TOWN OF HARTFORD SELECTBOARD AGENDA
Tuesday, July 22, 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: None
IV. Local Cannabis Control Board: None
V. Order of Agenda (6:02)
VI. Selectboard

1. Public Comment (6:03)
   Public comment is an opportunity for the public to comment. It is not the place for dialogue.
2. Selectboard Comments and Announcements (6:13)
3. Appointments
   Renewal: Consider the Re-Appointment of Nikki Boyle to the Parks & Recreation Commission for a three year term beginning July 22, 2025 and ending July 21, 2028 (6:18)
4. Town Manager's Report (6:20)
   Significant Activity Reports: https://www.hartford-vt.org/Archive.aspx?ADID=515
5. Board Report, Motions & Ordinances
   a. Update from the Zoning Board (6:25)
   b. Update from Resilient Hartford (6:35)
   c. Re-Assessment Update (6:45)
   d. Public-Private Partnership Application Regarding Potential Re-Development of the Coolidge Hotel Block (6:55)
   e. Consider Proposals to Provide Water and Wastewater Service to Two Norwich Properties (7:45)
   f. Consider Acceptance of Class 2 Paving Grant (8:05)
   g. Review Paving Bids, Award Contract and Additional Paving Projects (8:10)
   h. Review Bids on Wastewater Line Cleaning & Video Inspection and Award Contract (8:15)
   i. Consider Authorizing Asset Management Loans for Hartford and Quechee Water Systems (8:20)
   j. Consider Waiver of Purchasing Policy to Retain Asset Management Plan Consultant and Award Contracts (8:25)
   k. Consider and Approve Receipt of Donations: (8:30)
      1. HFD Thermal Camera Purchase (Bryne Foundation)
      2. HPD E-Bike Purchase (Community Bank)
      3. HPD K9 Vehicle Purchase (Bryne Foundation)
      4. HPD K9 Vehicle Purchase (Firehouse Subs Public Safety Foundation)
      5. HPD Drone Purchase (Bryne Foundation)
   l. Discuss Possibility of an Ordinance Prohibiting Face Coverings for Law Enforcement (9:00)
   m. Review and Approve Selectboard Work Planning Document (9:10)
   n. Discuss Budget Process and Consider Adoption of FY2027 Budget Cycle Calendar (9:15)
   o. Review Selectboard Member's Resignation and Discuss Filling Vacancy (9:25)

VII. Commission Reports (9:35)
VIII. Consent Agenda (9:40)

Approve Payroll Ending: 7/19/2025
Approve A/P Manifest: 7/18/2025 & 7/24/2025
Approve Meeting Minutes of: 7/10/2025; 7/14/2025
Future Meetings Approved: 8/5/2025; 8/19/2025

IX. Executive Session: None
X. Adjourn the Selectboard Meeting (9:45)

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

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or ✓ re-appointment to: Parks & Rec Comm.

I. APPLICANT DATA:

Name: Nikki Boyle
Address: POB 149
Quechee VT 05059
Telephone: (Home)_____ (Work)_____ (Other) [redacted]
Email Address: nikboyle12@gmail.com
How long have you been a Hartford resident? July 2019
Are you a registered voter? yes

II. EDUCATION:

High School: Shaftsbury HS, PA Year Graduated: _____
College 1: Wesleyan Univ, CT Degree Earned: BA
Course of Study: Psyc/Soc Year: _____
College 2: Univ of Arizona, AZ Degree Earned: MA
Course of Study: Higher Ed Admin Year: _____

III. WORK HISTORY:

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

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? M - Thurs - yes (as many as necessary)

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? to contribute to the community; event planning

c. What are your past experiences in Municipal, State or Federal Government? see attached resume

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

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? enhancing sense of community

f. What might some solutions be? continue highlighting events locally

g. Other hobbies/interests: see attached resume

V. REFERENCES: (Please list three)

Name: PJ Skehan Telephone: [redacted]

Name: David Briggs Telephone: [redacted]

Name: Lisa O'Neil Telephone: [redacted]

Robert Boyle 4/1/25

APPLICANTS SIGNATURE DATE

Town Manager's Report

July 22, 2025

Local Option Sales Tax

On July 1, 2025, the Town's voter-approved local option sales tax took effect. If there any retailers in Hartford (all 5 Villages) who have not heard from the State about the requirement to collect and report this tax revenue, please contact the Vermont Department of Taxes right away.

Tax Rates and Tax Bills

The Town's Selectboard set tax rates for FY 2026 on Thursday, July 10. Tax bills were printed on Friday, July 11 and mailed on Monday, July 14.

Tax Sale

As mentioned at the July 14 Special Selectboard meeting, a Tax Sale is scheduled for August 14. Hopefully, some of the people subject to the Tax Sale will pay off their debt in order to be removed from the list.

Outreach Opportunity

The General Manager of the Quechee Club has extended an invitation for Selectboard members and key Town Staff to attend a 90-minute community forum at the Quechee Club on either Wednesday, November 5 or 19 from 5:30 pm to 7:00 pm to discuss issues of common interest/concern. The timing of the invitation is opportune because the Selectboard has been considering engaging in more community outreach. (Some Board members will recall having participated in a well-attended and well-received "listening session" event in Wilder last year). This event could be open to the broader community, as the Quechee Club's Main Dining Room can accommodate 150 people. If the Selectboard is interested, I would be happy to accept the invitation and to work with the Quechee Club to develop an agenda for the forum.

RESILIENT HARTFORD

CLIFFORD PARK FOOD FOREST

SELECTBOARD PRESENTATION

JULY 8, 2025

Resilient Hartford established in 2015 (one of six VT community resilience org.

- The mission is to "build a a stronger, more cohesive and self-reliant community that is better prepared to face environmental, economic, and social challenges by engaging community members, organizations and businesses throughout Hartford to work together."

Resilient Hartford

- Staff support is provided by Planner Matt Osborn
- 2016 & 2017 Hosted Resilience Week Event
- 2018 & 2019 Held regular Resilience Workshops
- 2019 Hosted Potato Fest & began planning for the Clifford Park Food Forest



Aerial Photo of Clifford Park Prior to the Food Forest



2020 Clifford Park Before the Food Forest Planting

- Mainly consisted of crab grass
- Soil lacked organic matter

First Tree Planting, September 2021



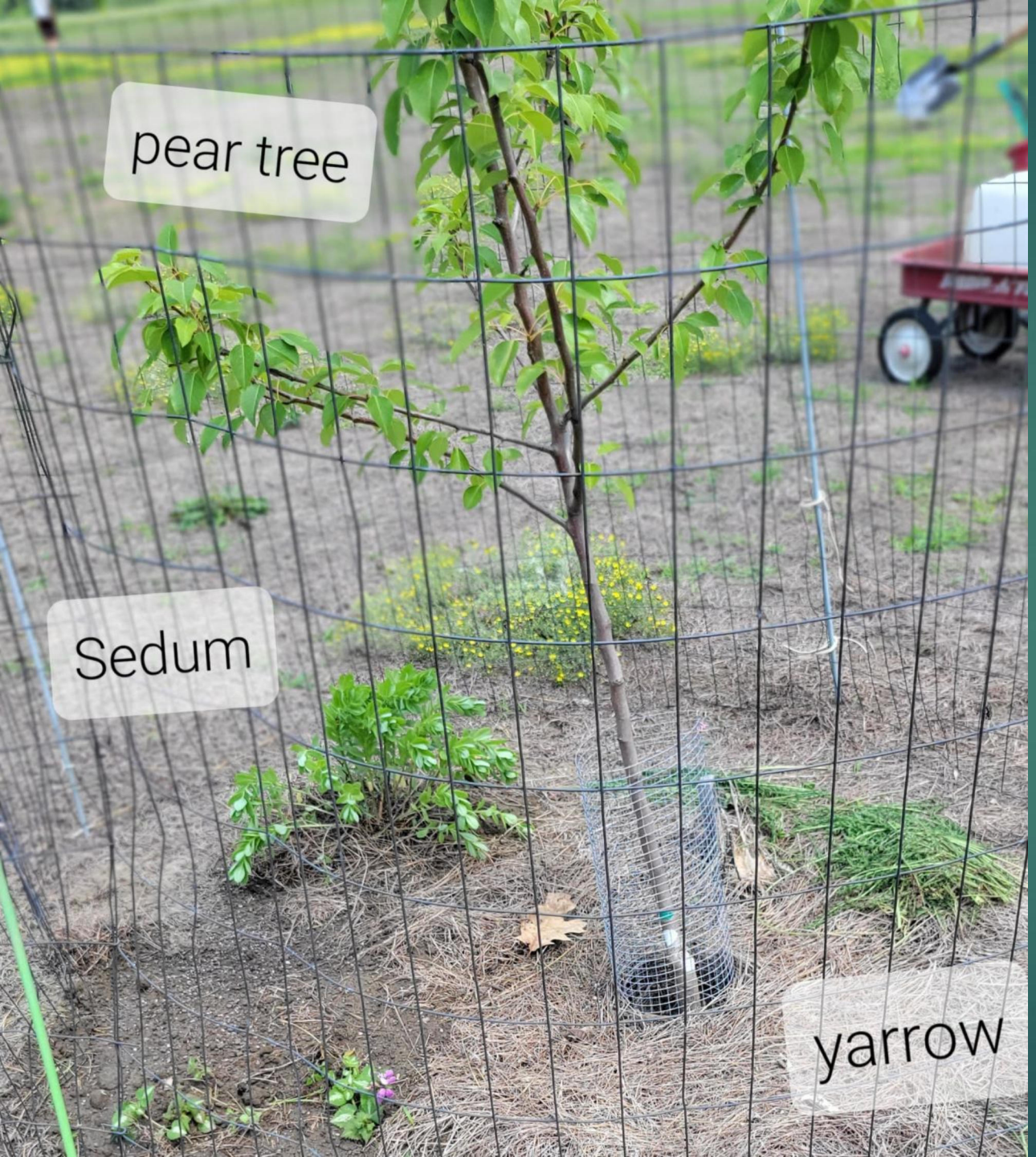

Guild Planting, October 2021

Phase II Tree Planting April 30, 2022





Preparing Soil for Fruit Tree Guild



Fruit Tree Guild Plants



Prep Work for the Abenaki Garden



Ground Cover Abenaki Garden



Preparing Soil for Cover Crops

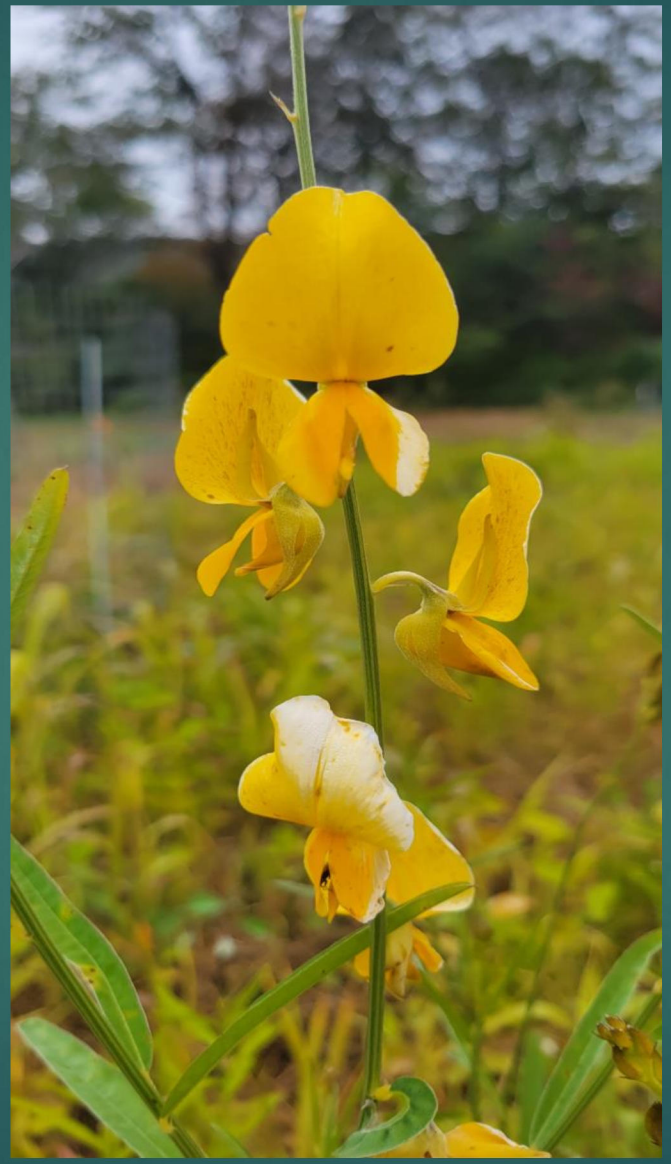
Planting Guild Plants

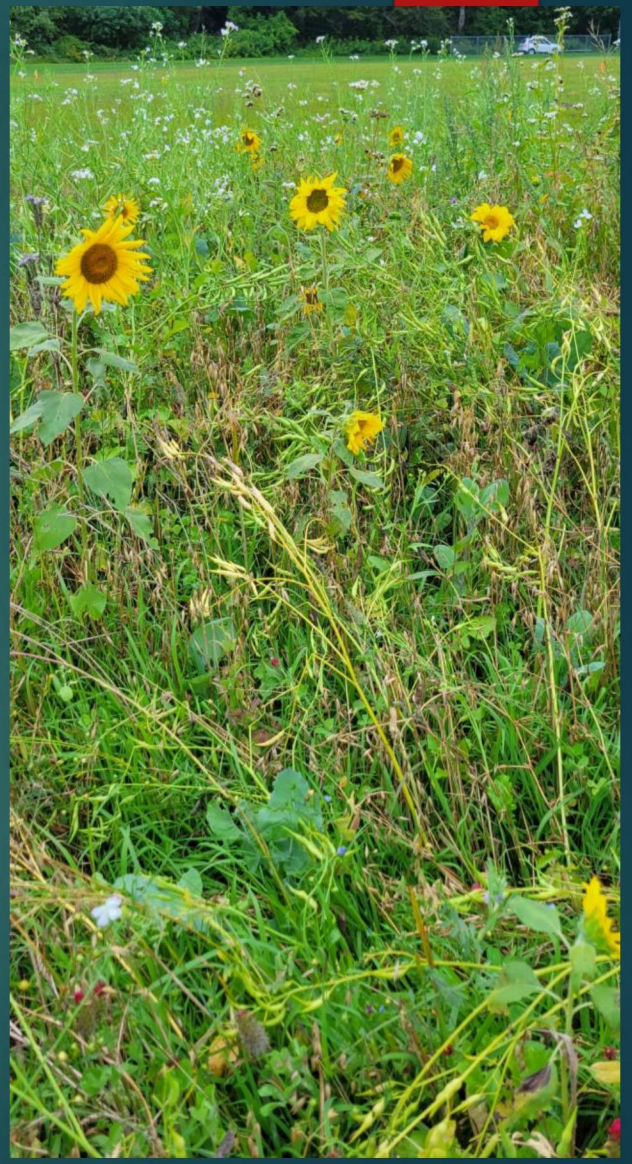



Cover Crop in Fall


Cover Crop in Fall







July 10, 2023 Flood



AFTERMATH OF THE JULY 10, 2023 FLOOD

- Reconsidering what to grow in the Abenaki Garden.
- Plan to work with the Parks and Recreation Department to enhance the Riparian Buffer to protect the Park from future flooding.

VERMONT FRUIT & NUT TREE GRANT

Resilient Hartford was awarded a $990 grant to plant additional trees and shrubs in the Food Forest. Plantings included:

- 4 Plum trees
- 3 Hazelnut trees
- 3 Black Walnut trees
- 6 Chestnut
- 6 Butternut
- 2 Juneberry bushes
- 2 Elderberry bushes

COMMUNITY RESILIENCE BUILDING

- Resilient Hartford participated in the 2024 Community Resilience Building workshop at the Wilder Club that was hosted by the Nature Conservancy.
- This event will help with the update of the Hazard Mitigation Plan which will begin this fall.

QUESTIONS

Hartford Assessing

2025 Reappraisal Summary

Hartford Reappraisal Summary

The Town recently completed its town-wide reappraisal project. Listed below is a short summary of the results of the project.

2024 GL Value	2025 GL Value	Increase
$14,190,393	$26,142,366	$11,951,973

Average Increase in Value: 84%

Total Grievances	Changes	No Changes
580	356	224

In addition to the 580 grievance hearings, there were an additional twenty properties that were discovered to have errors in assessed values. Those property values were corrected.

Hartford Reappraisal Summary

Additional Results

- Some of the properties experiencing the largest value increases were Condominiums and Mobile Homes.

Address	Old Value	New Value	% Change
574 Willard Rd, Unit 3F (Condo)	$50,100	$250,400	500%
24 Moosehead Way (Mobile Home)	$91,800	$231,000	252%

The strong real estate market since 2020 and rising property values created especially strong demand for the lower priced properties, which resulted in large increases in market values. Those higher values must be reflected in the 2025 assessed values.

Future Reports

Tyler Technologies will soon be providing a manual that will provide more information on the reappraisal process and results.

The manual will be available in the Assessor's Office in about four weeks.

Common Level of Appraisal (CLA), as determined by the State, has been calculated as 103.42%. This interim reappraisal CLA is used for education tax rates exclusively.

STATISTICAL RESULTS

The goal of a reassessment project is to value all properties in a fair and equitable manner. The primary measures of equity are the Median Ratio (Assessed Value compared to Sale Price), Coefficient of Dispersion, and the Price Related Differential.

Industry standards for acceptable measures are:
Median Ratio: 90% to 110%
COD: < .20
PRD: .98 to 1.03
The measures for Hartford are below and are well within the acceptable ranges.

OVERALL MEDIAN	OVERALL C.O.D.	OVERALL P.R.D.
.98	.08	1.009

The Common Level of Appraisal (CLA), as determined by the State, has been calculated as 103.42%. This interim reappraisal CLA is used for education tax rates exclusively.

AGENDA MEMORANDUM
July 22, 2025
Town Selectboard Meeting Item: 5

Submitted by: **Lexi Webster, Housing & Development Specialist, Planning & Development Department**
Lori Hirshfield, Director, Planning & Development Department

Subject: **PPP Application: Benchmark Level One for the Junction House Project to Support the Redevelopment of the Hotel Coolidge Site**

Background: The Planning and Development Department developed a Policy on Criteria for Considering Public-Private Partnerships (PPPs) and the Selectboard adopted this policy on April 15, 2025 (see attached). The PPP policy lays out three progressive Benchmark Levels for a proposed PPP project. Briefly, a public-private partnership (hereafter referred to as PPP) is a collaboration between a government entity and a private enterprise, often on very large infrastructure projects that the private sector entity may finance, plan, and/or execute. From the public side, participation may include such things as tax relief, operating revenue, or partial ownership rights over public services and property.

Discussion: The Town has received the first PPP proposal, which is for the redevelopment of the Hotel Coolidge in Downtown White River Junction. The first step in this process is Benchmark Level One, which serves to gain clarification from the developer and/or property owner on the proposed Town benefits and requested Town participation associated with the project. Attached is the property owner's/developer's application submittal addressing:

- an overview of the project and the developer's perspective on the mission and vision for the project;
- how it relates to the stated goals from the Town Plan, White River Junction Revitalization Plan, Hartford TIF District Plan, and the 2024 Community Revitalization Survey;
- how the project benefits the public and its citizens; and
- potential risks of the project.

At this stage of the process, the Town is being asked to review the PPP Benchmark Level One application and assess if it answers all of the questions associated with this level (see Policy: Criteria for Considering PPPs – Benchmark Level One).

The developer also plans to submit a pre-application for the Northern Border Regional Commission (NBRC) Catalyst Grant Feasibility Project Track for $100,000 in August to further understand the site planning and redevelopment feasibility. If this feasibility grant is awarded, it unlocks the opportunity to later apply for the full Catalyst Grant in the Spring of 2026 which could award $3 million in funding toward the project.

Financial Impact: No specific financial commitments at this time. This would be revisited in the future if the Selectboard decides to participate in this project in some manner.

Requested Action: Provide feedback on the PPP Benchmark Level One Application and determine if the application presented can move on to the PPP Benchmark Level Two.

Attachments:

- Policy: Criteria for Considering Public-Private Partnerships (PPPs)
- The Junction House Project: A Public Private Partnership Proposal to Support the Redevelopment of the Hotel Coolidge Site document and PowerPoint
- Introduction to Public Private Partnerships

Current Status: *Active*	Policy ID:

Effective Date:	04/15/2025
Approved:	04/15/2025
Last Revised:	N/A
Expiration:	N/A
Owner:	Lori Hirshfield & Lexi Webster
Policy Area:	Planning & Development

Policy: Criteria for Considering Public-Private Partnerships (PPPs)

PURPOSE

When the Town of Hartford is considering participating in a PPP project, there are several benchmarked criteria to consider before deciding on whether the project is a quality candidate. PPPs require the Town to invest in certain commitments and the Town's citizens and taxpayers will require justification on why the Town is making such an investment in a private sector project. Below are benchmark levels and questions associated with each level that the Town's decision makers need addressed when considering a PPP. If contemplating whether to employ a PPP for a particular project, the Town should start with the following Benchmark Levels which may generate requests for additional information. The Town's objective is to consider all the specific benefits and risks associated with the project before proceeding forward to the next level. PPPs are an effective and efficient way for large projects to be viable and provide benefits for the public good. However. PPPs should be monitored frequently and not used to solely serve private developers' needs. A mutual level of understanding must exist between the public and private partners, aligned around common goals. This policy applies to the Town's Selectboard, Town Manager and designated staff.

POLICY SCOPE

➢ **Benchmark Level One**

The main purpose of Benchmark Level One is to get clarification from the developer on the proposed benefits and proposed Town concessions associated with the project. Questions that the developer will need to answer with specific data to back up their proposal are:

1. What is the mission and vision for the project?
2. What are the developers' qualifications?
3. What commitments and/or incentives is the Town being asked to provide?
4. How will this project specifically benefit the public and its citizens qualitatively, quantitatively, and monetarily?
5. What are the potential risks with the project?
6. How does the project align with goals/strategies clearly defined in an adopted Town document?

➢ **Benchmark Level Two**

The main purpose of Benchmark Level Two is to understand if the Town concludes the proposed PPP is a good fit and would be an effective use of taxpayer dollars. Questions that Town decision makers will need to answer are:

1. Is the Town prepared to offer the concessions and/or incentives being requested by the developer, or is negotiation on such concessions and/or incentives preferred?
2. Do all major stakeholders (developer and the Town) agree on the mission and vision?
3. Are there diverse and engaged partners present on all sides of the partnership?

4. How will the Town hold the private partner accountable?
5. Are the potential risks within the project acceptable or too uncertain?
6. Is there enough information given for the community to understand the risks and opportunities of the project?

➢ **Benchmark Level Three**

The main purpose of Benchmark Level Three is to understand the formalized next steps, commitments from each party, funding sources, and public benefits that will result from the project. Questions that Town decision makers will need to answer are:

1. What is the timeline for the next steps and overall project milestones?
2. What are the formal commitments from each party involved?
3. What are the committed obligations from funding sources?
4. If there is a deficit in funding, how will this be solved?
5. What are the projections for how the public will benefit from this, in a monetary sense? (not just focusing on the public as private developers, business owners etc.)

DEFINITIONS

• PPP/PPPs – Public-Private Partnership

PROCEDURE

The policy is carried out by the Selectboard when they are presented with a specific PPP proposal. The Selectboard will use this policy to consider potential PPP projects and whether the Town will be involved, as well as what the Town's level of involvement will be.

The weight of risks can be subjective, but the Selectboard should discuss each risk's likelihood of happening and assign it a high/medium/low rating. It is also up to the Selectboard to decide if each risk is acceptable, able to be transferred to another party, or able to be mitigated effectively, etc.

This policy is to be used as a framework for how the Selectboard should evaluate PPPs, however, it is not all encompassing and new questions may come up in relation to specific project proposals and information provided by the developer.

REFERENCE

https://www.investopedia.com/terms/p/public-private-partnerships.asp

Attachments: Introduction to Public-Private Partnerships	
Approval Signatures	
NAME OF PERSON, TITLE OF PERSON	
NAME OF PERSON, TITLE OF PERSON	

The Junction House Project:
A Public Private Partnership Proposal to
Support the Redevelopment of the Hotel Coolidge Site

Introduction

For over a century, the Hotel Coolidge has stood as a cornerstone of White River Junction. During the railroad era, it served as the village's calling card, and during recent years, it has been an enabling feature of the village's creative economy. As the hotel approaches its 176th anniversary, it is time to look ahead and ask: What does White River Junction need for its future, and how can a thoughtful redevelopment of this historic property meet those needs? The proposed redevelopment of the Coolidge Block, called "The Junction House" after the 1849 hotel originally built on the site, accomplishes the town's housing, economic development, and long standing planning objectives while also enabling a greener future for the town's commercial center. This proposal represents the culmination of decades of effort from both public and private parties to revitalize downtown White River Junction and considers stated goals from the Town Plan, the White River Junction Revitalization Plan, the Hartford TIF District Plan, and the results of the 2024 Community Revitalization Survey.

The Junction House Overview

The Junction House will feature 4 synergistic elements that define the vision for the redevelopment:

1. **An Inviting Downtown Public Plaza:**
   At the heart of The Junction House project will be a welcoming public plaza designed to become a natural gathering place for residents and visitors alike. This vibrant plaza will strengthen community ties, host public events, and serve as a pedestrian link between key downtown corridors. In doing so, it will become a dynamic anchor for local businesses and a defining feature of White River Junction's evolving identity.

2. **Homes for Hartford:**
   As proposed, The Junction House will provide approximately 95 new apartments, bringing much-needed housing to Hartford in a walkable downtown setting supported by public transportation and municipal utilities.

3. **Small Business Launchpad:**
   With approximately 14,000 square feet of commercial space, the proposed development will cater to smaller, locally owned businesses through thoughtfully scaled spaces and rents that serve businesses at different stages of growth.

4. **Infrastructure for a Greener Future:**
   The redevelopment of this site will also offer a rare opportunity to develop geothermal district heating infrastructure in a dense downtown environment.



THE JUNCTION HOUSE

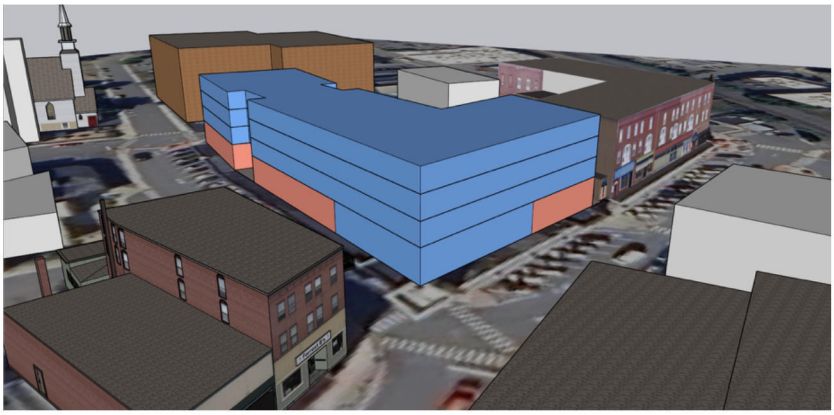
~95 Homes for Hartford

14K+ SF Local Retailer Launchpad + Coworking

20K+ SF Space for the Public

The Junction House Design

The Junction House will bring these elements to life through a thoughtful design that prioritizes the public realm. It will feature one building with a widened pedestrian alley off South Main Street and a new pedestrian alley mid-block on Gates Street that converge at the new public plaza.



The building will have retail or commercial ground floor space with apartments above. It has been designed to create a vibrant main street as well as an inviting and energizing public courtyard in the heart of the village.

The architectural design of the buildings is still being developed but will evoke the village's historic elements while meeting modern energy and sustainability standards.

Key Elements of the Project

Housing:
The Junction House will offer high quality new housing to help with the Upper Valley's housing crisis and serve the demonstrated needs of Hartford residents.

Retail Strategy:
The commercial space has been designed to enable business formation and long term economic development. While there are locations for larger established anchor retail tenants, there is also significant space dedicated to small businesses and first time retailers that can benefit from lower monthly rents and more flexible lease terms. In addition to the retail storefronts, a portion of the commercial space will be a coworking and events space, further enabling economic development in downtown White River Junction. These elements will work synergistically to nurture emerging businesses and provide a vibrant, central hub for local commerce, ultimately supporting the White River Junction's creative and entrepreneurial spirit.

The Yard:
At the heart of The Junction House is The Yard, a casual and inviting public space where anyone can meet friends, hang out, and spend the day. This public plaza will be landscaped and furnished to make it a comfortable place for Hartford residents, workers, visitors, and more. It will also serve as a pedestrian link between different areas of the downtown.

1 Small Business Retail & Coworking

2 The Yard: A Public Plaza in the heart of downtown

3 Apartment Lobby



Enabling Geothermal District Heating Infrastructure:

The redevelopment of this site will create a rare opportunity to develop green infrastructure in the heart of downtown. During the construction process, a private party can build a bore-field and pumpstation on the site which will enable the development of a district heating network in White River Junction. A feasibility study has indicated viability based on nearby soils conditions, and at least one experienced private party has been identified that can build and operate the network. While we do not envision being the developer of the infrastructure, we have been working in close collaboration with the Hartford Energy Commission and the Hartford Environmental Sustainability Coordinator to ensure geothermal infrastructure remains a part of the vision for this project. Importantly, the new larger building built on the block will become one of the anchor customers supporting the district heating network's economic viability.

Parking Infrastructure:

The redevelopment of this site necessitates the creation of new parking in downtown White River Junction. While a promising study is already underway to assess the financial viability of a subgrade parking garage on the site, other alternatives should be considered. This may include the construction of a parking garage on the current town lot or other possibilities, to be explored in conversation with the town and subject to public input.

Benefits to White River Junction

The development of The Junction House will produce the following public benefits to the Town of Hartford:

- Growing the Grand List through a significant increase in the taxable value of the block
- Building on downtown's momentum by introducing inviting public spaces and expanding access to local dining, retail, and entertainment
- Visual improvements to downtown through the removal of rough urban edges, uninviting spaces, and readily apparent deferred maintenance
- Housing for approximately 95 households in a downtown walkable environment with existing access to public services
- Jobs creation—both construction and operational jobs
- Space for local entrepreneurs to launch businesses
- Increased foot traffic to all downtown businesses and venues
- Opportunity to develop or improve municipal infrastructure on the site

Estimated Tax Benefits:

- After tax stabilization:
    - ~$270k/year in property taxes
    - ~$170k/year in contributions to the Education Fund
- Over the first 20 years in operation:
    - >$2.5 million in property taxes paid vs < $1 million with current use
    - ~$1.7 million contributed to the Education Fund
- New retailers and restaurants plus increased foot traffic will yield additional tax revenue through local option tax on sales, meal, and alcohol purchases

The Development Team

The Copper Acre team brings together deep housing development experience with a love of the Upper Valley. Over just the last 5 years, the Copper Acre team has been directly responsible for the construction of thousands of new housing units across 5 states. This includes the delivery of over 1,600 new apartment units, around 600 of which were designated Affordable, and approximately 1,500 new single family homes, representing approximately $850M in new housing built. Our experience includes complex financing and tax incentive scenarios, including property tax abatement incentives, HUD 221(d)(4) loans, low income housing tax credits, and more.

While this level of experience brings significant value to the project, it is the team's connection to the Upper Valley that will make this project special. One of the Principals has family ties to the Upper Valley going back 60 years. He met his wife while at Dartmouth, got married in the Town of Hartford, and is enthusiastic about contributing to White River Junction's vibrant and exciting future.

Public Support Needed

Without a Town of Hartford partnership, this project **will not be possible**. There will be no public benefits and no increase in taxes. The Coolidge Block, the most prominent block in Hartford since 1849, could begin declining when its longtime proprietors retire, stalling the momentum of White River Junction's revitalization.

Challenges

There are numerous challenges that make public support necessary to realize the redevelopment of the site. These include:

- Parking: A 2024 survey named parking as the #1 issue facing the continued revitalization of White River Junction. Our vision, to deliver a new public plaza at the heart of the proposed redevelopment, means we are unable to provide onsite parking. While town zoning allows for the utilization of offsite parking, including municipally owned parking, to meet parking requirements, White River Junction is already in need of additional parking to support the current level of commercial activity.
- Elevated costs: The Upper Valley region has much higher construction costs than many other places in the country. A compounding factor is the tight infill location of the site, which further increases construction costs.
- Clearing of existing structure: Acquiring the site, demolishing the existing building, and preparing the site for new vertical construction will cost, at a minimum, approximately $6M. The private market cannot support this high cost.
- Elevated interest rates: We remain in a high interest rate environment, which makes it challenging to achieve positive leverage through debt.
- Lack of availability from common funding sources: Although this site sits within the White River Junction TIF district, and the district was created to in part support the redevelopment of this site, the period of time to incur debt will expire before this project is underway. While the newly passed CHIP legislation is promising for creating new housing, at this time it is our understanding that it cannot be used within an existing TIF district. This site sits outside of areas that can accept New Market Tax Credits or Opportunity Zone investment. In

addition, historic rehab tax credits cannot be used if the existing structure is to be demolished. The lack of these common funding sources that enable projects across much of New England furthers the need for other types of public support.

Support

Given the complexity of creating new energy infrastructure (not owned by the developer) and substantial new downtown parking (likely municipally owned) as part of a new mixed use development, further feasibility work is needed to finalize and formalize the support that will be needed. Below is a list of possible support requests, though much depends on further feasibility analysis.

- Site Preparation and Construction Support. Estimated Cost: $6-8M
  - Hartford, or a municipal corporation acting on the town's behalf, could be asked to take an active role in preparing the site for redevelopment. This could include acquisition and demolition of the existing structure, as well as site preparation, site work, and general conditions expenses. In this scenario, where the town owns the site for a period of time, the town could also take an active role in supporting the development of new geothermal district heating infrastructure.
- Tax Stabilization:
  - 10 years tax stabilization agreement following a 2-year construction period.
- Other Reductions:
  - Waiving water and sewer allocation fees and permitting fees.
- Parking. Estimated Cost: $4.5M+
  - As previously mentioned, the development as proposed is unable to provide parking onsite and the project will not be economically viable if private funds are used to build the parking. This development would require the town or another party to construct new parking infrastructure which can be used by Junction House tenants as well as the general public. The construction of a new parking garage can range in cost from $4.5M – $13M depending on location and size. The low end of that cost range represents a 150-space parking garage on the existing town lot. The high end of that range represents a below grade garage built under the current site.
- Other Support:
  - Municipal support to take advantage of Vermont's Designated Downtown development incentives.

We are actively pursuing funding sources that can be used to finance the public support required, including the NBRC Catalyst Grant and incentives from Vermont's Designated Downtown program.

Public Private Partnership Precedents

The two case studies below highlight precedents for public participation in comparable projects, offering a framework for the support mechanisms and structuring approaches that have proven effective.

St. Alban's Middle Income Housing at the Fonda site

The City of St. Alban's acquired the Fonda site in 2007 and has spent the subsequent nearly two decades preparing it for redevelopment including spending ~ $6 million (>~$9 million in current value after adjusting for inflation) in brownfield remediation and constructing enabling infrastructure. Approximately one year ago, the city put the site out for RFP to attract developers and this year awarded the project. To entice developers, the city supported the project in the following ways:

- City is selling the site to the developer for $1.
- City performed all offsite mitigations and completed construction of the entry road to the project.
- City is waiving water and sewer allocation fees.
- City lined up nearly $10 million in low-cost financing from state agencies.
- City is indemnifying the developer against all future environmental costs.

In addition to the public support provided, the site allows for several project benefits. First, the site allows for phased construction and thus the recycling of capital—one building can be completed and recapitalized before the next building is started. Second, the size of the site allows for surface parking, significantly reducing parking costs compared to podium or structured parking. Third, the size and location of the site reduces construction management costs.

Rutland Downtown Hotel Development

The City of Rutland has sought the redevelopment of "the pit" for decades. A new public private partnership has been structured this year that will enable it to move forward. The site has been owned by the developer for several years and there is environmental remediation needed that the developer will perform themselves (though it appears they will seek grant funding and other public funding to help pay for at least some of that). The city is supporting the project in the following ways:

- 10-year tax stabilization agreement following a 2 year construction period.
- $750K in waived or reduced permitting and use fees.
- The city is spending approximately $8 million to construct or change infrastructure in support of the project. This money will include a $3 million Catalyst Grant, $2.8 – 3.5 million of TIF funding, and ~ $500,000 in construction materials sales tax reallocation. Additional funding sources still need to be identified.
- The city will support the developer's negotiation with the state to utilize 250 parking spaces in an adjacent state owned parking garage. The developer is also seeking to place their new transformer in the garage and construct a pedestrian bridge between the garage and the hotel.

Precedent Summary

- Parking: In St. Alban's, the development site is large enough to utilize only surface parking. The multiple acres used for surface parking were sold to the developer for $1. In Rutland, the developer intends to utilize a state owned parking garage abutting the development site. The use of a state owned garage is another form of public support to this private development.
- Public Investment: After adjusting for inflation, both precedents required a reduction in fees or direct public investment totaling approximately $9 million to support the project.
- Financial Benefit to Investors: Both projects required financial support that improved project cash flows. In St. Alban's, this takes the form of ~ $10 million in below market loans to the developer. In Rutland, the incentive is in the form of a tax stabilization agreement.

Project Risks

This is a complex project with many moving pieces which does present risks. While every development project has common risks, this narrative will focus on the risks unique to this project and the mitigation strategies that can be effectively utilized. It is also important to acknowledge that there is a risk in doing nothing and allowing the most prominent building in downtown White River Junction to fall into disrepair.

- Risk #1: Creating "A Pit"
  The worst case scenario is the demolition of the existing structure and the failure of the development project to proceed, resulting in a hole in the middle of downtown White River Junction. This can be effectively mitigated by our commitment to only proceed with demolition once all needed financing for the

project has been secured.

- Risk #2: Construction Disruptions to White River Junction
  Given the dense infill location of this project in the heart of downtown, some level of disruption is unavoidable. However, the use of an experienced Construction Manager and the close coordination between the development team and the town will make the redevelopment as smooth as possible. This will include a construction progress communication plan so all residents and visitors will have clear expectations for upcoming work.

- Risk #3: Decline of Main Street Retail Vitality
  White River Junction is home to a thriving village main street. This redevelopment necessitates the demolition of some of the retail space. While the vision for new retail space could enable an even more vibrant main street experience, the disruption presents risks to the downtown ecosystem. To mitigate these risks, the development plan envisions several strategies to kickstart the retail ecosystem after completion of construction. First, the development will offer small format retail spaces with affordable rents which increases the pool of possible tenants. Second, we will proactively identify new retail partners early in the development process so as many retail storefronts as possible can be built out during construction. This allows for a compelling retail experience the day construction ends.

Project Alignment with Town Goals

The proposed development is the result of countless hours of research, and it directly addresses a number of the Town of Hartford's stated goals, including:

- "Complete redevelopment of existing hotel, theater, and mixed-use, three-story building that encompasses one complete city block on two adjoining properties" (Town of Hartford TIF District Application, 2011)

- "Connect all reaches of downtown with public spaces to support cultural and economic vitality" (White River Junction Revitalization Plan, 2009)

- Delivering a "critical mass of downtown housing, retail, restaurant, and entertainment opportunities" (White River Junction Revitalization Plan, 2009)

- Deliver "nodes and corridors of public open space – urban plazas" (White River Junction Revitalization Plan, 2009)

- Helping the town "achieve net-zero greenhouse gas emissions town-wide by 2030" (Town of Hartford Climate Action Plan, 2021)

- "Encourage more people to visit and relocate to White River Junction while maintaining the history, character, and scale that make it unique." (White River Junction Revitalization Plan, 2009)

- "Increase the amount and variety of housing types available in town." (Town Plan, Housing Chapter Draft, 2023)

- Creating high density, new housing in "areas already served by Town water and sewer" and concentrating investment within Hartford's Designated Downtown. (Town Plan, Housing Chapter Draft, 2023)

- "Enable Hartford's Village Centers to become vibrant, economically dynamic hubs that enhance community life for villages and surrounding areas and cater to contemporary preferences for density and diverse amenities." (Town Plan, Economic Development Chapter Draft, 2025)

- "Strengthen the Town's creative economy." (Town Plan, Economic Development Chapter Draft, 2025)

- "Leverage Hartford's high-skilled local talent and its proximity to world class educational institutions to foster innovation, increase wages and reduce commute times." (Town Plan, Economic Development Chapter Draft, 2025)

Next Steps and Timeline

Following acceptance of the Level 1 Benchmark, the developer will begin working with the town and other private parties to refine details of the development and begin the permitting process. A key public support that the developer hopes to take advantage of to further feasibility analysis is the NBRC Catalyst Grant through a feasibility project application due this upcoming fall. If this feasibility grant is secured in partnership with the town or a regional development corporation, the feasibility of the project in its entirety can be further proved as entitlements are sought. As previously discussed, the project requires the construction of new parking in

downtown White River Junction. We envision this being a municipally owned parking garage, but further study and public input is required to move forward a plan for additional parking.

This project is subject to a lengthy entitlements process that allows for abundant public input. The project will proceed through the following entitlements steps:

- White River Junction Design Review Committee Review and Approval
- Zoning Board of Adjustment Review and Approval
- Planning Commission Review and Approval
- Hartford Historic Preservation Commission Review and Approval
- Vermont Division for Historic Preservation Review and Approval
- Confirmation of Act 250 Interim Exemption
- Select Board Public Private Partnership Level 2 Benchmark Approval
- Select Board Public Private Partnership Level 3 Benchmark Approval
- Select Board LOI Approval
- Select Board Development Agreement Approval
- Town Vote to approve required project support package

The design of the downtown geothermal district heating network will require approximately 12 months and can proceed in parallel with The Junction House entitlements process.

