportation (VTrans) as a Technician IV in District #3 (Rutland) and as a Geodetic Survey Technician IV. He has resident inspection experience in a wide variety of transportation projects, including district paving, culvert replacement, bridge rehabilitation and replacement, and aviation projects, and has extensive experience working with contractors. Mark's experience includes construction survey and stakeout, overseeing materials testing, and materials, quantity, and cost tracking. Mark is knowledgeable in VOSHA/OSHA construction practices and VTrans standards specifically for guardrail and highway access. He is familiar with traffic control planning/requirements and is a MUTCD-certified flagger.

US ROUTE 7 SEGMENT 6 CONSTRUCTION INSPECTION, BRANDON, VT. Resident Project Representative for full-time construction inspection services for a major roadway and underground infrastructure reconstruction project through the heart of downtown Brandon. The project consists of roadway widening, sidewalks and curbs, pavement markings, traffic signs, signal, water main, sanitary sewer, aerial and underground utilities and stormwater improvements for the Brandon Village portion of U.S. Route 7. Included are portions of Franklin Street, Park Street, Center Street, Conant Square, Grove Street, and associated intersections and side roads. The project reconstructs a major north-south highway link through downtown to create a geometric configuration that will serve the high traffic volumes and access of abutting properties.

POPPLE DUNGEON ROAD BRIDGE REPLACEMENT, TH-10 CHESTER, VT. Resident Project Representative responsible for the daily reporting of progress and quantities for the replacement of a failed large metal culvert. The new 50-ft-span bridge had cast-in-place footings and abutments and a precast post tensioned deck. The project included streambed and bank restoration. The bridge was installed as part of a VTrans MAS project.

CENTRAL STREET BRIDGE REHABILITATION, BRANDON, VT. Resident Project Representative for rehabilitation of a historic concrete bridge carrying US 7/Central Street and various utilities over the Neshobe River in an urban area. The project is being completed concurrently and in close coordination with the \$20M US 7 Segment 6 roadway/utilities reconstruction project. Responsible for on-site construction observation, preparation of daily work reports, observation of materials testing, review of payment requests, coordination of responses to RFIs, attendance of project-related meetings and serving as a liaison between the Town, regulatory agencies, the contractor, and the design engineer.

CONSTRUCTION INSPECTION/CHIEF INSPECTOR, VT ROUTE 66 RECLAIM, VTRANS, RANDOLPH, VT. Construction Inspector/Chief Inspector for reclaiming and repaving 7.192 miles of VT Route 66. Services included engineering design and plan development, roadway banking improvements, pavement markings, signage, pedestrian ramps, guardrail improvements, truncated domes, rehabilitation of drainage structures, and cost/quantity estimation. As Chief Inspector, Mark oversaw the work of one state employee and another consultant inspector. Responsible for proofreading paperwork from the field to pass along to the office engineer for data entry. Responsible for coordinating with adjacent landowners to resolve drainage and mailbox/driveway access issues.

IMG SIGN(54) SIGNING, INTERSTATE 91, VTRANS, WHITE RIVER JUNCTION-SPRINGFIELD, VT. Construction Inspector providing construction observation and concrete inspection services for signing improvements for 34 miles of Interstate 91 northbound and southbound, main line and ramps between Exit 7 and Exit 11. Project included the installation of the large extruded signs on W-Beam posts and the construction of multiple spread footing for overhead signs as well rolling roadblocks.



PETER BULL

Resident Project Representative

Total Years of Experience: 28

Years with D&K: 10

EDUCATION

B.S., Business Management and Technology, Vermont Technical College, Randolph, VT 2009

A.S., Civil Engineering Technology, Vermont Technical College, Randolph, VT 1991

CERTIFICATIONS

Troxler Nuclear Gauge

NETTCP Hot Mix Asphalt Paving Inspector: 2573

ACI Concrete Field Testing: 000934933

Mr. Bull has 28 years of experience in field engineering, design, and observation of civil projects for the Vermont Agency of Transportation (VTrans), the New Hampshire Department of Transportation (NHDOT) and local municipalities. His observation experience has ranged from safety improvements to construction of roadway and bridges. He was previously employed as a construction inspector for NHDOT, where his responsibilities included observing layout of new interstate, full depth reclamation of I-89, and layout of curbing and drainage.

RESIDENT PROJECT REPRESENTATIVE, WATERBURY ROUNDABOUT, WATERBURY, VT. Assistant Construction Inspector for the construction of a new vehicular roundabout at the intersection of US 2 and VT 100. This \$3.9M project included: modification and rehabilitation to existing bridges for roadway and pedestrian accommodation; partial and complete roadway reconstruction; imprinted island construction; stormwater management; parking reconfigurations and improvements; new sidewalks, curbing, crosswalks, and signage; undergrounding of utilities; replacement and extension of water and sewer mains; and lighting, landscaping, and streetscaping. Responsibilities include preparing daily inspection reports; maintaining a photographic record of construction; coordinating required materials testing by an independent qualified laboratory and assuring preliminary process control tests on material samples are performed in accordance with VTrans requirements; reviewing quantities and Contractor's progress pay requests; and coordinating with the municipality, contractor, and design engineer.

ENTERPRISE ALY AND DEPOT SQUARE RECONSTRUCTION, BARRE, VT. Resident Project Representative for the construction phase of an urban brownfield redevelopment project that has improved traffic circulation, parking, pedestrian facilities, aesthetics, and implementation of a corrective action plan (CAP) from a former dry cleaning facility, which leached trichloroethene (TCE) into the nearby soils. The project included installation of closed drainage systems, buried liquefied propane tanks serving area businesses, sewer service upgrades, and a water line service. The project also included lighting, landscaping improvements. Services included close coordination with the City, abutting property owners, and the VTrans Rail Section for the abutting railroad. Provided full time resident engineering; tasks included construction observation, participation in coordination meetings weekly, review of submittals and pay requests, maintaining a field book that includes daily activities, review of as-constructed conditions, and response to requests for information. Provided observation of the soil vapor extraction system.

RESIDENT ENGINEER, ROADWAY RECONSTRUCTION, US ROUTE 7, BRANDON, VT. Resident Inspector for a \$20M major, full depth roadway reconstruction of 3 miles of US Route 7. The project included streetscape improvements: street trees, lighting, brick/decorative sidewalk treatments, benches, trash cans, common redevelopment (two fountains and a gazebo). This project was the largest completed project in Vermont history for the VTrans MAB. Responsibilities included removal and replacement of storm drainage and structures, new sewer and water mains, paving. Services included tracking quantities, testing and as-builts, traffic control for safety of traveling public, and day-to-day documentation for payment and final records. Finalized the drainage portion of the project in accordance with VTrans standards.

RUNWAY AND TAXIWAY EXTENSION, STEPHEN A. BEAN MUNICIPAL AIRFIELD, RANGELEY, ME. Construction Observation services for 1,100-ft runway and taxiway extension to accommodate aircraft from LifeFlight, a nonprofit medical flight service.



ANTONIO SANZ, JR.

Resident Project Representative

Total Years of Experience: 22

Years with D&K: 22

EDUCATION

A.S., Civil/Environmental Technology,
Vermont Technical College, 2000

CERTIFICATIONS

Nuclear Moisture/Density
Equipment: 12595
NETTCP Hot Mix Asphalt Certified: 2595
Confined Space Certification
State of Vermont, Class A
Licensed Designer
ACI Concrete Field Testing

Mr. Sanz has 22 years of experience as a Resident Project Representative supporting water resources, civil/site, and transportation infrastructure assignments at DuBois & King. These roads, bridges, highway design, dams, facilities, and on-site wastewater disposal systems. As Resident Project Representative, Antonio is responsible for review of technical specifications, data collection, and performing construction observation.

BETHEL MOUNTAIN ROAD SLOPE STABILIZATION, ROCHESTER, VT. Resident Project Representative responsible for construction observation for a 2,800-LF emergency roadway repair project. The project implemented long-term repairs to sections of the embankment that failed during a heavy spring rainfall and snowmelt event that closed the road, including upgraded drainage systems and structures, slope repair, and roadway reconstruction and minor realignment. Serving as a valuable mountain connector road between VT 100 and VT 12, rapid reopening and stabilization of the roadway was a critical need, which dictated a significantly compressed schedule. The project was managed by the Town of Rochester and received FHWA-ER funding. *VT ACEC Grand Award Winner.*

PULP MILL BRIDGE ROAD/WEYBRIDGE AND SEYMORE STREETS SIDEWALK AND DRAINAGE IMPROVEMENTS, ACRPC, WEYBRIDGE, VT. Resident Project Representative to provide construction observation and materials inspection and testing services for the construction of two sections of concrete sidewalk totaling approximately 3,000 ft. The project included drainage improvements through the use of ditching, new catch basins, and associated piping; signage; pavement markings; full depth road reclamation and reconstruction; granite curbing; slope grading; and associated traffic control and erosion control practices.

BULL RUN ROAD SLOPE STABILIZATION, ROXBURY, VT. Resident Project Representative responsible for providing construction observation in support of repairs to a failed roadway embankment (approximately 75-ft-long by 50-ft-wide). Provided part-time observation of contractor's activities. The project includes stabilization of the roadway embankment; reconstruction and stabilization of the failed slope; stabilization of the roadway; completion and submission of permitting applications; and development of contract documents.

RESIDENT PROJECT REPRESENTATIVE, BRIDGE REHABILITATION, US 2/VT100 ROUNDABOUT, WATERBURY, VT. Construction observation for a new \$3.9M roundabout project that addressed unsafe conditions, including high traffic volumes and inadequate pedestrian facilities in an area serving as a gateway to the village of Waterbury and area businesses. Provided observation for deck replacement to a two-lane bridge serving US 2/VT 100/Main Street. Responsibilities included preparing daily observation reports; maintaining a photographic record of construction; coordinating required materials testing by an independent qualified laboratory and assuring preliminary process control tests on material samples were performed in accordance with VTrans requirements; reviewing quantities and contractor's progress pay requests; and coordinating with the municipality, Contractor, and design engineer. Project was funded through VTrans MAS and complied with the MAS Guidebook for Locally Managed Projects.

RESIDENT PROJECT REPRESENTATIVE, DISTRICT #4, VTRANS, VARIOUS LOCATIONS, VT. After Tropical Storm Irene, emergency or temporary repairs were made to numerous sites within District #4. VTrans initiated inspections of the condition of the emergency or temporary repairs in advance of making permanent repairs. Provided construction observation at select sites for permanent repairs.



KEN TRASK

Resident Project Representative

Total Years of Experience: 40+

Years with D&K: 13

EDUCATION

M.S., Sanitary Engineering,
Northeastern University, Boston,
MA, 1977

B.S., Civil Engineering, Northeastern
University, Boston, MA, 1974

Mr. Trask is a civil engineer with over 40 years of experience in the planning, designing, construction and operation of water and wastewater projects. Responsible for all phases of wastewater collection and treatment; sludge handling, treatment and disposal; water treatment, distribution and storage; stormwater and CSO management. Responsibilities include preliminary evaluation of problems, solution development, preparation and review of construction plans and specifications, troubleshooting with operators, and construction administration.

WASTEWATER TREATMENT FACILITY BIOSOLIDS IMPROVEMENT PROJECT, CITY OF BARRE, VT.

Resident Project Representative for replacement of existing steel digester cover with a new stainless steel cover, installation of a new waste gas burner assembly and piping, and miscellaneous piping revisions. Monitored contractor operations for compliance with plans and specifications, tracked quantities, kept record information, observed testing, startup procedures and operator training and prepared daily field reports.

STORMWATER SYSTEM UPGRADE, FEMA HMGP, CITY OF BARRE, VT.

Resident Project Representative for installation of 1,000 LF of 12- and 18-inch storm drain along Granite Street including an outfall. Responsible for providing observation during contractor activities, maintaining a set of record drawings, and completing daily reports of contractor activities.

MOUNTAIN WASTEWATER TREATMENT FACILITY TERTIARY FILTER REPLACEMENT, SUGARBUSH RESORT, WARREN, VT.

Resident Project Representative for removal and replacement of the existing tertiary wastewater filter with two new tertiary wastewater filters, miscellaneous improvements to the filter room, construction of a new blower building with two new lagoon blowers, aeration piping and appurtenances. Monitored contractor operations for compliance with plans and specifications, tracked quantities, kept record information, observed testing, startup procedures and operator training and prepared daily field reports.

CONTRACT #2, TROY COLLECTION SYSTEM & CONTRACT #3, TOWNS OF TROY AND JAY, VT.

Responsible for design and permitting of approximately 12 miles of collection sewers, 4.5 miles of force mains and two pumping facilities. The Troy pumping facility incorporated progressive cavity pumps due to the long force main and high head. Chemical feed and aeration were designed into the facility to prevent septic conditions from occurring in the long force main. Responsible during construction for inspection of Contract No. 2 and No. 3. Managed up to four inspectors on the two contracts. Responsible for start-up, operator training, Operation and Maintenance manual preparation and conducted the one-year operation and performance monitoring following acceptance of the facilities by the Owner.

WWTFS AND PUMP STATION IMPROVEMENTS, CANAAN, VT, AND STEWARTSTOWN, NH.

Senior Engineer for a study and design of improvements to the wastewater treatment facilities and pump stations. Recommendations included a new pump station at the treatment plant, new headworks with screening and grit removal, a new fine bubble aeration system in the lagoons, solar powered mixers in the first two lagoons, a new chlorine contact tank, new sludge removal and dewatering with geotubes, new septage receiving system, a new control building and converting the pump stations to submersible pumps.

DAVID LAMONTAGNE

Resident Project Representative

Total Years of Experience: 40+

Years with D&K: 1

EDUCATION

University of Virginia, Evening
Division, 1988

Coursework: Construction Project
Management, Surveying, Estimating,
Industrial Safety, and Quality
Control Engineering

Mr. Lamontagne is a resident project representative and a former business owner with over 40 years of experience in production management for construction. His experience includes the inspection and construction as owner and superintendent of a 20-25-person contracting firm responsible for completing site-civil improvements, high-profile and secure federal government buildings and facilities, and commercial projects, including surveying, excavation, sheeting and shoring, foundations, site work, building structure, piping systems, heavy electrical, ventilation, atmospheric controls, mechanical and security systems, and digital and analog telemetry systems.

SIDEWALK PROJECT, CASTLETON, VT. Resident Project Representative responsible for providing part-time construction observation services for a 2,800-LF sidewalk project along VT 4A and VT 30 in Castleton. This project utilized VTrans specifications and pay items.

GROVE STREET BRIDGE REHABILITATION, RUTLAND, VT. Resident Project Representative for the construction phase of this bridge rehabilitation project. Responsible for on-site construction observation, preparation of daily work reports, observation of materials testing, review of payment requests, coordination of responses to RFIs, attendance of project-related meetings, and serving as a liaison among D&K, the town, regulatory agencies, and the contractor. D&K services included a study, design, and construction phase services for the substructure rehabilitation and replacement of the joints and bearings for a three-span, non-continuous, 169-ft-long steel stringer bridge with a concrete deck.

CULVERT AND BRIDGE IMPROVEMENTS, OLD DOMINION RAILROAD PARK, FAIRFAX, VA.

General Contractor responsible for the repair and reconstruction of six stone culverts and two bridge abutments for a 100-year-old, 45-mi-long railway bed. Activities included removal of debris and accumulated silt and sand, jacking and repositioning the existing stonework and patching stone joints with mortar. Duties included attending pre-bid coordination meetings, overseeing bid development, negotiation of contracts, submission of RFIs, completing change orders, providing value engineering, and supervision of construction crews.

WATERFRONT PARK, POTOMAC RIVER, OXEN HILL, MD. Contractor responsible for the excavation, extension, and reconstruction of a 900-LF x 60-LF riprap embankment, including laying new geo fabric, backfilling, and placing 250 tons of riprap. Duties included attending pre-bid coordination meetings, overseeing bid development, negotiation of contracts, submission of RFIs, completing change orders, providing value engineering, and supervision of construction crews.

BRIDGE ABUTMENT REPAIR, AMERICA ONLINE, VIENNA, VA. General Contractor responsible for the partial demolition and structural repair of six on-campus bridge abutments, including chipping, sandblasting, rebar replacement, and concrete patching totaling approximately 1,200 SF. Duties included attending pre-bid coordination meetings, overseeing bid development, negotiation of contracts, submission of RFIs, completing change orders, providing value engineering, and supervision of construction crews.

KENNEDY CENTER FOR THE PERFORMING ARTS, WASHINGTON, DC. General Contractor responsible for the reconstruction of the graduated theater seating and balconies at the 2,465-seat and two balcony Concert Hall and the 2,500-seat Eisenhower Theater. Scope included forming, reinforcing, and placing approx. 230 CY of concrete for steps, ramps, balconies and stage slabs. Duties included attending pre-bid coordination meetings, overseeing bid development, negotiation of contracts, submission of RFIs, completing change orders, providing value engineering, and supervision of construction crews.



DARYL BASSETT

Constructability Review

Total Years of Experience: 22

Years with D&K: 1

EDUCATION

A.E., Civil and Environmental
Engineering, Vermont Technical
College, 1999
Magna Cum Laude

CERTIFICATIONS

ACI Concrete Field-Testing Technician,
Grade I
NETTCP Driven Pile Foundation Inspector

Mr. Bassett is a senior resident project representative who has 22 years of relevant experience, including serving as an inspector, resident engineer, and technician for the Vermont Agency of Transportation (VTrans) for 21 years. Prior to joining VTrans, he served in the Army and National Guard as a combat engineer. Daryl's hands-on project experience serving as a construction inspector, resident engineer, and resident project representative for bridge, roadway, slope rehabilitation, ledge removal, stream relocation, and general maintenance projects. His bridge experience includes accelerated bridge construction, steel, plate girder, precast concrete, timber, interstate, rail, and historic rehabilitation projects.

CONSTRUCTABILITY AND BIDDABILITY REVIEW, MULTIPLE PROJECTS, VTRANS, STATEWIDE, VT. Constructability Reviewer responsible for providing engineering review services through the scoping, conceptual, preliminary, final, and contract plan phases that focus on project constructability and limiting change orders during the construction phase. Also responsible to perform field visits to confirm the existing conditions of structures, to provide an intensive review of project-specific documentation, and to review the project scope for appropriateness. This information is used to collaborate with VTrans Project Managers throughout the plan development phases to develop alternatives, mitigate risk, and ensure overall project success. Reviews support the delivery of high-quality project plans and contracts prepared by D&K and other consultants.

- **US 2 BRIDGE REHABILITATION, WATERBURY.** Constructability Review of design of superstructure replacement and substructure repairs to a 243-ft-long, 3-span, rolled-beam bridge crossing the Little River. Project challenges include safely detouring large trucks, passenger cars, pedestrians, and cyclists through a tight site during construction.
- **VT 102 HISTORIC TRUSS BRIDGE REHABILITATION, BLOOMFIELD.** Constructability Review for evaluation and design for the rehabilitation of Bridge 9, a circa-1937, 130-ft-span steel through truss bridge over the Nulhegan River. The project addresses corrosion throughout the superstructure as well as appurtenant improvements to the substructure. Adjacent to a recreational easement and the VT/NH border, the project includes substantial stakeholder engagement.

BRIDGE IMPROVEMENTS, WINDSOR IM 091-1(64) AND ROCKINGHAM IM 091-1(66), WINDSOR AND ROCKINGHAM, VT. VTrans Resident Engineer for two design-build projects of large bridges in and over streams. Oversaw Environmental Compliance Officers for both projects. Responsible for oversight of work and adherence to permitting requirements.

RIVER/STREAM STABILIZATION, WOODSTOCK ER 0241(40), WOODSTOCK, VT. VTrans Resident Engineer for a stream restoration and roadway stabilization project that required a complete stream diversion during construction.

BRIDGE AND INTERSTATE, US, AND STATE HIGHWAY PROJECTS, VTRANS, VARIOUS LOCATIONS, VT. Resident Engineer and/or Resident Inspector responsible for observing contractor activities, completing daily reports, coordinating testing, supporting construction contract administration, and/or coordinating between project parties.



CHRIS SARGENT, AICP

Public Engagement Specialist

Total Years of Experience: 21

Years with D&K: 6

EDUCATION

M.S., Resource Management & Administration, Antioch New England Graduate School, 2001
B.A., Johnson State College, 1993

CERTIFICATIONS

M.S., Resource Management & Administration, Antioch New England Graduate School, 2001
B.A., Johnson State College, 1993

Mr. Sargent has 21 years of experience in community planning with expertise in municipal planning and government, zoning regulation, permit analysis, facilitation, and public process. He has extensive experience working with communities to engage the public, having worked with over 30 communities to develop their own municipal vision for the future. Chris has overseen the development of long-range regional planning policy, including land use, natural resource protection, and energy. He has assisted multiple municipalities with local planning, including zoning, flood hazard, and subdivision regulations, and assisted state agencies with the development of land use and energy planning policy that guides regional and municipal renewable energy planning. As a Community Planner, he has a firm understanding of planning, permitting, and public process for the development of transportation and planning projects for local, state, and federal clients.

BEAVER MEADOW SIDEWALK SCOPING STUDY, NORWICH, VT. Project Manager for a scoping study to develop a plan to enhance connectivity and safety for pedestrians and cyclists traveling along Beaver Meadow Road between Huntley Avenue and Morre Road, and eventually to Ballard Trail trailhead. When complete, this project will create a contiguous safe walking route linking the Town center, Huntley Meadows, and some of Norwich's most densely settled neighborhoods. Responsible for managing day-to-day development, public engagement, senior-level planning, scheduling, budgeting, and QA review of deliverables. This project is funded in part by the Federal Highway Administration, the Town of Norwich, and VTrans MAS.

TRI-PARK MASTER PLAN, BRATTLEBORO, VT. Project Manager responsible for developing a master plan and approach to moving more than 40 mobile homes located near or inside a floodway to other areas within the Park. Located at the confluence of Whetstone Brook and two other waterways, homes within Tri-Park have encountered damage and in some cases have been removed as a result of flooding in 2005 and 2011. Tri-Park is the largest manufactured housing cooperative in Vermont with 323 homes located on site. Responsible for working with Tri-Park and Town officials, completing a large-scale public engagement initiative to gather input, and overseeing concurrent economic analysis and hydraulic and hydrologic analysis as part of the project. Utilizing GIS to develop flood hazard and master plan maps. Developed a narrative and graphical report that summarizes existing conditions, steps forward, costs, and coordination with funding and regulatory officials to remove homes from hazardous areas within the park. *The project received a Grand Award for Engineering Excellence and Green Mountain (overall) Award from ACEC-VT and a Certificate of Merit from the Vermont Planners Association.*

DESIGN OF 5 CORNERS, CCRPC, ESSEX, VT. Project Manager/Senior Planner responsible for land use planning and public engagement for a plan that explored the benefits of reconfiguring the five-way intersection as a four-way junction to improve traffic flow for people driving through, and reduce crossing distances and exposure to traffic for pedestrians. The project included documenting parking utilization throughout the Village to determine the community's parking needs and how to best accommodate them. The project also included a detailed step-by-step implementation plan, and development of language to modify the village plan to set the project on a path for implementation. Public engagement included hosting a booth at the local farmers market and a community presentation held at an art gallery.

BRADFORD TOWN PLAN, TRORC, BRADFORD, VT. Lead Author/Project Manager working with the Town to develop a new Municipal Plan that was consistent with the community's vision for the future. The project utilized two forms of public engagement, a written survey, and a hands-on charrette-style event that allowed residents to identify areas where conservation was a priority. The information collected resulted in a significantly improved plan that defined how and where the community would encourage growth, and how natural resources should be protected for the future.



AIMEE RUTLEDGE, PWS, CPESC, CPSWQ

Senior Environmental Technical Lead

Total Years of Experience: 23

Years with D&K: 1

EDUCATION

B.S., Environmental Management,
University of Rhode Island, 1999

CERTIFICATIONS

Society of Wetland Scientists,
Professional Wetland Scientist: 2238
Certified Professional in Erosion and
Sediment Control: 4647
Certified Professional in Stormwater
Quality: 732
VT Natural Shoreland Erosion Control
Practices Certification

Ms. Rutledge has 23 years of experience completing environmental work, including environmental assessments; wetland delineations, and mitigation site design and monitoring; restoration design; ecological assessments; wildlife inventory and assessments; threatened and endangered species surveys; wetland functions and values assessments; and erosion and sediment control design and monitoring. Aimee is experienced in communicating with government, academic, and industry researchers and scientists, including attending meetings with third parties/clients and representing clients at public meetings and hearings. She has extensive knowledge and experience navigating the state and federal regulations and permits in Vermont, as well as New York and Rhode Island, and has established working relationships with the agencies and staff.

VTRANS NATURAL RESOURCES SERVICES TERM AGREEMENTS, STATEWIDE, VT.

Senior Environmental Analyst and Project Manager responsible for managing several task assignments; performing wetland delineation; stream assessment; identifying rare, threatened, and endangered species; and state and federal permitting. Under numerous term contracts, provided a wide range of environmental services to VTrans, including wetland delineations, wildlife connectivity analyses, stream channel characterization, state and US Army Corps of Engineers (USACE) wetland permitting, bat surveys, and rare mussel surveys and relocation.

ALBURGH VILLAGE WATER SYSTEM, ALBURGH, VT.

Senior Environmental Technical Lead responsible for natural resource inventory for the relocation of the town's existing water storage tank. The project area was reviewed for threatened, endangered, and rare species, wildlife habitat, wetlands, cultural, and other natural resources which could potentially be impacted by the project. The information gathered was used to complete a VTDEC Environmental Report.

VT 104A BRIDGE OVER ARROWHEAD MOUNTAIN LAKE, VTRANS, GEORGIA, VT.

Senior Environmental Analyst responsible for performing natural resource identification and permitting for the Highbridge Road bridge replacement project. Responsibilities included wetland and waterway delineation, identification of rare, threatened, and endangered species, and state and federal permitting review.

FAIR HAVEN CULVERT (62) IMPROVEMENTS, VTRANS, FAIR HAVEN, VT. Senior Environmental Analyst and Project Manager responsible for managing natural resource identification and permitting for a culvert lining project along US 4. The project involved coordination with VTrans environmental and VTDEC personnel. The project involved the preparation of a VT Wetland General Permit. The work was completed within a tight schedule requested by VTrans.

ENVIRONMENTAL ASSESSMENT, NORTHEAST KINGDOM INTERNATIONAL AIRPORT, VTRANS, NEWPORT, VT.

Senior Environmental Analyst responsible for wetland field identification for compensatory wetland mitigation required for wetland impacts as a result of airport projects. This high-profile project involved preparation of the design plans, permits, and an Environmental Assessment for a proposed runway extension, as well as a new terminal, maintenance hangars, fire and rescue building, corporate hangars, manufacturing facility, and warehouses. With extensive new impervious areas and poorly draining soils, stormwater management was an area of particular focus. Conducted a public outreach effort and coordinated with local stakeholders through an Advisory Committee. Permits and approvals were obtained within a challenging time frame to meet funding deadlines.



GRACE GLYNN

Wetland Scientist

Total Years of Experience: 6

Years with D&K: 2

EDUCATION

M.S., Field Naturalist and Ecological Planning, University of Vermont, 2020
B.A., Botany, Connecticut College, 2014
Courses, Evolutionary Biology and Ecology, Universidad San Francisco De Quito, 2013

CERTIFICATIONS

VT Natural Shoreland Erosion Control Practices Certification (2022)

Ms. Glynn is a field naturalist who is experienced with botany, forestry, invertebrate biology, ornithology, microbiology, macrobiology, evaluating inland and coastal aquatic ecosystems, vernal pools, landscapes, and soils, and developing ecological inventories. She has significant, hands-on experience completing research, providing public interpretation, and technical writing for municipalities, nonprofit organizations, and universities for large-scale resource inventories, planning studies, mapping programs, and educational projects.

NEW ENGLAND POWER ENVIRONMENTAL PERMITTING, READSBORO, VT. Field Naturalist/Wetland Scientist leading rare, threatened, and endangered plant species inventory of a 1.5-mile section of utility corridor in southern Vermont. Responsible for completing natural resource assessments and permitting in compliance with Section 248.

NEW ENGLAND POWER ENVIRONMENTAL PERMITTING, VERNON, VT. Field Naturalist/Wetland Scientist leading rare, threatened, and endangered plant species inventory of a two-mile section of utility corridor in southeastern Vermont. Conducted three site visits to document numerous rare species in the project area, and conducted general plant inventory, habitat review, and natural community mapping. Coordinated with the Agency of Natural Resources to complete natural resource assessments and permitting in compliance with Section 248. Prepared vegetation management plan for the right-of-way in order to guide management activities with the goal of protecting rare species and significant natural communities. Acted as the on-site environmental monitor during archaeological work and construction, working with contractors to protect rare plant populations.

NATURAL RESOURCE ASSESSMENT, GRANVILLE, VT. Wetland Scientist/Field Naturalist conducted natural community and rare plant inventory and mapping across 450 acres in Granville. Conducted a survey of bear-scarred American beech trees across a 70-acre subject parcel. Delineated and assessed four wetlands along the proposed access route, and conducted a spring wetland survey to determine the extent of use as feeding grounds by black bear, utilizing game cameras and field observations.

CROSS BROTHERS DAM REMOVAL, VERMONT NATURAL RESOURCES COUNCIL, NORTHFIELD, VT. Wetlands Scientist to support the partial removal of a concrete dam on the Dog River. Assisted with field investigations by providing wetlands delineation of the area upstream and surrounding the dam, surveying the area for rare species, and advising the client on focal species for improvement of Aquatic Organism Passage.

CABOT NATURAL RESOURCE STUDY, CABOT, VT. Field Naturalist assisting with a Natural Resource study of the site of a proposed Resource Recovery Facility at Cabot Creamery, including desktop landscape analysis and field surveys for wetlands and rare, threatened, and endangered species and natural communities. Responsibilities also included assistance with Section 248 proceedings.

SITE ASSESSMENT REPORT, BOYCE HILL TOWN FOREST, FAYSTON, VT. Project Manager and Field Naturalist responsible for assessing a 94-acre site and writing a report summarizing findings and management recommendations based upon sensitive natural resources found on site. D&K assisted the Fayston Conservation Commission in public outreach by delivering a presentation on the study's findings, leading an interpretive field walk at the site, and providing maps for use at kiosks.



BRENDA BHATTI

Ecologist/Biologist

Total Years of Experience: 21

Years with D&K: 1

EDUCATION

M.S., Environmental Studies, Antioch New England Graduate School, 2001
B.S., Zoology/Wildlife Biology, Ohio University, 1991

CERTIFICATIONS

QAWB (with mentor), Qualified Airport Wildlife Biologist (in training)

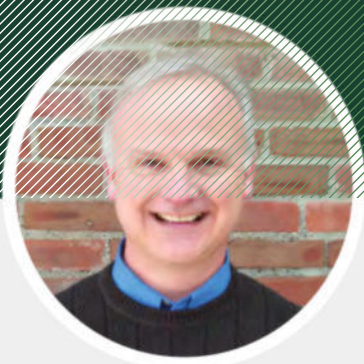
Ms. Bhatti has over 21 years of natural resources, environmental planning, and regulatory permitting experience throughout New England. Brenda has significant experience in environmental and land use project planning and management, ecological fieldwork, land protection, community and stakeholder engagement, and regulatory and permitting strategy. She has worked on hundreds of environmental, wetlands, wildlife and permitting projects as part of transportation, commercial, industrial, and residential construction and environmental compliance projects. Her work has included preparation and support of permit applications and documentation under NEPA, VANR DEC wetlands, and the VT Natural Resources Board Act 250 programs.

NON-NATIVE INVASIVE SPECIES MANAGEMENT PLAN, ENFIELD, NH. Field Naturalist/QA/QC for a project providing services for the development a non-native invasive species management plan to control non-native invasive terrestrial and aquatic plant species. Creating field inventory methods and maps to capture the NNIS and to prioritize certain areas for management. Responsible for quality assurance/quality control.

ENVIRONMENTAL ASSESSMENT, LEBANON MUNICIPAL AIRPORT, LEBANON, NH. Senior Environmental Planner responsible for overseeing and developing an Environmental Assessment under the National Environmental Policy Act (NEPA) in accordance with FAA criteria. Evaluations encompass runway safety improvements, including a runway extension that involves vegetative clearing. Leading the natural resource field investigation efforts, including participating in wetlands delineations, preliminary potential bat roost locations within the project area, and overseeing other species investigations in conjunction with D&K naturalists, the New Hampshire Natural Heritage Bureau and the USFWS. Conducted historical and archeological desktop reviews in collaboration with the New Hampshire Division of Historical Resources. Led NHDOT Natural Resource Agency Coordination (NRAC) meeting and presented the project. Collaborating with other consulting firms regarding engineering specifications, stormwater studies, alternatives impacts, and mitigation. Successfully acquired a Finding of No Significant Impact for the project.

