



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, June 24, 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/91619901314>

Live stream the meeting on YouTube: <https://www.youtube.com/@junctionartsandmedia>

- 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 for Hanover Consumer Cooperative Society, Inc. d/b/a White River Junction Co-op at 209 Maple Street, White River Junction, VT 05001 for a 2nd Class Liquor License
 - b. Consider the Renewal for Northern Hospitality LTD Partnership d/b/a Hotel Coolidge at 39 South Main Street, White River Junction, VT 05001 for a 1st Class and 3rd Class Liquor License
 - c. Consider the Renewal for Wicked Awesome BBQ at 93 Beswick Drive, White River Junction, VT 05001 for a 1st Class License and an Outside Consumption Permit
 - d. Consider the Renewal for KB Ventures, Inc d/b/a Jake's Market & Deli at 1477 Maple Street, Hartford, VT 05047 for a Second Class Liquor License, a Tobacco Substitute Endorsement; and a Tobacco License
 - e. Consider the Renewal for Hua Teng Restaurant d/b/a China Moon at 96 Sykes Avenue, White River Junction, VT 05001 for a 1st Class Liquor License
 - f. Consider the Renewal for Vermont Spirits Distilling Company d/b/a Harry's Lounge, 5573 Woodstock Road, White River Junction, VT 05001 for a 1st Class Liquor License and an Outside Consumption Permit
- IV. Local Cannabis Control Board (6:10)
Renewal: Consider the Renewal for a Cannabis License Renewal for Cloudy Day Farm LLC #S-000012498
- V. Order of Agenda (6:15)
- VI. Selectboard
 1. Public Comment (6:16)
Public comment is an opportunity for the public to comment. It is not the place for dialogue.
 2. Selectboard Comments and Announcements (6:26)
 3. Appointments (6:35)
NEW: Consider the Appointment of Solange Saxby to the Resilient Hartford Committee for a Three Year Term Beginning June 24, 2025 and ending June 23, 2028
Renewal: Consider the Re-Appointment of Brandon Smith to the Hartford Housing and Homelessness Committee for a Term Beginning June 24, 2025 and ending March 1, 2026
 4. Town Manager Report (6:45)
Significant Activity Reports Board Report, Motions & Ordinances
 - a. Parks & Recreation Commission Update (6:50)
 - b. Public Hearing: Continued Consideration and Adoption of Amended Parking Ordinance (7:00)
 - c. Review, Consider and Adopt a FY2026 Fee Schedule (7:30)
 - d. Consider Adoption of Commercial Motor Vehicle Drug and Alcohol Testing Policy (7:50)
 - e. Review and Approve Updated Proposed Ad Hoc Bugbee Building Committee Slate and Bylaws (8:05)
 - f. Consider Applying for Grant Funding for Lights and Cameras at Wilder Park & Ride (8:15)
 - g. Authorize Chair and Vice Chair to Sign FYE Accounts Payable and Payroll (8:35)
- VII. Commission Reports (8:40)

VIII. Consent Agenda (8:45)

Approve Payroll Ending: 6/21/2025

Approve A/P Manifest: 6/20/2025 & 6/26/2025

Approve Meeting Minutes of: 6/10/2025

Future Meetings Approved: 6/29/2025 (Work Planning Session); 7/8/2025 & 7/22/2025

IX. Executive Session: Update on Clerical Workers Union Contract Negotiations (8:50)

X. Adjourn the Selectboard Meeting (9:10)

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

5/20/25 - Addtl. Info - Sent

5/21/25 - TO PD & FINE

5/21/25 - NO PD

5/21 - FINE School for 5/20

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: 5/9/25 Applicant(s): Hanover Consumer Cooperative Society, Inc. (Hanover Co-op)

Doing Business As: White River Junction Co-op

Business Address: 209 Maple St, White River Jct, VT 05001

Telephone Number(s): 802-295-9353 765-7851 E-mail: cmoloney@coopfoodstore.com

Other Contact Name(s), if applicable: Cathy Moloney, Store Manager

Gregory Gilman, Assistance Store Manager

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

Name: Jamie Shechtman, Director of Finance

DOB: 09/16/1993

Name: Cathy Moloney, Store Manager

DOB: 7/3/1957

Name: Gregory Gilman, Assistance Store Manager

DOB: 02/06/1985

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

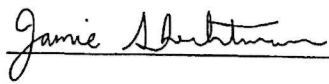
Liquor/Tobacco License Violations for the past THREE Years (See Hartford Liquor Policy for Details) including violations taking place on licensee's premises and/or charges against employee, etc.: If unsure of violations, contact DLL and obtain your records of violations. If no violations, please answer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

Jamie Shechtman

Printed Name

5/9/2025

Date



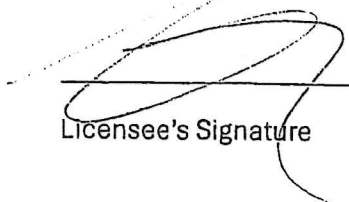
Licensee's Signature

Cathy McLooney

Printed Name

5/12/2025

Date



Licensee's Signature

Greg Gilman

Printed Name

5/12/2025

Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 60548

Application for: Second Class License

Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name:
Hanover Consumer Cooperative Society Inc.

Business ID:
0007302

Business Address:
P.O. Box 633,
Hanover, New Hampshire 03755

Entity Type:
Business Corporation

Phone:
802-765-2872

Management Type if LLC:

Email:
mikeeigenbrode@coopfoodstore.com

People Information

- **Person:**
Lynn Ellen Schimoler

Business Role:
Business Principal

Email:

US Citizen?

Business Address:
6 Greenwood Dr.,
Essex, Vermont, 05452

Political Position

Name: Lynn Ellen Schimoler

Phone:

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Caterina Tierney

Business Role:
Business Principal

Email:

US Citizen?

Business Address:
19 Spencer St. Apt 317,
Lebanon, New Hampshire, 03766

Phone:

Political Position

Name: Caterina Tierney

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Eileen O'Toole

Business Role:
Business Principal

Email:

US Citizen?

Business Address:
101 East Wheelock St,
Hanover, New Hampshire, 03755

Political Position

Name: Eileen O'Toole

Phone:

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Jamie Shechtman

Business Role:
Registered Agent

Email:

jamieshechtman@coopfoodstore.com

Business Address:

US Citizen?

Phone:

Political Position

Name: Jamie Shechtman

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Infiniti Sanderfer

Business Role:

Email:

Officer/Director

US Citizen?

Business Address:

15 Village Ln, Apt 54,
West Lebanon, New Hampshire, 03784

Political Position

Name: Infiniti Sanderfer

Phone:

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Alice Kennedy

Business Role:

Officer/Director

Email:

US Citizen?

Business Address:

22 Main St. P.O. Box 204,
Enfield, New Hampshire, 03748

Political Position

Name: Alice Kennedy

Phone:

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Michael Eigenbrode

Business Role:

Officer/Director

Email:

US Citizen?

Business Address:

83A Summer St,
Hartford, Vermont, 05047

Political Position

Name: Michael Eigenbrode

Phone:

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**

Mike Eigenbrode

Business Role:

Email:

Registered Agent

mikeeigenbrode@coopfoodstore.com

Business Address:

US Citizen?

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Political Position

Phone:

Name: Mike Eigenbrode

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• Person:

Kyle Creevy

Business Role:

Email:

Officer/Director

kylacreevy@board.coopfoodstore.com

Business Address:

US Citizen?

7 Timberwood Drive, Unit 128,
Lebanon, New Hampshire, 03766

Political Position

Phone:

Name: Kyle Creevy

275-223-2372

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• Person:

Emily Hurd

Business Role:

Email:

Officer/Director

emilyhurd@board.coopfoodstore.com

Business Address:

US Citizen?

1856 Quechee Main Street, Unit 9,
Quechee, Vermont, 05059

Political Position

Phone:

Name: Emily Hurd

856-220-1863

Office:

Jurisdiction:

Violations:

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

Co-op Food Store

Do you lease this Premises:**Health License:**

Food:

Lodging:

Location Address:209 Maple Street,
Hartford, Vermont 05001**Vermont Tax Department:****Local Jurisdiction/ Town Clerk:**

Hartford

Education Details**Student Name:**

Mary Vermeulen

Training Completion Date:

Sun Nov 03 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)**License Type:**

Second Class

License Number:

LP-016503

Licensee Name:

Co-op Food Store

License Status:

License issued-renewed application

Licensee Address:209 Maple Street ,
Hartford, Vermont 05001**License Start Date:****License End Date:****Documents Attached**

Name	Document Type	Assosicated With
D-04038	Articles of Organization	LN-018810
D-04039	Other	LN-018810
D-04040	Lease or proof of ownership	LN-018810
D-04974	Other	LN-018810
D-04975	Other	LN-018810
D-07280	Other	Hanover Consumer Cooperative Society Inc.
D-19002	Other	Hanover Consumer Cooperative Society Inc.
D-28364	Lease or proof of ownership	Hanover Consumer Cooperative Society Inc.
D-04038	Articles of Organization	LN-018810
D-04039	Other	LN-018810
D-04040	Lease or proof of ownership	LN-018810
D-04974	Other	LN-018810

D-04975 | Other

LN-018810

Payment and Acknowledgement

Signed by:

Jamie Shechtman, Director of Finance

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2025-05-15 23:23:41

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Connie Kelley *CKelley*

CC:

Date: 5/21/2025

Re: Liquor Licenses

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

Hanover Consumer Cooperative Society Inc DBA White River Junction
Co op
209 Maple Steet White River Jct VT

Cathy Moloney

Gregory Gilman

Jamie Shechtman



Fire Inspection Report

Hartford Fire Department



Inspection

Type Follow Up - Inspection
Status Completed/Closed
Inspector Amy Jerome
Unit Number HFM4
Shift DFM

Scheduled 06/11/2025 00:00
Inspected On 06/11/2025 14:00
Finished At
Next Inspection

Scheduled Jerome

Inspection Length 0.00

Occupant

Occupant Name Co-op Food Store
Building Name Mercantile
Contact Name Greg Gilman
Address 209 MAPLE ST
City, State and Zip White River Junction, VT 05001-
Phone 802-295-3400

Owner

Owner / Company Hanover Consumer Cooperative
Contact Name Greg Gilman
Address PO BOX 633
City, State and Zip Hanover, NH 03755-
Phone 603-225-3400

Comments

Liquor License Fire Inspection:

Initial Inspection: 06/02/2025

Final Inspection: 06/11/2025

Occupancy Type: Mercantile Occupancy

Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 45 days - A final inspection shall be completed before a clear fire inspection report can be obtained.

NFPA 101 (2015):

4.6.6 Time Allowed for Compliance:

A limited but reasonable time, commensurate with the magnitude of expenditure, disruption of services, and degree of hazard, shall be allowed for compliance with any part of this Code for existing buildings.

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of th provision

Violation Summary

Status	Violation	Location
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Tickler History

Date	Type	Inspector	Narrative
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TOWN OF HARTFORD

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website: www.hartford-vt.org



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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: 3/15/25 Applicant(s): NORTHERN HOSPITALITY LTD PARTNERSHIP

C/O DAVID BRIGGS

Doing Business As:

HOTEL COOLIDGE

Business Address:

Telephone Number(s):

802-295-9500

E-mail

David.hotel@coolidge@gmail.com

Other Contact Name(s), if applicable:

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

Name: DAVID BRIGGS, GEN PARTNER

DOB: 12/13/41

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

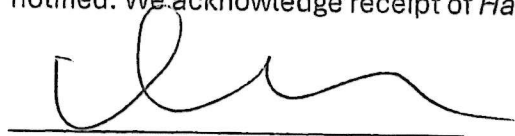
Liquor/Tobacco License Violations for the past THREE Years (See Hartford Liquor Policy for Details) including violations taking place on licensee's premises and/or charges against employee, etc.: If unsure of violations, contact DLL and obtain your records of violations. If no violations, please answer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

DAVID C. PRADIGIS

Printed Name

3/15/25

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 58500
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
Northern Hospitality Limited Partnership

Business ID:
0009415

Business Address:
P.O. Box 515,
White River Jct, Vermont 05001

Entity Type:
Limited Liability Partnership

Phone:
802-683-5502

Management Type if LLC:

Email:
davidhospcoolidge@gmail.com

People Information

- Person:
David Briggs

Business Role:
Business Principal

Email:
davidhospcoolidge@gmail.com

Business Address:

US Citizen?

Political Position

Phone:

Name: David Briggs

Office:

Jurisdiction:

Violations:

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

Location Name:

Do you lease this Premises:

Hotel Coolidge

Location Address:
39 South Main Street,
White River Junction, Vermont 05001

Local Jurisdiction/ Town Clerk:
Hartford

Health License:
Food:Restaurant - Seating 1001-200
Lodging:Lodging - Capacity 51-200

Vermont Tax Department:
MRT-10003377-001

Education Details

Student Name:
David Briggs

Training Completion Date:
Wed Mar 20 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-020051

Licensee Name:
Hotel Coolidge

License Status:
License issued-renewed application

Licensee Address:
39 South Main Street ,
White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:
David C Briggs

State of Vermont / DLL Application Fee:
115.00

Date of Submission:
2025-04-14 18:46:34

State of Vermont / DLL Payment Status:

Local Application Fee:
115

Local Control Payment Status:
false



Application ID: **DLL - Application - 56787**
Application for: **Third Class Restaurant/Bar License**
Category of Business: **Third Class**

Business/ Entity Information

Business/ Entity Name: **Northern Hospitality Limited Partnership**
Business ID: **0009415**
Business Address: **P.O. Box 515,**
White River Jct, Vermont 05001
Entity Type: **Limited Liability Partnership**
Phone: **802-683-5512**
Management Type if LLC:
Email: **davidhotelcoolidge@gmail.com**

People Information

- **Person:**
David Briggs

Business Role: **Business Principal**
Email: **davidhotelcoolidge@gmail.com**
Business Address: **US Citizen?**
Political Position
Phone: **Name: David Briggs**
Office:
Jurisdiction:

Violations:

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

Location Name: **Do you lease this Premises:**

Hotel Coolidge

Location Address:

39 South Main Street,
White River Junction, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:Restaurant - Seating 1001-200
Lodging:Lodging - Capacity 51-200

Vermont Tax Department:

MRT-10003377-001

Education Details

Student Name:

David Briggs

Training Completion Date:

Wed Mar 20 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-020052

Licensee Name:

Hotel Coolidge

License Status:

License Active - Renewal in Process

Licensee Address:

39 South Main Street ,
White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Payment and Acknowledgement

Signed by:

David C Briggs

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-03-28 08:11:19

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 Connie Kelley *CKelley*
CC:
Date: 3/31/2025
Re: Liquor Licenses

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

Northern Hospitality LTD Partnership DBA Hotel Coolidge
39 South Main St. White River Jct VT.

David Briggs

Choose an item.

Choose an item.



Hartford Fire Department

Fire Prevention Division

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

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

HARTFORD LIQUOR LICENSE INSPECTION REQUEST

Name of Building or Business: HOTEL COOLIDGE

Physical location:

(911 address)

39

number and street name

SOUTH MAIN

city/town

WHITE RIVER JCT

zip code

05001

Business Owner Name: NORTHERN HOSPITALITY LIMITED PARTNERSHIP

Business Owner Phone Number: 802-295-3113

Current Building Owner Name: NORTHERN HOSPITALITY LTD PARTNERSHIP

Building Owner Mailing Address: PO BOX 515 / WHITE RIVER JCT

Building Owner Phone Number: 802-295-3448

Inspection Requested by: DAVID BRIGGS

PLEASE SCHEDULE FIRE INSPECTION ONLINE (LINK BELOW)

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

Fee: \$125.00

Please make the check out to the Hartford Fire Department

Send this form & check to:

Hartford Fire Department

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

This section for office use only

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



Fire Inspection Report

Hartford Fire Department

JUN 10 2025



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Alan Beebe
Unit Number HFM3
Shift DFM
Scheduled 04/02/2025 00:00 Scheduled
Inspected On 04/02/2025 00:00
Finished At Inspection Length 0.00
Next Inspection

Occupant

Occupant Name Hotel Coolidge
Building Name
Contact Name Colin Palmer / David Briggs
Address 39 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-295-3118

Owner

Owner / Company NORTHERN HOSPITALITY LTD PARTNERS
Contact Name David Briggs
Address P O BOX 515
City, State and Zip WHITE RIVER JUNCTION, VT 05001-
Phone

Comments

Liquor License Fire And Life Safety Inspection:
Initial Inspection: 04/02/2025
Final Inspection: 06/10/2025
Occupancy Type: Assembly
Occupancy Status: Granted

Initial Inspection Notes:

As of 06/10/2025, all remaining violations have been addressed.

Violation Summary

Status	Violation	Location
Closed	1:4.5.8.9 - Proof of Inspection Proof of inspection, approved by the AHJ shall be affixed by a technically qualified person to the control panel, control valve or riser of the fire protection system after any required annual or semi-annual inspection has been completed as evidence of that inspection. Facilities with limited use may request kitchen hood inspection frequency to be annual, when reviewed and approved by the AHJ. Intent of this code is to provide one proof of inspection sticker annually to sprinkler or fire alarm systems and	Elevator

generators where applicable, regardless of inspection frequency.

Comments: Elevator noted to be due for annual inspection in January, 2025.

Mr Palmer states that elevator has been out of service for five weeks and is now in service and only requires the State Inspection of the elevator

Required Action: Obtain annual TQP certificate for elevator

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: Banquet hall: Outlet in the floor is missing a cover. Bottle room: open switch near back door Bakery room: exposed wires from overhead lights Required Action: Replace/Repair	Building
Closed	4.5 - Flexible Cords and Cables Flexible cords and cables shall not be used as follows: (1) As a substitute for the fixed wiring of a structure (2) Where run through holes in walls, ceilings, or floors (3) Where run through doorways or windows, under carpets, and so forth (4) Where attached to building surfaces Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method. Comments: Extension cord noted in use in the following areas: - Kitchen: to refrigerator - Beer cooler: to portable cooler - VT Room Hallway: to lamp on table Required Action: Remove all extension cords	Building
Closed	4.2.8 - Panelboards and Distribution Equipment (Identification/Marking) Each disconnecting means for motors and appliances, and each service, feeder, or branch circuit at the point where it originates, shall be legibly marked to indicate its purpose unless located and arranged so the purpose is evident. The marking shall be capable of withstanding the environment involved. Comments: Bottle Room: Knife switch noted as not labeled Table cloth area: Water heater switch Required Action: Label switch for its use or "out of service" is not in use	Bottle room
Closed	14.2 - Annual Inspection (Solid Fuel-Burning Appliances) Chimneys, fireplaces, and vents shall be inspected at least once a year in accordance with the requirements of Section 15.2. Cleaning, maintenance, and repairs shall be done if necessary. Comments: Fireplace in the lobby Fireplace in the VT Room Required Action: - All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions, and shall be inspected by person(s) certified in accordance with section 1.13. Inspections shall be in accordance with the standards and recommended procedures for inspection of existing appliances established under NFPA 211. When the inspection determines the existing situation involves a distinct hazard to life or property and requires immediate action, the violation(s) shall be immediately corrected or the certified inspector conducting the inspection shall contact the AHJ and disconnect the heating appliance from operation. Official proof of annual inspection and cleaning shall be provided to the AHJ.	Building
Closed	1:11.5.1.7.1 - Periodic Inspection of Heating Appliances	Building

All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions, and shall be inspected at least once during any 2 year period by person(s) certified in accordance with section 1.13. Inspections shall be in accordance with the standards and recommended procedures for inspection of existing appliances established under NFPA 31, 54 and 211, including the measurement of carbon monoxide in the flue gas. At the time of inspection the appliance shall be marked with the date of the inspection and the name and certificate number of the person who performed the inspection. When the inspection determines the existing situation involves a distinct hazard to life or property and requires immediate action, the violation(s) shall be immediately corrected or the certified inspector conducting the inspection shall contact the AHJ and disconnect the heating appliance from operation.

Comments: - Fuel fired heating appliance noted and operational.

Rinnai heater X 2

Required Action:- Provide supporting documentation of appliance inspection and compliance within the past 24 months. .

Tickler History

Date	Type	Inspector	Narrative
04/02/2025	Emailed Notice	Beebe, Alan	An email was sent to davidhotelcoolidge@gmail.com Message: Good afternoon Attached is the report from the liquor license inspection done earlier today. Please let me know if you have any questions and when you will be ready for a quick follow-up inspection in order to close this inspection out. Thank you Alan Beebe, Deputy Fire Marshal hartford Fire Dept 603-359-6418

Sent to HPD - HPD 4/8/25

APR 08 2025



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: 3-30-25 Applicant(s): DAVID McEnnis

Doing Business As: Wicked Acreage DRQ

Business Address: 93 Resnick Dr WRS VT 05001

Telephone Number(s): [REDACTED] E-mail: [REDACTED]

Other Contact Name(s), if applicable: _____

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

Name: DAVID McEnnis

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

DAVID MCINNIS

Printed Name

4-3-25

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 54894
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Wicked Awesome BBQ, LLC
Business ID: 0291655
Business Address: 93 Beswick Drive,
Whit River Junction, Vermont 05001
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone: 803-7296213
Email: mcinnis151@yahoo.com

People Information

- **Person:**
David Mcinnis

Business Role: Business Principal
Email: mcinnis151@yahoo.com
Business Address: 93 beswick dr,
White river junction, Vermont, 05001
US Citizen? Yes
Political Position
Phone: 802-988050
Name: David Mcinnis
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5773		Possession of marijuana	Sun Aug 06 00:00:00 GMT 2017

Location/ Premises Detail

Location Name:
Wicked Awesome BBQ

Location Address:
93 Beswick Drive,
White River Junction, Vermont 05001

Local Jurisdiction/ Town Clerk:
Hartford

Do you lease this Premises:

Health License:
Food:
Lodging:

Vermont Tax Department:

Education Details

Student Name:
David McInnis

Training Completion Date:
Fri Apr 19 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-020045

Licensee Name:
Wicked Awesome BBQ

License Status:
License Active - Ready for Renewal

Licensee Address:
93 Beswick Drive ,
White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-05119	Other	LN-021455
D-05131	Other	LN-021455
D-05132	Other	LN-021455
D-05133		LN-021455
D-16248	Professional Licenses	Wicked Awesome BBQ, LLC
D-16249	Professional Licenses	Wicked Awesome BBQ, LLC
D-16250	Professional Licenses	Wicked Awesome BBQ, LLC
D-05119	Other	LN-021455
D-05131	Other	LN-021455
D-05132	Other	LN-021455
D-05133		LN-021455

Payment and Acknowledgement

Signed by:

David mcinnis

Date of Submission:

2025-03-06 17:24:07

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:**Local Control Payment Status:**

false



Application ID: DLL - Application - 51731
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name:	Business ID:
Wicked Awesome BBQ, LLC	0291655
Business Address:	Entity Type:
93 Beswick Drive,	Limited Liability Corporation
Whit River Junction, Vermont 05001	
Phone:	Management Type if LLC:
803-7296213	
Email:	
mcinnis151@yahoo.com	

Foundational License (if applicable)

License Type:	License Number:
First Class	LP-020049
Licensee Name:	License Status:
Wicked Awesome BBQ	License Active - Ready for Renewal
Licensee Address:	License Start Date:
93 Beswick Drive ,	2024-07-01
White River Junction, Vermont 05001	
	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
--------------	----------------------	---------	-----------------

Event Premises Details

Location Name:

Wicked Awesome BBQ

Start date and time of event

End date and time of event

Location Address:

93 Beswick Drive,
White River Junction, Vermont 05001

Approximate Number of Persons Expected

Describe the type of event/ OCP Area:

Local Jurisdiction/ Town Clerk:

Hartford

40x100 ft yard with split rail fencing

Documents Attached

Name	Document Type	Assosicated With
D-05119	Other	LN-021455
D-05131	Other	LN-021455
D-05132	Other	LN-021455
D-05133		LN-021455
D-16248	Professional Licenses	Wicked Awesome BBQ, LLC
D-16249	Professional Licenses	Wicked Awesome BBQ, LLC
D-16250	Professional Licenses	Wicked Awesome BBQ, LLC
D-05119	Other	LN-021455
D-05131	Other	LN-021455
D-05132	Other	LN-021455
D-05133		LN-021455

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2025-01-31 19:00:26

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 Connie Kelley *CKelley*

CC:

Date: 4/17/2025

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.

Wicked Awesome BBQ
93 Beswick Dr.