Seeking Public Input:

As the vision for this project is refined, we are particularly interested in input from the Select Board and general public regarding the following:

- Role of the town in supporting the redevelopment. The City of St. Alban's has seen significant development activity as a result of its active role in the development process. As shown, St. Alban's has undertaken acquisitions and significant construction projects to enable the projects it wants to see. Is the Town of Hartford willing to take an active role, possibly through a municipal corporation, in the acquisition and redevelopment of the site?
- Locations for new downtown parking. There is an opportunity to build a ~100 space subgrade parking garage on the project site at an estimated cost of $13 million. Alternatively, a new above ground parking garage could be built at an estimated cost of at least $4.5 million for approximately 150 spaces on an existing surface lot in the downtown area. Given the large variance in cost for these different parking solutions, the project team would value public input on the location and level of investment desired. Lack of parking was the #1 issue identified in a 2024 White River Junction revitalization survey, so the delivery of

new parking would serve not just this project, but the entire downtown economy.

The team is eager to hear any input from the general public. An online form is available here to share feedback and suggestions: https://bit.ly/3IrpPYJ

Conclusion:

White River Junction stands at a crossroads. For decades, community members, public officials, and private parties have worked hard to revitalize the village by restoring its streetscapes, energizing its creative economy, and preserving its character. The Junction House represents the next chapter in that story. A once-in-a-generation opportunity to realize new potential in the Coolidge Block as a hub of housing, commerce, culture, and community.

But opportunity without action yields nothing. If we fail to act now, we risk losing the momentum that has taken years to build. The long-envisioned redevelopment of this pivotal block will stall, and the heart of downtown may decline.

With a committed partnership between the Town and this development team, we can deliver lasting public value: new homes, vibrant public spaces, infrastructure for a sustainable future, and a stronger, more resilient local economy. The foundation is in place and the time to move forward is now. This presentation is shared from a place of willing collaboration, and it is our hope to partner with the town and the public to build something wonderful.

Notes:

- This is intended as a proposal and does not represent firm commitments on behalf of the developer. The proposal is subject to change and will be influenced by fluctuating construction costs, market interest rates, available grants and incentives, requirements resulting from the entitlements process, and further refinement of design.



COPPER ACRE

The Junction House Project

July 22, 2025

HARTFORD VERMONT

Before I begin, special thanks to:

- David Briggs and Peggy Adams
- John Haverstock
- Lori Hirshfield
- Alexis Webster
- Dana Clawson
- Jesse Pollard
- Erika Hoffman-Kiess



The Junction House Project Will Feature:

A Place to Gather



A new public plaza in the heart of downtown will be the perfect place to host events, strengthen community ties, and grab coffee with a friend.

Homes for Hartford



High quality new apartments in a walkable downtown setting with access to public transportation.

Small Business Retail



New retail and commercial space, thoughtfully scaled to support local small businesses.

A Greener Future

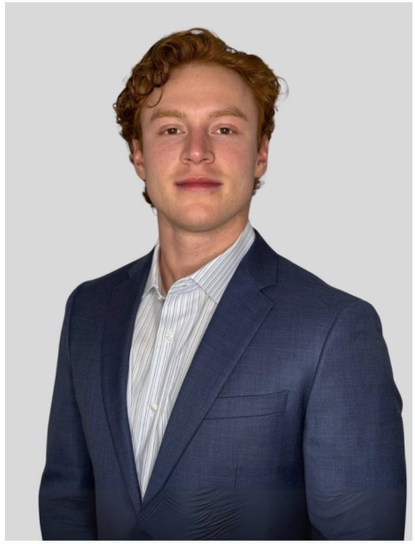


Enabling infrastructure for a downtown geothermal district heating network.

About the Developer



Adam Grounds



Chandler Lewis

- Our deep and personal connection to the Upper Valley is the driving inspiration for this project. We are motivated by creating places that contribute **high quality housing**, encourage **economic growth**, and deliver a strong **sense of place**.
- My family has been in the Upper Valley for six decades, I met my wife in the Upper Valley, I got married in Hartford.
- Experienced team that has **delivered ~3,100 new housing units** across 5 states over the last ~5 years, representing approximately **$850M in new housing built**. This includes the construction of around **600 Affordable apartments**.
- Experience includes complex financing scenarios including property tax abatement incentives, HUD 221(d)(4) loans, LIHTC, ground leases, and more.

Historic Context Town Plans & Initiatives

- 1991 — River City Revival
- 1994 — Railroad Row Historic District Plan
- 2001 — WRJ Design Plan & Guidelines
- 2002 — WRJ Historic District Expansion
- 2005 — WRJ Municipal Parking Redesign
- 2008 — Downtown Offsite Parking Zoning
- 2009 — WRJ Village Revitalization Plan
- 2011 — WRJ Tax Increment Financing District
- 2017 — WRJ Downtown Parking Study
- 2021 — Hartford Adopts Net Zero By 2030
- 2024 — WRJ Revitalization Survey
- 2025 — CHIP Program Approved


RIVER CITY REVIEW 2

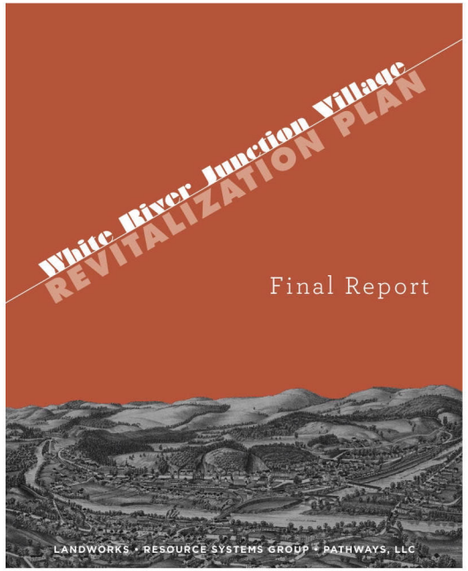
ISSUE 1 • JANUARY 2006 • WHITE RIVER JUNCTION • VERMONT

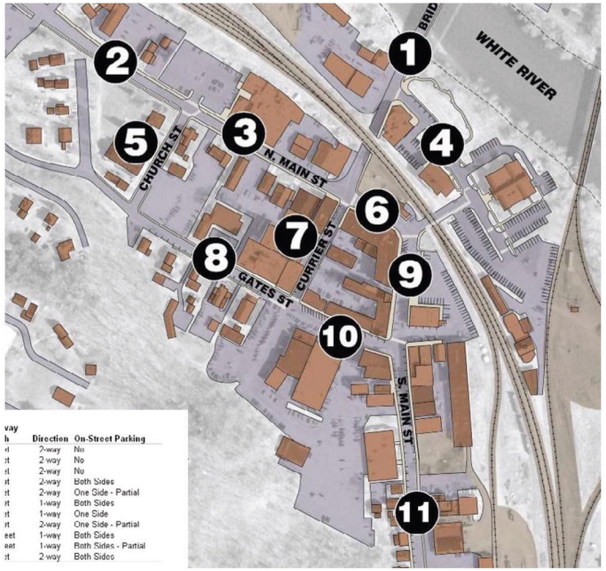
REVITALIZATION CONTINUES!

DOWNTOWN WORKSHOP HELD IN NOVEMBER

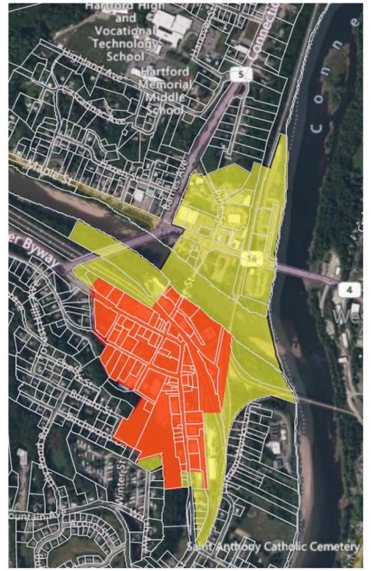
CONSULTANT TEAM SELECTED TO LEAD DOWNTOWN PLANNING EFFORT

DID YOU KNOW?









From the 2009 WRJ Revitalization Plan

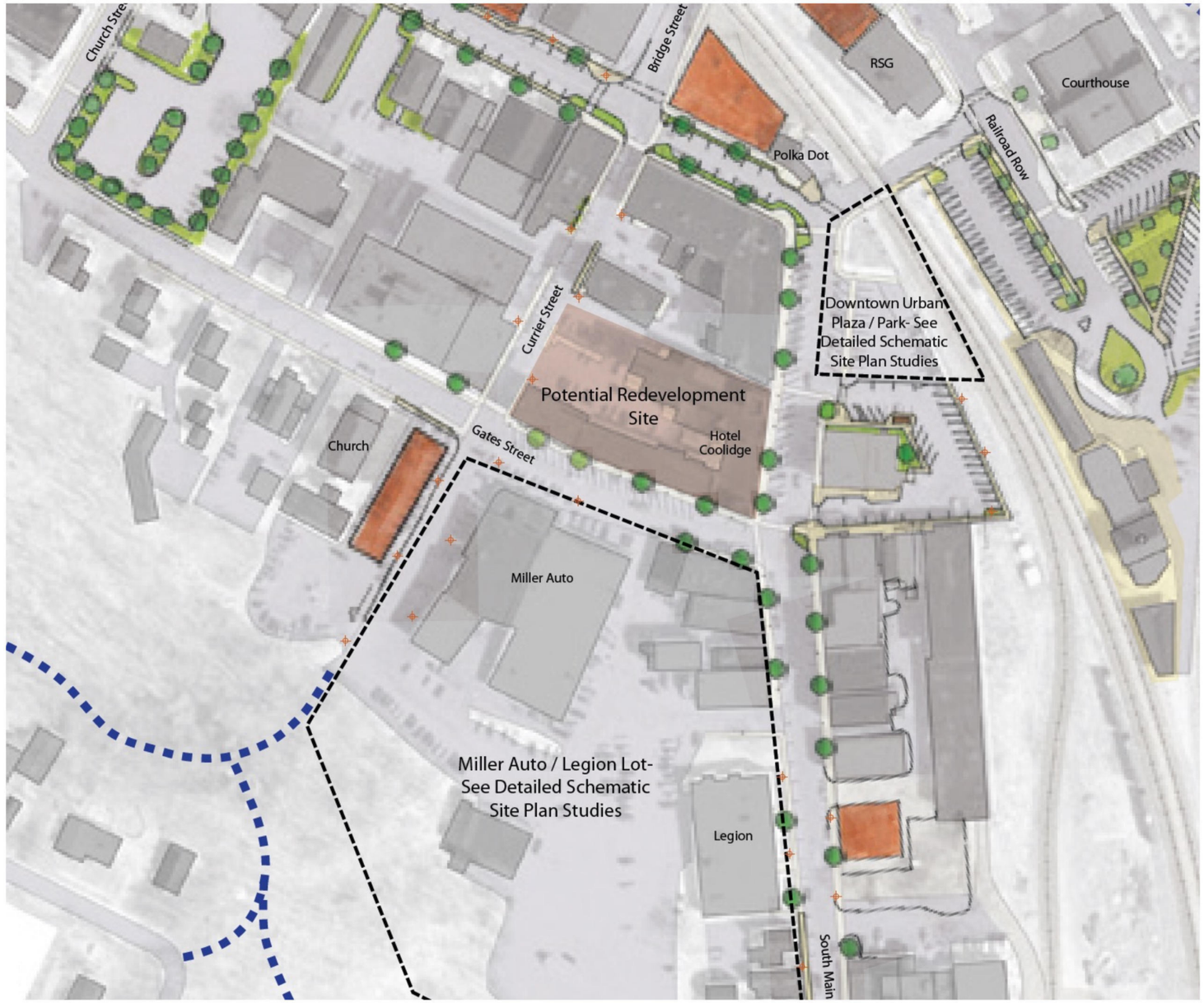
"**Public- private partnerships hold promise** for future development initiatives, and with new development infrastructure can be upgraded."

"Veteran's Park adds important green and gathering space, but the **downtown lacks a public plaza or central green space**."

"Parts of the village (such as the stretch beyond the intersection of Main and Currier) seem outside of the locus of **energy and activity and need to be brought in as part of the whole**."

"**Rough edges exist in many locations throughout the downtown**- vacant lots, alleyways, fencelines, dumpster and service areas."

"Infill sites and alleyways hold promise for enriching the downtown fabric with **new architecture, new life and businesses**."



From the WRJ 2011 TIF Plan; Attachment 6D: TIF District Plan

Public Infrastructure Projects Planned:

"Unlike any other section of the Town, the Hartford Zoning Regulations delineates a parking zone where **property owners can use public on-street and municipal parking lots to meet required parking** for permitted commercial and residential uses. This was established in 2008 to facilitate redevelopment of WRJ. "

"Miller Auto/Legion Lot Parking Deck: **Develop three-story, 240-space public parking deck (in conjunction with private development of multi-story mixed-use building**) to create retail promenade leading into center of downtown…"

Description of Anticipated Private Real Estate Development:

Northern Hospitality Limited Partnership & Gates-Briggs Partnership: **Complete redevelopment of existing hotel, theater, and mixed-use, three-story building** that encompasses one complete city block on two adjoining properties. Phase 1 is a total renovation of existing retail/commercial building with 21,588 SF of basement and street level retail, 13,267 SF of office, eight townhouse-style condos, performing arts center on the second and third floors, and five loft-style condos on new fourth floor. Phase 2 redevelopment of hotel site with 23,808 SF of retail at street level, 24-room hotel on second and third floors, and 43 residential condos on the second, third and fourth floors (13 of the condos will be workforce housing).

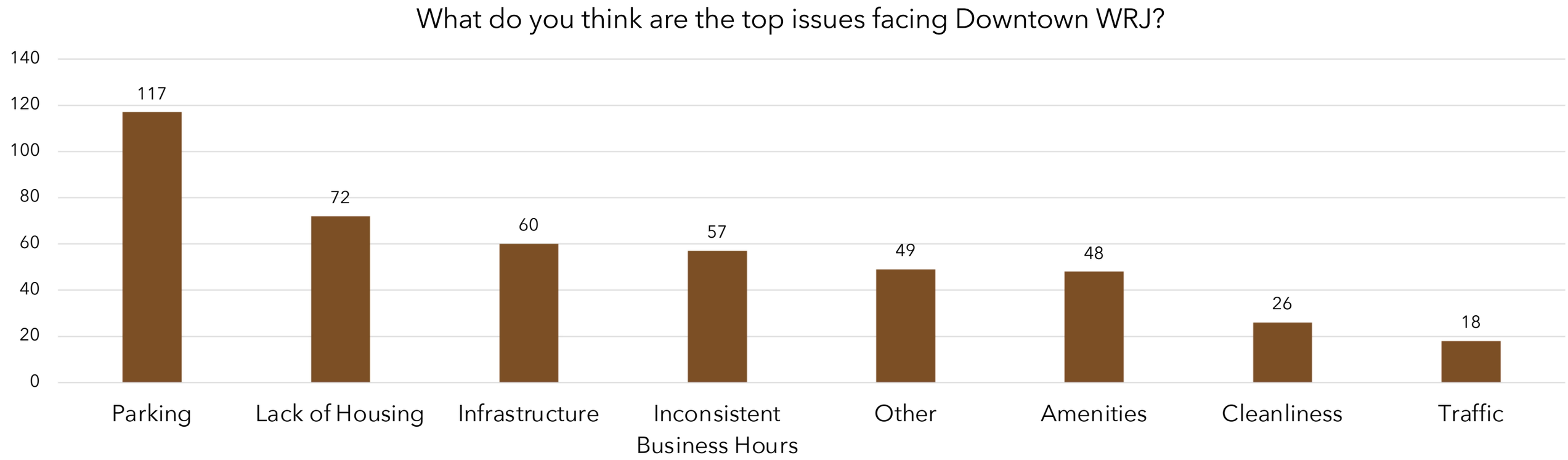
WRJ 2024 Revitalization Survey

<u>Top 3 Issues From the Survey</u>

1) Lack of Parking
2) Lack of Housing
3) Infrastructure

<u>What are some opportunities for growth in Downtown WRJ?</u>

- "create open space outdoor events"
- "Assist w/ upgrading of hotel property"
- "Rebuilding hotel Coolidge"
- "More restaurants, coffee shops, bakeries"





Current Conditions

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What Works Today?

1. High density of small format retail retains high occupancy and activates ground floor

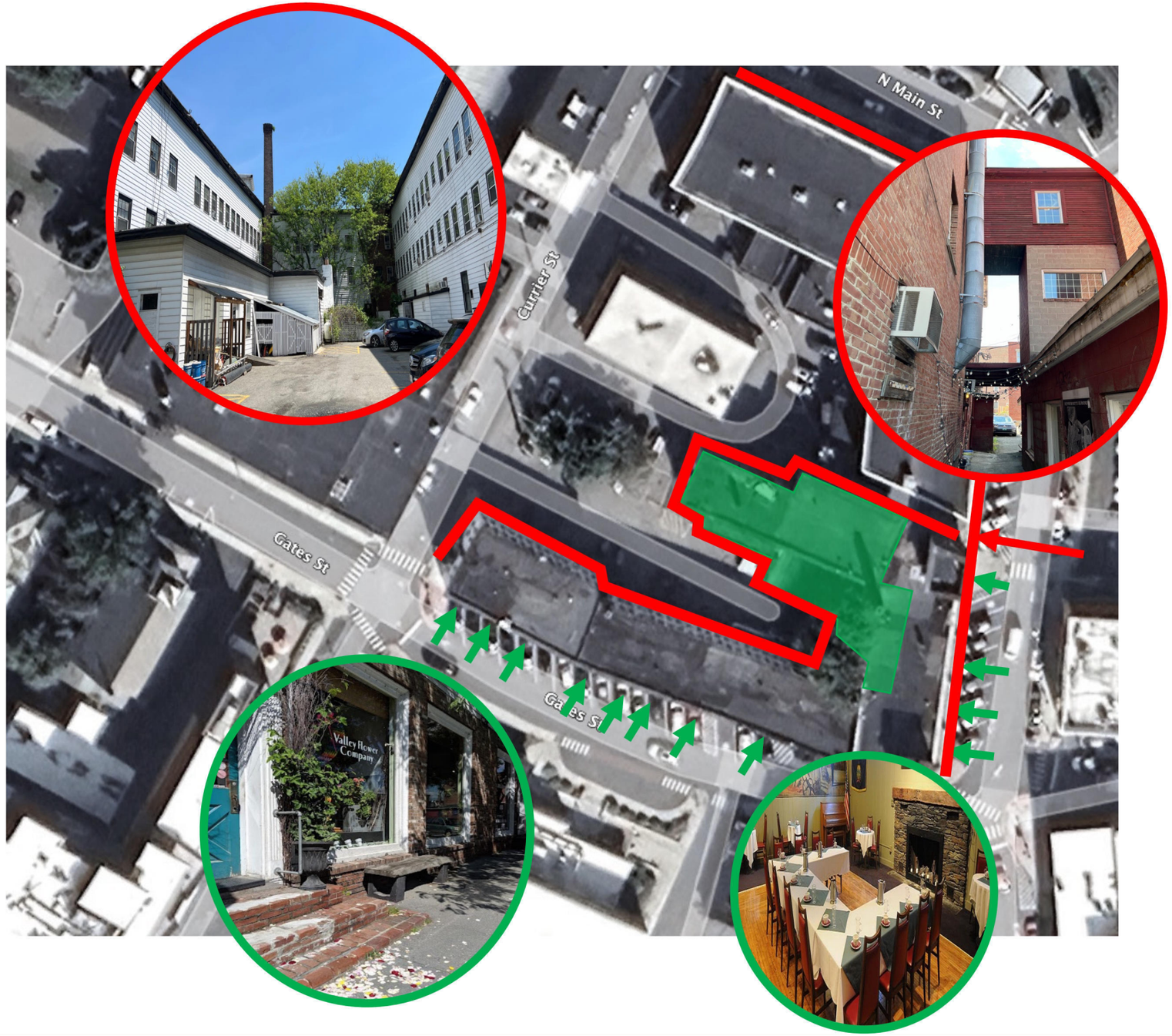
2. Ballroom and event space drives foot traffic to downtown

What Doesn't Work?

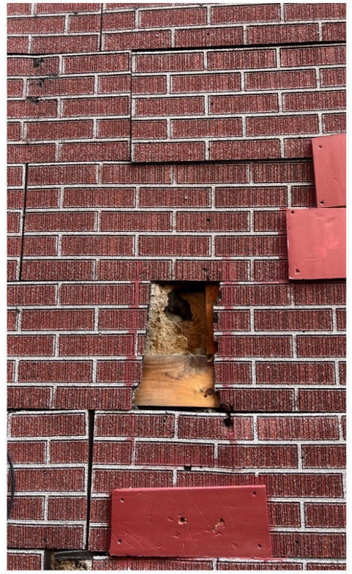
1. Building turns its back to courtyard and Currier Street

2. Narrow alley on North side of parcel deters pedestrians

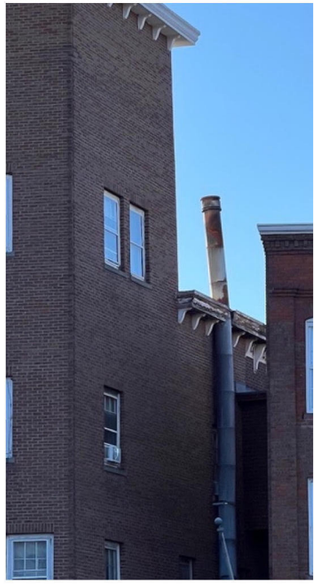
3. Large block size along Gates Street prevents porosity



Current State of the Building











Progress to Date

- WRJ Downtown Revitalization Survey 2024
- First meetings with town staff began September 2024
- Geothermal feasibility study completed Fall 2024
- Town adopted a framework for PPPs Spring 2025
- Early feedback on vision incorporated Spring 2025
- Cost estimate created with local contractor Summer 2025
- Design refined for economic feasibility Summer 2025




4240 Architects



Stovehouse


Bow Market

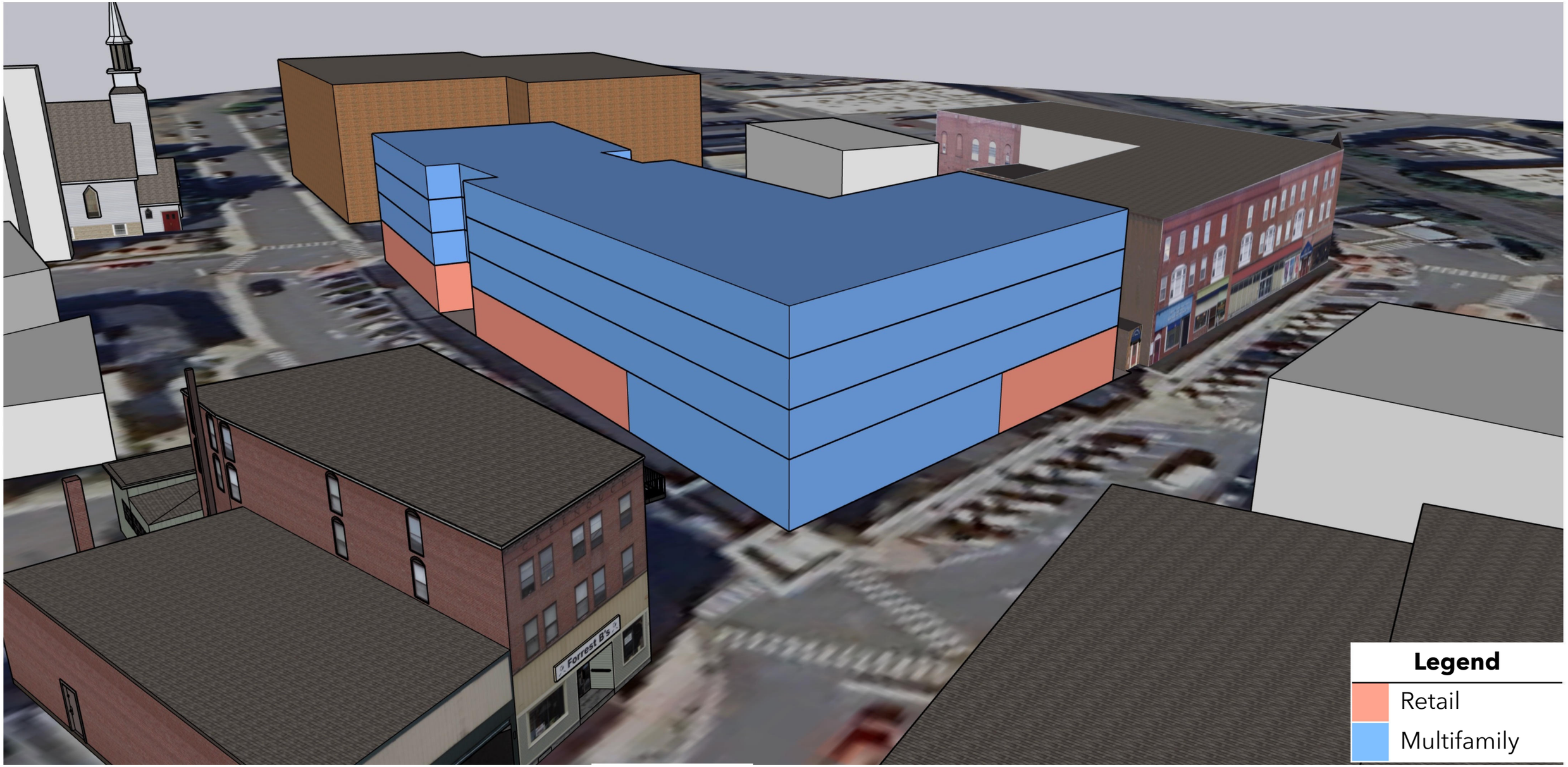
THE JUNCTION HOUSE

~95
Homes for Hartford

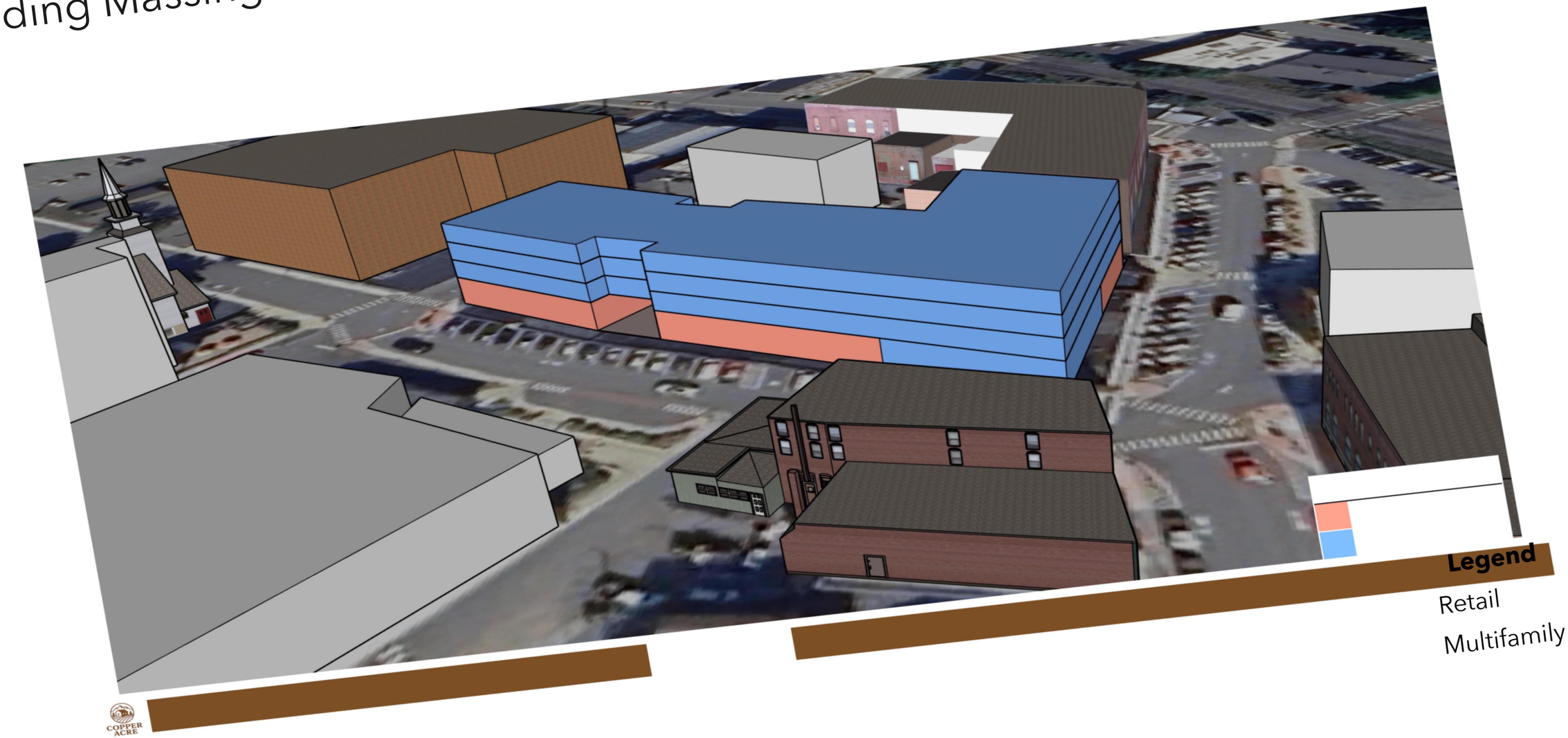
14K+ SF
Local Retailer Launchpad + Coworking

20K+ SF
Space for the Public

Building Massing

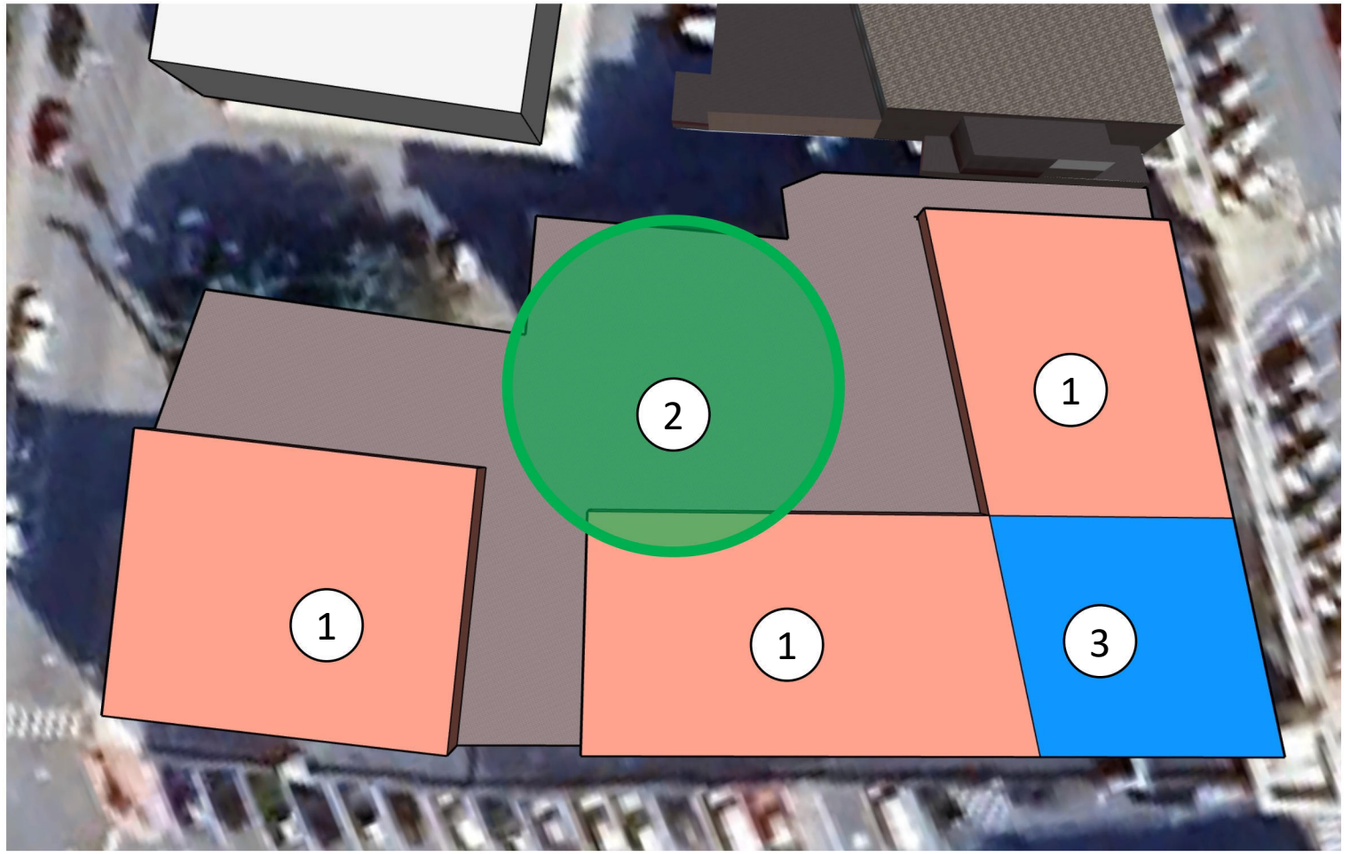


Building Massing



Ground Floor

1. Small Business Retail & Coworking
2. The Yard: A Public Plaza in the heart of downtown
3. Apartment Lobby



Legend

- Retail
- Multifamily



The Speedway



Union Studio Architects



Bow Market


Union Studio Architects


Dairy Block



Stovehouse

Public Space, Retail, and Placemaking Strategy

- Create a vibrant public plaza instead of a surface parking lot.
- Anchor retailers will help establish the new White River Junction main street experience.
- Small format retail spaces means more businesses, each paying less in rent to have a main street location.
- Coworking space will offer a home for non-retail businesses to put down roots in White River Junction.
- Events and programming throughout the year will craft a sense of place in the heart of downtown.



Stovehouse

Example: Bow Market

Somerville, MA

Bow Market is an award-winning shopping and dining destination. Once a vacant storage building, Bow is home to 30+ small businesses, all nestled around a public courtyard. Now in its 5th year, Bow Market has become a hub for the area's most creative and collaborative. From chefs and brewers to DJs and designers, it's a must-stop-spot for the best in small business and local entertainment.







Public Private Partnership Proposal: Public Benefits

- **Growing the Grand List** through a significant increase in the taxable value of the block
- Building on downtown's momentum by **introducing inviting public spaces** and expanding access to **local dining, retail, and entertainment**
- **Visual improvements** to downtown through the removal of rough urban edges, uninviting spaces, and readily apparent deferred maintenance
- **Housing** for approximately 95 households in a downtown walkable environment with existing access to public services
- **Jobs** creation—both construction and operational jobs
- Space for local entrepreneurs to **launch businesses**
- **Increased foot traffic** to all downtown businesses and venues
- Opportunity to develop or improve municipal infrastructure on the site

Alignment with Town Goals

- "Complete redevelopment of existing hotel, theater, and mixed-use, three-story building that encompasses one complete city block on two adjoining properties" (Town of Hartford TIF District Application, 2011)
- "Connect all reaches of downtown with public spaces to support cultural and economic vitality" (White River Junction Revitalization Plan, 2009)
- Delivering a "critical mass of downtown housing, retail, restaurant, and entertainment opportunities" (White River Junction Revitalization Plan, 2009)
- Deliver "nodes and corridors of public open space – urban plazas" (White River Junction Revitalization Plan, 2009)
- Helping the town "achieve net-zero greenhouse gas emissions town-wide by 2030" (Town of Hartford Climate Action Plan, 2021)
- "Encourage more people to visit and relocate to White River Junction while maintaining the history, character, and scale that make it unique." (White River Junction Revitalization Plan, 2009)
- "Increase the amount and variety of housing types available in town." (Town Plan, Housing Chapter Draft, 2023)
- Creating high density, new housing in "areas already served by Town water and sewer" and concentrating investment within Hartford's Designated Downtown. (Town Plan, Housing Chapter Draft, 2023)
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- "Strengthen the Town's creative economy." (Town Plan, Economic Development Chapter Draft, 2025)
- "Leverage Hartford's high-skilled local talent and its proximity to world class educational institutions to foster innovation, increase wages and reduce commute times." (Town Plan, Economic Development Chapter Draft, 2025)

Challenges to Private Development

High Costs
- Upper Valley has high baseline construction costs
- Tight infill site increases costs further
- Acquiring and preparing the site for new construction will cost ~$6M
- Constructing a new parking garage to meet parking requirements would cost ~$4.5M+

High Interest Rates
- High interest rates and challenging lending environment limit private funding opportunities.
- Tertiary market location + current capital markets means completed building is worth less than it costs to build.

Parking Requirements
- We can build a public plaza at the heart of the development OR deliver far fewer new apartments, cut retail space in half, and make a surface parking lot.
- Creation of a municipal parking garage below grade or offsite can support parking for this project as well as the continued growth of White River Junction.

Common Financing Support Unavailable
- No historic rehabilitation tax credits given the current state of the building's structure.
- No New Market Tax Credits or Opportunity Zone tax-advantaged equity opportunities available in this area.
- General reduction in available federal grant funding.

Public Private Partnership Precedent: Rutland Hotel Development



Project Details

- Developer owns site
- Converting brownfield site into into a 7-story building with
  - 99-key hotel
  - 26 apartments
  - Ground floor restaurant and bar
  - Rooftop bar
  - **250 parking spaces in state garage**

- 10-year tax stabilization and $750k in waived or reduced permitting and use fees.
- Municipality spending **~$8M in infrastructure**; Utilizing $2.8-3.5M TIF funding, $3M Catalyst Grant, and $500,000 Sales Tax reallocation | *more funding sources needed*
- Intent is to use adjacent state-owned parking garage for 250 parking spots, construction of pedestrian bridge, installation of new transformer, and more.

Public Private Partnership Precedent: St. Alban's Middle Income Housing



Project Details

- Municipally owned site
- 2 4-story buildings
- 87 middle income apartments
- **110 parking spaces, surface parked**

- City spent **~$6M ($9M adjusted for inflation)** remediating environmental conditions
- City performing all offsite mitigations and construction of entry road; waiving water and sewer allocation fees
- Selling multi-acre site to developer for $1
- City lined up low-cost financing ($8M @ 3%, $1.8M @ 1%)
- Housing affordable to individuals earning up to 120% of AMI (higher AMI county than Windsor County)

Next Steps and Areas of Public Support

Given the complexity of the project and the inclusion of components that will not be built or owned by the development team, further study is needed to define specific asks for public support. It is our hope to partner with the town or another eligible entity to apply for the Catalyst Grant as a feasibility project.

Concrete next steps for furthering this project are:

- 8/29/2025 – Pre-application for NBRC Catalyst Grant Feasibility Project
- 10/10/2025 – Catalyst Grant Feasibility Project Application due
- Solving for parking solution
- Identifying energy infrastructure partner

<u>Possible Areas of Public Support</u>

- Site preparation and construction support: Estimated cost $6-8M.
- 10 year tax stabilization following a 2-year construction period.
- Waiving water and sewer allocation fees and permitting fees.
- Construction of municipally funded and owned parking for the benefit of the public, ongoing economic development, and feasibility of this project. Estimated cost: $4.5M+
- Partnership to take advantage of Vermont's Designated Downtown development incentives.



Public Input Requests

To refine the project vision and pursue possible funding sources, we would like Select Board input on the following:

- Role of the town
  - St. Alban's has taken an active role in encouraging and facilitating new development. This includes acquiring property, taking on construction projects, and lining up funding sources.
  - Is the town willing to take an active role in the redevelopment of this site, possibly through acquiring the site and preparing it for new development?

- Parking location and investment level
  - Below grade parking on the project site could yield ~100 spaces at a cost of ~$13 million.
  - Construction of a parking garage in the downtown could yield ~150+ spaces at a cost of ~$4.5 million+.

The team is also eager to hear any input from the general public.
An online form is available here to share feedback and suggestions: https://bit.ly/3IrpPYJ



THANK YOU

COPPER ACRE

HARTFORD VERMONT

July 22, 2025

Introduction to Public-Private Partnerships (PPPs)

A public-private partnership (hereafter referred to as PPP) is a collaboration between a government entity and a private enterprise, often on very large infrastructure projects that the private sector entity may finance, plan, or execute. These projects often involve concessions (from the public side) of tax or other operating revenue, protection from liability, or partial ownership rights over public services and property. Although PPPs are effective ways to get needed projects funded and completed, they can sometimes blur the lines between legitimate public purposes and for-profit activity. Toll roads and highways are traditional examples of PPP projects, and more recently business and housing projects have used this vehicle to complete projects (The Investopedia Team, 2024).

Although PPPs generally fit the definition provided above, there are different types of PPPs:

Build, Operate, Transfer

A government hands overall construction and operations to a private party for a set number of years. After that period of time, it is transferred to the government.

Build, Operate, Own

The same as BOT, but the private entity is not required to ever transfer the project to the government.

Design-Build

A government contracts with a private party to design and construct a project for a fee. The government retains ownership and may either operate it itself or contract out operations.

Buy, Build, Operate

A government sells a pre-existing project that has already been completed (and may have been operated by the government for some time) to a private party, who will take it over fully. The private party may need to invest in rehabilitating or expanding the project.

There are benefits and risks associated with PPPs.

Common risks:

- cost overruns,
- project delays,
- political opposition,
- condition at hand-back, and
- complex principal-agent problems.

Benefits:

- capital needed to start and complete a project,
- private sector innovation and technology,
- improved operational efficiency, and
- diversifying the government entity's economic base (The Investopedia Team, 2024).

In some ways, PPPs are comparable to what the Town already does with some HUD & CDBG grants. Sometimes the Town is awarded a grant, then some portion of the grant (or all of it) is given to a sub-grantee to carry out the program and objectives associated with the grant, while the Town monitors the implementation of the grant and reports back to the awarding entity. In many ways Hartford's WRJ TIF District is a form of a PPP - the Town invests in public infrastructure to support the greater development by the private sector, which generates increased tax revenue and more robust business and housing sectors.