WEST SWANZEY AA MEMORIAL PARK REDEVELOPMENT, SWANZEY, NH. Senior Environmental Planner on a municipal project using federal funding. Responsible for evaluating impacts to jurisdictional natural resources adjacent to the Ashuelot River, including field studies to determine the Ordinary High Water (OHW); permitting to include state permits under the NH Department of Environmental Services (NHDES) wetlands, shoreland, and Alteration of Terrain (AOT) programs and regulations; and collaborating with the Town Planner, NHDES, and USFWS agents to confirm jurisdictional and permit concerns.

JEWELL BROOK WATERSHED PROJECT PLAN ENVIRONMENTAL ASSESSMENT, USDA NRCS, VT. Environmental Planner prepared portions of the Plan relating to the Ecosystem Services Framework to comply with both the NRCS Plan-EA guidance and the USDA Policy DR 9500-013. An amendment to PL 83 566, the Watershed Rehabilitation Amendments of 2000 (PL 106-472), Section 313, authorizes financial and technical assistance to rehabilitate dams under the USDA Watershed Rehabilitation Program. The rehabilitation of each of these four dam sites are authorized under this amendment. Because the source of funding is under the Federal water resource investments, in addition to the NRCS Plan-EA guidance, this analysis was completed under USDA Policy DR 9500-013, "Conducting Analyses Under the Principles, Requirements, and Guidelines (PR&G) for Water and Land Related Resources Implementation Studies and Federal Water Resource Investments" and the affiliated Department Manual (DM) 95-0013 (2017).



S.W.COLE
ENGINEERING, INC.

Title

EDUCATION ALAN I. BROWN

Construction Services Manager
REGISTRATIONS

EDUCATION:

Vermont Technical College
A.A.S. Architectural and Building
Engineering Technology

CERTIFICATIONS:

- ACI Field Technician Level 1
- PCI Quality Technician
Grade III
- ICC Reinforced Concrete
Special Inspector, Soils
Special Inspector,
Fireproofing Special
Inspector, Structural
Steel and Bolting Special
Inspector, Welding Special
Inspector, Master of Special
Inspections
- NETTCP Concrete
Technician, HMA Plant
Technician, HMA Paving
Inspector, Soils and
Aggregate Special
Inspector
- Ground Penetrating Radar
Inspector
- Dipstick Floor Flatness
Operator
- AWS Certified Welding
Inspector

AFFILIATIONS:

- Board of Directors,
International Code Council,
Vermont Chapter

EXPERIENCE

Total Years of Experience: ##

Years with D&K: ##

Alan Brown joined S. W. Cole Engineering, Inc. in 2013 as the Construction Services Manager for the firm's White River Junction office. Prior to working for S.W.COLE, Alan held the position of Vice President of New England Operations with Advance Testing Company, Inc. for four years and was also Vice President of New England Testing Company, Inc. for eight years.

Alan has more than 25 years of experience in field and laboratory inspection of construction materials.

RESPONSIBILITIES

As Construction Services Manager, Alan's responsibilities at S.W.COLE include contract and business development, project management and assisting with testing services such as soil density, concrete, masonry, and performing special inspections and associated laboratory testing.



S.W. COLE
ENGINEERING, INC.

Title

EDUCATION
DAKOTAH R. SENESAC

Construction Services
Technician - Grade II

REGISTRATIONS

EDUCATION:

Johnson State College

B.A. Theatre Arts

CERTIFICATIONS:

- Floor Flatness & Levelness
- OSHA 10 Hour
- NETTCP HMA Paving Inspector
- NETTCP Soils & Aggregate Lab Technician
- NETTCP Soils and Aggregate Inspector
- ICC General Requirements
- GSSI StructureScan
- APNGA Portable Nuclear Gauges
- APNGA U.S. D.O.T. HAZMAT Certification Portable Nuclear Gauges
- ACI Aggregate Testing Technician - Level 1
- ACI Concrete Strength Testing Technician
- ACI Concrete Laboratory Testing Technician - Level 1
- ACI Concrete Field Testing Technician - Grade 1

ABOUT

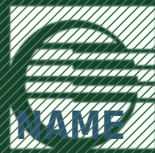
Total Years of Experience: ##

Years with D&K: ##

Dakotah Senesac joined S.W. Cole Engineering, Inc. (S.W. COLE) in February 2019 as a Construction Services Technician in our White River Junction, Vermont office. Prior to his employment with S.W. COLE, Dakotah worked with a property management company in the Stowe, Vermont area.

RESPONSIBILITIES

As a Construction Services Technician - Grade II Dakotah is qualified to perform field and laboratory testing on soils, aggregate and concrete.



S.W.COLE
ENGINEERING, INC.
Title

ABOUT

Total Years of Experience: ##

Years with D&K: ##

Matt Kingery joined S.W. Cole Engineering, Inc. (S.W.COLE) in June 2020 as a construction services technician in our White River Junction office. Zach has previous experience working as a laboratory technician for a construction materials firm in Illinois.

the contents

RESPONSIBILITIES

As a CST Grade I Matt is qualified to perform both field and laboratory testing of soil aggregate and concrete.

EDUCATION MATT N. KINGERY

Construction Services
Technician - Grade I

REGISTRATIONS

EDUCATION:

Lake Land College

B.S. Civil Engineering

CERTIFICATIONS:

- OSHA 10 Hour Construction Safety
- NETTCP Soil & Aggregate Inspector
- ICC General Requirements
- APNGA U.S. D.O.T. HAZMAT Portable Nuclear Gauges
- ACI Concrete Field Testing Tech-Grade 1

STP EH10(18) & STP BP22(25)
CONTRACT AGREEMENT WITH
CONSULTANT

TOWN OF HARTFORD

Agreement for Consultant Engineering Services
with

DuBOIS & KING, INC.

THIS AGREEMENT is made this _____ day of _____, 2025, by and between the municipality of the Town of Hartford, Vermont, hereinafter referred to as the MUNICIPALITY, with its principal place of business at 171 Bridge Street, White River Junction, Vermont 05001, and DuBois & King, Inc., a Vermont corporation, with its principal place of business at 28 North Main Street, Randolph, Vermont 05060, hereinafter referred to as the CONSULTANT.

The MUNICIPALITY wishes to employ the CONSULTANT for the purpose of providing Construction Inspection Services related to the construction of a concrete sidewalk along U.S. Route 5, pavement marking, signage, drainage and other incidental items during the construction phase for the Town of Hartford, Vermont. **Project Number: Hartford STP EH10(18) and Hartford STP BP22(25);**

WHEREAS state and federal funds may participate in the cost of the services described in this Agreement pursuant to the provisions of Title 23, United States Code; and 23 Code of Federal Regulations which are incorporated herein by reference; and

WHEREAS the CONSULTANT is ready, willing, and able to perform the required services;

NOW THEREFORE, in consideration of these premises and the mutual covenants herein set forth, it is agreed by the parties hereto as follows:

1. SCOPE OF WORK

The CONSULTANT shall provide services necessary to ensure the successful completion of the Construction Inspection Services for the construction project under consideration as set forth in the Request for Proposals dated April 24, 2025 (Attachment A); CONSULTANT's Technical/Scope and Cost Proposal dated May 16, 2025 (Attachment B); and Specifications for Contractor Services dated June 2014, updated May 2019 (Attachment C); all of which are incorporated herein and made a part of this Agreement.

Should it become necessary for the CONSULTANT to procure sub-consultant services, this selection will be subject to approval. It is expected that any solicitations by the CONSULTANT will include reference to the Vermont Agency of Transportation's Disadvantaged Business Enterprises Policy.

2. BEGINNING OF WORK AND TERMINATION

This Agreement shall be effective upon execution and shall be completed on or before: October 15, 2025.

3. THE AGREEMENT FEE

A. General. The MUNICIPALITY agrees to pay the CONSULTANT and the CONSULTANT agrees to accept as full compensation for the performance of all services and expenses encompassed under this Agreement to the CONSULTANT in accordance with the proposed (rates, etc.) as stated in the proposal attached.

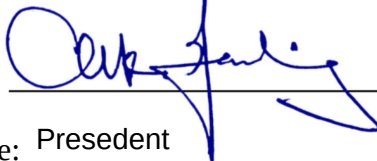
B. Maximum Limiting Amount. The total amount to be paid to the CONSULTANT for all services shall not exceed a maximum limiting amount of Eighty-seven Thousand One Hundred Ninety-five Dollars and No Cents (\$87,195.00).

4. PAYMENT PROCEDURES

Invoices shall be submitted monthly on a time and materials basis to Matt Osborn, Municipal Project Manager (MPM), Planner, Town of Hartford, Hartford Town Hall 171 Bridge Street, White River Junction, Vermont 05001.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first written above.

DUBOIS & KING, INC.
28 NORTH MAIN STREET
PO BOX 339
RANDOLPH, VT 05060

By: 

Charles K. Goodling, P.E.

Title: Presedent

Date: May 22, 2025

TOWN OF HARTFORD, VT
171 BRIDGE STREET
WHITE RIVER JUNCTION, VT 05001

By: _____

Title: _____

Date: _____

Enclosures:

Request for Proposal / Qualifications and Scope of Services (Attachment A)

Technical and Cost Proposal (Attachment B)

Specifications for Contractor Services (Local Projects Guidebook Appendix E) (Attachment C)

At-the-Ready (ATR) Consultant Selection Form (*if procured through the ATR process*)

MAB Conflict of Interest Form

MAB Debarment and Non-Collusion Form

Certification for Federal-Aid Contracts (DOT Form 272-040 EF)

Certification Regarding Lobbying

Contractor's EEO Certification Form (CA-109)

Worker Classification Compliance Requirements (Self-Reporting and Subcontractor Reporting)

Certificates of Insurance

**N. Hartland Road (US 5) Sidewalk Project
Hartford STP EH10(18) & Hartford STP BP22(25)
Request for Proposals
Construction Inspection Services
Town of Hartford, Vermont
Issued: April 24, 2025 Due: May 16, 2025**

Attachment A

Contact: Matt Osborn, Planner (802) 478-1118 mosborn@hartford-vt.org All questions related to this request for proposal shall be addressed to this individual no later than 3 business days prior to the due date above.

I. INTRODUCTION

The Town of Hartford, Vermont, herein after referred to as the Municipality, is soliciting Construction Inspection Services for the above referenced project. Construction includes, but is not limited to, the following:

The project is located in the Town of Hartford along the east and south side of U.S. Route 5 (North Hartland Road). The project begins at the north side of the intersection of Arboretum Lane and U.S. Route 5 and ends at the west side of the intersection of Ballardvale Drive and U.S. Route 5. Work to be performed under this project includes constructing a concrete sidewalk along U.S. Route 5, pavement marking, signage, drainage and other incidental items. The length of the project is 1987.70 feet.

The project is managed locally by Planner Matt Osborn, Municipal Project Manager (MPM). The owner of the project is the Town of Hartford and the ultimate authority for the construction inspection services consultant during the project rests with the Town of Hartford Selectboard, through its Municipal Project Manager.

The municipality has also contracted with Stantec to provide engineering support during the construction phase.

The project is being developed through the Municipal Assistance Section (MAS) of the Vermont Agency of Transportation (VTrans). One requirement of locally managed federal-aid projects is that the municipality provides the necessary oversight of the construction phase. This oversight includes inspection and sampling/testing of construction materials. This RFP seeks to hire a consultant that can provide these services to the Town of Hartford.

Questions related to the MAS project development process can be answered by the VTrans Project Supervisor/Manager Ross Gouin, Municipal Assistance Section, by phone at (802) 595-2381 or email at Ross.Gouin@vermont.gov.

Final plans for this project are available for viewing at the Hartford Town Hall, 171 Bridge Street, White River Junction, Vermont. The Town Hall is open Monday through Friday 8:00 a.m. to 5:00 p.m. Call the MPM at (802) 478-1118 to schedule an alternate time if these times are not

possible. The selected Construction and Inspection individual or firm will be provided a copy of the Contract Documents and the Construction Plans at no charge.

All Work will be accomplished in accordance with the following:

- Current MAS Guidebook for Municipally Managed Projects (found on the VTrans MAS website (<https://vtrans.vermont.gov/highway/local-projects>))
- Specifications for Contractor Services (found on the VTrans MAS website)
- VTrans Construction Manual
- VTrans Route Survey Manual
- VTrans Quality Assurance Program
- VTrans Materials Sampling Manual
- VTrans Approved Products List
- VTrans List of Materials with Advance Certification
- Manual of Uniform Traffic Control Devices
- VTrans Standard Specifications for Construction 2018
- VTrans General Special Provisions for 2018 Standard Specifications
- VTrans Supplemental Specifications
- Project Special Provisions
- VTrans Work Zone Safety & Mobility Policy and Guidance document

The project was advertised on April 8, 2025. The award of construction contract is anticipated within four to six weeks of advertisement. The construction is scheduled to be completed by October 15, 2025.

II. SCOPE OF WORK

The consultant hired to perform these services should be qualified to perform a variety of inspection, record keeping and construction engineering activities including, but not limited to:

Task 1: Administration

1. Act as the primary contact person representing the Town of Hartford on the project. The consultant will be responsible for contacting the Design Engineer, the MPM and/or the VTrans MAS Representative to resolve any design related issues that may arise during construction.
2. Maintain communication with the MPM on a regular basis.
3. Coordinate with the Municipality, Design Engineer, VTrans and the Construction Contractor(s).
4. Review and have a thorough understanding of contract plans, specifications, estimates and contract special provisions.

5. Attendance at a pre-bid conference at the Municipality's request, if applicable. Coordinate, schedule and oversee the pre-construction conference. Coordinate, schedule and attend the Final Inspection. Attend all other job-related meetings.
6. Make sure contractor contacts Dig-Safe.
7. Preparation of Daily Reports, including documentation of pay item quantities.
8. Maintain a photographic record of the progress of construction, annotating such photos to indicate their content and context including date. This photographic record must be available for reference by the MPM, Design Engineer, State or Federal representatives, and Municipal representatives.
9. Accompany the MPM, Design Engineer, State or Federal representatives and Municipal representatives on visits to the project.
10. Participate once every two weeks in regularly scheduled Construction Status meetings with the Contractor, MPM, Design Engineer, State or Federal representatives and Municipal representatives.
11. Report immediately any unusual occurrences and all accidents occurring within the project limits to the MPM and the Design Engineer.
12. Calculation and verification of the final contract quantities.
13. Review and submit to the Town, or the Design Engineer if required by the Town, any suggestions or requests made by the contractor to change or modify any requirements of the Plans or Contract Documents. Review and prepare any change orders required for the project, including coordination with the contractor, municipality and design consultant if needed. Change orders will include the preparation of an independent cost estimate for items of work that were not included in the original contract unit prices.
14. Receive certificates, computations and reference materials submitted by the Contractor. Maintain files on the project site of all items submitted by the contractor and of work done on behalf of the Municipality.
15. Prepare a Contractor's progress payment estimate on a bi-weekly basis.
16. Issue a Certificate of Substantial Completion at the appropriate time.
17. Provide certification to the Municipality and VTrans that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.

Task 2: Construction Inspection

1. Maintain a presence on the project during times when contractor and/or subcontractor activities are underway.
2. Check that the contractor complies with all construction contract requirements, Town of Hartford permits and ordinances; property rights agreements; erosion and sediment control; and stormwater management plan; state permits, regulations and statutes; and federal regulations and statutes; and exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.
3. Inspect and approve material sources and waste, borrow and staging areas, with due regard to approval/disapproval from the Vermont Agency of Transportation's Environmental Section.
4. Tracking of utility relocation and plotting of final facility locations on the final as-built plans (if any).
5. Erosion control monitoring in accordance with applicable permits.
6. Review and verify traffic control activities.
7. Development of final as-built plans by marking up a set of contract plans.
8. Check that completed work complies with the plans and specifications and is true to line and grade.
9. Wear personal protective equipment, including appropriate headgear, footwear and reflectorized vest when on the project site.
10. Provide and have on the project all necessary equipment, tools, and supplies needed to carry out the required duties.
11. Be familiar with the most recent edition of the [Work Zone Safety & Mobility Policy and Guidance](#) document.
12. Discuss final Traffic Management Plan (TMP) checklist and any final detailed TMP components at the pre-construction conference.
13. Be responsible for verifying that traffic control devices and measures are in place and consistent with the TMP checklist, special provisions, temporary traffic control (TTC) plan along with documenting any routine reviews in the Daily Work Report (DWR).
14. Coordinate on-site Work Zone Safety and Mobility reviews periodically throughout the project. Any modifications agreed to during any coordinated on-site review shall be documented by the RE/CI in the Daily Work Report.

15. At project completion, complete a project Work Zone Safety and Mobility review using the Closeout Report and submit this report to the municipality and VTrans.
16. Inspect work completed at such time as the contractor may claim substantial completion, with a contractor's representative, and issue a list of items to be corrected or completed.

Please note that a field office will not be provided.

Task 3: Materials and Equipment Inspection and Testing

1. Check that materials and equipment are fabricated and tested in accordance with contract documents, in advance of installation; ensuring that the independent laboratory is performing preliminary process control tests on material samples in accordance with Inspection Level 3 of VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM) to ensure continued quality in the work. Review the test reports and certificates and forward to the MPM for decision on acceptability.
2. Check that materials submitted as pre-approved are on the current VTrans Pre-approved Material List or on the List of Materials with Advanced Certification.
3. Record materials certifications in accordance with VTrans procedures.
4. The selected Construction Inspection Consultant is responsible for the required acceptance testing by an independent qualified laboratory. This includes hiring an independent qualified laboratory. List of qualified labs can be found at <https://vtrans.vermont.gov/highway/construct-material/test-cert>

Task 4: Ensure that the contractor is in compliance with EEO/Contractor and Labor Compliance requirements on FHWA funded projects

1. This will include review of certified payrolls, conducting interviews with a sampling of contractor/sub-contractor employees, collecting information regarding conformance with prompt pay requirements, coordinating with the VTrans Civil Rights section as necessary, and following up with contractors regarding any corrective actions.
2. Information on the Civil Rights requirements can be found at <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/CivilRights.aspx>

III. RESPONSE FORMAT

Responses to this RFP shall consist of a Proposal with both technical and cost sections being submitted in one email.

The proposal shall include:

1. A cover letter expressing the firm's interest in working with the Town of Hartford including identification of the principal individuals that will provide oversight of the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP.
3. A scope of work that includes detailed steps to be taken, any products or deliverables resulting from each task and a summary of estimated labor hours by task.
4. A list of individuals that will be committed to this project and their professional qualifications including the names and qualifications of any sub-consultants. The individual's names, titles and expected duties should be included. Any personnel not specified in the proposal will require the approval of the MPM prior to utilization or invoicing.
5. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
6. A cost proposal consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

Please note that the proposal should be limited to a total of 20 pages.

IV. CONSULTANT SELECTION

The Selection Committee includes two members. The Committee has reviewed and evaluated at least three of the Statements of Qualifications from consultants in the At-the-Ready Qualified Roster and selected one. After selecting the firm, the Selection Committee requests a technical and cost proposal under this RFP. If negotiations are successful, the Selection Committee will make a recommendation to the Town Selectboard to award a contract.

The rates that are proposed will be in effect for the complete term of the contract.

The selection committee may elect to interview the consultant prior to final selection. The Town of Hartford reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposal will be evaluated and awarded based on the personnel presented in the At-the-Ready Qualification Proposal. Should the awarded consultant propose any substitutions to the project personnel either at the time of the proposal or in the future, they must submit a request to VTrans in consultation with the Municipality, for approval of such a change.

V. SUBMISSION

All questions related to this request for proposal shall be addressed to the contact person indicated.

The proposal shall conform to the following requirements. The proposer shall:

Submit as an electronic submission via email clearly marked in the subject with the project name. Please inform the Contact Person prior to submission to avoid the proposal being relegated to their spam or junk email files.

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile machine transmitted proposals will be accepted.

The proposal upon submission becomes the property of Town of Hartford. The expense of preparing and submitting a proposal is solely the responsibility of the consultant. The Town of Hartford reserves the right to reject the proposal received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as deemed to be in the best interest of the Town of Hartford. This solicitation in no way obligates the Town of Hartford to award a contract.

VI. CONTRACTING

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101, Phone: (802) 828-2386, (800) 439-8683; [Vermont Relay Service](#) – 711. The contract will not be executed until the Consultant is registered with the Secretary of State's Office.

The Consultant's attention is directed to the VTrans' Disadvantaged Business Enterprise (DBE) Policy Requirements. These requirements outline the State's and the consultant's responsibility with regard to the utilization of DBEs for the work covered in the RFP. It is expected that the consultant will make good faith efforts to solicit DBE sub-consultants. The Consultant will be expected to execute sub-agreements with sub-consultants named in the At-the Ready Consultant Services Proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the Specifications for Contractor Services located in the Municipal Assistance Section website. The certificate of insurance coverage shall be documented on forms acceptable to the Town.

**Construction Inspection and Testing Services
Hartford, Vermont**

**N. Hartland Road (US 5) Sidewalk Project
Hartford STP EH10(18) & Hartford STP BP22(25)
May 16, 2025
Attachment B**

Introduction and Project Understanding

The Town of Hartford, Vermont, has requested construction phase support services from DuBois & King during construction of approximately 2,000 feet of 5-foot wide concrete sidewalk along the northern side of the intersection of Arboretum Lane and US Route 5, and ends at the western side the intersection of Ballardvale Drive and US Route 5. The work includes constructing the concrete sidewalk along US Route 5, pavement marking, signage, drainage and other incidental items.

Based on input from the Municipal Project Manager, an initial review of the contract documents, and experience on other Municipal Assistance Section MAS projects, D&K has developed the following scope of work to accomplish the requested services in accordance with MAS procedures.

Scope of Work

Task 1: Administration

- D&K will serve as the primary contact representing the Town.
- Our team will maintain communication with the MPM on a regular basis.
- D&K will coordinate with the municipality, Design Engineer, and construction contractor.
- Our team will review and have a thorough understanding of contract plans, specifications, estimates, and contract special provisions.
- D&K will coordinate, schedule and oversee the pre-construction conference. We will coordinate, schedule and attend the Final Inspection and other job-related meetings.
- D&K will check that the contractor has contacted Dig Safe for the project.
- D&K will prepare daily field reports, including quantities for the project.
- Our team will maintain a photographic record of the progress of construction, annotating photos to indicate content and context, including the date. This photographic record will be available for reference by the MPM, Design Engineer, state or federal representatives, and municipal representatives.
- D&K will accompany the MPM and municipal representatives on visits to the project.
- D&K will participate once every two weeks in regularly scheduled construction status meetings with the contractor, MPM, Design Engineer, state or federal representatives and municipal representatives.

- We will report immediately any unusual occurrences and accidents occurring within the project limits to the MPM and the Design Engineer.
- D&K will calculate and verify the final contract quantities for the project.
- D&K will review and submit to the Town, or Design Engineer, if required by the Town, any suggestions or requests made by the contractor to change or modify any requirements of the plans or contract documents. We will review and submit any change orders required for the project, including coordination with the contractor, municipality and design consultant, if needed. Change order responsibilities include preparation of an independent cost estimate for items or work not included in the original contract unit prices.
- D&K will receive certificates, computations, and reference materials submitted by the contractor. We will maintain files on the project site of items submitted by the contractor and for work provided on behalf of the municipality.
- Our team will review the contractor's progress payment requests on a biweekly basis.
- We will issue a Certificate of Substantial Completion at the appropriate time.
- D&K will provide certification to the municipality and VTrans that this project was constructed as designed, was subject to appropriate and necessary revisions during construction, and is in conformance with project specifications such that necessary contract provisions were fully complied with.

Anticipated deliverables associated with Task 1:

- Agenda and minutes associated with the pre-construction meeting.
- Copies of daily field reports prepared by D&K's Construction Inspector.
- Listing of installed quantities.
- Photographic record of construction activities.
- Agenda and minutes associated with biweekly construction status meetings.
- Preparation of approved change orders with necessary documentation attached.
- Preparation of biweekly contractor's progress payment estimates.
- Issue Certificate of Substantial Completion.
- Issue Certificate of Final Completion.
- Certify that the project was constructed as designed and in conformance with contract provisions.

Task 2: Construction Observation

- D&K will maintain a presence on the projects during times when contractor and subcontractor activities are underway.
- D&K will check that the contractor is in compliance with construction contract requirements; Town permits and ordinances; property rights agreements; erosion and sediment control; stormwater management plans; state permits, regulations and statutes; and federal regulations and statutes. D&K will exercise the engineer's authority as provided in the contract documents and report immediately any deviations to the MPM.

- D&K will observe material sources and waste, borrow and staging areas with due regard to approval/disapproval from the VTrans Environmental Section.
- Our team will track utility relocation and plotting of final facility locations on the final as-built plans (if any).
- We will provide erosion control monitoring in accordance with applicable permits.
- D&K will review and verify traffic control activities.
- D&K will prepare final as-built plans by marking up a set of contract plans.
- Our team will check that completed work complies with the plans and specifications and is true to line and grade.
- D&K is knowledgeable of safety requirements and provides personal protective equipment for team members to wear when on the project site.
- D&K staff have the necessary equipment, tools, and supplies needed to carry out the required duties.
- Be familiar with the “Work Zone Safety & Mobility Policy and Guidance” document.
- Discuss the Traffic Management Plan (TMP) checklist and the final TMP components at the pre-construction conference.
- Verify that traffic control devices are in place and consistent with the TMP, and document in the daily field reports.
- Coordinate Work Zone Safety and Mobility reviews periodically throughout the project. Document any modifications in the daily field reports.
- At project completion, complete a project Work Zone Safety and Mobility review using the Closeout Report and submit this to the municipality and VTrans.
- D&K will inspect the completed work with a contractor’s representative and the MPM when the contractor claims substantial completion and will record a list of items to be corrected or still completed.

Anticipated deliverables associated with Task 2:

- A report of any deviations from the contract documents.
- Preparation of record drawings by marking up a set of the contract plans by hand.
- Preparation of a punch list to accompany the Certificate of Substantial Completion.

Task 3: Materials Testing

- D&K will check that materials and equipment are fabricated and tested in accordance with contract documents in advance of installation and will verify that the independent laboratory is performing preliminary process control tests on material samples in accordance with Inspection Level 3 of VTrans Quality Assurance Program (QAP) and Materials Sampling Manual (MSM). We will review the test reports and certificates and forward to the MPM for a decision on acceptability.
- D&K will check that the materials submitted as pre-approved are on the current VTrans Pre-Approved Materials List on the List of Materials with Advance Certification.
- Our team will record materials certifications in accordance with VTrans procedures.

- D&K will engage the services of testing subcontractor S. W. Cole Engineering to provide the required materials testing, which includes compaction testing of granular materials and granular borrow placed at the site.

Anticipated deliverables associated with Task 3:

- Copies of test reports prepared by S.W. Cole Engineering.

Task 4: Verify Compliance with EEO/Contractor and Labor Compliance

- D&K will review certified payrolls, conduct interviews with a sampling of contractor/subcontractor employees, collect information regarding conformance with prompt pay requirements, coordinate with the VTrans as necessary, and follow up with the contractor regarding any corrective actions, as required by VTrans.

Anticipated deliverables associated with Task 4:

- D&K will review and save copies of the Certified Payroll as submitted by the contractor.
- D&K will provide one or more interviews with contractor employees in an effort to verify pay rates.

Proposed Schedule

A construction start date and further details of construction activities/sequencing will be available once a contractor has been selected and a detailed schedule has been submitted. Submission of the schedule typically occurs at the Pre-Construction Conference. D&K is prepared to start work immediately and in accordance with the schedule that is identified by the selected contractor.

Based on the MPM's initial discussion with the apparent low bidder, it is currently understood that construction is anticipated to start after July 1st and continue for an estimated eight (8) week period. Accordingly, D&K has prepared a budget for construction services based on a project duration of eight (8) weeks. The following summarizes our approach to identifying the anticipated level-of-effort associated with construction observation:

- Weeks 1 through 8 – Active Construction Phase: 48-hours per week

Based on the above understandings, a total of 384 hours of on-site construction observation services have been provided.

Estimated Labor Hours and Fees

D&K's summary of estimated labor hours by task and proposed fee based on the above scope of work and assumptions follows.

Town of Hartford, Vermont
N. Hartland Road (US 5) Sidewalk Project
Hartford STP EH10(18) & Hartford STP BP22(25)
Construction Inspection Services
May 16, 2025



0 Project Phases & Tasks	Labor Categories									
	Contract Manager	Construction Manager	Construction Inspector	Civil Engineer	Environ. Engineer/Planner	Survey Chief	Survey Tech	2-Person Survey Crew	Admin. Support	Total Hours
Task 1: Administration										
1 Act as Primary Contact for All Project Parties		8	*							8
2 Maintain Communications with DPW		8								8
3 Project Coordination		4	*							4
4 Review Contract Documents		4	2							6
5 Attend Pre-Construction Mtg and Final Inspection		12	4						2	18
6 Make Sure Contractor Calls Dig Safe			*							0
7 Prepare Daily Reports w/ Quantities			*						8	8
8 Maintain Photographic Record			*						8	8
9 Accompany Project Representatives on Site Visits			*							0
10 Participate in Bi-Weekly Construction Status Meetings (4)		16	*							16
11 Report Unusual Occurrences and Accidents			*							0
12 Calculation and Verification of Final Quantities			*							0
13 Review Suggested Changes by the Contractor			*							0
14 Receive and File Contractor Submitted Materials			*						6	6
15 Review Contractor Payment Requests (assume 4 pay requests)		8	*						4	12
16 Issue Substantial Completion Certificate		2	*						1	3
17 Provide Certificate that Project Conforms to Requirements		1	*						1	2
* Hours included in Task 2 below										
Task 2: Construction Inspection										
Item 1 through Item 16										
Assume:										
Active Construction Period, 8 weeks at 48 hours/wk			384							384
Task 3: Materials and Equipment Testing										
Coordinate/Monitor Project Testing Requirement and Reporting (Items 1 through 4)			*							
* Included in hours for Task 2 above (see testing subconsultant budget allowance below and accompanying rate schedule)										
Task 4: Oversee that the Contractor is in Compliance with EEO & Labor Compliance Requirements										
Item 1		16	*							16
* Included in hours for Task 2 above										
Total Hours:	0	79	390	0	0	0	0	0	30	499
Hourly Rate:	\$0.00	\$205.00	\$145.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	
Labor Cost:	\$0	\$16,195	\$56,550	\$0	\$0	\$0	\$0	\$0	\$2,700	\$75,445
Direct Expenses										
I. Subsistence										
Transportation:	Vehicles	2,800	Miles @	\$0.700	/ Mile =	\$1,960				
Meals:	Partial Per Diem	0	Travel-Air / Ground / Parking Allowance =			\$0				
	Full Per Diem	40	Days @	\$6.00	/ Day =	\$0				
Rooms & Lodging:	Hotel	40	Days @	\$45.00	/ Day =	\$1,800				
			Days @	\$130.00	/ Day =	\$5,200				
Subsistence Total =									\$8,960	
II. Support Expenses										
Telephone / Fax =						\$10				
Postage =						\$10				
Reproduction =						\$10				
Copying =						\$10				
Support Total =									\$40	
III. Subcontractors										
Testing Budget (SW Cole) =						\$2,750				
Subcontractor Total =									\$2,750	
IV. Miscellaneous Expenses										
Computer Charges =						\$0				
Plotting Charges =						\$0				
Internet Service =						\$0				
Miscellaneous =						\$0				
Miscellaneous Total =									\$0	
Total Direct Expenses =									\$11,750	
Administrative Fee =									\$0	
Total Cost =									\$11,750	
Summary of Engineering Fees										
Labor Fee =									\$75,445	
Reimbursable Expenses =									\$11,750	
Total Fee =									\$87,195	
NOTE:										
A significant portion of this cost proposal is for the Construction Inspector's services on-site. Based on the schedule outlined in the proposal, we have established a budget for the Construction Inspector based on the following assumptions:										
- Active Construction: 8 weeks @ 48 hrs/wk										
- Total Hours for Construction Inspector On-Site = 384 hours										
If the Contractors schedule requires that additional Construction Inspector on-site time is necessary, we will coordinate with the MPM and provide additional coverage at a rate of \$145/hr. A \$2,750 BUDGET is provided for testing. If additional costs become required to comply with all testing requirements, we will bring this to the attention of the MPM and discuss how to proceed.										

AGREEMENT FOR CONSTRUCTION MATERIALS TESTING AND OBSERVATION SERVICES

25-0865 M

May 14, 2025

Dubois & King, Inc.
Attention: Mr. Charles Goodling
28 North Main Street
Randolph, VT 05060

Dear Chuck:

INTRODUCTION: This Agreement is made effective as of April 13, 2025, between S.W. Cole Engineering, Inc. (S.W.COLE) and Dubois & King ("Client") for the provision of Construction Materials Testing and Observation Services related to the N. Hartland Road (US 5) Sidewalk project in Hartford, Vermont.