David McInnis

Choose an item.



Fire Inspection Report

Hartford Fire Department

Inspection 12345



Inspection

Type Follow Up - Inspection
Status Completed/Closed
Inspector Amy Jerome
Unit Number HFM4
Shift DFM
Scheduled 06/05/2025 00:00
Inspected On 06/05/2025 11:15
Finished At 06/05/2025 11:45
Next Inspection
Scheduled Jerome
Inspection Length 0.00

Occupant

Occupant Name Wicked Awesome BBQ
Building Name Assembly Occupancy
Contact Name David McGinnis
Address 93 BESWICK DR
City, State and Zip White River Junction, VT 05001-
Phone 802-698-8059

Owner

Owner / Company Lowell Spillane
Contact Name David McGinnis
Address 30 Harbor Rd
City, State and Zip Shelburne, VT 05482-
Phone 802-698-8059

Comments

Liquor License Fire Inspection:
Initial Inspection: 04/22/2025
Final Inspection: 06/05/2025
Occupancy Type: Assembly Occupancy - Restaurant
Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 3 days - A final inspection shall be completed before a clear fire inspection report can be obtained.

NFPA 101 (2015):

4.6.6 Time Allowed for Compliance:

A limited but reasonable time, commensurate with the magnitude of expenditure, disruption of services, and degree of hazard, shall be allowed for compliance with any part of this Code for existing buildings.

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 provision

Violation Summary

Status	Violation	Location
-		

Tickler History

Date	Type	Inspector	Narrative
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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



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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: 4/23/05 Applicant(s): KB ventures, Inc.

Doing Business As: Jake's Market + Deli

Business Address: 1477 Maple St., Hartford, VT 05001

Telephone Number(s): 802-698-8106 E-mail: bergeron@jakesmarket.com

Other Contact Name(s), if applicable: Ryan Bergeron

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

Name: Bruce Bergeron

DOB: 5/25/66

Name: Ed Kerrigan

DOB: 4/18/52

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

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

NONE

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

NONE

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



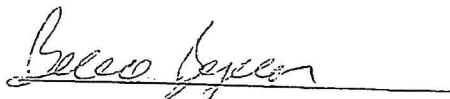
Licensee's Signature



Printed Name

4/23/25

Date



Licensee's Signature



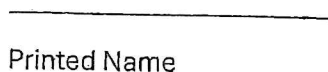
Printed Name

4/23/25

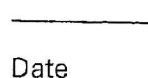
Date



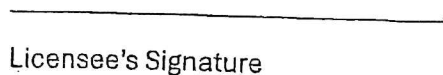
Licensee's Signature



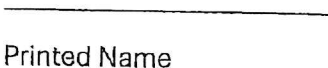
Printed Name



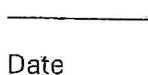
Date



Licensee's Signature



Printed Name



Date



Application ID: DLL - Application - 57169
Application for: Tobacco Substitute Endorsement
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name: K-B Ventures Inc.
Business Address:
Phone:
Email: bergeron@jakesmarket.com

Business ID: 0006844
Entity Type: Business Corporation
Management Type if LLC:

Foundational License (if applicable)

License Type: Tobacco
License Number: LP-015952
Licensee Name: Jake's Market & Deli
License Status: License issued-renewed application
Licensee Address: 1477 Maple Street ,
Hartford, Vermont 05047
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
--------------	----------------------	---------	-----------------

Event Premises Details

Location Name:
Jake's Market & Deli

Start date and time of event

End date and time of event

Location Address:
1477 Maple Street,
Hartford, Vermont 05047

Approximate Number of Persons Expected

Describe the type of event/ OCP Area:

Local Jurisdiction/ Town Clerk:
Hartford

Documents Attached

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

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:
50.00

Date and time of Submission:
2025-04-01 19:56:06

State of Vermont / DLL Payment Status:

Local Application Fee:
0

Local Control Payment Status:
false



Application ID: DLL - Application - 57171
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: K-B Ventures Inc.
Business ID: 0006844
Business Address: ,
Entity Type: Business Corporation
Management Type if LLC:
Phone:
Email: rbergeron@jakesmarket.com

People Information

- Person:
Maggie Griffin

Business Role: Officer/Director
Email: mhalley@jakesmarket.com
Business Address: ,
US Citizen?
Political Position
Phone: Name: Maggie Griffin
Office:
Jurisdiction:

Violations:

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

- Person:
Ryan Bergeron

Business Role: Business Principal
Email: rbergeron@jakesmarket.com

Business Address:

US Citizen?

Political Position

Phone:

Name: Ryan Bergeron

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

Jake's Market & Deli

Do you lease this Premises:

Health License:

Food:2657

Lodging:

Location Address:

1477 Maple Street,
Hartford, Vermont 05047

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Bruce Bergeron

Training Completion Date:

Mon Nov 25 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-015950

Licensee Name:

Jake's Market & Deli

License Status:

License issued-renewed application

Licensee Address:

1477 Maple Street ,
Hartford, Vermont 05047

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
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Application ID: DLL - Application - 57172
Application for: Tobacco License
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name: K-B Ventures Inc. Business ID: 0006844
Business Address: Entity Type: Business Corporation
Phone: Management Type if LLC:
Email: rbergeron@jakesmarket.com

People Information

- Person:
Maggie Griffin

Business Role: Officer/Director Email: maggie@jakesmarket.com
Business Address: US Citizen?
Political Position
Phone: Name: Maggie Griffin
Office:
Jurisdiction:

Violations:

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

- Person:
Ryan Bergeron

Business Role: Business Principal Email: rbergeron@jakesmarket.com

Payment and Acknowledgement

Signed by:

Ryan Bergeron

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2025-04-01 19:57:38

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false

2025-04-01 19:57:38

Business Address:

US Citizen?

Political Position

Phone:

Name: Ryan Bergeron

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

Jake's Market & Deli

Do you lease this Premises:

Health License:

Food:5032

Lodging:

Location Address:

1477 Maple Street,
Hartford, Vermont 05047

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Bruce Bergeron

Training Completion Date:

Mon Nov 25 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Tobacco

License Number:

LP-015951

Licensee Name:

Jake's Market & Deli

License Status:

License issued-renewed application

Licensee Address:

1477 Maple Street ,
Hartford, Vermont 05047

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosiated With
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Payment and Acknowledgement

Signed by:

Date of Submission:

2025-04-01 19:58:13

Local Application Fee:

0

State of Vermont / DLL Application Fee:

110.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Connie Kelley *(Signature)*

CC:

Date: 5/1/2025

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.

KB Ventures Inc DBA Jake's Market & Deli
1477 Maple St Hartford VT

Edward Kerrigan

Bruce Bergeron

Choose an item.



Fire Inspection Report

Hartford Fire Department



Inspection

Type Follow Up - Inspection
Status Completed/Closed
Inspector Amy Jerome
Unit Number HFM4
Shift DFM
Scheduled 06/16/2025 00:00
Inspected On 06/16/2025 13:30
Finished At 06/16/2025 13:50
Next Inspection
Scheduled Jerome
Inspection Length 0.00

Occupant

Occupant Name Jake's Market & Deli
Building Name Mercantile
Contact Name Bruce Bergeron
Address 1477 MAPLE ST
City, State and Zip Hartford, VT 05047-
Phone 802-698-8106

Owner

Owner / Company K-B Ventures Inc
Contact Name Bruce Bergeron
Address 227 Mechanic Street
City, State and Zip Lebanon, NH 03766-
Phone

Comments

Liquor License Fire Inspection:
Initial Inspection: 04/30/2025
Final Inspection: 06/14/2025
Occupancy Type: Mercantile Occupancy
Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 3 days - A final inspection shall be completed before a clear fire inspection report can be obtained.

NFPA 101 (2015):

4.6.6 Time Allowed for Compliance:

A limited but reasonable time, commensurate with the magnitude of expenditure, disruption of services, and degree of hazard, shall be allowed for compliance with any part of this Code for existing buildings.

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of t
provision

Violation Summary

Status	Violation	Location
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Tickler History

Date	Type	Inspector	Narrative
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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

Rec'd:
MAY 28 2025
Sent to: 5/28/25
File + PD

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: 5/23/25 Applicant(s): Hua Teng Restaurant INC

Doing Business As:

Chinamoon Buffet

Business Address:

96 Sykes Ave White River Junction

Telephone Number(s):

802-291-9088

E-mail:

675 Main St @ G.M.A.C. Corp

Other Contact Name(s), if applicable:

James Chen

812-380-7899

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

Name: Jin Fu, Chen

DOB: 06/07/1978

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".

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".

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.

	<u>Jin Fuchen</u>	<u>5/23/25</u>
Licensee's Signature	Printed Name	Date

_____ Licensee's Signature	_____ Printed Name	_____ Date
-------------------------------	-----------------------	---------------

_____ Licensee's Signature	_____ Printed Name	_____ Date
-------------------------------	-----------------------	---------------

_____ Licensee's Signature	_____ Printed Name	_____ Date
-------------------------------	-----------------------	---------------

140: 5/20/25



Application ID: DLL - Application - 60620
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Hua Teng Restaurant, Inc
Business ID: 0287975
Business Address: 96 Sykes Avenue,
White River JCT, Vermont 05001
Entity Type: Business Corporation
Phone: (802) 291-9088
Management Type if LLC:
Email: jymainst@gmail.com

People Information

- **Person:**
Jin Chen

Business Role: Business Principal
Email: jverviewmotel888@gmail.com
Business Address: 96 Sykes mountain Ave,
white river Junction, Vermont, 05001
US Citizen?
Political Position
Phone: **Name:** Jin Chen
Office:
Jurisdiction:

Violations:

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

- **Person:**
Jin Chen

Business Role: **Email:**

Business Principal

67smainst@gmail.com

Business Address:

US Citizen?

,
, ,

Political Position

Phone:

Name: Jin Chen

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

VT China Moon Buffet (CKA)

Do you lease this Premises:

Location Address:

96 Sykes Avenue,
White River JCT, Vermont 05001

Health License:

Food:

Lodging:

Local Jurisdiction/ Town Clerk:

Hartford

Vermont Tax Department:

Education Details

Student Name:

Jin Chen

Training Completion Date:

Fri Aug 02 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-018320

Licensee Name:

VT China Moon Buffet (CKA)

License Status:

License issued-renewed application

Licensee Address:

96 Sykes Avenue ,
White River Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

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

Payment and Acknowledgement

Signed by:

Jin Chen

Date of Submission:

2025-05-17 19:56:28

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Connie Kelley *(Signature)*

CC:

Date: 5/29/2025

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.

Hua Teng Restaurant Inc DBA China Moon Buffet
96 Sykes Mountain Ave White River Jct.

James Chen

Jin Fu Chen

Choose an item.



Fire Inspection Report

Hartford Fire Department



Inspection

Type Follow Up - Inspection
Status Completed/Closed
Inspector Amy Jerome
Unit Number HFM4
Shift DFM
Scheduled 06/16/2025 00:00
Inspected On 06/14/2025 07:15
Finished At
Next Inspection
Scheduled Jerome
Inspection Length 0.00

Occupant

Occupant Name China Moon
Building Name Assembly
Contact Name James Chen
Address 96 SYKES MOUNTAIN AVE
City, State and Zip White River Junction, VT 05001-
Phone 802-291-9088

Owner

Owner / Company VINTAR HOLDINGS LLC
Contact Name James Chen
Address 121 Slayton Hill Rd
City, State and Zip Lebanon, NH 03766-
Phone 802-291-9088

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/13/2025
Final Inspection: 06/14/2025
Occupancy Type: Assembly Occupancy - Restaurant
Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 3 days - A final inspection shall be completed before a clear fire inspection report can be obtained.

NFPA 101 (2015):

4.6.6 Time Allowed for Compliance:

A limited but reasonable time, commensurate with the magnitude of expenditure, disruption of services, and degree of hazard, shall be allowed for compliance with any part of this Code for existing buildings.

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of th provision

Violation Summary

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

Tickler History

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



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

MAY 22 2025

REC'D - 5/23
ADDL. INFO:
HAP + FINE
5/29/25 S/22
Mid PD

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: 5/20/25 Applicant(s): Vermont Spirits Distilling Co.

Doing Business As: Vermont Spirits Distilling Co. / Harry's Lounge

Business Address: 5573 Woodstock Rd, WRS 05001 PO Box 443 Quechee 05059

Telephone Number(s): [REDACTED] E-mail: [REDACTED]

Other Contact Name(s), if applicable: Don Kelp
[REDACTED]

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

Name: Donald Kelp - COO

DOB: [REDACTED]

Name: Jamie Fox - Manager

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.



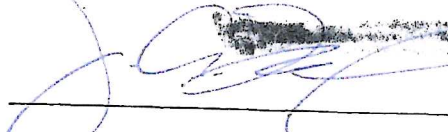
Licensee's Signature



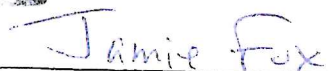
Printed Name



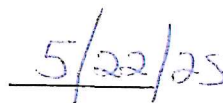
Date



Licensee's Signature



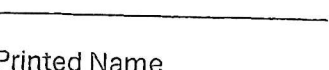
Printed Name



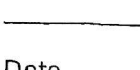
Date



Licensee's Signature



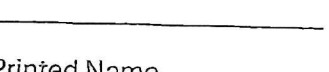
Printed Name



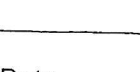
Date



Licensee's Signature



Printed Name



Date

 VERMONT
DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

Application ID: DLL - Application - 60075
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
Vermont Spirits Distilling Company

Business ID:
0004417

Business Address:
PO Box 443,
Quechee, Vermont 05059

Entity Type:
Business Corporation

Phone:
802-281-6398

Management Type if LLC:

Email:
don@vermontspirits.com

People Information

- **Person:**
Randy Carlson

Business Role:
Business Principal

Email:
randy@vermontspirits.com

Business Address:

US Citizen?

Political Position

Phone:

Name: Randy Carlson

Office:

Jurisdiction:

Violations:

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

- **Person:**
Gary Millrood

Business Role:

Email:

Business Principal

gary@vermontspirits.com

Business Address:

9948 Via De La Amistad,
San Diego, California, 92154

US Citizen?

Yes

Political Position

Name: Gary Millrood

Office:

Jurisdiction:

Violations:

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

• **Person:**

Don Kolp

Business Role:

Business Principal

Email:

d.donkolp@comcast.net

Business Address:

US Citizen?

Political Position

Phone:

Name: Don Kolp

Office:

Jurisdiction:

Violations:

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

• **Person:**

Don Kolp

Business Role:

Registered Agent

Email:

don@vermontspirits.com

Business Address:

PO Box 443,
Quechee, Vermont, 05059

US Citizen?

Political Position

Phone:

508-878-8255

Name: Don Kolp

Office:

Jurisdiction:

Violations:

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

• **Person:**
Matthew Berg

Business Role:
Registered Agent

Email:
business@stonecutterspirits.com

Business Address:
,
, ,

US Citizen?

Political Position

Phone:

Name: Matthew Berg

Office:

Jurisdiction:

Violations:

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

• **Person:**
Jason Gregoricus

Business Role:
Registered Agent

Email:
jason@vermontspirits.com

Business Address:
,
, ,

US Citizen?

Political Position

Phone:

Name: Jason Gregoricus

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:
Vermont Spirits (MANU)

Do you lease this Premises:

Location Address:
5573 Woodstock Road,
Quechee, Vermont 05001

Health License:
Food:15537
Lodging:

Local Jurisdiction/ Town Clerk:
Hartford

Vermont Tax Department:
MRT-10026000

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-031180

Licensee Name:

Vermont Spirits (MANU)

License Status:

License Active - Renewal in Process

Licensee Address:

5573 Woodstock Road ,
Quechee, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01582	Map/Area Sketch	Vermont Spirits Distilling Company
D-01863	Map/Area Sketch	Vermont Spirits Distilling Company
D-07701	Other	Vermont Spirits Distilling Company
D-07707	Other	Vermont Spirits Distilling Company
D-07710	Other	Vermont Spirits Distilling Company
D-08671	Other	Vermont Spirits Distilling Company
D-09125	Map/Area Sketch	Vermont Spirits Distilling Company
D-09129	Map/Area Sketch	Vermont Spirits Distilling Company
D-09267	Map/Area Sketch	Vermont Spirits Distilling Company
D-16534	Map/Area Sketch	Vermont Spirits Distilling Company
D-18713	Other	Vermont Spirits Distilling Company
D-23834	Other	Vermont Spirits Distilling Company
D-24761	Articles of Organization	Vermont Spirits Distilling Company
D-24759	Articles of Organization	Vermont Spirits Distilling Company
D-27227	Other	Vermont Spirits Distilling Company
D-00685	Map/Area Sketch	Vermont Spirits Distilling Company
D-07995	Map/Area Sketch	LN-018165

Payment and Acknowledgement

Signed by:

Donald Kolp

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-05-07 13:11:52

State of Vermont / DLL Payment Status:

Local Application Fee:
115

Local Control Payment Status:
false



Application ID: DLL - Application - 59889
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name:
Vermont Spirits Distilling Company

Business ID:
0004417

Business Address:
PO Box 443,
Quechee, Vermont 05059

Entity Type:
Business Corporation

Phone:
802-281-6398

Management Type if LLC:

Email:
don@vermontspirits.com

People Information

- **Person:**
Randy Carlson

Business Role:
Business Principal

Email:
randy@vermontspirits.com

Business Address:

US Citizen?

Political Position

Phone:

Name: Randy Carlson

Office:

Jurisdiction:

Violations:

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

- **Person:**
Gary Millrood

Business Role:

Email:

• **Person:**

Matthew Berg

Business Role:
Registered Agent

Email:

~~business@stonecutterspirits.com~~

Business Address:

US Citizen?

Political Position

Phone:

Name: Matthew Berg

Office:

Jurisdiction:

Violations:

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

• **Person:**

Jason Gregoricus

Business Role:
Registered Agent

Email:

~~jason@vermontspirits.com~~

Business Address:

US Citizen?

Political Position

Phone:

Name: Jason Gregoricus

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

Vermont Spirits (MANU)

Do you lease this Premises:

Health License:

Food:15537

Lodging:

Location Address:

5573 Woodstock Road,
Quechee, Vermont 05001

Vermont Tax Department:

MRT-10026000

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-031181

Licensee Name:

Vermont Spirits (MANU)

License Status:

License Active - Renewal in Process

Licensee Address:

5573 Woodstock Road ,
Quechee, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01582	Map/Area Sketch	Vermont Spirits Distilling Company
D-01863	Map/Area Sketch	Vermont Spirits Distilling Company
D-07701	Other	Vermont Spirits Distilling Company
D-07707	Other	Vermont Spirits Distilling Company
D-07710	Other	Vermont Spirits Distilling Company
D-08671	Other	Vermont Spirits Distilling Company
D-09125	Map/Area Sketch	Vermont Spirits Distilling Company
D-09129	Map/Area Sketch	Vermont Spirits Distilling Company
D-09267	Map/Area Sketch	Vermont Spirits Distilling Company
D-16534	Map/Area Sketch	Vermont Spirits Distilling Company
D-18713	Other	Vermont Spirits Distilling Company
D-23834	Other	Vermont Spirits Distilling Company
D-24761	Articles of Organization	Vermont Spirits Distilling Company
D-24759	Articles of Organization	Vermont Spirits Distilling Company
D-27227	Other	Vermont Spirits Distilling Company
D-00685	Map/Area Sketch	Vermont Spirits Distilling Company
D-07995	Map/Area Sketch	LN-018165

Payment and Acknowledgement

Signed by:

Donald Kolp

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-05-02 18:30:44

State of Vermont / DLL Payment Status:



Application ID: DLL - Application - 60076
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name:
Vermont Spirits Distilling Company

Business ID:
0004417

Business Address:
PO Box 443,
Quechee, Vermont 05059

Entity Type:
Business Corporation

Phone:
802-281-6398

Management Type if LLC:

Email:
don@vermontspirits.com

Foundational License (if applicable)

License Type:
OCP

License Number:
LP-031183

Licensee Name:
Vermont Spirits (MANU)

License Status:
License Active - Renewal in Process

Licensee Address:
5573 Woodstock Road ,
Quechee, Vermont 05001

License Start Date:
2024-08-08

License End Date:
2025-08-07

Event Contact/s

Person:

Business Role:

Phone:

Business Address:

Email:

Violations:

Local Application Fee:

0

Local Control Payment Status:

false

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

Event Premises Details

Location Name:

Vermont Spirits (MANU)

Start date and time of event

End date and time of event

Location Address:

5573 Woodstock Road,
Quechee, Vermont 05001

Approximate Number of Persons Expected

Local Jurisdiction/ Town Clerk:

Hartford

Describe the type of event/ OCP Area:

Single level deck attached to Distillery and Tasting Room constructed of locally sourced Eastern Hemlock. The deck is at grade of Distillery, approximately 8"-18" above ground at various points. There are 7' wide entry stairs at front and rear, direct access from Distillery covered porch and railings on front, rear and west side. The east side of the deck abuts the adjacent building (The Plank House). The egress areas will note "no alcohol beyond this point". The deck measures approximately 37' x 40'. The Town of Hartford has granted our occupancy permit for the deck.