There are several other local government entities in Vermont that have participated in PPPs. Most recently, the City of Rutland has been participating in a Build, Operate, Own PPP. The City is partnering with private developers to bring a hotel, apartments, a restaurant, and bar (all in one large social space) to the downtown area. The project will be located on a site that was once vacant for many years and contaminated. This site will be revitalized and rehabilitated and expected to bring lots of activity to this area of the City. In order to reap the benefits that this project will spurn, the City has agreed to incentives, such as $4.6 million in reduction of future taxes over the next 12 years and $750,000 in waived permit fees, water and sewer rate reductions, and business personal property tax over the first 10 years (Rutland Development Authority, 2025).

In addition to the Rutland PPP currently in progress, the City of Saint Albans assembled a Buy, Build, Operate hybrid PPP in 2023 to construct workforce housing units on a city owned vacant behind City Hall. The City's role in this project was to assemble the parcels, complete the environmental remedies needed, and construct the parking space needed (Cloud, 2023). In 2025, St. Albans then issued a Purchase, Sale, and Development agreement and transferred

ownership of the property and development to private developers. The private partner/developer is the one to build the apartment buildings and develop the property (St. Albans City Council, 2025).

Reference List

Cloud, D. (2023, November 13). *FAQs about St. Albans City's new housing proposal.* https://www.stalbansvt.com/index.asp?SEC=9F3C5CF8-B8A0-4023-8721-14AD06B40624&DE=F8CA86AC-3599-4412-92A3-C89594C7EFC9

Rutland Development Authority. (2025, February 19). *Public-private partnership brings city and downtown hotel + living project to Rutland.* https://www.rutlandvtbusiness.com/public-private-partnership-brings-city-and-downtown-hotel-living-project-to-rutland/

St. Albans City Council (2025, February 10). *Purchase, sale, and development agreement* (beginning at p. 10 of overall packet). 250210_Regular_Council_Packet.pdf

The Investopedia Team. (2024, June 6). *Public-private partnerships (PPPs): Definition, how they work, and examples.* https://www.investopedia.com/terms/p/public-private-partnerships.asp

To: Members of the Hartford VT Select Board

From: John Haverstock, Town Manager

Re: Request for Provision of Water and Sewer Service to Norwich Projects

Date: July 22, 2025

Background/Discussion

The Town of Norwich has no public water or wastewater infrastructure with which to provide service to its residents or businesses, limiting the Town's ability to develop affordable housing or other projects requiring such services that may be deemed beneficial to the region. From time to time over the years, Norwich entities have approached the Town of Hartford with requests to allow connections to the Town's water and/or wastewater systems. I gather that such requests have met with skepticism and/or opposition from several Hartford residents. This was apparently especially true with respect to a request to extend the municipal sewer system to the elementary school in the village.

I have politely listened to such requests during my short tenure and have asked Town Staff at the Department of Public Works to assist potential applicants in their exploration into the feasibility of such proposals as possible, and to provide feedback based upon any studies and findings the applicant's engineers develop as to the impacts to be placed upon the systems and ratepayers. After all, there is no point in having a public discussion of any proposals which are either infeasible or not financially beneficial to the Town of Hartford. If, however, such a proposal is feasible and could provide additional revenue for the Hartford Sewer and Water Funds (relieving some of the burden on Hartford ratepayers), I have been willing to present them to the Selectboard for consideration.

The leadership of the Norwich Farmer's Market and Twin Pines have together approached the Town requesting water and wastewater connections just over the town line which separates the two neighboring towns.

The Farmer's Market which serves regional farmers and vendors including Hartford contributes to a locally sourced and sustainable marketplace to the benefit of the region, would like to relocate from their present location across Route 5 to accommodate the viability of their popular venue.

Twin Pines hopes to continue their mission of providing affordable housing in the region by constructing 24 units in Norwich. The site which is located off Palmer Court (PVT) and directly adjacent to the Town of Hartford will be purchased from the Farmer's Market. This will enable the Town of Norwich to take a small step forward in providing a portion of the affordable housing needs of the Upper Valley in a timelier manner than would otherwise be possible.

If deemed feasible and desirable to the Town of Hartford, the water and wastewater services could increase access to Vermont's most popular farmer's market just beyond Hartford's town line to farmers and customers alike and increase the affordable housing stock in the Upper Valley.

Allowable Impacts

If the Board agrees to the concept of allowing these Norwich entities to connect to the Town's water and sewer systems, the Town can work with the engineers representing them to fully explore the potential impacts on the systems to determine the feasibility of the proposed services with regards to impacts on the existing systems both in capacity and financial terms. Any connections are required to not adversely affect the existing water system users (particularly along Palmer Court), downstream sewer users (particularly with regards to the Olcott Drive sewage pump station), or to burden rate payers.

Recommendation

If the Selectboard agrees that the requested connection to the Town of Hartford Sewer and Water Systems by these Norwich entities is desirable and justifiable to enhance a locally sourced and sustainable economy and provide affordable housing on a more regional basis, it is then my recommendation that the Selectboard, move to instruct Town staff under the direction of the Town Manager to proceed with discussions with the Norwich Farmer's Market and Twin Pines in their request to access utility services from the Town of Hartford, and to develop mutually satisfactory agreements to govern the future interactions and roles and responsibilities of the parties.

Thank you.

Attachments

John Haverstock

From: Kail Romanoff <kromanoff@vlct.org>
Sent: Thursday, June 5, 2025 3:02 PM
To: John Haverstock
Subject: RE: Utility Interlocal Agreements

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

Hi John,

We don't have any template contracts/agreements on this issue, you will need to work with your town attorney to establish one. I will say though, if this is a non-resident seeking connection, I would request that they and their attorney draft the agreement if they want a connection and then have your attorney review it prior to adoption. There is no obligation for you to provide service to a non-resident, and it would be cheaper to have your attorney review an agreement than it would be for them to draft one, so if they won't to connect make them do the leg work. We likewise don't have any other guidance, it's a fairly rare situation, but I can confirm for you that it is likely allowed per 24 V.S.A. § 3305

I hope this helps.

Best,

Kail

Kail Romanoff
Staff Attorney, Municipal Assistance Center
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
802-229-9111
kromanoff@vlct.org
VLCT.ORG

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From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, June 4, 2025 4:13 PM
To: VLCT <info@vlct.org>
Subject: Utility Interlocal Agreements

CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Hello.

Does VLCT have any guidance or templates regarding one Vermont municipality's agreement to provide water and/or sewer service to entities located outside of its borders (in this case, just across the Town line)?

Thanks.

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

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.

TWIN PINES HOUSING

EST. 1977
NORWICH
FARMERS MARKET



Presentation to the Hartford Selectboard
July 22, 2025

About Twin Pines Housing

- TPH is a nonprofit organization **founded in 1990** serving the Upper Valley in NH and VT
- **665** rental units in the Upper Valley
- **67** homeownership units
- **9** mobile homes
- Range of housing for seniors to family to homeless and veterans


Wilder, VT


White River Jct. VT

TWIN PINES HOUSING

Twin Pines Project

- Approximately 30 units of rental housing
- To be located on parcel currently served by Hartford water and sewer
- Service connection off Palmer Court, which is the boundary between Norwich and Hartford



TWIN PINES HOUSING

About The Norwich Farmers' Market

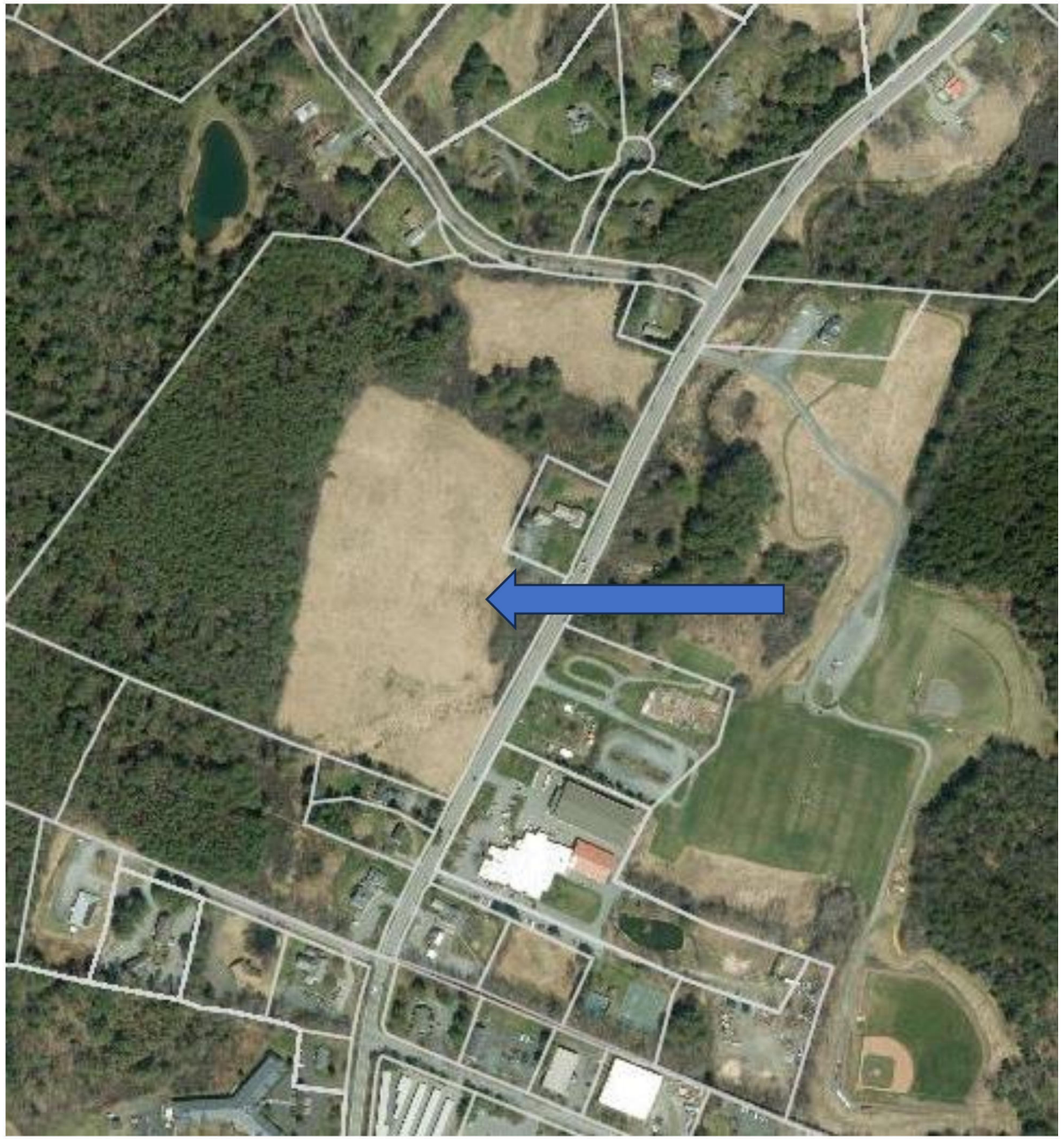
- Founded in 1977, it is one of the oldest and largest farmers' markets in northern New England
- Currently on a 3.68-acre parcel on the east side of Route 5 just north of the Hartford-Norwich town line.
- Market operates from May to October
- In the winter, operates at Norwich Town Hall



TWIN PINES HOUSING

Farmers' Market Project

- Move across Route 5
- Construct a year-around location for the Market



TWIN PINES HOUSING

AGENDA MEMORANDUM
July 22, 2025
Town Selectboard Meeting Item: 5.
Submitted by: Christopher Holzwarth, Assistant DPW Director, Permits and Planning

Subject: **Recommendation to Accept Class II Highway Paving Grant Agreement #P02231**

Background: The Town of Hartford applied for a Class II Highway paving grant to mitigate the cost of pavement milling, structure adjustment, paving, shoulder gravel, and line striping work along Quechee Main Street from the Quechee-West Hartford Road to a point just west of Hillside Road.

Town crews will also install drainage improvements along the highway with that cost being mitigated by a pending Grant in Aid from the Vermont Agency of Transportation.

Discussion: The paving grant approved by the Vermont Agency of Transportation is for $173,859.20 with a local match of 20% or $43,464.80.

The grant will free up funds to facilitate other needed paving and roadway improvements.

Impact: The $173,859.20 grant can be financed in the short term through the FY26 paving budget until reimbursed, which typically takes two weeks upon submission of verification of completion and payment.

Recommendation: Staff's recommendation is that the Selectboard move to accept Grant #P02231 and authorize John Haverstock, Town Manager, to execute it and any subsequent loan documents.

STATE OF VERMONT
AGENCY OF TRANSPORTATION
STANDARD GRANT AGREEMENT

Part 2 – Grant Agreement

1. Parties: This is a Grant Agreement between the State of Vermont, Agency of Transportation, (hereinafter called "State"), and the **Town of Hartford,** a **US Local Government** with its principal place of business at **171 Bridge St, White River Junction, VT 05001**, (hereinafter called "Grantee"). It is the Grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the Grantee is required to have a Vermont Department of Taxes Business Account Number.

2. Subject Matter: The subject matter of this grant is implementation of clean water improvements to address road-related water quality issues.

3. Award Details: Amounts, dates and other award details are as shown in the attached Grant Agreement Part 1 – Grant Award Detail. A detailed scope of work covered by this award is described in Attachment A.

4. Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.

5. Cancellation: This Grant may be cancelled by either party by giving written notice at least thirty (30) days in advance.

6. Attachments: This Grant Agreement consists of **27** pages including the following attachments which are incorporated herein:

   Grant Agreement Part 2 – Grant Agreement
   Grant Agreement Part 1 – Grant Award Detail
   Attachment A - Scope of Work
   Attachment B - Payment Provisions
   Attachment C - Standard State Provisions for Contracts and Grants Revised 10/1/2024
   Attachment D - Other Provisions
   Attachment E - DOT Standard Title VI Assurances and Non-Discrimination Provisions (DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E

4. Order of Precedence: Any ambiguity, conflict or inconsistency in the Grant Documents shall be resolved according to the following order of precedence:

   1) Grant Agreement Part 1 and Part 2
   2) Attachment D – Other Provisions
   3) Attachment C - Standard State Provisions for Contracts and Grants
   4) Attachment A – Scope of Work
   5) Attachment B – Payment Provisions
   6) Attachment E - DOT Standard Title VI Assurances and Non-Discrimination Provisions

(DOT 1050.2A) - Assurance Appendix A and Assurance Appendix E

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

By the State of Vermont
Agency of Transportation

Date: _____

Signature: _____

Name: Joe Flynn

Title: Secretary of Transportation

By the Grantee:
TOWN OF HARTFORD

Date: _____

Signature: _____

Name: _____

Title: _____

STATE OF VERMONT GRANT AGREEMENT — Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

[1] **Grant #:** P02231	[2] **Original** ☒ **Amendment #** ____	
[3] **Grant Title:** Town Highway Class 2 Roadway Program - FY26		
[4] **Amount Previously Awarded:** **$0.00**	[5] **Amount Awarded This Action:** **$173,859.20**	[6] **Total Award Amount:** **$173,859.20**
[7] **Award Start Date:** Jul 01, 2025	[8] **Award End Date:** Dec 31, 2027	[9] **Subrecipient Award:** YES ☐ NO ☒
[10] **Supplier #:** 0000040704	[11] **Grantee Name:** Town of Hartford	
[12] **Grantee Address:** 171 Bridge St		
[13] **City:** White River Junction	[14] **State:** VT	[15] **Zip Code:** 05001
[16] **State Granting Agency:** Vermont Agency of Transportation		[17] **Business Unit:** 08100
[18] **Performance Measures:** YES ☒ NO ☐	[19] **Match/In-Kind:** $ 20% **Description:** LOCAL SHARE	

[20] *If this action is an amendment, the following is amended:*
Amount: ☐ **Funding Allocation:** ☐ **Performance Period:** ☐ **Scope of Work:** ☐ **Other:** ☐

SECTION II - SUBRECIPIENT AWARD INFORMATION

[21] **Grantee Identifier [UEI] #:** **SZNMKKN8CHS4**	[22] **Indirect Rate:** N/A % (Approved rate or de minimis 10%)	[23] **FFATA:** YES ☐ NO ☒
[24] **Grantee Fiscal Year End Month** (MM format)**:** 06		[25] **R&D:** ☐
[26] **EEI Registered Name** *(if different than VISION Vendor Name in Box 11)*:		

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	[27]Awarded Previously	[28]Award This Action	[29]Cumulative Award	[30]Special & Other Fund Descriptions
General Fund	$0.00	$0.00	$0.00	
Special Fund	$0.00	$0.00	$0.00	
Global Commitment (non-subrecipient funds)	$0.00	$0.00	$0.00	
Other State Funds	$0.00	$173,859.20	$173,859.20	Transportation Fund

FEDERAL FUNDS
(includes subrecipient Global Commitment funds)

[31]ALN#	[32]Program Title	[33]Awarded Previously	[34]Award This Action	[35]Cumulative Award	Required Federal Award Information: [36]FAIN	[37]Federal Award Date	[38]Total Federal Award
		$0.00	$0.00	$0.00			
[39] Federal Awarding Agency:			[40] Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		$0.00	$0.00	$0.00			$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
Total Awarded - All Funds		**$0.00**	**$173,859.20**	**$173,859.20**			

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY	GRANTEE
NAME: Christopher Bump	**NAME:** Christopher Holzwarth
TITLE: District 4	**TITLE:** Public Works Project Manager
PHONE: Cell (802) 356 - 7678	**PHONE:**Office: (802) 295 - 3622
EMAIL: chris.bump@vermont.gov	**EMAIL:** cholzwarth@hartford-vt.org

Form Effective 12/26/2014
Revised: 1/8/2024

ATTACHMENT A
SCOPE OF WORK

The Grantee hereby certifies as follows:

a. The Grantee has funds available to finance the local share of the project during the Grant period.

b. The Grantee has adopted town road and bridge standards which meet or exceed the minimum State-approved codes and standards produced by the Vermont Agency of Transportation (VTrans) and approved by the Vermont Agency of Natural Resources (VANR). If the Grantee has adopted codes and standards which meet these minimum requirements, the Grantee further certifies that the municipality follows and adheres to those adopted codes and standards.

c. The Grantee has an Infrastructure Study (three years or less old) which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1,2, and 3 town highways, and estimated cost of repair.

d. The Grantee has submitted the Annual Town Plan required by 19 V.S.A. § 306(j) to VTrans' district office.

e. Where a municipality has adopted codes and standards meeting the minimums required by VTrans and has an Infrastructure Study, the project is eligible for a 80% State share, not to exceed the total award amount stated on the Part 1 – Grant Award Detail.

f. Where a municipality has not adopted codes and standards meeting the minimums required by VTrans or lacks an Infrastructure Study, the project is eligible for an 70% State share, not to exceed the total award amount stated on the Part 1 – Grant Award Detail.

g. The Town/Municipality has completed the Environmental Resource checklist in the grant application.

VERMONT
AGENCY OF TRANSPORTATION

FY 2026 Municipal Highway Grant Application

APPLYING FOR: ☐ Structures ☑ Class 2 Roadway ☐ Emergency

MUNICIPALITY: Hartford MUNICIPAL CONTACT (name): Christopher D. Holzwarth

MAILING ADDRESS: 173 Airport Road, White River Junction, VT 05001

Phone: (802) 295-3622 E-Mail: cholzwarth@hartford-vt.org

ACCOUNTING SYSTEM: ☑ Automated ☐ Manual ☐ Combination

SAMS #: SZNMKK8CHS4 Grantee FY End Month (mm format): 06

DISTRICT CONTACT (name): Chris Bump

Phone: (802) 356-7678 E-Mail: chris.bump@vermont.gov

SCOPE OF WORK TO BE PERFORMED BY GRANTEE

Location of Work. The work described below involves the following town highway / structure:
TH# 3, (Name) Quechee Main Street which is a class 2 town highway.
Bridge #_____, which crosses _____
Culvert # ___, for which the original size was _____ and the replacement size is _____
Causeway: _____
Retaining Wall: _____
Latitude: Longitude: MM (If Available):

Problem:

The surface suffers major degradation from age, surface waters, and poor drainage.

Reason For Problem:

Age of pavement is primary reason for degradation which increases in severity each year

Proposed Scope of Work:

The project extends Town of Hartford FY25 improvements within Quechee Village and additional 5,650 linear feet through the high traffic area of the Quechee Club by restoring the road surface with shimming, paving and shoulder grading in order to enhance public safety along this critical highway.

Detailed Cost Estimate (below or attached):

See attached cost estimate.

Estimated Project Amount: $ 217,324.00 Estimated Completion Date: 09/30/2025

Municipality has adopted Codes & Standards that meet or exceed the State approved template?	☑ YES ☐ NO
Municipality has a current Network Inventory?	☑ YES ☐ NO

Municipality MUST complete the following environmental resource checklist:

EXISTING STRUCTURES: (check all that apply)

☐ Steel Tube Culvert	☐ Concrete Box Culvert
☐ Stone Culvert	☐ Concrete Bridge
☐ Ditch	☐ Rolled Beam/Plate Girder Bridge
☐ Metal Truss Bridge	☐ Wooden Covered Bridge
☐ There are foundation remains, mill ruins, stone walls or other	☐ Masonry Structure
☐ Stone Abutments or Piers	☐ Buildings (over 50 yrs old) within 300 feet of work
☐ Other:	

PROJECT DESCRIPTION: (check all that apply)

☐ The project involves engineering / planning only	☑ The project consists of repaving existing paved surfaces only
☐ The project consists of reestablishing existing ditches only within existing footprint	☑ All work will be done from the existing road or shoulder
☐ The structure is being replaced on existing location / alignment	☐ There will be excavation within 300 feet of a river or stream
☐ New structure on new alignment	☐ Repair/Rehab of existing structure
☐ There will be excavation within a flood plain	☐ Road reclaiming, reconstruction, or widening
☐ Tree cutting / clearing	☐ Temporary off-road access is required
☐ New ditches will be established	☐ The roadway will be realigned

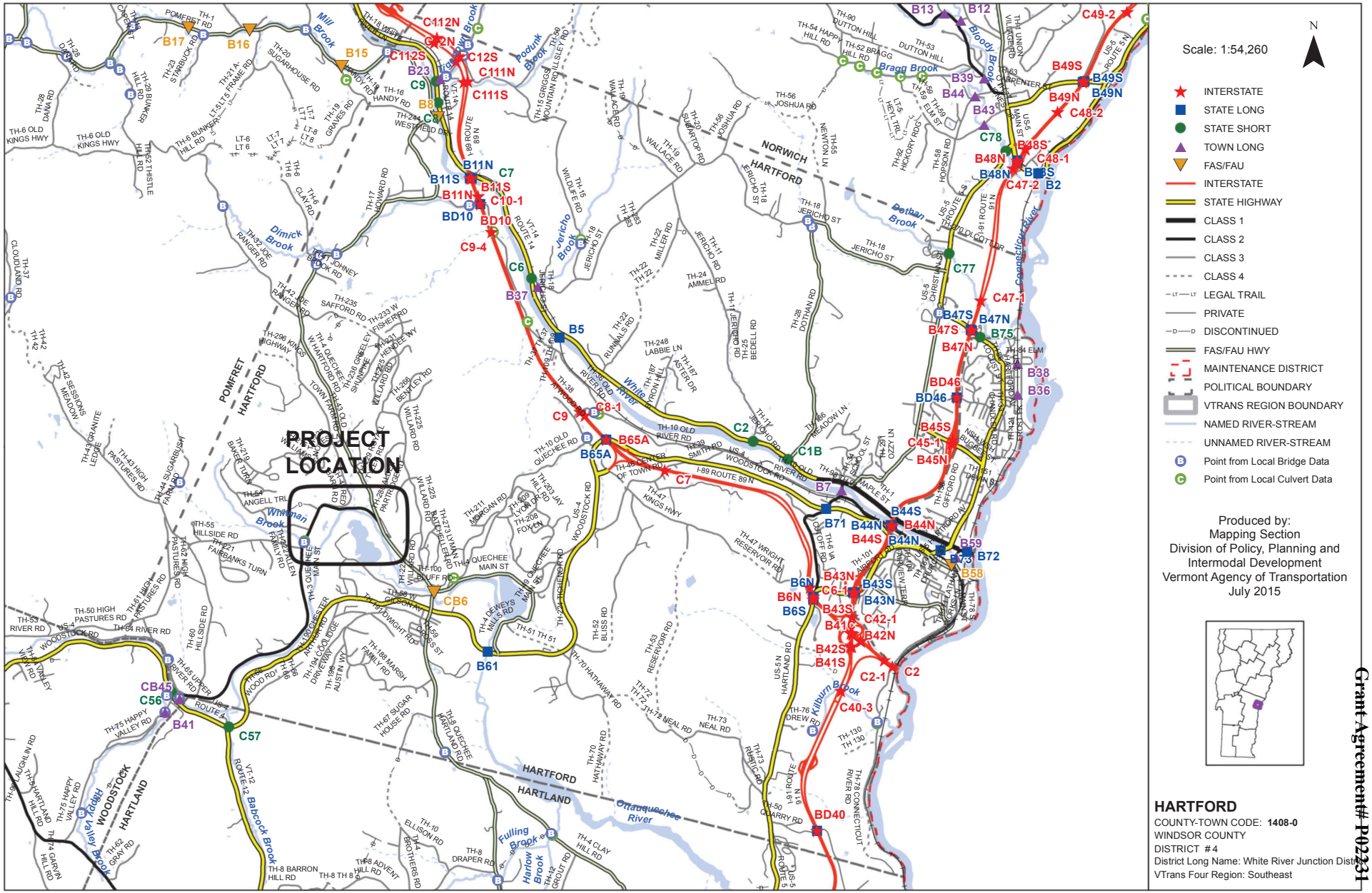
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. ☑ YES ☐ NO

Below this line to be filled in by VTrans staff:

Recommended Award Amount: **$173,859.20**

District Staff Approval: (name) **Chris Bump** Date: **4/29/2025**

Note:
Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.



This map was funded in part through grants from the Federal Highway Administration, U.S. Department of Transportation. The representation of the authors expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.

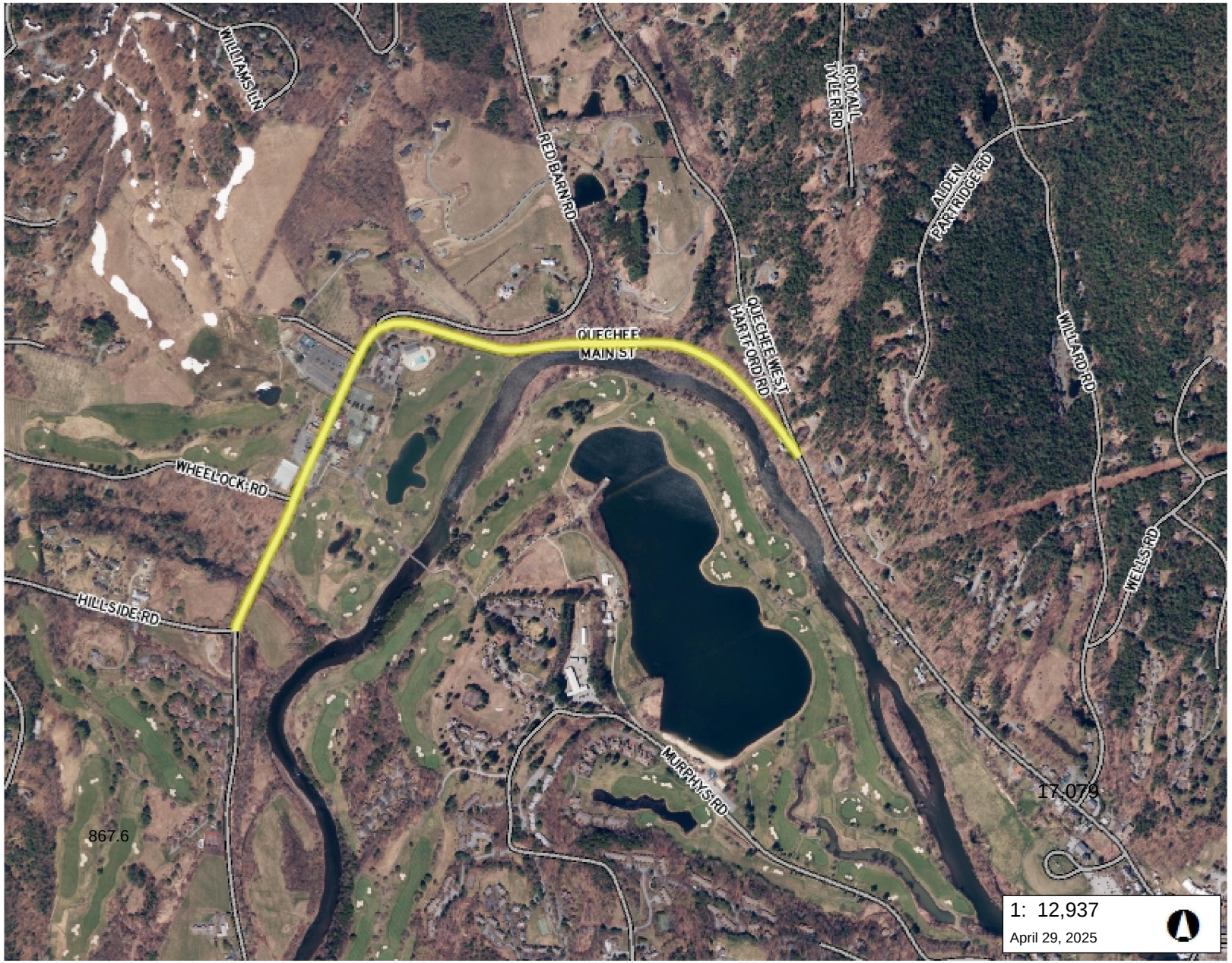
Grant Agreement# P02231

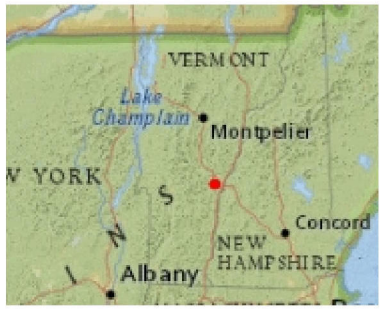
VERMONT

Hartford TH#3 Quechee Main Street

Vermont Agency of Natural Resources

vermont.gov





LEGEND

Roads

- Interstate
- US Highway; 1
- State Highway
- Town Highway (Class 1)
- Town Highway (Class 2,3)
- Town Highway (Class 4)
- State Forest Trail
- National Forest Trail
- Legal Trail
- Private Road/Driveway
- Proposed Roads

Town Boundary

NOTES

Map created using ANR's Natural Resources Atlas

657.0 0 328.00 657.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 1078 Ft. 1cm = 129 Meters

© Vermont Agency of Natural Resources

THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

Town of Hartford Department of Public Works
173 Airport Road
White River Junction, Vermont 05001

Telephone: (802)-295-3622

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

March 13, 2025

Chris Bump, Project Manager
State of Vermont Agency of Transportation
District 4 Office
223 Beswick Drive
White River Junction, VT 05001

RE: SFY26 Municipal Class 2 Highway Paving Grant Application – TH 3, Quechee Main Street

Dear Chris,

Please find attached the Town of Hartford's SFY26 Class 2 Paving Grant application for the resurfacing of 5,650 linear feet of Quechee Main Street (TH 3), photographs of the existing road surface conditions, a detailed estimate of the work to be completed under this grant, and the estimating plans developed to determine quantities.

The project is proposed to begin just west of the Quechee-West Hartford Road intersection being the end of the Town of Hartford's FY25 Quechee Main Street paving project scheduled to begin this spring. The project extends 5,650 linear feet through the high traffic area of the Quechee Club to a point just west of Hillside Road.

Please feel free to reach out to me if you require additional information to support or process this application.

Sincerely,

Christopher D. Holzwarth
Assistant Director of Public Works,
Planning and Permitting

CDH:
Enclosures

FY26 Quechee Main Street Paving Plan Opinion of Cost (Class 2 Paving Grant)

3/13/2025

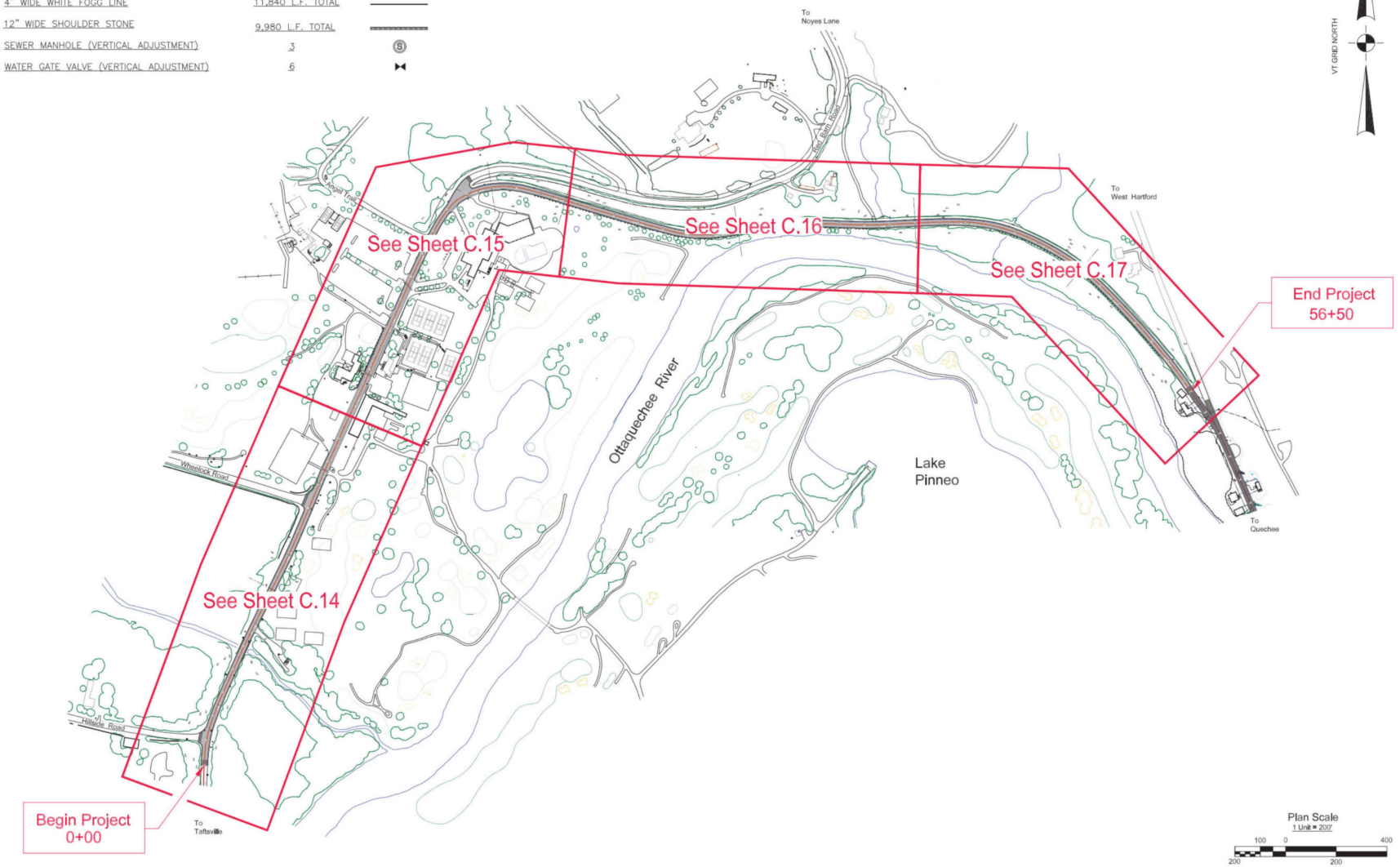
Item 1	Cold Plane Milling	Length FT.	Width FT.					Sq YDS	Cost/SY	Cost $	Milling Cost
	(See Sheets C.14 & C.17 for Locations)	1	2225					247	$10.00	$2,472	$2,472
Item 2	Reclamation	Length FT.	Width FT.	Inches	Tons	Cost/Ton	Cost $	Sq YDS	Cost/SY	Cost $	Reclaim Cost
	Not Applicable	1	0	0	0	$0.00	$0	0	$10.00	$0	$0
	Miles Reclaimed	0.00									
Item 3	Pavement	Length (ft)	Avg. Width	Inches				Tons	$/Ton	Cost $	Pave Cost
3.a	Quechee Main Street (0+00 - 56+50)	5,650	26.75	2				1,913	$92.00	$175,954	$175,954
	Miles Paved	1.07									
Item 4	4" Yellow Painted Stripe	Length (ft)							$/L.F.	Cost $	Yellow Paint Cost
	(See Sheets C.14-C.17 for Locations)	11,420							$0.20	$2,284	$2,284
Item 5	4" White Painted Stripe	Length (ft)							$/L.F.	Cost $	White Paint Cost
	(See Sheets C.14-C.17 for Locations)	11,840							$0.20	$2,368	$2,368
Item 6	Shoulder Stone	Length (ft)							$/L.F.	Cost $	Shoulder Stone Cost
	(See Sheets C.14-C.17 for Locations)	9,980							$0.55	$5,489	$5,489
Item 7	Sewer Manhole Adjustment	Quantity							$/Each	Cost $	SMH Adjust Cost
	(See Sheet C.14 for Locations)	3							$1,500	$4,500	$4,500
Item 8	Drain Manhole Adjustment	Quantity							$/Each	Cost $	DMH Adjust Cost
		0							$1,500	$0	$0
Item 9	Catch Basin Adjustment	Quantity							$/Each	Cost $	CB Adjust Cost
		0							$1,500	$0	$0
Item 10	Water Valve Adjustment	Quantity							$/Each	Cost $	WV Adjust Cost
	(See Sheets C.14 & C.15 for Locations)	6							$750	$4,500	$4,500
Item 11	Box Cut	Cut Length (Feet)	Cut Width (Feet)	Cut Depth (Inches)	Gravel (Tons)	Gravel ($ Per Ton)	Gravel Cost	Asphalt (Tons)	Asphalt ($ Per Ton)	Asphalt Cost	Box Cut Cost
		0	0	0	0	$15.00	$0	0	$92.00	$0	$0
Item 12	Underdrain	Drain Length (Feet)	Drain Width (Feet)	Drain Depth (Inches)	Gravel (Tons)	Gravel ($ Per Ton)	Gravel Cost $	Pipe/Fabric Cost (ft)	Pipe/Fabric Cost		Underdrain Cost
		0	4	48	0	$15.00	$0	$6.00	$0		$0
Item 13	Culverts	Pipe Length (Feet)	Trench Width (Feet)	Trench Depth (Inches)	Gravel Tons	Gravel Cost/Ton	Gravel Cost $	Pipe Cost (ft)	Pipe Cost		Culvert Cost
		0	4	60	0	$15.00	$0.00	$25.00	$0.00		$0
Item 14	Stone Ditch Allowance	Ditch Length (Feet)	Ditch Width (Feet)	Stone Depth (Inches)	Stone Tons	Stone Cost/Ton	Stone Cost $	Fabric Cost/SY	Fabric Cost		Ditch Cost
		0	6	12	0	$12.00	$0	$3.00	$0.00		$0
Item 15	Miscellaneous	Quantity				$/Each	Cost $				Cost
Item16	Contingency	Subtotal	Percentage								Contingency Cost
		$197,567	10.00%								$19,757
								Total Estimated Paving Costs			$217,324

LEGEND	Est cost	Unit
Paving	$92.00	Ton
Center & Fogg Line Paint	$0.20	LF
Gravel	$15.00	Ton
Reclaim 8" Below Pavement	$10.00	SY
Adjust Structure(s)	$1,500	Each
Underdrain Pipe/Fabric	$6.00	LF
18" Culvert Pipe	$25.00	LF
Ditch Stone	$15.00	Ton
Ditch Filter Fabric	$3.00	SY
Shoulder Stone	$0.55	LF
MH or CB Vertical Adjustment	$1,500	Each
Water Valve Vertical Adjustment	$750	Each
Rip Rap	$12	Ton

Item	Description	Quantity	Symbol
1	COLD PLANE MILLING (1.0" DEPTH AT FINISHED JOINT TO 0" (TAPERED))	247 S.Y.	
3	1.25" MIN./ 2.0" AVG. LAYER TYPE IV ASPHALT SHIM/OVERLAY ALONG STREET	1,913 TN.	
4	DOUBLE 4" WIDE YELLOW CENTER LINE STRIPE	11,420 L.F. TOTAL	
5	4" WIDE WHITE FOGG LINE	11,840 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	9,980 L.F. TOTAL	
7	SEWER MANHOLE (VERTICAL ADJUSTMENT)	3	S
10	WATER GATE VALVE (VERTICAL ADJUSTMENT)	6	

DRAFT

Estimating Plan
RELEASED FOR REVIEW
3/10/2025



REVISIONS

REV:	DESCRIPTION	BY:	DATE:

FY26 Improvements

0+00 - 40+13 Colonial Drive - TH 243
Wilder - Town of Hartford Vermont

DRAWN BY:	C.D.H.
CHECKED BY:	
DATE:	3/10/2025
PROJ. NO.	2025-H1

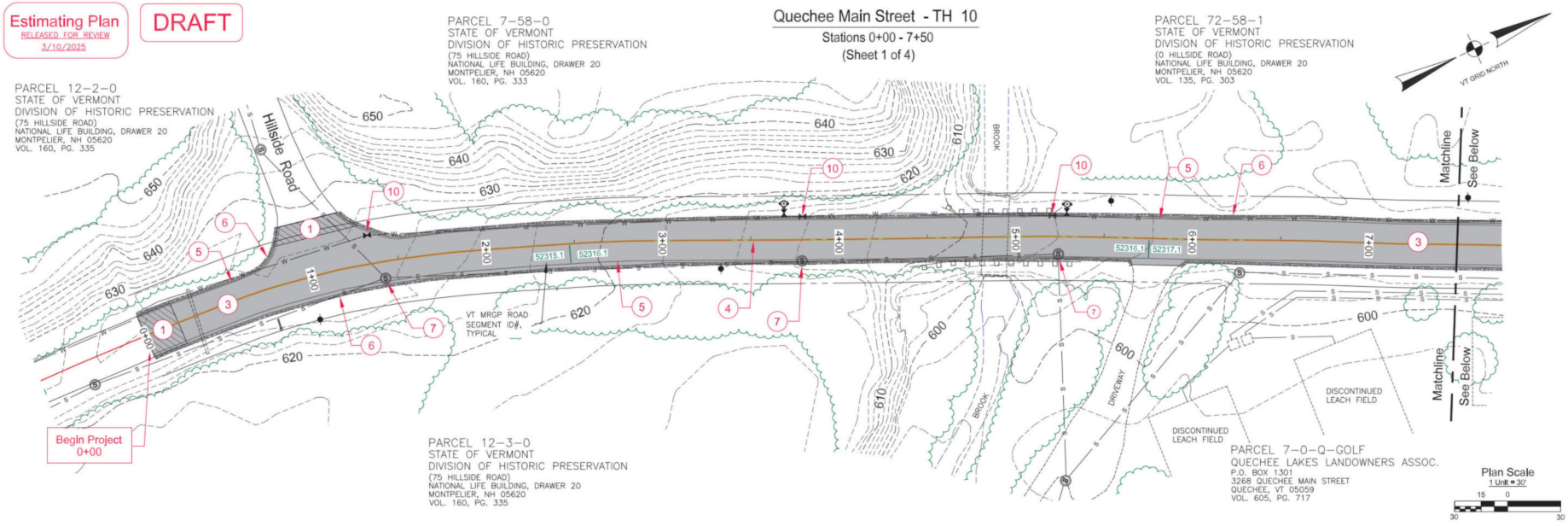
C.13
SHEET NUMBER

Grant Agreement # P02231

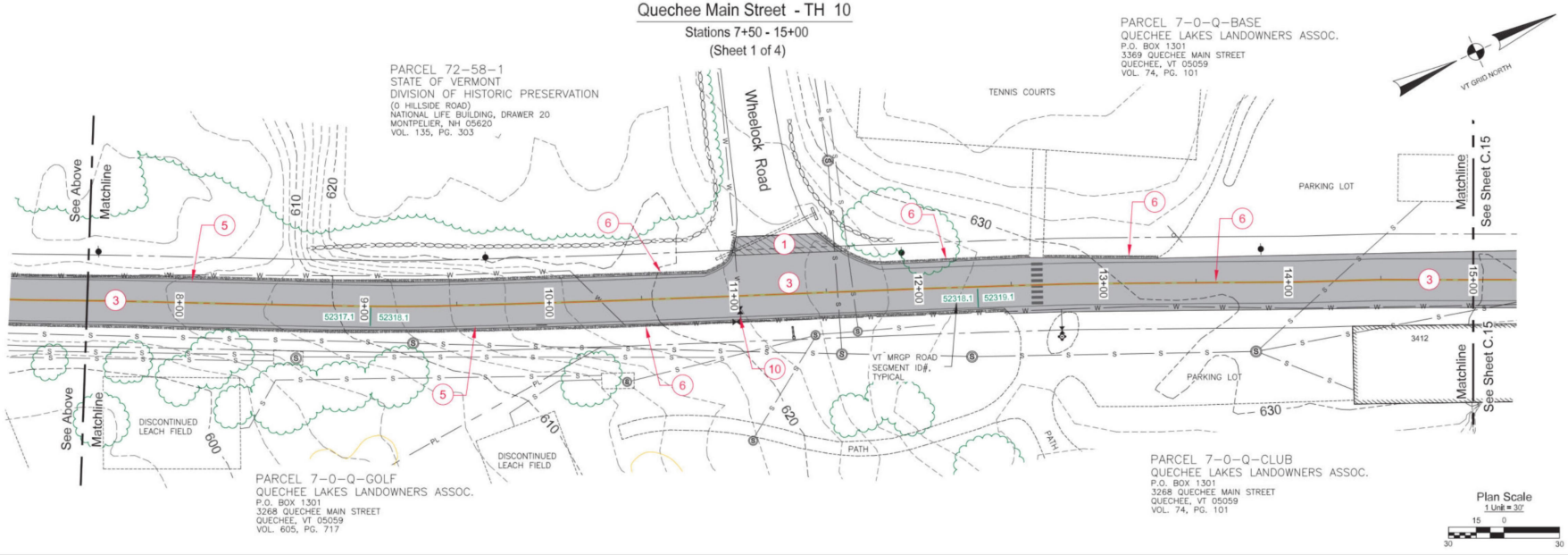
Estimating Plan
RELEASED FOR REVIEW
3/10/2025

DRAFT

Quechee Main Street - TH 10
Stations 0+00 - 7+50
(Sheet 1 of 4)



Quechee Main Street - TH 10
Stations 7+50 - 15+00
(Sheet 1 of 4)



REVISIONS

REV:	DESCRIPTION	BY:	DATE:

FY26 Improvements

0+00 - 15+00 Quechee Main Street - TH 3
Quechee - Town of Hartford Vermont

DRAWN BY:	C.D.H.
CHECKED BY:	
DATE:	3/10/2025
PROJ. NO.	2025-H1

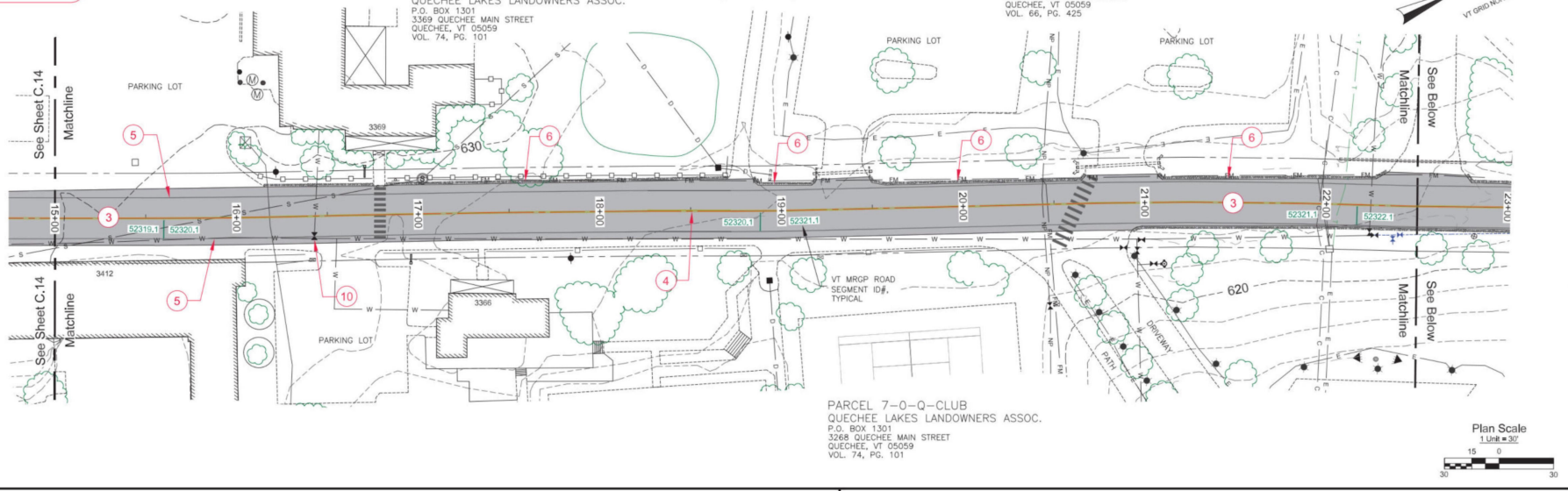
C.14
SHEET NUMBER

Grant Agreement# P02231

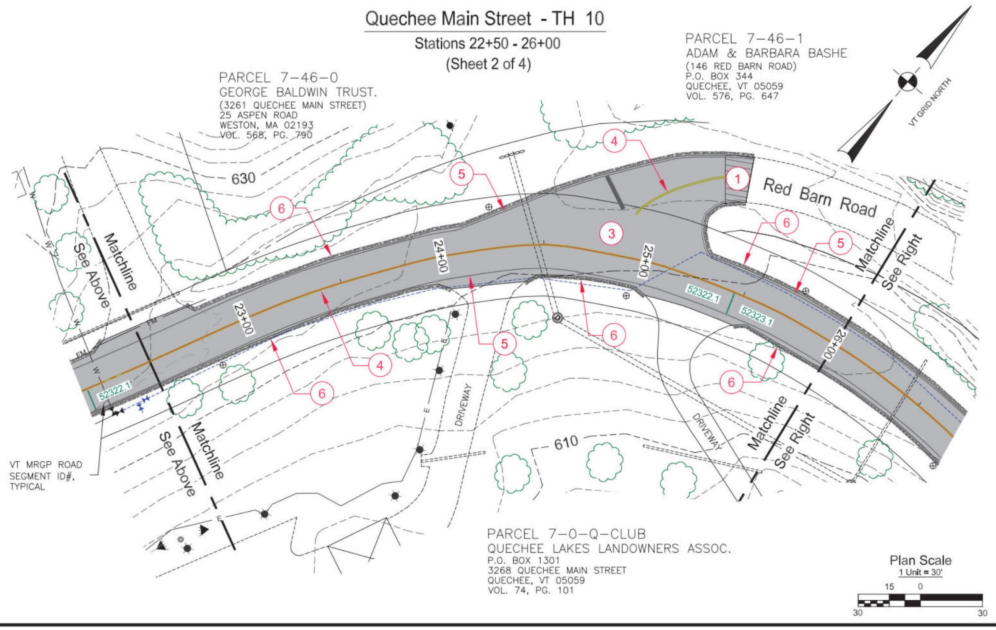
Estimating Plan
RELEASED FOR REVIEW
3/7/2025

DRAFT

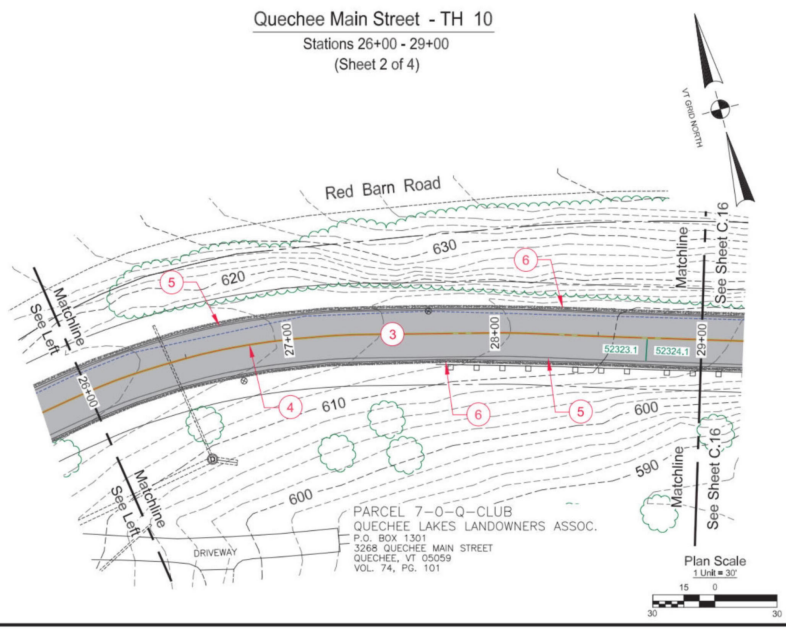
Quechee Main Street - TH 10
Stations 15+00 - 22+50
(Sheet 2 of 4)



Quechee Main Street - TH 10
Stations 22+50 - 26+00
(Sheet 2 of 4)



Quechee Main Street - TH 10
Stations 26+00 - 29+00
(Sheet 2 of 4)



REVISIONS

REV:	DESCRIPTION	BY:	DATE:

FY26 Improvements

15+00 - 29+00 Quechee Main Street - TH 3
Quechee - Town of Hartford Vermont

DRAWN BY:	C.D.H.
CHECKED BY:	
DATE:	3/7/2025
PROJ. NO.	2025-H1

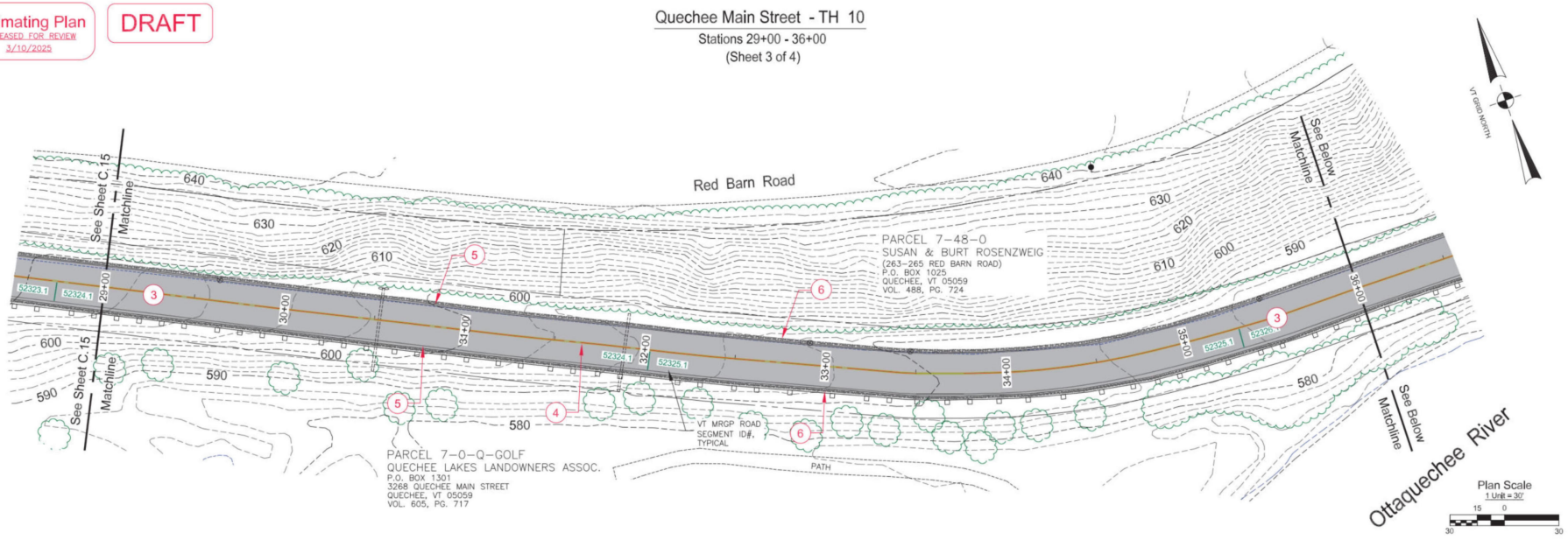
C.15
SHEET NUMBER

Grant Agreement # P02231

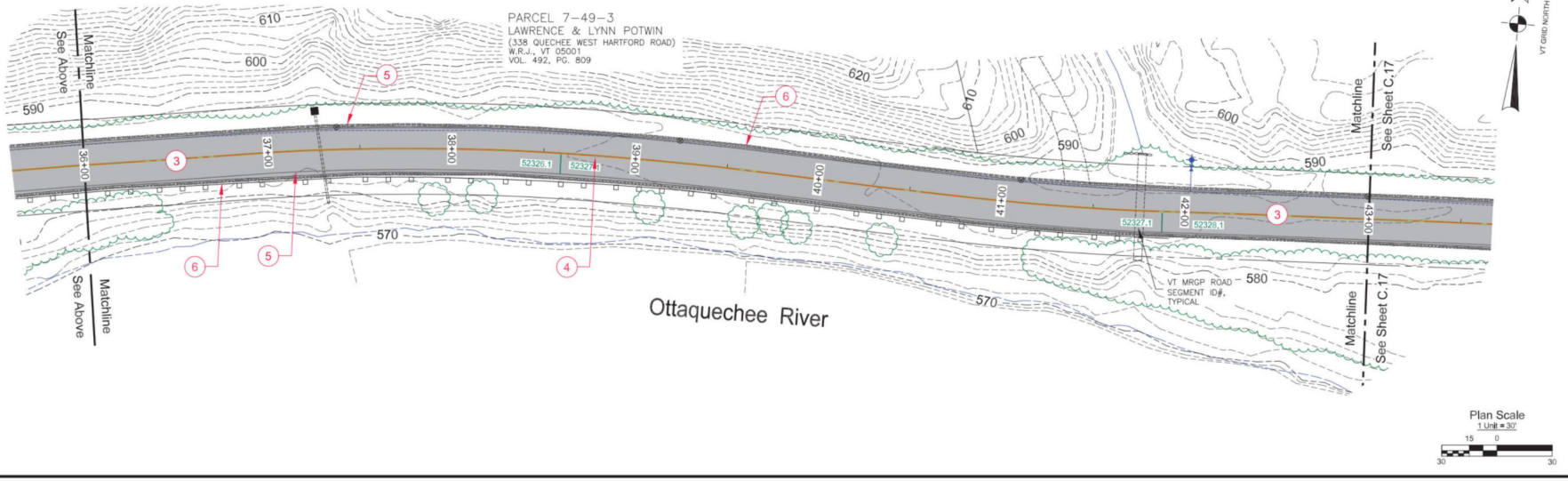
Estimating Plan
RELEASED FOR REVIEW
3/10/2025

DRAFT

Quechee Main Street - TH 10
Stations 29+00 - 36+00
(Sheet 3 of 4)



Quechee Main Street - TH 10
Stations 36+00 - 43+00
(Sheet 3 of 4)



HARTFORD VERMONT

REVISIONS

REV:	DESCRIPTION	BY:	DATE:

FY26 Improvements

29+00 - 42+00 Quechee Main Street - TH 3
Quechee - Town of Hartford Vermont

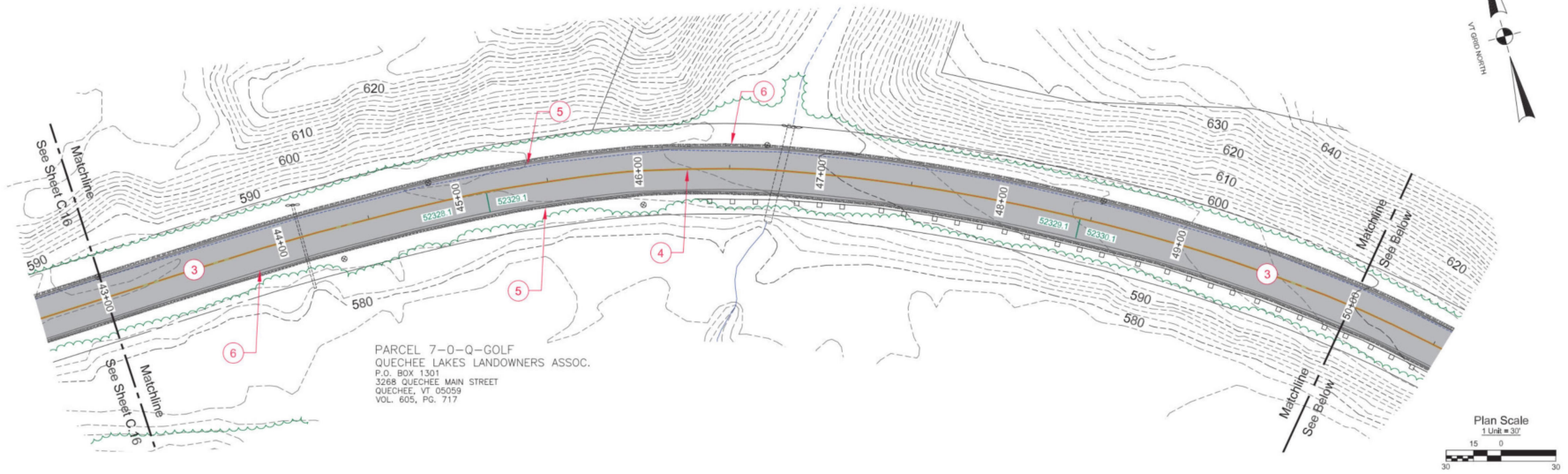
DRAWN BY: C.D.H.
CHECKED BY:
DATE: 3/10/2025
PROJ. NO. 2025-H1

C.16
SHEET NUMBER

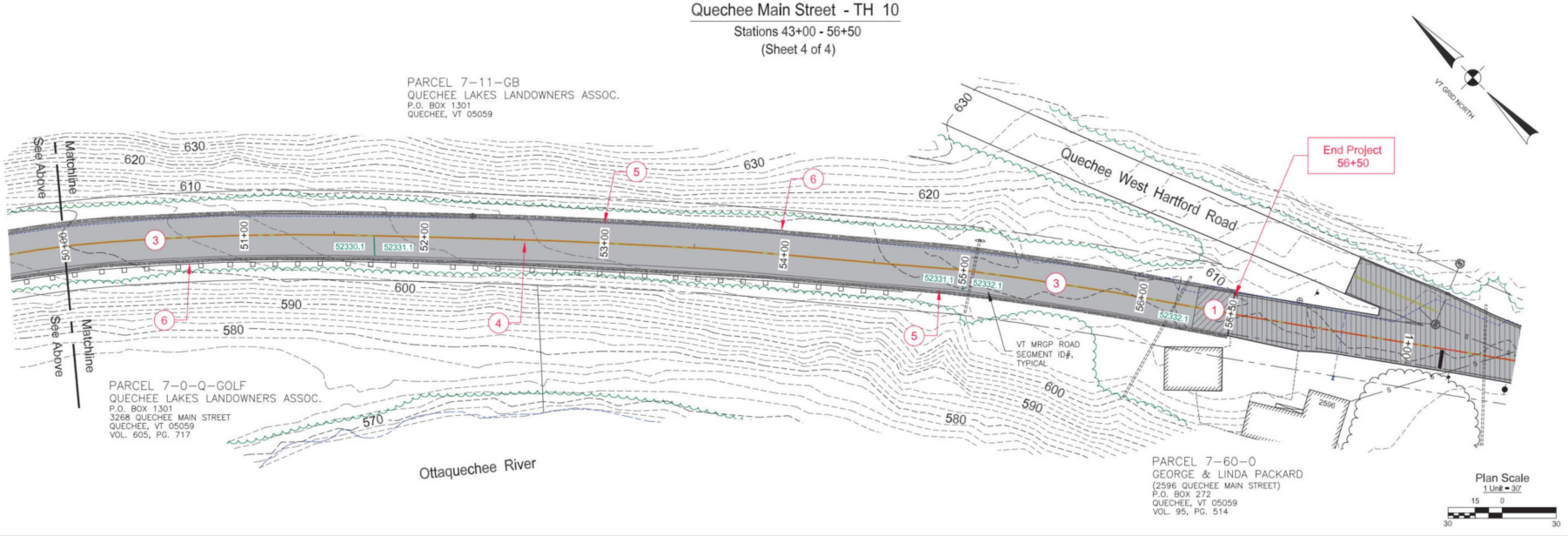
Estimating Plan
RELEASED FOR REVIEW
3/10/2025

DRAFT

Quechee Main Street - TH 10
Stations 43+00 - 50+00
(Sheet 4 of 4)



Quechee Main Street - TH 10
Stations 43+00 - 56+50
(Sheet 4 of 4)



HARTFORD VERMONT

REVISIONS

REV:	DESCRIPTION	BY:	DATE:

FY26 Improvements

29+00 - 42+00 Quechee Main Street - TH 3
Quechee - Town of Hartford Vermont

DRAWN BY:	C.D.H.
CHECKED BY:	
DATE:	3/10/2025
PROJ. NO.	2025-H1

C.17
SHEET NUMBER

Grant Agreement# P02231

TOWN HIGHWAY GRANTS
ARCHAEOLOGY/HISTORIC REVIEW EXEMPTION RECORD

To be completed by the District Tech in conjunction with the Towns.
Check the appropriate exemption category from the boxes below.

Roadway Exemptions

- ✓ Rehabilitation of existing surface course and/or application of new pavement on existing gravel surface
- ✓ Sub-base improvements limited to the depth of the existing sub-base

Culvert Exemptions

- ○ In-kind replacement of metal or tube culverts less than 50 years old in their existing location provided all work is done from the existing roadway
- ○ In-kind replacement of liners on culverts less than 50 years old
- ○ Re-establishing existing ditches

Town Name: **Hartford**

Road Name: **TH#3 Quechee Main St.**

District Signature & Date: **Michael Blakslee 4/29/2025**

ATTACHMENT B
PAYMENT PROVISIONS

The State agrees to reimburse the Grantee for actual expenses incurred or services provided by the Grantee in the performance of program functions outlined in the grant up to the total award amount stated on the Part 1 – Grant Award Detail, provided such services are within the scope of the grant agreement and are authorized as provided for under the terms and conditions of this grant agreement. Award of a grant agreement does not guarantee payment of any or all the total award amount stated on the Part 1 – Grant Award Detail. The State reserves the right to recoup funds, if a payment is determined to be improper.

A close out report must also be submitted within 45 days of the project completion or end date of the Grant, whichever is first, documenting that the project has been completed and accepted by the Grantee (this is also on the VTrans TA65 form).

If the project is not completed before the end date of the Grant, the Grantee will have no claim for reimbursement under this Grant Agreement.

All completed forms should be submitted to:

Name:	Christopher Bump
Title:	District Project Manager
Address:	Vermont Agency of Transportation District 4 223 Beswick Drive White River Junction, VT 05001

The State will close out this award when it determines that all applicable administrative actions and all required work of the award have been completed by the Grantee. To be reimbursed under the conditions of this Grant, the Grantee must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the award. The State, at its sole discretion, may extend the 90-day submittal period, when requested and justified by the Grantee.

ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS
REVISED OCTOBER 1, 2024

1. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. "Agreement" shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity: The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

8. Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed

herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

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

$1,000,000 Each Occurrence

$2,000,000 General Aggregate

$1,000,000 Products/Completed Operations Aggregate

$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than $500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than $1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

10. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Location of State Data: No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or

acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:

- **A.** Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- **B.** Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- **C.** Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- **D.** Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- **A.** is not under any obligation to pay child support; or
- **B.** is under such an obligation and is in good standing with respect to that obligation; or
- **C.** has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of $250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and

Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Copies: Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: http://bgs.vermont.gov/purchasing/debarment

23. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. Confidentiality: Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

- **A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- **B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
- **C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

29. No Implied Waiver of Remedies: Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

- **A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required. For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends $500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends $1,000,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.
- **B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- **C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

- **A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of $1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.
- **B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

ATTACHMENT D
OTHER GRANT AGREEMENT PROVISIONS

1. **Cost of Materials:** Grantee will not buy materials and resell to the State at a profit.

2. **Prior Approval/Review of Releases:** Any notices, information pamphlets, press releases, research reports, or similar other publications prepared and released in written or oral form by the Grantee under this Grant Agreement shall be approved/reviewed by the State prior to release.

3. **Ownership of Equipment:** Any equipment purchased by or furnished to the Grantee by the State under this grant agreement is provided on a loan basis only and remains the property of the State.

4. **Grantee's Liens:** Grantee will discharge all contractors' or mechanics' liens imposed on property of the State through the actions of subcontractors.

5. **State Minimum Wage:** The Grantee will comply with the state minimum wage laws and regulations, if applicable.

6. **Equal Opportunity Plan:** If it is required by the Federal Office of Civil Rights to have a plan, the Grantee must provide a copy of the approval of its Equal Opportunity Plan.

7. **Construction**: The Grantee will construct the project using sound engineering practices and in accordance with plans defining the work.

8. **Permits**; **Compliance with Permit Conditions**. The Grantee will obtain all necessary permits and other approvals required to construct the Project and will be responsible for assuring that all permit or approval requirements are complied with during construction and, to the extent applicable, for the life of the project.

9. **Damage to Abutters**. The Grantee will pay the total cost of any incidental damages that may be sustained by abutting or adjacent property owners or occupants as the result of construction of the project.

10. **Acquisition of Additional Right-of-Way**. The Grantee will be responsible for obtaining additional right-of-way, if any, needed for the project. The cost of any such right-of-way shall be the responsibility of the Grantee.

11. **Utility Relocations**. The Grantee will be responsible for making any necessary arrangements for utility relocations needed to accommodate the project. Please call Dig Safe at 1-800-DigSafe (www.digsafe.com). The cost of any improvements to existing utilities shall be the responsibility of the Grantee or the utility.

12. **Traffic Control**. The Grantee will provide all traffic control necessary to assure the safe movement of traffic during construction.

13. **Maintenance of Project Improvements.** The Grantee will maintain the completed project in a manner satisfactory to the State or its authorized representatives and shall make ample provisions each year for town highways and structures. In this regard, the Grantee acknowledges that its attention has been directed to Vermont Statutes Annotated, Title 19, Sections 304 (Duties of selectmen) and 310 (Highways, bridges and trails).

14. **Cargo Preference Act Compliance (if applicable).** The contractor/recipient/subrecipient is hereby notified that the Contractor and Subcontractor(s)/recipients and subrecipients are required to follow the requirements of 46 CFR 381.7 (a)-(b), if applicable. For guidance on requirements of Part 381 – Cargo Preference – U.S. Flag Vessels please go to the following web link: https://www.fhwa.dot.gov/construction/cqit/cargo.cfm.

ATTACHMENT E

The United States Department of Transportation

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

Assurance Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, national origin, sex, age, disability, income-level, or LEP.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

    a. withholding payments to the contractor under the contract until the contractor complies; and/or
    b. cancelling, terminating, or suspending a contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Assurance Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq*., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin), as implemented by 49 C.F.R. § 21.1 et seq. and 49 C.F.R. § 303;

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq*.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq*.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq*.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (102 Stat. 28.), ("*….which restore[d] the broad scope of coverage and to clarify the application of title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and title VI of the Civil Rights Act of 1964*.");
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq), as implemented by 49 C.F.R. § 25.1 et seq.

Vermont League of Cities & Towns

Issue Date: 01/01/2025

Policy Number: PACIF1285-25

CERTIFICATE OF COVERAGE

Named Member
Town of Hartford
Attn: John Haverstock
171 Bridge Street
White River Junction, VT 05001

Company Affording Coverage

VLCT Property & Casualty Intermunicipal Fund, Inc.
89 Main Street Suite 4
Montpelier, VT 05602

This is to certify that the policies of coverage listed below have been issued to the named member listed above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the policies described herein is subject to all the terms, definitions, exclusions, and conditions of such policies. Note that limits shown may have been reduced by paid claims.

Type of Coverage	Term	Limits of Liability
Commercial General Liability	01/01/2025 - 01/01/2026	$10,000,000 Per Occurrence
Coverage Includes:		
Premises/Operations		
Products/Completed Operations		
Personal Injury		
Contractual		
Independent Contractors		
Broad Form Property Damage		
Automobile Liability	01/01/2025 - 01/01/2026	$10,000,000 Per Occurrence
Any Auto		
Hired Autos		
Non-Owned Autos		
Comprehensive/Collision		ACV
Workers Compensation	01/01/2025 - 01/01/2026	Statutory
And		
Employers Liability		$5,000,000 Per Occurrence and in the Aggregate
Property	01/01/2025 - 01/01/2026	As Per Policy Declarations

Other: The State of Vermont and its agencies, departments, officers and employees are included as an additional covered party (additional insured) for General Liability, Automobile Liability and Property Damage, but only in respect to operations by or on behalf of the Named Member, as respects the grant. Coverage shall be primary and noncontributory with any other insurance, when required by contract.

Certificate Holder:
State of Vermont
Agency of Transportation-Contract Administration
219 North Main Street, Suite 105
Barre, VT 05641

This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies above.

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.

Authorized Representative: Frederick J. Satrick

AGENDA MEMORANDUM
July 22, 2025
Town Selectboard Meeting Item: 5.
Submitted by: Christopher Holzwarth, Assistant DPW Director, Permits and Planning

Subject: **FY25 Street Paving Bids, Staff Recommendation (RFP 2025-H1)**

Background: The Town of Hartford seeks bids from paving contractors on a yearly basis for reclamation, milling, structure adjustments, paving, shoulder gravel, line striping, and occasionally road reclamation.

The current request for bids sought paving contractors to perform services this fiscal year utilizing the approved FY26 funding and surplus paving funds from previous projects.

Town crews will be responsible for placing, grading and compacting road gravels through reclaimed areas, replacing culverts where needed, installing under drains in poorly drained areas, removing excessive shoulder berms, and improving or installing grass and stone lined ditches prior to paving.

Discussion: The Town received bids from Blaktop, Inc. and Pike Industries for the requested services with asphalt containing up to 20% recycled materials in keeping with the Town's goals regarding the environment and sustainability.

Staff initially reviewed the bids against each other and trending cost of the bid items. Blaktop's bid, while competitive on the cost of asphalt, suffered from uncompetitive pricing on other services such as line striping, structure adjustments, cold plane milling and reclamation while Pike's bid for those services was extremely competitive. Further, while Pike's bid for asphalt was higher the cost of the services such as cold plane milling more than offsets their higher cost of asphalt.

Blaktop's bid for base services for the current scope of work is $914,247.32. Pike's bid for those base services is $803,576.75.

The results of a detailed estimate of cost for completing each road or street including work to be performed by the Town and for projects to be completed this fall (2025) with a generic 10% contingency for bonds, liquid asphalt adjustments and small overages are shown on Table 1 on the following page.

Table 1

Scheduled for Calendar Year 2025 Completion			
Road/Street	Pike Cost	ToH Cost	Total Cost
Arboretum Lane	$24,857	$8,204	$33,061
Beswick Drive	$21,499	$0	$21,499
Holiday Drive	$46,749	$0	$46,749
A Street	$38,322	$0	$38,322
Colonial Drive	$117,066	$0	$117,066
Quechee Main Street*	$174,871	$19,983	$194,854
		Fall 2025 Total	**$451,551**
*Grant in Aid & Class II Paving Grant Road/Street			

The results of a detailed estimate of cost for completing each road or street including work to be performed by the Town and for projects to be completed next spring (2026) with a generic 10% contingency for bonds, liquid asphalt adjustments and small overages are shown on Table 2 below.

Table 2

Scheduled for Calendar Year 2026 Completion			
Road/Street	Pike Cost	ToH Cost	Total Cost
Old River Road*	$88,393	$17,587	$105,980
Old Quechee Road*	$124,198	$24,481	$148,679
Quechee West Hartford Road*	$242,205	$61,727	$303,932
		Spring 2026 Total	**$558,591**
*Grant in Aid Road/Street			

The total estimated budget for the currently planned roads and streets is shown below in Table 3.

Table 3

(FY26 Paving)		
Pike Cost	**ToH Cost**	**Total Cost**
$878,160	**$131,982**	**$1,010,142**

Impact:

The Town has also allocated $850,000 within FY26 GL #10-311-318-0000 (Contracted Services) in current Town funding.

The town has approximately $240,948.90 of surplus funds within the FY25 paving budget under P.O. 16959, GL #10-311-318-0000. (The original intent if the project came in under budget was to increase the scope of work utilizing the funds to address a short list of pending asphalt overlay needs. However, due to weather conditions the start of the project was delayed until this spring, limiting the contractor's ability to complete additional work.)

The Selectboard authorized the Town Manager to accept and execute the FY26 Grant in Aid in the amount of $33,500 offered by the State. The Town is awaiting a Grant Agreement and preconstruction approval is required for each segment. This Grant

requires a local match of $8,375 which can be provided with in-kind services. The in-kind services are funded through Fund 10's Summer Maintenance activities.

The Town also applied for and recently received a Class II paving Grant for the improvements planned along Quechee Main Street from the Quechee West Hartford Road to Hillside Drive. This grant identified as Grant Agreement #PO2231 provides an additional revenue source of $173,859.20 for the paving related activities along Quechee Main Street.

Table 4 below outlines the currently identified funding sources, expenses and projected surplus.

Table 4

Funding/Expenses for FY26 Paving		
Funding/Expense Description	Amount ($)	Balance ($)
FY25 Paving (P.O. 16959)	+$240,948.90	$240,948.90
FY26 Paving (GL #10-311-318-0000)	+$850,000.00	$1,090,948.90
Pike	-$803,576.75	$287,372.15
ToH	-$131,982.00	$155,390.15
GIA	+$33,500.00	$188,890.15
Class II Paving Grant	+$173,859.20	$362,749.15
	Project Surplus	**$362,749.15**

The Town has several potential roads in dire need of maintenance paving including but not limited to Quechee Main Street from US Route 4 to the Mill Run Condominiums, Jericho Street from the end of the FY25 Paving near Wildlife Road to Jericho Road, portions of Pomfret Road, and Airport Road from the DPW facility to US Route 5 that were originally scheduled for FY27 consideration that should be reconsidered for FY26 expenditure. Further planning, scoping and contract amendment/change order work is required to determine the extent of additional work possible.

Recommendation: It is the staff's recommendation that the Selectboard utilizing the identified funds move to (1) authorize the Department of Public Works to purchase supplies and materials up to a total of $131,982 to replace associated culverts and make drainage repairs and improvements prior to paving along the identified roads, (2) authorize the Town Manager to execute a contract with Pike Industries in the amount of the base bid for $803,576.75, (3) to execute any necessary change orders with Pike for services along the requested roads/streets up to a total maximum amount of $878,160.

Further, staff recommends that the Selectboard move to (4) instruct Town Staff to further evaluate and scope potential roads/streets for inclusion in the FY26 paving program prioritizing roads or streets by traffic volume and surface condition for acceptance by the Town Manager, and (5) authorize the Town Manager to approve staff recommendations and execute contract amendments/change orders and related Town of Hartford expenditures such as ditching or culvert replacement for up to $362,749.15 of additional work.

FY26 Request for Paving Bids (RFP 2025-H1)

Contact: **Christopher** Holzwarth, Assistant Director, Planning & Permitting
cholzwarth@hartford-vt.org
Town of Hartford
173 Airport Road
White River Junction, Vermont 05001
802-295-3622

RFP Issuance: June 27, 2025
RFP Response Deadline: July 11, 2025 @ 12:30 PM

The Town of Hartford is accepting bids from Paving Contractors to mill and reclaim bituminous concrete asphalt, perform vertical structure adjustments as needed, install asphalt pavement and shoulder stone, and the painting of center/fog lines. The bidder shall perform all work in accordance with the attached Scope of Work and General Construction Notes and Requirements at the prices stated below. The Town desires pricing for mixes containing not more than 20% RAP (recycled asphalt product) in accordance with the current Vtrans specifications.

SCOPE OF WORK BID SHEET

Item	Description	Quantity	Unit	Unit Cost	Total Cost
1a	Reclaim Bituminous Concrete Pavement Method C, Cold Plane Milling Ends/Joints)	2,766	SY	4.50	12,447.00
1b	Reclaim Bituminous Concrete Pavement Method C, Cold Plane Milling Full Width	3,692	SY	4.50	16,614.00
2	Reclaim Concrete Pavement Reclaiming – Method B, Unsuitable Subbase Full Width	1,733	SY	4.50	7,798.50
3.a	Type III Bituminous Concrete Base Pavement (20% RAP)	247	TN	98.00	24,206.00
3.b	Type IV Bituminous Concrete Wearing Coarse or Overlay Pavement (20% RAP)	7,269	TN	86.00	625,134.00
4	Yellow Painted Center Line	57,325	LF	0.25	14,331.25
5	White Painted Fog Line	50,920	LF	0.25	12,730.00
6	Shoulder Stone	49,910	LF	1.05	52,405.50
7	Sewer Manhole Adjustment	19	EA	665	12,635.00
9	Catch Basin Adjustment	2	EA	600	1200.00
10	Water Valve Adjustment	22	EA	395	8690.00
17	Asphalt Adjustment Factor	1	LU	$ 1	$ 1
18	Density Pay Factor	1	LU	$ 1	$ 1
19	Payment & Performance Bond	1	LS	8,000	8,000.00
20	Bid Bond	1	LS	8,000	8,000.00
				TOTAL	$ 803,576.75

NOTE: Refer to the attached description of items for further details of pay items. LS=Lump Sum, LF= Linear Foot, EA=Each, SF=Square Foot, SY=Square Yard, CY=Cubic Yard, LU=Lump Unit, TON= English tons, HR=Hour, RAP-Recycled Asphalt Product

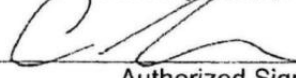
Total: $803,576.75

Notes

1. Final payments will be based on the actual work completed and verified by measurements and slips.
2. Pages 1-2 of This Request for Bids are due 12:30 PM, Tuesday, July 11, 2025, at the Town Manager's Office, Attention: Christopher Holzwarth – Assistant Director, Planning & Permitting, Town Manager's Office, 171 Bridge Street, W.R.J, VT 05001. Envelopes are to be sealed and clearly labeled "FY26 Paving Bids".
3. The Bidder hereby agrees to complete Calendar Year 2025 work listed in this RFP prior to winter conditions in calendar year 2025, and calendar year 2026 work by June 30, 2026. In the event the work is not completed by June 30, 2026, the bidder agrees to pay as liquidated damages, the sum of five hundred ($500.00) dollars for each consecutive calendar day until work is complete.
4. By submission of the Bid, the Bidder certifies that bid has been arrived at independently, without consultation, commitment or agreement as to any matter relating to the Bid with any other Bidder or with any competitor.
5. Questions about this Request for Bids should be directed to Christopher Holzwarth, Assistant Director, Planning & Permitting (cholzwarth@hartford-vt.org). The cutoff date for contractor questions shall be no later than 12:00 PM on Monday, July 7, 2025. The TOWN shall issue an Addendum (if necessary) via email by 3:00 PM on Tuesday, July 8, 2025.
6. USPS, UPS, FEDEX and other deliveries shall be confirmed by the contractor. Unsealed, late, emailed, or faxed Bids will not be accepted.
7. Bids shall be opened publicly at the Town Managers Office at the due date/time and are expected to be awarded at the next available Selectboard Meeting.