PROJECT OVERVIEW: We understand the project is in the Town of Hartford along the east and south side of U.S. Route 5 (North Hartland Road). The project begins at the north side of the intersection of Arboretum Lane and U.S. Route 5 and ends at the west side of the intersection of Ballardvale Drive and U.S. Route 5. Work to be performed under this project includes constructing a concrete sidewalk along U.S. Route 5, pavement marking, signage, drainage, and other incidental items. The length of the project is 1987.70 feet. Based on the VTrans Materials Testing Record, we anticipate the testing of the DGCS subbase, concrete sidewalk, and bituminous concrete paving. We understand the project is scheduled to begin in May of 2025 and be completed in the fall.

THIS AGREEMENT consists of the following documents, which are incorporated herein by reference:

- S.W.COLE's Scope of Services (Exhibit A); and Charge Rate Schedule (Attachment A)
- Terms and Conditions for Construction Materials Testing and Observations Services (Attachment B)

PERSONNEL AND EXECUTION OF SERVICES:

- **Project Team:** The services under this Agreement will be executed by a qualified team led by a designated Project Manager from S.W.COLE, supported by certified

field technicians, laboratory technicians, and specialized subcontractors where necessary.

- **Methodology:** Services will be conducted following industry standards, applicable ASTM guidelines, and project-specific requirements. Standard operating procedures will be employed to ensure consistency and accuracy in testing and reporting.
- **Quality Assurance:** S.W.COLE maintains an internal quality control program to review field and laboratory data for accuracy and completeness before submission to the Client.

ROLES AND RESPONSIBILITIES

- **S.W.COLE:** Provides testing and observation services without authority to approve or reject contractor work.
- **Client:** Responsible for notifying all project parties about S.W.COLE's role and securing acknowledgments.

SCHEDULE: We anticipate our services will be needed part-time as scheduled by you or your designated representative. We request 48-hours notice to schedule field services. Specialized testing or subcontracted testing services may require additional notice. Our Somersworth, New Hampshire office will service the project. Our project manager will be Alan Brown, who can be reached at 802-281-4559 or by email at Alan.Brown@swcole.com. Our contact for scheduling is Julie Strayer can be reached at 802-281-4559 or [Alan Brown@swcole.com](mailto:Alan.Brown@swcole.com).

REPORTS: We will provide reports of testing directly to you, with informational copies forwarded to others as you request. Please forward a report distribution contact list to Julie Strayer ([Julie Strayer@swcole.com](mailto:Julie.Strayer@swcole.com)).

BUDGET AND COMPENSATION: S.W.COLE will charge for services rendered on a unit rate basis according to the attached Charge Rate Schedule (Attachment A). As requested, a budget of \$2,750 to be established for our services which will not be exceeded without prior authorization. The contractor's means, methods, and sequence of work can affect our budget. We recommend this budget be reviewed periodically during construction.

Invoices are due upon receipt; overdue payments accrue interest at 1.5% monthly (18% annually). Collection-related costs are the Client's responsibility.

INSURANCE AND LIABILITY: S.W.COLE maintains General Liability, Professional Liability, and Worker's Compensation insurance. Certificates of insurance will be provided upon request.

TERMS AND CONDITIONS: It is understood services provided by S.W.COLE are subject to our Terms and Conditions in Attachment B. If this Agreement meets with your approval, please sign in the space provided below and return one for our files. The signed contract will constitute our agreement for the work. This Agreement may be modified only in writing, signed by both parties.

Attachments:

- Exhibit A: Scope of Services
- Attachment A: Charge Rate Schedule
- Attachment B: Terms and Conditions

We look forward to being of assistance to you with this project.

Very truly yours,

S. W. Cole Engineering, Inc.



Alan Brown
Construction Services Manager



Scott Harmon
Construction Services Operations Manager

CLIENT ACCEPTANCE:

BY: _____

TITLE: _____

FIRM: _____

PHONE: _____

DATE: _____

AIB:slh

EXHIBIT A

SCOPE OF SERVICES: S.W.COLE will perform the following construction materials testing and observations as directed by you or your designated representative.

Soil and Aggregates

- Sample and perform laboratory testing
- Perform field density tests on fill materials

Concrete Construction

- Verify the use of the required concrete mix design
- Observe and document concrete placement and curing techniques while on site
- Perform tests for air and mix temperatures, slump, and air content
- Cast and test compressive strength samples

Aggregate Base Course & Asphalt Paving

- Sample and test aggregate base course materials for laboratory sieve analysis and moisture density
- Perform field compaction tests on aggregate base course materials
- Perform asphalt pavement field sampling and laboratory testing for grain size & asphalt content

We understand S.W.COLE does not have the authority to accept or approve any work performed by the contractor(s), and that the general contractor has full responsibility for the project including means and methods, schedule, safety, completeness, and quality following the project contract documents.

You shall notify all appropriate constructors and others providing services on this project that the scope of observations and testing performed by S.W.COLE was developed to meet your particular quality assurance needs, are provided for your sole benefit, and may not be relied upon as a substitute for the independent quality control services a constructor and others should obtain to ensure it meets its contractual obligations to conform with project specifications.



25-0865 M
May 14, 2025

**Charge Rate Schedule
Construction Materials Testing Services
N. Hartland Road (US 5) Sidewalk Project
Hartford, Vermont**

<u>ITEM</u>	<u>UNIT</u>	<u>RATE</u>
<u>Personnel</u>		
Construction Services Technician	Hour	\$95
Transportation Technician (NETTCP Technician)	Hour	\$105
Construction Service Manager/Project Manager	Hour	\$135
<u>Laboratory Services</u>		
<u>Soil & Aggregate</u>		
Sieve Analysis (AASHTO T-11, T-27)	Each	\$115
Maximum Density - Proctor (AASHTO T-99, T-180)	Each	\$155
<u>Concrete</u>		
Cylinder Compressive Strength (ASTM C-39)	Each	\$23
<u>Hot Mix Asphalt</u>		
Extraction/Gradation Test (AASHTO T-164)	Test	\$225
<u>Equipment</u>		
Nuclear Densometer, (ASTM D 6938)	Test	\$20
<u>Other Direct Charges</u>		
Mileage	@ cost plus 5% (currently \$0.74/mile)	

Note: Hourly rates are billed in ¼ hour increments, portal to portal. Services related to field testing and inspections are subject to a 3-hour minimum. Time scheduled on weekends, nights, and holidays will be charged at 1.15 times the unit rate. The attached rates will be valid for one calendar year, when a 4% increase will be assessed annually for each year thereafter

CONTRACTOR CONTRACT ATTACHMENT:

Specifications for Contractor Services

Includes:

- 1. ABBREVIATIONS AND DEFINITIONS**
- 2. INDEMNIFICATION**
- 3. INSURANCE**
- 4. COMPLIANCE WITH LAWS**
- 5. CONTRACTUAL AGREEMENTS**
- 6. OPERATIONAL STANDARDS**
- 7. PROJECT DEVELOPMENT AND STANDARDS**
- 8. PAYMENT FOR SERVICES RENDERED**
- 9. AUDIT REQUIREMENTS**
- 10. SECRETARY OF STATE**
- 11. VERMONT STANDARD TITLE VI/NON-DISCRIMINATION ASSURANCES APPENDICES A and E**

June 2014
(UPDATED May 2019 to add section 11)

Specifications for Contractor Services

Section 1: ABBREVIATIONS AND DEFINITIONS

Wherever used in these Specifications for Contractor Services or in any documents that these specifications pertain to or govern; abbreviations may be used in place of a word or phrase and definitions may be used to interpret statements for the meaning of words, phrases or expressions. The intent and meaning for abbreviations and definitions shall be interpreted as herein set forth:

1.01 ABBREVIATIONS.

CADD	Computer Aided Drafting and Design
CFR	Code of Federal Regulations
CPM	Critical Path Method
CSC	Contractor Selection Committee
DBE	Disadvantaged Business Enterprise
EDM	Electronic Data Media
FTP	File Transfer Protocol
LOI	Letter of Interest
RFP	Request for Proposals
SOW	Scope of Work
U.S.C.	United States Code
USDOT	United States Department of Transportation
USEPA	United States Environmental Protection Agency
VOSHA	Vermont Occupational Safety and Health Administration
V.S.A.	Vermont Statutes Annotated
VTrans (VAOT)	Vermont Agency of Transportation

1.02 DEFINITIONS. Wherever in these specifications or in other contract documents the following terms or pronouns in place of these are used, the intent and meaning shall be interpreted as follows, unless that context makes clear that another meaning is intended:

ACCEPTANCE: (Reviews-Acceptances) The Municipality's determination that a deliverable meets the requirements of the contract. The Municipality's determination shall prevail in the interpretation of acceptability.

ACCEPTANCE DATE: The date of the written notice to the contractor by the Project Manager that the project is complete and final payments, if applicable, have been approved as provided by the contract.

AGENCY: State of Vermont, Agency of Transportation, also referred to as VAOT or VTrans.

Specifications for Contractor Services

AGREEMENT: See CONTRACT.

AMENDMENT: A change to a contract that has been reviewed and approved, by signed document, by all parties to the contract.

AUDIT: An examination of the financial accounting and record systems of an entity in accordance with Generally Accepted Governmental Auditing Standards (yellow book), applicable accounting principles, and contract terms.

CALENDAR DAY: A day as shown and sequenced on the calendar, beginning and ending at midnight, as differentiated from work days or other intermittent time references.

COMPETITIVE NEGOTIATION: A means of procurement involving negotiations, based on qualifications, as described in Title IX of Federal Property and Administrative Services Act of 1949, or the formal procedure permitted by Title 19 V.S.A. Section 10a. Any competitively procured contract awarded without using a sealed bid process is considered a negotiated contract.

CONTRACT: A written contract between the Municipality and another legally distinct entity for the provision of service(s) and/or product(s). The term contract includes all such contracts whether or not characterized as a “contract”, “agreement”, “miscellaneous contract”, “letter of agreement”, “amendment” or other similar term.

CONTRACTOR: An individual or legally distinct entity providing contractual services and/or products directly to the Municipality.

DIRECTOR: A Division manager within the Agency who reports directly to Vermont’s Secretary of Transportation.

DIVISION: A major component of the Agency, headed by a member of the Agency’s executive staff. Each Division is subdivided into Sections and Units.

ENGINEERING AND DESIGN RELATED SERVICES: Means program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or architectural related services with respect to a construction project.

EXTRA WORK OR ADDITIONAL SERVICES: Services determined to be required that are not specified in a contract.

FIXED FEE: A specific amount of money to be paid in addition to the hourly or other rates for the work performed pursuant to a contract which is determined by taking into account the size, complexity, duration, and degree of risk involved in the work. Overruns in the work and/or the duration of the work shall not warrant an increase in the fixed fee.

Specifications for Contractor Services

OVERTIME PREMIUM RATE: Time and one-half or some other multiple for hours worked in excess of 40 hours in a workweek or for hours worked on weekends, holidays, and other times when work is not generally performed.

PROGRESS PAYMENTS: Partial payments made for services performed under the contract as the work progresses, at intervals and within limitations designated in the contract.

PROGRESS REPORT: A comprehensive narrative, graphic and/or tabular document/report, whether in hard copy or electronic format, indicating actual work accomplished by the contractor.

PROJECT: All activities performed and expenditures made to accomplish a specific goal. A contract may encompass part of, or more than, one project.

PROJECT MANAGER (LOCAL PROJECT MANAGER): A Municipal representative responsible for administrative management of a project and coordination of all activities related to the project, including the contract(s) to accomplish the goals of the project.

SCOPE OF WORK: A detailed description of all services and actions required of a contractor in a contract.

STATE: The State of Vermont as represented through and by the Vermont Agency of Transportation.

SUBCONTRACTOR: An individual or legally distinct entity to whom or which the contractor sublets part of the work.

VALUABLE PAPERS: Material bearing written or printed information of importance, utility or service relating to a project or contract. Electronic information is also included.

WORK: The furnishing of all labor, materials, equipment, and/or incidentals necessary or convenient to the successful completion of the contract and carrying out of the duties and obligations imposed by the contract.

Section 2: INDEMNIFICATION

2.01 INDEPENDENCE, LIABILITY. The Contractor agrees, to the fullest extent permitted by the law, that it shall indemnify and hold harmless the Municipality, its officers, agents and employees from liability for damages to third parties, together with costs, including attorney's fees, incurred in defending such claims by third parties, to the extent such liability is caused by the negligent or intentional acts, errors, or omissions of the Contractor, its agents or employees, committed, in the performance of professional services to be provided under this Agreement.

Specifications for Contractor Services

The Municipality is responsible for its own actions. The Contractor is not obligated to indemnify the Municipality or its officers, agents and employees for any liability of the Municipality, its officers, agents and employees attributable to its, or their own, negligent acts, errors or omissions.

In the event the Municipality, its officers, agents or employees are notified of any claims asserted against it or them to which this indemnification clause may apply, the Municipality or its officers, agents and employees shall immediately thereafter notify the Contractor in writing that a claim to which the indemnification agreement may apply has been filed.

Section 3: INSURANCE

3.01 GENERAL. Prior to beginning any work pursuant to a contract, the Contractor shall have the required insurance coverages in place. The certificate(s) of insurance coverage shall be documented on forms acceptable to the Municipality. Compliance with minimum limits and coverages, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the Municipality, must be received prior to the effective date of the contract. The insurance policy(ies) shall provide that insurance coverage cannot be canceled or revised without thirty (30) days prior notice to the Municipality. If the contract is for a period greater than one year, evidence of continuing coverage must be submitted to the Municipality on an annual basis. Certified copies of any insurance policies may be required. Each policy shall name the Municipality and the State of Vermont as additional insured for liabilities arising out of the contractor's actions, errors, and/or omissions under this agreement.

The contractor shall:

- (a) Verify that all subcontractors, agents or workers meet the minimum coverages and limits;
- (b) Maintain current certificates of coverage for all subcontractors, agents and/or workers;
- (c) Where appropriate, verify that all coverages include protection for activities involving hazardous materials; and
- (d) Verify that all work activities related to the contract are covered with at least the following minimum coverages and limits.

3.02 WORKERS COMPENSATION. With respect to all operations performed, the Contractor shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

Specifications for Contractor Services

3.03 GENERAL LIABILITY AND PROPERTY DAMAGE. With respect to all operations performed under the contract, the Contractor shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$ 50,000 Fire/ Legal/Liability

The Contractor shall name the Municipality and State of Vermont, and their officers and employees, as additional insured for liabilities arising out of the contractor's actions, errors, and/or omissions under this agreement.

3.03 AUTOMOTIVE LIABILITY. The Contractor shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

The Contractor shall name the Municipality and State of Vermont, and their officers and employees, as additional insured for liabilities arising out of the contractor's actions, errors, and/or omissions under this agreement.

No warranty is made that the coverages and limits required are adequate to cover and protect the interests of the contractor for the contractor's operations. These are solely minimums that must be met to protect the interests of the Municipality.

3.04 VALUABLE PAPERS AND RECORDS INSURANCE. The contractor shall carry valuable papers insurance in a form and amount sufficient to ensure the restoration or replacement of any plans, drawings, field notes, or other information or data relating to the work, whether supplied by the Municipality or developed by the contractor, subcontractor, worker or agent, in the event of loss, impairment or destruction. Such coverage shall remain in force until the final plans as well as all related materials have been delivered by the contractor to, and accepted by, the Municipality.

Unless otherwise provided, Valuable Papers and Records Insurance shall provide coverage on an "individual occurrence" basis with limits in the amount of one hundred and fifty thousand dollars (\$150,000) when the insured items are in the contractor's possession, and in the amount of forty thousand dollars (\$40,000) regardless of the physical location of the insured items.

Specifications for Contractor Services

3.05 RAILROAD PROTECTIVE LIABILITY. When the contract requires work on, over or under the right-of-way of any railroad, the contractor shall provide and file with the Municipality, with respect to the operations that it or its subcontractor perform under the contract, Railroad Protective Liability Insurance for and on behalf of the railroad as named insured, with the Municipality and State of Vermont named as additional insured, providing for coverage limits of:

- (a) not less than two million dollars (\$2,000,000) for all damages arising out of any one accident or occurrence, in connection with bodily injury or death and/or injury to or destruction of property; and
- (b) subject to that limit per accident, a total (or aggregate) limit of six million dollars (\$6,000,000) for all injuries to persons or property during the policy period.

If such insurance is required, the contractor shall provide a certificate of insurance showing the minimum coverage indicated above to the Municipality prior to the commencement of rail-related work and/or activities, and shall maintain coverage until the work and/or activities is/are accepted by the Municipality

3.06 PROFESSIONAL LIABILITY INSURANCE.

- (a) **General.** When performing “engineering and design” related services, or upon the request of the State or Municipality, the contractor shall carry architects/engineers professional liability insurance covering errors and omissions made during performance of contractual duties with the following minimum limits:
 - \$2,000,000 – Annual Aggregate
 - \$2,000,000 – Per Occurrence
- (b) **Deductibles.** The contractor shall be responsible for any and all deductibles.
- (c) **Coverage.** Prior to performing any work, the contractor shall provide evidence of professional liability insurance coverage defined under this Section. In addition, the contractor shall maintain continuous professional liability coverage for the period of the contract and for a period of five years following substantial completion of construction.

Section 4: COMPLIANCE WITH LAWS

4.01 APPLICABLE LAW: This Agreement will be governed by the laws of the State of Vermont.

Specifications for Contractor Services

4.02 GENERAL COMPLIANCE WITH LAWS; RESPONSIBILITY FOR VIOLATION.

The contractor shall observe and comply with all federal, state, and municipal laws, bylaws, ordinances, and regulations in any manner affecting the conduct of the work and the action or operation of those engaged in the work, including all such orders or decrees as exist at present and those which may be enacted, adopted, or issued later by bodies or tribunals having any jurisdiction or authority over the work; and the contractor shall defend, indemnify and save harmless the State, any affected railroad(s), and any affected municipality(ies), and all their officers, agents, and employees against any claim or liability arising from or based on the violation of any such law, bylaws ordinances, regulations, order, or decree, whether by the contractor in person, its employee(s), or by the contractor's subcontractor(s) or agent(s), or employee(s) or agents thereof.

If the contractor discovers any provision(s) in the contract contrary to or inconsistent with any law, ordinance, regulation, order, or decree, the contractor shall immediately report it to the Local Project Manager in writing.

In particular, but not limited thereto, the contractor's attention is directed to the various regulations promulgated and enforced by the United States, VOSHA, environmental protection, and other resource agencies.

The Contractor shall comply with all applicable Federal, State and local laws.

4.03 SEVERABILITY. Provisions of the contract shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both parties. If for any reason a provision in the contract is unenforceable or invalid, that provision shall be deemed severed from the contract, and the remaining provisions shall be carried out with the same force and effect as if the severed provisions had never been a part of the contract.

4.04 DEBARMENT CERTIFICATION. By signing a contract, the contractor certifies to the best of its knowledge and belief that neither it nor its principals:

- (a) Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any state/federal agency;
- (b) Are not presently suspended, debarred, voluntarily excluded or determined ineligible by any federal/state agency;
- (c) Do not have a proposed debarment pending; and
- (d) Have not been indicted, convicted, or had a civil judgment rendered against him/her/it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

Specifications for Contractor Services

Exceptions will not necessarily result in denial or termination of the contract, but will be considered in determining the contractor's responsibility. The contract shall indicate any exception, identify to whom or to what agency it applies, and state the date(s) of any and all action(s). Providing false information may result in criminal prosecution and/or administrative sanctions.

4.05 LOBBYING. The contractor certifies, by signing the contract, that to the best of its knowledge, belief, and ability:

- (a) No state/federal appropriated funds have been paid or will be paid by or to any person influencing or attempting to influence an officer or employee of a government agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any state/federal contract, the making of any state/federal grant, the making of any state/federal loan, the entering into of any cooperative agreement, or the extension, renewal, amendment or modification of any state/federal contract grant, loan or cooperative agreement.
- (b) If any funds, other than state/federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any state/federal agency, a member of Congress, or an employee of a member of Congress in connection with this state/federal contract grant loan, or cooperative agreement, the contractor shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (c) That it shall require that the language of this Certification be included in the award documents for all sub awards at all tiers (including subcontractors, sub-grants and agreements under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact, upon which reliance was placed when the contract was made or entered into. Submission of this certification is a prerequisite for making or entering into the contract, imposed by Title 31, Section 1352 U.S.C.

For any contract utilizing funds from the Federal Transit Administration (FTA) totaling more than One Hundred Thousand Dollars (\$100,000) a separate lobbying certificate must be filled out, signed, and submitted by the contractor, at the time of the contract award. The Municipality will provide the certificate to contractors who are required to comply with this obligation. It is the Contractor's responsibility to complete and submit the form. Failure of the municipality to provide the form does not alleviate the Contractor's responsibility.

4.06 DISADVANTAGED BUSINESS ENTERPRISES (DBE) POLICY REQUIREMENTS. Under the terms of the contract, the expression referred to as DBE shall be considered equivalent

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to the Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) as defined under 49 CFR Part 26.

(a) Policy: It is the policy of the USDOT that DBEs shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Consequently, the DBE requirements of 49 CFR Part 26 apply to this contract.

(b) DBE Obligation: The Municipality and its contractors agree to ensure that DBEs have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds. The Municipality and its contractors shall not discriminate on the basis of race, color, sex, or national origin in the award and performance of USDOT assisted contracts.

(c) Sanctions for Noncompliance: The contractor is hereby advised that failure of a contractor or subcontractor performing work under this contract to carry out the requirements established under Sections 4.06 (a) and (b) shall constitute a breach of contract and, after notification by the Municipality, may result in termination of this contract by the Municipality or such remedy as the Municipality may deem appropriate.

(d) Inclusions in Subcontracts: The contractor shall insert the following DBE policy requirements in each of its subcontracts and shall insert a clause requiring its sub-contractors to include these same requirements in any lower tier subcontracts that the subcontractors may enter into, together with a clause requiring the inclusion of the DBE policy requirements in any further subcontracts that may in turn be made:

“The contractor or subcontractor shall not discriminate on the basis of race, color, sex, or national origin in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the contractor deems appropriate.”

This DBE policy must be included in all subcontracts, and shall not be incorporated by reference.

(e) VAOT Annual DBE Goal: VAOT sets an overall annual goal for DBE participation on federally funded contracts, that is reviewed and revised each year, in accordance with the requirements of 49 CFR Section 26.45. For the specification of the overall annual DBE goal and an explanation of goal-setting methodology, contractors are directed to the VAOT DBE webpage at <http://vtrans.vermont.gov/civil-rights/doing-business/dbe-center/program-goals>.

4.07 CIVIL RIGHTS, EQUAL EMPLOYMENT OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT. During performance of the contract, the contractor will not

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discriminate against any employee or applicant for employment because of race, age, color, religion, ancestry, sex, creed, sexual orientation, national origin, physical or mental condition, disability or place of birth.

The contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, and Executive Order 11246 as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR chapter 60). The contractor shall also comply with the rules, regulations and relevant orders of the Secretary of Labor, Nondiscrimination regulations 49 CFR Part 21 through Appendix C. Accordingly, all subcontracts shall include reference to the above.

The contractor shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapter 6, relating to fair employment practices to the full extent applicable. Contractor 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 Contractor under this Agreement. Contractor further agrees to include this provision in all subcontracts

4.08 ENVIRONMENTAL REGULATIONS. Any contract in excess of one hundred thousand dollars (\$100,000.00) shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. Part 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. Part 1368), Executive Order 11738, and Environmental Protection Agency regulation (40 CFR Part 15), that prohibit the use, under non-exempt federal contracts, grants or loans, of facilities included on the EPA list of Violating Facilities. The provisions require reporting of violations to the state, Agency and to the USEPA Assistant Administrator for Enforcement (EN-329).

In the event of conflict between these environmental requirements and pollution control laws, rules, or regulations of other federal, state, or local agencies, the more restrictive laws, rules, or regulations shall apply.

4.09 FALSE STATEMENTS. To assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law (see, e.g., 18 U.S.C. 1020) as well as the laws of the State of Vermont.

4.10 PROMPT PAYMENT.

a. The contractor, by accepting and signing the contract, agrees to fully comply with the provisions of 9 V.S.A. Chapter 102, also referred to as Act No. 74 of 1991 or the Prompt Payment Act, as amended. This will apply whether or not the contract falls under the literal provisions of 9 V.S.A. Chapter 102.

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In accordance with 9 V.S.A. Section 4003, notwithstanding any contrary contract, payments shall be made within seven days from receipt of a corresponding progress payment by the Municipality to the contractor, or seven days after receipt of a subcontractor's invoice, whichever is later. Failure to comply constitutes a violation of this contract.

Violations shall be reported to the VTrans Office of Civil Rights for review. Failure to resolve disputes in a timely manner will result in a complaint made to the Agency's Chief of Contract Administration. In the Agency's judgment, appropriate penalties may be invoked for failure to comply with this specification. Penalties may include debarment or suspension of the ability to submit proposals.

b. The requirements of Section 4.10a must be included in all subcontracts.

4.11 CHILD SUPPORT PAYMENTS: By signing the Contract the Contractor certifies, as of the date of signing the Agreement, that they are (a) not under an obligation to pay child support; or (b) is under such an obligation and is in good standing with respect to that obligation; or (c) has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan. If the Contractor is a sole proprietorship, the Contractor's statement applies only to the proprietor. If the Contractor is a partnership, the Contractor's statement applies to all general partners with a permanent residence in Vermont. If the Contractor is a corporation, this provision does not apply.

4.12 TAX REQUIREMENTS: By signing the Agreement, the Contractor certifies, as required by law under 32 VSA, Section 3113, that under the pains and penalties of perjury, he/she is in good standing with respect to payment, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date of signature on the Agreement.

4.13 ENERGY CONSERVATION: The Contractor shall recognize mandatory standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).

Section 5: CONTRACTUAL AGREEMENTS

5.01 ENTIRE AGREEMENT: This Agreement represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect

5.02 ADMINISTRATION REQUIREMENTS. By signing the contract the contractor agrees to comply with the following provisions and certifies that the contractor is in compliance with the

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provisions of 49 CFR Part 18.36 – Procurement,(i)- Contract Provisions, with principal reference to the following:

(a) MUNICIPALITY’S OPTION TO TERMINATE. The contract may be terminated in accordance with the following provisions:

- (1) Breach of Contract: Administrative remedies - the Municipality may terminate the contract for breach of contract. Termination for breach of contract will be without further compensation to the contractor.
- (2) Termination for Cause: Upon written notice to the contractor, the Municipality may terminate the contract, as of the date specified in the written notice by the Municipality, if the contractor fails to complete the designated work to the satisfaction of the Municipality within the time schedule agreed upon. The contractor shall be compensated on the basis of the work performed and accepted by the Municipality at the date of termination.
- (3) Termination for Convenience: The Municipality may, at any time prior to completion of services specified under the contract, terminate the contract by submitting written notice to a contractor fifteen (15) days prior to the effective date, via certified or registered mail, of its intention to do so.

When a contract is terminated for the Municipality’s convenience, payment to the contractor will be made promptly for the amount of any fees earned to the date of the notice of termination, less any payments previously made.

When the Municipality terminates the contract for its convenience, the Municipality shall make an equitable adjustment of the contract price, but in doing so shall include no payment or other consideration for anticipated profit on unperformed services.

However, if a notice of termination for convenience is given to a contractor prior to completion of twenty (20) percent of the services provided for in the contract (as set forth in the approved Work Schedule and Progress Report) the contractor will be reimbursed for that portion of any reasonable and necessary expenses incurred to the date of the notice of termination that are in excess of the amount earned under the approved fees to the date of said termination. Such requests for reimbursement shall be supported with factual data and shall be subject to the Municipality's approval.

The contractor shall make no claim for additional compensation against the Municipality by reason of such termination.

- (4) Lack of Funding: If postponement, suspension, abandonment, or termination is ordered by the Municipality because it lacks sufficient funding to complete or proceed with the project, the contractor may not make a claim against the

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Municipality in any form or forum for loss of anticipated profit.

(b) PROPRIETARY RIGHTS:

1. If a patentable discovery or invention results from work performed under the contract, all rights accruing from such discovery or invention shall be the sole property of the contractor. The State and the United States Government shall have an irrevocable, nonexclusive, non-transferable, and royalty free license to practice each invention in the manufacture, use, and disposition, according to law, of any article or material or use of method that may be developed, as a part of the work under the contract.
2. Publications: All data, EDM, valuable papers, photographs and any other documents produced under the terms of the contract shall become the property of the Municipality. The contractor agrees to allow access to all data, EDM, valuable papers, photographs, and other documents to the Municipality, the State or United States Government at all times. The contractor shall not copyright any material originating under the contract without prior written approval of the Municipality.
3. Ownership of the Work: All studies, data sheets, survey notes, subsoil information, drawings, tracings, estimates, specifications, proposals, diagrams, calculations, EDM, photographs, and other material prepared or collected by the contractor, hereafter referred to as "instruments of professional service," shall become the property of the Municipality as they are prepared and/or developed during performance of the work of the contract. If a contractor uses a proprietary system or method to perform the work, only the product will become the property of the Municipality.
4. The contractor shall surrender to the Municipality upon demand or submit for inspection at any time, any instruments of professional service that have been collected, undertaken or completed by the contractor pursuant to the contract. Upon completion of the work, these instruments of professional service will be appropriately endorsed by the contractor and turned over to the Municipality.
5. Data and publication rights to any instruments of professional services produced under the contract are reserved to the Municipality and shall not be copyrighted by the contractor at any time without written approval of the Municipality. No publication or publicity of the work, in part or in total, shall be made without the consent of the Municipality, except that contractors may in general terms use previously developed instruments of professional service to describe its abilities for a project in promotional materials.

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6. Rights and Remedies Additional: The rights and remedies of the Municipality under this article are in addition to any other rights and remedies that the Municipality may possess by law or under this contract.
7. Decisions Final and Binding: Decisions of the Municipality on matters discussed in this article shall be final and binding.

5.03 PERSONNEL REQUIREMENTS AND CONDITIONS. The contractor shall employ only qualified personnel to supervise and perform the work. The Municipality shall have the right to approve or disapprove key personnel assigned to administer activities related to the contract.

The contractor shall supply resumes for staff proposed to work on assignment(s) under contracts for review, and acceptance, or rejection, by the Municipality. This requirement may be waived if the proposed staff has worked on similar projects for the Municipality in the past. The Municipality retains the right to interview the proposed staff.

Except with the approval of the Municipality, during the life of the contract, the contractor shall not employ:

- (a) Personnel on the payroll of the State or the Municipality who are directly involved with the awarding, administration, monitoring, or performance of the contract or any project that is the subject of the contract.
- (b) Any person so involved within one (1) year of termination of employment with the State or the Municipality.

The contractor warrants that no company or person has been employed or retained, other than a bonafide employee working solely for the contractor, to solicit or secure the contract, and that no company or person has been paid or has a contract with the contractor to be paid, other than a bonafide employee working solely for the contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the contract. For breach or violation of this warranty, the Municipality shall have the right to terminate the contract, without liability to the Municipality, and to retrieve all costs incurred by the Municipality in the performance of the contract.

The Municipality reserves the right to require removal of any person employed by a contractor from work related to the contract for misconduct, incompetence, or negligence, or who neglects or refuses to comply with the requirements of the contract. The decision of the Municipality, in the due and proper performance of its duties, shall be final and not subject to challenge or appeal beyond those described in Section 5.12.

5.04 No Employee Benefits For Contractor: The Contractor understands that the Municipality 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 Municipal employees, nor will the Municipality withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of signing of the Agreement. The Contractor understands that all tax returns required by the Internal Revenue Code

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and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Contractor, 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.

5.05 ASSIGNMENTS, TRANSFERS AND SUBLETTING. The contractor shall not assign, sublet, or transfer any interest in the work covered by the contract without prior written consent of the Municipality and appropriate federal agencies, if applicable. Further, if any subcontractor participates in any work involving additional services, the estimated extent and cost of the contemplated work must receive prior written consent of the Municipality. The approval or consent to assign, sublet or assign any portion of the work shall in no way relieve the contractor of responsibility for the performance of that portion of the work so affected. Except as otherwise provided in these specifications, the form of the subcontractor's contract shall be as developed by the contractor.

Any authorized subcontracts shall contain all of the same provisions specified for and attached to the original contract with the Municipality. The Municipality shall be provided copies of all signed subcontracts.

5.06 PERFORMANCE AND COMPLETION OF WORK. The contractor shall perform the services specified in accordance with the terms of the contract and shall complete the contracted services by the completion dates specified in the contract.