Documents Attached

Name	Document Type	Assosicated With
D-01582	Map/Area Sketch	Vermont Spirits Distilling Company
D-01863	Map/Area Sketch	Vermont Spirits Distilling Company
D-07701	Other	Vermont Spirits Distilling Company
D-07707	Other	Vermont Spirits Distilling Company
D-07710	Other	Vermont Spirits Distilling Company
D-08671	Other	Vermont Spirits Distilling Company
D-09125	Map/Area Sketch	Vermont Spirits Distilling Company
D-09129	Map/Area Sketch	Vermont Spirits Distilling Company
D-09267	Map/Area Sketch	Vermont Spirits Distilling Company
D-16534	Map/Area Sketch	Vermont Spirits Distilling Company
D-18713	Other	Vermont Spirits Distilling Company
D-23834	Other	Vermont Spirits Distilling Company
D-24761	Articles of Organization	Vermont Spirits Distilling Company
D-24759	Articles of Organization	Vermont Spirits Distilling Company
D-27227	Other	Vermont Spirits Distilling Company
D-00685	Map/Area Sketch	Vermont Spirits Distilling Company
D-07995	Map/Area Sketch	LN-018165

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

State of Vermont / DLL Payment Status:

2025-05-07 13:13:00

Local Application Fee:

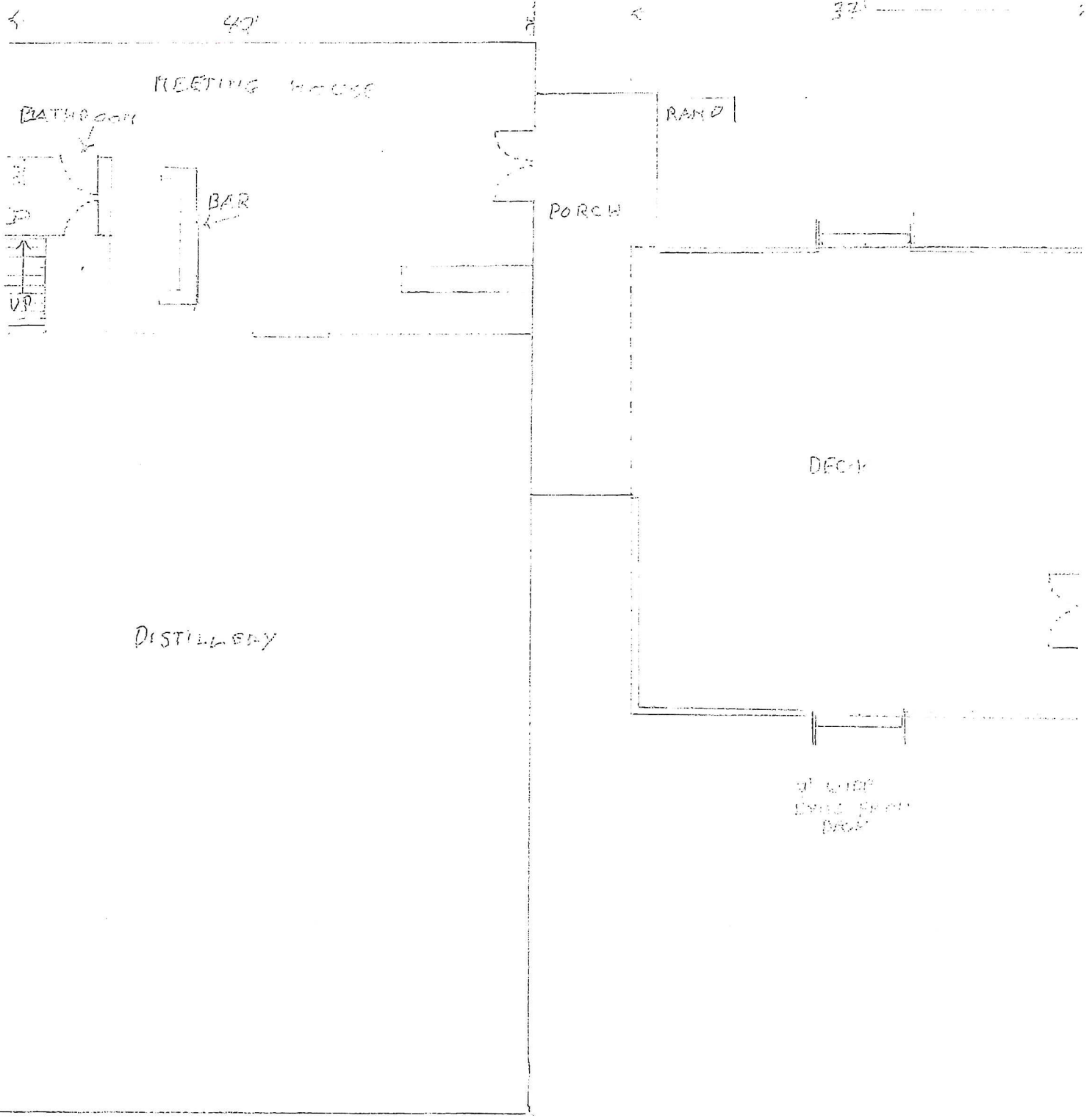
0

Local Control Payment Status:

false

5' 10"

37'



MEETING HOUSE

BATHROOM

RAMP

PORCH

BAR

DECK

DISTILLERY

2' WIDE
EXIST. FROM
BACK

MAY 28 2025



Hartford Police Department

Memo

To: Lisa O'Neil, Sherry West

From: Chief Connie Kelley *CKelley*

CC:

Date: 5/22/2025

Re: Liquor Licenses

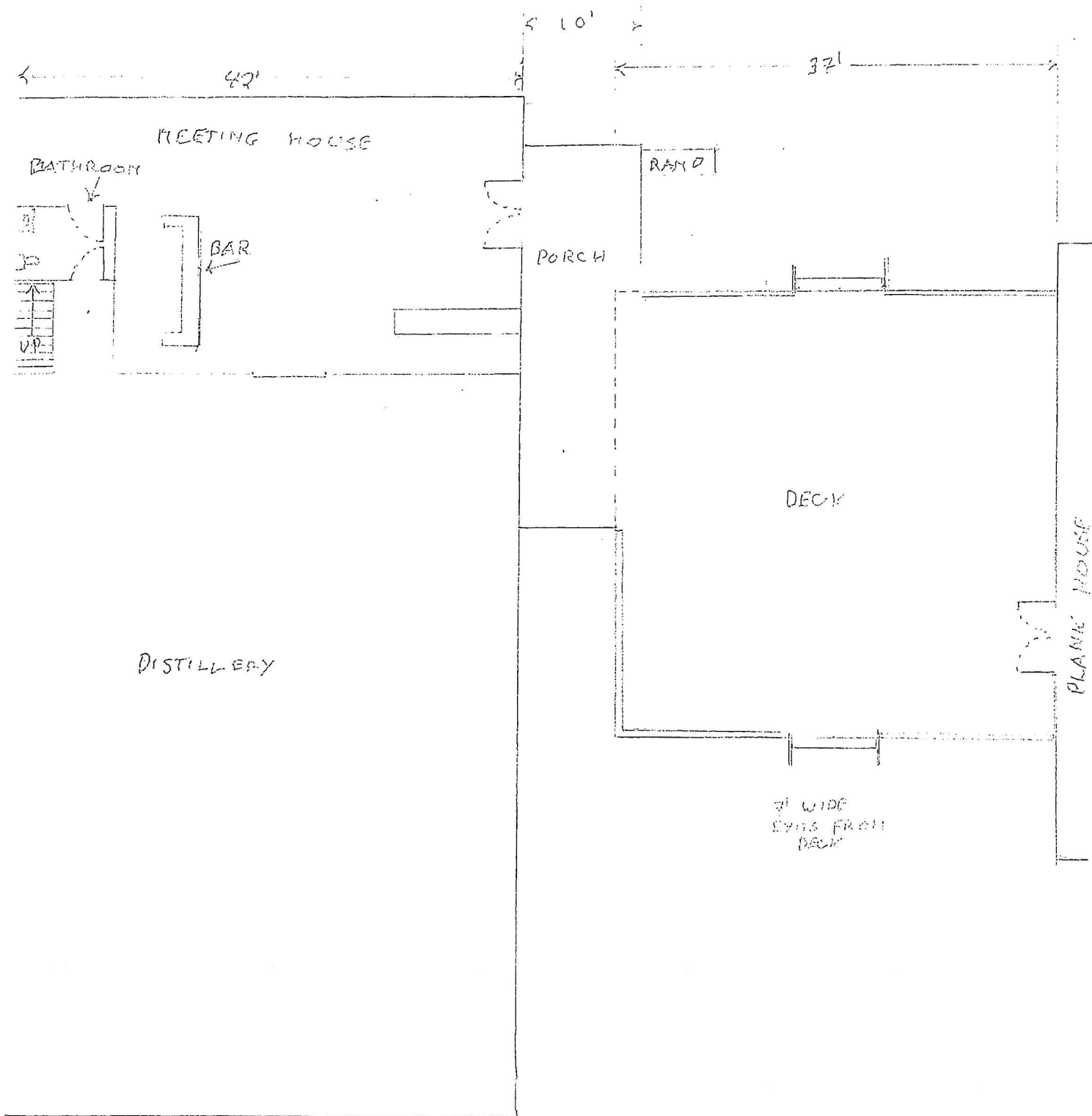
The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

Vermont Spirits Distilling Co DBA Harry's Lounge
5573 Woodstock Rd

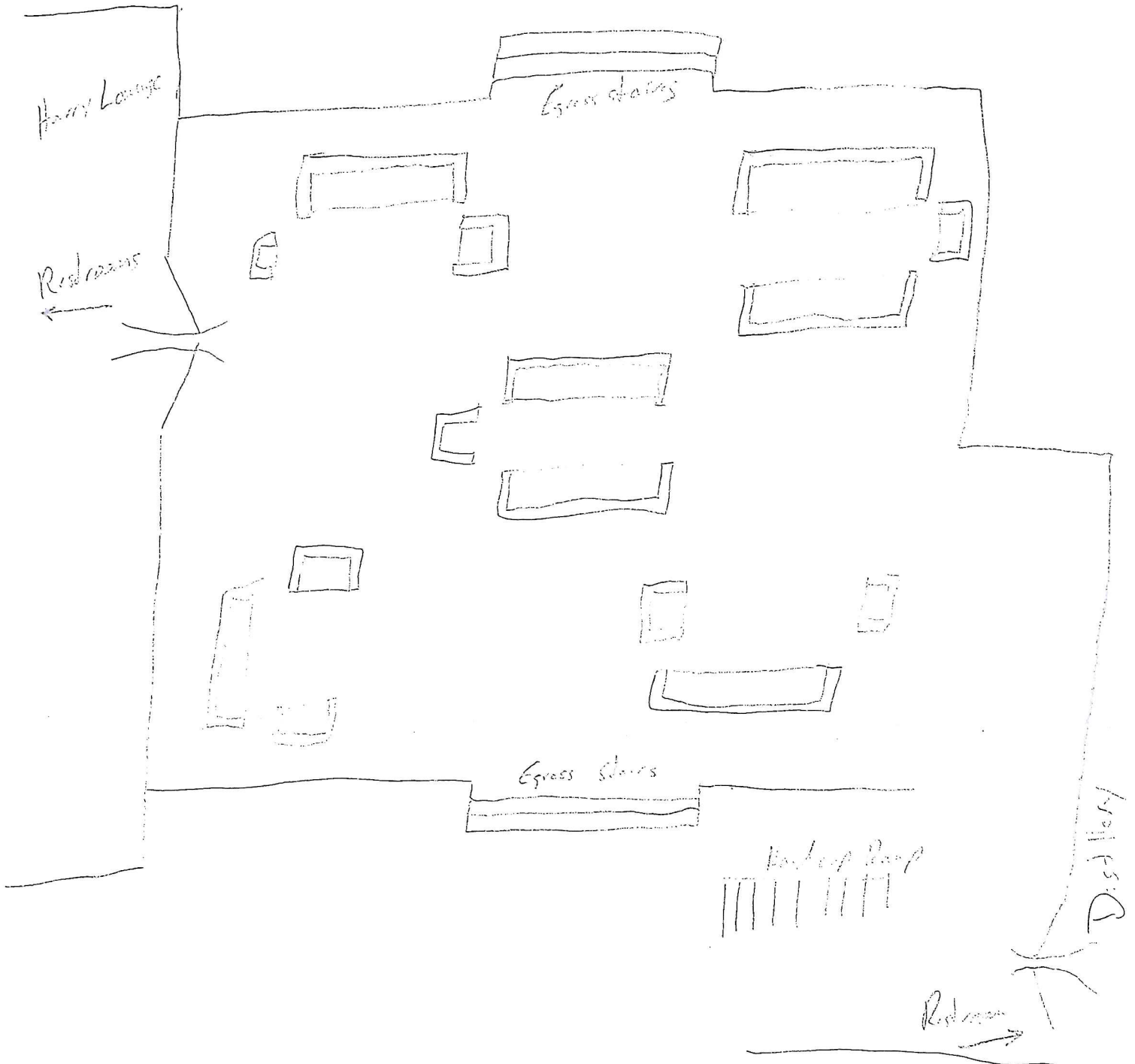
Donald Kolp

Jamie Fox

Choose an item.



Vermont Spruce Dredging Co.
Harry's Cocktail Lounge
Outdoor Deck





Fire Inspection Report

Hartford Fire Department



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFM3
Shift FM
Scheduled 06/03/2025 10:00
Inspected On 06/03/2025 10:00
Finished At 06/03/2025 11:00
Next Inspection
Scheduled Peltier
Inspection Length 1.00

Occupant

Occupant Name Vermont Spirits - Harry's Lounge
Building Name Assembly Occupancy
Contact Name Donald Kolp
Address 140 QUECHEE GORGE VILLAGE DR
City, State and Zip Quechee, VT 05059--
Phone [REDACTED]

Owner

Owner / Company 5573 WOODSTOCK ROAD LLC
Contact Name RICK BOVE
Address 218 OVERLAKE DRIVE
City, State and Zip COLCHESTER, VT 05446--
Phone [REDACTED]

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/03/2025
Final Inspection: 06/03/2025
Occupancy Type: Assembly
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.

Violation Summary

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

Date: 06/12/2025

Tickler History

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



Fire Inspection Report

Hartford Fire Department



Inspection

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

Scheduled 06/16/2025 08:00
Inspected On 06/16/2025 08:00
Finished At 06/16/2025 09:00
Next Inspection

Scheduled Peltier
Inspection Length 1.00

Occupant

Occupant Name Vermont Spirits Distilling
Building Name Industrial Occupancy
Contact Name Donald Kolp
Address 150 QUECHEE GORGE VILLAGE DRIVE
City, State and Zip Quechee, VT 05059--
Phone 802-281-6398

Owner

Owner / Company 5573 WOODSTOCK ROAD LLC
Contact Name RICK BOVE
Address 218 OVERLAKE DRIVE
City, State and Zip COLCHESTER, VT 05446--
Phone 802-281-6398

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/03/2025
Final Inspection: 06/16/2025
Occupancy Type: Industrial
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.

Violation Summary

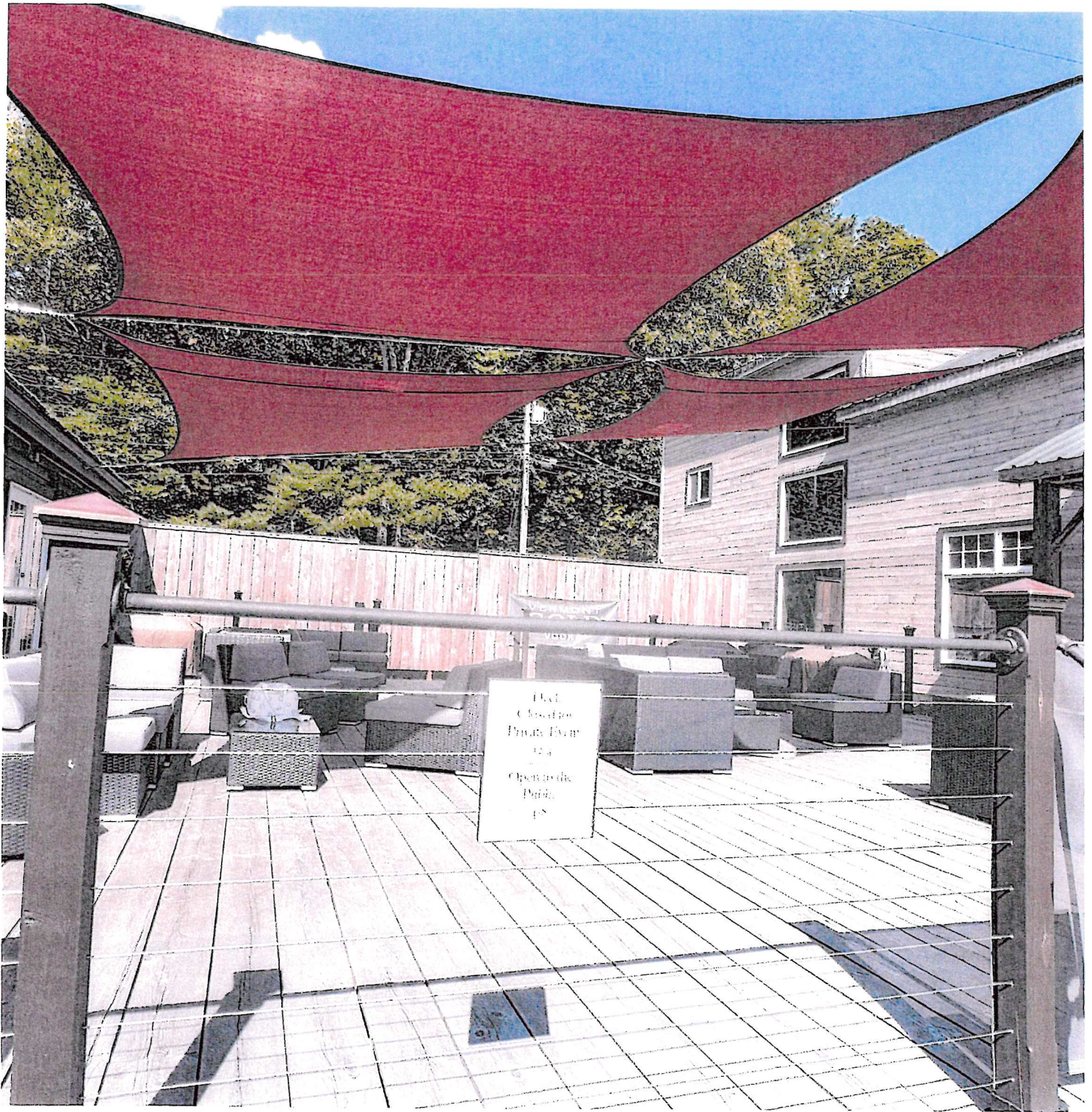
Status	Violation	Location
--------	-----------	----------

Tickler History

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

06/16/2025

06/16/2025





TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

TO: Hartford Cannabis Control Commission
John Haverstock, Town Manager

FROM: Lisa O'Neil, Town Clerk *gone*

RE: CCB Application #S-000012498

DATE: June 11, 2025

Attached please find:

- VT Cannabis Control Board (CCB) submitted application #S-000012498-Physical Address Redacted (Cloudy Day Farm LLC).
- Application for Local Cannabis License-Town of Hartford-Redacted with additional document provided by the applicant & Department Signature Pages labeled as follows:
 - Exhibit A-Fire Marshal
 - Exhibit B-Planning & Development
 - Exhibit C-Town Clerk
 - Exhibit D- Public Works

Additional Notes:

- We redact the locations for Non-Retail licenses.
- For SB members, the SB Binder provided to you in March contains the Cannabis Policy if you wish to review it in advance.

MAY 19 2025

VT CCB: Application S-000012498 LCC Submission

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

Date Mon 5/19/2025 9:42 AM

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

Cc dleigh809@gmail.com <dleigh809@gmail.com>

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

The Cannabis Control Board has received an application for licensure, S-000012498, Outdoor Cultivator Tier 1 Small Cultivator Renewal, that falls within the jurisdiction of your Local Control Commission. The Board's Guidance for Municipalities explains applicable laws and procedures.

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

Business Legal Name and Registered: Alternatives: Cloudy Day Farm LLC

Address:

Principals and Controlling Entities: Frank Ducharme & Diane Leigh

Primary Contact's email address: dleigh809@gmail.com

Primary Contact's phone number: 802-299-5123

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

- *Do you comply with required inspections or permits from other state and local agencies (for example, certificates of occupancy)?*
 - Yes
- *Is your proposed Cannabis Establishment project in a public building?*
 - No
- *Is the physical site of operation on a municipal water supply?*
 - No

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

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

Thank you,

Cannabis Control Board

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

MAY 19 2025

Application for Local Cannabis License
Town of Hartford

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

1. Applicant Information

Name: Diane Leigh outdoor
Doing Business As: Cloudy Day Farm LLC - Cannabis Tier 1
Mailing Address: _____
Telephone Number: 802-299-5126
Email: Cloudydayfarm@gmail.com

2. Owner/Agent Contact Information

Name: Diane Leigh
Mailing Address: _____
Telephone Number: 802-299-5126
Email: Cloudydayfarm@gmail.com

3. Property address where use will occur in the Town

4. Licensing Information

Type of License Requested (check all that apply)

License Type	Tier (if applicable)	Date Applied for State Permit	State Permit Number (if Issued)
☐ Outdoor Cultivation*	<u>1</u>	<u>renewal</u> <u>4/2022 - 4/2025</u>	<u>SCC0075</u>
☐ Indoor Cultivation*			
☐ Mixed Cultivation*			
☐ Retail			
☐ Manufacturing*			
☐ Testing			
☐ Wholesale			

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

5. Local Compliance Information

Compliance Questions	Answer
Land Use	
Has the Hartford Zoning Administrator (ZOA) been contacted regarding your proposed use?	<u>Yes 2022</u>
Has the ZOA determined if the use is permitted in the location you have identified?	<u>Yes 2022</u>
If yes, has the ZOA determined if a new zoning permit required?	<u>occurred 2022</u>
If a zoning permit is required, what is the date the complete application was accepted for review?	<u>2022</u>
Has the zoning permit been issued? If so, what is the effective date.	<u>Yes 2022</u>
Water and/or Wastewater	
Is an allocation for Town water and/or wastewater being requested?	<u>No</u>
If yes, how many gallons per day have been requested?	<u>N/A</u>
Has an allocation been granted? If so, please attach approval for allocation.	<u>N/A</u>

6. Acknowledgement & Signature

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

Signature Diane Leigh Date 4/17/2025

Printed Name Diane Leigh

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

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

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

See
attached
Exhibits
A-D

JUN 19 2025

6. Acknowledgement & Signature

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

Signature Diane Leigh Date 4/17/2025

Printed Name Diane Leigh

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire

Prevention: Non-Jurisdictional

Town Clerk: _____

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

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

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

Exhibit B

6. Acknowledgement & Signature

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

Signature Diane Leigh Date 4/17/2025

Printed Name Diane Leigh

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

Official Use Only - Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: JoAnn Ellis
05-19-25

Public Works: _____

Cannabis Control Commission Review

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

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

Exhibit C

6. Acknowledgement & Signature

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

Signature Diane Leigh Date 4/17/2025

Printed Name Diane Leigh

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: Lisa M. O'Neil

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

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

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

6. Acknowledgement & Signature

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

Signature

Dione Leigh

Date

4/17/2025

Printed Name

Dione Leigh

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

Official Use Only - Do Not Write Below This Line

Department Sign Offs

Building Code/Fire
Prevention: _____

Town Clerk: _____

Planning &
Development: _____

Public Works: _____

Cannabis Control Commission Review

License/Application #: _____

Date of CCC Meeting: _____

Action by CCC: _____

Date Follow-up sent: _____



State of Vermont

Vermont Cannabis Control Board

HEREBY CERTIFIES THAT

Cloudy Day Farm LLC

The requirements have been fulfilled and therefore this license has been endorsed by the Cannabis
Control Board Chair

Licensed Small Cultivator Cannabis Establishment

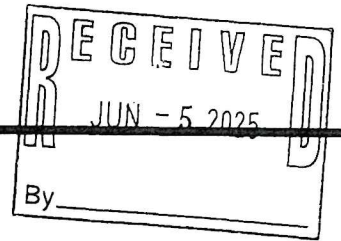
License No. SCLT0075

Issued: 08/15/22

Expired: 08/15/25

THIS LICENSE SHOULD BE CONSPICUOUSLY POSTED IN PLACE OF BUSINESS OR AS REQUIRED BY LAW

6/24 agenda



Lana Livingston

From: JD Hawks
Sent: Thursday, June 5, 2025 8:32 AM
To: Lana Livingston
Subject: FW: Online Form Submittal: Boards, Committees & Commissions Application

Did you get this one?

JD Hawks
Communications and Media Specialist
Town of Hartford
171 Bridge Street, WRJ VT 05001
(802)-281-2840

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, June 4, 2025 2:52 PM
To: Lana Livingston <livingston@hartford-vt.org>; JD Hawks <jhawks@hartford-vt.org>
Subject: Online Form Submittal: Boards, Committees & Commissions Application

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

Boards, Committees & Commissions Application

Name of the board, committee, or commission	RESILIENT HARTFORD: A COMMUNITY RESILIENCE ORGANIZATION
Application for	Appointment
Date of application	6/4/2025
First Name	Solange
Last Name	Saxby
Address1	[REDACTED]
Address2	Unit A
City	White River Junction
State	Vermont
Zip	05001

Phone Number	[REDACTED]
Email Address	[REDACTED]
How long have you been a Hartford resident?	2 years
Are you a registered voter?	Yes
Education	
High School	Singapore Americ
Year Graduated	<i>Field not completed.</i>
College 1	Colorado State University
Degree Earned	BS
Course of Study	Microbiology
Year	2016
College 2	University of Hawaii
Degree Earned	PhD
Course of Study	Nutritional Science
Year	2020
Work History	
Most recent employer name and address	Dartmouth Health
Dates of employment	10/2023 - Present
Position held	Postdoctoral Fellow
Job duties	<i>Field not completed.</i>
Employer name and address	University of Iowa
Dates of employment	08/2022 - 08/2023
Position held	Postdoctoral Fellow

Job duties	<i>Field not completed.</i>
Employer name and address	Brigham and Women's Hospital
Dates of employment	08/2021 - 07/2022
Position held	Dietetic Intern
Job duties	<i>Field not completed.</i>
Professional Experience	
If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings?	I could meet once a week in the evenings, ideally on Tuesdays through Thursdays.
Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?	I'm committed to supporting the health and well-being of my local community, and I believe that joining this Board is a meaningful way to contribute. As a resident of WRJ and someone who values equity and local collaboration, I would be excited about the opportunity to help shape initiatives that strengthen and connect our neighborhoods / communities . I bring experience in nutrition / public health and community-engaged research that center the voices of underrepresented groups. I'm trained as a Registered Dietitian and hold a PhD in Nutritional Sciences, with a strong background in building partnerships between community members, nonprofit organizations, and academic institutions. I've also served on community advisory boards in the past and value collaborative decision-making / active listening, and inclusive dialogue.
What are your past experiences in Municipal, State or Federal Government?	While I have not held a formal position within Municipal, State, or Federal Government, I have collaborated with government agencies through my work in public health and community-based research. I've partnered with federally qualified health centers, such as WIC and Alaska Neighborhood Health Center, on projects related to chronic disease prevention and nutrition / food security. These experiences have given me a strong understanding of how government and community systems

intersect and the importance of inclusive, community-informed decision-making. I look forward to bringing this perspective to my service on the Board.