BID DUE DATE: Sealed bids, clearly marked "Paving Bids" on the outside, must be delivered to the Town Office no later than 12:30 PM Friday July 13, 2025:

Town of Hartford
Town Manager's Office
Attn: Christopher Holzwarth, Assistant Director, Planning & Permitting
171 Bridge Street
White River Junction, VT 05001

Pike Industries	3 Eastgate Park
Name of Contractor	Street/P.O. Box
3 Eastgate Park, Belmont NH	603-556-2869
Town/City, State, Zip Code	Telephone No.
	07/11/25
Authorized Signature	Date
Caleb Connor	Sales
Printed Name	Title
Caleb Connor	cconnor@pikeindustries.com
Contact Name (Printed)	Email Address

AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Pike Industries, Inc.
249 Granger Road - Berlin
Barre, VT 05641

OWNER:
(Name, legal status and address)

Town of Hartford
173 Airport Road
White River Jct., VT 05001

SURETY:
(Name, legal status and principal place of business)

Fidelity and Deposit Company of Maryland
1299 Zurich Way, 10th Floor
Schaumburg, IL 60196-1056
State of Inc: Illinois

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: --- Five Percent of Amount Bid (5%)

PROJECT:
(Name, location or address, and Project number, if any)

FY26 Request for Paving Bids (RFP 2025-H1)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 7th day of July, 2025.

Morgan Williams
(Witness)

Pike Industries, Inc.
(Principal) *(Seal)*

(Title) Tammi Williams, Contracts Manager

Lisa Pillon
(Witness)

Fidelity and Deposit Company of Maryland
(Surety) *(Seal)*

Sierra Lafayette
(Title) Sierra Lafayette, Attorney-in-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.
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ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Thomas O. McClellan, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Jennifer Desjardins, Deborah A. Keith, Marivic Lim-Pingol, Stephen L. Moynahan, Jessica Smith, Jody D. Watson, Sheryl Winter, Jeannine Vaillancourt, Sierra Lafayette, Tammi Williams, of Barre, Vermont, Fairfield, Maine and Belmont, New Hampshire,** EACH, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **Any and all bid bonds issued on behalf of Pike Industries, Inc., each in a penalty not to exceed the sum of $10,000,000**, and the execution of such bid bonds in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland, and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland, in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 24th day of September, A.D. 2024.

ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: Thomas O. McClellan
Vice President

By: Dawn E. Brown
Secretary

SEAL SEAL SEAL

State of Maryland
County of Baltimore

On this 24th day of September, A.D. 2024, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Thomas O. McClellan, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Genevieve M. Maison

GENEVIEVE M. MAISON
NOTARY PUBLIC
BALTIMORE COUNTY, MD
My Commission Expires JANUARY 27, 2025

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 7th day of July, 2025.



MJ Pethick

Mary Jean Pethick
Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
reportsfclaims@zurichna.com
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/8/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Liberty Mutual Insurance Co. National Insurance East
500 N 3rd St, Suite 300
Wausau, WI 54403

www.LibertyMutual.com

INSURED
Pike Industries, Inc. (020-BAR)
249 Granger Road
Barre VT 05641

CONTACT NAME: Valerie Reece
PHONE (A/C, No, Ext): 513-867-3822 **FAX (A/C, No):**
E-MAIL ADDRESS: Oldcastle.certs@LibertyMutual.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Liberty Mutual Fire Insurance Company	23035
INSURER B: Liberty Insurance Corporation	42404
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 86151569 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✓ COMMERCIAL GENERAL LIABILITY	✓	✓	TB2-C81-004095-114	9/1/2024	9/1/2025	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE ✓ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
	✓ Primary/Non-Contributory			XCU Coverage Included			MED EXP (Any one person)	$50,000
	✓ Separation of Insured						PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$10,000,000
	POLICY ✓ PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$10,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY	✓	✓	AS2-C81-004095-124	9/1/2024	9/1/2025	COMBINED SINGLE LIMIT (Ea accident)	$2,000,000
	✓ ANY AUTO						BODILY INJURY (Per person)	$
A	OWNED AUTOS ONLY / SCHEDULED AUTOS; HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			AS2-C81-054502-524	9/1/2024	9/1/2025	BODILY INJURY (Per accident)	$
				Physical Damage only:			PROPERTY DAMAGE (Per accident)	$
				Comprehensive Ded $10,000				$
				Collision Ded $10,000				
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		✓	WA7-C8D-004095-024	9/1/2024	9/1/2025	✓ PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N	N/A		All except OH, ND, WA, WY			E.L. EACH ACCIDENT	$1,000,000
B	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC7-C81-004095-014	9/1/2024	9/1/2025	E.L. DISEASE - EA EMPLOYEE	$1,000,000
				WI, MN			E.L. DISEASE - POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Hartford & owner (if applicable) are listed as additional insured with regards to the general liability and automobile liability policies, on a primary and non-contributory basis, where required by written contract.
Waiver of subrogation is included in favor of the additional insured, where required by written contract, and where applicable by law.
30-day Notice of Cancellation.

CERTIFICATE HOLDER

Town of Hartford
173 Airport Road
White River Junction VT 05001

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Valerie Reece

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FY26 Request for Paving Bids (RFP 2025-H1)

Contact: **Christopher** Holzwarth, Assistant Director, Planning & Permitting
cholzwarth@hartford-vt.org
Town of Hartford
173 Airport Road
White River Junction, Vermont 05001
802-295-3622

RFP Issuance: June 27, 2025
RFP Response Deadline: July 11, 2025 @ 12:30 PM

The Town of Hartford is accepting bids from Paving Contractors to mill and reclaim bituminous concrete asphalt, perform vertical structure adjustments as needed, install asphalt pavement and shoulder stone, and the painting of center/fog lines. The bidder shall perform all work in accordance with the attached Scope of Work and General Construction Notes and Requirements at the prices stated below. The Town desires pricing for mixes containing not more than 20% RAP (recycled asphalt product) in accordance with the current Vtrans specifications.

SCOPE OF WORK BID SHEET

Item	Description	Quantity	Unit	Unit Cost	Total Cost
1a	Reclaim Bituminous Concrete Pavement Method C, Cold Plane Milling Ends/Joints)	2,766	SY	12.25	33,883.50
1b	Reclaim Bituminous Concrete Pavement Method C, Cold Plane Milling Full Width	3,692	SY	5.75	21,229.00
2	Reclaim Concrete Pavement Reclaiming – Method B, Unsuitable Subbase Full Width	1,733	SY	8.00	13,864.00
3.a	Type III Bituminous Concrete Base Pavement (20% RAP)	247	TN	89.52	22,111.44
3.b	Type IV Bituminous Concrete Wearing Coarse or Overlay Pavement (20% RAP)	7,269	TN	89.52	650,720.88
4	Yellow Painted Center Line	57,325	LF	.50	28,662.50
5	White Painted Fog Line	50,920	LF	.50	25,460.00
6	Shoulder Stone	49,910	LF	.80	39,928.00
7	Sewer Manhole Adjustment	19	EA	1500.00	28,500.00
9	Catch Basin Adjustment	2	EA	1500.00	3,000.00
10	Water Valve Adjustment	22	EA	1500.00	33,000.00
17	Asphalt Adjustment Factor	1	LU	$ 1	$ 1
18	Density Pay Factor	1	LU	$ 1	$ 1
19	Payment & Performance Bond	1	LS	6,944	6,944.00
20	Bid Bond	1	LS	6,944	6,944.00
				TOTAL	$ 914,247.32

NOTE: Refer to the attached description of items for further details of pay items. LS=Lump Sum, LF= Linear Foot, EA=Each, SF=Square Foot, SY=Square Yard, CY=Cubic Yard, LU=Lump Unit, TON= English tons, HR=Hour, RAP-Recycled Asphalt Product

Notes

1. Final payments will be based on the actual work completed and verified by measurements and slips.
2. Pages 1-2 of This Request for Bids are due 12:30 PM, Tuesday, July 11, 2025, at the Town Manager's Office, Attention: Christopher Holzwarth – Assistant Director, Planning & Permitting, Town Manager's Office, 171 Bridge Street, W.R.J, VT 05001. Envelopes are to be sealed and clearly labeled "FY26 Paving Bids".
3. The Bidder hereby agrees to complete Calendar Year 2025 work listed in this RFP prior to winter conditions in calendar year 2025, and calendar year 2026 work by June 30, 2026. In the event the work is not completed by June 30, 2026, the bidder agrees to pay as liquidated damages, the sum of five hundred ($500.00) dollars for each consecutive calendar day until work is complete.
4. By submission of the Bid, the Bidder certifies that bid has been arrived at independently, without consultation, commitment or agreement as to any matter relating to the Bid with any other Bidder or with any competitor.
5. Questions about this Request for Bids should be directed to Christopher Holzwarth, Assistant Director, Planning & Permitting (cholzwarth@hartford-vt.org). The cutoff date for contractor questions shall be no later than 12:00 PM on Monday, July 7, 2025. The TOWN shall issue an Addendum (if necessary) via email by 3:00 PM on Tuesday, July 8, 2025.
6. USPS, UPS, FEDEX and other deliveries shall be confirmed by the contractor. Unsealed, late, emailed, or faxed Bids will not be accepted.
7. Bids shall be opened publicly at the Town Managers Office at the due date/time and are expected to be awarded at the next available Selectboard Meeting.

BID DUE DATE: Sealed bids, clearly marked "Paving Bids" on the outside, must be delivered to the Town Office no later than 12:30 PM Friday July 13, 2025:

Town of Hartford
Town Manager's Office
Attn: Christopher Holzwarth, Assistant Director, Planning & Permitting
171 Bridge Street
White River Junction, VT 05001

Blaktop Inc Name of Contractor	73 Elm Street West / PO Box 5243 Street/P.O. Box
West Lebanon, NH 03784 Town/City, State, Zip Code	603-359-1548 Telephone No.
Kyle Cardillo Authorized Signature	July 11, 2025 Date
Kyle Cardillo Printed Name	Estimator Title
Kyle Cardillo Contact Name (Printed)	kyle@blaktop.com Email Address

AIA Document A310TM - 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
BLAKTOP, Inc.
73 Elm Street West
West Lebanon, NH 03784

SURETY:
(Name, legal status and principal place of business)
TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
Agency: P.O. Box 511
Concord, NH 03302-0511

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
TOWN OF HARTFORD
173 Airport Road
White River Junction, VT 05001

BOND AMOUNT: FIVE PERCENT OF AMOUNT BID (5% OF AMOUNT BID)

PROJECT:
(Name, location or address, and Project number, if any)
FY26 - Shim/overlay of multiple streets in the Town of Hartford, VT.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of July, 2025

(Witness)	BLAKTOP, Inc. *(Principal)* *(Seal)*
	(Title) President
(Witness) Hannah Abbott	TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA *(Surety)* *(Seal)*
	(Title) Mark J. Stevens, Attorney-In-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.
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TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
HARTFORD, CONN

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For: PAVING
DEPARTMENT: PUBLIC WORKS
DATE: 7/11/25
Tabulated BY: Bryan Kim

	Name & Address of Bidder	Bid			
1	PIKE INDUSTRIES	SEE ATTACHED	803,576.75		
2	Blacktop INC.	SEE ATTACHED	914,247.32		
3					
4					
5					
6					
7					
8					
9					

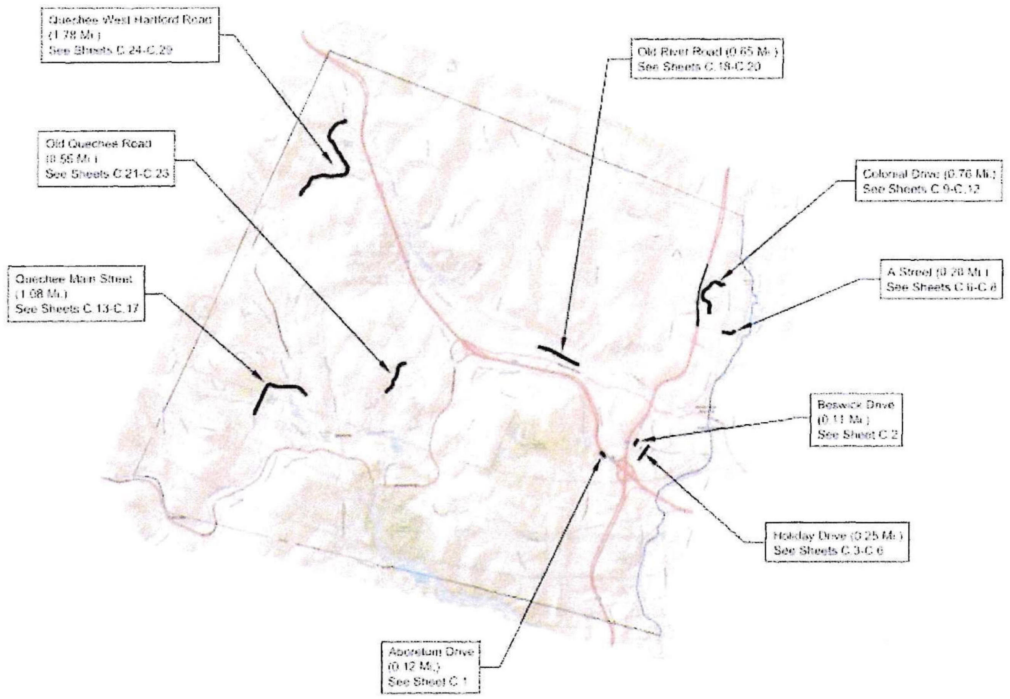
ATTENDANCE SHEET

BID/DATE: 7/11/25

	Printed Name	Company	Signature
1	Dan Cardine	TDH	
2	Kyle Cardillo	Blaktop	
3	Caleb Connor	Pike	
4	Bryan Gazda	TDH	
5			
6			
7			
8			
9			
10			

Town of Hartford
Department of Public Works

FY26 Roadway Reclamation & Pavement Projects



REVISIONS

FY26 Improvements

Roads & Streets

Town of Hartford, Vermont

Cover

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1.a	COLD PLANE MILLING (1.5" DEPTH – FULL WIDTH)	548 S.Y.	
1.b	COLD PLANE MILLING (1.5" DEPTH AT FINISHED JOINT TO 0" (TAPERED))	137 S.Y.	
3.b	1" MIN./1.5" AVG. AT WHEEL RUTS/LOW POINTS & MILLED AREAS) LAYER TYPE IV ASPHALT OVERLAY ALONG STREET	175 TN.	
3.c	1.0" AVG. LAYER TYPE IV ASPHALT OVERLAY ALONG WALKWAY	23 TN.	
4	DOUBLE 4" WIDE YELLOW CENTER LINE STRIPE	1,150 L.F. TOTAL	
5	SINGLE 4" WIDE WHITE EDGE OR LANE STRIPE	1,145 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	560 L.F. TOTAL	
7	SEWER MANHOLE (VERTICAL ADJUSTMENT)	1	

Estimating Plan
RELEASED FOR REVIEW
6/27/2025

DRAFT

VT GRID NORTH

I-89
STATE OF VERMONT
AGENCY OF TRANSPORTATION
DISTRICT 4 OFFICE
223 BESWICK DRIVE
W.R.J., VT 05001

PARCEL 14-39-0
TOWN OF HARTFORD
(100 ARBORETUM LANE)
171 BRIDGE STREET
W.R.J., VT 05001
VOL. 437, PG. 137

PARCEL 14-39-0
TOWN OF HARTFORD
(100 ARBORETUM LANE)
171 BRIDGE STREET
W.R.J., VT 05001
VOL. 437, PG. 137

WETLAND

WETLAND

24" WIDE PAINTED STOP BAR, (ToH), TYPICAL

24" WIDE PAINTED CROSS WALK LINES, (ToH), TYPICAL

End Project 6+10

Begin Project 0+10

US Route No. 5

Plan Scale
1 Unit = 20'

TOWN OF HARTFORD TASK

Item	Description	Quantity	Symbol
13	(NEW) 12" HDPE	20 L.F.	
15.a	(NEW) DROP INLET + FRAME & GRATE	1	
15.b	(NEW) DRY LAID STONE HEADWALL	1	
15.c	(NEW (STONE LINED OUTLET PROTECTION	1	
N/A	PAINT 24" WIDE WHITE STOP BAR	52 L.F.	
N/A	PAINT 24" WIDE WHITE CROSS WALK LINES	100 L.F.	

REVISIONS

NO.	DESCRIPTION	BY:	DATE:

FY26 Improvements

0+00 - 6+10 Arboretum Lane - TH 295
W.R.J. - Town of Hartford Vermont

DRAWN BY: C.D.H.
CHECKED BY:
DATE: 6/27/2025
PROJ. NO. 2025-H1

C.1
SHEET NUMBER

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1.0	COLD PLANE MILLING (1.0" DEPTH AT FINISHED JOINT TO 0" (TAPERED))	400 S.Y.	
3.0	1" MIN./1.5" AVG. AT WHEEL RUTS/LOW POINTS & MILLED AREAS) LAYER TYPE IV ASPHALT OVERLAY ALONG STREET	177 TN.	
3.0	2" AVG. LAYER TYPE IV ASPHALT OVERLAY ALONG WALKWAY	8 TN.	
4	DOUBLE 4" WIDE YELLOW CENTER LINE STRIPE	1,910 L.F. TOTAL	
5	SINGLE 4" WIDE WHITE EDG LINE STRIPE	1,360 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	905 L.F. TOTAL	
10	WATER VALVE (VERTICAL ADJUSTMENT)	1	

TOWN OF HARTFORD TASK

Item	Description	Quantity	Symbol
N.A	PAINT WHITE CROSS HATCHED AREA	140± x 6' (AVG.)	

VT GRID NORTH

Estimating Plan
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6/27/2025

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Sykes Mountain Ave. 00+0

PARCEL 44-52-0
TAMARACK SERVICES OF W.R.J., INC.

Begin Project 0+62.5

1+00

2+00

3+00

4+00

5+00

6+00

End Project 6+48.5

WHITE PAINTED CROSS HATCHED AREA, (TYP)

PARCEL 44-61-0
LOWELL T. SPILLANE, TRUSTEE

PARCEL 44-60-0
MRB HOLDINGS VT3, LLC

PARCEL 44-54-0
HARTFORD LAND CORPORATION

PARCEL 44-62-1
D RALPH LEHMAN DRIVE, LLC

Plan Scale

REVISIONS

FY26 Improvements
0+62.5 - 6+48.5 Beswick Drive - TH 179
W.R.J. - Town of Hartford Vermont

C.2

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1.b	COLD PLANE MILLING (1.5" DEPTH AT FINISHED JOINT TO 0" (TAPERED))	634 S.Y.	
3.b	1" MIN./1.5" AVG. AT WHEEL RUTS/LOW POINTS & MILLED AREAS) LAYER TYPE IV ASPHALT OVERLAY ALONG STREET	394 TN.	
4	DOUBLE 4" WIDE YELLOW CENTER LINE STRIPE	2,660 L.F. TOTAL	
5	SINGLE 4" WIDE WHITE EDG OR LANE STRIPE	3,210 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	2,090 L.F. TOTAL	
7	SEWER MANHOLE (VERTICAL ADJUSTMENT)	1	
9	CATCH BASIN (VERTICAL ADJUSTMENT)	1	
10	WATER GATE VALVE (VERTICAL ADJUSTMENT)	2	

Estimating Plan
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6/27/2025

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Holiday Drive - TH 259
Stations 0+00 - 5+00
(Sheet 1 of 3)

VT GRID NORTH

PARCEL 44-67-0
MASCOMA SAVINGS BANK

PARCEL 44-65-0
UNITED STATES POSTAL SERVICE

Sykes Mountain Avenue

Begin Project
0+20

See Sheet C.4

Plan Scale

REVISIONS

FY26 Improvements

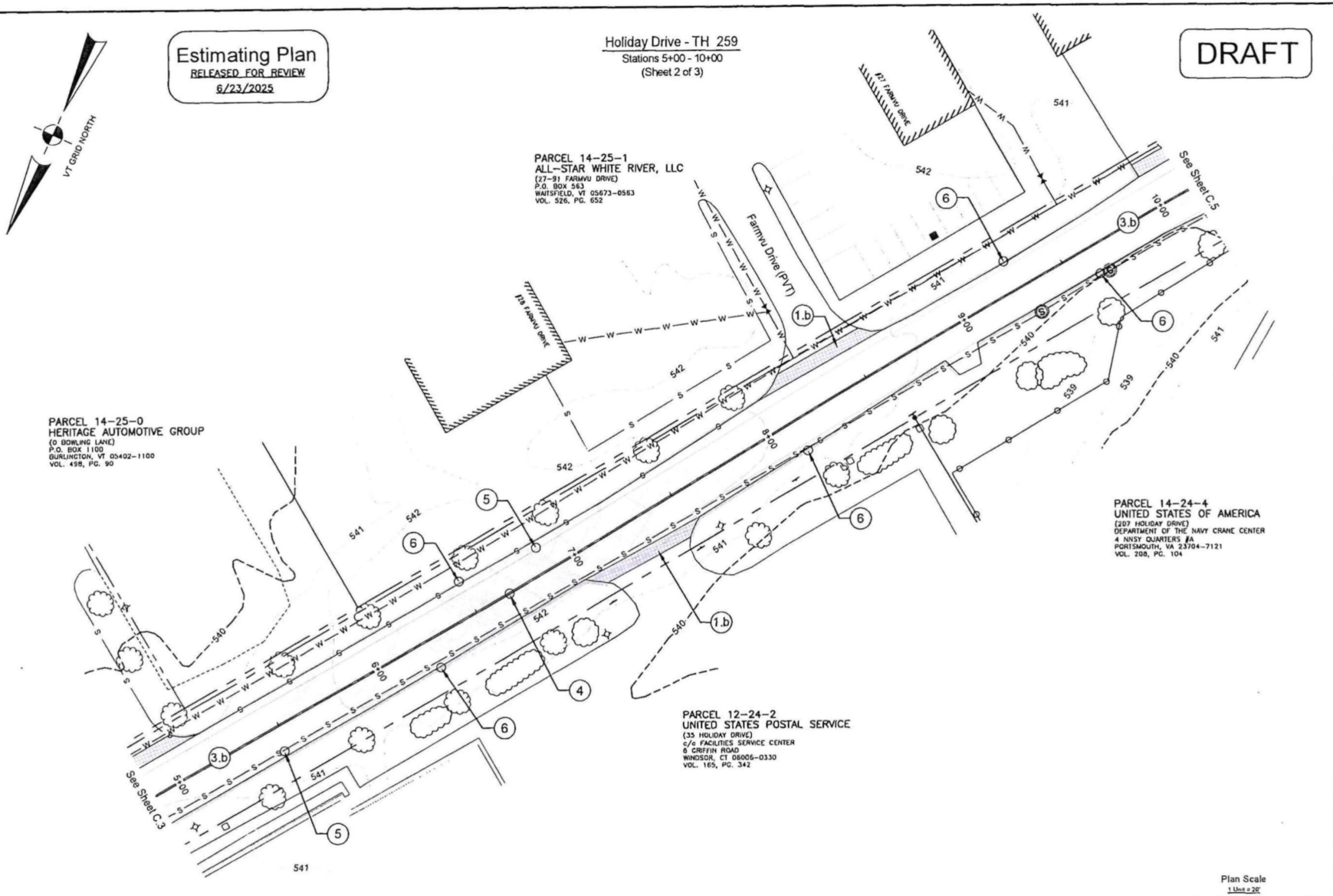
0+20 - 5+00 Holiday Drive - TH 259
W.R.J. - Town of Hartford Vermont

C.3

Estimating Plan
RELEASED FOR REVIEW
6/23/2025

Holiday Drive - TH 259
Stations 5+00 - 10+00
(Sheet 2 of 3)

DRAFT



Plan Scale
1 Unit = 20'

REVISIONS

NO.	DESCRIPTION	BY	DATE

FY26 Improvements

5+00 - 10+00 Holiday Drive - TH 259
W.R.J. - Town of Hartford Vermont

DRAWN BY: C.D.H.
CHECKED BY:
DATE: 6/23/2025
PROJ. NO. 2025-H1

C.4
SHEET NUMBER

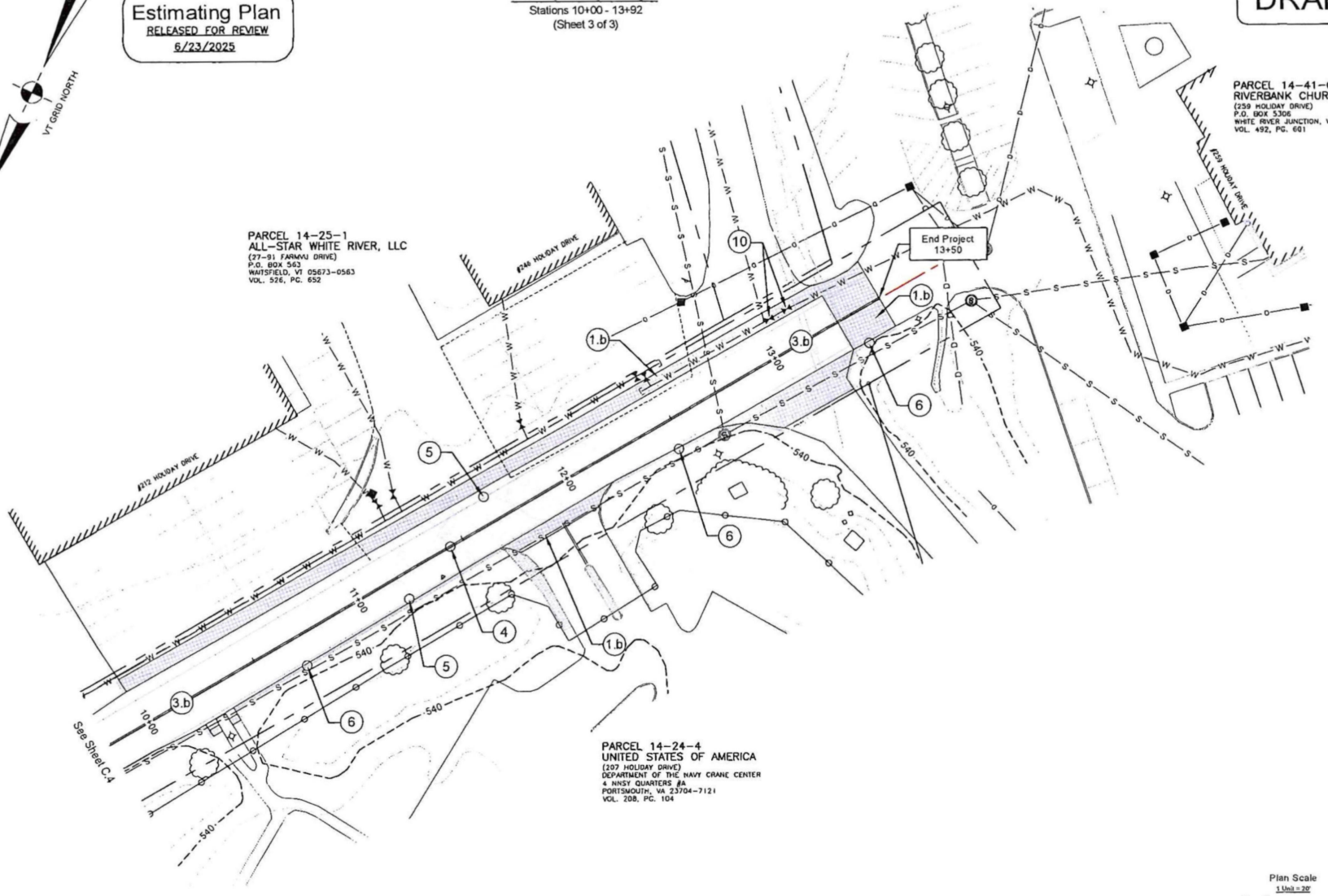
Estimating Plan
RELEASED FOR REVIEW
6/23/2025

VT GRID NORTH

Holiday Drive - TH 259

Stations 10+00 - 13+92
(Sheet 3 of 3)

DRAFT



Plan Scale
1 Unit = 20'
10 0 40
20 20

REVISIONS

REV.	DESCRIPTION	BY	DATE

FY26 Improvements

10+00 - 13+92 Holiday Drive - TH 259
W.R.J. - Town of Hartford Vermont

DRAWN BY: C.D.H.
CHECKED BY:
DATE: 6/23/2025
PROJ. NO. 2025-H1

C.5
SHEET NUMBER

DRAFT

Estimating Plan
RELEASED FOR REVIEW
6/27/2025

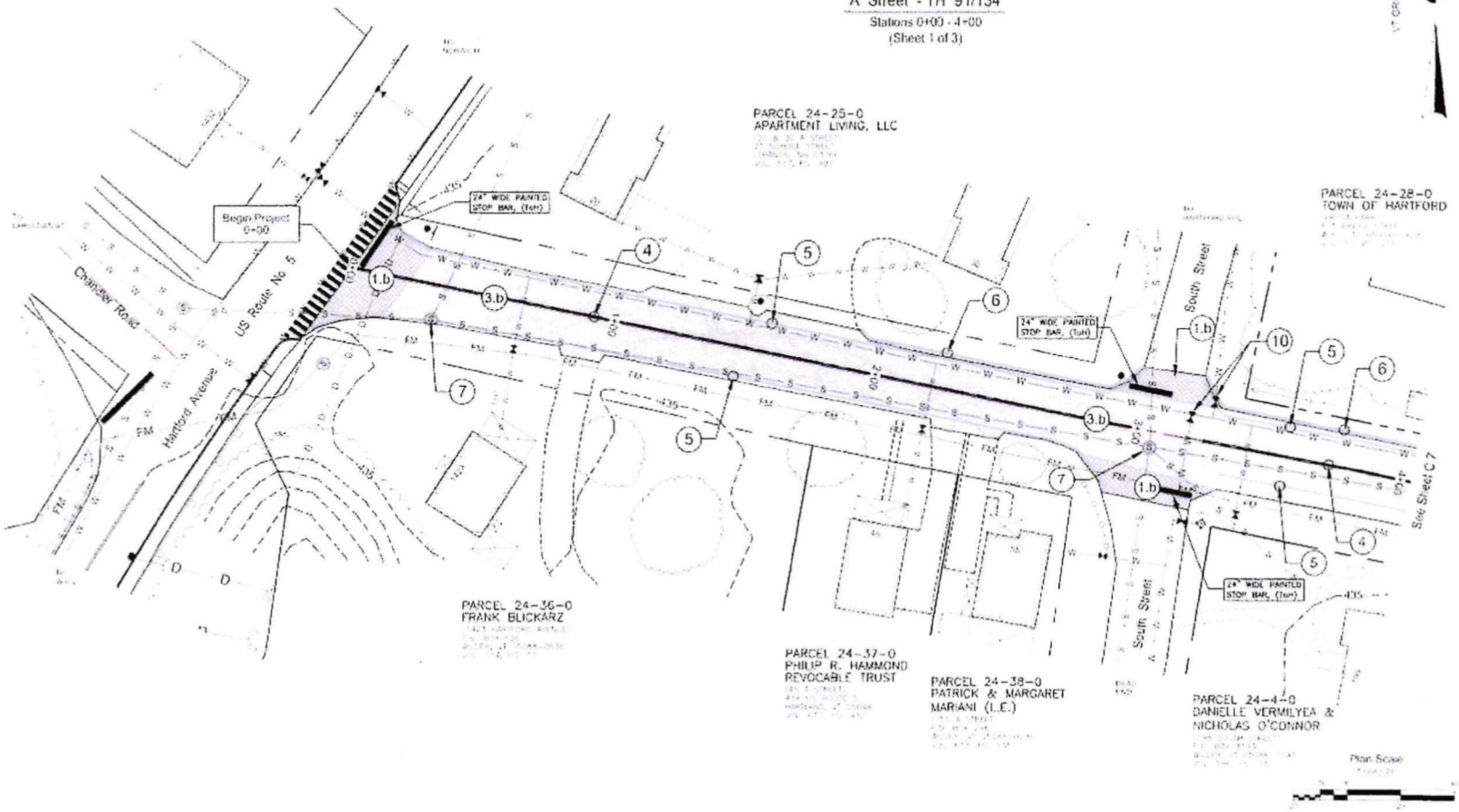
CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1.b	COLD PLANE MILLING (1.0" DEPTH AT FINISHED JOINT TO 0" (TAPERED))	277 S.Y.	
3.b	1" (1.5" AVG. AT WHEEL RUTS/LOW POINTS) LAYER TYPE IV ASPHALT OVERLAY ALONG STREET	291 TN	
4	DOUBLE 4" WIDE YELLOW CENTER LINE STRIPE	1,690 L.F. TOTAL	
5	SINGLE 4" WIDE WHITE FOG LINE STRIPE	2,045 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	960 L.F. TOTAL	
7	SEWER MANHOLE (VERTICAL ADJUSTMENT)	1	
10	WATER GATE VALVE (VERTICAL ADJUSTMENT)	5	

TOWN OF HARTFORD TASK

Description	Quantity	Symbol
PAINT 24" WIDE WHITE STOP BAR	62 L.F.	
PAINT 24" WIDE WHITE CROSS WALK LINES	42 L.F.	

A Street - TH 91/134
Stations 0+00 - 4+00
(Sheet 1 of 3)



Plan Scale

REVISIONS

FY26 Improvements
0+20 - 5+00 A Street - TH 91/134
Wilder - Town of Hartford Vermont

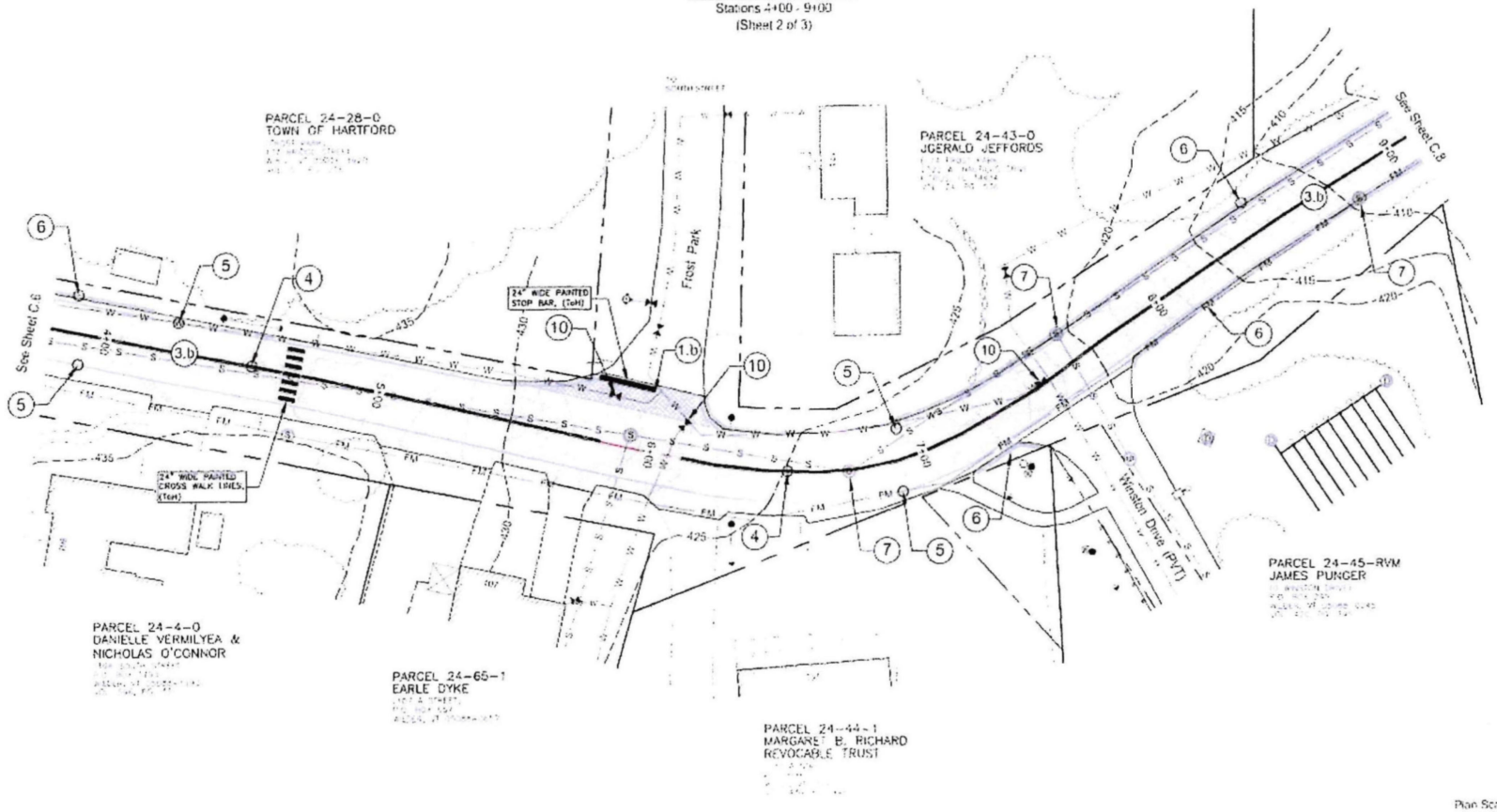
C.6

Estimating Plan
RELEASED FOR REVIEW
6/23/2025

DRAFT

A Street - TH 91/134

Stations 4+00 - 9+00
(Sheet 2 of 3)



Plan Scale

REVISIONS

FY26 Improvements

4+00 - 9+00 A Street - TH 91/134
Wilder - Town of Hartford Vermont

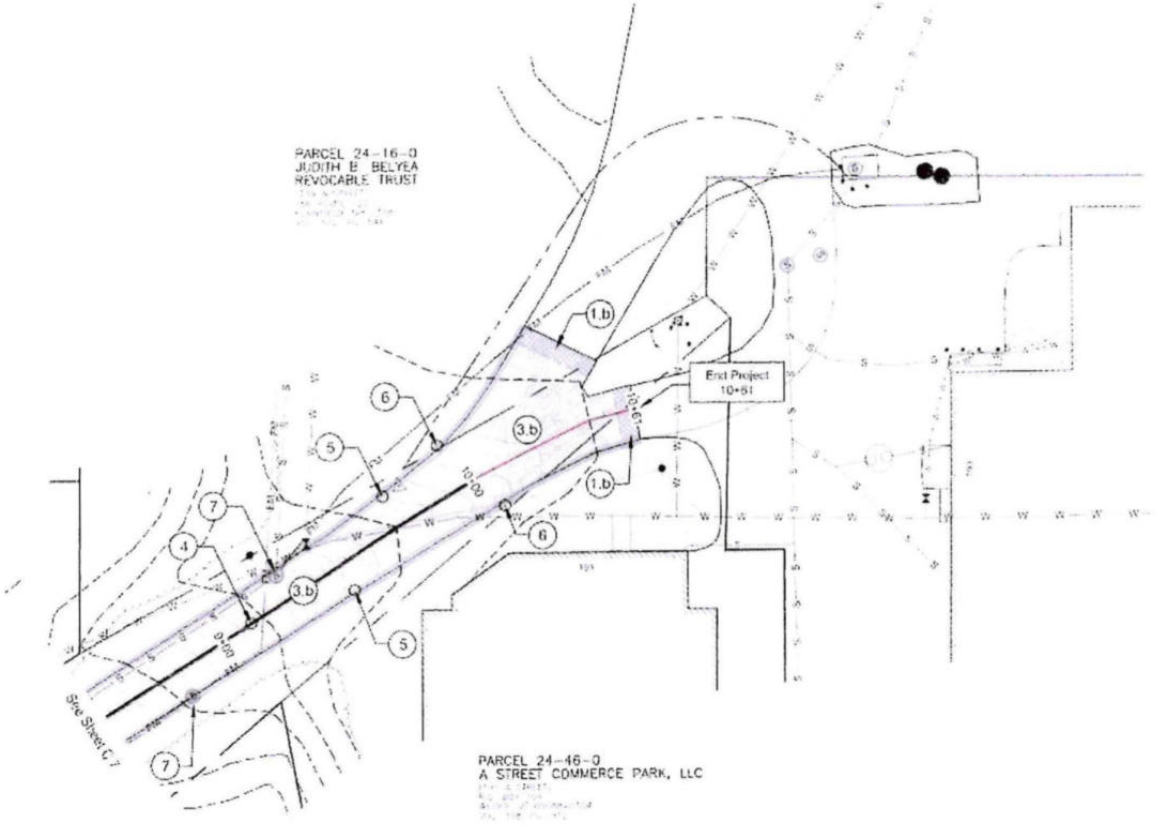
C.7

Estimating Plan
RELEASED FOR REVIEW
6/23/2025

DRAFT

A Street - TH 91/134

Stations 9+00 - 10+61
(Sheet 3 of 3)



Plan Scale

REVISIONS

FY26 Improvements

9+00 - 10+61 A Street - TH 91/134
Wilder - Town of Hartford Vermont

C.8

DRAFT

Estimating Plan
RELEASED FOR REVIEW
9/27/2025

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1B	COLD PLANE MILLING (1.0" DEPTH AT FINISHED JOINT TO 0" (TAPERED))	633 S.Y.	
2B	1" MIN./1.5" AVG. AT WHEEL RUTS/LOW POINTS & MILLED AREAS) LAYER TYPE IV ASPHALT OVERLAY ALONG STREET	1,017 TN.	
4	DOUBLE 4" WIDE YELLOW CENTER LINE STRIPE	7,680 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	8,720 L.F. TOTAL	
7	SEWER MANHOLE (VERTICAL ADJUSTMENT)	2	5
9	CATCH BASIN (VERTICAL ADJUSTMENT)	1	
10	WATER GATE VALVE (VERTICAL ADJUSTMENT)	8	

TOWN OF HARTFORD TASK

Item	Description	Quantity	Symbol
N/A	PAINT 24" WIDE STOP BAR	60 L.F.	
N/A	PAINT 24" WIDE WHITE CROSS WALK LINES	80 L.F.	