With the exception of ongoing obligations (e.g., insurance, ownership of the work, and appearances) upon completion of all services covered under the contract and payment of the agreed upon fee, the contract with its mutual obligations shall be terminated.

If, at any time during or after performance of the contract, the contractor discovers any design errors, change(s) in standards, work product, or other issues that warrant change(s), the contractor shall notify the Local Project Manager immediately. This paragraph also applies to those projects that are under construction or have been constructed.

5.07 CONTINUING OBLIGATIONS. The contractor agrees that if, because of death(s) or other occurrences, it becomes impossible to effectively perform its services in compliance with the contract, neither the contractor nor its surviving principals shall be relieved of their obligations to complete the services under the contract. However, the Municipality may terminate the contract if it considers a death, incapacity, or other removal of any principal(s) and/or key project personnel to be a loss of such magnitude that it would affect the contractor's ability to satisfactorily comply with the contract.

5.08 APPEARANCES.

- (a) Hearings and Conferences: The contractor shall provide professional services required by the Municipality that are necessary for furtherance of any work covered

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under the contract. Professional services shall include appropriate representation at design conferences, public gatherings and hearings, and appearances before any legislative body, commission, board, or court, to justify, explain and defend its services provided under the contract.

The contractor shall perform any liaison that the Municipality deems necessary for the furtherance of the work and participate with the Municipality, at any reasonable time, in conferences, concerning interpretation and evaluation of all services provided under the contract.

The contractor further agrees to participate in meetings with the Municipality, the State and applicable Federal Agencies, and any other interested or affected participants for the purpose of review or resolution of any conflicts pertaining to the contract. The contractor shall be equitably paid for such services, and for any reasonable expenses incurred in relation thereto, in accordance with the contract.

- (b) Appearance as Witness: If and when required by the Municipality, the contractor, or an appropriate representative, shall prepare for and appear in, on behalf of the Municipality, any litigation or other legal proceeding concerning any relevant project or related contract. The contractor shall be equitably paid for such services, and for any reasonable expenses incurred in relation thereto, in accordance with the contract.

5.09 CHANGES AND AMENDMENTS. Extra work, additional services or changes may necessitate the need to amend the contract. Extra work, additional services or changes must be properly documented and approved by the Local Project Manager, or an authorized official delegated this responsibility, prior to initiating action of any extra work, additional services, or changes.

5.10 APPENDICES. The Municipality may attach to these specifications appendices containing various forms and typical sample sheets for guidance and assistance to the contractor in the performance of the work. It is understood that such forms and samples may be modified, altered, and augmented from time to time by the Municipality. It is the responsibility of the contractor to ensure that it has the latest versions applicable to the contract.

5.11 EXTENSION OF TIME. The contractor agrees to perform the work in a diligent and timely manner; no charges or claims for damages shall be made by the contractor for delays or hindrances from any cause whatsoever. Such delays or hindrances, if any, may be compensated for by an extension of time for such reasonable period as the Municipality may decide. Time extensions may be granted only by amendment, and only for excusable delays such as delays beyond the control of the contractor and without the fault or negligence of the contractor.

The contractor may, with justification, request in writing an extension of the allotted time for completion of the work. A request for extension will be evaluated, and if the Municipality determines that the justification is valid, an extension of time for completion of the work may be granted. A request for extension of time must be made before the contractor is in default.

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The decision of the Municipality relative to granting an extension of time shall be final and binding.

5.12 RESOLUTION OF CONTRACT DISPUTES. The parties shall attempt to resolve any disputes that may arise under the contract by negotiation. Any dispute not resolved by negotiation shall be referred to the Local Project Manager for determination. If the contractor is aggrieved by the decision of the Local Project Manager, the contractor may file an appeal following the process described below.

- a. This Section sets forth the exclusive appeal remedies available with respect to this contract. The Contractor, by signing the contract, expressly recognizes the limitation on its rights to appeal contained herein, expressly waives all other rights and remedies and agrees that the decision on any appeal, as provided herein, shall be final and conclusive. These provisions are included in this contract expressly in consideration for such waiver and agreement by the Contractor.
- b. A Contractor may appeal any determination regarding the contract by filing a notice of appeal by hand delivery or courier to the Municipal Legislative Body. The notice of appeal shall specifically state the grounds of the protest.
- c. Within seven (7) calendar days of the notice of appeal the Contractor must file with the Municipality a detailed statement of the grounds, legal authorities and facts, including all documents and evidentiary statements, in support of the appeal. Evidentiary statements, if any, shall be submitted under penalty of perjury. The Contractor shall have the burden of proving its appeal by clear and convincing evidence.
- d. Failure to file a notice of appeal or a detailed statement within the applicable period shall constitute an unconditional waiver of the right to appeal the evaluation or qualified process and decisions thereunder.
- e. Unless otherwise required by law, no evidentiary hearing or oral argument shall be provided, except the Municipal Legislative Body, in its sole discretion, may decide to permit a hearing or argument if it determines that such hearing or argument is necessary for the protection of the public interest. The Municipal Legislative Body shall issue a written decision regarding the appeal after it receives the detailed statement of appeal. Such decision shall be final and conclusive.
- f. If the Municipal Legislative Body concludes that the Contractor's has established a basis for appeal, the Municipal Legislative Body will determine what remedial steps, if any, are necessary or appropriate to address the issues raised in the appeal. Such steps may include, without limitation, withdrawing or revising the decisions, or taking other appropriate actions.

5.13 EXCUSABLE FAILURE TO COMPLY WITH TIME SCHEDULE. Neither party hereto shall be held responsible for delay in performing the work encompassed herein when such delay is due to unforeseeable causes such as, but not limited to, acts of God or a public enemy, fire, strikes, floods, or legal acts of public authorities. In the event that any such causes for delay are of such

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magnitude as to prevent the complete performance of the contract within two (2) years of the originally scheduled completion date, either party may by written notice request an extension of time or terminate the contract.

5.14 NO ADVANTAGE FROM ERRORS OR OMISSIONS IN CONTRACT DOCUMENTS.

Neither the contractor nor the Municipality shall take advantage or be afforded any benefit as the result of apparent error(s) or omission(s) in the contract documents. If either party discovers error(s) or omission(s), it shall immediately notify the other.

5.15 NO GIFTS OR GRATUITIES: Contractor 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 Municipality or the State during the term of this Agreement.

5.16 ADDITIONAL ADMINISTRATIVE REQUIREMENTS:

- (a) Copeland "Anti-Kickback" Act. For any Federal-Aid Contracts or subcontracts for construction or repair, the Contractor agrees to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. Part 874) as supplemented by Department of Labor Regulations (29 CFR Part 3).
- (b) Davis-Bacon Act. For any Federal-Aid construction contracts in excess of \$2,000, the Contractor agrees to comply with the Davis-Bacon Act (40 U.S.C. Section 276a to 267a-7) as supplemented by Department of Labor Regulations (29 CFR Part 5).
- (c) Work Hours. For any Federal-Aid construction contracts in excess of \$ 2,000, or in excess of \$ 2,500 for other contracts involving employment of mechanics or laborers, the Contractor agrees to comply with the Sections 103 and 107 of the Contract Working Hours and Safety Standards Act (40 U.S.C. Section 327-330) as supplemented by Department of Labor Regulations (29 CFR Part 5).
- (d) Exclusionary or Discriminatory Specifications. Section 3(a)(2)(C) of the UMT Act of 1964, as amended, prohibits the use of grant of loan funds to support procurements utilizing exclusionary of discriminatory specifications.

Section 6: OPERATIONAL STANDARDS

6.01 RESPONSIBILITY FOR SUPERVISION. The contractor shall be responsible for supervision of contractor employees and subcontractors for all work performed under the contract and shall be solely responsible for all procedures, methods of analysis, interpretation, conclusions and contents of work performed under the contract.

6.02 WORK SCHEDULE AND PROGRESS REPORTS. Prior to initiating any work, the contractor shall work with the Municipality's Local Project Manager to develop a work schedule showing how the contractor will complete the various phases of work to meet the completion date

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and any interim submission date(s) in the contract. The Municipality will use this work schedule to monitor the contractor.

The contractor during the life of the contract shall make monthly progress reports, or as determined by the Local Project Manager, indicating the work achieved through the date of the report. The contractor shall link the monthly progress reports to the schedule. The report shall indicate any matters that have, or are anticipated to, adversely affected progress of the work. The Municipality may require the contractor to prepare a revised work schedule in the event that a specific progress achievement falls behind the scheduled progress by more than thirty (30) days. The revised work schedule shall be due as of the date specified by the Municipality.

6.03 UTILITIES. Whenever a facility or component of a private, public, or cooperatively-owned utility will be affected by proposed construction, the Contractor shall consult with the VTrans' Utility Section and initiate contacts and/or discussions with the affected owner(s) regarding requirements necessary for revision of facilities, both above and below ground. All revisions must be completely and accurately exhibited on detail sheets or plans. The contractor shall inform the Municipality, in writing, of all contacts with utility facility owners, and the results thereof.

6.04 PUBLIC RELATIONS. Whenever it is necessary to perform work in the field (*e.g.*, with respect to reconnaissance, testing, construction inspection and surveying) the contractor shall endeavor to maintain good relations with the public and any affected property owners. Personnel employed by or representing the contractor shall conduct themselves with propriety. If there is need to enter upon private property to accomplish the work under the contract, the contractor shall inform property owners and/or tenants in a timely manner and in accordance with relevant statutes. All work will be done with minimum damage to the land and disturbance to the owner thereof. Upon request of the contractor, the Municipality shall furnish a letter of introduction to property owners soliciting their cooperation and explaining that the contractor is acting on behalf of the Municipality.

6.05 INSPECTION OF WORK. The Municipality, the State and applicable federal agencies shall, at all times, have access to the contractor's work for the purposes of inspection, accounting and auditing, and the contractor shall provide appropriate and necessary access to accomplish inspections, accounting, and auditing. The contractor shall permit the Municipality, the State, or representative(s) of the State and applicable federal agencies the opportunity at any time to inspect any plans, drawings, estimates, specifications, or other materials prepared or undertaken by the contractor pursuant to the contract.

A conference, visit to a site, or inspection of the work may be held at the request of the contractor, the Municipality, the State, and appropriate federal agency(ies).

6.06 WRITTEN DELIVERABLES/REPORTS. Unless otherwise identified in the scope of work, written deliverables presented under terms of the contract shall be on 8.5" by 11" paper, consecutively printed on both sides. Reports shall be bound and have a title page that identifies the name and number of the project, if applicable, and publication date. The report shall have a table of contents and each page shall be numbered consecutively. Draft reports shall be clearly identified as such.

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Section 7: PROJECT DEVELOPMENT AND STANDARDS

7.01 PLANS, RECORDS AND AVAILABLE DATA. At the request of the contractor, the Municipality will make available to the contractor, at no charge, all information and data related to the contract.

7.02 DESIGN SPECIFICATIONS, STANDARDS, MANUALS, GUIDELINES, DIRECTIVES, AND POLICIES. The contractor shall comply with all applicable statutes, regulations, ordinances, specifications, manuals, standards, guidelines, policies, directives and any other requirements related to the contract.

In case of any conflict with the items referenced above, the contractor is responsible to ascertain and follow the direction provided by the Municipality.

7.03 ELECTRONIC DATA MEDIA. Contractors, subcontractors, and representative(s) thereof performing work related to the contract shall ensure that all data and information created or stored on EDM is secure and can be duplicated if the EDM mechanism is subjected to power outage or damage. For those projects that are to be stored on the VTrans plan archival system the following shall apply:

(a) CADD Requirements.

CADD requirements are available in “The Vermont Agency of Transportation CADD Standards and Procedure Manual” on the VTrans web page at <http://www.vtrans.vermont.gov> . VTrans has developed this manual to ensure that all electronic CADD files delivered to and taken from the Agency are in formats that can be utilized for engineering purposes without modification. VTrans will not accept or pay for any CADD files which do not adhere to the requirements specified in the CADD manual.

(b) VTrans Web Page and File Transfer Protocol (FTP) Sites - Disclaimer.

The files located on the VTrans web page and FTP sites are subject to change. The contractor is responsible for maintaining contact with VTrans to determine if any changes affect the work being produced by the contractor. Although VTrans makes every effort to ensure the accuracy of its work, it cannot guarantee that transferred files are error free. VTrans is not responsible in any way for costs or other consequences, whether direct or indirect, that may occur to the contractor or any subsequent users of the information due to errors that may or may not be detected.

(c) Geographic Information System Requirements.

The contractor shall provide to the Municipality all spatially-referenced digital data developed for or used in a project. Such data shall conform to relevant standards and guidelines of the Vermont Geographic Information System with respect to digital media, data format, documentation, and in all other respects. Copies of the standards and guidelines can be obtained from the Vermont Center for Geographic

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Information, Inc., 58 South Main Street, Suite 2, Waterbury, VT 05676; (802) 882-3000 or at www.VCGI.vermont.gov .

(d) Data Specifications.

- (1) Data structures (databases, data files, and other electronic information) shall provide 4-digit date century recognition. Example: 2016 provides “date century recognition,” while ‘16 does not.
- (2) All stored data shall contain date century recognition, including, but not limited to, data stored in databases and hardware/device internal system dates.
- (3) Calculations and program logic shall accommodate both same century and multi-century formulas and data values. Calculations and program logic includes, but are not limited to, sort algorithms, calendar generations, event recognition, and all processing actions that use or produce data values.
- (4) Interfaces to and from other systems or organizations shall prevent non-compliant dates and data from entering or exiting any State system.
- (5) User interfaces (*i.e.*, screens, reports, and similar items) shall accurately show 4-digit years.

(e) General Specifications.

To provide uniform and consistent integration with electronic data transfer, all data, other than specific applications previously mentioned, shall be in Microsoft’s Office format. The desktop suite includes word processing, spread sheets and presentations. All transmissions of e-mail must be in Rich Text (RTF) or Hyper Text Markup Language (HTML) format.

7.04 REVIEWS AND APPROVALS. All work prepared by the contractor, subcontractor(s), and representatives thereof pursuant to the contract shall be subject to review and approval by the Municipality. Approval for any work shall be documented in writing.

Approvals shall not relieve a contractor of its professional obligation to correct any defects or errors in the work at the contractor’s expense.

The pertinent federal entity may independently review and comment on the contract deliverables. The contractor, through the Municipality, shall respond to all official comments regardless of their source. The contractor shall supply the Municipality with written copies of all correspondence relating to reviews. All comments must be satisfactorily resolved before the affected work is advanced.

Specifications for Contractor Services

Section 8: PAYMENT FOR SERVICES RENDERED

8.01 PAYMENT PROCEDURES. The Municipality will pay the contractor, or the contractor's legal representative, progress payments monthly or as otherwise specified in the contract.

- (a) General: Payment generally will be determined by the percentage of work completed as documented by a progress report of such work. The total percentage of work billed shall be within ten (10) percent of the total percentage of work completed. The percentage of work completed is based on the actual contract work produced, as outlined in the monthly progress report.
- (b) Hourly-Type Contracts: For hourly type contracts, payments will be made based on documented hours worked and direct expenses encumbered, as allowed by the contract.
- (c) Actual Costs and Fixed Fees: When applicable for the type of payment specified in the contract, the progress report shall summarize actual costs and any earned portion of a fixed fee.
- (d) Maximum Limiting Amount Cannot Be Exceeded: The total amount invoiced for the contract and the total amount paid pursuant to the contract cannot exceed the contract's Maximum Limiting Amount.
- (e) Invoices: Invoices shall be submitted to the Municipality's Local Project Manager. The invoice must adhere to all terms of the contract. The "final invoice" shall be so labeled. All invoices must:
 - 1) Be originals signed by a company official and be accompanied by two copies, with documentation for the original and all copies.
 - 2) Indicate the appropriate project name, project number if applicable, and contract number. When applicable, invoices shall further be broken down in detail between projects.
 - 3) Be dated and list the period of performance for which payment is requested.
 - 4) Include a breakdown of direct labor hours by classification of labor, phases and tasks, if applicable. For reporting purposes, however, the amounts can be combined for phases that are paid from the same funding source.
 - 5) Not include overtime rates unless the Municipality's Local Project Manager provides prior written approval, if applicable. Information regarding overtime can be found in 48 CFR Ch. 1, Section 22.103.

Specifications for Contractor Services

- 6) Be accompanied by documentation to substantiate necessary charges. Documentation of all charges must accompany the original invoice and each copy.
- (f) Meals and Travel Expenses: When applicable for the type of payment specified in the contract, reimbursement of expenses for meals and travel shall be limited to the current, approved in-state rates as determined by the State's non-management bargaining unit labor contract, and need not be receipted. Current in-state expense reimbursement rates may be obtained from the Vermont Department of Human Resources.
- (g) Other Expenses: Expenses for the following items will be reimbursed at reasonable rates as determined by the Municipality. In all instances, receipts or bills indicating costs pertaining to the project identified, inclusive of any discounts given to the contractor, must be submitted.
 - 1. Lodging.
 - 2. Telephone and fax.
 - 3. Printing and reproduction.
For printing and reproduction work performed within the contractor's firm, log sheets are sufficient if they clearly indicate the contract or project copies.
 - 4. Postage and shipping.
Contractor shall choose the most economical type of service (regular mail, overnight express, other) workable for the situation. The use of express mail or overnight delivery should be limited to those instances when such expenditures are warranted.

Reimbursement of all other expenses is subject to approval by the Municipality and all other reimbursement requests must include receipts or other documentation to substantiate the expenses. Except as otherwise provided in the contract, all requests for reimbursement of direct expenses must reflect actual costs inclusive of any discounts given to the contractor.

The contractor must attach any sub-contractor invoices, ensure that they adhere to the terms of the contract, and include all necessary receipts and other documentation. **Mark-up on subcontractor invoices is not allowed.**

- (h) Payment Is Not Acceptance: Approval given or payment made under the contract shall not be conclusive evidence of the performance of said contract, either wholly or in part. Payment shall not be construed to be acceptance of defective work or improper materials.
- (i) Payment for Adjusted Work: As adjustments are required for additions, deletions, or changes to the contract, payment for such work shall be in accordance with Subsection 8.02 - Payment for Additions, Deletions or Changes and/or any applicable fees set forth in amendment(s) to the contract.

Specifications for Contractor Services

- (j) If the contractor discovers error in a submitted invoice or payment, the contractor shall notify the Local Project Manager of the error prior to the submission of any additional invoices. The local project manager will provide direction on how the error is to be resolved.

8.02 PAYMENT FOR ADDITIONS, DELETIONS OR CHANGES: The Municipality may, upon written notice, require changes, additions or deletions to the work/contract. Whenever possible, any such adjustments shall be administered under the appropriate fee established in the contract based on the adjusted quantity of work.

The Municipality may, upon written notice, and without invalidating the contract, require changes resulting from revision or abandonment of work already satisfactorily performed by the contractor or changes in the scope of work.

If the value of such changes, additions or deletions is not otherwise reflected in payments to the contractor pursuant to the contract, or if such changes require additional time and/or expense to perform the work, the contract may be amended accordingly.

The contractor agrees to maintain complete and accurate records, in a form satisfactory to the Municipality, for any extra work or additional services in accordance with Subsection 6.05 - Inspection of Work. When extra work or additional services are ordered, the contractor shall perform such work or services only after an amendment has been fully executed or a written notice to proceed is issued by the Municipality.

8.03 RELIANCE BY THE MUNICIPALITY ON REPRESENTATIONS: All payments by the Municipality under this Agreement will be made in reliance upon the accuracy of all prior representations by the Contractor, including but not limited to bills, invoices, progress reports and other proofs of work.

Section 9: AUDIT REQUIREMENTS

9.01 – AUDIT REQUIREMENTS. All Contractors shall provide information to verify the fiscal capacity of the firm and the acceptability of its accounting system to meet federal funds management requirements.

9.02 – INDIRECT COST CERTIFICATION. All contractors entering into a contract to provide engineering and/or design related services, regardless of amount, must have an audited indirect cost schedule and rate calculation completed according to a federally approved methodology.

9.03 RECORD AVAILABLE FOR AUDIT. The Contractor will maintain all books, documents, payroll papers, accounting records and other evidence pertaining to costs incurred under this agreement and make them available at reasonable times during the period of the Agreement and for three years thereafter for inspection by any authorized representatives of the Municipality, the State

Specifications for Contractor Services

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. The Municipality, the State, 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.

Section 10: SECRETARY OF STATE

10.01 REGISTRATION WITH SECRETARY OF STATE. The contractor shall be registered with the Vermont Secretary of State to do business in the State of Vermont if the contractor:

- (a) Is a domestic or foreign corporation.
- (b) Is a resident co-partner or resident member of a co-partnership or association.
- (c) Is (are) a non-resident individual(s) doing business in Vermont in his/her (their) individual capacity(ies).
- (d) Is doing business in Vermont under any name other than the Contractor's own personal name.

This registration must be complete prior to contract preparation. Current registration must be maintained during the entire contract term.

Section 11: VERMONT STANDARD TITLE VI/NON-DISCRIMINATION ASSURANCES APPENDICES A and E

11.01 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

Specifications for Contractor Services

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.

11.02 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),

Specifications for Contractor Services

(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.

**MUNICIPAL ASSISTANCE BUREAU
AT-THE-READY CONSULTANT SERVICES
FOR LOCALLY MANAGED PROJECTS
CONSULTANT SELECTION FORM**

Name of Firm: DuBois & King, Inc.

Project Name/Number: STP EH10(18) & STP BP22(25)
N. Hartland Rd. & Sidewalk Project

Grant subrecipient: Town of Hartford

Consultant contract amount for this project: \$ 87,195.00

After reviewing the statements of qualifications of the consultants listed below, we have determined that the firm listed above is the best qualified to provide Construction Inspection
(Municipal Project Management, Design or Construction Inspection) services for the above referenced local federal-aid project.

The statements of qualifications of these firms were reviewed (three minimum required):

1. DuBois & King, Inc.
2. VHB
3. WSP

☒ Negotiations with the firm DuBois & King, Inc. were successful and the firm was selected.

OR

☐ Negotiations with firm _____ were not successful and negotiations were undertaken with firm _____. Negotiations with this firm were successful.

Comments:

Signature of Municipal Representative in Responsible Charge

Signature of Member of Consultant Selection Committee

Signature of Member of Consultant Selection Committee

cc: AOT Project Supervisor

**MUNICIPAL ASSISTANCE BUREAU
CONFLICT OF INTEREST DISCLOSURE FORM
FOR LOCALLY MANAGED PROJECTS**

Name of Firm: DuBois & King, Inc.

Project Name/Number: STP EH10(18) & STP BP22(25)
N. Hartland Rd. & Sidewalk Project

Project Sponsor: Town of Hartford

After reviewing the conflict of interest information in the VTrans Municipal Assistance Bureau Local Projects Guidebook, the 23 CFR §1.33 and 2 CFR §200.318, I have determined that no real or potential conflicts of interest have been identified for myself, any owner, partner or employee, with my firm or any of my sub-consulting firms providing services for the above local federal-aid project, including family members and personal interests of the above persons.



Signature of Consultant Representative in Responsible Charge

Signature of Municipal Representative in Responsible Charge
(Signature of Municipal Representative only indicates receipt of this form)

cc: AOT Project Supervisor

**MUNICIPAL ASSISTANCE BUREAU
CONSULTANT DEBARMENT AND NON-COLLUSION FORM
FOR LOCALLY MANAGED PROJECTS**

Name of Firm: DuBois & King, Inc.

Project Name/Number: STP EH10(18) & STP BP22(25)
N. Hartland Rd. & Sidewalk Project

Project Sponsor: Town of Hartford

I certify that neither I, my firm or its principals have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive consultant selection in connection with this proposal for the above local federal-aid project.

I certify that neither I, my firm or its principals are presently suspended, debarred, voluntarily excluded or determined ineligible by any Federal or State Agency; do not have a proposed suspension, debarment, voluntary exclusion or ineligibility determination pending; and have not been indicted, convicted, or had a civil judgement rendered against (it, him, her, them) by a court having jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.



Signature of Consultant Representative in Responsible Charge

cc: Municipal Representative in Responsible Charge
AOT Project Supervisor

Certification for Federal-Aid Contracts

The prospective participant certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: DuBois & King, Inc.

Street address: 28 North Main Street

City, State, Zip: Randolph, VT 05060

Melissa L. Stephen

CERTIFIED BY: (type or print)

Vice President of Administration

TITLE:


(signature)

May 15, 2025
(date)

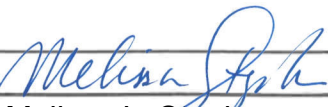
DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☐ a. contract ☐ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: ☐ a. bid/offer/application b. initial award c. post-award		3. Report Type: ☐ a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____, if known: Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: <u>Melissa L. Stephen</u> Title: <u>Vice President of Administration</u> Telephone No.: <u>802-728-3376</u> Date: <u>5/15/2025</u>		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

STATE OF VERMONT
AGENCY OF TRANSPORTATION

November, 1985
CA-109

CONTRACTOR'S EEO CERTIFICATION FORM

Certification with regard to the Performance of Previous Contracts of Subcontracts subject to the Equal Opportunity Clause and the filing of Required Reports.

The bidder ☒, proposed subcontractor ☐, hereby certifies that he/she has ☒, has not ☐ participated in a previous contract or subcontract subject to the equal opportunity clause, as required by Executive Orders 10925, 11114, or 11246 as amended, and that he/she has ☒, has not ☐, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

DuBois & King, Inc.

Melissa L. Stephen

Vice President of Administration

Company

By

Title

NOTE: The above certification is required by the Equal Employment Opportunity regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5 (Generally only contracts or subcontracts of \$10,000 or under are exempt.) Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7 (b) (1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration, or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

ATTACHMENT

STP EH10(18) and
STP BP22(25)
Town of Hartford, VT
N. Hartland Road &
Sidewalk Project
DATE: 05/15/2025

RFP/PROJECT NAME & NUMBER:

DATE:

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT**Self Reporting
Form 1 of 2**

This form must be completed in its entirety and submitted as part of the response for the proposal to be considered valid.

The Vermont Agency of Transportation, in accordance with Section 32 of Act 54 (2009), as amended by Section 17 of Act 142 (2010) and further amended by Section 6 of Act 50 (2011), and for total projects costs exceeding \$250,000.00, requires bidders comply with the following provisions and requirements.

Bidder is required to self report the following information relating to past violations, convictions, suspensions, and any other information related to past performance and likely compliance with proper coding and classification of employees. The Agency of Transportation is requiring information on any incidents that occurred in the previous 12 months. Attach additional pages as necessary. If not applicable, so state.

Summary of Detailed Information	Date of Notification	Outcome
N/A		

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT: Bidder hereby certifies that the company/individual is in compliance with the requirements as detailed in Section 32 of Act 54(2009), as amended by Section 17 of Act 142 (2010) and further amended by Section 6 of Act 50 (2011).

Date: 05/15/2025

Name of Company: DuBois & King, Inc.

Contact Name: Melissa L. Stephen

Address: 28 North Main Street

Title: Vice President of Administration/Clerk

Randolph, VT 05060

Phone Number: 802-728-3376

E-mail: mstephen@dubois-king.com

Fax Number: 866-783-7101

By: 

Name: Melissa L. Stephen

Signature (Request/Report Not Valid Unless Signed) *

(Type or Print)

*Form must be signed by individual authorized to sign on the bidder's behalf.

DO NOT WRITE IN THIS SPACE - AGENCY USE ONLY

VDOL CHECKED RE: ACT 54 2009, AND AMENDMENTS ☐

WORKER CLASSIFICATION COMPLIANCE REQUIREMENT

**Subcontractor Reporting Form
Form 2 of 2**

This form must be completed in its entirety by the Contractor and included in all requests to sublet or assign work as outlined in Section 108.01 of the Standard Specifications for Construction. This form must be updated as necessary and provided to the State as additional subcontractors are hired.

The Agency of Transportation in accordance with Act 54, Section 32 of the Acts of 2009 and for total project costs exceeding \$250,000.00 requires the contractor to comply with the following provisions and requirements:

The Contractor is required to provide a list of subcontractors on the job along with lists of subcontractor's subcontractors and by whom those subcontractors are insured for workers' compensation purposes. Include additional pages if necessary. This is not a requirement for subcontractor's providing supplies only and no labor to the overall contract or project.

Additionally, the Contractor shall collect and retain evidence of subcontractors' workers' compensation insurance, such as the ACORD insurance coverage summary sheet. Agency of Transportation will periodically verify the Contractors' compliance.

Subcontractor	Insured By		Subcontractor's Sub	Insured By
N/A				

Date: 05/15/2025

Name of Company: DuBois & King, Inc.

Contact Name: Melissa L. Stephen

Address: 28 North Main Street

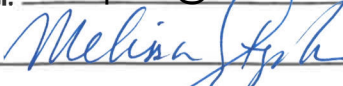
Title: Vice President of Administration/Clerk

Randolph, VT 05060

Phone Number: 802-728-3376

E-mail: mstephen@dubois-king.com

Fax Number: 866-783-7101

By: 

Name: Melissa L. Stephen

Failure to adhere to Act 54, Section 32 of the Acts of 2009 and submit Subcontractor Reporting: Worker Classification Compliance Requirement will constitute non-compliance and may result in cancellation of contract and/or forfeiture of future bidding privileges until resolved.

Send Completed Form to:



DUBOKIN-01

LARKA1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/16/2025

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

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

PRODUCER Digital Insurance LLC- Rutland, VT 98 Merchants Row Rutland, VT 05701	CONTACT NAME: Karen Larocque	
	PHONE (A/C, No, Ext): (800) 296-5722 53191 FAX (A/C, No): (802) 728-4625	
	E-MAIL ADDRESS: karen.larocque@onedigital.com	
INSURED Dubois & King, Inc. PO Box 339 Randolph, VT 05060	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Acadia Insurance	31325
	INSURER B : Union Ins Co	25844
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROJECT ☐ LOC OTHER:	X		ADV5384525 - 15	8/7/2024	8/7/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Contractual Lia \$ Included
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	X		ADV5384525 - 15	8/7/2024	8/7/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0	X		ADV5384525 - 15	8/7/2024	8/7/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	WCA5603165-12	8/7/2024	8/7/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
States Listed Under Section 3A of the Workers Compensation Policy: ME, NH, NY, VT
No Excluded Officers

Certificate holder and the State of Vermont have additional insured status with regards to the above referenced liability policies.

CERTIFICATE HOLDER

CANCELLATION

Town of Hartford 171 Bridge Street White River Junction, VT 05001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/16/2025

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

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

PRODUCER Brown & Brown of MA 107 Audubon Rd Wakefield MA 01880	CONTACT NAME: Matthew Mullard PHONE (A/C, No, Ext): (781) 245-5400 E-MAIL ADDRESS: kathleen.rullo@bbrown.com FAX (A/C, No): (781) 245-5463
INSURED DuBois & King, Inc. P.O. Box 339 Randolph VT 05060	INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 2024**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Prof. Liability Pollution Liability			DPR5032657	08/01/2024	08/01/2025	PER CLAIM 3,000,000 AGGREGATE 3,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

Town of Hartford 171 Bridge Street White River Jct VT 05001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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John Haverstock

From: John Haverstock
Sent: Tuesday, May 20, 2025 1:00 PM
To: Dennis Brown
Cc: Scott Hausler; Lana Livingston
Subject: RE: Home Town Hero Banners

Thanks, Dennis.

You're on the agenda.

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

From: Dennis Brown <dlbm35vt@gmail.com>
Sent: Tuesday, May 20, 2025 12:56 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Scott Hausler <shausler@hartford-vt.org>
Subject: Re: Home Town Hero Banners

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

Hi John,

Thanks and if it could be added to that 27th agenda that would be great, please let me know.

Best,

Dennis

Dennis L. Brown
dlbm35vt@gmail.com

On Mon, May 12, 2025 at 12:09 PM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Hi Dennis.

I have discussed this matter with Selectboard leadership (Mary and Mike) and the consensus is to bring this matter to the full Selectboard for deliberation. I will tentatively add this to the May 27 agenda.

Thanks.

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216

From: Dennis Brown <dlbm35vt@gmail.com>

Sent: Wednesday, May 7, 2025 10:04 AM

To: John Haverstock <jhaverstock@hartford-vt.org>; Scott Hausler <shausler@hartford-vt.org>

Subject: Fwd: Home Town Hero Banners

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

Hi John and Scott,

I've contacted GMP about the possibility of using some of their light poles in Wilder for the Hartford Heroes banners. I wasn't sure if they even allowed this, but it turns out that they do. They only grant this to municipalities, so that's why I'm sending this to you. I'd like to apply for this and can do the leg work of identifying the poles (they request to have the location and pole numbers). Could I act as the town's representative, or would you be willing to help with this?

Their application is attached in this email.

Please let me know and thanks!