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

Grant Coordinator / Member - Diversifying Dietetics
Study Coordinator / Member - The Academy of Nutrition and Dietetics
Member - American Society of Nutrition
Member - Society for the Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS)
President - SACNAS Ilima Hawaii Chapter

I currently serve as the Task Force Chair / Study Coordinator for the Supporting Diversity in Nutrition Research mentorship program through Diversify Dietetics and the Academy of Nutrition and Dietetics, where I help lead efforts to support underrepresented students in dietetics research careers.

In the past, I have served as a member of community advisory boards for various academic and public health research projects, including initiatives focused on maternal and child health and culturally responsive nutrition education. I have also volunteered with local food security efforts and student mentorship programs, such as SACNAS, providing guidance and support to emerging leaders in the field of public health nutrition.

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

One area of need I see in the municipality is the ongoing challenge of building community resilience in the face of climate change, housing insecurity, limited access to healthcare (such as needles being found near the river), and access to affordable nutrient-dense foods. As we continue to experience more frequent extreme weather events (such as the recent Vermont flooding and, more recently, the May 2025 thunderstorm) and social stressors, there is a growing need for collaborative planning that centers on equity and local voices.

I also see opportunities to improve walkability (road infrastructure), support local food systems (WRJ Community Garden), and enhance social connections. Also, enhancing green spaces (such as improving Ratcliffe Park) and neighborhood-level preparedness efforts can significantly strengthen community ties and reduce vulnerability.

What might some solutions be?

Some practical solutions include creating more accessible opportunities for community input, such as listening sessions or neighborhood surveys, to better understand local needs.

The town could also support small-scale, resident-led projects like the WRJ Community Gardens, create tool libraries, or emergency preparedness workshops through microgrants or in-kind resources

I'll admit, I have a personal stake; I am a resident and homeowner in WRJ. However, I'd really love to see my own neighborhood in WRJ flourish and thrive, and be part of the change that improves it.

Other
hobbies/interests:

running, hiking, gardening, cooking,

References (Please list three)

Name Dr. Jennifer Poon (friend / collaborator)

Phone number [REDACTED]

Name Nathan Saxby (husband)

Phone number [REDACTED]

Name Dr. Terry Wahls (Ex-employer / Postdoc Mentor)

Phone number [REDACTED]

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

[REDACTED]

[REDACTED]

[REDACTED]

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ____ appointment(s) or X re-appointment to: Housing + Homelessness Committee

I. APPLICANT DATA:

Name: Brandon Smith
Address: [REDACTED]
Hartford, VT 05001
Telephone: (Home) _____ (Work) _____ (Other) [REDACTED]
Email Address: [REDACTED]
How long have you been a Hartford resident? ~3 years
Are you a United States Citizen? yes Are you a registered voter? yes
(though I don't believe we should ask this question)

II. EDUCATION:

High School: Washington Senior High School Year Graduated: 2005
College 1: Columbia College Chicago Degree Earned: _____
Course of Study: Science Journalism Year: _____
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>Earthshure Construction</u>	<u>Oct 2023 - present</u>	<u>Asst. Project Manager</u>	<u>Coordinate home builds</u>
<u>Alyer Brook Design Build</u>	<u>2022-2023</u>	<u>Project Manager</u>	<u>Coordinate home builds</u>
<u>Bensenville Homes</u>	<u>2020-2022</u>	<u>Timber Framer</u>	<u>Cut, finish, + ship</u>
<u>Self-employed</u>	<u>2012-2020</u>	<u>Independent journalism</u>	<u>Frames + mugs + timber stnd</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? The Committee meets the first Thursday of each month. I am available unless another board obligation usurps it!
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Housing is a major crisis and also the top policy concern of voters as polled in several ways. I will prioritize affordability over investment returns because if the latter is done for long enough, working families will all be forced into renting.
- c. What are your past experiences in Municipal, State or Federal Government? Just current board membership, and this committee last year!
- d. What civic or social organizations have ^{you} belonged to and what positions did you hold? Investigative Reporters & Editors; Rotary Club (in Ohio); Democratic Socialists of America; Industrial Workers of the World
- 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? Using the good credit of the town to lend for home improvements or even loans for down payments for those the credit rating system has taken advantage of. Perhaps even true public housing.
- f. What might some solutions be? Solutions are myriad. We just need the political will to implement them. I believe the housing crisis is a policy-created one, first and foremost. We can and should put up roadblocks to grant corporations + private equity acquiring housing. We should regulate rents, as Biden proposed, for large landlords.
- g. Other hobbies/interests: Writing, reading, playing w/ my pitt mix pup...

V. REFERENCES: (Please list three)

Name: Ethan Cole Telephone: [REDACTED]

Name: John Peeters Telephone: [REDACTED]

Name: Jennifer Turney Telephone: [REDACTED]

M. Andrew Lott

APPLICANTS SIGNATURE

6-9-25

DATE

Town Manager's Report

June 24, 2025

Clerical Worker's Union

Negotiations on the terms of a contract continued with a session on Friday, June 11. There will be another session on June 26.

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 was sent out to the home of every Town resident on Monday, June 2. The Town has separately reached out to condominium association presidents and landlords with the information.

The Town Manager and DPW Director have held a site meeting at the Transfer Station to discuss the logistics associated with the anticipated increase in the numbers of visitors. 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).

Staff Appreciation Event

On Thursday, June 12 at 5:00 pm, Town Staff enjoyed a Staff Appreciation event at the VINS complex in Quechee.

Selectboard Facility Tours

On Thursday, June 12, there was a Selectboard tour of the DPW Facility.

On Monday, June 16, there was a Selectboard tour of the Public Safety Complex.

HCC Block Party

A reminder that the Hartford Community Coalition will host a Block Party on Wednesday, June 25 at 5:00 pm

Hartford High Alumni Parade

Another reminder that the annual Hartford High Alumni parade will take place on Saturday, June 28 at 10:00 am, with preparations beginning at 9:00 am behind the Co-op.

Independence Day Holiday

Town Offices will be closed on Friday, July 4 in observance of the Independence Day holiday.

Significant Activity Report

June 24, 2025

Assessing

- Assessing Department has concluded the 2025 reappraisal grievance hearings and is in the process of reviewing the notes from the hearings. The review process will be completed during the week of June 23rd. Decision letters will be mailed by July 1st. Total number of hearings and subsequent results will be announced in a few weeks.
- Received Utility values from the state – starting 2025 they are using a new methodology to value transmission and distribution elements.
- Received Hydro dam values from contracted appraiser.

Parks & Recreation

- Ventures Staff is training for Crisis Response and CPR
- Gathering volunteers for parking at Balloon Festival (31 as of 6/16)
- Pool had a soft open June 16 from 3-7pm
- First day of Ventures is June 23, official pool opening date is June 21
- Pool opening celebration (Splash and Bash) is June 26

Environmental Sustainability Coordinator

-Dartmouth's Culvert Crawlers project will be testing out its new software in the afternoon of Monday July 7th (originally this was going to happen on June 24th but we had to change the date). This app will allow residents to document issues with culverts and report them to the DPW. If you would be interested in participating in the beta testing process please contact Dana Clawson, 802 295 9353 ext. 223 or dclawson@hartford-vt.org.

-The Environmental Sustainability Coordinator attended the New England Municipal Sustainability Network summer meeting in New Bedford, MA. These meetings are a chance for those in the sustainability field to discuss their current projects and exchange best practices.

-The Upper Valley EV Expo will be happening at Lyman Park on September 6th from 11am-4pm. This will be a great event for those interested in all aspects of EV vehicles. Hartford Parks and Rec will also be displaying their electric mowers and park maintenance equipment.

Finance

2024 Calendar Year Work Comp Audit
Preparing FYE 2025 Close Out / Audit
ARPA Project Reviews
Grant File Reviews
Assisting Planning with Merchant Vendor for Parking Meters

Planning and Development

- West Hartford Bridge Pedestrian Path – Substantial work completed to date on Bridge restriping for the new pedestrian path.

- Downtown White River Junction Parking Meters – Continued work on software buildout, preparation for installation this summer, and proposed revisions to Town Ordinance to include metered parking.
- Land Development and Permitting – Staff continued to assist the high volume of public inquiries regarding general development and permitting inquiries, and processing building permit applications. Reviewed the first of three Northern Stage multifamily housing projects on Gates Street for Certificate for Occupancy. June 9th Planning Commission Hearing and reports completed for the following:
 - Approved re-subdivision of the Consolidated Communications property to accommodate portion being sold to the Center for Cartoon Studies in downtown WRJ.
 - Approved letter of support for Bills Road telecommunication tower replacement pending favorable review of additional information regarding mitigating impact on adjacent property if tower should fall, and elevation of the T-Mobile antenna.
- Attended the following meetings and trainings:
 - Meet & Greet with VT legislators on the State's Housing Committee.
 - Main Street America training organized by Vermont's Downtown Program Program.
 - Downtown Program Vibrancy Grant – Submitted draft application for FY26 Vibrancy Fund grant and completing final report for our FY25 Vibrancy Fund grant due by June 30th.
 - Hartford Committee on Housing & Homelessness (HCHH) - Co-sponsored a HomeShare VT presentation held at Bugbee Senior Center on June 18th.

Public Works

Administration

Staff attended VTrans' inspection of the VA Cutoff Bridge to review any uncompleted items and VTrans will provide an inspection list of items that still need to be completed for our review.

Staff met with representatives from EPIC regarding potential funding for the inspection of approximately 500 unknown public water main service connections that will need to be completed per EPA rules under the LCRR program.

Staff met with Selectboard members and the Town Manager to provide a general overview of the condition of the DPW's administration-garage facility and discussed services provided to residents.

Updated FY 26 fee schedule and FY 26 wage rate forms.

Continue working with Transfer Station staff regarding the anticipated increase in customers on July 1, 2025.

Highway Division:

Highway staff continue with repairs to road shoulder washouts and other damage from the recent rain events, to include rebuilding a portion of Bedel Road.

The annual line striping program started for crosswalks and traffic control.

Staff participated in the "stop the bleeding" safety training workshop provided by the Fire Department.

Water Division:

Installed a new chlorinator in Wilder Treatment Plant

Cleaned chlorine lines and replaced some sections of chlorine lines at the Quechee Treatment Plant.

Completed lead and copper sampling for the Quechee water district.

Assisting contractors with new water mains and services on Nutt Lane, Railroad Row, and the Quechee Fire Station. 2

WRJ Pollution Abatement Plant

Received engineering scope of work to develop a bid package for damaged equipment from February 2025 in-house flood event.

Responded to flood basement at the Wilder pump station due to pump controller failure. Parts on order and using secondary pump to maintain wet well levels.

Quechee Pollution Abatement Plant

Received engineering scope of work to develop bid package for non-operational in-house water pump system.

Responded to an emergency regarding the failure of the control panel interface monitor and the failure of # 1 pump at the Mill Run pump station that required the services of a contractor to correct a potential environmental overflow situation.

Solid Waste/Transfer Station

Continue preparing for the anticipated increase in customers on July 1, 2025.

Fire

On Friday June 6th the Fire Department held its annual awards and badge pinning ceremony the following employees were recognized:

Badge Pinning:

Matthew McCabe, Nick Alden and Greg Stoughton were sworn in as Firefighters.

Taylor Wilkins received his promotion to Lieutenant.

Brett Quillia received his promotion to Captain.

Life Saving Award:

On July 30, 2024, Captain Dube, Lieutenant Collins, Firefighter Wilkins, Firefighter Snelling, and Firefighter Dotter answered a call that tested their training, their teamwork, and their unwavering commitment to service. Responding to an emergency at the VA Cutoff Road bridge construction site, the duty crew encountered a patient in cardiac arrest, receiving CPR from his coworkers. With precision and composure, Firefighter Wilkins delivered the first shock—an intervention that immediately restored the patient's consciousness. The battle for life, however, was far from over. As additional responders arrived, the patient went into ventricular fibrillation two more times. But each time, our firefighters acted decisively, defibrillating the patient and bringing him back. Through tireless effort, unwavering focus, and expert medical care, they stabilized him and transported him to Dartmouth-Hitchcock Medical Center. Thanks to their actions, a man who faced unimaginable odds not only survived but made a full recovery.

Life Saving Award:

Firefighter/Paramedic Dillon Mock

His swift and decisive actions during a critical paramedic intercept with the Woodstock Fire Department exemplify the highest standards of emergency medical care.

Faced with a patient in severe distress—experiencing a dangerously low heart rate and unstable vital signs—Mock wasted no time. With precision and confidence, he assessed the situation and initiated transcutaneous pacing,

providing the life-saving intervention that stabilized the patient. Without his quick thinking and mastery of his craft, the patient would not have survived the journey to the hospital.

Unit Citation:

On July 10, 2024, the members of the Hartford Fire Department Swift Water Rescue Team answered the call when Hurricane Beryl devastated Northern Vermont, leaving communities in crisis and lives in peril.

Without hesitation, this remarkable team—Deputy Chief Czora, Captain Hedges, Lieutenant Collins, Firefighter Spencer, Firefighter Colburn, and Firefighter Poole—assembled to support the Vermont USAR Team in what would be one of the most challenging rescue operations in recent history.

Initially deployed to Barre City, they swiftly pivoted to Groton, VT, where they encountered a dire situation: a home completely engulfed by the raging river, its occupants stranded without an escape route. Undeterred by the risks, these firefighters, alongside a team from Rescue Inc., executed a high-line system rescue under extreme conditions, safely extracting five adults and two children from danger.

Their mission did not stop there. In Lyndonville, VT, the team confronted yet another crisis—a mobile home park overtaken by floodwaters. Over nearly two hours of intense rescue efforts, they saved 17 adults, a loyal dog, and three beloved cats, ensuring that no life was left behind.

In total, this team directly impacted the lives of 22 Vermonters and their cherished pets during their time of greatest need. Their resilience, professionalism, and teamwork under hazardous conditions demonstrate not only their skill but their unwavering commitment to the people they serve.

By vote of her peers Michelle Wheatley received the ***Firefighter of the Year Award*** for her lengthy and unwavering commitment to our organization.

Incident Type Report (Summary)

Date Range: From 06/02/2025 to 06/16/2025

Company: All Companies

Incident Type

1 Fire

	Count	Pct of Incidents	Total Est Loss	Total Est Loss
Totals	0	0.00%	\$0	0.00%

2 Overpressure Rupture, Explosion, Overheat(no fire)

Totals	0	0.00%	\$0	0.00%
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3 Rescue & Emergency Medical Service Incident

311 Medical assist, assist EMS crew

320 Emergency medical service incident, other

321 EMS call, excluding vehicle accident with injury

322 Motor vehicle accident with injuries

324 Motor vehicle accident with no injuries.

	4	3.57%	\$0	0.00%
	1	0.89%	\$0	0.00%
	79	70.54%	\$0	0.00%
	1	0.89%	\$0	0.00%
	1	0.89%	\$0	0.00%
Totals	86	76.79%	\$0	0.00%

4 Hazardous Condition (No Fire)

424 Carbon monoxide incident

445 Arcing, shorted electrical equipment

	1	0.89%	\$0	0.00%
	1	0.89%	\$0	0.00%
Totals	2	1.79%	\$0	0.00%

5 Service Call

500 Service Call, other

550 Public service assistance, other

551 Assist police or other governmental agency

554 Assist invalid

	2	1.79%	\$0	0.00%
	2	1.79%	\$0	0.00%
	1	0.89%	\$0	0.00%
	3	2.68%	\$0	0.00%
Totals	8	7.14%	\$0	0.00%

6 Good Intent Call

611 Dispatched & canceled en route

	3	2.68%	\$0	0.00%
Totals	3	2.68%	\$0	0.00%

7 False Alarm & False Call

700 False alarm or false call, other

733 Smoke detector activation due to malfunction

736 CO detector activation due to malfunction

743 Smoke detector activation, no fire - unintentional

744 Detector activation, no fire - unintentional

745 Alarm system activation, no fire - unintentional

746 Carbon monoxide detector activation, no CO

	1	0.89%	\$0	0.00%
	3	2.68%	\$0	0.00%
	2	1.79%	\$0	0.00%
	2	1.79%	\$0	0.00%
	2	1.79%	\$0	0.00%
	1	0.89%	\$0	0.00%
	1	0.89%	\$0	0.00%
Totals	12	10.71%	\$0	0.00%

8 Severe Weather & Natural Disaster

800 Severe weather or natural disaster, other

	1	0.89%	\$0	0.00%
Totals	1	0.89%	\$0	0.00%

9 Special Incident Type

Totals	0	0.00%	\$0	0.00%
--------	---	-------	-----	-------

Totals	112		\$0	
--------	-----	--	-----	--

Police

HPD Firearms Training Unit conducted Spring Firearms training for HPD members. Notably, firearms qualification is required by the Vermont Criminal Justice Training Council and case law establishes that certain aspects of firearms training must be conducted.

HPD coordinated the Law Enforcement Special Olympics Torch Run which was successful. The Special Olympics of Vermont sent their appreciation and may be asking for some of our footage for their advertising needs.

The Coalition working group focused on Accountability met with representatives from Twin Pines Housing and engaged in an informative discussion around the development's policies and operation.

A new group of unhoused individuals arrived in the area and have been blocking sidewalks and begging near the junction of US 5 and Sykes Mountain Avenue. Outreach engaged with them today and are actively trying to connect them with services.

<u>Nature of Incident</u>	<u>Total Incidents</u>
911 Elevator Call	6
911 Hangup Call	18
Abandoned Vehicle	1
Agency Assistance	31
Animal Bite	2
Animal Noise	2
Animal Problem	8
Assault	3
Attempt to Locate	1
Burglary Alarm	14
Citizen Assist	32
Citizen Dispute	10
Crash Damage	10
Crash Injury	1
Directed Patrol	59
Driving - License Suspended	1
Controlled Substance Problem	4
DUI Alcohol or Drugs	1
Escort	1
Family Fight/Domestic	7
Foot Patrol	14
Found Property	6
Fraud	1
Harassment	1
Information Report	1
Intoxicated Person	5
Juvenile Problem	6
Litter/Pollution/Public Health	2
Lock Down Drill	1
Loitering	1
Lost Property	1
Medical Emergency	2
Mental Health Emergency	4
Missing Person	1
Motor Vehicle Complaint	17
Noise Disturbance	7
Panic Alarm	1
Paperwork Service	8
Parking Problem	5
Phone Problem /Harrassment	2
Power Line Down	1
Property Damage, Non Vandalism	2
Restraining Order	1
Sexual Assault	3

<u>Nature of Incident</u>	<u>Total Incidents</u>
Special Detail	8
Suicide Threat	2
Suspicious Person	13
Suspicious Person/Circumstance	38
Theft	11
Threatening	4
Traffic Hazard	4
Traffic Violation	3
Training	4
Trespassing	19
Unresponsive Person	8
Vandalism	4
Wanted Person	6
Weapon Offense	1
Welfare Check	22
Total reported: 452	

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Elevator Call	6	0.62
911 Hangup Call	27	2.81
Abandoned Vehicle	1	0.10
Abdominal Pain	6	0.62
Agency Assistance	62	6.45
Allergic Reaction	1	0.10
Animal Bite	3	0.31
Animal Noise	4	0.42
Animal Problem	12	1.25
Assault	8	0.83
Back Pain	2	0.21
Bleeding	8	0.83
Brush Fire	1	0.10
Burglary	1	0.10
Burglary Alarm	21	2.19
Car Fire	2	0.21
Chest Pain	3	0.31
Citizen Assist	40	4.16
Citizen Dispute	15	1.56
CO Detector NO Symptoms	4	0.42
Condition of Release Violation	1	0.10
CPR	2	0.21
Crash Damage	21	2.19
Crash Detected	1	0.10
Crash Extrication	1	0.10
Crash Injury	15	1.56
Untimely	1	0.10
Deliver Message	1	0.10
Diabetic Emergency	1	0.10
Breathing Difficulty	20	2.08
Directed Patrol	71	7.39
Natural Disaster	2	0.21
Dispatch Reminder	4	0.42
Driving - License Suspended	2	0.21
Controlled Substance Problem	4	0.42
DUI Alcohol or Drugs	1	0.10
Environmental Emergencies	1	0.10
Escort	1	0.10
Falls	34	3.54
Family Fight/Domestic	12	1.25
Fingerprints	6	0.62
Fire Alarm	15	1.56
Fire Call Undetermined Type	2	0.21
Fireworks	1	0.10

Foot Patrol	14	1.46
Found Property	11	1.14
Fraud	2	0.21
Gas or Vapor Leak	2	0.21
Harassment	1	0.10
Head Injuries	3	0.31
Heart Problems	14	1.46
Highway Call Out	2	0.21
Illegal Burning	1	0.10
Information Report	3	0.31
Intoxicated Person	7	0.73
Juvenile Problem	12	1.25
Lift Assist	11	1.14
Litter/Pollution/Public Health	4	0.42
Lock Down Drill	1	0.10
Lockout	2	0.21
Loitering	2	0.21
Lost Property	2	0.21
Medical Emergency	31	3.23
Medical Alarm	13	1.35
Mental Health Emergency	9	0.94
Missing Person	3	0.31
Motor Vehicle Complaint	28	2.91
Noise Disturbance	9	0.94
Odor Investigation	2	0.21
Panic Alarm	3	0.31
Paperwork Service	10	1.04
Parking Problem	6	0.62
Phone Problem /Harrassment	2	0.21
Power Line Down	3	0.31
Property Damage, Non Vandalism	2	0.21
Public Assist Fire/EMS	1	0.10
Restraining Order	2	0.21
Seizure	2	0.21
Service Call	12	1.25
Sewer Dept Call Out	1	0.10
Sexual Assault	2	0.21
Shooting	1	0.10
Unknown Medical Emergency	24	2.50
Sick UPC	1	0.10
Smoke Investigation	2	0.21
Special Detail	12	1.25
Station Coverage	1	0.10
Stroke	3	0.31
Structure Fire	3	0.31
Attempted Suicide	1	0.10
Suicide Threat	2	0.21
Suspicious Person	13	1.35
Suspicious Person/Circumstance	47	4.89
TESTING ONLY	1	0.10

John Haverstock

From: Connie Kelley
Sent: Tuesday, June 17, 2025 7:34 AM
To: John Haverstock
Cc: Lori Hirshfield; William Furnari
Subject: Selectboard memo and updated Ordinance
Attachments: Selectboard memo.docx; AmendedOrdinanceChapter220Post0610Meeting.pdf; Fee schedule.xlsx

John,

Everything that is attached is updated to reflect the recommended changes to the ordinance by the selectboard including the fee schedule.

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.



AGENDA MEMORANDUM
June 24, 2025
Town Selectboard Meeting Item:

Submitted by: Constance Kelley, Chief of Police, Hartford Police Department and Lori Hirschfield, Director, Department of Planning & Development

Subject: Public Hearing and Action – Update Traffic and Parking Ordinance Chapter 220

Background: The Town is adding parking meters to various locations in the Village of White River Junction. This necessitated an addition to the traffic and parking ordinance. Given that the original ordinance was adopted in October 1990 and several amendments were added since, this needed addition seemed like a great opportunity to update the existing ordinance and add the prior amendments into the body of the main document and remove information that was no longer accurate. This ordinance was created through a resolution passed by the Selectboard. Any changes, therefore, require the Selectboard to pass a new ordinance.

Discussion: Amended proposals as requested by the board.

1. Holidays are exempt
2. Saturday and Sundays are exempt
3. Fine is reduced to \$11.00

Chapter 220

VEHICLES AND TRAFFIC

ARTICLE I General Provisions

- § 220-1. Statutory authority.
- § 220-2. Inclusion in Code.

ARTICLE II General Parking Provisions Prohibitions

- § 220-3. Definitions ~~Parking near curbs.~~
- § 220-4. ~~Parking near fire hydrants.~~
Parking near curbs
- § 220-5. Fire lanes and parking near fire hydrants
- § 220-6. Driveways.
- § 220-7. Double parking.
- § 220-8. No parking in designated areas.
- § 220-9. Limited parking.
- § 220-10. Parking on highway.
- § 220-11. All-night parking during winter hours.
- § 220-12. Handicapped parking.

ARTICLE III Specific Parking and Traffic Restrictions

- § 220-13. Town of Hartford.
- § 220-14. Hartford Village.
- § 220-15. Village of Quechee.
- § 220-16. White River Junction.

ARTICLE IV Stop Intersections

- § 220-17. Authorization.
- § 220-18. Stop required.
- § 220-19. Stop sign locations.