REVISIONS

FY26 Improvements

0+00 - 40+13 Colonial Drive - TH 243
Wilder - Town of Hartford Vermont

C.9

DRAFT

Estimating Plan
RELEASED FOR REVIEW
6/27/2025

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1L	COLD PLANE MILLING (1.0" DEPTH AT FINISHED JOINT TO 0" (TAPERED))	633 S.Y.	
2L	1" MIN./1.5" AVG. AT WHEEL RUTS/LOW POINTS & MILLED AREAS) LAYER TYPE IV ASPHALT OVERLAY ALONG STREET	1,017 TN.	
4	DOUBLE 4" WIDE YELLOW CENTER LINE STRIPE	7,680 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	6,720 L.F. TOTAL	
7	SEWER MANHOLE (VERTICAL ADJUSTMENT)	2	5
9	CATCH BASIN (VERTICAL ADJUSTMENT)	1	
10	WATER GATE VALVE (VERTICAL ADJUSTMENT)	2	

TOWN OF HARTFORD TASK

Item	Description	Quantity	Symbol
N/A	PAINT 24" WIDE STOP BAR	60 L.F.	
N/A	PAINT 24" WIDE WHITE CROSS WALK LINES	80 L.F.	



REVISIONS

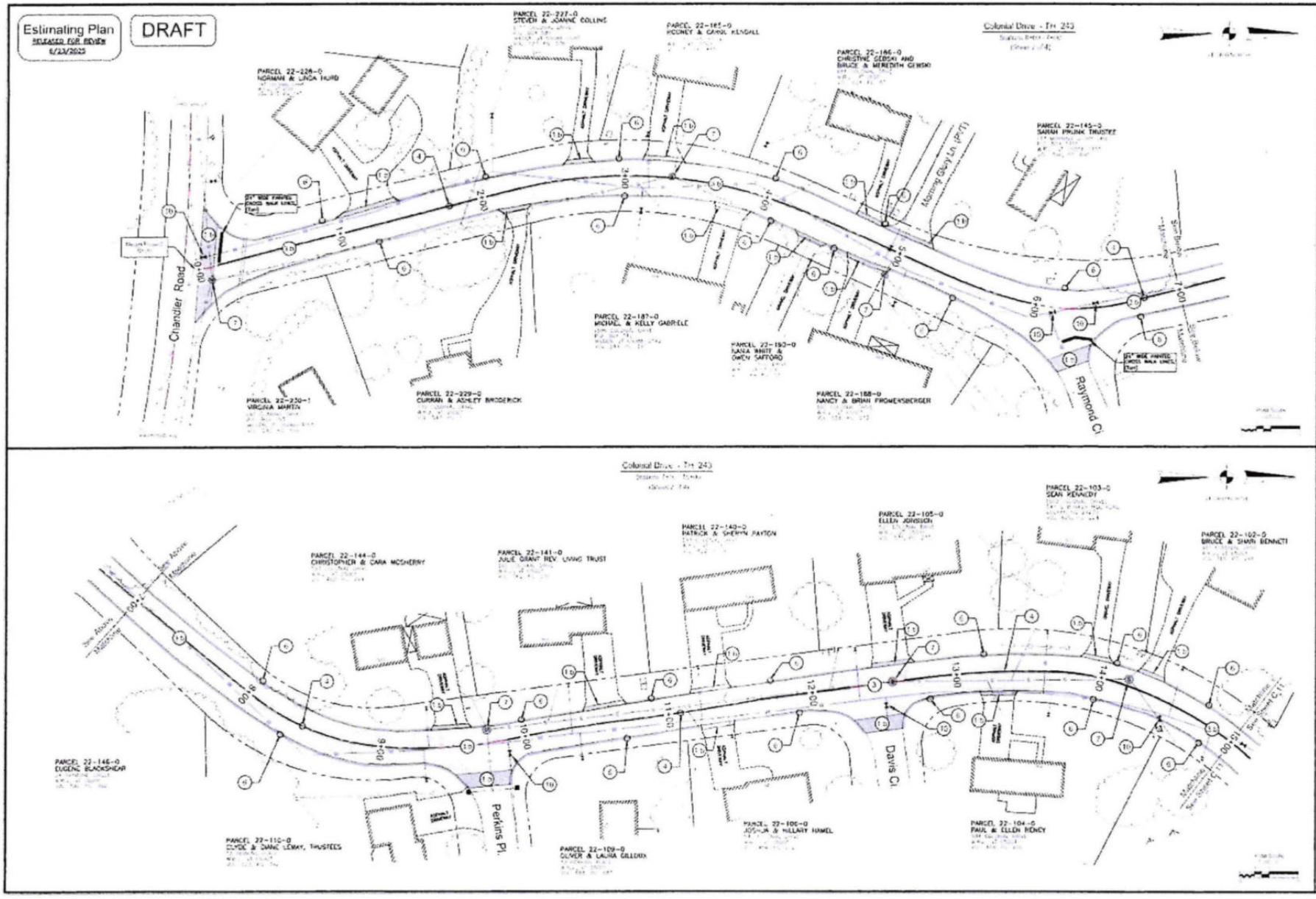
FY26 Improvements

0+00 - 40+13 Colonial Drive - TH 243
Wilder - Town of Hartford Vermont

C.9

Estimating Plan
RELEASED FOR REVIEW
6/23/2025

DRAFT



REVISIONS

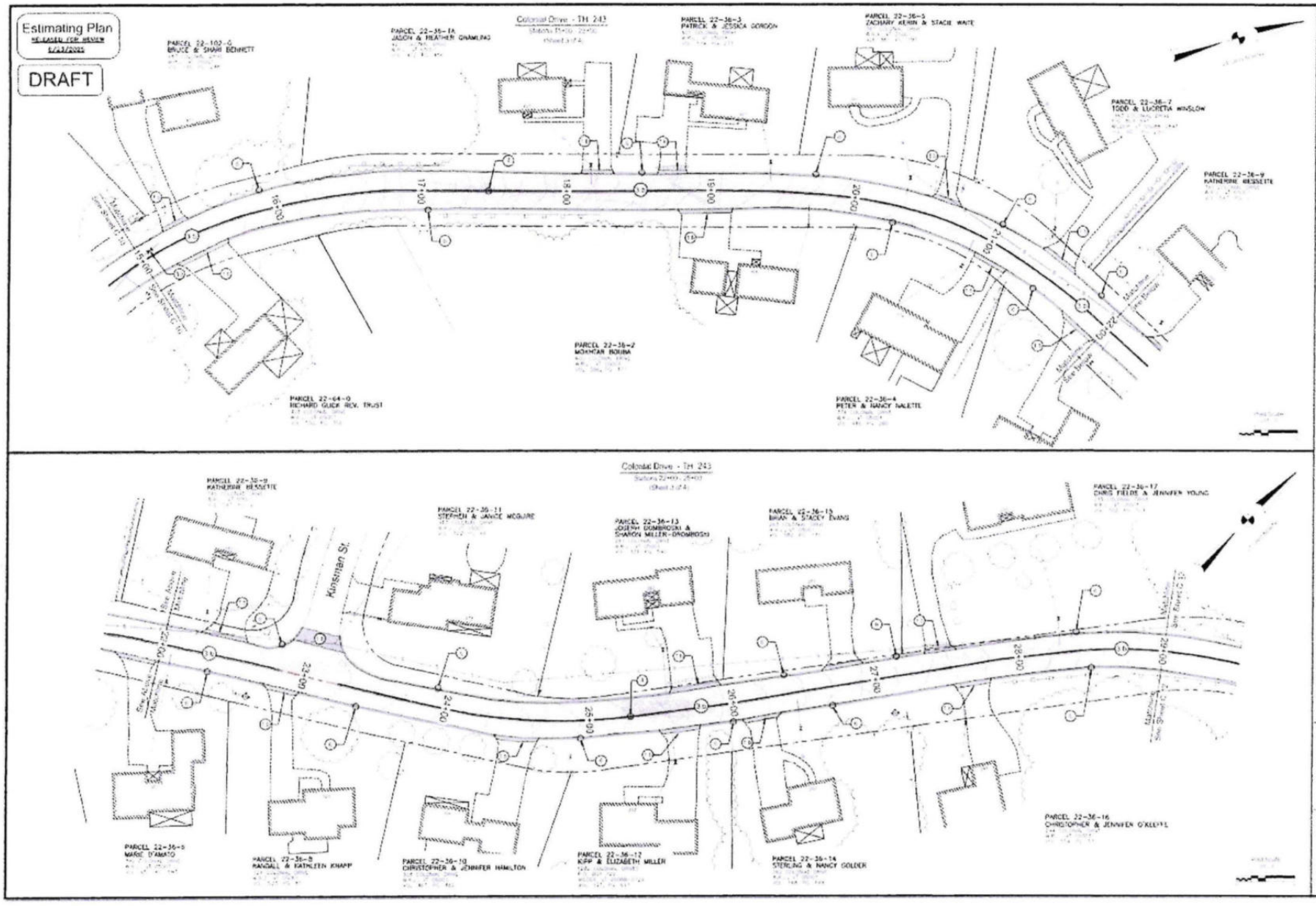
FY26 Improvements

0+00 - 15+00 Colonial Drive - TH 243
Wilder - Town of Hartford Vermont

C.10

Estimating Plan
RELEASED FOR REVIEW
5/23/2025

DRAFT



REVISIONS

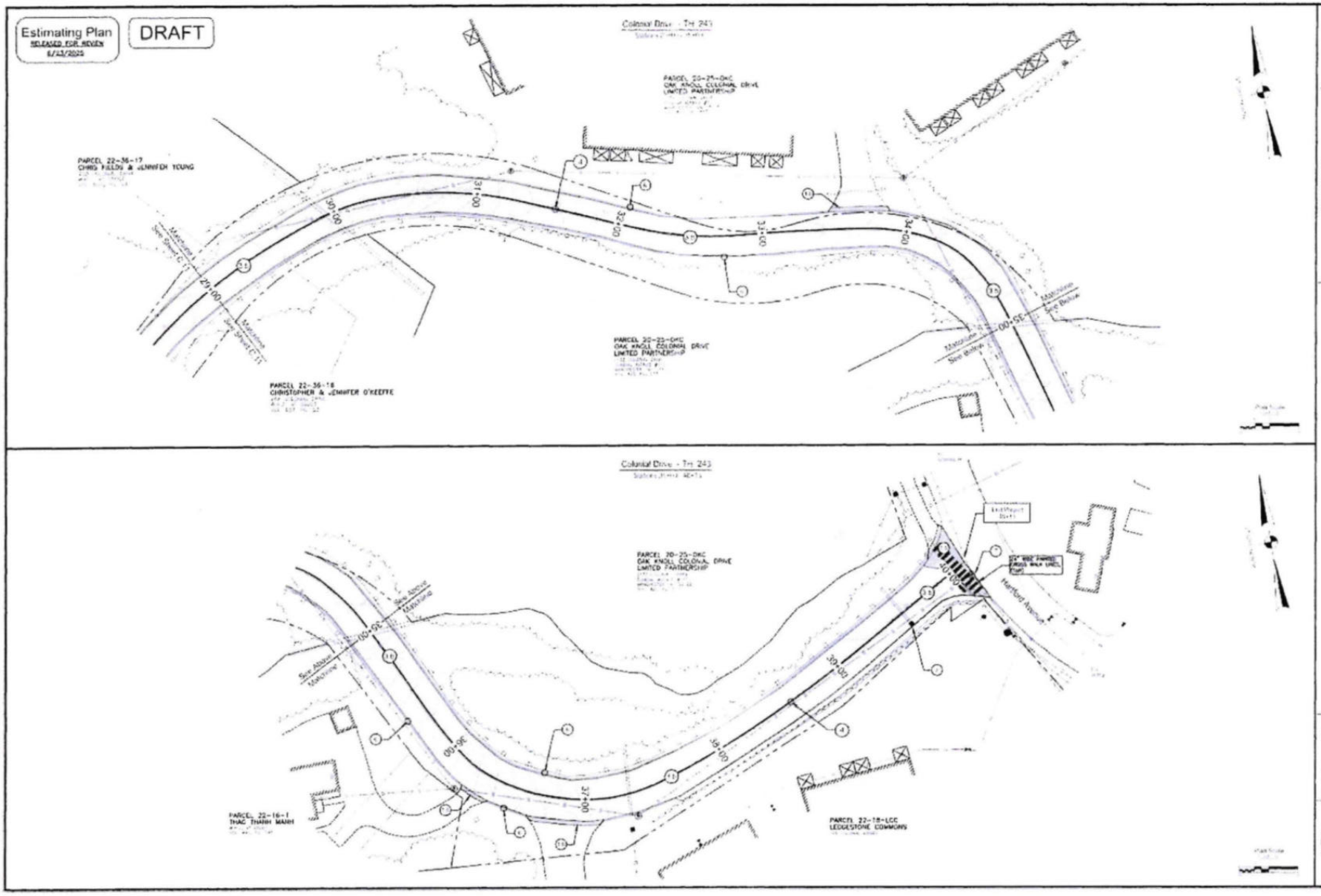
FY26 Improvements

15+00 - 29+00 Colonial Drive - TH 243
Wilder - Town of Hartford Vermont

C.11

Estimating Plan
RELEASED FOR REVIEW
6/13/2025

DRAFT



REVISIONS

FY26 Improvements

29+00 - 40+13 Colonial Drive - TH 243
Wilder - Town of Hartford Vermont

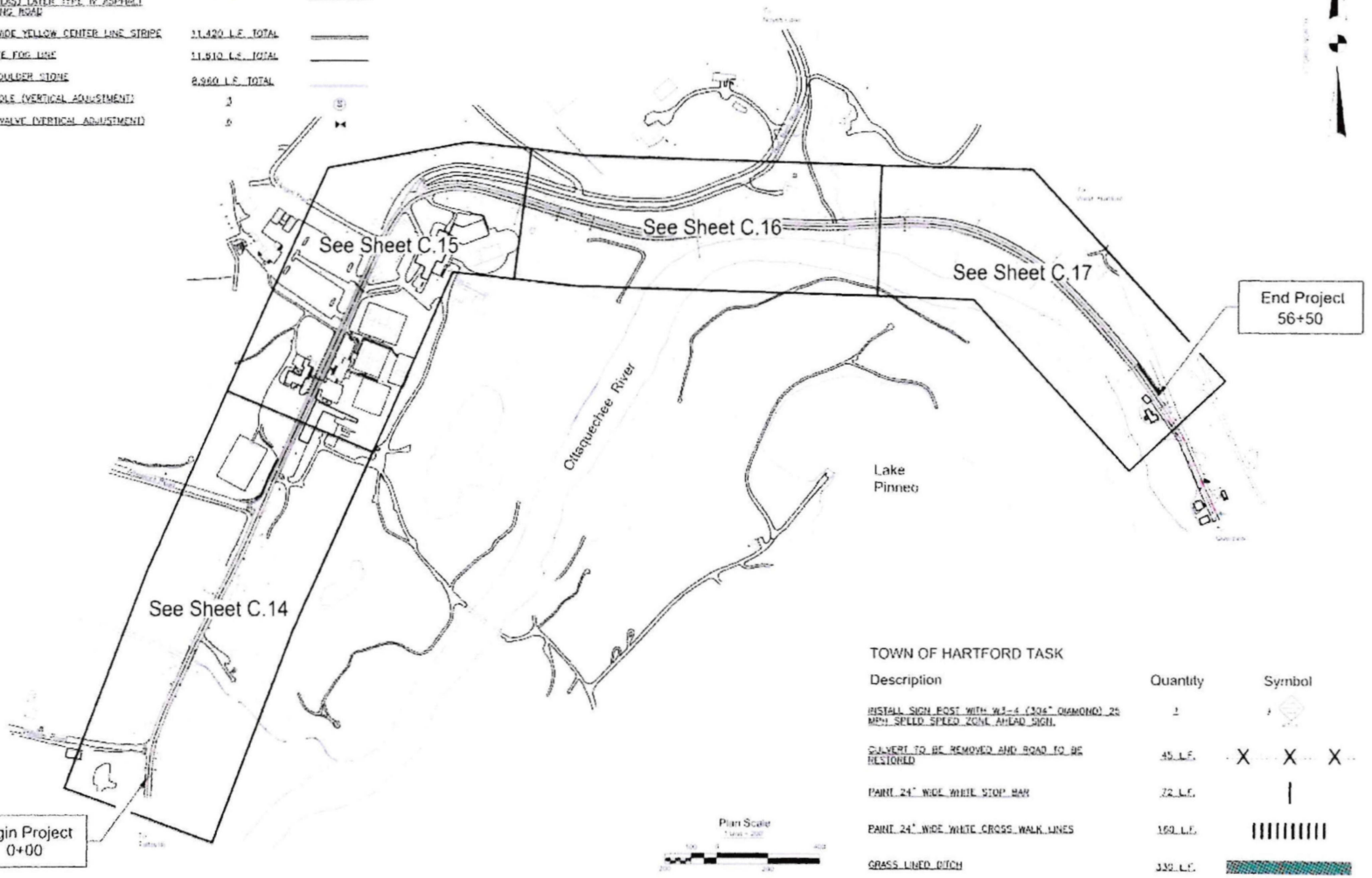
C.12

DRAFT

Estimating Plan
RELEASED FOR REVIEW
6/27/2025

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1a	COLD PLANE MILLING (1.5" DEPTH – FULL WIDTH)	3,007 S.Y.	
1b	COLD PLANE MILLING (1.5" DEPTH AT FINISHED JOINT TO 0" (TAPERED))	170 S.Y.	
3a	1" MIN./1.5" AVG. AT WHEEL RUTS/LOW POINTS & MILLED AREAS) LAYER TYPE IV ASPHALT OVERLAY ALONG ROAD	1,459 Tn.	
4	DOUBLE 4" WIDE YELLOW CENTER LINE STRIPE	11,420 L.F. TOTAL	
5	4" WIDE WHITE FOG LINE	11,810 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	8,960 L.F. TOTAL	
7	SEWER MANHOLE (VERTICAL ADJUSTMENT)	3	(S)
10	WATER GATE VALVE (VERTICAL ADJUSTMENT)	6	⋈



TOWN OF HARTFORD TASK

Description	Quantity	Symbol
INSTALL SIGN POST WITH W3-4 (30" DIAMOND) 25 MPH SPEED SPEED ZONE AHEAD SIGN.	1	
CULVERT TO BE REMOVED AND ROAD TO BE RESTORED	45 L.F.	X X X
PAINT 24" WIDE WHITE STOP BAR	72 L.F.	
PAINT 24" WIDE WHITE CROSS WALK LINES	160 L.F.	
GRASS LINED DITCH	330 L.F.	

REVISIONS

FY26 Improvements

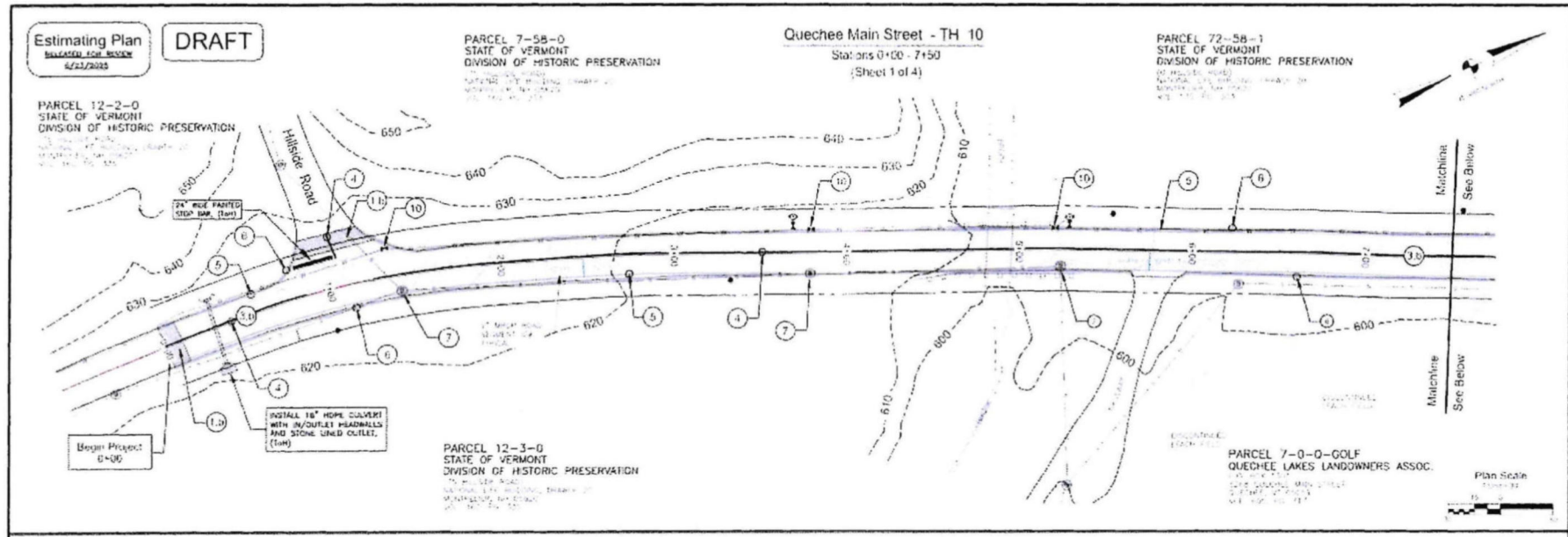
0+00 - 56+50 Quechee Main Street - TH 3

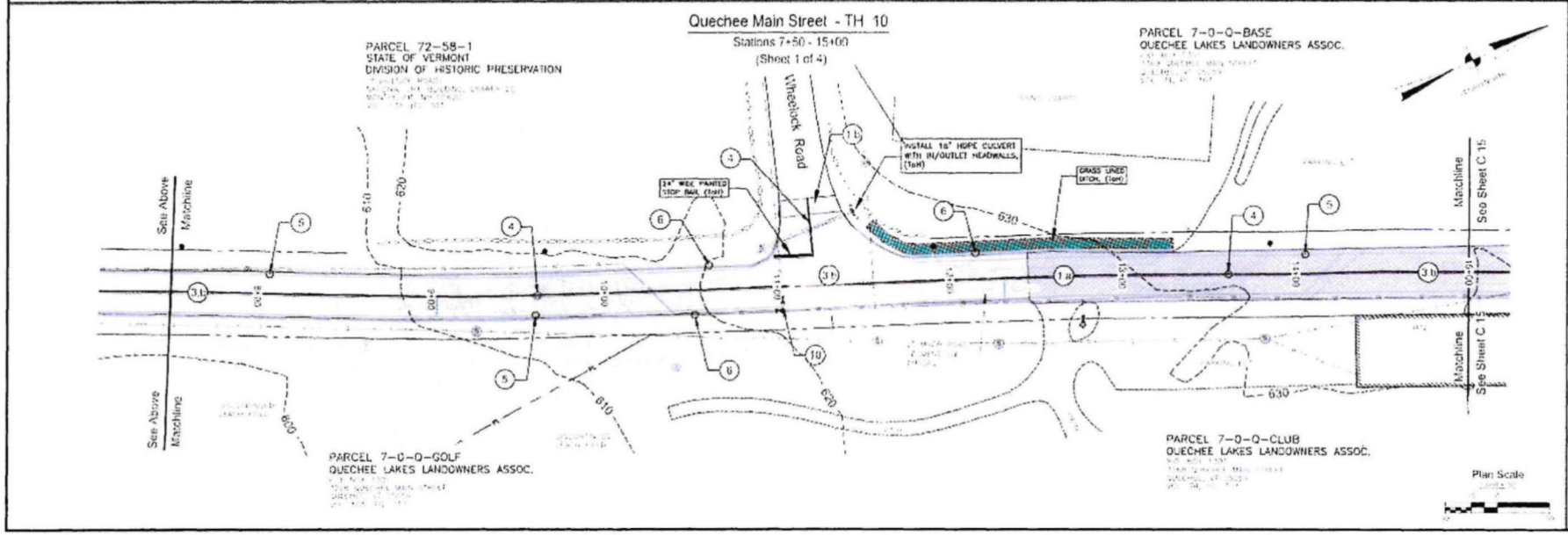
Quechee - Town of Hartford Vermont

C.13

Estimating Plan
RELEASED FOR REVIEW
6/23/2025

DRAFT





REVISIONS

FY26 Improvements

0+00 - 15+00 Quechee Main Street - TH 3
Quechee - Town of Hartford Vermont

C.14

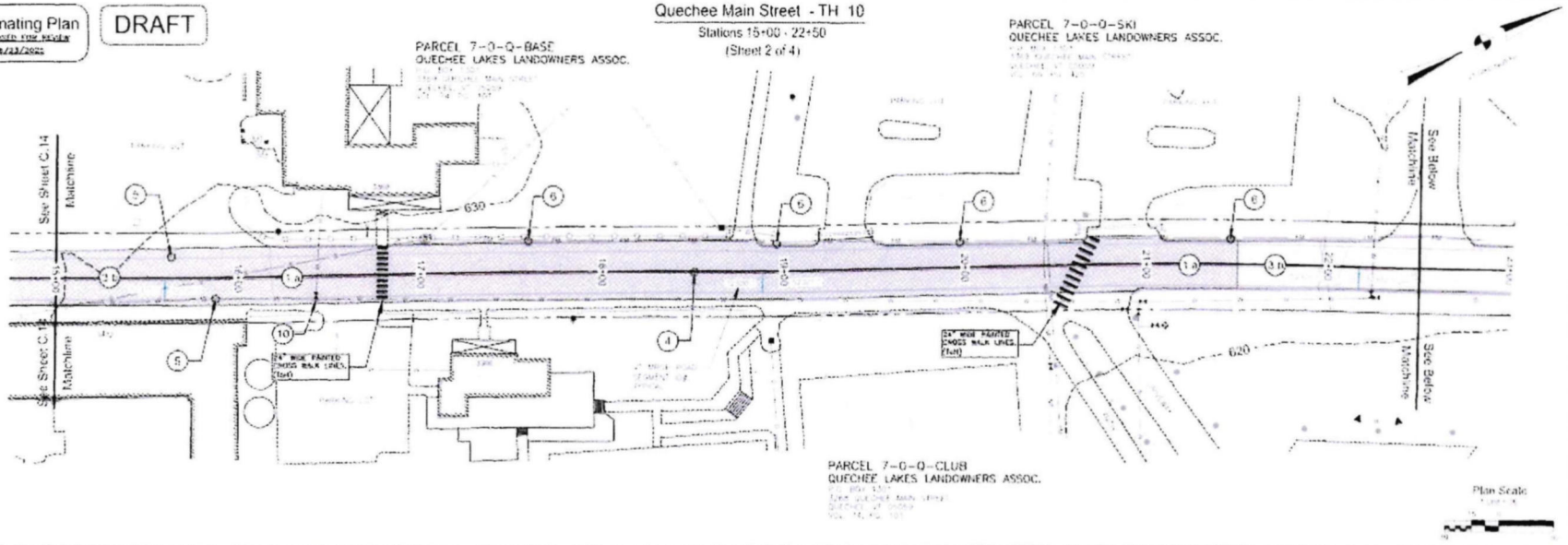
Estimating Plan
RELEASED FOR REVIEW
6/23/2025

DRAFT

Quechee Main Street - TH 10

Stations 15+00 - 22+50

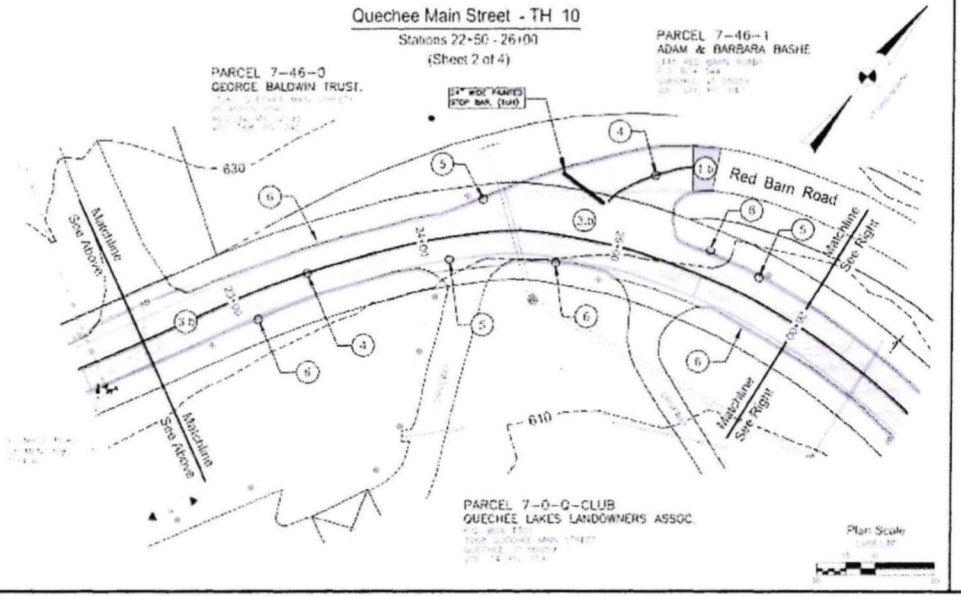
(Sheet 2 of 4)



Quechee Main Street - TH 10

Stations 22+50 - 26+00

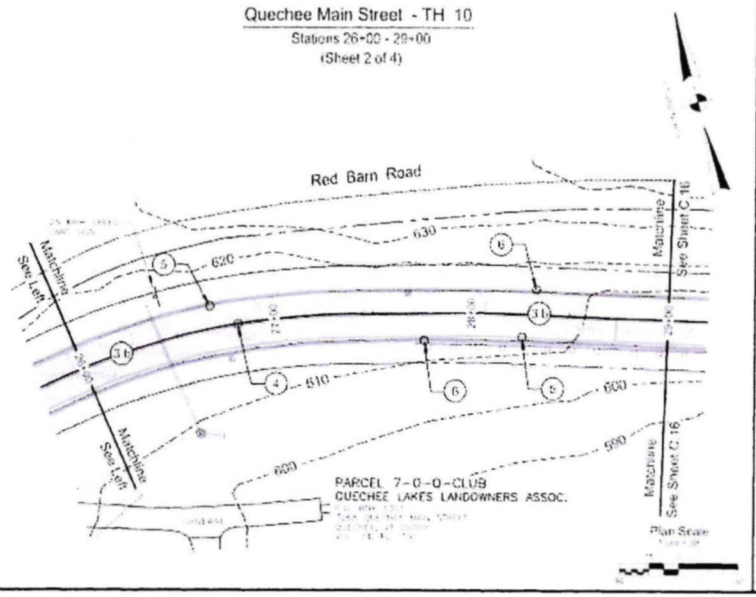
(Sheet 2 of 4)



Quechee Main Street - TH 10

Stations 26+00 - 29+00

(Sheet 2 of 4)



REVISIONS

FY26 Improvements

15+00 - 29+00 Quechee Main Street - TH 3

Quechee - Town of Hartford Vermont

C.15

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RELEASED FOR REVIEW
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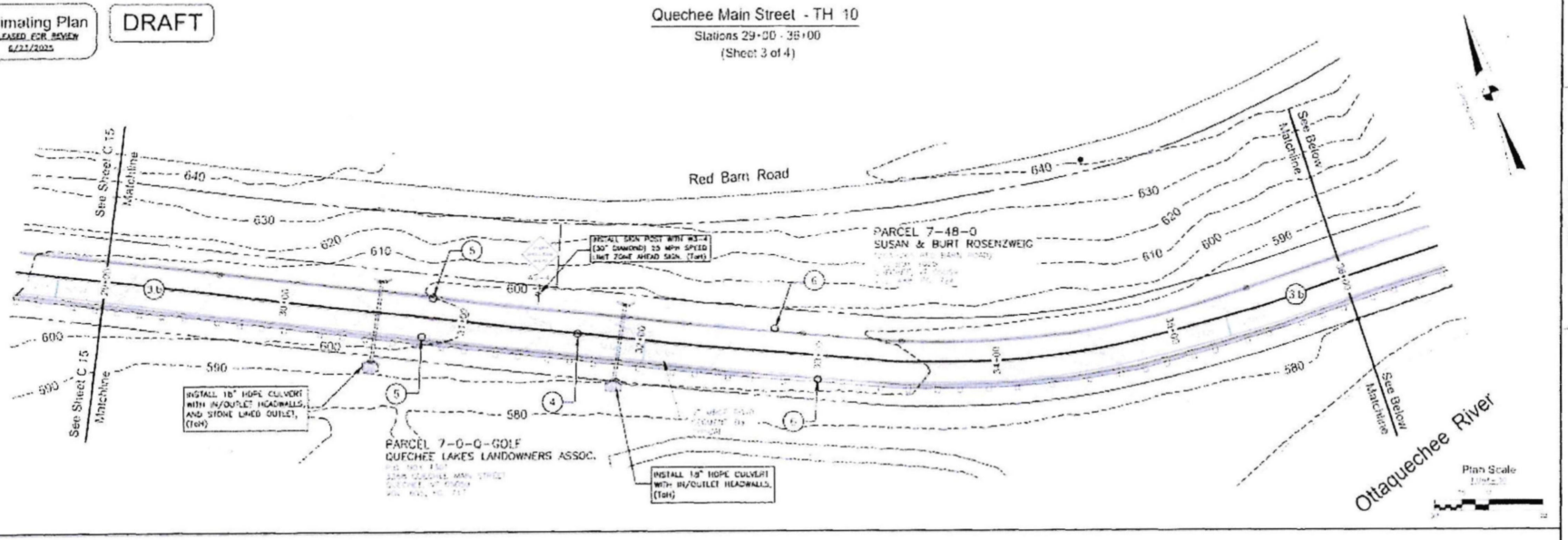
DRAFT

Quechee Main Street - TH 10

Stations 29+00 - 36+00

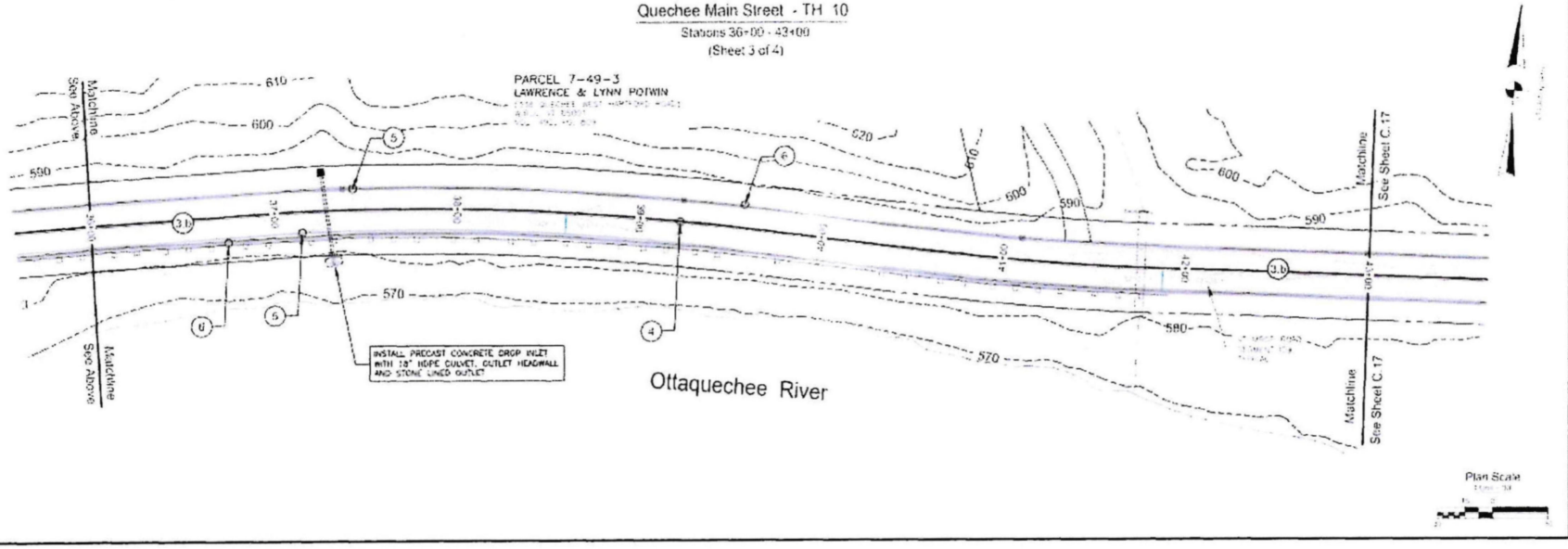
(Sheet 3 of 4)



Quechee Main Street - TH 10

Stations 36+00 - 43+00

(Sheet 3 of 4)



REVISIONS

FY26 Improvements

29+00 - 42+00 Quechee Main Street - TH 3

Quechee - Town of Hartford Vermont

C.16

Estimating Plan
RELEASED FOR REVIEW
6/23/2025

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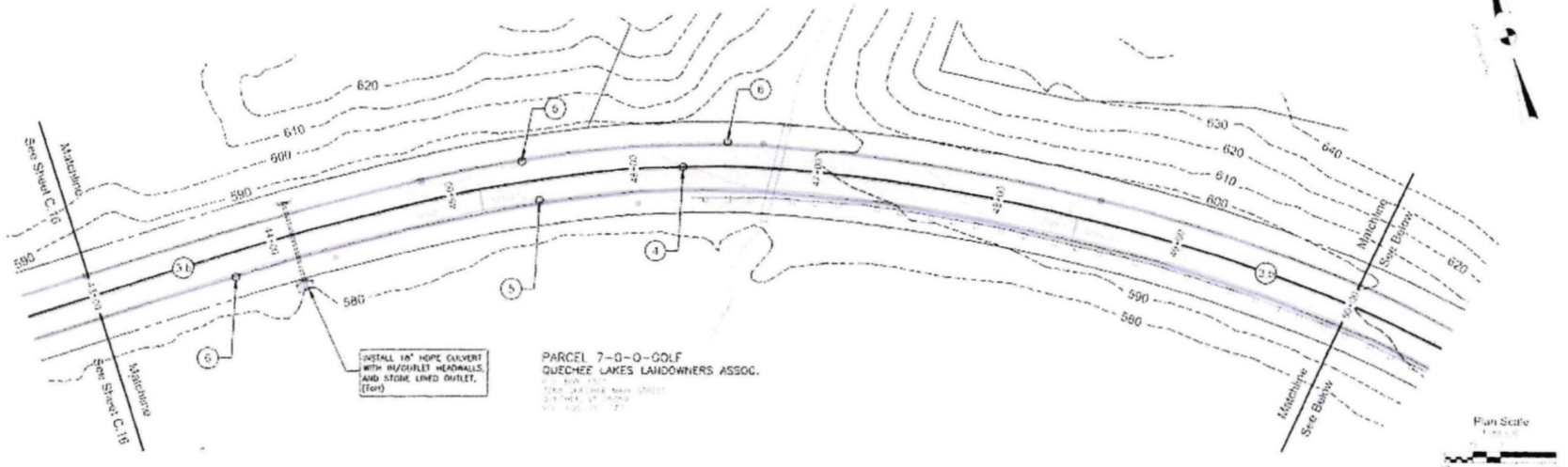
Quechee Main Street - TH 10

Stations 43+00 - 50+00

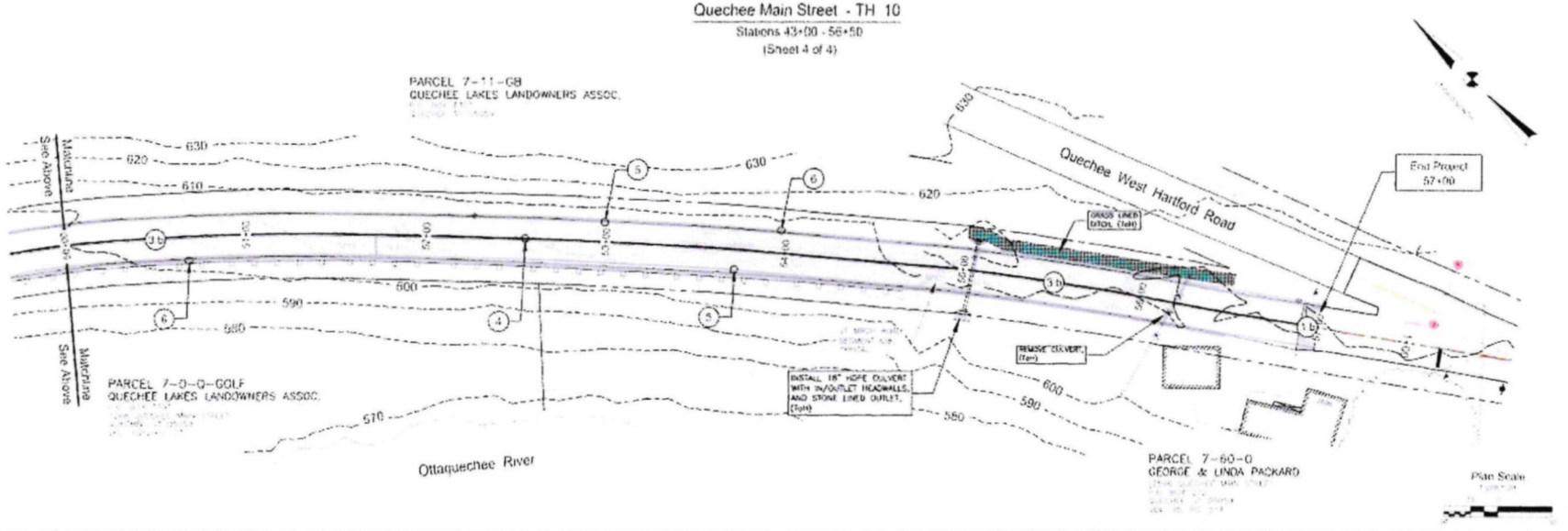
(Sheet 4 of 4)