Best,

Dennis

Dennis L. Brown

dlbm35vt@gmail.com

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

From: **Denton, Jennifer** <Jennifer.Denton@greenmountainpower.com>

Date: Tue, May 6, 2025 at 8:47 AM

Subject: RE: Home Town Hero Banners

To: Dennis Brown <dlbm35vt@gmail.com>

Cc: Eccher, Evan <Evan.Eccher@greenmountainpower.com>

Here you are, Dennis. Please don't hesitate to reach out if you have any questions.

Evan will be reviewing the poles once this application is filled in and returned.

Thanks again,

Jen Denton

Attachment Coord./Joint Lines, Green Mountain Power

802.353.2009

Jennifer.Denton@greenmountainpower.com

From: Dennis Brown <dlbm35vt@gmail.com>

Sent: Tuesday, May 6, 2025 8:29 AM

To: Denton, Jennifer <Jennifer.Denton@greenmountainpower.com>

Cc: Eccher, Evan <Evan.Eccher@greenmountainpower.com>

Subject: Re: Home Town Hero Banners

Some people who received this message don't often get email from dlbm35vt@gmail.com. [Learn why this is important](#)

Hi Jennifer,

This is great news, thanks for the help and yes, please send the form and I'll go to work on getting it filled out.

Thanks!

Best,

Dennis

Dennis L. Brown

dlbm35vt@gmail.com

On Tue, May 6, 2025 at 8:12 AM Denton, Jennifer <Jennifer.Denton@greenmountainpower.com> wrote:

Good morning Dennis,

I am happy to assist you with this process!

GMP has a Temporary Attachment Agreement for these type of requests. A municipality is the only entity who can request such attachments. We do not grant permission for individuals, businesses, non-profits, etc. to attach flags or banners to our utility poles. So with that in mind, if you represent the town of Wilder in an official capacity, we can get the ball rolling. If not, please feel free to pass my information to the appropriate individuals at the town.

To begin I will forward our Temporary Attachment Agreement to be filled out completely, including Pole Numbers (silver-plated numbers on the face of each pole), or the closest 911 address and the total number & direction of poles you're wishing to attach to.

Once this information is returned to me, I will notify our local Distribution Designer and request they review these poles. Barring any expected construction plans or issues, I will return the agreement to you once this is ok'd by the field.

Please don't hesitate to reach out if you have any questions.

Thank you for reaching out.

Jen Denton

Attachment Coord./Joint Lines, Green Mountain Power

802.353.2009

Jennifer.Denton@greenmountainpower.com

From: Dennis Brown <dlbm35vt@gmail.com>
Sent: Monday, May 5, 2025 7:49 PM
To: Eccher, Evan <Evan.Eccher@greenmountainpower.com>
Cc: Denton, Jennifer <Jennifer.Denton@greenmountainpower.com>
Subject: Re: Home Town Hero Banners

Hi Ms. Denton,

Evan Eccher has referred me to you and I'm hoping you can help. I'm the chair of the Hartford Heroes Banner Program and we'd like to place a few banners on some of the GMP light poles along Rt5 in Wilder VT. The brackets we use have bands that go around the poles so no screws would be put into the poles and wouldn't cause any damage to the poles. We are only hoping to put banners on one side, so any of the line staff would easily be able to get past them to access the upper pole.

I've attached a few samples below, two are from some of the banners we had last year in downtown White River Jct. The other one is a banner I saw in Woodsville NH that's on a wooden light pole, although that has a dual bracket and we're only requesting single, one side of the pole banners.

Please let me know how we can apply for permission to put our patriotic banners up so we can honor some of our local heroes even more!

Best,

Dennis

Dennis L. Brown

dlbm35vt@gmail.com

Hartford Heroes Banner Project Chairman

802-356-2452 cell or text

On Mon, May 5, 2025 at 1:14 PM Eccher, Evan <Evan.Eccher@greenmountainpower.com> wrote:

Jen,

I have Denis Brown, from White River Jct, looking to attach some banners to our poles in the Wilder area. I was told that you were the contact to reach out to fill out some forms. If you could please help out Mr. Brown in the direction he needs to go in, that would be great!

Thank you for you help.

Evan Eccher

Green Mountain Power

Distribution Designer

281 Olcott Drive

White River Junction, VT 05001

(Cell) 802-417-8950

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

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Bugbee Building Committee

Date: May 27, 2025

Discussion

The Town of Hartford has received the final version of the Bugbee Senior Center Feasibility Report from Studio Nexus (with the assistance of project partners) and funded with some of the Town's American Rescue Plan Act (ARPA) funding. When Studio Nexus made its presentation to the Selectboard on February 18, 2025, there seemed to be a desire on the part of several Selectboard members to establish a time-limited ad hoc committee to be charged with (a) evaluating the several options presented by Studio Nexus and ultimately (b) making recommendations to the full Selectboard.

On April 7, 2025, Executive Director Mark Bradley and the Town Manager discussed their thoughts on an optimal group of stakeholders to sit on such a committee. The Selectboard considered and approved this approach at its meeting of May 13, 2025. The following is an incomplete list of proposed committee members by position and the names of the people who have thus far consented to serve:

1. Town Manager **JOHN HAVERSTOCK (H)**
2. A Selectboard member _____ **(H)**
3. Executive Director of the White River Council on Aging **MARK BRADLEY**
4. A member of the Board of the White River Council on Aging _____
5. A frequent user of the Bugbee Senior Center _____
6. The Town's Parks & Recreation Director **SCOTT HAUSLER (H)**
7. The Town's Environmental Sustainability Coordinator **DANA CLAWSON**
8. A person with legal and/or finance background **SUE BUCKHOLZ (H)**
9. A person in the building trades **SEAN LACEY/UPPER VALLEY BUILDING**
10. A representative from the Town's Planning & Development Department **LORI HIRSHFIELD**
11. A representative from the Fire Department or Community Nurse _____

Recommendation

Hopefully, we will have a full slate of committee nominees in place for the June 10 Selectboard meeting. At that meeting, the Selectboard will be asked to appoint the listed persons to the AD HOC COMMITTEE on Bugbee Building Renovations and to approve ByLaws for such committee.

TOWN OF HARTFORD, VERMONT

BUGBEE BUILDING RENOVATION AD HOC COMMITTEE (A TEMPORARY COMMITTEE)

BYLAWS

MAY 27, 2025

- 1. Purpose:** To consider, evaluate, discuss and debate the options for the Bugbee Senior Center Building renovations set forth by Studio Nexus in its Feasibility Study and make recommendations to the Selectboard regarding the preferred option and related matters.
- 2. Mission:** The mission of the Bugbee Building Renovation Ad Hoc Committee (Committee) is to engage the Hartford community through meetings and discussions regarding the building renovation options set forth in Studio Nexus's Feasibility Study and related matters.
- 3. Term:** The term of the Committee will begin following Selectboard approval of the Bylaws. The Committee will report to the Selectboard at a regularly-scheduled Selectboard meeting and dissolve on or before November 11, 2025.
- 4. Membership:** The Selectboard shall appoint eleven (11) members (who shall serve without compensation), the majority of which shall be Town residents.
- 5. Officers:**
 - a.** The Committee shall elect the following officers from among its membership: Chair, Vice-Chair and Clerk.
 - b.** The Chair shall preside over all Committee meetings when he or she is present.
 - c.** The Vice Chair shall assume all duties and powers of the Chair in the absence of the Chair.
 - d.** The Clerk shall keep minutes of all Committee meetings and record any action taken. The Clerk shall assume all duties and powers of the Chair whenever both the Chair and Vice-Chair are both absent.
- 6. Meetings:**
 - a.** All activities of the Committee shall be conducted in accordance with the terms of Vermont's Open Meeting Law.
 - b.** All Committee meetings shall be open to the public and be held at a regular time and place when possible. The time and place of each meeting shall be posted at the Town Hall, the Town website and other posting locations not less than 48 hours in advance for regular meetings and 24 hours for special meetings.
 - c.** A simple majority of appointed Committee members shall constitute a quorum.
 - d.** All records and minutes of Committee meetings or actions shall be maintained on the Town's website and be available to the public.

7. **Working Groups:** Working Groups may be appointed by the Committee as the need may arise. At least one member of the Committee must serve on each Working Group. Information from Working Groups meetings shall be reported back to the Committee at the next regularly-scheduled meeting.

Adopted by the Hartford Selectboard on May 27, 2025.

John Haverstock

From: Bryan Gazda
Sent: Wednesday, May 21, 2025 7:17 AM
To: John Haverstock
Cc: Dana Clawson
Subject: RE: Selectboard Tour

John,

Got it. Those afternoons are open for me going forward. Schedule what is best for the SB members.

Bryan Gazda, MPA
Director of Public Works
Town of Hartford, VT
bgazda@hartford-vt.org
Office - 1-802-295-3622, ext. 104
Cell - 1-802-547-3887

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, May 21, 2025 7:08 AM
To: Bryan Gazda <bgazda@hartford-vt.org>
Cc: Dana Clawson <dclawson@hartford-vt.org>
Subject: Re: Selectboard Tour

Not thinking this week. Perhaps next when you return from vacation. Have to see about SB availability. Thanks. John

Get [Outlook for iOS](#)

From: Bryan Gazda <bgazda@hartford-vt.org>
Sent: Wednesday, May 21, 2025 7:05:53 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Dana Clawson <dclawson@hartford-vt.org>
Subject: RE: Selectboard Tour

John,

Yes, between 12-12:30 is sacred time at the garage, time to unwind from the morning events! This afternoon between 1-3 and Thursday after 1:45pm would be best, as I have FEMA meeting at 1pm on Thursday.

Bryan Gazda, MPA
Director of Public Works
Town of Hartford, VT
bgazda@hartford-vt.org
Office - 1-802-295-3622, ext. 104
Cell - 1-802-547-3887

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, May 20, 2025 5:08 PM
To: Bryan Gazda <bgazda@hartford-vt.org>
Cc: Dana Clawson <dclawson@hartford-vt.org>
Subject: Selectboard Tour

Hi Bryan.

We have surveyed members of the Selectboard and they are MOST interested in touring the DPW Complex (with Dana along to speak to energy efficiency matters).

Wednesday and Thursday afternoons seem to be most popular options. I realize your staff generally knocks off at 3:00 pm. What times would you suggest for a 60minute tour? Dana tells me we need to avoid the DPW lunch hour....

Thanks.

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

John Haverstock

From: John Haverstock
Sent: Friday, May 23, 2025 8:27 AM
To: Scott Cooney; Connie Kelley
Cc: Scott Smith; Dana Clawson
Subject: RE: Selectboard tour

Thanks, all. I will discuss with the Board Tuesday night and follow up with you.

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

From: Scott Cooney <scooney@hartford-vt.org>
Sent: Friday, May 23, 2025 8:13 AM
To: Connie Kelley <ckelley@hartford-vt.org>
Cc: Scott Smith <ssmith@hartford-vt.org>; John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Selectboard tour

The Block Party is 6/9 and the Town Party is 6/12. 6/11, 6/16 or 6/17 work starting at 3-4pm for me

Scott D. Cooney, CFO
Fire Chief
Town of Hartford Fire Department
812 VA Cutoff Rd
White River Junction, VT 05001
(802) 295-3232



From: Connie Kelley <ckelley@hartford-vt.org>
Sent: Thursday, May 22, 2025 3:54 PM
To: Scott Cooney <scooney@hartford-vt.org>
Cc: Scott Smith <ssmith@hartford-vt.org>; John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Selectboard tour

Scott,

The days that would work best on my side for a Selectboard tour would be June 9, 11, 12, 16, 17

Hopefully, a few of those will work for you.

Connie

Connie Kelley
Chief of Police
Hartford Police Department
812 VA Cutoff Rd
White River Junction VT 05001
802-295-9425 X 337

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

From: Scott Smith <ssmith@hartford-vt.org>
Sent: Wednesday, May 21, 2025 10:29 AM
To: Connie Kelley <ckelley@hartford-vt.org>
Subject: Re: Selectboard tour

Hi Connie,

May 28, 29
June 2, 3, 4, 9, 11, 12, 16, 17

Scott

Scott F. Smith

Hartford Emergency Communications Director

Hartford Police Dept.

812 VA Cutoff Rd

White River Jct., VT 05001

From: Connie Kelley <ckelley@hartford-vt.org>
Sent: Wednesday, May 21, 2025 10:03 AM
To: Scott Smith <ssmith@hartford-vt.org>
Subject: Selectboard tour

Scott,

Can you provide me with a few dates (3 options) that work for a selectboard tour of our facility? The time will be either 3 or 4pm.

Thank you

Connie Kelley
Chief of Police
Hartford Police Department
812 VA Cutoff Rd
White River Junction VT 05001
802-295-9425 X 337

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

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Selectboard Retreat Training

Date: May 27, 2025

Discussion

At the May 13, 2025 Selectboard meeting, the consensus appeared to favor a combination of my revised proposal for Selectboard team-building work and Erik Krauss's proposal to begin setting priorities and goals for future action. Therefore, I have been in touch with VLCT and ReThink, each of which has agreed to facilitate portions of a day-long Selectboard workshop on an upcoming Saturday. See attached a revised draft agenda, together with my email thread with VLCT/ReThink Facilitator Alex Torpey and some materials from last fall's Selectboard Strategic Visioning workshop. If the Board is interested, we could confirm a date and plan accordingly.

Recommendation

If the Board would like to proceed along these lines, Move that the Selectboard accept the offer of VLCT and ReThink to provide a facilitator(s) to guide a day-long Selectboard workshop on an upcoming Saturday.

Financial Impact

The combined cost to the Town of this day-long facilitated workshop would be \$545 (\$245 to VLCT and \$300 to ReThink). There is ample funding available in encumbered Selectboard training funds to accommodate this expense.

Attachments

DRAFT/REVISED: May 22, 2025

Revised Agenda for **VLCT**-Facilitated Workshop and **ReThink** Local-Facilitated Workshop
for Hartford, VT Selectboard

Morning Workshop with VLCT

Welcome & Introductions

Outreach and Engagement

1. The importance of trust in enabling good decisions
2. Government and community stakeholder mapping
3. Proactive Public Communication, Outreach & Engagement

Break

Selectboard Collaboration & Planning

1. The importance of goal-setting, action plans and prioritizing work
2. The role of public engagement in these processes
3. Cultivating volunteerism and leadership

Lunch Break

Afternoon Workshop with ReThink Local

1. Review Prior Selectboard Visioning and Strategic Planning
2. Exercise to Identify Future Goals
3. Goal Triaging Exercise
4. Board Discusses Identified Initial Priorities

Farewell



Action and Goals Workshop

A proposal to assist the Hartford Selectboard in performing a preliminary review of prior strategic plan goals and re-prioritizing goals and objectives for the upcoming year.

Quabbin Forge by Melissa McMorris

Thoughtful strategic planning is one of the most important things a local government, or any organization, can do. But not all do. We express gratitude to the Hartford Selectboard for being proactive and interested in engaging in these processes.

We are providing this proposal to run a lightweight goal-review and goal-setting process. This is not a comprehensive or full strategic plan process, but rather, it is an opportunity for this new Board to get to know each other through the review of prior goals and a preliminary triaging of new goals for the upcoming year. We think this can provide a helpful foundation for the Selectboard to identify shared priorities, build a Board meeting calendar, provide clear direction to the staff and public, and begin to grow its planning efforts into a more robust process in the future. This is a valuable and meaningful first step.

Our proposed process

1. Before the meeting

1. Selectboard members are sent last year's strategic plan
2. Each member individually fills out a brief questionnaire reflecting on the prior year's goals
3. Alex performs initial review and prepares discussion questions based on submitted responses

2. During the meeting

1. Alex facilitates a review of provided feedback on prior year's goals, progress, status, etc
2. Board members perform a brief in-person mindfulness/visualization exercise so as to help identify new future goals
3. Alex facilitates goal triaging exercise
 1. For example this may be goals for upcoming years are written on index cards, and placed by Board members in an Eisenhower Importance/Urgency matrix, with facilitated discussion about priorities
4. Board discusses identified initial priorities

3. After the meeting

1. Alex shares written notes from the meeting with feedback, enabling the Board to incorporate that into a future discussion and/or action plan at a subsequent Selectboard meeting
- *The goal setting process where goals are actually agreed upon should be done in a public meeting and memorialized by vote to ensure proper public accessibility and transparency.*

Cost and Structure

\$300 for the steps above with a 2.5 hour workshop on the afternoon after the existing morning onboarding workshop.

About Rethink Local. Rethink Local was initially founded in 2024 by former Hanover NH Town Manager Alex Torpey with several other town managers. Rethink Local has evolved into a partnership between Rethink Local, Inc a Vermont public benefit corporation, and the Rethink Local Foundation, a 501(c)(3) Vermont nonprofit organization. Rethink Local works exclusively with local governments and nonprofits that are mission-aligned with the values of creating civic engagement and community resiliency.

Rethink Local's recent work includes: being contracted by the Vermont League of Cities of Towns to design onboarding workshops, by Chandler Center for the Arts for strategic planning, and several towns in New Hampshire and Vermont to provide Interim Town Administrator services and run recruitments for Town Administrator. We also operate several free public resources such as the Upper Valley Vibes podcast and New England Municipal Managers email group. Alex routinely lectures and writes for ICMA, state municipal associations, and others, and keeps various podcasts and blogs. Alex is on the board of WRJ based Junction Arts and Media. Learn more: rethinklocal.us.



John Haverstock

From: Alex Torpey <alex@rethinklocal.us>
Sent: Thursday, May 22, 2025 10:59 AM
To: John Haverstock
Subject: Re: Policy Priorities & Strategies -- Retreat/Workshop Planning

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

Yup that looks good! On my end I can do July 12th, can't do July 19th. Probably can do the 26th.

Alex Torpey
Founder, Rethink Local

In "Community Nursing in the Upper Valley" Episode #6 on Rethink Local's Upper Valley Vibes podcast, we meet Kristin from Community Nurse Connection, and the community nurses in Tunbridge, Hartford, and Hanover and cover topics ranging from insurance, trust and relationship building, holistic healthcare, and how to start a community nursing program in your own town. There is incredible value in this publicly funded, non-insurance based locally developed and delivered healthcare solution for rural communities, and I think everyone will find something interesting in the discussion. Find episodes and other updates on my [Substack](#) or you can find Upper Valley Vibes on [Spotify](#), [Apple](#), or [online](#)!

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On Thu, May 22, 2025 at 10:49 AM John Haverstock <jhaverstock@hartford-vt.org> wrote:

I will ask the Board about June 14, but it would be good to have a July Saturday or two to offer as alternatives.

Meanwhile, what do you think of the attached hybrid agenda?

Thanks.

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216

From: Alex Torpey <alex@rethinklocal.us>
Sent: Thursday, May 22, 2025 10:32 AM

To: John Haverstock <jhaverstock@hartford-vt.org>

Subject: Re: Policy Priorities & Strategies -- Retreat/Workshop Planning

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

Sounds good and that's correct, this is just the afternoon portion - everything in the morning is on as we've discussed. It does look like I will be able to be here on June 14th and that date worked for Kathleen as well, so I think we can confirm that one!

Alex Torpey

Founder, Rethink Local

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On Thu, May 22, 2025 at 10:26 AM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Thanks, Alex.

I will share this with the Board members in their packet for Tuesday's SB meeting.

Just to be clear, this relates to the afternoon session, with you and Kathleen still planning on hosting the morning session through VLCT? Please confirm.

Perhaps, you and Kathleen could confirm before Tuesday's SB meeting whether Saturdays in July could work (12, 19 or 26), since it appears that no June Saturdays work for you two and the Board....

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216

From: Alex Torpey <alex@rethinklocal.us>

Sent: Thursday, May 22, 2025 10:13 AM

To: John Haverstock <jhaverstock@hartford-vt.org>

Subject: Re: Policy Priorities & Strategies -- Retreat/Workshop Planning

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

Hey John that looks like a good document for us to work off. I don't have anything too graphical anticipated in this for a work product, but I can add that on if that's something you all want. The focus will be on the discussion. Here is what I came up with - does this align with what you were thinking? Thanks!

Alex

Alex Torpey

Founder, Rethink Local

In "Community Nursing in the Upper Valley" Episode #6 on Rethink Local's Upper Valley Vibes podcast, we meet Kristin from Community Nurse Connection, and the community nurses in Tunbridge, Hartford, and Hanover and cover topics ranging from insurance, trust and relationship building, holistic healthcare, and how to start a community nursing program in your own town. There is incredible value in this publicly funded, non-insurance based locally developed and delivered healthcare solution for rural communities, and I think everyone will find something interesting in the discussion. Find episodes and other updates on my [Substack](#) or you can find Upper Valley Vibes on [Spotify](#), [Apple](#), or [online](#)!

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On Wed, May 21, 2025 at 4:38 PM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Sounds great all around, Alex.

Thanks.

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216

From: Alex Torpey <alex@rethinklocal.us>
Sent: Wednesday, May 21, 2025 4:37 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Re: Policy Priorities & Strategies -- Retreat/Workshop Planning

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

Great will send you something quick back by end of day tomorrow most likely. I just spoke with Kathleen and she is comfortable us doing the afternoon portion from Rethink Local, though she requested being able to stick around and be a fly on the wall, which I said was fine by me and I imagine you too. Talk soon,

Alex

Alex Torpey

Founder, Rethink Local

In "Community Nursing in the Upper Valley" Episode #6 on Rethink Local's Upper Valley Vibes podcast, we meet Kristin from Community Nurse Connection, and the community nurses in Tunbridge, Hartford, and Hanover and cover topics ranging from insurance, trust and relationship building, holistic healthcare, and how to start a community nursing program in your own town. There is incredible value in this publicly funded, non-insurance based locally developed and delivered healthcare solution for rural communities, and I think everyone will find something interesting in the discussion. Find episodes and other updates on my [Substack](#) or you can find Upper Valley Vibes on [Spotify](#), [Apple](#), or [online](#)!

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On Wed, May 21, 2025 at 4:35 PM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Hi Alex.

Here is the Hartford Selectboard's Strategic Vision document, updated in a Board workshop last fall, and some materials culled from that exercise by our facilitator.

Thanks.

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216



STRATEGIC VISION: MAPPING THE FUTURE OF HARTFORD, VT

We have
**Town
unity
and
village
pride.**



ENGAGED AND WELCOMING COMMUNITY

A diverse, caring, engaged, and inclusive community.

Stimulate community excellence through a **culture of appreciation**. Maintain a **robust network of committees**, **high voter participation**, and **strong culture of volunteerism**. Ensure **voices are heard** through open and civil dialogue. Create **comfort and safety** for all through **anti-discrimination** and **pro-diversity policies and practices**.



STRONG AND STABLE LOCAL ECONOMY

An evolving, culturally connected, four-season, creative economy.

Strike a balance between **commercial and industrial businesses** with a **thriving arts scene**. Local businesses **add character to the community**. Attract visitors and new residents with a **thriving local economy and high quality of life**.

ENVIRONMENTAL SUSTAINABILITY

Valuing and protecting our natural environment.

Lead the transition to **renewable energy** and **reducing greenhouse emissions**. **Protect** wildlife corridors, green spaces, forests, rivers, and other outdoor spaces. **Manage our waste stream responsibly**. Draw inspiration from the **Iroquois Seventh Generation Principle**; make decisions that take into account the impact on future generations.



HIGH QUALITY LEARNING OPPORTUNITIES

Excellent and extensive learning opportunities for all ages.

Excellent public, private, and volunteer-led educational opportunities **attract participants from around the world**. **Life-long learning** opportunities improve our natural, social, and professional environments. **Career opportunities are enhanced** through **placement mentoring** and **continuing education**.

EQUITABLE OPPORTUNITIES



A place where everyone has the opportunity to thrive.

Appeal to a diverse ethnic, racial, and socio-economic demographic. Provide **holistic care and services** with dignity and without stigma.

Residents have **equal access to services, employment, and programs**. Total **cost of living is within reach** through a balance of affordable housing, low-cost services, and affordable tax rate.



RESILIENCE

Preparing for and responding to emergent challenges.

Provide thorough **resilience training programs**. Ensure departments are **well equipped for natural disasters**. **Maintain plans for potential supply interruption of basic necessities** (food, water, electricity, medical supplies, energy, and communication).



FUNCTIONAL INFRASTRUCTURE

A thoughtfully planned and well-maintained infrastructure.

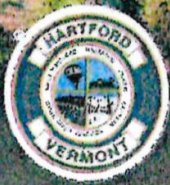
Prepare and follow a **Capital Improvement Plan** that prioritizes projects based on the needs of the town. Prioritize **public safety**. Actively address **emerging needs**, such as parking, high-speed internet, distributed energy, waste stream, and others. Adequately fund and staff departments to **continually maintain and improve infrastructure**.

VISIONARY AND RESPONSIVE GOVERNANCE



Ethical, transparent, and accessible government.

Use **leadership models** to support **civic dialogue across differences of opinion** and carefully consider **public input**. Encourage a **diversity of voices**. Practice **fiscally responsible and transparent governance**.



STRATEGIC VISION: MAPPING THE FUTURE OF HARTFORD, VT

The following list of actionable **Strategic Priorities** was identified by the Town of Hartford Selectboard in **July 2019** to support the goals set forth in the **Strategic Vision**, which was adopted in **October 2018**. [Ranking from 1-37; Implementation Year; Responsible Entity: Selectboard (SB) or Town Manager (TM)]



ENGAGED & WELCOMING COMMUNITY

- Downtown diverse food festival. [31; '20; SB]
- Town Manager regular Cable TV interview. [37; '20; TM]



STRONG & STABLE LOCAL ECONOMY

- Resolve downtown parking shortage. [2; '20-'21; TM]
- Create incentives for more diverse business ownership opportunities. [16; '20; SB]
- Brand, market, and cross promote Town of Hartford. [17; '21; TM]
- Build Hartford Riverwalk. [24; '21; TM]
- Learn about how to incorporate more "new economy" techniques into Town culture. [27; '20; SB]
- Encourage local purchasing within Town and region. [29; '20; TM]



RESILIENCE

- Investigate and develop a plan to prepare for clean energy disruption. [9; '21; SB]
- Carry out flood criticality analysis. [10; '20; TM]
- Work toward the Town's ability to be self-sustaining for some limited period of time (e.g. 3-7 days). [11; '20; SB]
- Analyze perceived vs. actual threats to wellbeing of our community as initial stage of planning process. [18; '20; TM]
- Develop food forest and commit to edible municipal plantings. [34; '20; SB]
- Develop plan for tiny houses that float in the floodplain. [36; '20; TM]



VISIONARY & RESPONSIVE GOVERNANCE

- Improve media presence online and establish a marketing plan. [21; '20; TM]
- Create methods for receiving and celebrating visionary, innovative solutions from staff, volunteers, public officials. [30; '21; SB]
- Institute presentations by social service providers at Selectboard Meetings. [32; '20; SB]
- Citizen survey: satisfaction with services and spending priorities. [33; '21; TM]



EQUITABLE OPPORTUNITIES

- Work toward regional solution to adequate low-income housing with Core 4 Towns. [6; '21; TM]
- Increase the intake of new Americans. [12; '20; SB]
- Work towards an effective zero% homelessness. [14; '20; TM]
- Take action to make Hartford more hospitable for the LGBTQ+ community. [28; '20; SB]

ENVIRONMENTAL SUSTAINABILITY

- Decide the future of the Transfer Station and solid waste enterprise. [1; '20-'21; SB]
- Heighten environmental awareness of rail car storage. [20; '20; TM]
- Develop and track metrics associated with greenhouse gas and renewable energy goals. [22; '20; TM]
- Create Town-wide green storm management plan. [23; '20; TM]



HIGH QUALITY LEARNING OPPORTUNITIES

- Increase communication with the School Board. [25; '20; SB]
- Have High School Liaisons to committees and commissions and/or youth councils. [35; '20; SB]



FUNCTIONAL INFRASTRUCTURE

- Restore Fairview/Gates street and sidewalk. [3; '20-'21; TM]
- Fix or replace Bugbee Senior Center. [4; '20; TM]
- Increase system capacity of downtown drainage. [5; '20; TM]
- Determine cemetery management plan. [7; '20; SB]
- Develop a plan to fix or close Wrights Reservoir. [8; '20-'21; SB]
- Bring public walkways, sidewalks, parking up to ADA standards and codes. [13; '20; TM]
- Analyze need for storm water, wastewater, sewer improvements. [15; '20; TM]
- Develop a program for recreational use of WABA when it doesn't have ice on it. [19; '21; TM]
- Seek private sources to fund recreational capital projects. [26; '20; TM]



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- Develop a program for recreational use of WABA when it doesn't have ice on it. [19; '21; TM]
- Seek private sources to fund recreational capital projects. [26; '20; TM]

Notes from Strategic Planning Session on September 22, 2024, 1 p.m. to 5 p.m.

Prepared by PRISM Conflict Solutions

With respect to the items on the current strategic plan, the group discussed removing the following items as part of the update:

- Analyze perceived vs. actual threats to wellbeing of our community as initial stage of planning process
- Increase communication with School Board
- Learn about how to incorporate more “new economy” techniques into Town culture
- Institute presentations by social service providers at Selectboard Meetings
- Develop food forest and commit to edible municipal plantings
- Develop plan for tiny houses that float in flood plain

The group also discussed folding these items into a larger idea of “Updating and Maintaining a Robust Hazard Mitigation Plan” :

- Investigate and develop a plan to prepare for clean energy disruption.
- Heighten environmental awareness of rail car storage
- Work toward the Town’s ability to be self-sustaining for some limited period of time (e.g. 3-7 days)
- Create Town-wide green storm management plan
- Carry out flood criticality analysis

The group also discussed folding these items into a larger idea of “Support DPW Efforts”:

- Increase system capacity of downtown drainage
- Bring public walkways, sidewalks, parking up to ADA standards and codes
- Analyze need for storm water, wastewater, sewer improvements

The group discussed rewording this item:

- Increase the intake of new Americans

The chart below includes the categories of topics, specific goals within the larger topics, categorized by long-term, short-term and both long and short term, and who will be responsible for accomplishing the goals.

SB: Selectboard

P/P: Public/Private. Encourage private programs.

TM: Town Manager

* - The group did not come to consensus on items with a star symbol.

<i>Engaged and Welcoming Community</i>		
Long-Term	Long-Term/Short-Term	Short-Term
Build a Community Center [SB]	Increased community gatherings: • Incorporate diverse food trucks into town festivities like Block Party [P/P] • Cultural parties/festivals (celebrating diverse cultures) – several times per year [P/P] • Increase frequencies of block parties [P/P] • Quarterly “neighborhood potlucks” [TM]	Roll out HPD Engagement and Outreach Plans [TM]
		Cultural Sensitivity Training for All Staff and Boards [TM/SB]
		Diversify Messaging [TM]

<i>Environmental Sustainability</i>		
Long-Term	Long-Term/Short-Term	Short-Term
CAP Implementation [TM]		Measurable Progress Dashboard [TM]
More charging stations [TM]		Prioritize Resilience and Adaptability [TM] • Low-to-no-interest loans for folks to

		switch over to heat pumps for heating. [SB]
--	--	--

Functional Infrastructure

Long-Term	Long-Term/Short-Term	Short-Term
Sidewalks – build and maintain [TM] Consider a sidewalk usage fee for outdoor businesses [SB]	Build relationships with private funders and work towards shared goals for town improvements [TM]	CIP Policy [SB]
Commitment to Public Transportation Passenger rail between central Upper Valley towns [SB+TM]	Access infrastructure bill funds [TM]	Cemetery Commissioner [SB]
		Wrights Reservoir – planning [SB]
		Transfer Station [SB]
		Parking Solutions and Enforcement Identify Housing Parking Needs in Downtown WRJ [TM]

Visionary and Responsive Governance

Long-Term	Long-Term/Short-Term	Short-Term
Leverage local resources [TM] - Work with the Irving Institute - Emissions Dashboard - Develop relationships with local stakeholders	Develop a communication plan [TM]	Support communication and collaboration between police and the community on public safety [SB/TM] Widespread education on drug abuse [TM]
	Institutionalize policies and procedures and access to them [TM]	
	Quarterly listening and participation sessions [TM]	

	“Town Poll” – Once a month, issue a poll, with a few issues or questions, to all who opt-in via email. [TM]	
	Civic Engagement Mailer: provide information on selectboard meetings, and where to find resources on town website or at town hall [TM]	
	Digitization and access to all policies [TM]	

<i>Equitable Opportunities</i>		
Long-Term	Long-Term/Short-Term	Short-Term
Creative Solutions regarding Housing: • Workforce Housing [TM] • Affordable Housing [TM] • Modify RV Ordinance to allow on private properties [SB/TM] • Commit to addressing the root causes and short term needs of the homeless community [TM]		Encourage Provision of some free resources: • *Increase borrowable tools (possibly other materials as well) at local libraries. [TM]
*Makerspace development in WRJ		

<i>Strong and Stable Local Economy</i>		
Long-Term	Long-Term/Short-Term	Short-Term
Add retail Local Option Tax [SB/TM]	Planning for the Coolidge Block: • Brainstorm priorities for the Coolidge Block, with a focus on what would benefit the town most. [SB]	

	Public/private development policy [TM]	
*Collaborate with the “Core 4” Upper Valley towns toward an “Upper Valley minimum wage”	Market the town to developers – for housing, business, industry - Find creative solutions to attract manufacturing businesses [TM] - Incentive for new business owners [TM]	

High Quality Learning Opportunities

Long-Term	Long-Term/Short-Term	Short-Term
Intern program [TM]		Provide foreign language learning opportunities in community spaces [TM]



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, May 13, 2025, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Chair, Mary Erdei; Clerk, Ashley Andreas; Miranda Dupre; Ida Griesemer; Erik Krauss; Brandon Smith; John Haverstock; Dana Clawson; Cathy Melocik; Cody Dana; John Reid; Peter Zendran; Mark Bradley; Jasmine Hawkins; James Fortmuller; Julia Trottier; Lydia Taylor

Present on Zoom: Vice Chair, Michael Hoyt; Bryan Gazda; Lana Livingston; Michelle Boleski; Heidi Duto

JAM LINK: <https://www.youtube.com/watch?v=hpgO3t4QpxM>

- I. Call to Order the Selectboard Meeting at 6:02pm by Chair, Mary Erdei.
- II. Pledge of Allegiance was recited and led by John Haverstock.
- III. Local Liquor Control Board
Selectboard Chair, Mary Erdei recessed the Selectboard Meeting and opened the Local Liquor Control Board.