ARTICLE V Immobilization of Parked Vehicles

- § 220-20. Immobilization of vehicle.
- § 220-21. Notice to owner.
- § 220-22. Release of vehicle.
- § 220-23. Failure to remove immobilized vehicle.
- § 220-24. Tampering with immobilization.
- § 220-25. Post-immobilization hearings.
- § 220-26. Conduct of hearing.
- § 220-27. Decision of hearing officer and its effect.
- § 220-28. Grievance procedure.
- § 220-29. Fine for parking violations.

ARTICLE VI Speed Limits

- § 220-30. Town of Hartford.

ARTICLE VII Traffic Lights

- § 220-31. Colors and arrow indications.
- § 220-32. Green.
- § 220-33. Right, left and vertical green arrows.
- § 220-34. Yellow.
- § 220-35. Red.
- § 220-36. Red and yellow.
- § 220-37. Flashing red.
- § 220-38. Flashing yellow.

ARTICLE VIII
Vehicles Hauling Waste Matter

§ 220-39. Covering of contents required.

§ 220-40. Violations and penalties.

ARTICLE X
Fines and Penalties.

§ 220-43. Review of fine structure.

§ 220-44. Violations and penalties.

ARTICLE IX
Bicycles

§ 220-41. Riding after dark.

§ 220-42. More than one person riding.

[**HISTORY:** Adopted by the Selectboard of the Town of Hartford 10-30-1990; amended in its entirety at time of adoption of Code (see Ch. 1, General Provisions, Art. I). Subsequent amendments noted where applicable.]

ARTICLE I
General Provisions

§ 220-1. Statutory authority.

This chapter is adopted under the authority of 19 V.S.A. § 304(a), 23 V.S.A. Chapter 13 and 24 V.S.A. § 2291.

§ 220-2. Inclusion in Code.

Notwithstanding the provisions of §§ 1-12 and 1-13 of the Code of the Town of Hartford, the inclusion of this chapter in the Code shall not be deemed a repeal and reenactment of the same but an amendment thereto.

ARTICLE II
General Parking ~~Prohibitions~~ Provisions

§ 220-3. Definitions.

The definitions of Title 23, Vermont Statutes Annotated, Section 4 are incorporated by reference. Except as may be otherwise provided herein, and unless the context otherwise requires, the following additional definitions shall apply in the interpretation in this Traffic Ordinance:

Abandoned motor vehicle - a vehicle that has a valid registration plate or public vehicle identification number (which has not been removed, destroyed, or altered) and has remained on either public or private property (or on/along a highway), without the permission of the property owner (or the person in control of the property) for more than 48 hours, or a motor vehicle that does NOT have a valid registration plate (or the public vehicle identification number has been removed, destroyed, or altered) and has remained on either public or private property (or on/along a highway) without the consent of the property owner (or person in control of the property) for any period of time.

Day - any 24-hour consecutive period.

Electric vehicle - any vehicle that operates, either partially or exclusively, on electrical energy from the grid, or an off-board source, that is stored on-board for motive purpose. This includes a battery electric vehicle or a plug-in hybrid electric vehicle (PHEV)

Motor vehicle - includes all vehicles propelled or drawn by power other than muscular power, except farm tractors, vehicles running only upon stationary rails or tracks, motorized highway building equipment, road making appliances, snowmobiles, tracked vehicles, motor-assisted bicycles, electric bicycles, or electric personal assistive mobility devices.

Municipal parking lot - means any property of the Town of Hartford that is maintained through the Public Works Director as a municipal parking lot; and bears signs identifying the lot as "Public Parking" which may include the hours of operation of the lot, and the rates for parking motor vehicles (if any).

Oversized vehicle - any vehicle or recreational vehicle that requires more than one parking lot space as defined in "parking lot space".

Parking - The stopping or standing on a street of any vehicle whether occupied or unoccupied.

Parking lot space - means a portion of the surface of a parking lot normally designated by lines painted or marked on the surface of the parking lot.

Parking meter- means any mechanical device or meter which is placed or erected for the regulation of parking within the parking meter zone by authority of the selectboard. Each parking meter shall indicate by proper legend the legal parking time established for the parking spaces.

Parking meter zone-means an area with parking meters.

Park and ride - an area designated and controlled by the Town of Hartford for the purpose of parking a motor vehicle and thereafter utilizing a different mode of transport.

Recreational vehicle - any design to be self-propelled or permanently towable by another vehicle; and designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Parking near curbs.

~~All motor vehicles when parked shall be parked by the operator as close to the curb or sidewalk as possible.~~

§ 220-4. ~~Parking near fire hydrants.~~ Parking near curbs

~~All motor vehicles when parked shall be parked by the operator as close to the curb or sidewalk as possible.~~

~~No person shall stop, stand or park any vehicle within six feet of a fire hydrant.~~

§ 220-5. Fire lanes and Parking near fire hydrants.

~~No person shall stop, stand or park any vehicle on or in a fire lane, clearly marked as such.~~

~~No person shall stop, stand or park any vehicle within six feet of a fire hydrant.~~

§ 220-6. Driveways.

No motor vehicle shall be parked on any street in front of a driveway or on any crosswalk.

§ 220-7. Double parking.

There shall be no double parking on any street within the Town of Hartford.

§ 220-8. No parking in designated areas.

There shall be no parking in all areas so designated by signs or otherwise.

§ 220-9. Limited parking.

There shall be limited parking only in all areas so designated by signs or otherwise and specifying the time limit.

Two Hour Parking:

No person, partnership or corporation shall park in the parking spaces located on the northerly side of Maple Street five plus or minus feet east of the intersection of Elk Street and Maple Street in Hartford Village, the parking spaces located on the northerly side of the Quechee Main Street Between High Street and Bluff Road in the Village of Quechee in excess of 2 hours.

All designated parking areas on the streets of the Village of White River Junction shall be limited to two-hour parking between the hours of 9:00 a.m. and 5:00 p.m., Monday through Saturday or as otherwise posted.

Exceptions: All-day parking is allowed in the following Town-owned parking lots:
The South Main Street parking lot.
The Maple Street parking lot.

Paid parking zones - Designated, rates.

Parking meter zones all over the Town shall consist of those areas designated by the Selectboard. These zones shall include, but are not limited to:

North Main Street from the intersection with Currier Street to the intersection with Joe Reed Drive.

South Main Street from the intersection with Joe Reed Drive to 241 South Main Street.

Gates Street for its entire length.

Church Street.

Currier Street for its entire length.

Town Square Parking Lot

Railroad Row

Prospect Street

Any other parking locations as specified by the Selectboard and clearly identified by signage.

Parking shall be free all day on Saturday, Sunday, and all public holidays in the State of Vermont.

§ 220-10. Parking on highway.

There shall be no parking on the traveled portion of any highway so as to interfere with traffic on said highway.

§ 220-11. All-night parking during winter hours.

Parking is prohibited on the streets and/or highways in the Town of Hartford from 12:01 a.m. to 7:00 a.m. during the months of December, January, February, March and April, when such streets are properly marked indicating NO PARKING during the hours of 12:01 a.m. to 7:00 a.m., pursuant to 23 V.S.A. § 1008.

§ 220-12. Handicapped parking.

Two parking spaces on the easterly side of South Main Street, directly in front of the building known as the "Colodny Building" shall be reserved exclusively for handicap parking. These spaces will be prominently marked as handicap spaces by the Town of Hartford.

ARTICLE III
Specific Parking and Traffic Restrictions

§ 220-13. Town of Hartford.

- A. Parking is prohibited at all times on the following streets or parts of streets in the Town of Hartford:

Name of Street	Side	Location
Fairview Terrace	South	From the intersection with Gates Street to a point 60 feet west of Forest Hills Avenue
Fairview Terrace	South	For a distance of 400 feet east of Hillcrest Terrace
Gate Street Hill	Both	From Church Street to Fairview Terrace
Public highway	North	Leading from the intersection of Church Street and Gates Street to Airport Road, including Gates Street, Fairview Terrace and continuing along Hyde Park Avenue to Airport Road

~~B. Ten minute parking. No person, partnership or corporation shall park in the two parking spaces located on the westerly side of South Main Street in front of the U.S. Post Office in excess of 10 minutes.~~

§ 220-14. Hartford Village.

A. Parking is prohibited at all times on the following streets or parts of streets in the Hartford Village:

Name of Street	Side	Location
Main Street	North	First 30 feet just west of the intersection of Park Street and Main Street
Main Street	North	First 30 feet just easterly of the intersection of Park Street and Main Street
Main Street	North	First 50 feet just east of the intersection of Pleasant Street and Main Street
Main Street	North	From the intersection of Pleasant Street and North Main Street to the Congregational Church driveway
Main Street	South	First 100 feet just east of the intersection of Albert Drive and Main Street
Park Street	Both	Entire length
Pleasant Street	Both	Entire length

~~B. Ten minute parking. No person, partnership or corporation shall park in the single parking space located on the northerly side of Main Street five plus or minus feet east of the intersection of Pleasant Street and Main Street in Hartford Village for a period of time in excess of 10 minutes.~~

§ 220-15. Village of Quechee.

- A. Parking is prohibited at all times on the following streets or parts of streets in the Village of Quechee:

Name of Street	Side	Location
Main Street	South	On the southerly side of Main Street beginning from the north side of the covered bridge to the intersection of School Street and Main Street, a distance of 460 feet

- ~~B. Ten minute parking. Parking shall be limited to ten minutes per vehicle in the following areas in the Village of Quechee:~~

Name of Street	Side	Location
Main Street	North	Between High Street and School Street

§ 220-16. White River Junction.

- A. Parking is prohibited at all times on the following streets or parts of streets in the Village of White River Junction:

Name of Street	Side	Location
Bridge Street	Both	From North Street across the White River
Church Street	West	From North Main Street to Gates Street, except Sundays
Gates Street	North	From Church Street to Currier Street
North Main Street	South	From Church Street to Currier Street

- ~~B. Two hour parking.~~

~~(1) All designated parking areas on the streets of the Village of White River Junction shall be limited to two hour parking between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday or as otherwise posted.~~

~~(2) Exceptions. All day parking is allowed in the following Town owned parking lots:~~

~~(a) The South Main Street parking lot.~~

~~(b) The Maple Street parking lot.~~

- ~~C. Four hour parking. Parking is limited to four hours along the fence separating the Village square parking area and the railroad track area, between Briggs Park and Vermont Salvage.~~

- D. One-way traffic. The traffic on the following sections of the Town highway system in the Town of Hartford, Village of White River Junction, shall be in the following directions only: on North Main Street from its intersection with Currier Street to its intersection with South Main Street in an easterly direction; thence on South Main Street to its intersection with Gates Street in a southerly direction; thence on Gates Street to its intersection with Currier Street in a westerly direction; and thence on Currier Street to its intersection with North Main Street in a northerly direction.

ARTICLE IV Stop Intersections

§ 220-17. Authorization.

The Police Chief is hereby authorized to erect stop signs with the approval of the Board of Selectmen.

§ 220-18. Stop required.

When stop signs are erected as herein provided at or near the entrance to any intersection, every driver of a vehicle shall stop such vehicle at such sign or at a clearly marked stop line before entering the intersection except when directed to proceed by a police officer or traffic-control signals.

§ 220-19. Stop sign locations.

All vehicles shall stop at the following locations:

Schedule 1 Town of Hartford Stop Sign Locations

Name of Street	Jct.	Intersecting Street
White River Junction		
Blake Drive	Jct.	North Hartland Road
Recycling Exit	Jct.	North Hartland Road
Rustic Road	Jct.	North Hartland Road
Neal Road	Jct.	North Hartland Road
Kline Drive	Jct.	North Hartland Road
Drew Road	Jct.	North Hartland Road
Remick Road	Jct.	North Hartland Road
Melisi Road	Jct.	North Hartland Road
Wrights Reservoir Road	Jct.	North Hartland Road
V.A. Cutoff Road	Jct.	North Hartland Road
Ballardvale Drive	Jct.	North Hartland Road

Schedule 1
Town of Hartford
Stop Sign Locations

Name of Street	Jct.	Intersecting Street
Windsor Drive	Jct.	North Hartland Road
Beswick Drive	Jct.	Sykes Avenue
Dewitt Drive East	Jct.	Holiday Drive
Dewitt Drive West	Jct.	Holiday Drive
Farm Vu Drive	Jct.	Holiday Drive
Holiday Drive	Jct.	Sykes Mountain Avenue
Hyde Park	Jct.	Sykes Mountain Avenue
Upper Hyde Park	Jct.	Sykes Mountain Avenue
Bowling Lane	Jct.	Sykes Mountain Avenue
Lilly Pond Road	Jct.	Sykes Mountain Avenue
Acorn Street	Jct.	Sykes Mountain Avenue
Walsh Avenue	Jct.	Sykes Mountain Avenue
Sykes Mountain Avenue	Jct.	South Main Street
Airport Road	Jct.	U.S. Route 5
Beech Street	Jct.	Airport Road
Airport Road	Jct.	Lower Hyde Park
Talbert Street	Jct.	Lower Hyde Park
Templeton Avenue	Jct.	Charles Street
Fairview Terrace	Jct.	Lower Hyde Park
Fairview Terrace	Jct.	Hickory Ridge
Third Avenue	Jct.	Lilly Pond Road
Birchwood Drive	Jct.	Lilly Pond Road
Lilly Pond Road	Jct.	Bullard Street
Forest Hills	Jct.	Fairview Terrace
Maplewood Terrace West	Jct.	U.S. Route 5
Church Street	Jct.	Gates Street
Church Street	Jct.	North Main Street
North Main Street	Jct.	Currier Street
Currier Street	Jct.	Bridge Street
Latham Works Lane	Jct.	Nutt Lane
Nutt Lane	Jct.	South Main Street
Currier Street Extension	Jct.	Gates Street
Mill Road	Jct.	Woodstock Road
V.A. Cutoff Road	Jct.	Woodstock Road
Smith Road	Jct.	Woodstock Road

Schedule 1
Town of Hartford
Stop Sign Locations

Name of Street	Jct.	Intersecting Street
Center of Town Road/East	Jct.	Woodstock Road
Costello Road	Jct.	Woodstock Road
Center of Town Road/West	Jct.	Woodstock Road
Old Kings Highway West	Jct.	Center Of Town Road
Joe Reed Orive	Jct.	South Main Street
Joe Reed Orive	Jct.	Rail Road Row
Municipal Parking Lot	Jct.	Bridge Street
Municipal parking lot	Jct.	Maple Street
Reservoir Road	Jct.	Kings Highway West
Bliss Road	Jct.	Kings Highway West
Round House Road	Jct.	Mill Road
Mill Road	Jct.	V.A. Cut Off Road
Overlook Drive	Jct.	V.A. Cut Off Road
Old River Road	Jct.	V.A. Cut Off Road
Smith Road	Jct.	Old River Road
Old Quechee Road	Jct.	Costello Road
Woodstock Road	Jct.	V.A. Cut Off Road
Verna Court	Jct.	V.A. Cut Off Road
Allison Run	Jct.	V.A. Cut Off Road
Credit Court	Jct.	Maple Street
Barrell Street	Jct.	Maple Street
Cascadnac Avenue	Jct.	Maple Street
Union Street	Jct.	Maple Street
Prospect Street	Jct.	Maple Street
Hartford High School	Jct.	Highland Avenue
Hebard Street	Jct.	Hartford Avenue
Worcester Avenue	Jct.	Hartford Avenue
Hanover Street Ext.	Jct.	Saunders Avenue
Hanover Street Ext.	Jct.	School Exit To Highland Avenue
High School Rotary	Jct.	High School Entrance Orive
Middle School Exit	Jct.	Highland Avenue
Hanover Street	Jct.	Saunders Avenue
Saunders Avenue	Jct.	Hartford Avenue
Pierce Street	Jct.	Hartford Avenue
Pierce Street	Jct.	Wilder Street

Schedule 1
Town of Hartford
Stop Sign Locations

Name of Street	Jct.	Intersecting Street
Goodreau Street	Jct.	Hartford Avenue
Devin Street	Jct.	Hartford Avenue
Hewitt Street	Jct.	Hartford Avenue
Bugbee Street	Jct.	Hartford Avenue
Abbott Street	Jct.	Lower Hyde Park
Abbott Street	Jct.	Fairview Terrace
Hillcrest Terrace	Jct.	Fairview Terrace
Wilder Village		
Manning Drive	Jct.	Hartford Avenue
Chandler Road	Jct.	Hartford Avenue
A Street	Jct.	Hartford Avenue
South Street	Jct.	Hartford Avenue
Horseshoe Avenue South	Jct.	Hartford Avenue
Horseshoe Avenue North	Jct.	Hartford Avenue
Ravenswood Terrace	Jct.	Hartford Avenue
Depot Street	Jct.	Hartford Avenue
Fern Street East	Jct.	Hartford Avenue
Fern Street West	Jct.	Hartford Avenue
Division Street East	Jct.	Hartford Avenue
Division Street West	Jct.	Hartford Avenue
Locust Street East	Jct.	Hartford Avenue
Locust Street West	Jct.	Hartford Avenue
Hawthorn Street	Jct.	Hartford Avenue
Gillette Street	Jct.	Hartford Avenue
Chestnut Street	Jct.	Hartford Avenue
Chandler Farms Road	Jct.	Hartford Avenue
Pleasant View Terrace	Jct.	Hartford Avenue
Candlelight Terrace	Jct.	Hartford Avenue
Christian Street	Jct.	Hartford Avenue
South Street (North)	Jct.	A Street
South Street (South)	Jct.	A Street
Frost Park	Jct.	A Street
Walnut Street	Jct.	Chestnut Street
Chestnut Street	Jct.	Gillette Street
Norwich Avenue	Jct.	Gillette Street

Schedule 1
Town of Hartford
Stop Sign Locations

Name of Street	Jct.	Intersecting Street
Gillette Street East	Jct.	The Dry Bridge
Gillette Street West	Jct.	The Dry Bridge
Passumpsic Avenue South	Jct.	Gillette Street
Passumpsic Avenue North	Jct.	Gillette Street
Harvest Lane	Jct.	Christian Street
Brookside Drive	Jct.	Christian Street
Bugbee Street	Jct.	Christian Street
Brookside Drive	Jct.	Bugbee Street
Apple Lane	Jct.	Brookside Drive
Brookmead Circle	Jct.	Chandler Road
Stonecrest Avenue	Jct.	Chandler Road
Chandler Farms Road	Jct.	Chandler Road
Grovner Street	Jct.	Chandler Road
Albert Street	Jct.	Chandler Road
Ravenswood Terrace (North)	Jct.	Chandler Road
Ravenswood Terrace (South)	Jct.	Chandler Road
Perkins Place	Jct.	Colonial Drive
Kinsman Drive	Jct.	Colonial Drive
Ridge View Road	Jct.	Chandler Road
Half Penny Lane	Jct.	Chandler Road
Woodhaven Condo Drive	Jct.	Christian Street
Billings Farm Road	Jct.	Christian Street
Jericho Street	Jct.	Christian Street
Olcott Drive	Jct.	Christian Street
Palmer Court	Jct.	Christian Street
Hemlock Ridge Drive	Jct.	Christian Street
Barrister Drive	Jct.	Hemlock Ridge Drive
Dothan Brook School South	Jct.	Christian Street
Dothan Brook School North	Jct.	Christian Street
Hartford Village		
Runnals Road	Jct.	Vermont Route 14
Byron Hill	Jct.	Vermont Route 14
Cope Lane	Jct.	Vermont Route 14
Jericho Road	Jct.	Vermont Route 14
Dothan Road	Jct.	Vermont Route 14

Schedule 1
Town of Hartford
Stop Sign Locations

Name of Street	Jct.	Intersecting Street
Elk Street	Jct.	Maple Street
Park Street	Jct.	Maple Street
Ferry Boat Crossing	Jct.	Maple Street
Christian Street	Jct.	Maple Street
Elmwood Court	Jct.	Christian Street
Summer Street	Jct.	Christian Street
Orchard Hill	Jct.	Summer Street
Campbell Street	Jct.	Harry Gibbs Street
Harry Gibbs Street	Jct.	Christian Street
School Street	Jct.	Christian Street
Paula Street	Jct.	Christian Street
Truell Road	Jct.	Christian Street
Aldrich Lane	Jct.	Christian Street
Hartford Village Bridge	Jct.	Maple Street
Jericho Road	Jct.	Jericho Street
Dothan Road	Jct.	Jericho Street
Newton Lane	Jct.	Jericho Street
Wallace Road	Jct.	Jericho Street
Sugar Top Road	Jct.	Jericho Street
Quechee Village		
Wood Road	Jct.	Woodstock Road
Chester Arthur Road	Jct.	Woodstock Road
Lakeland Drive	Jct.	Woodstock Road
West Gilson Avenue	Jct.	Woodstock Road
River Street	Jct.	Woodstock Road
Cross Street	Jct.	Woodstock Road
Waterman Hill	Jct.	Woodstock Road
Quechee Hartland Road	Jct.	Woodstock Road
Deweys Mill Road	Jct.	Woodstock Road
Hathaway Road	Jct.	Woodstock Road
Quechee Main Street	Jct.	Woodstock Road
Hard Road	Jct.	Quechee Main Street
Tichenor Road	Jct.	Quechee Main Street
Henri Hill Road	Jct.	Quechee Main Street
Deweys Mill Road	Jct.	Quechee Main Street

Schedule 1
Town of Hartford
Stop Sign Locations

Name of Street	Jct.	Intersecting Street
Waterman Hill	Jct.	Quechee Main Street
High Street	Jct.	Quechee Main Street
Bluff Road	Jct.	Quechee Main Street
Willard Road	Jct.	Quechee Main Street
Quechee Main Street East	Jct.	Old Quechee Road
Quechee Main Street West	Jct.	Old Quechee Road
Quechee Main Street	Jct.	Quechee/W. Hartford Road
Old Quechee Road	Jct.	Quechee Main Street
Wells Road	Jct.	Willard Road
Noyes Lane	Jct.	Red Barn Road
Noyes Lane	Jct.	Old Town Farm Road
Red Barn Road	Jct.	Quechee Main Street
Wheelock Road	Jct.	Quechee Main Street
Hillside Road East	Jct.	Quechee Main Street
Coach Road	Jct.	Quechee Main Street
Hillside Road West	Jct.	Quechee Main Street
Murphy Road	Jct.	River Street
River Street	Jct.	Waterman Hill
Luce Meadow Road	Jct.	Quechee/Hartland Road
West Gilson Avenue	Jct.	Quechee/Hartland Road
East Gilson Avenue	Jct.	Quechee/Hartland Road
Marsh Family Road	Jct.	Quechee/Hartland Road
Sugar House Road	Jct.	Quechee/Hartland Road
Marsh Family Road	Jct.	West Gilson Avenue
Cross Street	Jct.	West Gilson Avenue
Cross Street	Jct.	Quechee/Hartland Road
Dody Road	Jct.	Morgan Road
Hard Road	Jct.	Jay Hill Road
Hard Road	Jct.	Morrill Bend
Dewey Family Road	Jct.	Old Quechee Road
Hard Road	Jct.	Old Quechee Road
Morgan Road North	Jct.	Old Quechee Road
Morgan Road South	Jct.	Old Quechee Road
Noyes Lane	Jct.	Quechee/W. Hartford Road
Safford Road	Jct.	Quechee/W. Hartford Road

Schedule 1
Town of Hartford
Stop Sign Locations

Name of Street	Jct.	Intersecting Street
Joe Ranger Road	Jct.	Quechee/W. Hartford Road
Johnny Brook Road	Jct.	Quechee/W. Hartford Road
Clay Road	Jct.	Quechee/W. Hartford Road
Town Farm Road	Jct.	Quechee/W. Hartford Road
West Hartford Village		
Kenison Road	Jct.	Quechee/W. Hartford Road
Howard Road	Jct.	Quechee/W. Hartford Road
Clifford Road	Jct.	Quechee/W. Hartford Road
Old River Road	Jct.	Quechee/W. Hartford Road
Westfield Drive South	Jct.	Quechee/W. Hartford Road
Recreation Drive	Jct.	Westfield Drive
Westfield Drive North	Jct.	Quechee/W. Hartford Road
Handy Road	Jct.	Quechee/W. Hartford Road
Pomfret Road	Jct.	Quechee/W. Hartford Road
Quechee/W. Hartford Road	Jct.	Vermont Route 14
Tiger Town Road	Jct.	Vermont Route 14
Harper Savage Lane	Jct.	Vermont Route 14
Jericho Street West	Jct.	Vermont Route 14
Jericho Street East	Jct.	Vermont Route 14
Podunk Road	Jct.	Tiger Town Road
Wildlife Road	Jct.	Podunk Road
Wildlife Road	Jct.	Jericho Street

ARTICLE V
Immobilization of Parked Vehicles

§ 220-20. Immobilization of vehicle.