Quechee Main Street - TH 10

Stations 43+00 - 56+50

(Sheet 4 of 4)



REVISIONS

FY26 Improvements

29+00 - 42+00 Quechee Main Street - TH 3

Quechee - Town of Hartford Vermont

C.17

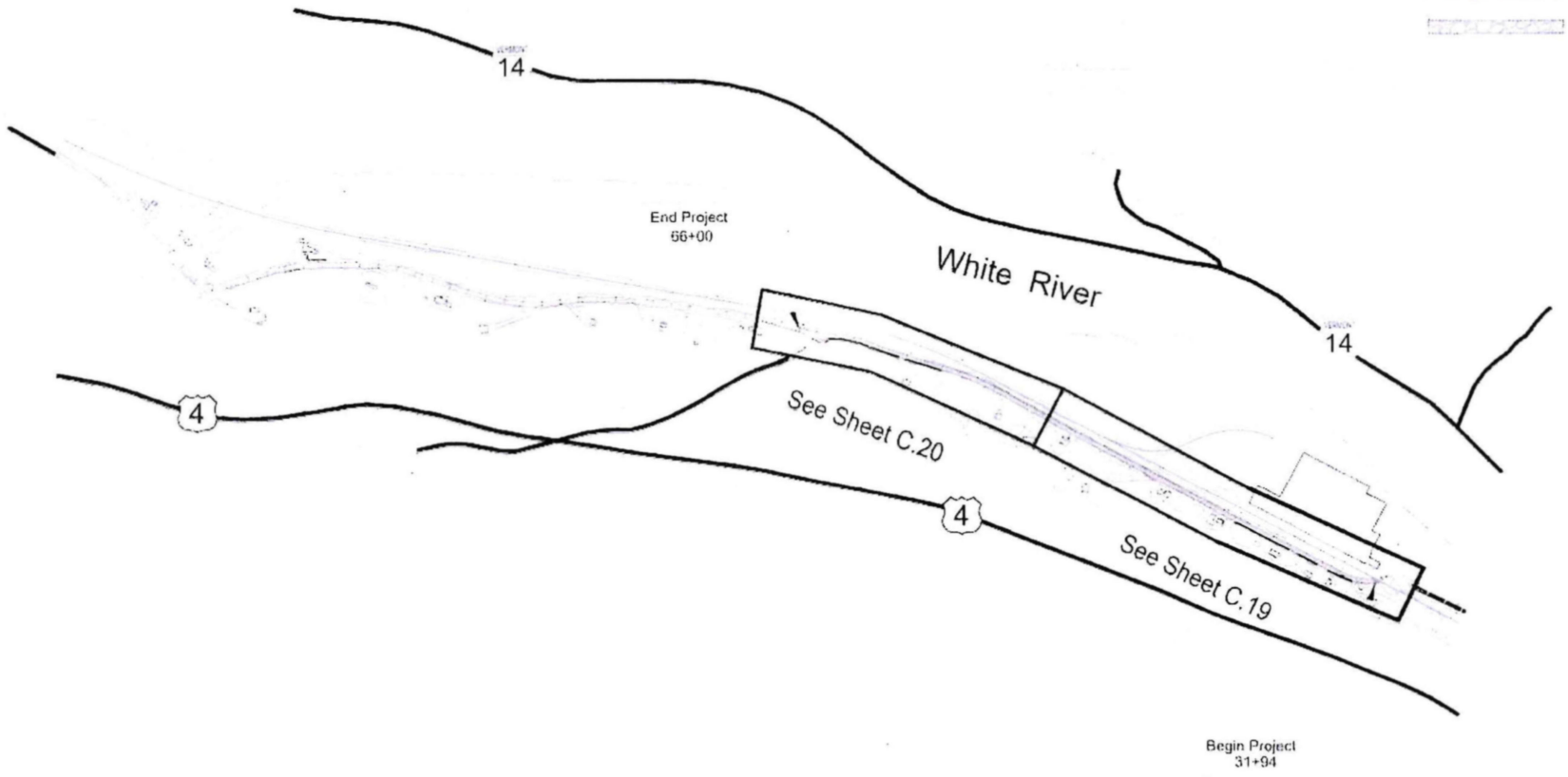
Estimating Plan DRAFT

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1.b			
3.b			
4			
5			
6			

TOWN OF HARTFORD TASK

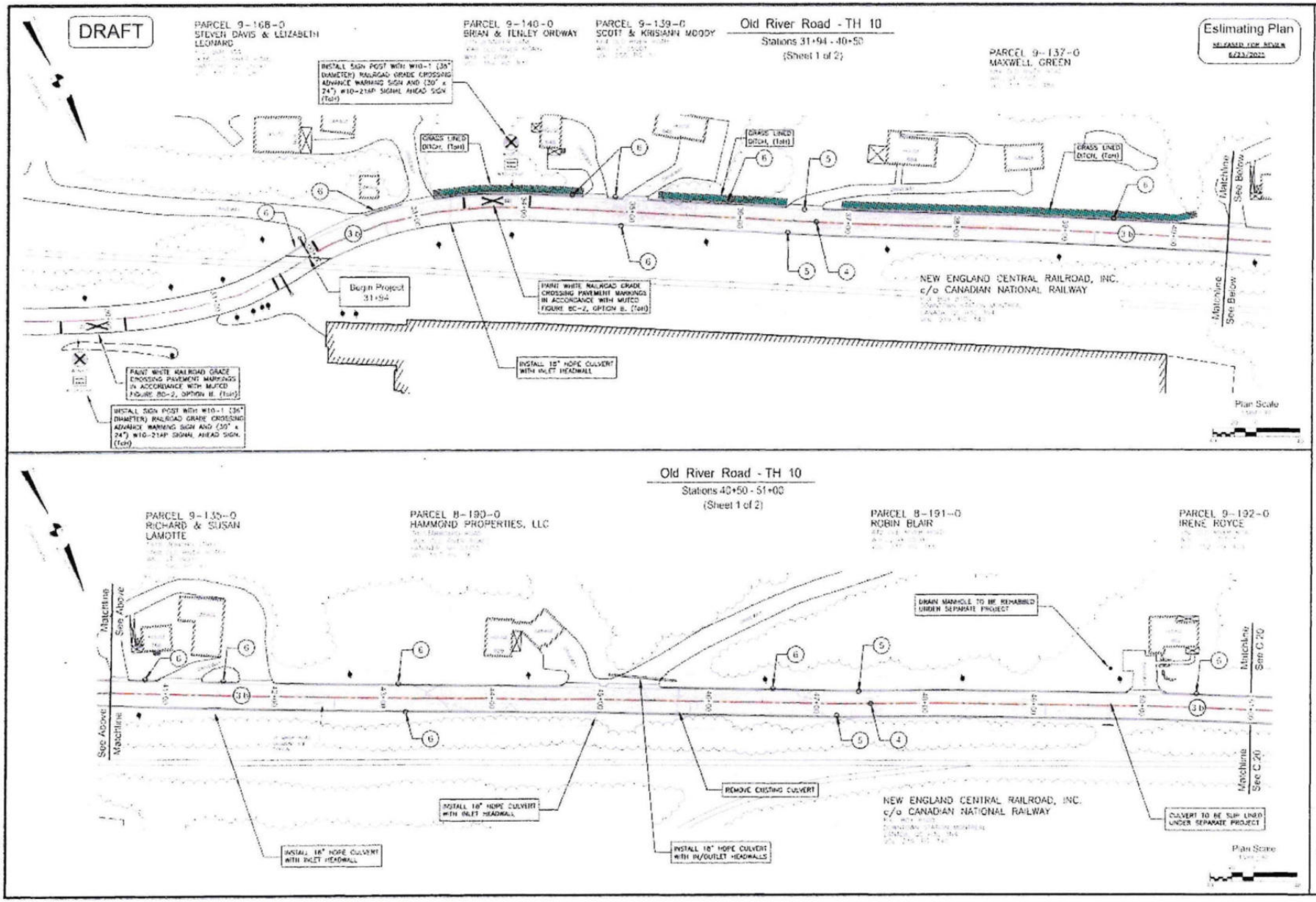
Description	Quantity	Symbol



Plan Scale

FY26 Improvements
31+96 - 101+00 Old River Road - TH 10
Town of Hartford Vermont

C.18



REVISIONS

FY26 Improvements

31+94 - 51+00 Old River Road - TH 10

Town of Hartford Vermont

C.19

DRAFT

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RELEASED FOR REVIEW
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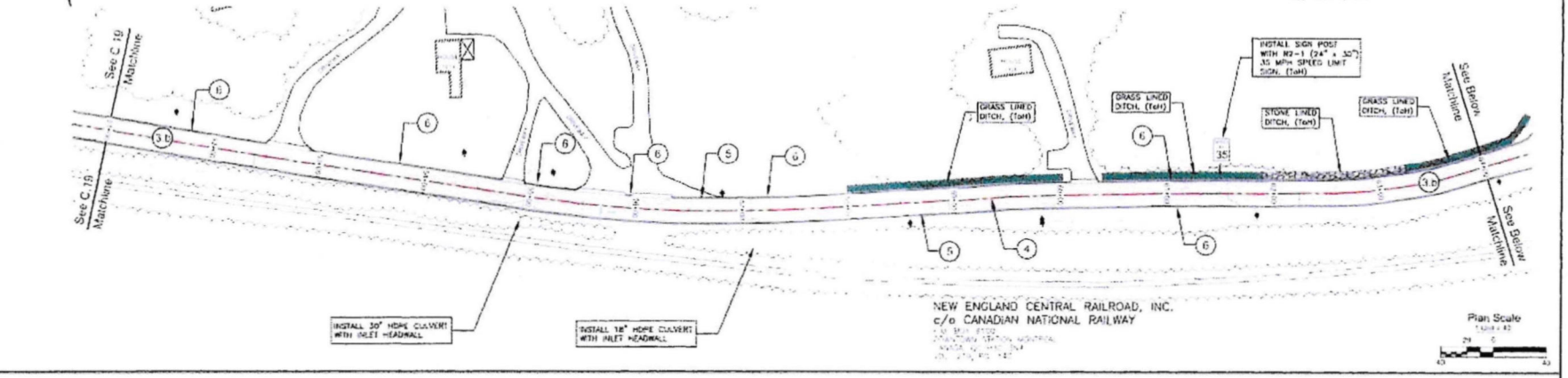
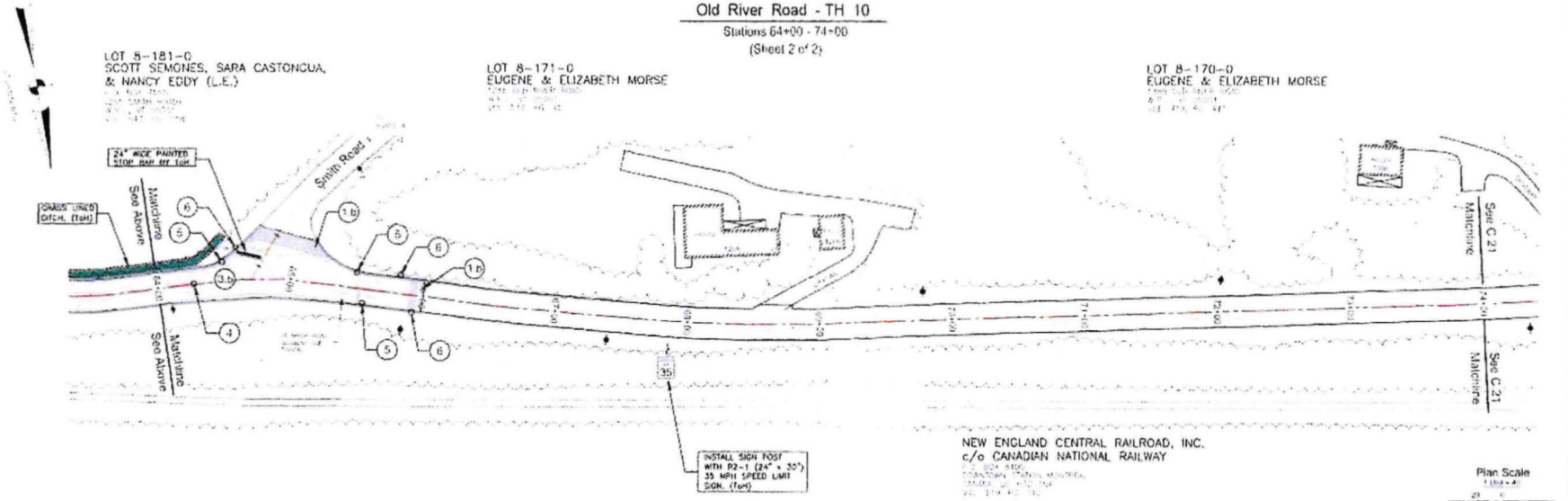
Old River Road - TH 10
Stations 51+00 - 64+00
(Sheet 2 of 2)



Old River Road - TH 10
Stations 64+00 - 74+00
(Sheet 2 of 2)



REVISIONS

FY26 Improvements

51+00 - 74+00 Old River Road - TH 10
Town of Hartford Vermont

C.20

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
1	COLD PLANE MILLING (1.5" DEPTH AT FINISHED JOINT EACH BEGIN/END POINT FOR WIDTH X 10')	175 S.Y.	
2	(RECLAIM) SCARIFY IF NECESSARY AND PULVERIZE EXISTING ASPHALT MATERIAL AND GRAVEL BASE TO MINIMUM DEPTH OF 9" OR AT LEAST 2" BELOW ASPHALT THICKNESS, TOWN TO INSTALL 6" OF 1 1/2" GRAVEL, COMPACT AND ROUGH GRADE PRIOR TO PAVING	1,733 S.Y.	
3a	2.5" (AVG.) TYPE III ASPHALT BASE COARSE	247 TN.	
3b	1.5" (AVG.) TYPE V ASPHALT WEARING COARSE/ OVERLAY COARSE	699 TN.	
4	4" WIDE YELLOW CENTER LINE STRIPE	5,785 L.F. TOTAL	
5	4" WIDE WHITE EDG LINE	5,850 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	5,410 L.F. TOTAL	
7	ADJUST/RESET MANHOLE RIM	2	

TOWN OF HARTFORD TASK

Description	Quantity	Symbol
PAINT 24" WIDE WHITE STOP BAR	70 L.F.	
GRASS LINED DITCH	2,010 L.F.	
STONE LINED DITCH	495 L.F.	
4" PERFORATED UNDERDRAIN	475 L.F. TOTAL	UD
18" HDPE CULVERT	260 L.F. TOTAL	

Estimating Plan
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6/27/2025

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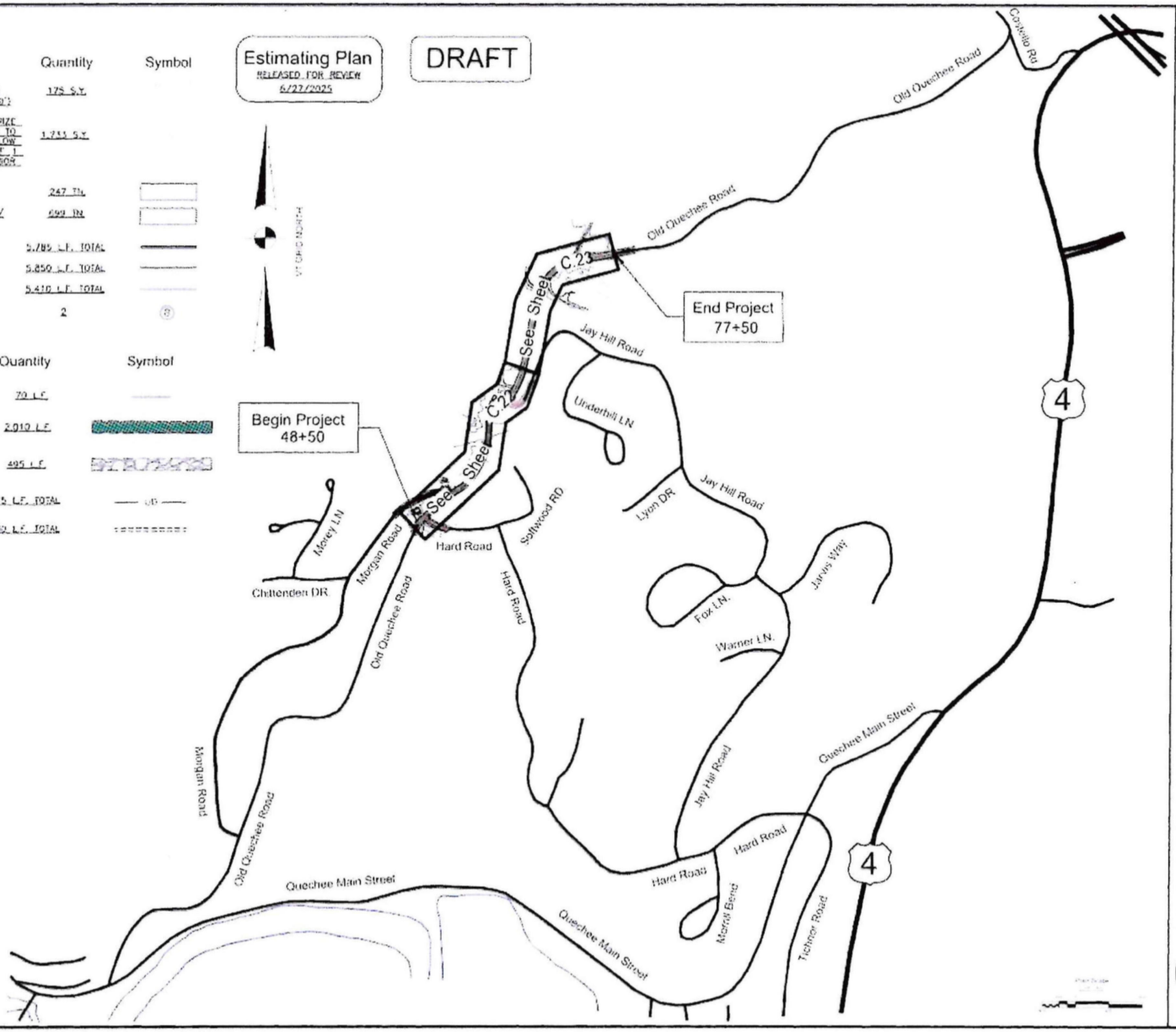


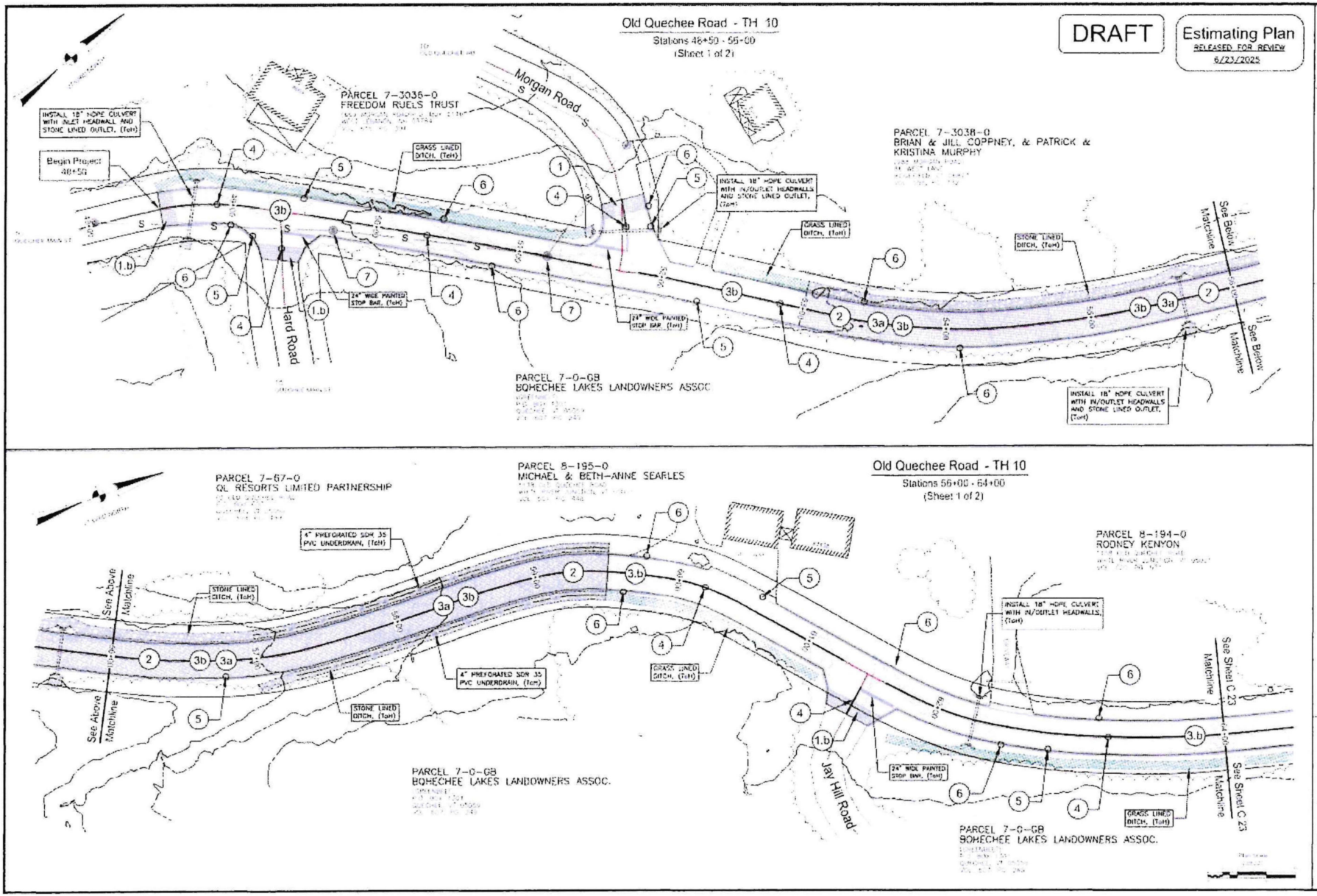
REVISIONS

FY26 Improvements

48+50 - 77+50 Old Quechee Road - TH 10

Town of Hartford Vermont

C.21



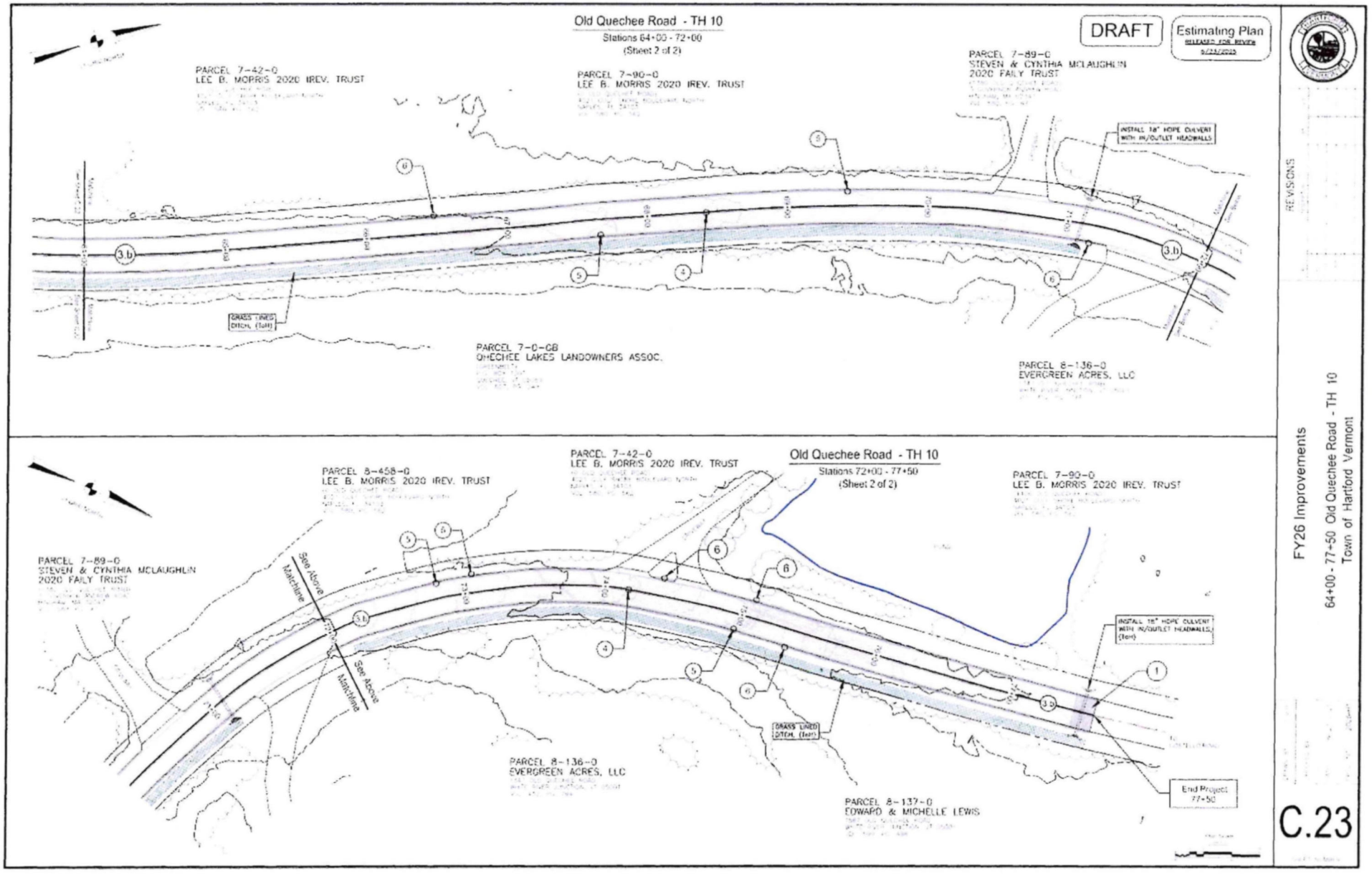
REVISIONS

FY26 Improvements

46+50 - 64+00 Old Quechee Road - TH 10

Town of Hartford Vermont

C.22

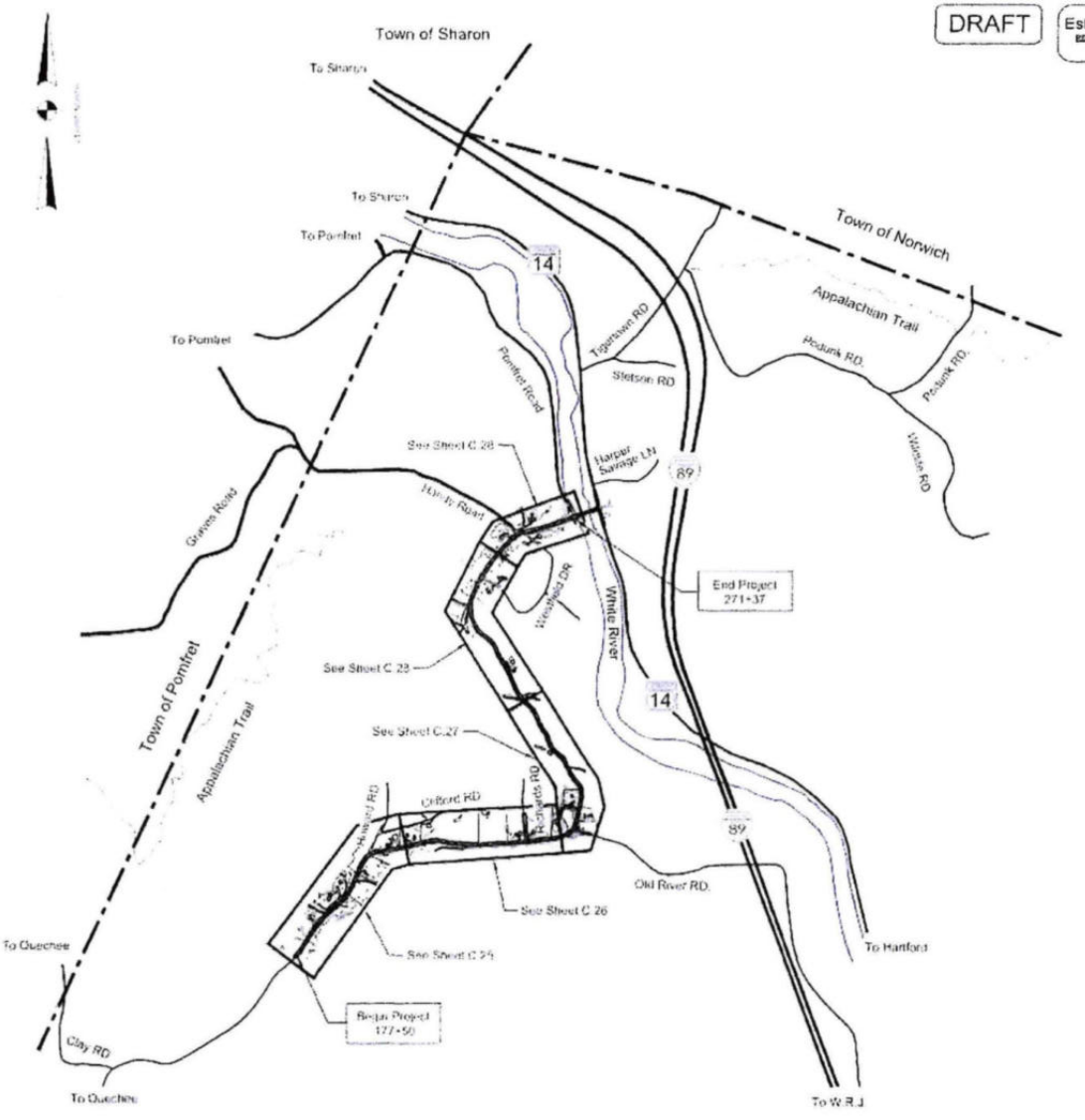

Old Quechee Road - TH 10
Stations 64+00 - 72+00
(Sheet 2 of 2)
DRAFT
Estimating Plan
RELEASED FOR REVIEW
9/23/2025
PARCEL 7-42-0
LEE B. MORRIS 2020 IREV. TRUST
PARCEL 7-90-0
LEE B. MORRIS 2020 IREV. TRUST
PARCEL 7-89-0
STEVEN & CYNTHIA MCLAUGHLIN
2020 FAILY TRUST
INSTALL 18" HDPE CULVERT WITH IN/OUTLET HEADWALLS
GRASS LINED DITCH, (Typ)
PARCEL 7-0-CB
OHECHEE LAKES LANDOWNERS ASSOC.
PARCEL 8-136-0
EVERGREEN ACRES, LLC
PARCEL 8-458-0
LEE B. MORRIS 2020 IREV. TRUST
PARCEL 7-42-0
LEE B. MORRIS 2020 IREV. TRUST
Old Quechee Road - TH 10
Stations 72+00 - 77+50
(Sheet 2 of 2)
PARCEL 7-90-0
LEE B. MORRIS 2020 IREV. TRUST
PARCEL 7-89-0
STEVEN & CYNTHIA MCLAUGHLIN
2020 FAILY TRUST
See Above
Matchline
See Above
Matchline
INSTALL 18" HDPE CULVERT WITH IN/OUTLET HEADWALLS, (Typ)
GRASS LINED DITCH, (Typ)
PARCEL 8-136-0
EVERGREEN ACRES, LLC
PARCEL 8-137-0
EDWARD & MICHELLE LEWIS
End Project
77+50
REVISIONS
FY26 Improvements
64+00 - 77+50 Old Quechee Road - TH 10
Town of Hartford Vermont
C.23

CONTRACTED SERVICES

Item	Description	Quantity	Symbol
11	COLD PLANE MILLING (1.5" DEPTH AT FINISHED JOINT LINES BEGIN/END POINT FOR WIDTH X 10')	180 S.Y.	
13	1" MIN./1.5" AVG. AT WHEEL INTERLOW POINTS & MILLED AREAS) LAYER TYPE IV ASPHALT OVERLAY ALONG ROAD	2,218 TN	
4	4" WIDE YELLOW CENTER LINE STRIPE	19,300 L.F. TOTAL	
5	4" WIDE WHITE EDG LINE	16,800 L.F. TOTAL	
6	12" WIDE SHOULDER STONE	16,300 L.F. TOTAL	

TOWN OF HARTFORD TASK

Description	Quantity	Symbol
PAINT 24" WIDE WHITE STOP BAR	70 L.F.	
GRASS LINED DITCH	2,175 L.F.	
STONE LINED DITCH	915 L.F.	
4" PERFORATED UNDERDRAIN	350 L.F. TOTAL	
15" HDPE CULVERT	800 L.F. TOTAL	



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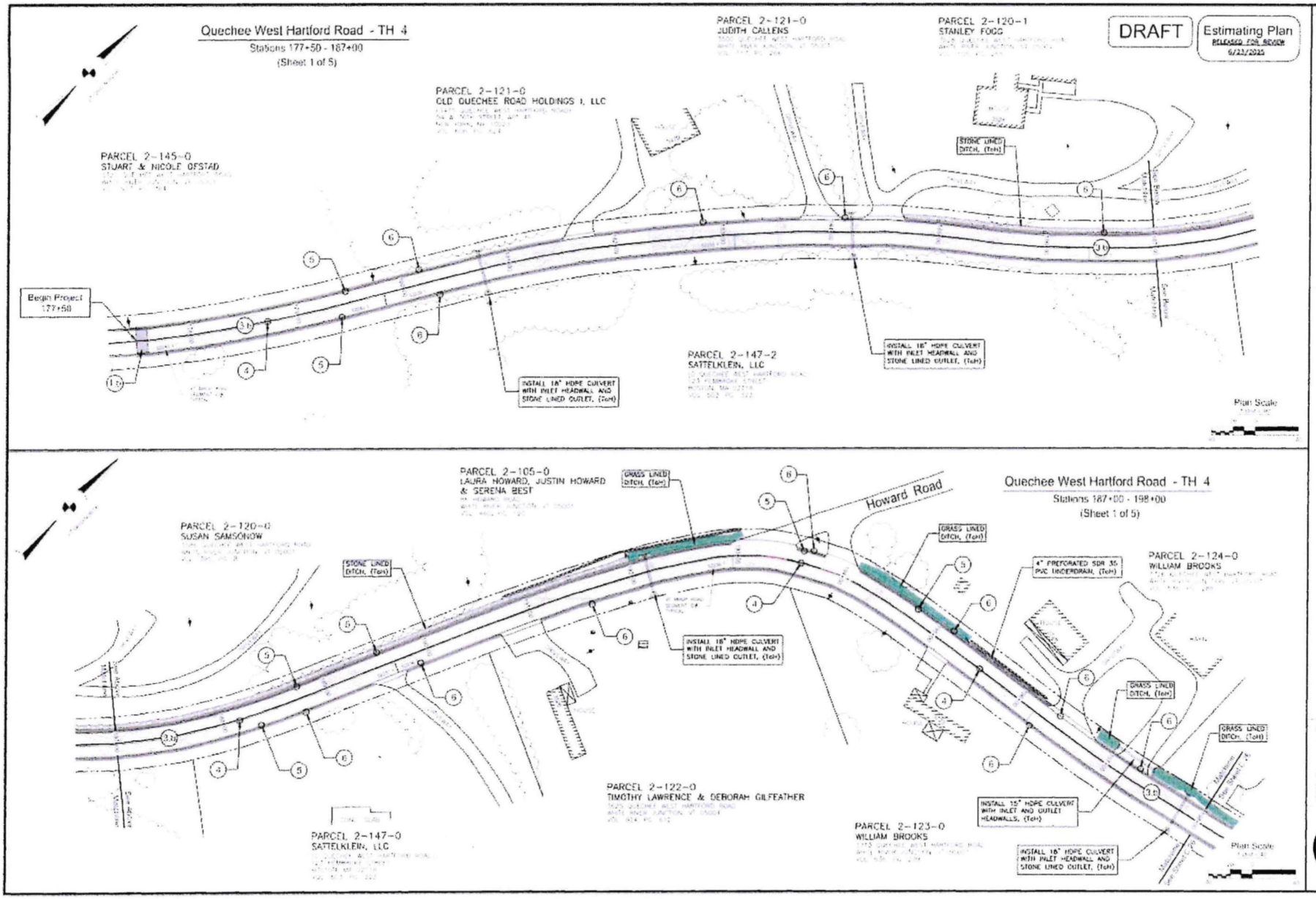
Estimating Plan
RELEASED FOR REVIEW
6/27/2025

REVISIONS

FY26 Improvements

177+50 - 271+37 Quechee West Hartford Road - TH 4
West Hartford - Town of Hartford Vermont

C.24



REVISIONS

FY26 Improvements

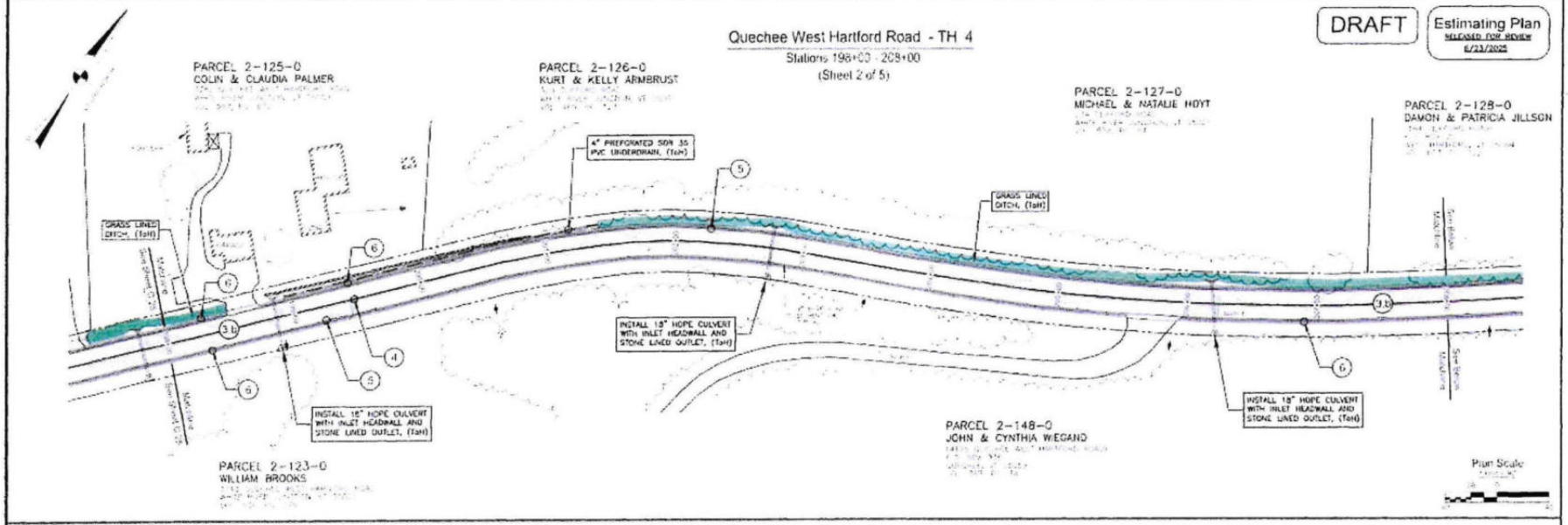
177+50 - 198+00 Quechee West Hartford Road - TH 4
West Hartford - Town of Hartford Vermont

C.25

DRAFT

Estimating Plan
RELEASED FOR REVIEW
6/23/2025

Quechee West Hartford Road - TH 4
Stations 198+00 - 208+00
(Sheet 2 of 5)