Renewals:

1. Selectboard Clerk, Ashley Andreas made the motion to approve the Renewal Application for Quechee General Store d/b/a Quechee General Store Inc., 5573 Woodstock Road, Quechee, VT 05059 for a 2nd Class License.
and
2. to approve the Renewal Application for Tuckerbox, 1 South Main Street, White River Junction, VT 05001 for a 1st Class License, 3rd Class License and an Outside Consumption License.
and
3. to approve the Renewal Application for Jake's Quechee Market, Inc. d/b/a Jake's Quechee Market, 7161 Woodstock Road, Quechee, VT 05059 for a 2nd Class and Tobacco License.
and
4. to approve the Renewal Application for Neshobe River Company, Foley Brothers Brewing d/b/a Neshobe River Company, Location Name of Quechee Gorge Tasting Room, 5573 West Woodstock Road, Quechee, VT 05759 for a 1st Class and Outside Consumption License.
and
5. to approve the Renewal Application for The Public House at Quechee Gorge d/b/a The Public House Pub, 5813 Woodstock Road, Quechee, VT 05059 for a 1st Class License, a 3rd Class License and an Outside Consumption License.
Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Mary Erdei closed the Local Liquor Control Board and reopened the Selectboard Meeting at 6:07PM.

- IV. Local Cannabis Control Board: None
- V. Order of Agenda: There were no changes to the order of agenda.
- VI. Selectboard
 1. Public Comment
Peter Zendran from WRJ shared his concerns about local retailers not accepting cash for services.
 2. Selectboard Comments and Announcements
Ida Griesemer shared comments and thoughts about recycling.

Brandon Smith commented on the local retailer not accepting cash and asked the Town Manager to explore legal possibilities, perhaps an ordinance that would require businesses to accept cash as payment.

Ashley Andreas heard feedback from tenants at the newer rental units about not feeling safe.

3. Appointments

Selectboard Member, Erik Krauss made the motion to approve the Appointment of Cathy Melocik to the Hartford 250th Commemoration Committee for a Term Beginning May 13, 2025 and ending on September 1, 2027 or earlier. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.

4. Town Manager Report

Clerical Worker's Union

Negotiations on the terms of the contract continued with a session on Friday, May 2.

VTrans Paving Grant

I am pleased to report that the Local District Office of VTrans has recommended that Hartford receive a \$175,000 paving grant. Some of you may recall the last budget cycle during which the Board voted to reduce the FY26 paving budget by \$150,000, so this good news is both welcome and well-timed.

Capital Improvement Plan

I am also pleased to report that the Town has been awarded full funding for a municipal planning grant, which will enable the Town to hire a consultant to help the Town re-invigorate the Town's Capital Improvement Plan. Thanks to the Planning & Development Department for their invaluable assistance in securing this funding for our important project.

Windsor County Selectboard Meet-Up

On the evening of Thursday, May 8, there was a gathering of Selectboard members from across Windsor County. Thanks to our friends at VLCT, Two Rivers Ottauquechee Planning Commission and the Mount Ascutney Regional Commission for organizing this event.

Significant Activity Reports Link: <https://www.hartford-vt.org/Archive.aspx?ADID=509>

5. Board Report, Motions & Ordinances

a. Planning Commission Update to the Selectboard presented by Chair of the Planning Commission, John Reid.

b. HCoreI Update to the Selectboard Presented by Chair of HCoreI, Pat Autilio.

c. Consider Adopting Resolution Naming Hartford a Disability-Friendly Town

Presented by Pat Autilio and Cody Dana.

Selectboard Clerk, Ashley Andreas made the motion to adopt the Resolution Naming Hartford a Disability-Friendly Town. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.

Resolution on Hartford as a Disability-Friendly Town

WHEREAS, the Hartford Town Select Board recognizes that, for the Town of Hartford to truly thrive, every community member must be able to fully and meaningfully participate in every aspect of public life, from civic to economic to recreational, and

WHEREAS, the Hartford Town Select Board recognizes that proactively working to remove barriers to full and meaningful participation for disabled members of the community is of vital importance to achieving that goal,

NOW, THEREFORE, BE IT RESOLVED THAT, the Hartford Town Select Board

commits to pursue the following preliminary disability inclusion actions, which will take the Town of Hartford beyond the minimum legal ADA requirements:

Section 1: The Hartford Town Select Board encourages local businesses and organizations to become Certified Disability-Friendly to create a community of belonging for all, and

Section 2: The Hartford Town Select Board encourages the Town to adopt best practices that will help it to serve as a model for disability inclusion in the business sector, and

Section 3: The Hartford Town Select Board encourages the Town to strive for inclusive and accessible spaces and events including:

- accommodations language on public signage
- accommodations language on invitations and registrations for all events hosted and sponsored by the Town,
- requests for accommodations language to be used on invitations and registrations for events the Town speaks at and/or co-sponsors, and

Section 4: The Hartford Town Select Board commits the Town to conducting internal checks and creating improvement plans that will be implemented over time to ensure accessibility and disability inclusion in:

Employment practices, encompassing but not limited to accommodations,
Talent recruitment and retention policies,
Facilities, promoting universal design whenever possible, and
Websites, promoting accessibility whenever possible.

Dated this 13th day of May 2025 at Hartford, Vermont.

- d. Review Bids on New Water Division Truck and Award Contract
Selectboard Vice Chair, Mike Hoyt made the motion to accept the bid in the amount of \$50,148.00 from Formula Ford Lincoln, Rutland VT., for a 2025 Ford F250 4x4 Super Duty Supercab with plow and authorize the Town Manager to sign all documents associated with the purchase of the vehicle. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.
- e. Discuss Town Hall HVAC and Proposed Purchasing Policy Exception
Selectboard Member, Brandon Smith made the motion to waive the Purchasing Policy requirement for multiple bids on goods and services with a total price of over \$20,001 and approve the Town Manager, to execute the contract with Alliance Mechanical to fix the condenser serving the 2nd and 3rd floor of Town Hall for \$22,433. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- f. Review and Approve Bugbee Senior Center Memorandum of Agreement
Selectboard Member, Erik Krauss made the motion that the Selectboard accept the terms of the draft MOA and that the Town Manager be authorized to sign the MOA on behalf of the Town. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
- g. Consider Establishing an Ad Hoc Committee to Review Options and Make Recommendations for Bugbee Building Renovations

It was decided by consensus that the Town Manager and Executive Director of the White River Council on Aging would come back to the Selectboard at the next meeting on May 27th with a proposed Bugbee Committee members list and by-laws for the ad

hoc Bugbee Building Committee.

h. Discuss Selectboard Training Leadership and Potential Programs

It was decided by consensus to go ahead with both options, VLCT and Erik Krauss' suggestions for a full-day workshop. John Haverstock will follow up with VLCT to see if they could perhaps do both options.

Please Note: Mike Hoyt left the meeting at this time.

i. Consider Researching Recycling Collection Options

Selectboard Member, Brandon Smith made the motion that the Selectboard direct the Town Manager with Town Staff, to take 6-8 weeks to investigate various options for recycling collection at curbside including a proposal for Town Staff to do this search among what ever options he sees fit. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed (6/0).

VII. Commission Reports

Melinda Dupre: **Tree Board:** Arbor Day– 115 trees/plants/shrubs sold, \$1,944.10 in profit
Donated two nursery trees (black cherry and cottonwood) to White River Elementary School to replace some oaks that had been removed. The fifth-grade class looks forward to planting this tree and watching it grow. The goal is for the class to see the difference from now to when they graduate from high school. Also, we were able to sell some of our nursery trees at a discount to assist in the work going towards Clifford Park.

Erik Krauss: **Historic Preservation Commission:**

Wilder residents Harry Kendrick, Phil Sargent and Bonnie Arnold are working on a proposed historical sign to be located behind the guardrail on Passumpsic Road across from Depot Street. The sign will provides information about the history of Wilder Village on one side and the history of the Wilder Paper Mill on the other side. The timeline for installation and unveiling of the sign will depend on fundraising - the volunteer team is planning to raise \$4,500 for the project.

Historic Preservation Commission is seeking new members!

Conservation Commission:

Trails Day for the Town Forest is Saturday, June 7th from 9a to Noon. There is still cleanup work from the April ice storm to be done, the trailhead kiosk will be repaired, trails reblazed and other trail maintenance work to be done. Work will be followed by a cookout.

VIII. Consent Agenda: **Selectboard Member, Ida Griesemer made the motion to accept the Consent Agenda. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 5/10/2025

Approve A/P Manifest: 5/9/2025 & 5/13/2025

Approve Meeting Minutes of: 4/15/2025

Future Meetings Approved: 5/27/2025; 6/10/2025 and 6/24/2025

IX. Executive Session: None

X. Adjourn the Selectboard Meeting: **Selectboard Member, Erik Krauss made the motion to adjourn the Selectboard meeting at 9:25PM. Selectboard Member, Mirand Dupre seconded the motion. All were in favor and the motion passed.**

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Check Date: 5/23/2025 - 5/23/2025

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.
13-0200	TIF TAX REVENUE					
031920	MUDGETT, JENNETT & KROGH-WISNER, PC				5/23/2025	1035
	115452	ANNUAL TIF AUDIT FY24 EXPENDITUR	0.00	\$4,000.00	0.00	4,000.00
	Desc:	Annual TIF Audit	Acct:	13-500-101-8060	MISC - Direct Pay From Tax Revenue	
		Vendor Total:		4,000.00	0.00	4,000.00
13-0200	AMERICAN RECOVERY FUNDS			Bank Total:	4,000.00	
25-0121	AMERICAN RECOVERY FUNDS					
044606	STUDIO NEXUS ARCHITECTS & PLANNERS				5/23/2025	2054
	2312.15	PROJ#1 FEASABILITY BUGBEE APR-M	0.00	\$637.50	0.00	637.50
	Desc:	PROJ#1 FEASABILITY BUGBEE APR-MAY	Acct:	25-985-121-0112	ARPA - Bugbee - Building Assessment	
		Vendor Total:		637.50	0.00	637.50
25-0121	Planning Capital Projects			Bank Total:	637.50	
25-0622	Planning Capital Projects					
022880	HOLIDAY OUTDOOR DECOR				5/23/2025	1012
	INV19766	BRACKET KITS	0.00	\$831.40	0.00	831.40
	Desc:	Bracket Kits	Acct:	25-985-622-0047	Economic Dev & Marketing Plan	
		Vendor Total:		831.40	0.00	831.40
25-0622	PARKS - REC RESTRICTED			Bank Total:	831.40	
25-8055	PARKS - REC RESTRICTED					
028832	MACLEAN ENTERPRISES, LLC				5/23/2025	2021
	000058	UNDERFENCE	0.00	\$1,120.00	0.00	1,120.00
	Desc:	UNDERFENCE 150 Inft	Acct:	25-985-511-0001	P & R Restricted - Covered Bridge	
		Vendor Total:		1,120.00	0.00	1,120.00
042482	SHOK ENTERPRISES LLC		AED TEAM		5/23/2025	2022
	1413	AED and AED All Weather Outdoor Cab	0.00	\$4,272.00	0.00	4,272.00
	Desc:	AED and AED All Weather Outdoor Cab	Acct:	25-985-511-0001	P & R Restricted - Covered Bridge	
		Vendor Total:		4,272.00	0.00	4,272.00
25-8055	Quechee Wastewater Bond			Bank Total:	5,392.00	
65-0400	Quechee Wastewater Bond					
016300	FARRAR, INC				5/23/2025	1002
	13039	ROOTS BLOWER #1	0.00	\$27,991.80	0.00	27,991.80
	Desc:	ROOTS BLOWER #1	Acct:	65-965-543-0400	Quechee WW Bond - Capital	
		Vendor Total:		27,991.80	0.00	27,991.80
65-0400	Quechee Garden Project			Bank Total:	27,991.80	
73-0100	Quechee Garden Project					
024465	JAMES LAMONTAGNE LANDSCAPE CO, INC JAMES LAMONTAGNE LANDSCAPE CO, INC				5/23/2025	1032
	3345	WINDOWBOX REPAIRS	0.00	\$305.85	0.00	305.85

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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: WINDOWBOX REPAIRS		Acct: 73-516-318-0100	QUECHEE GARDEN PROJECT		
Vendor Total:				305.85	0.00	305.85
73-0100	Trees Matter	Bank Total:				305.85
73-7304	Trees Matter					
035050	NORTHERN NURSERIES INC				5/23/2025	1040
234017	TREE BOARD TREE+PLANT SALE	0.00	\$1,603.40	0.00		1,603.40
	Desc: TREE BOARD TREE+PLANT SALE		Acct: 73-511-318-7304	CONTRACTED SERVICES(TREES MA		
Vendor Total:				1,603.40	0.00	1,603.40
73-7304	GENERAL FUND - MASCOMA	Bank Total:				1,603.40
FUND 1 0	GENERAL FUND - MASCOMA					
000750	ACTION TARGET				5/23/2025	95072
0618508-IN	TARGETS	0.00	\$364.94	0.00		364.94
	Desc: TARGETS		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
Vendor Total:				364.94	0.00	364.94
000870	ADVANCE AUTO PARTS		ADVANCED AUTO PARTS		5/23/2025	95073
6084512504699	AMB 24 BATTERY	0.00	\$675.32	0.00		675.32
	Desc: AMB 24		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084512704956	CABIN AIR FILTER	0.00	\$28.05	0.00		28.05
	Desc: CABIN AIR FILTER		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
6084512805046	E3 PARTS	0.00	\$151.07	0.00		151.07
	Desc: E3		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084506362744	RETURNS	0.00	\$-381.66	0.00		-381.66
	Desc: RETURNS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
6084507002007	AMB-22 FILTERS	0.00	\$27.22	0.00		27.22
	Desc: AMB-22 FILTERS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:				500.00	0.00	500.00
001170	AIRGAS, INC.		AIRGAS USA, LLC		5/23/2025	95074
9160667605	MEDICAL O2	0.00	\$116.82	0.00		116.82
	Desc: MEDICAL O2		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:				116.82	0.00	116.82
001580	ALLAN'S VENDING SERVICE, LLC				5/23/2025	95075
493275	WATER RENTAL 2ND QUARTER	0.00	\$36.00	0.00		36.00
	Desc: WATER RENTAL 2ND QUARTER		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:				36.00	0.00	36.00
001646	ALLEGIANCE TRUCKS JERICHO		CORPORATE BILLING, LLC		5/23/2025	95076
X122038649:01	PARTS	0.00	\$628.55	0.00		628.55
	Desc: Sensor, Exhaust Bracket, Clamp, Dus		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
X122038649:02	CLAMP, V BAND	0.00	\$79.67	0.00		79.67
	Desc: Clamp, V Band		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
X122038762:01	Merit Q+Style Wheel Kit	0.00	\$109.00	0.00		109.00

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Merit Q+Style Wheel Kit	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
X122038794:01	BRAKE DRUM	0.00	\$250.24	0.00	250.24
	Desc: Brake Drum	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		1,067.46	0.00	1,067.46
001650	ALLEN ENGINEERING POOLS AND SPAS			5/23/2025	95077
1-140659	CREDIT ON ACCOUNT	-1,495.47	\$-1,495.47	0.00	-1,495.47
	Desc: CREDIT FOR OVERCHARGE	Acct: 60-961-340-0000	CHEMICALS		
112-506041-01	1200 LB BIN POLYMER	7,584.99	\$7,584.99	0.00	7,584.99
	Desc: 2300 LB BIN SF8837 Polymer for Trea	Acct: 60-961-340-0000	CHEMICALS		
	Vendor Total:		6,089.52	0.00	6,089.52
002180	AMERICAN RETROWORKS INC	GOOD POINT RECYCLING		5/23/2025	95078
77967	January - March 2025 Non-CED Items	521.60	\$521.60	0.00	521.60
	Desc: January - March 2025 Non-CED Items	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:		521.60	0.00	521.60
002260	AMERICAN TOWER CORPORATION			5/23/2025	95079
460339805	2024 CAM REIMBURSEMENT	0.00	\$5,587.98	0.00	5,587.98
	Desc: 2024 CAM REIMBURSEMENT	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	Vendor Total:		5,587.98	0.00	5,587.98
002956	ASTRONAUT SECURITY TECHNOLOGIES LL			5/23/2025	95080
S2701	APs STN#2	0.00	\$4,704.00	0.00	4,704.00
	Desc: APs STN#2	Acct: 10-221-331-0020	HFD -EQUIPMENT STATION 2		
S2702	FIREWALL STN#2	0.00	\$3,592.00	0.00	3,592.00
	Desc: FIREWALL STN#2	Acct: 10-221-331-0020	HFD -EQUIPMENT STATION 2		
S2712	FIREWALL - MAXFIELD	0.00	\$1,692.00	0.00	1,692.00
	Desc: FIREWALL - MAXFIELD	Acct: 10-528-324-0000	PR -TELEPHONE		
S2718	NETWORK SWITCH AST STN#2	0.00	\$1,811.00	0.00	1,811.00
	Desc: NETWORK SWITCH AST STN#2	Acct: 10-221-331-0020	HFD -EQUIPMENT STATION 2		
	Vendor Total:		11,799.00	0.00	11,799.00
004850	BEN'S UNIFORMS INC.			5/23/2025	95081
210575	UNIFORM	0.00	\$10.00	0.00	10.00
	Desc: UNIFORM	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
210687	NEW OFFICE UNIFORMS	0.00	\$468.95	0.00	468.95
	Desc: NEW OFFICER UNIFORMS	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
210805	NEW OFFICE UNIFORMS	0.00	\$999.43	0.00	999.43
	Desc: NEW OFFICER UNIFORMS	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
211650	NEW OFFICE UNIFORMS	0.00	\$215.97	0.00	215.97
	Desc: NEW OFFICER UNIFORMS	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Vendor Total:		1,694.35	0.00	1,694.35
004854	BENISTAR/HARTFORD	BESTCO HARTFORD		5/23/2025	95082
JUN'25	RETIREEES HEALTH INS JUN'25	3,221.50	\$12,744.96	0.00	12,744.96
	Desc: Retirees health Insurance June 2025	Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE		
	Desc: Retirees health Insurance June 2025	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		

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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: Retirees health Insurance June 2025	Acct: 10-174-418-0100	ASE -RETIREE HEALTH INSURANCE			
	Desc: Retirees health Insurance June 2025	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
	Desc: Retirees health Insurance June 2025	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
	Desc: Retirees health Insurance June 2025	Acct: 10-271-418-0100	DISP -RETIREE HEALTH INSURANCE			
	Desc: Retirees health Insurance June 2025	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
	Desc: Retirees health Insurance June 2025	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance			
	Desc: Retirees health Insurance June 2025	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE			
	Desc: Retirees health Insurance June 2025	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Vendor Total:		12,744.96	0.00	12,744.96	
005800	BLAKTOP INC.		5/23/2025		95083	
33905	High Performance Cold Patch	0.00	\$666.54	0.00	666.54	
	Desc: High Performance Cold Patch	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES			
	Vendor Total:		666.54	0.00	666.54	
006100	BMO FINANCIAL GROUP		5/23/2025		95070	
Hausler 04/01-27/25B	Haulser, Scott - REC	3,017.49	\$3,017.49	0.00	3,017.49	
	Desc: B&H Photo - Park Supplies	Acct: 25-985-511-0001	P & R Restricted - Covered Bridge			
006100	BMO FINANCIAL GROUP		5/23/2025		95084	
Ta 04/28-30/25	Clarke, Martha - PD	0.00	\$261.16	0.00	261.16	
	Desc: LiftSupportsDepot-Lift Support	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES			
	Desc: Staples-Award Certificate Paper	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES			
	Desc: SpurNameTapes-Name Patches	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
	Desc: SpPatchpanel-Laser Cut Patches	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
Walsh 04/28-30/25	Walsh, Dillon - IT	0.00	\$306.72	0.00	306.72	
	Desc: Amazon - Tech Pouch	Acct: 10-181-330-0000	IT -OFFICE EQUIPMENT			
	Desc: TechVar - Battery Server Room	Acct: 10-221-324-0000	HFD -TELEPHONE			
	Desc: TechVar - Battery Server Room	Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI			
	Desc: TechVar - Battery Server Room	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF			
006100	BMO FINANCIAL GROUP		5/23/2025		95070	
Hedges 04/01-27/25	Hedges, Charles - FD	0.00	\$2,756.04	0.00	2,756.04	
	Desc: CPSE - Fesa Candidate Fee	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
	Desc: Caribe-CPSE Conference Lodging	Acct: 10-221-311-0000	HFD -TRAVEL & MEETINGS			
Jay 04/01-27/25	McDonough, Jay - REC	0.00	\$2,987.22	0.00	2,987.22	
	Desc: SurveyMonkey-Yearly Subscription	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
	Desc: Amazon - First Aid/Outdoor Sports	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Amazon - First Aid/Outdoor Sports	Acct: 10-515-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Bingo/Egg Hunt Events Supplies	Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: StrategyZone-Teen Getaway	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
	Desc: Amazon - Youth Sports Supplies	Acct: 10-514-330-0000	PR -ATHLETIC SUPPLIES			
	Desc: PICKLEBALL SUPPLIES	Acct: 10-515-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: AED Brands-Batteries	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: ARCHERY Camera	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
	Desc: AFTERSCHOOL Supplies	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
Clarke 04/01-27/25	Clarke, Ta - PD	80.00	\$994.75	0.00	994.75	
	Desc: USPS - Mailings	Acct: 10-211-322-0000	HPD -POSTAGE			
	Desc: K9 Membership Dues	Acct: 25-985-211-0127	HPD K-9 Stanton Foundation			
	Desc: K9 Membership Dues	Acct: 25-985-211-0126	HPD K-9 Unit Fundraising			
	Desc: Hotel - Training	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			

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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: Helmet	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Desc: CANVA - Annual Subscription	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
John 04/01-27/25	Haverstock, John - TM	0.00	\$45.06	0.00	45.06
	Desc: Meals - Conference Lunch	Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING		
	Desc: Coffee with SB	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
Kelley 04/01-27/25	Kelley, Connie - PD	6,124.11	\$6,909.40	0.00	6,909.40
	Desc: HD-Tarp Strap/J Hooks/Metal Plate	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Desc: SqHappyLimo-Ride Share Peer Support	Acct: 72-211-211-0323	LEMHWA - 15JCOPS-23-GG-01863		
	Desc: Airport Parking Peer Support	Acct: 72-211-211-0323	LEMHWA - 15JCOPS-23-GG-01863		
	Desc: Marriott-Hotel Loddging Peer Suppor	Acct: 72-211-211-0323	LEMHWA - 15JCOPS-23-GG-01863		
	Desc: Officesupply-Plaques Award Ceremony	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc: Lui Lui - Dispatch Week Lunch	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc: USPS - Mailing	Acct: 10-211-322-0000	HPD -POSTAGE		
	Desc: Vistaprint - Police Week Gifts	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Desc: Conjostudios-PTSD 911 Education Kit	Acct: 72-211-211-0323	LEMHWA - 15JCOPS-23-GG-01863		
Clawson 04/01-27/25	Clawson, Dana - Energy	614.50	\$1,947.90	0.00	1,947.90
	Desc: DoubleTreeHotel-BBD Conference	Acct: 10-626-311-0100	TM -Travel & Meetings		
	Desc: AVTG-EV Safety Training DPW+PS Mech	Acct: 10-626-315-0000	TM -Training		
	Desc: AVTG-EV Safety Training	Acct: 10-626-315-0000	TM -Training		
	Desc: Delaney Mtg-Climate Conference	Acct: 10-626-311-0100	TM -Travel & Meetings		
	Desc: U-Line-Bags-Styrofoam Event	Acct: 25-985-100-0626	STYROFOAM		
	Desc: U-Line-Bags-Styrofoam Event	Acct: 10-626-323-0000	TM -Materials & Supplies		
Kenison 04/01-27/25	Kenison, Corey - REC	0.00	\$369.27	0.00	369.27
	Desc: HamptonInn-Staff Training	Acct: 10-521-311-0000	Travel & Meetings		
Laliberty04/01-27/25	Laliberty, William - FD	0.00	\$613.40	0.00	613.40
	Desc: Town Seal for Sign	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
	Desc: Kitchen Table Strn#2	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
	Desc: Med Supplies	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPLI		
Cooney 04/01-27/25	Cooney, Scott - FD	0.00	\$2,504.25	0.00	2,504.25
	Desc: Amazon - Oven Filter	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
	Desc: Amazon - Cleaning Supplies	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
	Desc: Exxon - CPSE Conference	Acct: 10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS		
	Desc: Amazon - Cleaning Suplies	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
	Desc: Panera-Dispatch Appreciation	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
	Desc: Amazon - Ice Machine	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
	Desc: CPSE CONFERENCE	Acct: 10-221-311-0000	HFD -TRAVEL & MEETINGS		
Lori 04/01-27/25	Hirshfield, Lori - Planning	0.00	\$1,254.55	0.00	1,254.55
	Desc: MadisonLiquidator-Cubicle Wall Part	Acct: 10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI		
Nulty 04/01-27/25	Nulty, Paula - Admin	0.00	\$20.99	0.00	20.99
	Desc: Pocket Prep - Training	Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING		
Delisle 04/01-27/25	Delisle, Jeremy - DPW	210.90	\$1,004.36	0.00	1,004.36
	Desc: Co-Op Water @ Maple Street Water Br	Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
	Desc: Amazon - Clipboards	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
	Desc: Amazon-Diesel Fuel Hose	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Desc: NorthernTool-Abrasive Pressure Blas	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Desc: VTANR-Water Licenses MM+JD	Acct: 50-955-317-0000	PERMITS & LICENSES		
O'Neil 04/01-27/25	O'Neil, Lisa - TC	0.00	\$39.84	0.00	39.84
	Desc: USPS-Certified Mail	Acct: 10-151-322-0000	TC -POSTAGE		
Ostrout 04/01-27/25	Ostrout, Gail - FIN	0.00	\$153.41	0.00	153.41
	Desc: Refreshments/Food - Meetings	Acct: 10-171-311-0000	FIN -TRAVEL & MEETINGS		

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Gazda 04/01-27/25	Gazda, Bryan - DPW	181.42	\$629.92	0.00	629.92	
Desc: UPS - Mail Railroad Permit Applicat	Acct: 50-952-543-0000		CAPITAL OUTLAY - WILDER			
Desc: UPS - Mail Filters for Chadwick Bar	Acct: 10-325-322-0000		DPW -POSTAGE			
Desc: HD-Supplies re-paint Admin office	Acct: 10-321-321-0100		DPW -REPAIRS & MAINT-BUILDING			
Desc: Ebay - Wheel+Hub	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES			
Desc: DMV - Temp reg Trailer	Acct: 50-955-317-0000		PERMITS & LICENSES			
Desc: PSI Exams-VT Water Sys Class 3 Test	Acct: 50-955-317-0000		PERMITS & LICENSES			
Desc: HD-Orange Paint Paving Project	Acct: 10-311-318-0000		DPW -CONTRACTED SERVICES			
Tatum 04/01-27/25	Barnes, Tatum - REC	0.00	\$1,022.76	0.00	1,022.76	
Desc: AFTERSCHOOL ACTIVITIES	Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES			
Desc: AFTERSCHOOL SNACKS	Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES			
Desc: AFTERSCHOOL FIELD TRIP	Acct: 10-514-318-0000		PR -CONTRACTED SERVICES			
Desc: HALF DAY FIELD TRIP	Acct: 10-514-318-0000		PR -CONTRACTED SERVICES			
Desc: HALF DAY FIELD TRIP	Acct: 10-514-318-0000		PR -CONTRACTED SERVICES			
006100	BMO FINANCIAL GROUP			5/23/2025	95084	
Clawson 04/28-30/25	Clawson, Dana - Energy	0.00	\$6.00	0.00	6.00	
Desc: DC CeC's Parking - BBD Conf Parking	Acct: 10-626-311-0100		TM -Travel & Meetings			
006100	BMO FINANCIAL GROUP			5/23/2025	95070	
Vincent 04/01-27/25	Vincent, Richard - VAL	0.00	\$5.00	0.00	5.00	
Desc: Prime PLS - Subscription	Acct: 10-174-313-0000		ASE -MEMBERSHIP DUES			
006100	BMO FINANCIAL GROUP			5/23/2025	95084	
Cooney 04/28-30/25	Cooney, Scott - FD	0.00	\$156.47	0.00	156.47	
Desc: Amazon-Spot Flood Lights	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES			
Desc: Amazon - Ice Maker Stand	Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING			
Desc: Amazon - Hose Adapter Forestry	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES			
Delisle 04/28-30/25	Delisle, Jeremy - DPW	612.04	\$612.04	0.00	612.04	
Desc: VRWA-2025 Conference Fees	Acct: 50-954-315-0000		RECRUITMENT & TRAINING			
Desc: VRWA-2025 Conference Fees	Acct: 55-955-315-0000		RECRUITMENT & TRAINING			
Desc: DriUprinting-A Frame Sign	Acct: 50-954-315-0000		RECRUITMENT & TRAINING			
Desc: DriUprinting-A Frame Sign	Acct: 55-955-315-0000		RECRUITMENT & TRAINING			
Desc: DriUprinting-A Frame Sign	Acct: 60-961-315-0000		RECRUITMENT & TRAINING			
Desc: DriUprinting-A Frame Sign	Acct: 65-963-315-0000		RECRUITMENT & TRAINING			
006100	BMO FINANCIAL GROUP			5/23/2025	95070	
Hannux 04/01-27/25	Hannux, Shawn - FD	0.00	\$1,250.94	0.00	1,250.94	
Desc: Lowes-Refrigerator Station	Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING			
Desc: Flusher	Acct: 10-221-331-0200		HFD -TECHNICAL/WATER EQUIPMEN			
Desc: Parking/Bag Check	Acct: 10-221-315-0000		HFD -RECRUITMENT & TRAINING			
006100	BMO FINANCIAL GROUP			5/23/2025	95084	
Gaza 04/28-30/25	Gazda, Bryan - DWP	0.00	\$371.22	0.00	371.22	
Desc: NAR-IPOK Kits	Acct: 10-321-323-0000		DPW -MATERIAL & SUPPLIES			
Hausler 04/28-30/25	Hausler, Scott - REC	0.00	\$-181.05	0.00	-181.05	
Desc: Tax Refund on purchase 04.27.25	Acct: 10-013-100-0000		EXCHANGES PAYABLE			
006100	BMO FINANCIAL GROUP			5/23/2025	95070	
Hausler 04/01-27/25A	Haulser, Scott - REC	0.00	\$1,566.05	0.00	1,566.05	
Desc: VT ANR - DAM REGISTRATION FEE	Acct: 10-521-318-0000		PR -CONTRACTED SERVICES			
Desc: VRPA - Registration fee	Acct: 10-521-311-0000		Travel & Meetings			
Desc: Tax Charge to be refunded 04.30.25	Acct: 10-013-100-0000		EXCHANGES PAYABLE			
006100	BMO FINANCIAL GROUP			5/23/2025	95084	