Any unattended motor vehicle found parked at any time upon any public highway or parking areas of the Town of Hartford, the owner of which has accumulated four or more unpaid parking tickets and has failed to respond may be immobilized by the Hartford Police Department in such a manner as to prevent its operation, providing notice that the vehicle in question is subject to immobilization is sent to the registered owner by first-class mail at least 15 days prior to immobilization. No such vehicle shall be immobilized by any means other than by the use of a device which will cause no damage to such vehicle unless the vehicle is moved while the device is in place. In addition to any outstanding fines, the owner of such immobilized vehicle shall be assessed a \$35 immobilization fee.

§ 220-21. Notice to owner.

- A. At the time of immobilization, the Hartford Police Department shall cause to be placed on such vehicle, in a conspicuous manner, notice that the vehicle has been immobilized and that any attempt to move such vehicle might result in damage to such vehicle.
- B. The owner of any vehicle that has accumulated four or more parking tickets, and has failed to respond, shall be notified by first-class mail that if all tickets are not paid within 15 days the vehicle will be immobilized if found in any Town parking area or on Town property and may face additional financial penalties.

§ 220-22. Release of vehicle.

The owner of such immobilized vehicle, or other duly authorized person, shall be permitted to secure the release of the vehicle upon the payment to the Hartford Police Department of all outstanding fines, plus the immobilization fee of \$35.

§ 220-23. Failure to remove immobilized vehicle.

Any vehicle which is immobilized and is not removed from its public parking location after 24 hours shall be subject to towing by the Hartford Police Department. Any vehicle towed will be inventoried, and wrecker fees shall be the responsibility of the registered owner.

§ 220-24. Tampering with immobilization.

It shall be unlawful for any unauthorized person to remove or damage or attempt to remove or damage any immobilization device. The fine for such an offense shall be \$500, plus the cost of repairs or replacement of any damaged device.

§ 220-25. Post-immobilization hearings.

As to any vehicle immobilized pursuant to this article, a person who has a legal entitlement to possession of the vehicle shall be entitled to a post-immobilization administrative hearing to determine whether or not there is sufficient cause to immobilize the vehicle. In order to exercise that right, the person must, within 10 days after such person learns of the immobilization, serve written demand for a hearing upon the Hartford Police Department, 66 VA Cutoff Road, either in person or by first-class mail. Such demand shall state the name, address, and telephone number, if any, of the person making the demand and the vehicle registration number on the immobilized vehicle.

§ 220-26. Conduct of hearing.

- A. A hearing shall be conducted before a hearing officer within 48 hours of receipt of a written demand therefor for the person seeking the hearing, unless such person waives the right to a speedy hearing. Saturdays, Sundays and Town holidays shall be excluded from the calculation of the forty-eight-hour period. The sole issue before the hearing

officer shall be whether or not there is sufficient cause to immobilize the vehicle in question.

- B. The hearing officer shall be the Town Manager or a Town grand juror designated by the Town Manager to act in his stead.
- C. "Sufficient cause to immobilize" shall mean such a state of facts as would lead a person of ordinary care and prudence to believe that there was sufficient breach of the local ordinance to grant legal authority to immobilize the vehicle.
- D. The hearing officer shall conduct the hearing in an informal manner and shall not be bound by technical rules of evidence. The person demanding the hearing shall carry the burden of establishing that such person has the right to possession of the vehicle. The Hartford Police Department shall carry the burden of establishing that there is sufficient cause to immobilize the vehicle in question. At the conclusion of the hearing, the hearing officer shall prepare a written decision. A copy of such decision shall be provided to the person demanding the hearing and the registered owner of the vehicle (if not the person requesting the hearing).

§ 220-27. Decision of hearing officer and its effect.

- A. The hearing officer's decision in no way affects any criminal proceedings in connection with the immobilization in question; any criminal charges involved in such proceedings may only be challenged in the appropriate court. The decision of the hearing officer is final. Failure of the registered or legal owner or his/her agent to request or attend a scheduled post-immobilization hearing shall be deemed to be a waiver of the right of such hearing.
- B. In the event that the hearing officer finds no sufficient cause, the hearing officer shall so inform the Hartford Police Department; the Hartford Police Department shall release the vehicle if it has not already done so, and no immobilization fee shall be charged.

§ 220-28. Grievance procedure.

If a citizen believes that he/she has unfairly received a parking violation ticket, he/she may appeal in writing to the Parking Enforcement Officer, supplying name, address, telephone number and appropriate times in which to be contacted, as well as an explanation of the appeal. If the citizen is not satisfied with the disposition rendered by the Parking Enforcement Officer, he/she may appeal in writing to the Chief of Police. The decision of the Chief of Police will be final.

§ 220-29. Fine for parking violations.

~~The penalty for all parking violations shall be \$7 for each offense if paid or postmarked within 72 hours of the violation. After 72 hours the fine shall be \$14.~~

Fines for applicable parking violations will be as follows:

Timed and metered parking - \$11

Handicapped Spots- \$50

Winter Parking Ban- \$11

All other parking violations- \$11

All fines will automatically be doubled if not paid within fourteen (14) days of issuance of the ticket.

ARTICLE VI
Speed Limits

§ 220-30. Town of Hartford.

The maximum speed limit for motor vehicles in the Villages of the Town of Hartford shall be 25 miles per hour on all the streets within the Village, with the following exceptions:

- A. The maximum speed limit on North Main Street in White River Junction leading in a westerly direction from the intersection of Bridge Street shall be 25 miles per hour except where the speed limit is indicated otherwise on the signs posted on said street.
- B. The maximum speed limit on Maple Street from the New Hampshire state line to the intersection with Cascadnac Avenue shall be 30 miles per hour; beyond the intersection of Cascadnac Avenue to the Village of Hartford it shall be 35 miles per hour.
- C. On Hartford Avenue, Taft Avenue and Christian Street (all Route 5) the speed shall be as designated by the signs posted on said highways.
- D. On Maple Street (Route 14) the speed limit shall be as designated by the signs thereon.
- E. The maximum speed limit on Christian Street shall be 35 miles per hour or as otherwise posted.
- F. The maximum speed limit on the Quechee-Hartland Road is 25 miles per hour commencing at U.S. Route 4 and the Quechee-Hartland Road for a distance of 0.3 mile.

ARTICLE VII
Traffic Lights

§ 220-31. Colors and arrow indications.

- A. Colors and arrow indications in traffic control signals shall have the commands ascribed to them in this article, and no other meanings, and every driver of a vehicle or other conveyance shall comply therewith, except when otherwise directed by a police officer or by lawful regulating sign, signal or device.
- B. In no case shall a driver enter or proceed through an intersection without due regard to the safety of other persons within the intersection regardless of what indications may be given by traffic control signals.

§ 220-32. Green.

While the green lens is illuminated, drivers facing the signal may proceed through the intersection, but shall yield the right-of-way to pedestrians and vehicles lawfully within a crosswalk or the intersection at the time such signal was exhibited. Drivers of vehicles making a right or left turn shall yield the right-of-way to pedestrians crossing with the flow of traffic.

§ 220-33. Right, left and vertical green arrows.

When a right green arrow is illuminated, drivers facing said signal may turn right. When a left green arrow is illuminated, drivers facing said signal may turn left. When a green arrow is exhibited together with a red or a yellow lens, drivers may enter the intersection to make the movement permitted by the arrow, but shall yield the right-of-way to vehicles and pedestrians proceeding from another direction on a green indication.

§ 220-34. Yellow.

While the yellow lens is illuminated, waiting drivers shall not proceed, and any driver approaching the intersection or a marked stop line shall stop at such point unless so close to the intersection that a stop cannot be made in safety; provided, however, that if a green arrow is illuminated at the same time, drivers may enter the intersection to make the movement permitted by such arrow.

§ 220-35. Red.

While the red lens is illuminated, drivers facing the signal shall stop outside of the intersection or at such point as may be clearly marked by a sign or line; provided, however, that there is a green arrow illuminated at the same time, drivers may enter the intersection to make the movement permitted by such arrow.

§ 220-36. Red and yellow.

While the red and yellow lenses are illuminated together, drivers shall not enter the intersection, and during such time the intersection shall be reserved for the exclusive use of pedestrians.

§ 220-37. Flashing red.

A flashing red lens shall indicate those intersections at which a driver is required by law to stop before entering.

§ 220-38. Flashing yellow.

A flashing yellow lens shall indicate the presence of a hazard, and drivers may proceed only with caution.

ARTICLE VIII
Vehicles Hauling Waste Matter

§ 220-39. Covering of contents required.

Every commercial or industrial vehicle which shall be used for the conveyance of sand, gravel, ashes, cinders, loose paper, cartons, boxes, cases, slabs, stickings, construction waste,

rubbish, or of any other substance or material, or any other article which may be blown or may fall therefrom, and traveling at a rate of speed in excess of 30 miles per hours or the lower posted speed limit, shall be entirely enclosed or have a tarpaulin or cover securely attached to such article and to be of sufficient size and form as shall entirely cover the contents of such vehicle and prevent such contents from being blown or falling therefrom, irrespective of whether such vehicle is licensed for the conveyance of such contents or not.

§ 220-40. Violations and penalties.

Any person who violates a provision of this Article VIII shall be punished as provided in § 220-44.

**ARTICLE IX
Bicycles**

§ 220-41. Riding after dark.

Bicycle riding after dark shall be prohibited on the streets of the Town of Hartford except when the bicycle is properly equipped with lights, reflectors and proper equipment designated by the Vermont Statutes.

§ 220-42. More than one person riding.

Not more than one person at a time shall ride on a bicycle on the streets of the Town unless said bicycle is properly constructed for such purposes.

**ARTICLE X
Fines and Penalties.**

§ 220-43. Review of fine structure.

The Chief of Police shall periodically review the fine structure for violations of this chapter and make suggestions to the Selectboard which shall make all final decisions as to fines for violations.

§ 220-44. Violations and penalties.

Except as may be provided in 23 V.S.A. § 1 et seq., a person who violates this chapter shall be subject to the penalties provided in § 1-16 of the Code of the Town of Hartford. An enforcement action for violation of any parking regulations may be prosecuted as provided in 4 V.S.A. § 437(11).

§ 220-30. Town of Hartford.

The maximum speed limit for motor vehicles in the Villages of the Town of Hartford shall be 25 miles per hour on all the streets within the Village, with the following exceptions:

A. The maximum speed limit on North Main Street in White River Junction leading in a westerly direction from the intersection of Bridge Street shall be 25 miles per hour except where the speed limit is indicated otherwise on the signs posted on said street.

B. The maximum speed limit on Maple Street from the New Hampshire state line to the intersection with Cascadnac Avenue shall be 30 miles per hour; beyond the intersection of Cascadnac Avenue to the Village of Hartford it shall be 35 miles per hour.

C. On Hartford Avenue, Taft Avenue and Christian Street (all Route 5) the speed shall be as designated by the signs posted on said highways.

D. On Maple Street (Route 14) the speed limit shall be as designated by the signs thereon.

E. The maximum speed limit on Christian Street shall be 35 miles per hour or as otherwise posted.

F. The maximum speed limit on the Quechee-Hartland Road is 25 miles per hour commencing at U.S. Route 4 and the Quechee-Hartland Road for a distance of 0.3 mile.

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AMENDMENT TO TOWN OF HARTFORD
MUNICIPAL CODE CHAPTER 220-30 (Speed Limits)

The Board of Selectmen of the Town of Hartford, at a meeting held on May 31, 2011, amended the Hartford Municipal Code Chapter 220-30 (Speed Limits) by unanimous vote of the members present. The ordinance contains the following changes:

Change the Speed Limit on Mill Road to 35 MPH

Purpose

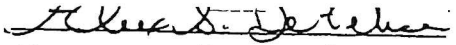
The purpose of the Amendment to the Town Speed Limits Ordinance is to change the speed limit on Mill Road.

Summary of Changes:

Item G was added to list the maximum speed limit on Mill Road to 35 miles per hour.

The Hartford Municipal Code Chapter 220-30 (Speed Limits) as amended was adopted the 31st Day, May, 2011.

Signed by Board of Selectmen, this 3rd Day, August 2011 (approved the 31st Day, May 2011)

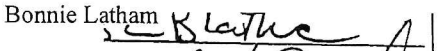

Alex DeFelice

Sonia O. Knight


Jeff Libbe III

Sabino "Sam" Romane

Kenneth

Bonnie Latham

Mark Doni


A full text of the language of the proposed Amendments is available for inspection at the Town of Hartford, Town Manager's Office (8 AM - 5 PM M-F) at 171 Bridge Street, White River Jct., VT. 05001. Any person desiring further information about the changes to the Town of Hartford Speed Limit Ordinance as codified in the Town of Hartford Municipal Code at Chapter 220 may contact the Town Manager's Office at 802-295-9353 at 171 Bridge Street, White River Jct., VT 05001.

This amendment will become effective 60 days after the date of its adoption.

Citizens of the Town of Hartford are further hereby notified that they have forty-four (44) days from the date of its adoption to petition for a vote on the above ordinance amendment at annual or special meeting as provided in the Town Charter.

Chapter 220. VEHICLES AND TRAFFIC

Article III. Specific Parking and Traffic Restrictions

§ 220-16. White River Junction.

- A. Parking is prohibited at all times on the following streets or parts of streets in the Village of White River Junction:

Name of Street	Side	Location
----------------	------	----------

Bridge Street	Both	From North Street across the White River
---------------	------	--

Church Street	West	From North Main Street to Gates Street, except Sundays
---------------	------	--

Gates Street	North	From Church Street to Currier Street
--------------	-------	--------------------------------------

North Main Street	South	From Church Street to Currier Street
-------------------	-------	--------------------------------------

Hollow Drive	Both	Entire Length
--------------	------	---------------

- B. Two-hour parking.
- (1) All designated parking areas on the streets of the Village of White River Junction shall be limited to two-hour parking between the hours of 7:00 a.m. and 7:00 p.m., Monday through Saturday or as otherwise posted.
 - (2) Exceptions. All-day parking is allowed in the following Town-owned parking lots:
 - (a) The South Main Street parking lot.
 - (b) The Maple Street parking lot.
- C. Four-hour parking. Parking is limited to four hours along the fence separating the Village square parking area and the railroad track area, between Briggs Park and Vermont Salvage.
- D. One-way traffic. The traffic on the following sections of the Town highway system in the Town of Hartford, Village of White River Junction, shall be in the following directions only: on North Main Street from its intersection with Currier Street to its intersection with South Main Street in an easterly direction; thence on South Main Street to its intersection with Gates Street in a southerly direction; thence on Gates Street to its intersection with Currier Street in a westerly direction; and thence on Currier Street to its intersection with North Main Street in a northerly direction.

*Hartford Selectboard Updated Tuesday, February 17, 2015

HARTFORD TOWN CLERK'S OFFICE
This ~~CA-5111~~ day of 11/18/2015
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Town Clerk



Town of Hartford, Vermont

Notice of Vehicles & Traffic Ordinance Adoption

On February 17, 2015 the Hartford Selectboard adopted the "Town of Hartford, Parking Ordinance" under the authority granted by 24 V.S.A. §1971 and 19 V.S.A. §304. The purpose of this Ordinance is as follows:

Proposed edits/changes to the Vehicles & Traffic Ordinance are highlighted in red relating to the following:

1. Article III, Specific Parking and Traffic Restrictions
2. §220-16. White River Junction
 - A. Parking is prohibited at all times on the following streets or parts of streets in the Village of White River Junction:

Name of Street	Side	Location
Bridge Street	Both	From North Street across the White River
Church Street	West	From North Main Street to Gates Street, except Sundays.
Gates Street	North	From Church Street to Currier Street
North Main Street	South	From Church Street to Currier Street
Hollow Drive	Both	Entire Length

The full text of the Ordinance may be viewed at the Town Manager's Office and the Town Clerk's Office at Temporary Town Offices, 35 Railroad Row, WRJ, 171 Bridge Street in WRJ, the Department of Public Safety at 812 VA Cutoff Road in WRJ, the Department of Public Works at Airport Road in WRJ, and the Bugbee Senior Center at 262 North Main St. in WRJ and on the Town's Website at www.hartford-vt.org. Copies of the full text may be obtained in the Town Manager's Office and the Parks & Recreation Department.

The Ordinance will become effective on April 17, 2015. A petition for a vote on the question of disapproving the ordinance must be signed by not less than five per cent of the qualified voters of the municipality, and presented to the legislative body or the clerk of the municipality by April 1, 2015.

Please contact Eliza LeBrun, Executive Assistant at 802-295-9353 or ekhrun@hartford-vt.org with any questions or comments.

OCT 27 2021,

TOWN OF HARTFORD
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- 2) *Any parking space designated by the Town, and identified by appropriate signage, for the recharging of an Electric Vehicle shall be reserved exclusively for the use of Electric Vehicles. Parking of non-Electric Vehicles is prohibited in those designated spaces.*
- 3) *No person shall park or leave standing a vehicle in a marked space designated for the recharging of electric vehicles unless the vehicle is connected to the supplied power source for electric charging purposes.*
- 4) *Vehicles parked in violation of these restrictions shall be towed at the vehicle owner's expense.*

§ 220-16 **White River Junction**

- D. One-way traffic. The traffic on the following sections of the Town highway system in the Town of Hartford, Village of White River Junction, shall be in the following directions only: on North Main Street from its intersection with Currier Street to its intersection with South Main Street in an easterly direction; thence on South Main Street to its intersection with Gates Street in a southerly direction; thence on Gates Street to its intersection with Currier Street in a westerly direction; and thence on Currier Street to its intersection with North Main Street in a northerly direction. ***On Gates Street from its intersection with Fairview Terrace to its intersection with Maplewood Terrace in an easterly direction.***

AMENDMENT TO TOWN OF HARTFORD

MUNICIPAL CODE CHAPTER 220-13 (Specific Parking and Traffic Restrictions)

The Selectboard of the Town of Hartford, at a meeting held on August 24, 2021, amended the Hartford Municipal Code Chapter 220-13 (Specific Parking and Traffic Restrictions) by unanimous vote of the members present. This ordinance was amended in accordance with the authority vested in the Selectboard by Chapters 59, 97, 101, and 131 of Title 24 of the Vermont Statutes Annotated, as amended.

Dated on this 26th day of October, 2021

Town of Hartford

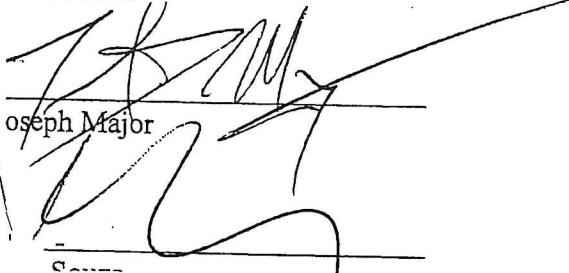
County of Windsor

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Dan Fraser



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Hartford Police Department

General Fees

Special Duty	2013	\$78	\$78	\$78	\$78	\$78	\$110	\$112	Hourly fee for coverage of outside or special detail (i.e. special events, construction, etc.). Minimum of 4 hours per event. Town or school functions have no minimum hour requirement.
Police Reports	2014	\$25	\$25	\$25	\$25	\$25	\$25	\$25	Fee funds the production of reports for accidents or other investigations.
Copies of video, audio tapes	2014	\$50	\$50	\$50	\$50	\$50	\$50	\$50	Fee assessed for the staff time, equipment, and time required to reproduce a video.
Taxi Operator License	2002	\$50	\$50	\$50	\$50	\$50	\$50	\$50	This is an annual fee set by local ordinance for the operation of each taxi company operating within Hartford.
Taxi Cab	2002	\$50	\$50	\$50	\$50	\$50	\$50	\$50	This is an annual fee set by local ordinance for the operation of each cab company operating within Hartford.
Parking Meter									\$1 This is per hour set by the local ordinance
Parking timed and metered Violation fine									\$11 This is set by the local ordinance for parking violations
Handicapped Parking Violation									\$50 This is set by the local ordinance for parking violations
Winter Parking Ban									\$11 This is set by the local ordinance for parking violations
All other parking violations									\$11 This is set by the local ordinance for parking violations

False Alarm Calls

1st Alarm	2013	\$0	\$0	\$0	\$0	\$0	\$0	\$0	There is no charge for the Department to respond to the first false alarm each year.
2nd Alarm	2013	\$15	\$15	\$15	\$15	\$15	\$15	\$15	Escalating fee to cover some of the Town's expense and to encourage owners of alarm systems to correct problem alarms.
3rd Alarm	2013	\$50	\$50	\$50	\$50	\$50	\$50	\$50	Escalating fee to cover some of the Town's expense and to encourage owners of alarm systems to correct problem alarms.
4th+ Alarm	2013	\$100	\$100	\$100	\$100	\$100	\$100	\$100	Escalating fee to cover some of the Town's expense and to encourage owners of alarm systems to correct problem alarms.
Fingerprints	2011	\$25	\$25	\$25	\$25	\$25	\$25	\$35	The Police Department, provide fingerprinting services for a variety of needs. Fee is for each card required/produced.
Liquor License Records Verification	2018	\$25	\$25	\$25	\$25	\$25	\$25	\$25	
VIN Verification - Residents	2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
VIN Verification - Non Residents	2018	\$5	\$5	\$15	\$15	\$15	\$15	\$15	

Dispatch Contracts

Town of South Royalton	2023	\$15,901	\$18,057	\$16,901	\$19,964	\$21,862	\$35,721	\$23,837	\$24,825
Royalton (FD/EMS)	2025							\$24,911	\$46,027
Royalton (Police)	2025	\$12,592	\$12,592	\$12,592	\$13,973	\$13,973	\$13,401	\$13,569	\$17,768
Town of Sharon	2025	\$61,673	\$61,673	\$67,292	\$72,911	\$72,911	\$64,079	\$64,881	\$49,966
Town of Norwich	2025	\$176,167	\$176,167	\$176,167	\$186,052	\$193,344	\$161,149	\$163,167	\$183,449
Windsor	2025	\$12,592	\$12,592	\$12,592	\$13,973	\$13,973	\$15,169	\$15,359	\$20,689
W. Windsor	2025	\$12,592	\$12,592	\$12,592	\$13,973	\$13,973	\$12,868	\$13,030	\$17,057
Reading	2025	\$13,543	\$13,543	\$13,543	\$14,253	\$14,253	\$22,820	\$23,106	\$29,515
Hartland	2025	\$15,028	\$15,028	\$17,166	\$19,161	\$21,156	\$25,411	\$25,729	\$32,502
Acushnet/W. Weatherfield	2025	\$18,032	\$18,032	\$18,032	\$20,039	\$22,047	\$29,091	\$29,455	\$35,488
Town of Chester	2025	\$12,592	\$12,592	\$12,592	\$13,973	\$13,973	\$17,178	\$17,393	\$23,002
Town of Cavendish									\$478,268

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Fee Schedule for FY 2026

Date: June 24, 2025

Background

Each year, the Town Administration asks the Selectboard to review and approve the updated Fee Schedule for the coming fiscal year.

Discussion

The attached Fee Schedule was developed with an eye to recouping some of the costs associated with making available goods and/or services to the public. Each Department head proposes fees commensurate with their own approved FY budgets.

Financial Impact

The Fee Schedule generates revenue for FY 2026 for the following funds:

General Fund	Solid Waste Fund
Water Fund	Quechee Water Fund
Wastewater Fund	Quechee Wastewater Fund

Recommendation

Move that the proposed fiscal year Fee Schedule be adopted by the Selectboard and implemented by Staff, with any new rates becoming effective on July 1, 2025.

Attachment

Proposed FY 2026 Fee Schedule

John Haverstock

From: John Haverstock
Sent: Thursday, June 5, 2025 11:08 AM
To: Department Leadership Team
Cc: Lana Livingston
Subject: Fee Schedule for FY 26

Hello All.

The Selectboard will need to adopt an updated Fee Schedule before the new fiscal year begins. Please look over your department's submission from last year and **submit your information to Lana no later than close of business on Wednesday, June 11**. Your proposed fees should, of course, be in keeping with your approved FY26 budgets or an explanation must be provided. I will plan to present the proposed fees to the Selectboard at its June 24 meeting.