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Hedges 04/28-30/25	Hedges, Charles - FD	0.00	\$57.00	0.00	57.00
Desc: VTDMV - AMB Registration		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Jay 04/28-30/25	McDonough, Jay - REC	0.00	\$171.23	0.00	171.23
Desc: Amazon - AFTERSCHOOL PROGRAM		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES		
Kelley 04/28-30/25	Kelley, Connie - PD	0.00	\$591.50	0.00	591.50
Desc: PRIMngtGr-Records Training		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
Nulty 04/28-30/25	Nulty, Paula - Admin	0.00	\$6.00	0.00	6.00
Desc: Amazon-Pens		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
Vendor Total:			31,450.89	0.00	31,450.89
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC		5/23/2025	95085
85758571	MED SUPPLIES	0.00	\$1,241.96	0.00	1,241.96
Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
85765810	MED SUPPLIES	0.00	\$17.79	0.00	17.79
Desc: MED SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:			1,259.75	0.00	1,259.75
006965	BRADYPLUS OF VERMONT	BRADY INDUSTRIES		5/23/2025	95086
10018099	CLEANING SUPPLIES	29.11	\$29.11	0.00	29.11
Desc: CLEANING SUPPLIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
10034300	CLEANING SUPPLIES	0.00	\$38.75	0.00	38.75
Desc: CLEANING SUPPLIES		Acct: 10-421-323-0000	SEN -MATERIAL & SUPPLIES		
10083179	CLEANER AND MOP HEAD	0.00	\$181.03	0.00	181.03
Desc: CLEANER AND MOP HEAD		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
10097902	VAC PARTS	0.00	\$65.00	0.00	65.00
Desc: VAC PARTS		Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES		
Vendor Total:			313.89	0.00	313.89
007450	BROWN'S, CHARLIE	CHARLIE BROWN'S		5/23/2025	95087
49243	TRIMMER REPLACEMENTS	0.00	\$899.97	0.00	899.97
Desc: TRIMMER REPLACEMENTS		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:			899.97	0.00	899.97
009120	CHADWICK-BAROSS INC			5/23/2025	95088
C38312	FILTERS	0.00	\$228.66	0.00	228.66
Desc: FILTERS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			228.66	0.00	228.66
009140	CENTRAL VERMONT PROPERTIES			5/23/2025	95089
9500273602	PIPE RENT-243 SHERBROOKE	50.00	\$50.00	0.00	50.00
Desc: PIPE RENT-243 SHERBROOKE		Acct: 50-955-317-0000	PERMITS & LICENSES		
9500273645	PIPE RENT-243 SHERBROOKE	15.00	\$15.00	0.00	15.00
Desc: PIPE RENT-243 SHERBROOKE		Acct: 50-955-317-0000	PERMITS & LICENSES		
Vendor Total:			65.00	0.00	65.00
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		5/23/2025	95090
4229697830	UNIFORMS	0.00	\$52.44	0.00	52.44
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS		

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	4229697898	MECHANIC LAUNDRY	0.00	\$35.76	0.00	35.76
	Desc: MECHANIC LAUNDRY		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	4230426828	MECHANIC LAUNDRY	0.00	\$35.76	0.00	35.76
	Desc: MECHANIC LAUNDRY		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	4230426888	UNIFORMS	0.00	\$52.44	0.00	52.44
	Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS		
	Vendor Total:			176.40	0.00	176.40
010420	COATES, THOMAS		THOMAS COATES		5/23/2025	95091
	JUN'25	REIMBURSEMENT JUN'25	281.26	\$281.26	0.00	281.26
	Desc: REIMBURSEMENT JUN'25 T.C.		Acct: 65-963-418-0100	RETIRE HEALTH INSURANCE		
	Vendor Total:			281.26	0.00	281.26
010675	COHEN STEEL SUPPLY, INC				5/23/2025	95092
	I281825	FLAT BAR	0.00	\$25.00	0.00	25.00
	Desc: FLAT BAR		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			25.00	0.00	25.00
010832	COMCAST				5/23/2025	95093
	0042221JUN'25	INTERNET - JUN'25 LIB	0.00	\$60.05	0.00	60.05
	Desc: INTERNET - JUN'25 LIB		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	0134242MAY'25	N HARTLAND RD - INTERNET	97.97	\$97.97	0.00	97.97
	Desc: N HARTLAND RD - INTERNET		Acct: 30-971-324-0000	TELEPHONE		
	Vendor Total:			158.02	0.00	158.02
011200	CED-TWIN STATE-WHITE RIVER JCT		CED-TWIN STATE-WHITE RIVER JCT		5/23/2025	95094
	9431-1062702	E2 PART	0.00	\$115.72	0.00	115.72
	Desc: E2		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	9431-1062909	E2 PART	0.00	\$115.72	0.00	115.72
	Desc: E2		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			231.44	0.00	231.44
012275	CYRAN, JONATHAN		JONATHAN CYRAN		5/23/2025	95095
	05.14.2025	GAS REIMBURSEMENT	0.00	\$39.00	0.00	39.00
	Desc: GAS REIMBURSEMENT		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
	Vendor Total:			39.00	0.00	39.00
012665	DANIELS, WANDA		WANDA DANIELS		5/23/2025	95096
	JUN'25	REIMBURSEMENT JUN'25	0.00	\$229.17	0.00	229.17
	Desc: REIMBURSEMENT JUN'25 W.D.		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Vendor Total:			229.17	0.00	229.17
013575	DELL MARKETING L.P.				5/23/2025	95097
	10814281924	COMPUTERS	0.00	\$3,418.68	0.00	3,418.68
	Desc: COMPUTERS		Acct: 10-221-330-0000	HFD -OFFICE EQUIPMENT		
	Vendor Total:			3,418.68	0.00	3,418.68

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013770	DETECTACHEM, INC.				5/23/2025	95098
35297	FENTANYL TEST STRIPS		0.00	\$121.81	0.00	121.81
Desc:	FENTANYL TEST STRIPS	Acct:	10-211-323-0000	HPD -MATERIAL & SUPPLIES		
Vendor Total:				121.81	0.00	121.81
014415	DUBE, CHRISTOPHER		CHRISTOPHER DUBE		5/23/2025	95099
JUN'25	REIMBURSEMENT JUN'25		0.00	\$312.50	0.00	312.50
Desc:	REIMBURSEMENT JUN'25 C.D	Acct:	10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:				312.50	0.00	312.50
014442	DUFFIELD, PETER		PETER DUFFIELD		5/23/2025	95100
04.02.2025	REFUND W+S ACCT#211350		213.37	\$213.37	0.00	213.37
Desc:	WATER REFUND ACCT#211350	Acct:	50-510-200-0000	WATER REVENUE-WILDER		
Desc:	SEWER REFUND ACCT#211350	Acct:	60-610-200-0000	WASTEWATER-WILDER		
Vendor Total:				213.37	0.00	213.37
014447	DUFRESNE GROUP				5/23/2025	95101
19686	WILDER WATER MAIN FD - APR'25		517.50	\$517.50	0.00	517.50
Desc:	WILDER WATER MAIN FD - APR'25	Acct:	50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE		
014447	DUFRESNE GROUP				5/23/2025	95102
19759	CULVERT RECORD DRAW 100%		750.00	\$750.00	0.00	750.00
Desc:	Culvert Record Draw	Acct:	72-325-325-0530	Town Highway Structures Program #BC1		
Vendor Total:				1,267.50	0.00	1,267.50
014860	DYER'S WELDING & UPPER VALLEY				5/23/2025	95103
014423	PLOW MODULE 2-PORT		0.00	\$365.19	0.00	365.19
Desc:	PLOW MODULE 2-PORT	Acct:	10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				365.19	0.00	365.19
015500	ENDYNE, INC				5/23/2025	95104
528643	TESTING		90.00	\$90.00	0.00	90.00
Desc:	TESTING	Acct:	60-961-318-0000	CONTRACTED SERVICES		
528773	TESTING		25.00	\$25.00	0.00	25.00
Desc:	TESTING	Acct:	65-963-318-0000	CONTRACTED SERVICES		
530578	TESTING		54.00	\$54.00	0.00	54.00
Desc:	TESTING	Acct:	50-954-318-0000	CONTRACTED SERVICES		
530605	TESTING		365.00	\$365.00	0.00	365.00
Desc:	TESTING	Acct:	60-961-318-0000	CONTRACTED SERVICES		
530655	TESTING		90.00	\$90.00	0.00	90.00
Desc:	TESTING	Acct:	60-961-318-0000	CONTRACTED SERVICES		
530779	TESTING		25.00	\$25.00	0.00	25.00
Desc:	TESTING	Acct:	65-964-318-0000	CONTRACTED SERVICES		
530892	TESTING		90.00	\$90.00	0.00	90.00
Desc:	TESTING	Acct:	50-954-318-0000	CONTRACTED SERVICES		
530893	TESTING		36.00	\$36.00	0.00	36.00
Desc:	TESTING	Acct:	55-954-318-0000	CONTRACTED SERVICES		
531420	TESTING		220.00	\$220.00	0.00	220.00

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	Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES		
531537	TESTING		25.00	\$25.00	0.00	25.00
	Desc: TESTING		Acct: 65-964-318-0000	CONTRACTED SERVICES		
531538	TESTING		46.00	\$46.00	0.00	46.00
	Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES		
Vendor Total:				1,066.00	0.00	1,066.00
015730	ESTES & GALLUP, INC			5/23/2025		95105
12027	STATION #2 EXPANSION APR'25		0.00	\$185,751.49	0.00	185,751.49
	Desc: STATION #2 EXPANSION APR'25		Acct: 10-985-513-0513	US Bank - Fire Station #2 Bond 2024 Se		
Vendor Total:				185,751.49	0.00	185,751.49
015805	EUROFINS ENVIRONMENT TESTING			5/23/2025		95106
475000304	QUE ANNUAL SLUDGE		137.90	\$137.90	0.00	137.90
	Desc: QUE ANNUAL SLUDGE		Acct: 65-964-318-0000	CONTRACTED SERVICES		
4750001715	QUE TESTING		264.00	\$264.00	0.00	264.00
	Desc: QUE TESTING		Acct: 65-964-318-0000	CONTRACTED SERVICES		
4750002447	QUE WW TESTING		219.80	\$219.80	0.00	219.80
	Desc: QUE WW TESTING		Acct: 65-964-318-0000	CONTRACTED SERVICES		
4750003053	QUE WW TESTING		190.40	\$190.40	0.00	190.40
	Desc: QUE WW TESTING		Acct: 65-964-318-0000	CONTRACTED SERVICES		
Vendor Total:				812.10	0.00	812.10
015815	EVANS GROUP INC	EVANS GROUP INC.		5/23/2025		95107
0074814-IN	DIESEL 6000 GAL@\$2.50559		0.00	\$15,033.52	0.00	15,033.52
	Desc: DIESEL 6000 GAL@\$2.50559		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
10031367	GASOLINE APR'25		1,131.70	\$1,491.02	0.00	1,491.02
	Desc: Highway_Gasoline		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
	Desc: Landfill_Gasoline		Acct: 30-971-319-0000	EQUIPMENT OPERATION-GAS		
	Desc: Hartford Water_Gasoline		Acct: 50-954-319-0000	EQUIPMENT OPERATION-GAS		
	Desc: Quechee Water_Gasoline		Acct: 55-954-319-0000	EQUIPMENT OPERATION - GAS		
	Desc: Hartford Wastewater_Gasoline		Acct: 60-961-319-0000	EQUIPMENT OPERATION-GAS		
	Desc: Quechee Wastewater_Gasoline		Acct: 65-963-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:				16,524.54	0.00	16,524.54
016050	HOWARD P. FAIRFIELD, LLC			5/23/2025		95108
9441764	Convoulted Wafers for Sweeper		0.00	\$864.44	0.00	864.44
	Desc: Convoulted Wafers for Sweeper		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				864.44	0.00	864.44
016080	CONSOLIDATED COMMUNICATIONS			5/23/2025		95109
111020181918MAY'25	QUE WW PLANT - INTERNET		52.96	\$52.96	0.00	52.96
	Desc: QUE WW PLANT - INTERNET		Acct: 65-963-324-0000	TELEPHONE		
11833807752APR'25	WRJ WATER TANKS		401.81	\$401.81	0.00	401.81
	Desc: WRJ WATER TANKS		Acct: 50-952-324-0000	TELEPHONE		
122569096956MAY'25	INTERNET-LF		64.24	\$64.24	0.00	64.24
	Desc: INTERNET-LF		Acct: 30-971-324-0000	TELEPHONE		
13444320594APR'25	RADIO CIRCUITS		0.00	\$921.60	0.00	921.60

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		Desc: RADIO CIRCUITS	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	14091736024MAY'25	INTERNET-WABA	0.00	\$332.33	0.00	332.33
		Desc: INTERNET-WABA	Acct: 10-530-324-0000	PR -Telephone		
	14362366935MAY'25	INTERNET - HEMLOCK RIDGE	204.80	\$204.80	0.00	204.80
		Desc: INTERNET - HEMLOCK RIDGE	Acct: 50-952-324-0000	TELEPHONE		
	8022957049639MAY'25	INTERNET-SPORTS PARK PUMP	60.34	\$60.34	0.00	60.34
		Desc: INTERNET-SPORTS PARK PUMP	Acct: 60-964-324-0000	TELEPHONE		
	8022959708618MAY'25	INTERNET-MAXFIELD PUMP HOUSE	67.26	\$67.26	0.00	67.26
		Desc: INTERNET-MAXFIELD PUMP HOUSE	Acct: 60-964-324-0000	TELEPHONE		
Vendor Total:				2,105.34	0.00	2,105.34
016390	FASTENAL COMPANY			5/23/2025		95110
	NHCLA144721	AMB 19 PARTS	0.00	\$154.55	0.00	154.55
		Desc: AMB 19	Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:				154.55	0.00	154.55
017110	FISHER AUTO PARTS, INC			5/23/2025		95111
	301-234853	3/8" T Design x 3/8" FNPT Steel Cou	0.00	\$15.86	0.00	15.86
		Desc: 3/8" T Design x 3/8" FNPT Steel Cou	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-234907	ENGINE OIL FILTER	9.04	\$9.04	0.00	9.04
		Desc: Engine Oil Filter	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	301-234912	BLACK RTV SILICONE	0.00	\$9.53	0.00	9.53
		Desc: Black RTV Silicone	Acct: 10-321-321-0100	DPW -REPAIRS & MAINT-BUILDING		
	301-234977	DISC BRAKE CALIPERS	248.94	\$248.94	0.00	248.94
		Desc: Disc Brake Calipers	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
		Desc: Disk Brake Calipers	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
	301-235129	SHOCKS AND STABILIZERS	0.00	\$692.60	0.00	692.60
		Desc: SHOCKS AND STABILIZERS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	301-235131	CABIN AIR FILTER	0.00	\$25.36	0.00	25.36
		Desc: CABIN AIR FILTER	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	301-235194	CIRCUIT BREAKER	0.00	\$62.72	0.00	62.72
		Desc: Circuit Breaker	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-235197	CIRCUIT BREAKER	0.00	\$250.88	0.00	250.88
		Desc: Circuit Breaker	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-235278	METRIC/SAE BOLT EXTRACTOR SETS	0.00	\$115.82	0.00	115.82
		Desc: Metric/SAE Bolt Extractor Sets	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
	301-235317	COM ECCO BEACON	0.00	\$226.80	0.00	226.80
		Desc: Com Ecco Beacon	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-235746	PW-1 REPAIR	0.00	\$432.02	0.00	432.02
		Desc: PW-1 Repair	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-235803	PW1 REPAIR	0.00	\$39.98	0.00	39.98
		Desc: PW1 Repair	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	301-235862	SEAL PULLER	0.00	\$10.09	0.00	10.09
		Desc: Seal Puller	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
	301-236071	MATERIALS/PARTS	34.50	\$61.43	0.00	61.43
		Desc: MATERIALS/PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
		Desc: MATERIALS/PARTS	Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
		Desc: MATERIALS/PARTS	Acct: 55-953-323-0000	MATERIALS & SUPPLIES		

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301-231897	AMB PARTS	0.00	\$199.99	0.00	199.99
Desc: AMB		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-233849	AMB 19 PARTS	0.00	\$36.48	0.00	36.48
Desc: AMB 19		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-233898	FORESTRY PART	0.00	\$107.87	0.00	107.87
Desc: FORESTRY		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
301-234151	Dexron 3/Mercon ATF, 5 Gal	77.73	\$77.73	0.00	77.73
Desc: Dexron 3/Mercon ATF, 5 Gal		Acct: 30-971-321-0000	REPAIRS & MAINT-VEHICLES		
301-234496	Synthetic 75W90 GL5 Gear Oil	0.00	\$203.95	0.00	203.95
Desc: Synthetic 75W90 GL5 Gear Oil		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
Vendor Total:			2,827.09	0.00	2,827.09
017301	FOGG'S LUMBER AND HARDWARE			5/23/2025	95112
331964/6	CHAIN COIL	0.00	\$14.98	0.00	14.98
Desc: CHAIN COIL		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
336806/6	MATERIALS	0.00	\$220.87	0.00	220.87
Desc: MATERIALS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
338343/6	MATERIALS	11.98	\$11.98	0.00	11.98
Desc: MATERIALS		Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
338623/6	MATERIALS	0.00	\$21.34	0.00	21.34
Desc: MATERIALS		Acct: 10-321-321-0100	DPW -REPAIRS & MAINT-BUILDING		
339171/6	MATERIALS	44.03	\$44.03	0.00	44.03
Desc: MATERIALS		Acct: 30-974-320-0000	EQUIP OPERATION/MAINT-OFFICE		
340307/6	THREAD TAPE/WASP+HORNT SPRAY	0.00	\$38.16	0.00	38.16
Desc: THREAD TAPE/WASP+HORNT SPRAY		Acct: 10-528-321-0100	PR -REPAIRS & MAINT-BUILD & GROU		
340746/6	MATERIALS	50.20	\$50.20	0.00	50.20
Desc: MATERIALS		Acct: 30-974-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			401.56	0.00	401.56
019390	GRAINGER			5/23/2025	95113
9508310191	MATERIALS	287.15	\$287.15	0.00	287.15
Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			287.15	0.00	287.15
019392	GRANDSTAND APPAREL	GRANDSTAND APPAREL		5/23/2025	95114
INV-7373	SPRING SPORTS APPAREL	0.00	\$2,664.32	0.00	2,664.32
Desc: SPRING SPORTS APPAREL		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:			2,664.32	0.00	2,664.32
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		5/23/2025	95115
39424000006MAY'25	PUBLIC SAFETY BLDG	0.00	\$425.04	0.00	425.04
Desc: PUBLIC SAFETY BLDG		Acct: 10-221-329-0000	HFD -ELECTRICITY		
Desc: PUBLIC SAFETY BLDG		Acct: 10-211-329-0000	HPD -ELECTRICITY		
Desc: PUBLIC SAFETY BLDG		Acct: 10-271-329-0000	DISP -ELECTRICITY		
74713200009MAY'25	WOODSTOCK RD	0.00	\$31.55	0.00	31.55
Desc: WOODSTOCK RD		Acct: 10-314-329-0000	DPW -ELECTRICITY		
34926000000MAY'25	PARK LEHMAN BRIDGE LGTS	0.00	\$132.22	0.00	132.22
Desc: PARK LEHMAN BRIDGE LGTS		Acct: 10-314-329-0000	DPW -ELECTRICITY		

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67303200009MAY'25	78 MURPHYS RD	271.75	\$271.75	0.00	271.75	
	Desc: 78 MURPHYS RD	Acct: 65-964-329-0000	ELECTRICITY			
44926000009MAY'25	STREET LIGHTS HWY	0.00	\$2,641.22	0.00	2,641.22	
	Desc: STREET LIGHTS HWY	Acct: 10-314-329-0000	DPW -ELECTRICITY			
01013200009MAY'25	1299 QUECHEE MAIN	254.26	\$254.26	0.00	254.26	
	Desc: 1299 QUECHEE MAIN	Acct: 65-964-329-0000	ELECTRICITY			
04013200003MAY'25	BENTLY RD PUMP	148.61	\$148.61	0.00	148.61	
	Desc: BENTLY RD PUMP	Acct: 65-964-329-0000	ELECTRICITY			
04832000006MAY'25	1299 S MAIN ST PUMP STN	104.92	\$104.92	0.00	104.92	
	Desc: 1299 S MAIN ST PUMP STN	Acct: 60-964-329-0000	ELECTRICITY			
08303200003MAY'25	DEWEY FAMILY RD	134.70	\$134.70	0.00	134.70	
	Desc: DEWEY FAMILY RD	Acct: 65-964-329-0000	ELECTRICITY			
09732000006MAY'25	319 LATHAM WORKS	10,431.85	\$10,431.85	0.00	10,431.85	
	Desc: 319 LATHAM WORKS	Acct: 60-961-329-0000	ELECTRICITY			
09832000005MAY'25	BRIGGS PARK	0.00	\$54.23	0.00	54.23	
	Desc: BRIGGS PARK	Acct: 10-521-329-0000	PR -ELECTRICITY			
11013200008MAY'25	HENDEE WAY	42.98	\$42.98	0.00	42.98	
	Desc: HENDEE WAY	Acct: 65-964-329-0000	ELECTRICITY			
13414587553MAY'25	120 LESLE DR UNIT A	0.00	\$143.37	0.00	143.37	
	Desc: 120 LESLE DR UNIT A	Acct: 10-528-329-0000	PR -ELECTRICITY			
13833000006MAY'25	LYMAN POINT PARK	0.00	\$41.01	0.00	41.01	
	Desc: LYMAN POINT PARK	Acct: 10-521-329-0000	PR -ELECTRICITY			
21257439196MAY'25	1774 HILLSIDE RD	0.00	\$153.78	0.00	153.78	
	Desc: 1774 HILLSIDE RD	Acct: 10-221-329-0000	HFD -ELECTRICITY			
23490000009MAY'25	200 CRANBERRY LN	3,506.01	\$3,506.01	0.00	3,506.01	
	Desc: 200 CRANBERRY LN	Acct: 50-952-329-0000	ELECTRICITY			
23833000005MAY'25	RT 5 HGHLND AVE	0.00	\$100.89	0.00	100.89	
	Desc: RT 5 HGHLND AVE	Acct: 10-314-329-0000	DPW -ELECTRICITY			
27333200007MAY'25	ALDEN PARTRIDGE RD	46.14	\$46.14	0.00	46.14	
	Desc: ALDEN PARTRIDGE RD	Acct: 65-964-329-0000	ELECTRICITY			
27762000001MAY'25	262 N MAIN SENIOR CTR	0.00	\$48.23	0.00	48.23	
	Desc: 262 N MAIN SENIOR CTR	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS			
28933000003MAY'25	MAPLE ST SEWER PUMP	236.35	\$236.35	0.00	236.35	
	Desc: MAPLE ST SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY			
33833000004MAY'25	MAXFIELD PUMP STA	104.21	\$104.21	0.00	104.21	
	Desc: MAXFIELD PUMP STA	Acct: 60-964-329-0000	ELECTRICITY			
37762000000MAY'25	N MAIN ST TRAFFIC LGT	0.00	\$106.45	0.00	106.45	
	Desc: N MAIN ST TRAFFIC LGT	Acct: 10-314-329-0000	DPW -ELECTRICITY			
39065357434MAY'25	CURRIER ST LAMP POST STREET LGT	0.00	\$104.66	0.00	104.66	
	Desc: CURRIER ST LAMP POST STREET LGT	Acct: 10-314-329-0000	DPW -ELECTRICITY			
39135140109MAY'25	120 LESLE DR UNIT C	0.00	\$62.62	0.00	62.62	
	Desc: 120 LESLE DR UNIT C	Acct: 10-528-329-0000	PR -ELECTRICITY			
41082200001MAY'25	291 SUGAR HILL LN	219.98	\$219.98	0.00	219.98	
	Desc: 291 SUGAR HILL LN	Acct: 55-954-329-0000	ELECTRICITY			
43382200004MAY'25	EASTMAN HILL PUMP	217.24	\$217.24	0.00	217.24	
	Desc: EASTMAN HILL PUMP	Acct: 55-954-329-0000	ELECTRICITY			
43833000003MAY'25	BRIDGE ST TRAFFIC LGT	0.00	\$85.87	0.00	85.87	
	Desc: BRIDGE ST TRAFFIC LGT	Acct: 10-314-329-0000	DPW -ELECTRICITY			

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48832000003MAY'25	ARBORETUM LN	125.21	\$125.21	0.00	125.21	
	Desc: ARBORETUM LN	Acct: 60-964-329-0000	ELECTRICITY			
48933200007MAY'25	VILLAGE GREEN BALLOON FEST	0.00	\$27.51	0.00	27.51	
	Desc: VILLAGE GREEN BALLOON FEST	Acct: 10-521-329-0000	PR -ELECTRICITY			
49424000005MAY'25	VA CUTOFF WTR	33.35	\$33.35	0.00	33.35	
	Desc: VA CUTOFF WTR	Acct: 50-954-329-0000	ELECTRICITY			
49662156394MAY'25	SYKES MNT AVE	0.00	\$118.34	0.00	118.34	
	Desc: SYKES MNT AVE	Acct: 10-314-329-0000	DPW -ELECTRICITY			
49672200000MAY'25	RTE WEST HTFD & QUE ST	0.00	\$561.80	0.00	561.80	
	Desc: RTE WEST HTFD & QUE ST	Acct: 10-314-329-0000	DPW -ELECTRICITY			
49762000005MAY'25	BRIDGE ST PUMP STATION	188.31	\$188.31	0.00	188.31	
	Desc: BRIDGE ST PUMP STATION	Acct: 60-964-329-0000	ELECTRICITY			
50776120219MAY'25	1103 N MAIN ST	0.00	\$80.89	0.00	80.89	
	Desc: 1103 N MAIN ST	Acct: 10-314-329-0000	DPW -ELECTRICITY			
62713200004MAY'25	WOODSTOCK RD HEAT TAPE	27.51	\$27.51	0.00	27.51	
	Desc: WOODSTOCK RD HEAT TAPE	Acct: 55-954-329-0000	ELECTRICITY			
65590000009MAY'25	DEPOT ST	242.68	\$242.68	0.00	242.68	
	Desc: DEPOT ST	Acct: 60-962-329-0000	ELECTRICITY			
67003200002MAY'25	STATION 2	0.00	\$330.71	0.00	330.71	
	Desc: STATION 2	Acct: 10-221-329-0000	HFD -ELECTRICITY			
67399084366MAY'25	120 LESLE DR UNIT B	0.00	\$485.02	0.00	485.02	
	Desc: 120 LESLE DR UNIT B	Acct: 10-528-329-0000	PR -ELECTRICITY			
68053200009MAY'25	RT 14 W HARTFORD LIB	0.00	\$190.43	0.00	190.43	
	Desc: RT 14 W HARTFORD LIB	Acct: 10-524-329-0000	PR -ELECTRICITY			
71013200002MAY'25	WHITMAN BOOK PUMP	516.18	\$516.18	0.00	516.18	
	Desc: WHITMAN BOOK PUMP	Acct: 65-964-329-0000	ELECTRICITY			
74856156851MAY'25	97 MAIN ST CHARGING STN	0.00	\$478.33	0.00	478.33	
	Desc: 97 MAIN ST CHARGING STN	Acct: 10-314-329-0100	DPW -ELECTRICITY - CHARGING STA			
74872200006MAY'25	LAKE PINNEO WELL	219.39	\$219.39	0.00	219.39	
	Desc: LAKE PINNEO WELL	Acct: 55-953-329-0000	ELECTRICITY			
74972200005MAY'25	WHEELOCK RD SEC 2	29.75	\$29.75	0.00	29.75	
	Desc: WHEELOCK RD SEC 2	Acct: 55-954-329-0000	ELECTRICITY			
77303200008MAY'25	LAKE PINNEO WW PUMP	69.00	\$69.00	0.00	69.00	
	Desc: LAKE PINNEO WW PUMP	Acct: 65-964-329-0000	ELECTRICITY			
78840100008MAY'25	RAILRD ROW - ENGINE 494	0.00	\$79.31	0.00	79.31	
	Desc: RAILRD ROW - ENGINE 494	Acct: 10-521-329-0000	PR -ELECTRICITY			
80082200009MAY'25	NOYES LN KINGSWOOD	167.13	\$167.13	0.00	167.13	
	Desc: NOYES LN KINGSWOOD	Acct: 55-954-329-0000	ELECTRICITY			
82948328248MAY'25	PROSPECT ST TEMP SERV TRAFFIC L	0.00	\$123.98	0.00	123.98	
	Desc: PROSPECT ST TEMP SERV TRAFFIC LIGHT	Acct: 10-314-329-0000	DPW -ELECTRICITY			
87303200007MAY'25	QUECHEE HARTLAND RD	245.72	\$245.72	0.00	245.72	
	Desc: QUECHEE HARTLAND RD	Acct: 65-964-329-0000	ELECTRICITY			
87833000000MAY'25	MAPLE ST TRAFFIC LGT	0.00	\$84.74	0.00	84.74	
	Desc: MAPLE ST TRAFFIC LGT	Acct: 10-314-329-0000	DPW -ELECTRICITY			
91624000005MAY'25	SOLID WASTE ADMIN	46.72	\$46.72	0.00	46.72	
	Desc: SOLID WASTE ADMIN	Acct: 30-971-329-0000	ELECTRICITY			
97303200006MAY'25	NOYES LN PUMP STN	38.09	\$38.09	0.00	38.09	
	Desc: NOYES LN PUMP STN	Acct: 65-964-329-0000	ELECTRICITY			

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	97762000004MAY'25	N MAIN ST HWY LGTS	0.00	\$62.28	0.00	62.28
	Desc: N MAIN ST HWY LGTS		Acct: 10-314-329-0000	DPW -ELECTRICITY		
	92124869873MAY'25	43 HIGHLAND AVE WABA	0.00	\$44.15	0.00	44.15
	Desc: 43 HIGHLAND AVE WABA		Acct: 10-530-329-0000	PR -ELECTRICITY		
	84443200005MAY'25	WATERMAN HL COVERED BRIDGE	0.00	\$48.81	0.00	48.81
	Desc: WATERMAN HL COVERED BRIDGE		Acct: 10-314-329-0000	DPW -ELECTRICITY		
	57303200000MAY'25	HIGH ST MAIN ST	893.62	\$893.62	0.00	893.62
	Desc: HIGH ST MAIN ST		Acct: 60-964-329-0000	ELECTRICITY		
	Vendor Total:			25,409.10	0.00	25,409.10
020701	HANOVER, TOWN OF		TOWN OF HANOVER		5/23/2025	95116
	02594	TOWER RENTAL APR'25	0.00	\$562.61	0.00	562.61
	Desc: TOWER RENTAL		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	Vendor Total:			562.61	0.00	562.61
021450	HARTFORD, TOWN OF		TOWN OF HARTFORD		5/23/2025	95117
	410266,00439170	131 WILLARD RD	0.00	\$296.91	0.00	296.91
	Desc: 131 WILLARD RD		Acct: 10-221-328-0000	HFD -WATER		
	410265,00439169	131 WILLARD RD FIRE STN	0.00	\$373.72	0.00	373.72
	Desc: 131 WILLARD RD FIRE STN		Acct: 10-221-328-0000	HFD -WATER		
	Vendor Total:			670.63	0.00	670.63
022400	HERRIN, RANDY		RANDALL HERRIN		5/23/2025	95118
	JUN'25	REIMBURSEMENT JUN'25	229.17	\$229.17	0.00	229.17
	Desc: REIMBURSEMENT JUN'25 R.H.		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:			229.17	0.00	229.17
023449	LEGACY POWER, LLC				5/23/2025	95119
	INV-ISI-002788	SOLAR ARRAY - APRIL 2025	4,718.62	\$4,718.62	0.00	4,718.62
	Desc: SOLAR ARRAY - APRIL 2025		Acct: 65-963-329-0000	ELECTRICITY		
	Vendor Total:			4,718.62	0.00	4,718.62
023473	INGRAM LIBRARY SERVICES LLC				5/23/2025	95120
	88066644	BOOKS	0.00	\$35.93	0.00	35.93
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	88253022	BOOKS	0.00	\$18.39	0.00	18.39
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	88102018	BOOKS	0.00	\$184.75	0.00	184.75
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	88124107	BOOKS	0.00	\$13.51	0.00	13.51
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	88253019	BOOKS	0.00	\$30.32	0.00	30.32
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	88253021	BOOKS	0.00	\$24.98	0.00	24.98
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	88124106	BOOKS	0.00	\$64.19	0.00	64.19
	Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		

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025175	SANEL NAPA WEST LEBANON		SANEL NAPA - WEST LEBANON	5/23/2025		95121
55168,2013053	BRAKES		0.00	\$256.43	0.00	256.43
Desc: BRAKES			Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
201003	ES PART		0.00	\$6.63	0.00	6.63
Desc: E3			Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
55168,2014917	PARTS		0.00	\$475.00	0.00	475.00
Desc: PARTS			Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				738.06	0.00	738.06
026040	KOFILE, INC		KOFILE, INC	5/23/2025		95122
INV-KT-020505	RECORDING BOOKS & PAPER (Land re		0.00	\$942.26	0.00	942.26
Desc: RECORDING BOOKS & PAPER (Land recor			Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
Vendor Total:				942.26	0.00	942.26
026759	LOWERY PROPERTY SERVICES			5/23/2025		95123
4049	SPRING CLEAN-UP+MULCHING		0.00	\$5,500.00	0.00	5,500.00
Desc: SPRING CLEAN-UP+MULCHING			Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				5,500.00	0.00	5,500.00
027402	LEBANON, CITY OF		CITY OF LEBANON	5/23/2025		95124
APR'25	TIPPING FEES APR'25		7,393.69	\$7,393.69	0.00	7,393.69
Desc: TIPPING FEES APR'25			Acct: 30-974-318-0000	CONTRACTED SERVICES		
Vendor Total:				7,393.69	0.00	7,393.69
027403	LEBANON, CITY OF		CITY OF LEBANON	5/23/2025		95125
APR'25	GRIT DISPOSAL APR'25		9,070.95	\$9,070.95	0.00	9,070.95
Desc: GRIT DISPOSAL APR'25			Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:				9,070.95	0.00	9,070.95
027750	DEAD RIVER COMPANY		DEAD RIVER COMPANY	5/23/2025		95126
4935943,6150	PROPANE 131.6G@\$1.6434 262 NORTH		0.00	\$218.90	0.00	218.90
Desc: PROPANE 131.6G@\$1.6434 262 NORTH MA			Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
4484213,39451	#2 OIL 319 LATHAM WORKS LN		11,391.11	\$11,391.11	0.00	11,391.11
Desc: #2 OIL 198.30GALS@\$2.8116 319 LATHA			Acct: 60-961-327-0000	BUILDING HEAT		
Desc: #2 OIL 3801.70GALS@\$2.8181 319LAT			Acct: 60-961-327-0000	BUILDING HEAT		
4333626,64323	#2 OIL 752G@\$2.6636 PUBLIC SAFETY		0.00	\$2,025.57	0.00	2,025.57
Desc: #2 OIL 752G@\$2.6636 PUBLIC SAFETY			Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Desc: #2 OIL 752G@\$2.6636 PUBLIC SAFETY			Acct: 10-211-327-0000	HPD -BUILDING HEAT		
Desc: #2 OIL 752G@\$2.6636 PUBLIC SAFETY			Acct: 10-271-327-0000	DISP -Building - Heat		
4935943,576204	PROPANE		0.00	\$593.63	0.00	593.63
Desc: PROPANE 289.5G @1.5075 LIBRARY			Acct: 10-524-327-0000	PR -BUILDING HEAT		
Desc: PROPANE 91.3G @1.6384 LIBRARY			Acct: 10-524-327-0000	PR -BUILDING HEAT		
4484213,22536	#2 OIL 679.90GAL@\$2.8181 142 IZZO P		1,936.43	\$1,936.43	0.00	1,936.43
Desc: #2 OIL 679.90GAL@\$2.8181 142 IZZO P			Acct: 65-963-327-0000	BUILDING HEAT		
Vendor Total:				16,165.64	0.00	16,165.64

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
028850	MAGEE OFFICE EQUIPMENT INC.				5/23/2025	95127
630382	OFFICE FURNITURE - STN#2 DEPOSIT		0.00	\$6,615.28	0.00	6,615.28
	Desc:	OFFICE FURNITURE - STN#2 DEPOSIT	Acct: 10-221-331-0020	HFD -EQUIPMENT STATION 2		
	Vendor Total:			6,615.28	0.00	6,615.28
029746	DARTMOUTH-HITCHCOCK		DARTMOUTH - HITCHCOCK		5/23/2025	95128
700005551,234950292	HEALTH EXAM DOT		0.00	\$260.00	0.00	260.00
	Desc:	HEALTH EXAM DOT D.F. + W.S.	Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES		
	Vendor Total:			260.00	0.00	260.00
029815	MASON, W.B. COMPANY, INC		W.B. MASON COMPANY, INC		5/23/2025	95129
254225157	FILE TOTE		0.00	\$41.39	0.00	41.39
	Desc:	FILE TOTE	Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES		
254178452	CLIPBOARD		0.00	\$5.98	0.00	5.98
	Desc:	CLIPBOARD	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
254036571	WATER		0.00	\$13.98	0.00	13.98
	Desc:	WATER	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
254173839	OFFICE SUPPLIES		0.00	\$35.98	0.00	35.98
	Desc:	OFFICE SUPPLIES	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
254214832	OFFICE SUPPLIES		0.00	\$113.22	0.00	113.22
	Desc:	OFFICE SUPPLIES	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
254142152	TONER		139.99	\$139.99	0.00	139.99
	Desc:	TONER	Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:			350.54	0.00	350.54
030040	MCDONOUGH, JAY		JAY MCDONOUGH		5/23/2025	95130
05.22.2025	START UP CASH - POOL		0.00	\$100.00	0.00	100.00
	Desc:	START UP CASH - POOL	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
	Vendor Total:			100.00	0.00	100.00
030200	MCMASTER-CARR SUPPLY COMPANY		MCMASTER-CARR SUPPLY CO		5/23/2025	95131
44806838	GARDEN HOSE NOZZLE		49.82	\$49.82	0.00	49.82
	Desc:	GARDEN HOSE NOZZLE	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:			49.82	0.00	49.82
031625	MOODY, SCOTT		SCOTT MOODY		5/23/2025	95132
05.21.2025	MEAL REIMB 05.21.25 - 05.23.25		0.00	\$135.00	0.00	135.00
	Desc:	MEAL REIMBURSEMENT	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
	Vendor Total:			135.00	0.00	135.00
031730	MORSE, MARTHA		MARTHA MORSE		5/23/2025	95133
04.23.2025	BUS FARE 04.23.25		0.00	\$94.00	0.00	94.00
	Desc:	BUS FARE	Acct: 10-271-311-0000	DISP -TRAVEL & MEETINGS		
	Vendor Total:			94.00	0.00	94.00
031955	MES SERVICE COMPANY, LLC		MES SERVICE COMPANY, LLC		5/23/2025	95134
IN2253300	UNIFORMS		0.00	\$1,676.68	0.00	1,676.68

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	Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
IN2255500	UNIFORMS		0.00	\$3,435.50	0.00	3,435.50
	Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
IN2253158	UNIFORMS		0.00	\$3,449.63	0.00	3,449.63
	Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
IN2254094	UNIFORMS		0.00	\$533.50	0.00	533.50
	Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:				9,095.31	0.00	9,095.31
032104	MVP SELECT CARE INC.				5/23/2025	95135
APR'25	HEALTH INS ADVISE APRIL 2025		47.48	\$353.50	0.00	353.50
	Desc: Health Ins Advisory April 2025		Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-312-220-0000	DPW -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-530-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 65-965-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory April 2025		Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE		
Vendor Total:				353.50	0.00	353.50
034785	NORTHEAST COMMUNITY SOLAR LLC				5/23/2025	95136
5143	SOLAR ARRAY - APR'25		894.83	\$1,278.33	0.00	1,278.33
	Desc: SOLAR ARRAY - APR'25		Acct: 10-321-329-0000	DPW -ELECTRICITY		
	Desc: SOLAR ARRAY - APR'25		Acct: 60-961-329-0000	ELECTRICITY		
2074	SOLAR ARRAY JUN'24		894.83	\$1,278.33	0.00	1,278.33
	Desc: SOLAR ARRAY JUN'24		Acct: 10-321-329-0000	DPW -ELECTRICITY		
	Desc: SOLAR ARRAY JUN'24		Acct: 60-961-329-0000	ELECTRICITY		
034785	NORTHEAST COMMUNITY SOLAR LLC				5/23/2025	95137
1068	2023 SOLAR ARRAY TRUE UP		527.10	\$753.00	0.00	753.00

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	Desc: 2023 True Up	Acct: 10-321-329-0000	DPW -ELECTRICITY		
	Desc: 2023 True Up	Acct: 60-961-329-0000	ELECTRICITY		
034785	NORTHEAST COMMUNITY SOLAR LLC			5/23/2025	95136
5116	SOLAR ARRAY MAR'25	894.83	\$1,278.33	0.00	1,278.33
	Desc: SOLAR ARRAY MAR'25	Acct: 10-321-329-0000	DPW -ELECTRICITY		
	Desc: SOLAR ARRAY MAR'25	Acct: 60-961-329-0000	ELECTRICITY		
Vendor Total:			4,587.99	0.00	4,587.99
034800	NORTHEAST DELTA DENTAL			5/23/2025	95138
JUN'25	DENTAL INS JUN'25	1,285.78	\$10,055.74	0.00	10,055.74
	Desc: DENTAL INX- JUNE25	Acct: 10-121-230-0000	TM -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-151-230-0000	TC -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-171-230-0000	FIN -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-174-230-0000	ASE -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-175-230-0000	DEL -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-181-230-0000	IT -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-211-230-0000	HPD -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-221-230-0000	HFD -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-271-230-0000	DISP -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-311-230-0000	DPW -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-325-230-0000	DPW -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-511-230-0000	PR -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-514-230-0000	PR -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-521-230-0000	PR -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-621-230-0000	PDZ -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 10-622-230-0000	PDZ -DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 30-975-230-0000	DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 50-954-230-0000	DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 50-955-230-0000	DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 55-955-230-0000	DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 60-961-230-0000	DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 60-965-230-0000	DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 65-963-230-0000	DENTAL		
	Desc: DENTAL INX- JUNE25	Acct: 65-965-230-0000	DENTAL		
Vendor Total:			10,055.74	0.00	10,055.74
034925	NORTHEAST RESOURCE RECOVERY ASSC			5/23/2025	95139
142903	GLASS	292.00	\$292.00	0.00	292.00
	Desc: GLASS	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			292.00	0.00	292.00
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS		5/23/2025	95140
1034628	MSW TRANSPORT APRIL 2025	4,488.03	\$4,488.03	0.00	4,488.03
	Desc: MSW TRANSPORT APRIL 2025	Acct: 30-974-318-0000	CONTRACTED SERVICES		
1034676	CURBSIDE RECYCLE APRIL 2025	30,830.98	\$30,830.98	0.00	30,830.98
	Desc: CURBSIDE RECYCLE APRIL 2025	Acct: 30-931-318-0000	CONTRACTED SERVICES		
	Desc: Disposal Zero Sort	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Vendor Total:			35,319.01	0.00	35,319.01

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035050	NORTHERN NURSERIES INC			5/23/2025	95141
237434	MANURE	7.14	\$120.00	0.00	120.00
Desc: Manure		Acct: 72-627-318-0000	GRANT - VT GARDEN NETWORK		
Desc: Manure		Acct: 10-627-323-0000	PDZ -Materials & Supplies		
235141	MULCH - LYMAN GARDEN	0.00	\$86.40	0.00	86.40
Desc: MULCH - LYMAN GARDEN		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:			206.40	0.00	206.40
035545	NUCAR FORD OF LEBANON			5/23/2025	95142
103494	WIRE ASYS	0.00	\$471.80	0.00	471.80
Desc: WIRE ASYS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			471.80	0.00	471.80
036165	OSBORN, MATTHEW	MATTHEW J. OSBORN		5/23/2025	95143
05.21.2025	MEMBERSHIP APA, NNE CHAPTER	0.00	\$453.00	0.00	453.00
Desc: Memberships		Acct: 10-622-313-0000	PDZ -MEMBERSHIP DUES		
Vendor Total:			453.00	0.00	453.00
036490	PARKER & ANKUDA, PC			5/23/2025	95144
29932	LEGAL FEES - TAX SALE	0.00	\$2,240.00	0.00	2,240.00
Desc: LEGAL FEES - TAX SALE		Acct: 10-175-318-0000	DEL -CONTRACTED SERVICES		
Vendor Total:			2,240.00	0.00	2,240.00
036695	PARRO'S GUN SHOP & POLICE			5/23/2025	95145
140599	NEW OFFICER VEST	736.39	\$1,472.78	0.00	1,472.78
Desc: NEW OFFICER VEST		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc: NEW OFFICER VEST		Acct: 72-211-326-0100	Bullet proof vests		
Vendor Total:			1,472.78	0.00	1,472.78
037276	PETE'S TIRE BARNS, INC			5/23/2025	95146
285992	Tires P235/70TR16	0.00	\$400.00	0.00	400.00
Desc: Tires P235/70TR16		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
285781	Tire 215/75R17.5	0.00	\$201.10	0.00	201.10
Desc: Tire 215/75R17.5		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
285999	Tires, Mount/Dismount	0.00	\$3,011.16	0.00	3,011.16
Desc: Tires, Mount/Dismount		Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
Vendor Total:			3,612.26	0.00	3,612.26
037450	PIKE INDUSTRIES INC			5/23/2025	95147
1320196	STONE	0.00	\$282.15	0.00	282.15
Desc: STONE		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
1320208	Jericho Street Grading	0.00	\$806.58	0.00	806.58
Desc: Jericho Street Grading		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
1320722	STONE-STORM DAMAGE SIDEWALK	0.00	\$20.00	0.00	20.00
Desc: STONE-STORM DAMAGE SIDEWALK		Acct: 10-313-323-0000	DPW -MATERIALS & SUPPLIES		
1321617	Chester Arthur Ditching	0.00	\$108.32	0.00	108.32
Desc: Chester Arthur Ditching		Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				1,217.05	0.00	1,217.05
037500	PIONEER MANUFACTURING CO				5/23/2025	95148
INV-250251	FIELD PUMP WATER EXTRACTION		0.00	\$344.94	0.00	344.94
Desc:	FIELD PUMP WATER EXTRACTION	Acct:	10-521-331-0000	PR -DEPARTMENT EQUIPMENT		
INV-250939	FIELD PAINT		0.00	\$1,105.54	0.00	1,105.54
Desc:	FIELD PAINT	Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:				1,450.48	0.00	1,450.48
038737	PUMP SYSTEMS INC				5/23/2025	95149
55135	INSTALLATION PUMP		1,964.55	\$1,964.55	0.00	1,964.55
Desc:	Installation	Acct:	65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:				1,964.55	0.00	1,964.55
039510	RC CLEANING LLC		RC CLEANING LLC		5/23/2025	95150
426	CLEANING SERVICES APR'25		0.00	\$1,545.00	0.00	1,545.00
Desc:	HECC CLEANING SERVICES APR'25	Acct:	10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Desc:	PD CLEANING SERVICES APR'25	Acct:	10-211-318-0000	HPD -CONTRACTED SERVICES		
427	CLEANING APR'27 - LIB		0.00	\$320.00	0.00	320.00
Desc:	CLEANING APR'27 - LIB	Acct:	10-524-318-0000	PR -CONTRACTED SERVICES		
425	CLEANING SERVICES - APR'25 TH		0.00	\$2,675.00	0.00	2,675.00
Desc:	CLEANING SERVICES - APR'25 TH	Acct:	10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:				4,540.00	0.00	4,540.00
039710	REED TRUCK SERVICES INC		SG REED TRUCK SERVICES INC,		5/23/2025	95151
CM29108A	PARTS RETURN		0.00	\$-185.61	0.00	-185.61
Desc:	PARTS RETURN	Acct:	10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
15690	H-4 Troubleshoot Check Engine Light		0.00	\$735.23	0.00	735.23
Desc:	H-4 Troubleshoot Check Engine Light	Acct:	10-321-318-0000	DPW -CONTRACTED SERVICES		
Vendor Total:				549.62	0.00	549.62
040075	R.H. SCALES CO, INC		R.H. SCALES CO, INC		5/23/2025	95152
6-124344	AMB 24 PART		0.00	\$492.19	0.00	492.19
Desc:	AMB 24	Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:				492.19	0.00	492.19
040375	RICKER, ALLYN		ALLYN RICKER		5/23/2025	95153
MAY'25	RETIREE REIMBURSEMENT MAY'25		0.00	\$792.90	0.00	792.90
Desc:	RETIREE REIMBURSEMENT MAY'25 A.R.	Acct:	10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Vendor Total:				792.90	0.00	792.90
040425	RIESEBERG, HUNTER		RIESEBERG, HUNTER		5/23/2025	95154
JUN'25	REIMBURSEMENT JUN'25		136.95	\$391.28	0.00	391.28
Desc:	REIMBURSEMENT JUN'25 H.R.	Acct:	10-121-418-0100	TM -RETIREE HEALTH INSURANCE		
Desc:	REIMBURSEMENT JUN'25 H.R.	Acct:	30-975-418-0100	RETIREE HEALTH INSURANCE		
Desc:	REIMBURSEMENT JUN'25 H.R.	Acct:	50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	REIMBURSEMENT JUN'25 H.R.	Acct:	55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	REIMBURSEMENT JUN'25 H.R.	Acct:	60-965-418-0100	RETIREE HEALTH INSURANCE		

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	Desc:	REIMBURSEMENT JUN'25 H.R.	Acct:	65-965-418-0100	RETIREE HEALTH INSURANCE	
	Vendor Total:			391.28	0.00	391.28
040751	ROGERS, LARRY		LARRY ROGERS		5/23/2025	95155
	JUN'25	REIMBURSEMENT JUN'25		185.00	\$185.00	0.00 185.00
	Desc:	REIMBURSEMENT JUN'25 L.R.	Acct:	60-961-418-0100	RETIREE HEALTH INSURANCE	
	Vendor Total:			185.00	0.00	185.00
043190	SOLOMITA, DANIEL		DANIEL SOLOMITA		5/23/2025	95156
	05.21.2025	MEAL REIMB 05.19.25 - 05.20-25		0.00	\$46.00	0.00 46.00
	Desc:	MEAL REIMBURSEMENT	Acct:	10-211-311-0000	HPD -TRAVEL & MEETINGS	
	Vendor Total:			46.00	0.00	46.00
043315	NATIONAL CENTER FOR SAFETY INITIATI				5/23/2025	95157
	57023	BACKGROUND CHECKS		0.00	\$75.00	0.00 75.00
	Desc:	BACKGROUND CHECKS	Acct:	10-511-315-0000	PR -RECRUITMENT & TRAINING	
	Desc:	BACKGROUND CHECKS	Acct:	10-527-318-0000	PR -CONTRACTED SERVICES	
	Vendor Total:			75.00	0.00	75.00
044204	STEARNS SEPTIC SERVICE, LLC				5/23/2025	95158
	9581043025	SLUDGE HAULING		1,131.00	\$1,131.00	0.00 1,131.00
	Desc:	SLUDGE HAULING	Acct:	65-963-318-0000	CONTRACTED SERVICES	
	Vendor Total:			1,131.00	0.00	1,131.00
045350	AXON ENTERPRISE, INC				5/23/2025	95159
	INUS347001	LICENSE BUNDLE		0.00	\$386.58	0.00 386.58
	Desc:	LICENSE BUNDLE	Acct:	10-211-330-0000	HPD -OFFICE EQUIPMENT	
	INUS346607	LICENSE BUNDLE		0.00	\$191.26	0.00 191.26
	Desc:	LICENSE BUNDLE	Acct:	10-211-330-0000	HPD -OFFICE EQUIPMENT	
	Vendor Total:			577.84	0.00	577.84
045484	TELEPHONE & NETWORK TECHNOLOGIES				5/23/2025	95160
	847069	2025 PHONE LICENSES		0.00	\$2,874.20	0.00 2,874.20
	Desc:	2025 Phone licenses - TM	Acct:	10-121-324-0000	TM -TELEPHONE	
	Desc:	2025 Phone licenses - Assessor	Acct:	10-174-324-0000	ASE -TELEPHONE	
	Desc:	2025 Phone licenses - DPW	Acct:	10-325-324-0000	DPW -TELEPHONE	
	Desc:	2025 Phone licenses - Finance	Acct:	10-171-324-0000	FIN -TELEPHONE	
	Desc:	2025 Phone licenses - Fire	Acct:	10-231-324-0000	HFD -TELEPHONE	
	Desc:	2025 Phone licenses - Parks	Acct:	10-511-324-0000	PR -TELEPHONE	
	Desc:	2025 Phone licenses - IT	Acct:	10-181-324-0000	IT -TELEPHONE	
	Desc:	2025 Phone licenses - Police	Acct:	10-211-324-0000	HPD -TELEPHONE	
	Desc:	2025 Phone licenses - Dispatch	Acct:	10-271-324-0000	DISP -TELEPHONE	
	Desc:	2025 Phone licenses - Planning	Acct:	10-622-324-0000	PDZ -TELEPHONE	
	Desc:	2025 Phone licenses - TC	Acct:	10-151-324-0000	TC -TELEPHONE	
	846982	NEW LINES		135.00	\$135.00	0.00 135.00
	Desc:	NEW LINES	Acct:	55-953-324-0000	TELEPHONE	
	Desc:	NEW LINES	Acct:	50-954-324-0000	TELEPHONE	
	Desc:	NEW LINES	Acct:	65-963-324-0000	TELEPHONE	

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Vendor Total:			3,009.20	0.00	3,009.20
045730	THOMSON REUTERS - WEST			5/23/2025	95161
851770641	MAR'25 SUBSCRIPTION SVS	0.00	\$10.71	0.00	10.71
Desc:	MAR'25 SUBSCRIPTION SVS	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
851477022	JAN'25 SUBSCRIPTION SERVICE	0.00	\$149.57	0.00	149.57
Desc:	JAN'25 SUBSCRIPTION SERVICE	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Vendor Total:			160.28	0.00	160.28
046035	TMDE CALIBRATION LABS INC			5/23/2025	95162
53744	RADAR CALIBRATIONS	0.00	\$810.00	0.00	810.00
Desc:	RADAR CALIBRATIONS	Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
Vendor Total:			810.00	0.00	810.00
047497	UPPER VALLEY AQUATIC CENTER			5/23/2025	95163
42B	PERSONAL TRAINING	0.00	\$535.00	0.00	535.00
Desc:	PERSONAL TRAINING	Acct: 10-221-331-0000	HFD -DEPARTMENT EQUIPMENT		
Vendor Total:			535.00	0.00	535.00
047910	UPPER VALLEY TRAILS ALLIANCE	UVTA		5/23/2025	95164
05.16.2025	ANNUAL MEMBERSHIP	0.00	\$100.00	0.00	100.00
Desc:	ANNUAL MEMBERSHIP	Acct: 10-611-313-0000	PDZ -MEMBERSHIP DUES		
Vendor Total:			100.00	0.00	100.00
048185	VALLEY IMAGING & AWARDS			5/23/2025	95165
21896	2023 PD AWARDS	0.00	\$243.50	0.00	243.50
Desc:	2023 PD AWARDS	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
21197	250 BUSINESS CARDS	0.00	\$87.00	0.00	87.00
Desc:	250 BUSINESS CARDS	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:			330.50	0.00	330.50
048250	VALLEY NEWS	VALLEY NEWS		5/23/2025	95166
125717,4444913	LEGAL AD	0.00	\$99.00	0.00	99.00
Desc:	LEGAL AD	Acct: 10-221-312-0000	HFD -ADVERTISING		
Vendor Total:			99.00	0.00	99.00
048300	VALLEY NEWS	VALLEY NEWS		5/23/2025	95167
125977,4445131	TOWN PARKING LOT PINE+MAPLE	0.00	\$194.40	0.00	194.40
Desc:	TOWN PARKING LOT PINE+MAPLE	Acct: 10-623-312-0000	PDZ -ADVERTISING		
Vendor Total:			194.40	0.00	194.40
051347	VERMONT, STATE OF	TREASURER, STATE OF VERMONT		5/23/2025	95168
73819	OPERATING FEE 01.01.25 - 03.31.25	3,063.20	\$3,063.20	0.00	3,063.20
Desc:	61,264,591 Gallons Reported	Acct: 50-955-317-0000	PERMITS & LICENSES		
73820	QUE OPERATING 01.01.25 - 03.31.25	845.70	\$845.70	0.00	845.70
Desc:	16,914,300 Gallons Reported	Acct: 55-955-317-0000	PERMITS & LICENSES		

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Vendor Total:			3,908.90	0.00	3,908.90
053175	WHITE RIVER PARTNERSHIP INC		5/23/2025		95169
05.16.2025	FY25 CONSERVATION MEMBERSHIP	0.00	\$100.00	0.00	100.00
Desc:	FY25 Membership	Acct: 10-611-313-0000	PDZ -MEMBERSHIP DUES		
Vendor Total:			100.00	0.00	100.00
053650	WILSON TIRE INC		5/23/2025		95170
548831	TIRES MOUNT AND BALANCE	0.00	\$443.50	0.00	443.50
Desc:	TIRES MOUNT AND BALANCE	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
548611	ALIGNMENT	0.00	\$149.95	0.00	149.95
Desc:	ALIGNMENT	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			593.45	0.00	593.45
054150	WISDOM & POWER LLC		5/23/2025		95171
MAR'25	SOLAR ARRAY - MAR'25	1,965.11	\$1,965.11	0.00	1,965.11
Desc:	SOLAR ARRAY - MAR'25	Acct: 50-952-329-0000	ELECTRICITY		
Vendor Total:			1,965.11	0.00	1,965.11
054160	WITMER PUBLIC SAFETY, INC		5/23/2025		95172
INV679198	HELMET SHIELD	0.00	\$507.99	0.00	507.99
Desc:	HELMET SHIELD	Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN		
Vendor Total:			507.99	0.00	507.99
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR	5/23/2025		95173
JUN'25	REIMBURSEMENT JUN'25	0.00	\$185.00	0.00	185.00
Desc:	REIMBURSEMENT JUN'25 J.W.	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			185.00	0.00	185.00
055310	ZOLL MEDICAL CORPORATION		5/23/2025		95174
4195976	MED SUPPLIES	0.00	\$103.50	0.00	103.50
Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:			103.50	0.00	103.50
059743	HOWELL, THOMAS	THOMAS HOWELL	5/23/2025		95175
05.21.2025	EMPLOYEE REIMBURSEMENTS	0.00	\$1,333.29	0.00	1,333.29
Desc:	GYM MEMBERSHIP JUL'24-MAY'25	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Desc:	MEAL REIMB 05.21.25-05.23.25	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
Desc:	UNIFORM PANTS	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	MINI BAR SLEEVE, HYBRID CUMMERBUND	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	RADIO ADAPTERS, SPEAKER MIC, RADIO	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			1,333.29	0.00	1,333.29
059847	COUTERMARSH, TOM	TOM COUTERMARSH	5/23/2025		95176
JUN'25	REIMBURSEMENT JUN'25	932.84	\$932.84	0.00	932.84
Desc:	Ret reimb Jun 25	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret reimb Jun 25	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret reimb Jun 25	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		

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	Desc: Ret reimb Jun 25	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		932.84	0.00	932.84
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES	5/23/2025		95177
590256215	LEASE KOICERA COPIERS - JUN'25	378.06	\$597.93	0.00	597.93
	Desc: LEASE KOICERA - JUN'25 DIS V1183	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	Desc: LEASE KOICERA - JUN'25 DIS V1179	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
	Desc: LEASE FOLDING MACHINE - JUN'25	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
	Desc: LEASE FOLDING MACHINE - JUN'25	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE FOLDING MACHINE - JUN'25	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: LEASE FOLDING MACHINE - JUN'25	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE FOLDING MACHINE - JUN'25	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: LEASE KOICERA - JUN'25 DPW V1178	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE KOICERA - JUN'25 DPW V1178	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: LEASE KOICERA - JUN'25 DPW V1178	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE KOICERA - JUN'25 DPW V1178	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
590256310	LEASE KOICERA COPIERS - JUN'25	285.96	\$1,119.02	0.00	1,119.02
	Desc: LEASE COPIER - JUN'25 DPW 13420152	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE COPIER - JUN'25 DPW 13420152	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: LEASE COPIER - JUN'25 DPW 13420152	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE COPIER - JUN'25 DPW 13420152	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: LEASE COPIER - JUN'25 PD W9T2Y13735	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Desc: LEASE COPIER - JUN'25 PLAN H552X158	Acct: 10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI		
	Desc: LEASE COPIER - JUN'25 VAL H552X158	Acct: 10-174-320-0000	ASE -EQUIP OPERATION/MAINT-OFFI		
	Desc: LEASE COPIER - JUN'25 REC H55332063	Acct: 10-511-318-0000	PR -CONTRACTED SERVICES		
	Desc: LEASE COPIER - JUN'25 FD#1H5533207	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
	Desc: LEASE COPIER - JUN'25 FIN W9S2Z1415	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
	Desc: LEASE COPIER - JUN'25 TM W9S2Z14336	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
690283891	MAY-JUN 2025 PRINTER LEASE	0.00	\$102.58	0.00	102.58
	Desc: DISPATCH PRINTER LEASE MAY-JUN'25	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	Desc: PD ADMIN PRINTER LEASE MAY-JUN'25	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
590283962	MAY-JUN CID PRINTER LEASE	0.00	\$18.64	0.00	18.64
	Desc: MAY-JUN CID PRINTER LEASE	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Vendor Total:		1,838.17	0.00	1,838.17
060124	GREEN MAPLE, LLC	GREEN MAPLE, LLC	5/23/2025		95178
414137	SOLAR ARRAY - APRIL 2025	3,484.56	\$14,692.99	0.00	14,692.99
	Desc: April 2025 solar electricity	Acct: 10-530-329-0000	PR -ELECTRICITY		
	Desc: April 2025 solar electricity	Acct: 10-161-329-0000	TH -ELECTRICITY		
	Desc: April 2025 solar electricity	Acct: 10-221-329-0000	HFD -ELECTRICITY		
	Desc: April 2025 solar electictiy	Acct: 10-211-329-0000	HPD -ELECTRICITY		
	Desc: April 2025 solar electricity	Acct: 10-271-329-0000	DISP -ELECTRICITY		
	Desc: April 2025 solar electricity	Acct: 55-953-329-0000	ELECTRICITY		
	Desc: April 2025 solar electricity	Acct: 60-962-329-0000	ELECTRICITY		
	Desc: April 2025 solar electricity	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
	Desc: April 2025 solar electricity	Acct: 30-971-329-0000	ELECTRICITY		
	Desc: April 2025 solar electricity	Acct: 65-964-329-0000	ELECTRICITY		
	Vendor Total:		14,692.99	0.00	14,692.99
500387	EXECUSUITE, LLC		5/23/2025		95179

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37582	RENT - JUNE 2025	0.00	\$400.00	0.00	400.00
Desc: RENT - JUNE 2025		Acct: 10-121-318-0600	TM -CONTRACT SERVICES - PARKINC		
Vendor Total:			400.00	0.00	400.00
500660	JP PEST SERVICE		5/23/2025		95180
4110997	MONTHLY SERVICE FEE	0.00	\$88.00	0.00	88.00
Desc: MONTHLY SERVICE FEE		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			88.00	0.00	88.00
501014	TARRANT, GILLIES & SHEMS		5/23/2025		95181
01286	PVR317 APPLICATION	0.00	\$81.67	0.00	81.67
Desc: PVR317 APPLICATION		Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
Vendor Total:			81.67	0.00	81.67
501942	MIKE GUAY ELECTRIC LLC	MG ELECTRIC COMPANY LLC	5/23/2025		95182
6153	EMERGENCY LIGHTS @ WABA	0.00	\$1,017.50	0.00	1,017.50
Desc: EMERGENCY LIGHTS @ WABA LABOR		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Desc: EMERGENCY LIGHTS @ WABA MATERIALS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
6153-1	MAMMOTH FIRE ALARMS SOFTWARE	0.00	\$775.00	0.00	775.00
Desc: MAMMOTH FIRE ALARMS SOFTWARE		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			1,792.50	0.00	1,792.50
502868	SCHAAL, MARCY	MARCY SCHAAL	5/23/2025		95183
05.21.2025	PLASTICWARE/WATER 05.12.25	0.00	\$14.98	0.00	14.98
Desc: PLASTICWARE		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
Desc: water		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
Vendor Total:			14.98	0.00	14.98
503012	KATZ, KYLE	KYLE KATZ	5/23/2025		95184
05.09.2025	MILEAGE REIMB FOOD FOREST	0.00	\$181.30	0.00	181.30
Desc: MILEAGE REIMB FOOD FOREST		Acct: 10-627-311-0100	PDZ -Travel & Meetings		
Vendor Total:			181.30	0.00	181.30
FUND 1 0			Bank Total:		490,613.46
Holdback Total					531,375.41
Batch Totals:		0.00	136,150.83	0.00	667,526.24

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.

_____ MARY M. ERDEI
_____ MICHAEL HOYT
_____ ASHLEY ANDREAS
_____ MIRANDA DUPRE
_____ IDA GRIESEMER
_____ ERIK KRAUSS
_____ BRANDON SMITH
_____ JOHN HAVERSTOCK
_____ GAIL OSTROUT
_____ JOSEPH MAJOR