Thanks.

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

John Haverstock

From: Bryan Gazda
Sent: Wednesday, June 11, 2025 1:45 PM
To: John Haverstock
Subject: RE: Fee Schedule for FY 26
Attachments: Final Draft DPW Schedule - FY 26.xlsx; FY 26 Water-Wastewater - Solid Waste Fee Schedule Revenue Projections.xlsx

John,

Attached is our fee schedule. Areas in yellow highlight are changes from last year and or new additions to the fee schedule. Chris added several subcategories for highway/zoning permits to better reflect his time reviewing plans.

Water and sewer rates stay the same and I attached my rate analysis I did.

I did raise rates for punch cards from \$4.75 to \$5 per punch and MSW/bulky waste fee from \$240-\$250. I feel the small increase is justified given that Lebanon has raised their rates and the cost for MWS disposal at their landfill has increased. In the attached spreadsheet I did a cost breakdown of MSW and bulky waste disposal fees and we are in the positive with our fee. For the average resident who disposes MSW at the station the increase will really just be the 25 cents. Many of the other changes are required due to the change in the punch rate.

Please let me know if you have any questions and or if you require a more formal explanation for the Selectboard.

PS – the fee scheduled needs to be printed on ledger sized paper!

Thanks,

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: Thursday, June 5, 2025 11:08 AM
To: Department Leadership Team <departmentheads@hartford-vt.org>
Cc: Lana Livingston <llivingston@hartford-vt.org>
Subject: Fee Schedule for FY 26

Hello All.

The Selectboard will need to adopt an updated Fee Schedule before the new fiscal year begins. Please look over your department's submission from last year and **submit your information to Lana no later than close of business on Wednesday, June 11**. Your proposed fees should, of course, be in keeping with your approved FY26 budgets or an explanation must be provided. I will plan to present the proposed fees to the Selectboard at its June 24 meeting.

Thanks.

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

FY 26 FEE SCHEDULE RATE PROJECTIONS

Water Rates

WRJ/Hartford/Wilder Water Rate				
2026				
2025 Actual /	Budget		Difference	PCT
Projected Revenue	Amount			
WRJ	\$716,341	\$701,000	\$15,341.00	2.19%
Hartford	\$461,670	\$461,000	\$670.00	0.15%
Wilder	\$110,623	\$102,000	\$8,623.00	8.45%
	\$1,288,634	\$1,264,000	\$24,634.00	1.95%

Quechee Water Rate				
2026				
2025 Actual /	Budget		Difference	PCT
Projected Revenue	Amount			
Quechee	\$337,665	\$304,737	\$32,928.00	10.81%
Quechee - QWC	\$244,909	\$229,078	\$15,831.00	6.91%
	\$582,574	\$533,815	\$48,759.00	9.13%

Wastewater Rates

WRJ/Hartford/Wilder Wastewater Rate				
2026				
2025 Actual /	Budget		Difference	PCT
Projected Revenue	Amount			
WRJ	\$1,143,338	\$1,135,000	\$8,338.00	0.73%
Hartford	\$758,192	\$760,000	-\$1,808.00	-0.24%
Wilder	\$160,878	\$149,000	\$11,878.00	7.97%
Non-Septic	\$4,400	\$3,500	\$900.00	25.71%
	\$2,066,808	\$2,047,500	\$19,308	0.94%

Quechee Wastewater Rate				
2026				
2025 Actual /	Budget		Difference	PCT
Projected Revenue	Amount			
Quechee	\$408,759	\$390,000	\$18,759.00	4.81%
Quechee - QSC	\$984,409	\$970,000	\$14,409.00	1.49%
	\$1,393,168	\$1,360,000	\$33,168	2.44%

Solid Waste Rates**May - 2025**

Date	Item	Hauling Fee	Tipping Fee	Labor/Equip	Tonnage	Cost per Ton
5/2/2025	Bulky Waste	\$202.00	\$463.50	\$75.00	3.09	\$239.64
5/8/2025	MSW	\$202.00	\$1,519.04	\$75.00	12.58	\$142.77
5/9/2025	Bulky Waste	\$202.00	\$630.00	\$75.00	4.2	\$215.95
5/15/2025	Bulky Waste	\$202.00	\$484.50	\$75.00	3.23	\$235.76
5/15/2025	MSW	\$202.00	\$1,404.32	\$75.00	11.63	\$144.57
5/22/2025	Bulky Waste	\$202.00	\$636.00	\$75.00	4.24	\$215.33
5/23/2025	Bulky Waste	\$202.00	\$490.50	\$75.00	3.27	\$234.71
5/27/2025	MSW	\$202.00	\$1,554.05	\$75.00	12.87	\$142.27
Totals		\$1,616.00	\$7,181.91	\$600.00	\$55.11	\$170.53

John Haverstock

From: Scott Hausler
Sent: Wednesday, June 11, 2025 2:40 PM
To: John Haverstock; Lana Livingston
Subject: Parks and Rec Fee Schedule
Attachments: FY26 Fee Schedule PARKS AND REC Draft 6.11.25.xlsx

John, Attached is our updated Fee Schedule for Parks & Recreation. The highlighted sections are our proposed changes. The specific addition or change within the highlight are in red text.
Scott



Scott Hausler, CPRP
Director of Parks & Recreation
Hartford Parks & Recreation
171 Bridge Street
White River Junction, VT 05001
P - (802) 295-5036 C-(802) 299-8757
F - (802) 295-6382

www.hartford-vt.org



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

Lana Livingston

From: Connie Kelley
Sent: Friday, June 6, 2025 12:04 PM
To: Lana Livingston
Subject: RE: Fee Schedule for FY 26
Attachments: Dispatch Fee update FY26.xlsx

Lana,

All the fees are the same except for what is attached. The dispatch fees for the contract towns. It appears that all of the fees would match what was previously submitted by Greg based off an email thread that Scott Smith forwarded to me. The budget book reflects the line with 911 call taker reimbursement added in which accounts for the \$94,527.03 difference. FYE 2026 dispatch fees is \$478,268.27 + \$94,527.03 for 911 reimbursement = \$572,795.30

Let me know if you have any questions.

Thanks,
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: Lana Livingston <llivingston@hartford-vt.org>
Sent: Thursday, June 5, 2025 11:48 AM
To: Connie Kelley <ckelley@hartford-vt.org>
Subject: RE: Fee Schedule for FY 26

Attached is the one that was approved last year

From: Connie Kelley <ckelley@hartford-vt.org>
Sent: Thursday, June 5, 2025 11:42 AM
To: Lana Livingston <llivingston@hartford-vt.org>
Subject: RE: Fee Schedule for FY 26

Lana,

Do you happen to have a copy of what was submitted last year that I could use to compare?

Thank 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: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Thursday, June 5, 2025 11:08 AM
To: Department Leadership Team <departmentheads@hartford-vt.org>
Cc: Lana Livingston <llivingston@hartford-vt.org>
Subject: Fee Schedule for FY 26

Hello All.

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Thanks.

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

**See additional attachment
labeled**

“MASTER FEE SCHEDULE”

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Commercial Motor Vehicle Drug & Alcohol Testing Policy

Date: June 24, 2025

Discussion

The Vermont League of Cities & Towns has emphasized the importance of Vermont municipalities adopting a Commercial Motor Vehicle Drug & Alcohol Testing Policy, based upon their model policy. In fact, VLCT has called this a High Priority and conditioned grant eligibility upon Town adoption of such a policy.

Recommendation

Move that the Selectboard adopt the proposed Commercial Motor Vehicle Drug & Alcohol Policy and instruct the Town Manager to work with the DPW Director to assure its implementation.

Attachment

John Haverstock

From: Bryan Gazda
Sent: Monday, June 16, 2025 3:03 PM
To: John Haverstock
Subject: CMV Substance-Alcohol Policy - DPW Final
Attachments: CMV Substance-Alcohol Policy - DPW Final.pdf

John,

Attached is the town-wide commercial motor vehicle (CDL) drug and alcohol abuse testing policy. This policy is based on a VLCT model policy, and I have work with VLCT Senior Risk Assessor, Wade Masure, on the content of the policy. As an employer of CDL drivers we are required to follow the U.S. Department of Transportation's rules and regulations in accordance with 49 CFR. This policy provides the procedures for testing and medical/administrative processes for an effective drug and alcohol abuse program.

Please let me know if you have questions or need additional information.

Bryan



TOWN OF HARTFORD COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

June 24, 2025

TOWN OF HARTFORD COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

Introduction

This policy applies to employees and prospective employees of The Town of Hartford who operate commercial motor vehicles (CMVs) or who will operate CMVs if they are hired, transferred, or promoted. Employees and prospective employees are not subject to this policy by virtue of holding a CDL unless their job duties may require them to operate a CMV.

All other municipal employees are subject to the provisions of the municipality's personnel policy regarding alcohol and drug use and testing, if applicable.

The policy was developed based on the requirements articulated by the U.S. Department of Transportation (DOT) in Title 49, of the Code of Federal Regulations (CFR).

This personnel policy does not constitute a contract of employment. Employment with The Town of Hartford is *at will* and not for any definite period or succession of periods of time. The Town or the employee may terminate employment at any time, with or without notice. The Selectboard reserves the right to amend any of the provisions of this personnel policy for any reason and at any time, with or without notice.

Section 1: Applicability

This policy applies to all The Town of Hartford employees and prospective employees who operate commercial motor vehicles (CMVs) while engaged in any municipal business. This policy supersedes any provisions in the town's personnel policy regarding the consequences of the possession or use of drugs and alcohol as they pertain to CMV operators.

Members of a collective bargain unit retain all rights conferred under provisions contained in a Collective Bargaining Agreement regarding substance abuse and alcohol procedures, testing, and or disciplinary actions.

For purposes of this policy,

Commercial motor vehicle or CMV means a motor vehicle or combination of motor vehicles as follows:

- Any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more.
- A combination vehicle with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
- A vehicle designed to transport 16 or more passengers (including the driver).
- Any size vehicle which requires hazardous material placards or is carrying material listed as a select agent or toxin in 42 CFR part 73.

Individuals operating the above vehicles must have a valid commercial driver's license (CDL). Note that emergency vehicles (e.g. fire apparatus are not CMVs).

Each employee who is subject to this policy is required to sign an acknowledgement that they have been provided with a copy of this policy. This acknowledgement will be maintained in the town's

TOWN OF HARTFORD COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

personnel files as part of the driver qualification file. An acknowledgement form is included as Appendix C.

Given the varied nature of municipal needs, employees who are employed to operate CMVs have the potential to serve in safety-sensitive functions during any part of their job. Therefore, employees are always subject to this policy while they are actively working, in “on-call” status, and during periods when they may be called into work (e.g. to respond to weather-related incidents, respond to emergency situations, etc.). Safety-sensitive functions and other terms are defined in Appendix A: Definitions.

CMV operators must remain substance-free during all periods when they are on-call and other anticipated emergency incidents, including weather events given the likelihood that they will be called in to work and thus must follow all elements of this Drug & Alcohol Policy.

Section 2: Responsibility for Employee Information

The Town of Hartford has assigned the Director of Public Works or their designee as the individual who can provide employees with information regarding this Drug & Alcohol Policy and answer related questions on pertinent issues. Employees may also obtain information about applicable Federal regulations from 49 CFR. Sources of information are provided in Appendix B of this policy.

Section 3: Prohibited Conduct

Conduct listed in this section is **prohibited**.

- Having a verified positive, adulterated, or substituted drug test result.
- Performing safety-sensitive functions after notification of a verified positive, substituted, or adulterated drug test result or an Evidential Breath Alcohol Test (EBT) result indicating a measured alcohol concentration of 0.02% or greater, regardless of when the drug or alcohol was ingested and regardless of whether the driver is under the influence of alcohol or using drugs, as defined in federal, state, or local law.
- Reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in [49 CFR PART 40](#), as amended.
- Consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. An on-call employee who has consumed alcohol must acknowledge the use of alcohol at the time that he/she is called to report for duty.
- Consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- Misusing or being impaired by authorized or prescribed use of drugs or over-the counter medications which may affect work performance or pose a danger to the safety of the driver or to others. Drivers are required to inform the employer’s designated representative of any therapeutic drug use that has the potential to impact the safe operation of equipment or motor vehicles.
- In cases where prescribed medication labeling suggests that machinery operation or driving may be compromised in any way, the driver shall obtain written authorization from the prescribing physician indicating that the driver is able to safely operate a CMV while using the substance. This must be provided to the municipality prior to operation of said CMV while using the prescribed substance(s). Physician prescription authorization forms will be filed in the employee’s medical folder located in the Town Manager/HR Director office.

TOWN OF HARTFORD
COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

- Reporting to work or remaining on duty requiring the performance of safety sensitive duties while having an alcohol concentration of 0.02% or greater regardless of when the alcohol was consumed.
- Consuming alcohol for eight (8) hours following involvement in an accident or before submitting to any required post-accident drug/alcohol testing, whichever occurs first.
- Engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including municipal premises, vehicles, while in uniform or while on municipal business.
- Refusal to submit to alcohol or drug testing, as defined in Section 4, below.

Section 4: "Testing Refusal" Defined

Under federal law, a test refusal is considered as a positive test and has the same consequences. An employee or prospective employee is considered to have refused a test when s/he does any of the following:

- Fails to appear for any test within a reasonable time, as determined by the employer or testing pool administrator, after being directed to do so by the employer.
- Fails to remain at the testing site until the testing process is complete.
- Fails to provide a urine specimen for any drug test required by Part 40 or DOT agency regulations.
- In the case of an observed collection in a drug test, fails to permit the observation or monitoring of the collection of a specimen.
- Fails to provide enough urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Fails to provide an adequate amount of saliva or breath for any alcohol test required, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Fails or declines to take a second test that the employer or collector has directed the employee to take.
- Fails to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) as part of the verification process, or as directed by the Designated Employer Representative (DER) as part of paruresis ("shy bladder") procedures.
- Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process).
- If the MRO reports that there is verified adulterated or substituted test result.

Section 5: Testing

All testing and specimen collection prescribed under this policy will be done in accordance with federal requirements. Prescribed testing includes pre-employment, random, reasonable suspicion, post-accident, return to duty, and follow-up, if applicable.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures set forth in [49 CFR Part 40](#), as amended. The procedures will be performed in a private, confidential

TOWN OF HARTFORD
COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

manner, and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

Section 5a: The Drug Testing Process

The drug testing process will screen for drugs including marijuana, cocaine, opioids, amphetamines, and phencyclidine. The use of certain over-the-counter medications and other substances may result in a positive test.

After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection procedure. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a DHHS certified laboratory.

An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in [49 CFR Part 40](#), as amended.

If a negative test result is based on a diluted specimen, the RMO and the Town of Hartford will follow the provision of 49 CFR Section 40.197, when determining if second specimen will be collected.

The test results from the DHHS certified laboratory will be reported to a Medical Review Officer (MRO). The MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a verified positive, substituted, or adulterated test result.

The MRO will:

- Attempt to contact the employee to notify the employee of the positive laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result.
- Review any medical history and/or medical records that have been offered by the employee to determine whether there is a legitimate medical explanation for a positive laboratory result. If no legitimate medical explanation is found, the test will be confirmed as a verified positive or a refusal to test and reported to The Town of Hartford Designated Employer Representative (DER). If a legitimate explanation is found, the MRO will report the test result as negative to the DER and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Any covered employee who questions the results of a required drug test performed under this policy may request that the split specimen be tested. The employee's request for a split specimen test must be made to the MRO within 72 hours of notice of the original specimen verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts beyond the control of the employee.

TOWN OF HARTFORD
COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

The original collected urine specimen is split into 2 specimens (primary specimen and split specimen) prior to testing, expressly for this purpose. The split specimen test must be conducted at a second DHHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The method of collecting, storing, and testing the split specimen will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

- If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct a retest of the employee under direct observation. The retest must occur as quickly after notification as possible.
- The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen tests negative, the split specimen will be discarded. If the primary specimen tests positive, the split specimen will be retained for testing if so, requested by the employee through the MRO. If the primary specimen is positive, both the primary and split specimens will be retained in frozen storage for one year.

Any covered employee, who elects to have a split specimen tested, agrees to fully reimburse the municipality for all costs associated with the testing. Reimbursement may be recouped via payroll deduction, or any other mutually agreeable method(s).

Section 5b: Observed Collections

Consistent with [49 CFR Part 40](#), collection under direct observation by a person of the same gender with no advance notice will occur in any of the following circumstances:

- The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the municipality that there was not an adequate medical explanation for the result.
- The MRO reports to the municipality that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
- The test is a return-to-duty test or a follow-up test.
- The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
- The temperature of the original specimen was out of range; or
- The original specimen appeared to have been tampered with.

Section 5c: The Alcohol Testing Process

Tests for breath alcohol concentration will be conducted by a trained Breath Alcohol Technician (BAT) using a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT).

If the initial test results indicate that alcohol is present, a confirmatory test will be conducted at least fifteen minutes after the completion of the initial test and will be performed by a trained BAT using a NHTSA-approved EBT. The EBT will identify each test with a unique sequential identification

TOWN OF HARTFORD COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the testing, all results, and to attribute the test to the correct employee.

The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee, to maintain the integrity of the alcohol testing procedures and ensure the validity of the test result. An employee who has a confirmed alcohol concentration of 0.04% or higher will be considered to have a positive alcohol test and will be in violation of this policy. The consequences of a positive alcohol test are described in Section 6: Consequences of a Positive Test.

An employee undergoing alcohol testing who does not to provide enough breath to permit a valid breath test will be directed to obtain an evaluation within 5 days, from a licensed physician who has expertise in the medical condition raised by the employee's failure to provide a sufficient specimen. The results of this evaluation will be reviewed by the MRO to determine the result of the test.

Even though an employee who has a confirmed alcohol concentration of 0.02% to 0.039% is not considered to have had a positive test, the employee shall still be removed from safety-sensitive duties for twenty-four hours.

After the required 24-hour removal, the employee will:

- Meet with Director or Assistant Director of Public Works to review the need to avoid alcohol use from any source during or proceeding work hours.
- If the employee has an alcohol test result of 0.02% to $\leq 0.039\%$ two or more times within a six-month period, the employee will meet with the Town Manager and Human Resource Director to review the need to avoid alcohol use. The employee will be provided with contact and related information for the Employee Assistance Program (EAP) program. There is no requirement that the employee access those services.

An alcohol concentration of less than 0.02% will be considered a negative test.

The municipality affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not affect the test result will not result in a cancelled test.

Section 5d: Pre-employment Testing

When an individual applies to work for the town in a position that involves the operation of a CMV, or when a municipal employee is under consideration for a position that involves the operation of a CMV, that person will be required to undergo pre-employment urine **drug** testing. All offers of employment and offers for transfer for covered positions shall be conditional upon the applicant passing the drug test. Pre-employment testing must be completed **prior** to the individual working in the new position.

Applicants in non CMV positions including but not limited to administrative and other professional staff are not required to undergo pre-employment urine drug testing.

TOWN OF HARTFORD
COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

Pre-employment drug testing will be accomplished by providing advance notice of the test schedule and location to the position applicant. The length of the advance notice period will be kept as short as is reasonably feasible to coordinate and complete the test.

If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded.

Any applicant who fails a pre-employment drug test will be provided with the results of the test along with the current Invest EAP Brochure. This serves to provide the individual with information about substance abuse treatment opportunities.

If a negative test result is based on a diluted specimen, the RMO and the Town of Hartford will follow the provision of 49 CFR Section 40.197, when determining if second specimen will be collected.

When an existing employee is being placed, transferred, or promoted into a position that is covered by this policy and that person submits a drug test with a verified positive result, the employee may be subject to disciplinary action as outlined in the municipal personnel policies. That employee will also be eliminated from consideration for the position which triggered the need for the pre-employment test.

If a pre-employment/pre-transfer test is canceled for any reason, the applicant will be required to take and pass a pre-employment drug test before the individual is placed into a covered CDL position or performs safety sensitive duties.

FMCSA Clearinghouse

Effective January 6, 2020, in accordance with 49 CFR, all drivers shall be subjected to a query of the FMCSA Clearinghouse prior to employment as well as yearly throughout the driver's employment with this company. This is an employer's responsibility.

Drivers should also note that the following information will be reported to the Clearinghouse by both the Medical Review Officer, the Consortium/TPA and/or the employer. Drivers who fail to provide the necessary authorization to complete the initial or annual query will be subject to termination.

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to a drug or alcohol test;
- An employer's report of actual knowledge, as defined at 49 CFR § 382.107;
- On -duty alcohol use pursuant to 49 CFR § 382.205;
- Pre-duty alcohol use pursuant to 49 CFR § 382.207;
- Alcohol use following an accident pursuant to 49 CFR § 382.209;
- Drug use pursuant to 49 CFR § 382.213;
- SAP's report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and,
- An employer's report of completion of follow-up testing.

TOWN OF HARTFORD
COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

Section 5e: Random Testing

All municipal CDL drivers are placed in the VLCT PACIF-sponsored Drug & Alcohol Testing Consortium that is operated by the third-party administrator, DISA. These employees are subject to random, unannounced testing. There is no discretion on the part of the employer or supervisor in the selection and notification of the individuals who are to be tested. The selection of employees is made by a scientifically valid method of randomly generating an employee identifier from the pool of covered employees.

The dates for administering unannounced testing are randomly selected each quarter, with a minimum percentage of the pool's drivers selected for drug testing, alcohol testing, or both as required by Federal regulations and updated each calendar year.

Random drug tests can be conducted at any time during an employee's shift. Random alcohol tests can be performed just before, during, or just after the performance of a safety-sensitive duty. Employees are required to proceed immediately to the collection site or make themselves immediately available to collectors when they are notified that they have been selected for testing.

Section 5f: Reasonable Suspicion Testing

All covered employees will be subject to a reasonable suspicion drug and/or alcohol test when there is a reasonable suspicion to believe that drug or alcohol use is occurring, has recently occurred, or that the person is under the influence of drugs or alcohol. "Reasonable suspicion" shall mean that there is objective evidence, based upon specific, coincident, describable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse.

Reasonable suspicion drug test referrals will only be made by a supervisor or other designated individual with employee monitoring and assignment responsibilities who has received "reasonable suspicion training in accordance with FMCSA regulations. The training ensures that supervisors or other designated employees with similar responsibilities have the skills and knowledge to objectively detect the signs and symptoms of drug and alcohol use in employees covered by this policy.

A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

The Town of Hartford shall be responsible for transporting the employee who will be tested to a suitable testing site identified by DISA. Transport shall include travel to and from the location and to the individual's residence, as they should not be permitted to work when they may be under the influence of a drug or alcohol.

Supervisors should avoid placing themselves and/or others in a situation which might endanger the physical safety of those present. An employee who refuses an instruction to submit to a reasonable suspicion drug/alcohol test shall not be permitted to finish his or her shift and will be subject to other

**TOWN OF HARTFORD
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employment consequences. Failure to submit to a reasonable suspicion test is prohibited conduct (test refusal), the consequences of which are outlined in Section 6: Consequences of a Positive Test.

A written record of the observations that led to a reasonable suspicion drug/alcohol test shall be prepared and signed by the supervisory individual observing the behavior. This record shall be prepared prior to the release of the test results. This written record shall be submitted to the Executive Assistant to the Town Manager/HR Director and filed in the employee's CMV file.

Section 5g: Post Accident Testing

All covered employees will be required to undergo post-accident urine and breath testing if they are involved in an accident with a CMV that meets the criteria outlined in the following chart:

If the accident involved any of the following:	Qualifying event: Was a citation issued to the CMV driver?	Must test be performed by employer?
Human fatality	YES	YES
Human fatality	NO	YES
Bodily injury with immediate medical treatment away from the scene.	YES	YES
Bodily injury with immediate medical treatment away from the scene.	NO	NO
Disabling damage to any motor vehicle requiring tow away.	YES	YES
Disabling damage to any motor vehicle requiring tow away.	NO	NO

All post-accident drug and alcohol testing should be completed within two (2) hours of the accident.

If an alcohol test required by this section is not administered within two (2) hours following the accident, the municipality will document and maintain a record stating the reason(s) why the test was not promptly administered. If an alcohol test required by this section is not administered within eight (8) hours following the accident, the municipality will cease attempts to administer an alcohol test and will document the conditions that led to the time delay and failure to test.

If a drug test required by this section is not administered within 32 hours following the accident, the municipality will cease attempts to administer a controlled substances test and will document and maintain a record stating the reasons the test was not given within the required timeframe.

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Section 6: Consequences of a Positive Test

The medical review officer will report positive test results to the DER only after verifying the test results as outlined in 49 CFR, Part 40 as amended. When the DER is notified of this positive test result, the employee will be immediately suspended from operating CMVs and other safety-sensitive duties for the municipality and will be referred to a Substance Abuse Professional (SAP) for substance abuse assessment and/or treatment.

On the day that the positive test results are received, the employee will be suspended from all duties for at least 72 hours or until the results of the employee's requested testing of the split sample are received by the MRO. After that, the employee may be suspended without pay or the municipality may choose to allow the employee to perform non-safety-sensitive duties while receiving substance abuse treatment at the discretion of the Town Manager. This decision will be determined on a case-by-case basis, with the municipality reserving the right to suspend the employee without pay while undergoing substance abuse treatment.

. The employee's length of suspension will run the period in which it takes the individual to satisfactorily complete the treatment (as confirmed by the treating SAP) and last for up to 3 months from the date the positive test result was received. After that period, if the employee has not successfully completed treatment, the employee may be terminated.

Any employee who has a split sample tested and obtains a negative result will immediately be permitted to return to their normal job duties. Any covered employee, who elects to have a split specimen tested, agrees to fully reimburse the municipality for all costs associated with the testing. Reimbursement may be recouped via payroll deduction, or any other mutually agreeable method(s).

An employee who provides written documentation from an SAP that substance abuse treatment has been satisfactorily completed within the 3-month suspension period must fulfill all return to duty testing requirements in Section 7: Return to Duty Testing prior to performing any duties. Follow-up testing will also be required as directed by the SAP.

An employee who has a second positive test after completing return to duty testing may be terminated.

Section 7: Return to Duty Testing

Covered employees having a positive test will not be permitted to return to safety sensitive positions duty until after a substance abuse professional has determined that the employee has successfully complied with prescribed education and/or treatment. SAP will authorize the return to duty testing only when the employee is known to be drug and alcohol-free and there is no risk to public safety. The SAP will provide written documentation that the treatment has been completed and that the employee may undergo return to duty testing. The employee will then be allowed to take a return-to-duty test, as directed by the treating SAP.

The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before they may return to duty. Both drug and alcohol testing will be performed as a part of the return to duty testing. Return to duty testing must be performed under direct observation.

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Section 8: Follow-Up Testing

After satisfactory completion of return to duty testing, the driver is required to submit to at least 6 follow up tests during the first 12 months after resuming safety sensitive duties. Follow-up testing may be required for up to 60 months unless the substance abuse professional determines that testing is no longer warranted. The number and frequency of follow-up tests will follow the written guidance provided by the treating SAP. All follow-up tests are unannounced and will include testing for drugs and alcohol. Follow-up testing **MUST** be performed under direct observation.

Follow-up testing is separate from and in addition to random, post-accident, reasonable suspicion, and return to duty testing.

Section 9: Employee Information

Employees are encouraged to seek information regarding the effects of alcohol and controlled substances and their health, employment, and personal life. Such information is available at:

<http://www.samhsa.gov/>.

[Overview of Drug and Alcohol Rules](#)

[Employee Assistance Program](#)

[What you need to know](#)

TOWN OF HARTFORD
COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY

APPENDIX A: Definitions

Accident means an occurrence associated with the operation of a CMV, if as a result:

- An individual dies, or
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident, or,
- One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, ***disabling damage*** means damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include:
 - damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, or
 - tire disablement without other damage even if no spare tire is available, or
 - damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Adulterated specimen is a specimen that has been altered, as evidenced by test results showing either a substance that is not normally found in that type of specimen or showing an abnormal concentration of a substance that is normally found in that specimen.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device (EBT).

CMV - Commercial motor vehicle *means a motor vehicle or combination of motor vehicles used in commerce, to transport passengers, or property if the motor vehicle:*

- Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

TOWN OF HARTFORD
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Covered Employee means an employee who performs a safety-sensitive function including an applicant or transferee who will be hired to perform a safety-sensitive function. Employees who operate CMVs are performing safety-sensitive functions.

Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy) who is responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant bio-medical information.

Negative test result for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02% BAC is a negative test result.

Negative Dilute is a drug test specimen showing a creatinine level of greater than 5mg/dl and less than 20 mg/dl.

Non-negative test result is a test result found to be adulterated, substituted, invalid, or positive for a drug or drug metabolites. Non-negative results are considered a positive test or a refusal to test if the MRO cannot determine a legitimate medical explanation for the result or the refusal.

Observed Collection means the donor will provide his or her sample under the direct observation of either a collector or another individual of the same gender. The donor must raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the observer, by turning around, that he/she does not have a prosthetic device. After the observer has determined that the donor does not have a prosthetic device, the donor may return his/her clothing to its proper position for observed urination.

A positive test result for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, Section 40.87 as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04% BAC or greater. Any positive test result reported to the DER by the medical review officer is verified by the MRO prior to reporting.

Primary specimen. In drug testing, the primary specimen is the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

Prohibited drug means marijuana, cocaine, opiates, amphetamines, phencyclidine, or MDMA (ecstasy) at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Safety-sensitive function includes the timeframe that begins when a driver starts work or is required to be in readiness to work until the time, he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

TOWN OF HARTFORD
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- All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
- All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle in operation.
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth.
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Shy Bladder refers to any time a safety-sensitive employee is unable to provide a 45ml. sample of urine in a single void within a three-hour time period.

Split specimen. In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Verified negative test means a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established in DOT Rule 49 CFR Part 40 Section 40.87 as revised.

Validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

TOWN OF HARTFORD
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APPENDIX B: Contacts & Information

DISA

Substance Abuse Testing Service
340 Harvey Road, Manchester, NH, 03104
800-967-3135

VLCT/PACIF

Risk Management Services
89 Main St. Montpelier, Vermont 05602
802-229-9111

INVEST EAP (SAP)

Employee Assistance Program
802-287-2173

Employee Access to Information

49 CFR part 40 and 49 CFR part 382 must be available upon request to covered employees and representatives of employee organizations. 49 CFR part 40 is accessible on line at <http://www.dot.gov/ost/dapc>, by fax on demand at 1-800-225-3784 requesting document 151, by phone at 1-866-512-1800, or by writing to U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance, 400 Seventh Street SW, Room 10403, Washington, D.C. 20590.

APPENDIX C: CMV Drug & Alcohol Testing Policy-Acknowledgement Form

**TOWN OF HARTFORD
COMMERCIAL MOTOR VEHICLE DRUG & ALCOHOL TESTING POLICY**

TOWN OF HARTFORD, VT

I HEREBY ACKNOWLEDGE that I have received a copy of and read and understand my employer's **CMV Drug & Alcohol Testing Policy**. I understand that I must abide by its terms as a condition of employment. I understand that during my employment I may be required to submit to a controlled substances and/or alcohol test based on U.S. Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

I also understand that refusal to submit to a controlled substances or alcohol test is a violation of DOT regulations and the above referenced policy and may result in disciplinary action, including suspension (with or without pay) or termination of employment for gross and willful misconduct. I further understand the consequences of controlled substances and/or alcohol use as outlined in this policy.

I acknowledge that the provisions of my employer's CDL Drug and Alcohol Policy are part of the terms and conditions of my employment, and that I agree to abide by them.

By signing below, I also acknowledge that I understand the meaning of this form and agree that it will be used to document my understanding of the CDL Drug & Alcohol Testing Policy.

Printed Name of Employee/Applicant: _____

Signature of Employee/Applicant: _____

Employee/Applicant CDL ID #

Date: _____

Witness Signature: _____

Date: _____

Original Acknowledgment of Receipt and Understanding will be kept in the Driver's Qualification File. Check here ☐ to confirm copy given to employee/applicant.

APPENDIX D: Drug Cutoff & Testing Limits as per DOT Rule 49 CFR Part 40 Section 40.87

**TOWN OF HARTFORD
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Initial test analyte	Initial test cutoff ¹	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites (THCA) ²	50 ng/mL ³	THCA	15 ng/mL
Cocaine metabolite (Benzoylecgonine)	150 ng/mL ³	Benzoylecgonine	100 ng/mL.
Codeine/ Morphine	2000 ng/mL	Codeine Morphine	2000 ng/mL. 2000 ng/mL.
Hydrocodone/ Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL. 100 ng/mL.
Oxycodone/ Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL. 100 ng/mL.
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamine/ Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL. 250 ng/mL.
MDMA ⁴ /MDA ⁵	500 ng/mL	MDMA MDA	250 ng/mL. 250 ng/mL.

¹For grouped analytes (i.e., two or more analytes that are in the same drug class and have the same initial test cutoff):

Immunoassay: The test must be calibrated with one analyte from the group identified as the target analyte. The cross-reactivity of the immunoassay to the other analyte(s) within the group must be 80 percent or greater; if not, separate immunoassays must be used for the analytes within the group.

Alternate technology: Either one analyte or all analytes from the group must be used for calibration, depending on the technology. At least one analyte within the group must have a concentration equal to or greater than the initial test cutoff or, alternatively, the sum of the analytes present (i.e., equal to or greater than the laboratory's validated limit of quantification) must be equal to or greater than the initial test cutoff.

²An immunoassay must be calibrated with the target analyte, Δ-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

³*Alternate technology (THCA and Benzoylecgonine):* When using an alternate technology initial test for the specific target analytes of THCA and Benzoylecgonine, the laboratory must use the same cutoff for the initial and confirmatory tests (i.e., 15 ng/mL for THCA and 100ng/mL for Benzoylecgonine).

⁴Methylenedioxyamphetamine (MDMA).

⁵Methylenedioxyamphetamine (MDA).

NOTE: These cutoff limits may be subject to periodic revision by DOT.

[65 FR 79526, Dec. 19, 2000, as amended at 75 FR 49862, Aug. 16, 2010; 77 FR 26473, May 4, 2012; 82 FR 52244, Nov. 13, 2017]

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Bugbee Building Committee

Date: June 24, 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 a 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 **MARY ERDEI (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 **EMILY SANTAW (H)**
5. Three frequent users of the Bugbee Senior Center
 - a. **ALLEN ALBRECHT (H)**
 - b. **DANIEL GEORGE (H)**
 - c. **VERONA PUSHEE (H)**
8. The Town's Parks & Recreation Director **SCOTT HAUSLER (H)**
9. The Town's Environmental Sustainability Coordinator **DANA CLAWSON**
10. A person with legal and/or finance background **SUE BUCKHOLZ (H)**
11. A person in the building trades **SEAN LACEY/UPPER VALLEY BUILDING***
12. A representative from the Town's Planning & Development Department **LORI HIRSHFIELD**
13. A representative from the Fire Department **TOM PELTIER ***

*Non-voting technical experts

Recommendation

Move to approve and appoint the proposed slate of members to the AD HOC COMMITTEE on Bugbee Building Renovations and to approve the proposed 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: Mark Bradley <mark@bugbeecenter.org>
Sent: Friday, June 6, 2025 11:25 AM
To: John Haverstock
Subject: Update on recruitment

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

Hello John,

I'm pleased to confirm the following Bugbee participants who would like to join the building committee.

Allen Albrecht of Wilder. He's been involved at Bugbee for many years, and is actually the one that first introduced me to the organization, we used to work together at Lebanon Opera House. He has held almost every staff and volunteer position and also participates and leads programs, does Meals on Wheels, and is also our driver when we borrow the van from Parks & Rec. He has also been on our strategic plan committee. It's hard to think of someone better in tune with the Bugbee community.

Daniel George of Wilder. Dan started coming here last year and quickly turned into a near daily fixture at Bugbee. He enjoys lunch and other activities, but has especially taken the initiative to volunteer with cleaning and organizing our storage spaces and completing minor repairs, helping with assembly, etc. He's become quite familiar with the building and grounds and said he would love to share his thoughts on behalf of the community.

Along with Emily Santaw, I think that leaves one more opportunity for a Bugbee participant, correct? I have one person in mind who will be volunteering on Tuesday, and a few alternates I can talk with if they decline.

Thank you,
Mark

Mark Bradley
Executive Director
White River Council on Aging
[Bugbee Senior Center](#)
262 North Main Street
White River Junction, VT 05001
802-295-9068

[Join our email list](#) to start getting Bulletins!

John Haverstock

From: Mark Bradley <mark@bugbeecenter.org>
Sent: Tuesday, June 10, 2025 12:35 PM
To: John Haverstock
Subject: Update - building committee

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

Hi John!

I've confirmed the final spot for the building committee. Verona Pushee of Wilder would like to participate. She is a frequent participant and volunteer at Bugbee and I think would be a good fit for the group. And, except for myself, all Bugbee members are Hartford residents.

Here is contact information for your use:

Emily Santaw, watnas@aol.com, 603-790-0351 (c)
Allen Albrecht, george_albrecht@msn.com, 802-359-2630 (c)
Daniel George, vtdang@comcast.net, 802-295-7623 (h)
Verona Pushee, velund56@gmail.com, 802-369-9396 (c)

Keep me posted on the next steps you would like to take and I'm happy to offer assistance coordinating and facilitating.

Regarding the unpaid bills, I'm gathering input from our leadership and community stakeholders, and happy to discuss further if you would like. I know there's a Selectboard meeting this evening so I'm sure you're keeping busy!

Thank you,
Mark

Mark Bradley
Executive Director
White River Council on Aging
Bugbee Senior Center
262 North Main Street
White River Junction, VT 05001
802-295-9068

[Join our email list](#) to start getting Bulletins!

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Park N Ride Lighting and Cameras

Date: June 24, 2025

Discussion

For several years, some Town residents have expressed support for the Town installing lights and/or cameras at the Wilder Park N Ride. These residents suggest that the presence of lights and/or cameras may serve as a deterrent, making it less likely that campers, criminals or others for whom the Park N Ride was not intended would attempt to utilize this Town-owned facility. The Police Chief has expressed the possible impacts that such improvements may or may not have. Town residents have appeared to be appreciative of enhanced police patrols at and near the Park N Ride.

The Selectboard has not revealed its thoughts as yet on the matter during my tenure. However, in response to persistent advocacy from some Town residents, the Town Manager has researched the cost to install lighting and cameras at this facility.

1. Lights: An electrician with Park N Ride experience has provided a rough estimate of \$44,444.00.
2. Cameras: A contractor with which the Town has worked on cameras has provided a rough estimate of \$9,929.00.

Total: \$54,373.00

Financial Impact

The available VTrans grant program provides grant funding toward construction and improvements of municipal Park N Rides. If successful in obtaining VTrans grant funds, the Town would have to come up with 20% (\$10,874.60) in local matching funds.

Recommendation

If the Board would like to have lights and cameras installed at the Wilder Park N Ride, Move that the Selectboard authorize the Town Manager to apply for VTrans grant funding toward such a project and report back to the Selectboard when a decision has been made by VTrans.

Attachments

John Haverstock

From: Kenison, Derek W <Derek.Kenison@vermont.gov>
Sent: Monday, June 16, 2025 3:41 PM
To: John Haverstock; Bohl, Tina
Subject: RE: FY26 Municipal Park & Ride Program

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

Hi John,

The municipal park and ride program has a local match of 20%.

Thanks,

Derek Kenison
P: 802.595.4316

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Monday, June 16, 2025 2:32 PM
To: Bohl, Tina <Tina.Bohl@vermont.gov>
Cc: Kenison, Derek W <Derek.Kenison@vermont.gov>
Subject: RE: FY26 Municipal Park & Ride Program

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Derek.

I see Tina is out and I am working on deadline...What is the **local match percentage (%)** for municipal Park N Ride grants?

Thanks.

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

From: Bohl, Tina <Tina.Bohl@vermont.gov>
Sent: Tuesday, June 10, 2025 2:48 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Kenison, Derek W <Derek.Kenison@vermont.gov>
Subject: RE: FY26 Municipal Park & Ride Program

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

John,

The Governor signed the transportation bill last week. The bill included \$150,000 of state funds for the municipal park and ride program.

I will be on leave most of this week and next. I anticipate sending out the solicitation for applications the week of June 23rd.

Thanks,

Tina Bohl | Project Manager
Project Delivery Bureau – Municipal Assistance
Highway Division
Vermont Agency of Transportation
219 North Main Street | Barre, VT 05641
802-793-1743 phone tina.bohl@vermont.gov
<http://vtrans.vermont.gov>



From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, June 10, 2025 2:36 PM
To: Bohl, Tina <Tina.Bohl@vermont.gov>
Cc: Kenison, Derek W <Derek.Kenison@vermont.gov>
Subject: RE: FY26 Municipal Park & Ride Program

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Tina.

Just following up....Have we got any information from the legislature about available grant funding for Park N Rides?

Thanks.

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

From: Bohl, Tina <Tina.Bohl@vermont.gov>
Sent: Thursday, March 20, 2025 8:05 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Kenison, Derek W <Derek.Kenison@vermont.gov>
Subject: RE: FY26 Municipal Park & Ride Program

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

John,

We must wait until the end of the Legislative session to know the amount of state funds that are approved for the program. We normally send out the request for applications in June with a deadline of receiving them in August. There

John Haverstock

From: Bohl, Tina <Tina.Bohl@vermont.gov>
Sent: Thursday, March 20, 2025 8:05 AM
To: John Haverstock
Cc: Kenison, Derek W
Subject: RE: FY26 Municipal Park & Ride Program

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

John,

We must wait until the end of the Legislative session to know the amount of state funds that are approved for the program. We normally send out the request for applications in June with a deadline of receiving them in August. There is no set amount (minimum or maximum) of funds available per application. The amount awarded depends on the number of applicants. We do our best to "spread the wealth".

Thanks,

Tina Bohl | Project Manager
Project Delivery Bureau – Municipal Assistance
Highway Division
Vermont Agency of Transportation
219 North Main Street | Barre, VT 05641
802-793-1743 phone tina.bohl@vermont.gov
<http://vtrans.vermont.gov>



From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, March 18, 2025 5:12 PM
To: Kenison, Derek W <Derek.Kenison@vermont.gov>; Bohl, Tina <Tina.Bohl@vermont.gov>
Subject: FY26 Municipal Park & Ride Program

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Derek and Tina.

Hartford has finally received an estimate to install lighting at our Route 5 Park & Ride lot. Can you tell me when the FY26 Municipal Park & Ride grant program may be open for applications? Is there a limit on available funds per application?

Thanks.

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

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John Haverstock

From: Chad Wendel <chad@cewendeelectric.com>
Sent: Friday, March 14, 2025 2:56 PM
To: John Haverstock
Subject: Electrical Budget
Attachments: TOWN OF HARTFORD PARKING LOT LIGHTING.pdf

[EXTERNAL EMAIL: DO NOT CLICK on links or open attachments unless you are sure the content is safe.]
Good afternoon John, please see the attached Electrical Budget pricing for the Hartford Park & Ride Power and Pole Lights.

Thanks, Chad

Chad E. Wendel
C.E. Wendel Electric, Inc.
115 Granger Road Suite 2
Barre, VT 05641

802-223-1504
chad@cewendeelectric.com



March 14, 2025

C. E. Wendel Electric, Inc.
115 Granger Road Suite 2
Barre, VT 05641
802-223-1504

John, the following Electrical budget is for the Hartford Park & Ride Power and Light Poles. This is for the electrical portion and does not include excavation or power company fee's. I feel Green Mountain Power will need to set a new pole in order to provide a new electrical service for this project.

\$44,444.00

Overview of items included, Electrical Permit, 4 type A Series Site Lights (AOT Standard), 4 Concrete Pole Bases, New Electric Meter/ Pedestal, Conduit/Wire, Labor.

Items not included, Excavation, Utility Fees, Paving if needed .

Sincerely, Chad Wendel

John Haverstock

From: Dillon Walsh
Sent: Monday, June 16, 2025 10:39 AM
To: John Haverstock
Subject: Fw: AST - Hartford Park and Ride / Budget Quote
Attachments: Estimate A1859.pdf

Hi John,

As discussed, here is a quote for a single camera on a pole (assuming a solid power source). If you are looking to get approval for more than 1 pole, you can multiple this cost per the # of poles you're looking to outfit. This cost is about what Parks paid for Maxfield, so I think it's spot on.

The only other thing involved here is an internet source, so we would need a Cradlepoint router + sim card. On top of this I would figure \$1800 for the router, and \$40/month for Verizon service.

Let me know if this helps or if you have any questions.

Thanks,

Dillon Walsh
IT Director
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
(P) 802-478-1105

From: Tim Livingston <TLivingston@ast.net>
Sent: Monday, June 16, 2025 7:24 AM
To: Dillon Walsh <dwalsh@hartford-vt.org>
Subject: AST - Hartford Park and Ride / Budget Quote

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



Estimate

+18885527876
 BBaker@ast.net
 HTTP://www.ast.net

ADDRESS
 Hartford, VT

ESTIMATE # DATE
 A1859 06/16/2025

CUSTOMER CONTACT:
 Dillon

AST REPRESENTATIVE:
 Tim L

SERVICE/EQUIPMENT	QTY	RATE	AMOUNT
Photocell Power Adapter Photocell Power Adapter Tap for Streetlight	1	169.00	169.00
4-Channel 5A 12VDC Power Supply 4-Channel 5A 12VDC Power Supply	1	40.00	40.00
L-COM 24x16x9 NEMA Enclosure with Backplane L-COM 24x16x9 NEMA Enclosure with Backplane	1	1,112.50	1,112.50
L-COM NEMA Enclosure Pole Mount L-COM NEMA Enclosure Pole Mount	1	112.50	112.50
H4-MT-POLE1 Pole mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL, H4F, H4 PTZ, H4 IR PTZ and H4 Multisensor cameras.	5	70.20	351.00
500VA 120v UPS DIN Rail 500VA 120v UPS DIN Rail	1	399.00	399.00
MISC Misc Electrical Hardware	1	100.00	100.00
Gigabit 802.3bt 60 W PoE Injector Gigabit 802.3bt 60 W PoE Injector; Indoor; single port	1	177.00	177.00
32C-H5A-4MH-30 8MP, 30 Day, Alta, 4 head H5A Multisensor Camera; up to 10 year warranty with an active Aware license	1	2,999.00	2,999.00
H5AMH-AD-PEND1 Outdoor pendant mount adapter. For use with the Avigilon H5A Multisensor	1	129.00	129.00
H4AMH-DO-COVR1 Dome bubble and cover, for outdoor surface mount or pendant mount, clear.	1	124.80	124.80
H4-MT-POLE1 Pole mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1,	1	70.20	70.20

SERVICE/EQUIPMENT

QTY RATE AMOUNT

H4SL, H4F, H4 PTZ, H4 IR PTZ and H4 Multisensor cameras.

AVA AWARE LICENSE 1 YEAR

1 YEAR OF AVA AWARE CLOUD SERVICE

1 179.00 179.00

Lift Truck

1 250.00 250.00

Security Systems Service

20 125.00 2,500.00

MISC

Misc Electrical Hardware

1 1,216.00 1,216.00

Please feel free to use our online contactless payment methods here or if you prefer to send a check, send to Astronaut Security Technologies LLC, 3 Wall St., Hudson, NH 03051.

SUBTOTAL

9,929.00

TAX

0.00

TOTAL

\$9,929.00

We will never contact you with draft payment instructions for an invoice.
BUDGET QUOTE for Hartford Park and Ride.

AST will install a weatherproof enclosure with a 4 head camera enabled with ALTA cloud capabilities. The device will be pole mounted and requires 120v power at the pole. (we can work with electrician to wire the enclosure)

The device will record 30 days internally and will be accessible on the internet via customers cradlepoint router.

Accepted By

Accepted Date

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Authorization of Selectboard Leadership to Approve FYE Accounts Payable and Payroll

Date: June 24, 2025

Every year toward the end of the fiscal year, the Finance Department needs to have a member of Selectboard leadership available to approve time-sensitive Accounts Payable and Payroll reports tied to the end of one fiscal year (FY2025) and the beginning of another (FY2026). Attached is a recommended motion.

Another motion will be needed at the July 8 Selectboard meeting to ratify the actions taken by such Selectboard leadership with this authorization.

Thank you.

Attachment

June 24, 2025 SB FYE Payroll and AP Approval Authorization

I move that the Selectboard leadership (Chair or Vice Chair) be authorized to approve FYE Payroll and Accounts Payable, as needed, between now and the July 8, 2025 Selectboard meeting.