Quechee West Hartford Road - TH 4
Stations 208+00 - 218+00
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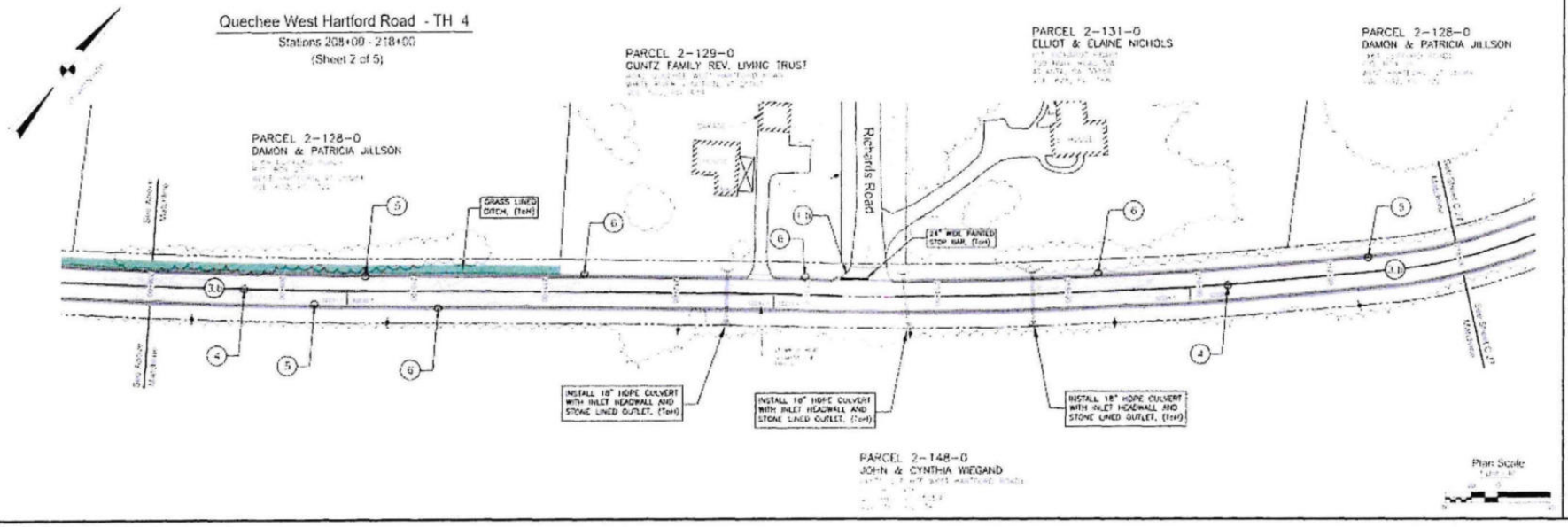
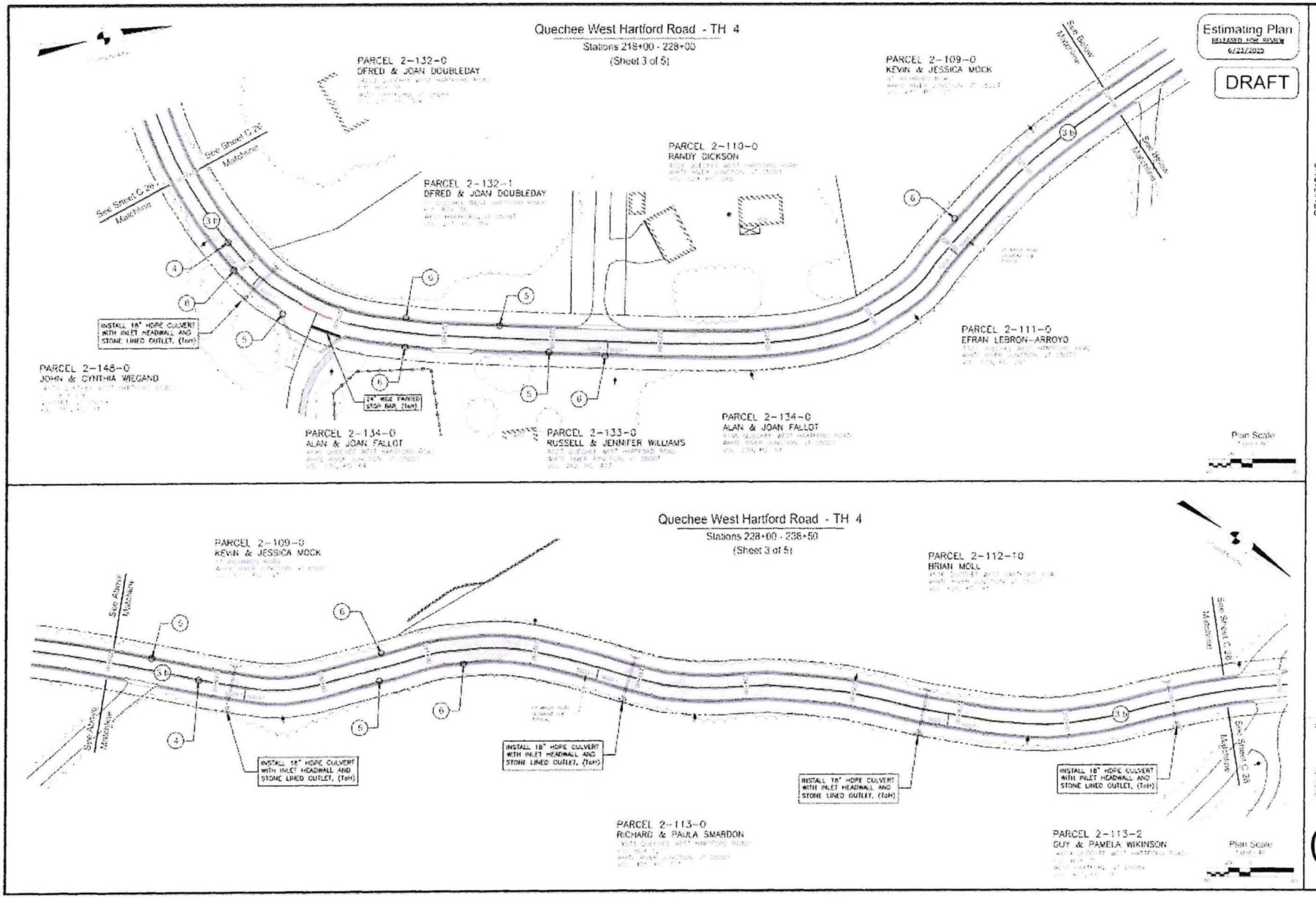


REVISIONS

FY26 Improvements

181+00 - 218+00 Quechee West Hartford Road - TH 4
West Hartford - Town of Hartford Vermont

C.26

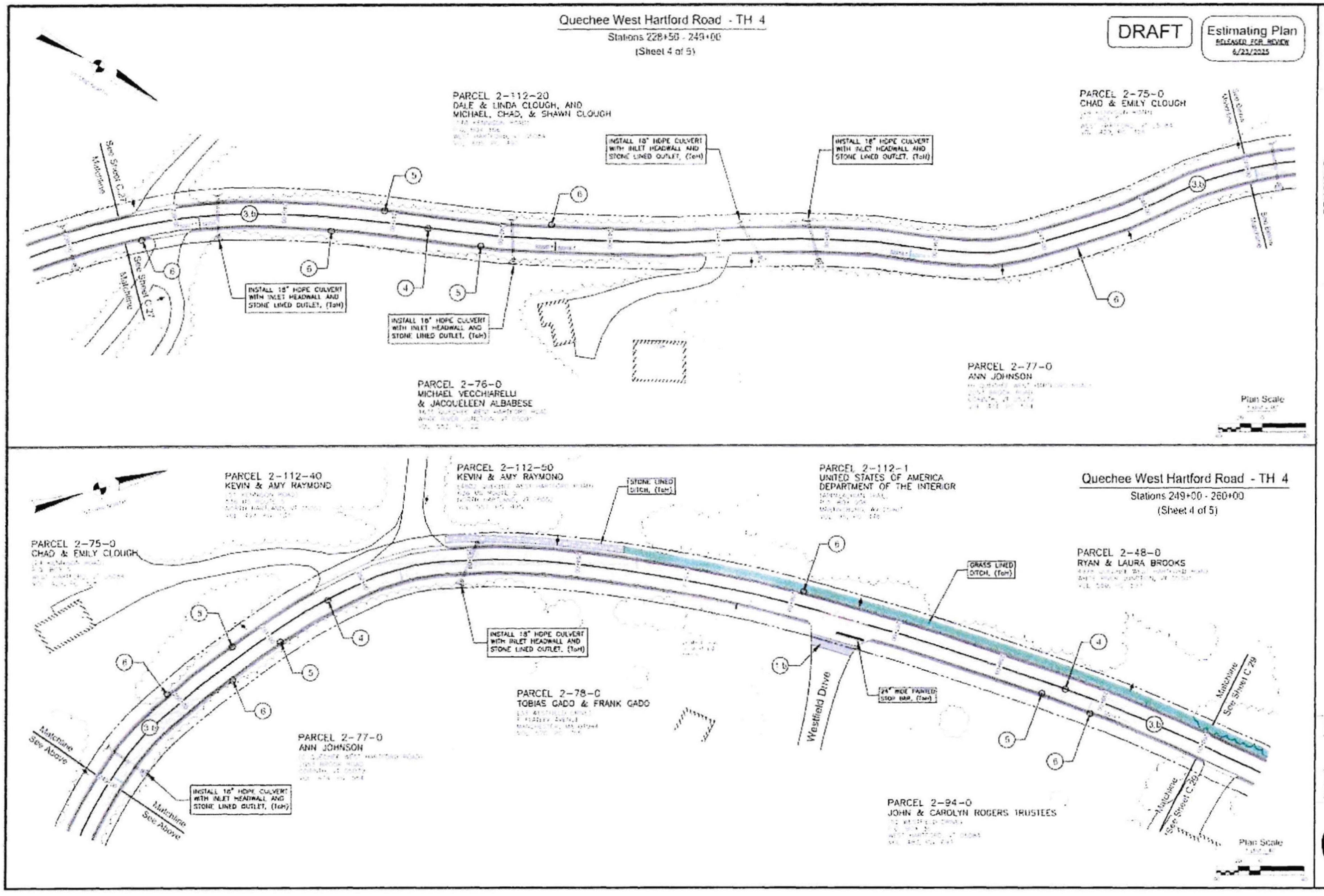


REVISIONS

FY26 Improvements

218+00 - 238+50 Quechee West Hartford Road - TH 4
West Hartford - Town of Hartford Vermont

C.27



REVISIONS

FY26 Improvements

238+50 - 260+00 Quechee West Hartford Road - TH 4
West Hartford - Town of Hartford Vermont

C.28

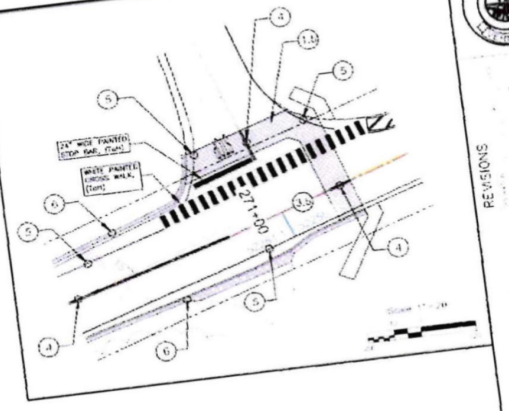
Estimating Plan
RELEASED FOR REVIEW
6/23/2025

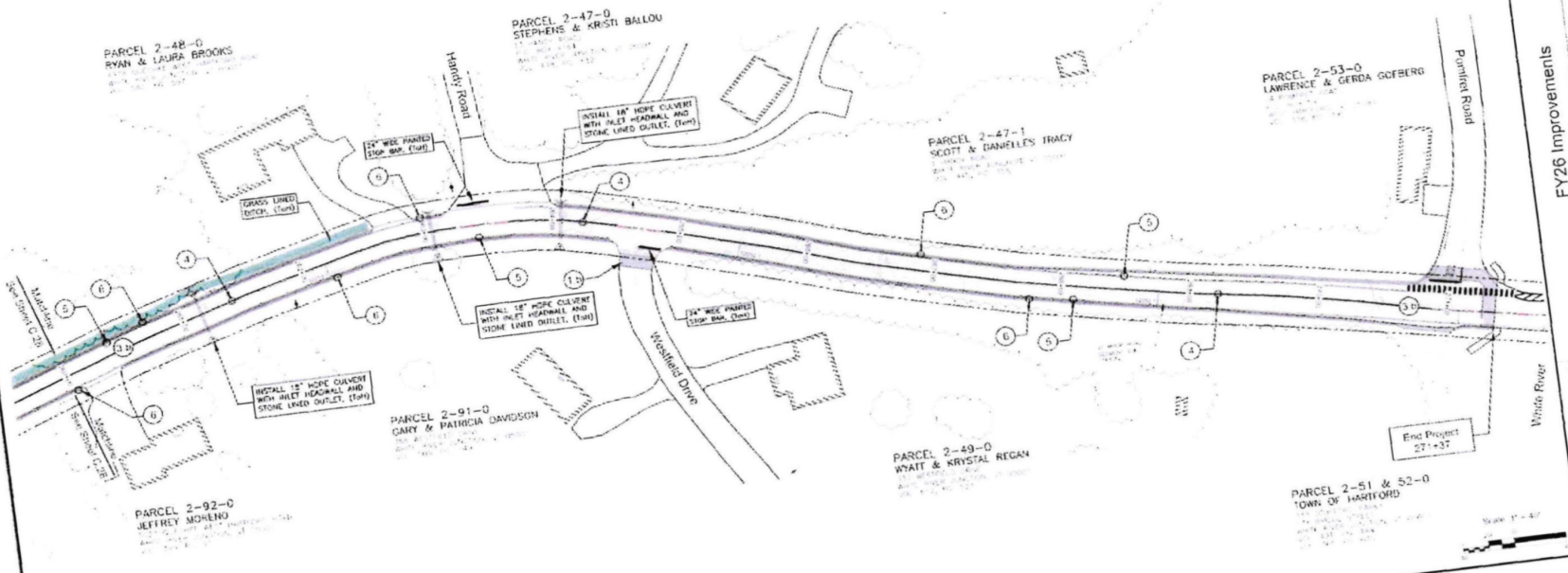
DRAFT

Quechee West Hartford Road - TH 4

Stations 221+00 - 271+37

(Sheet 5 of 5)





REVISIONS

FY26 Improvements

221+00 - 261+00 Quechee West Hartford Road - TH 4

West Hartford - Town of Hartford Vermont

C.29

AGENDA MEMORANDUM
July 22, 2025
Town Selectboard Meeting Item: 5
Submitted by: Bryan Gazda, Director of Public Works

Subject: **Staff Recommendation for Wastewater Line Cleaning, Video Inspection and Reporting**

Background: The Town is required to conduct yearly wastewater line cleaning, video inspections, and report on approximately twenty percent of the wastewater collection lines in each of our systems. Further, the town requires these services to address emergency situations and to facilitate proper planning of projects and maintenance activities

Discussion: The Town received a timely and complete bid from N.A. Manosh, Inc. of Morrisville Vermont for each of our systems.

Staff have previously ranked N.A. Manosh as the most qualified and competitively priced bidder in previous requests for bids with more respondents.

Impact: The total cost for base services of the Quechee system comes to $28,780 an increase of $4,330 and the total cost for base services of the White River Junction system comes to $21,900, an increase of $6,200. Based on recent experiences, these fees remain substantially less than other firms and considered very reasonable.

The cost for the Quechee system is to be paid from GL #65-964-318-0000 and the cost for the WRJ system is to be paid from GL #60-964-318-0000.

Recommendation: That the Selectboard authorize the Town Manager to execute a contract with N.A. Manosh, Inc. for $50,680 with any change orders to follow the purchasing policy.

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For: DPW
DEPARTMENT: Wastewater
DATE: 6/20/25
Tabulated BY: Jeremy DeGis

	Name & Address of Bidder	Quechee Bid	White River		
1	Manosh 120 Northgate Plaza Morrisville	$28,780	$21,900	= $50,680 TOTAL	
2					
3					
4					
5					
6					
7					
8					
9					

ATTENDANCE SHEET

BID/DATE: WW LINE CLEANING INSPECTIONS 9/20/25

	Printed Name	Company	Signature
1	Jeremy Delisle	T.O.H	
2	Christopher Holzwarth	T.O.H	
3			
4			
5			
6			
7			
8			
9			
10			

HARTFORD PUBLIC WORKS DEPARTMENT

173 AIRPORT ROAD, WHITE RIVER JUNCTION, VT 05001 • (802) 295-3622

REQUEST FOR BIDS

Wastewater Collection Line Cleaning, TV Inspection and Inspection Reporting

at

Hartford & Quechee Wastewater Collection Systems

Town of Hartford, Vermont

HVT RFP No. 2025-S1

June 6, 2025

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SECTION 1 – BID INSTRUCTIONS

1.01 COMMUNICATIONS REGARDING THIS PROJECT: Please direct all communications regarding the RFP process to:

Hartford Department of Public Works
HVT DPW RFP No. 2025-S1 – Wastewater Collection Line Cleaning, TV Inspection and Inspection Reporting
c/o Christopher Holzwarth, Project Manager
173 Airport Road
White River Junction, VT 05001
Telephone: (802) 295-3622
Fax: (802) 295-7051
E-Mail: cholzwarth@hartford-vt.org

All communications/questions concerning this RFP must be submitted in writing referencing the specific paragraph and page number. The deadline for questions is listed in Section 1.02 (RFP Schedule). Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02. Changes to this RFP will be made only by formal written correspondence issued by the Town.

A copy of this bid and any additional documentation may be found at the Town of Hartford's website at: https://www.hartford-vt.org/bids.aspx

1.02 RFP SCHEDULE: The following is the anticipated schedule for the RFP Process.

Issue RFP:	June 6, 2025
Notify Town of Intent to Attend Pre-Bid Meeting	No Pre-Bid Meeting is planned.
Pre-Bid Meeting:	No Pre-Bid Meeting is planned.
Site Visit:	No Site Visit is planned.
Last Day to Submit Questions:	5:00 PM local E.S.T. on Friday June 13th, 2025.
Written Responses to Questions:	End of Monday June 16th, 2025.
Due Date for Bids:	12:00 PM E.S.T. on Friday June 20th, 2025.
Selection	T.B.D.
Contract Negotiations	T.B.D.
Contract Approval	T.B.D.

1.03 PRE-BID MEETING: The Town will not conduct a pre-bid meeting. Questions should be submitted in writing with written responses prepared by the Town and posted on the Town's web site by the date listed in Section 1.02. Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02.

1.04 SITE VISIT: Contractors can conduct their own site visit within the public right of ways and submit any questions in writing. Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02.

1.05 SUBMITTING A BID: Each Contractor seeking consideration for performance of services related to the project must submit a Bid. Proposers are to submit one original copy signed by an officer authorized to bind the company, one hard copy, and one digital copy in the Adobe PDF format.

The original and hard copy shall be sealed, properly addressed with the name of the Contractor and sent to;

Hartford Department of Public Works c/o Town Manager's Office
HVT DPW RFP No. 2025-S1 – Wastewater Collection Line Cleaning,
TV Inspection and Inspection Reporting
c/o Christopher Holzwarth, Assistant Director – Planning & Permitting
171 Bridge Street
White River Junction, VT 05001

Sealed bids must be received at the above address by the date/time indicated in Section 1.02 (RFP Schedule) for public opening in the Town Manager's office or method listed in Section 1.06 (Special Covid-19 Bid Opening Procedures) if needed. Bids received after the scheduled date/time will be rejected. All supporting materials and documentation must be included with the bid. The responsibility of timely delivery lies solely with the proposer. Faxed bids are not acceptable.

The Town reserves the right to reject any and all bids, to waive any irregularities in a bid, or to accept the bid(s) which in the judgment of proper officials is in the best interest of the Town. The Town reserves the right to accept a part or parts of a bid unless otherwise restricted in the RFP or issue subsequent Requests for Bid. The Town reserves the right to approve or reject any sub-Contractors proposed for work under this bid or waive any minor irregularities

The Town reserves the right to select the successful proposer on the basis of bids received, without seeking further information for clarification from proposers. Upon review of bids, the Town may designate the most qualified bids as finalists. These finalists may be invited to make oral presentations and participate in a question and answer session with the Town. The Town shall have the right to visit selected user sites, should this be deemed necessary.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this RFP.

The Town does not guarantee that any contract will be awarded as a result of this RFP. In the event a contract award is made but the contract is not executed, the Town does not guarantee that the contract will be re-awarded.

1.06 REQUIRED BID CONTENTS: All brochures and supplemental documentation shall be included with the original and all copies. If not, the bid may be considered as non-responsive. Contractor are required to submit the following information in their bid:

- **Letter of Transmittal**: The proposer shall provide a transmittal letter with authorizing signature for the bid. The letter must briefly summarize the vendor's ability and willingness to perform the services required by the RFP. The letter of Transmittal must be on the form provided in Exhibit A.
- **Company Profile and Background.** Provide the following information on the forms within Exhibit A;
  - o **Location** - The street address of the proposer's company headquarters.
  - o **Local Office of Proposer** - Provide the location of the proposer's office nearest to Hartford, Vermont. Include the local office, a contact name, address, telephone, and fax numbers.
  - o **Company's Primary Business** - State the proposer's primary business, the number of years in the proposer's industry, and the number of employees assigned to these related activities.
  - o **State the legal make-up** of your company: sole proprietorship, partnership, corporation, etc.
  - o **Please list any Lawsuits that you are currently engaged in.** Please provide any and all suits either with the Town of Hartford or any other Municipalities (include, but not limited to Federal, State, Local or other Municipalities and Governmental agencies).
- **Key Personnel Information.** Provide the name, title, mailing address, telephone number and e-mail address of the persons who will function as the Town's primary contact and back-up contact person. Provide brief resumes/qualifications of personnel who will be primarily involved in this project. Include any certifications earned, special training taken, and memberships in professional groups. The information must be provided on the form provided in Exhibit A.
- **Bid Response** as per Section 2.
- **Statement of Exceptions to RFP requirements**: Provide a detailed description of any exceptions taken to the requirements of this RFP, including the Town Standard Terms and Conditions in Section 3. Exceptions shall be referenced to the applicable RFP section/sub-section numbers. Any other departures from the Town's RFP are to be identified and failure to do so shall make the bid non-responsive.
- **References**: Provide a list of references on the form provided as Exhibit B. The Town is particularly interested in contacting your governmental clients in the state of Vermont.
- **Bid Submittal Form**: The proposer shall provide a Bid Submittal Form with a fixed cost for each task identified within the scope of work. The Bid Submittal Form must be on the form provided as Exhibit C.

1.07 ITEMS THAT DISQUALIFY A VENDOR IMMEDIATELY.

- Late bids.
- Incomplete or non-responsive bid.

1.08 CRITERIA: The selection committee will evaluate each bid submitted based on the criteria identified on page 6. After receipt and review of the written bid, the Town may elect to have the bid presented in person, or clarifications submitted in writing.

Proposers shall not assume that any information shared with the Town prior to this RFP will be considered in the Evaluation process of this RFP. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed on the information submitted in bid only.

Evaluation Criteria		
Item	**Description**	**Percentage Possible**
1	Cost	50%
2	Prior Experience and past record of performance	20%
3	Availability of workforce and equipment	50%
4	References	5%
5	Any other criteria determined appropriate by the Town	5%
	Total Points	**100%**

1.9 MISCELLANEOUS ITEMS:

All Contractors submitting a bid will be notified, upon final determination by the Town of the Contractor selected to perform the requested work.

All work and materials used in all task shall be completed in accordance with all applicable Town, State and Federal Ordinances, Rules, Regulations, and Specifications, and reasonable scheduling established by the Town.

SECTION 2 – SCOPE OF PROJECT

2.01 PROJECT DESCRIPTION

(2.01.1) The work to be done under this specification includes all labor, material, and equipment for the purpose of cleaning, TV inspection, and inspection reporting on identified wastewater collection lines, unless specified otherwise in this document.

(2.01.2) The Hartford Wastewater System includes approximately 50,000 linear feet of 6, 8, 10, & 12-inch diameter collection lines with all manholes accessible from hard surfaces.

(2.01.3) The Quechee Wastewater System includes approximately 90,000 linear feet of 6, 8, & 10-inch diameter collection lines with 40% of the manholes accessible from hard surfaces. The remaining 60% are evenly divided between cross country runs and unpaved roadways

(2.01.4) The cleaning portion of this project is to be approximately 20% of the total linear footage contained in each system's collection lines. (10,000 linear feet of the Hartford Wastewater System and 18,000 linear feet of the Quechee Wastewater System.)

(2.01.5) The TV inspection and inspection reports portion of this project is to verify the results of approximately 10% of the lines cleaned. (1,000 linear feet of the Hartford Wastewater System and 1,800 linear feet of the Quechee Wastewater System.)

2.02 Project Plans

(2.02.1) The Department of Public Works will provide maps or prints for the lines to be cleaned and inspected. These lines will be highlighted to identify them as part of each individual project.

(2.02.2) The Department of Public Works will provide reference numbers for all manholes on the maps or prints for the purpose of identifying them on video and video inspection reports.

2.03 Scheduling and Execution of Work

(2.03.1) The project performance period is from July 1, 2025 and must be finished no later than October 15, 2025

(2.03.2) The Department of Public Works will issue the Contractor a notice to proceed after the submittal of satisfactory insurance and safety documents as specified in sections 7 and 8.

(2.03.3) The Department of Public Works and the Contractor will establish a schedule that identifies the project itinerary that is mutually beneficial to both parties within the agreed upon performance period.

(2.03.4) Reasonable allowances, as mutually agreed upon by both the Department of Public Works and the Contractor, for weather and other occurrences outside of either party's control, will be reason to deviate from schedule and/or to extend the performance period.

(2.03.5) The Contractor will begin work as soon as possible after notice to proceed is received from the Department of Public Works.

(2.03.6) The Contractor will perform all cleaning operations prior to TV inspection.

(2.03.7) Within 3 weeks of the completion of cleaning of the wastewater collection lines, the Contractor will TV inspect the wastewater collection lines as identified by the Department of Public Works.

2.04 Work and Materials Provided by the Client

The Department of Public Works will provide the following at no cost to the Contractor

(2.04.1) Public Notification that this project is scheduled with the Contractor.

(2.04.2) Instructions regarding how to respond to residents who approach the Contractor during this project.

(2.04.3) Provide a history of the wastewater mains and any known problems with these mains to the Contractor.

(2.04.4) Access to manholes included in the project area, to include buried and seized manhole lids

(2.04.5) A point of contact between the Department of Public Works and the Contractor during the duration of the project.

(2.04.6) Water for cleaning sewer and access to nearest fire hydrants coordinated with the Fire Department.

(2.04.7) A secure storage area to accommodate the Contractor's equipment, vehicles and materials.

(2.04.8) A location where debris, removed from the sewer cleaning operation, can be deposited.

(2.04.9) Disposal of debris removed from the sewer cleaning process.

(2.04.10) Sewer flow by-pass pumping should sewer flows not allow proper televising or cleaning.

(2.04.11) Damage cleanup expenses from water entering buildings during sewer cleaning assuming that the damage is the result of system inadequacy, condition, or design. This does not pertain to the Contractor improperly following industry standards and normal processes for sewer cleaning.

(2.04.12) Any excavation, opening, back filling, and/or repair of sewers, and/or streets that may be required to remove the Contractor's equipment caught in the sewer pipe due to sewer defects.

2.05 Work and Materials Provided by the Contractor

Sewer cleaning:

(2.05.1) Traffic control in addition to the Contractor's truck warning lights and traffic cones, as needed or required to insure a safe work zone.

(2.05.2) Precautions shall be taken during sewer cleaning when using hydraulically propelled cleaning tools or tools which retard the flow in the sewer line to insure the water pressure created does not damage or cause flooding of public or private property being served by the sewer. When possible, the flow of sewage in the sewer shall be utilized to provide the necessary pressures for hydraulic cleaning devices.

(2.05.3) Cleaning of the sewers shall be done with removing any grit, loose solids, or grease. The sewer will be cleaned leaving no more debris than 5% of the pipe diameter of these types of debris. This does not include the removal of hard deposits such as minerals and cast iron scale.

(2.05.4) Removal of tree roots if required will be done after the initial cleaning. Tree roots will be removed by setting up at the nearest downstream manhole. After the tree roots are removed, a final video inspection will be performed upon request. The fee for the final video inspection, if requested, will be at the quoted price per foot for video inspection services.

(2.05.5) Tap trimming (protruding service connections) will be done after the initial cleaning and inspection. All taps protruding 2" or more into the sewer will be trimmed within ½" of the pipe wall. After the taps are trimmed, a final video inspection will be performed. The fee for the final video inspection will be included in the price for tap trimming.

(2.05.6) The cleaning equipment will be truck mounted combination water jet/vacuum unit(s).

(2.05.7) Water jet performance of minimum of 80 gallons per minute at 2,000 PSI.

(2.05.8) Unit(s) will be equipped with a minimum of 500' of 1" internal diameter sewer cleaning hose with working pressure ratings to match the rating of the water pressure.

(2.05.9) Nozzles used in the cleaning process will accommodate the full flow rating of water jet and will be of proper choice for cleaning application, including rotating nozzle for grease removal.

(2.05.10) Prior to the sewer cleaning operation, the Client and Contractor will agree on a sewer cleaning sequence. In general, the sewer cleaning process will proceed from the upper ends of each sewer basin to the lower ends.

(2.05.11) Multiple passes with the water jet will be made to flush the debris to the manhole where jet/vac unit is positioned.

(2.05.12) Sewers will be cleaned by introducing the water jet into the sewer line facing against the sewer flow and retrieving the water jet under pressure with the sewer flow.

(2.05.13) A handheld control gun will be used to thoroughly clean manholes from grade level.

(2.05.14) Debris will be removed by vacuum to prevent workers from entering manholes. The Contractor will collect and transport all debris removed during the sewer cleaning operation.

(2.05.15) Vacuum system performance will be at least 4,000 CFM and 16" Hg vacuum pressure to ensure all debris can be efficiently removed from sewer without a worker entering the manhole.

Sewer Cleaning Reporting:

(2.05.16) A written report recording observation data will be included with sewer cleaning project. The report will include the following information: Location, manhole number from and to, type of sewer, size of sewer, length of sewer section cleaned, condition of sewer, and observation of type of debris noticed from manhole.

(2.05.17) The condition level will classify the severity of the observation noticed. A numbering system of 0 through 4 will be used with 0 being trace amounts of debris to 4 being severe amounts of debris. Each condition level will also be color-coded and each row entry will be colored accordingly to make the sewer cleaning report easy to read and interpret. A legend will also be included with the report that describes in detail examples of each level of classification.

(2.05.18) The report will be submitted in either Microsoft Excel or Word format. In addition to a printed copy of the sewer cleaning report, an electronic file will be provided. Contractor to submit proposed report format with bid documents.

Sewer Inspection:

(2.05.19) The Contractor will perform closed circuit video inspection of approximately 10% of randomly selected sewers footage using current state-of-the-art technology and trained employees.

(2.05.20) The Client will provide the Contractor with the random footage of sewers to be inspected.

(2.05.21) CCTV camera will be high-resolution color with adjustable iris focus.

(2.05.22) A tractor drive will be available to transport the video camera for inspecting dead end sewers and other situations where manhole access at both ends of sewer may not be available.

(2.05.23) Video camera will be equipped with 1500' of video cable. Lighting on video camera will be suitable to allow proper illumination and a clear video image of the entire periphery of the pipe.

(2.05.24) The camera will be operative in 100% humidity conditions.

(2.05.25) The camera, television monitor, and other components of the video system will produce a high quality video image.

(2.05.26) Footage distance measured by video system will be accurate within 1% and will be used to determine footages for reporting and payment. The centerline between manholes will be the reference points used to determine footage measurements

(2.05.27) Video inspection will not exceed a traverse rate of 30 feet per minute so that sewer line can later be thoroughly examined by the Client while viewing videos.

Sewer Inspection Reporting

(2.05.28) Audio reporting will be avoided to prevent inconsistent operator subjectivity. All observations will be chosen from a standard table of descriptions incorporated in the video reporting software. The same defect and observation description tables will be used on all future project reports.

(2.05.29) All observations and defects will be recorded in paper reports and video media.

(2.05.30) The Contractor will make a color recording on a portable flash drive of all sewers inspected and will also provide a paper report generated by the video inspection software. The video recording will include on-screen observation identifications that label continuous footages, defects, pipe diameter, direction of flow, direction of viewing, manhole and street reference locations. Video inspections recorded on the portable flash drive shall be indexed for faster viewing by the Client. Video files must be in a current and acceptable format such as mpeg, mpeg2, or mpeg4. The written report will be a mirror image of all observations and information recorded. The video inspection equipment shall be integrated with a computer/program to eliminate errors from separate processes.

(2.05.31) All defects and observations will be described with a standard table of descriptions so that there is no variation caused by operator subjectivity.

(2.05.32) The Contractor will provide a printed legend of defect classifications that identifies a rating system for defect observations and their severity. The defect rating system will have prior approval of the Client so those defects are labeled as per the Clients preferences.

(2.05.33) The legend of defect classifications will be attached to each and every written report for easy evaluation.

(2.05.34) The severity of each defect or observation must be recorded and rated according to the legend of classification published by the Contractor.

(2.05.35) Upon Client's request, the Contractor will provide statistical analysis reports generated by the reporting software. The reports will be a condensed summary of various levels of defects as requested by the Client.

(2.05.36) Printed reports must have true-to-scale drawings of all sewer defect and observation locations. These drawings will be computer generated with the use of the video inspection reporting system software.

(2.05.37) Digital photographs will be made of all significant sewer defect observations and will be printed and attached to report. These photographs will be computer generated with the use of the inspection reporting system software with reference numbers of photos.

(2.05.38) For each manhole inspected, one computer generated report sheet will be provided and attached in sequence with the pipeline video inspection report, including the following information recorded: identification number, date, name of city, street location, manhole type, depth from frame to invert, frame opening dimension, condition of lid, condition of lid frame, condition of neck, condition of duct, condition of steps, condition of invert, and whether or not infiltration is visible. A computer-generated drawing will be on the same report sheet that illustrates the size and location of each pipe exit and entrance. A spreadsheet on the same report sheet will list all information included in the drawing, the direction of flow entering and exiting the manhole, the type of all pipe, and all pipe sizes that are connected to the manhole.

(2.05.39) All inspection reports and videos will be prepared and delivered to the Client no later than the last date of the performance period.

(2.05.40) The inspection report and video clips of all high-level defects that can be replayed will be recorded on a portable flash drive. The portable flash drive shall be compatible with Microsoft Windows 7-10 and delivered to the Client within ten (10) calendar days of the last day of the performance period.

Inspection Reversals

(2.05.41) A reversal is defined as any situation during the inspection that prevents the inspection camera from passing. Examples could include such things as protruding service connections, off sets, severe roots, etc.

(2.05.42) The Contractor will perform a reversal and access the opposite manhole of the inspection segment and finish inspecting the remaining portion of the segment in the opposite direction anytime a reversal condition is encountered.

(2.05.43) Each reversal will be a flat rate charge in addition to other prices quoted.

2.06 Safety

(2.06.1) The Contractor will obey all OSHA regulations, with special attention to strictly adhering to Confined Space Entry standard CFR 1910.146, in the event any manholes or other potentially threatening confined spaces are entered by the Contractor's employees.

(2.06.2) The Contractor's employees will be 10 hour OSHA trained and certified.

(2.06.3) The Contractor's will have a comprehensive written Safety Policy. All Contractors employees will be trained in accordance to Contractor's Safety Policy.

(2.06.4) The contractor's employee safety training and safety policies will be submitted to the Client prior to the start of the project.

2.07 Pricing Structure. Prices proposed will remain firm for acceptance within **180** calendar days after the RFP closing date.

The fee bid and cost structure should be submitted to include the following:

1. Provide a separate Bid Fee Form with unit pricing of identified task for each wastewater systems .
2. Insure that your bid has sufficient manpower to achieve the goals for the project.
3. Identify any or all other fees or charges.

SECTION 3 – REQUIREMENTS AND CONDITIONS FOR ALL PROPOSERS

3.01 TAX EXEMPTION: All items purchased under this contract will be exempt from the State of Vermont Sales Tax as provided for in 32 V.S.A. § 9701(5); § 9743(1)-(3). Blanket Certification of Exemption Forms will be furnished to the Proposer by the Finance Division.

3.02 PROPOSER AFFIDAVIT: If the successful proposer should be a corporation not incorporated under the laws of the State of Vermont, a certificate from the Secretary of State showing the rights of the successful proposer to do business in the State of Vermont shall be furnished. Each proposer is required to submit with their bid, an Affidavit stating that neither the proposer nor agents thereof, nor any other party of the proposer has paid or agreed to pay directly or indirectly, any person, firm or corporation, any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will hereafter be paid.

3.03 PROPOSER'S FINANCIAL OBLIGATION TO THE TOWN: No bid may be accepted or contract awarded to any person, firm or corporation that is in arrears or in default to the Town, or that is a defaulter of surety or otherwise upon any obligation to the Town, or has failed to perform faithfully any previous contract with the Town.

3.04 PROPOSER'S INCURRED COSTS: Each proposer shall be responsible for all costs incurred in preparing a response to this RFP. All materials and documents submitted by the proposer in response to this RFP shall become the property of the Town, and shall not be returned. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the Town, shall be responsible for all costs incurred by it during negotiations.

3.05 STANDARD AGREEMENT TERMS FOR PROFESSIONAL SERVICES

(Standard terms subject to change by the Town subject to change prior to the award of the contract.)

ARTICLE 1 - TERM

The Agreement shall commence upon execution by the Town and shall terminate upon expenditure of all funds provided herein or on December 31, 2025, whichever date is earlier.

ARTICLE 2 - SERVICES TO BE PERFORMED BY CONTRACTOR

Contractor shall provide all services necessary to complete the Services that are described in Section 2, Scope of Services, which is incorporated herein by reference.

ARTICLE 3 - COMPENSATION

Upon receipt, review, and acceptance of an invoice by the Department of Public Works it will be forwarded to the Finance Department where the standard terms of payment will follow the most current Town of Hartford Purchasing Policy and Procedure as approved by the Selectboard.

ARTICLE 4 - TOWN'S RESPONSIBILITIES

The Town will furnish Contractor, at no cost or expense, all reports, records, data that might be necessary or useful to complete the Services required under this Agreement.

ARTICLE 5 - STANDARD OF CARE

Contractor shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional under similar circumstances. Contractor shall have no liability for defects in the Services attributable to Contractor's reliance upon or use of data or other information furnished by the Town or third parties retained by the Town

If, during the one year period following completion of the Services, it is shown there is an error in the Services caused by Contractor's failure to meet such standards and Town has notified Contractor in writing of any such error within that period, Contractor shall perform, at no additional cost to Town, such Services within the original Project as may be necessary to remedy such error.

ARTICLE 6 - INDEMNIFICATION

Contractor shall indemnify and defend the Town and its elected officials, officers, employees and agents from and against all claims, losses, damages, and expenses (including reasonable attorneys' fees) of whatsoever kind and nature, to the extent that such claims, losses, damages, or expenses are caused by or arise out of the performance or non-performance of this Agreement and/or the acts, omissions, or conduct of Contractor and its agents, employees, contractors, sub-contractors and representatives in undertaking and performing the Services.

This Article shall survive early termination or expiration of this Agreement.

ARTICLE 7 - INSURANCE

During the term of this Agreement, Contractor shall maintain, at its sole cost and expense, no less than the following insurance issued by an insurance company authorized to conduct business in the State of Vermont and having an "A" rating or better:

(1) General Liability Insurance, having a combined single limit of $2,000,000 for each occurrence and $2,000,000 in the aggregate.
(2) Automobile Liability Insurance, having a combined single limit of $1,000,000 for each person and $1,000,000 for each accident.
(3) Employers' Liability Insurance, having a limit of $500,000 for each occurrence.
(4) Professional Liability Insurance, having a limit of $1,000,000 annual aggregate.
(5) Contractor shall maintain errors and omissions insurance in the amount of $1,000,000.00.
(6) Contractor also shall maintain Workers' Compensation Insurance in such amounts as required by law for all employees and shall furnish to the Town evidence of same.

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor's operations. These are solely minimums that have been assigned to this project and must be met to protect the interests of the Town.

Current certificates of insurance for all policies and concurrent policies required to be maintained by Contractor pursuant to this Article shall be furnished to the Town. All such insurance policies, excluding Professional Liability Insurance, shall name the Town, its elected officials, officers, agents, employees, and volunteers as additional insureds, but only to the extent of the extent of the policy limits stated herein. All policies of insurance required hereunder shall contain a provision requiring a minimum of thirty (30) days advance written notice to the Town in the event of cancellation or diminution of coverage.

ARTICLE 8 - OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Documents and reports prepared by Contractor as part of the Services shall become the sole and exclusive property of the Town upon payment, except as otherwise provided in this Agreement. Contractor shall have the unrestricted right to their use.

Contractor shall retain its rights in pre-existing and standard scripts, databases, computer software, and other proprietary property. Intellectual property that is not specifically designed or created exclusively for the Town in the performance of this Agreement shall also remain the intellectual property of Contractor.

ARTICLE 9 - TERMINATION

This Agreement may be terminated by the Town upon written notice in the event of substantial failure by Contractor to perform in accordance with the terms of this Agreement. Contractor shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

The Town may terminate or suspend performance of this Agreement for the Town's convenience upon thirty (30) days prior written notice to Contractor. In the event of termination by the Town hereunder, the Town will pay Contractor for Services actually provided up to the date of termination.

ARTICLE 10 - STANDARD TERMS

A. DELAY IN PERFORMANCE

Neither the Town nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the Town or Contractor under this Agreement, provided the aforementioned circumstances are not due to the negligence or fault of the asserting party or any of its agents, employees, contractors, sub-contractors and/or representatives.

Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance and any effects on the project's time-line.

B. GOVERNING LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Vermont, without giving effect to the principles thereof relating to conflicts or choice of laws. Any arbitration, litigation or other legal matter regarding this Agreement or performance by either party must be brought in a court of competent jurisdiction in Windsor County, Vermont.

C. COMMUNICATIONS

Any written communication or notice required or permitted by this Agreement shall be made in writing and shall be delivered personally, sent by express delivery, certified mail or first class U.S. mail, postage pre-paid to the address specified below:

Company Name: N. A. Manosh Inc.

Address: 120 Northgate Plaza

Town, State Zip Code: Morrisville, VT 05661

Attention: Nick Manosh

Title: President/Owner

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Contractor and the Town.

D. EQUAL EMPLOYMENT OPPORTUNITY

Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

It is expressly agreed and understood that State of Vermont Title 21: Labor, Chapter 5: Employment practices, Sub-Chapter 6: Fair Employment Practices, §495. Unlawful employment practice constitutes a material condition of this Agreement as fully and as if specifically rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the Town to terminate this Agreement at its option and may bar Contractor from receiving future Town contracts.

E. WAIVER

A waiver by the Town or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall be effective only in the specific instance and for the specific purpose for which it is given and shall not affect the waiving party's rights with respect to any other or further breach.

F. SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void, unenforceable, invalid or illegal provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision.

G. INDEPENDENT CONTRACTOR

By executing this Agreement for professional services, Contractor acknowledges and agrees that it will be providing services to the Town as an "independent contractor". As an independent contractor for the Town, Contractor shall be prohibited from representing or allowing others to construe the parties' relationship in a manner inconsistent with this Article. Contractor shall have no authority to assume or create any obligation on behalf of, or in the name of the Town, without the express prior written approval of a duly authorized representative of the Town.

Contractor, its employees and any persons retained or hired by Contractor to perform the duties and responsibilities under this Agreement are not Town employees, and therefore, such persons shall not be entitled to, nor will they make a claim for, any of the emoluments of employment with the Town of Hartford. Further, Contractor shall be responsible to withhold and pay, or cause such agents, contractors and sub-contractors to withhold and pay, all applicable local, state and federal taxes. Contractor acknowledges its employees are not public employees for purposes of Vermont Municipal Employees Retirement System ("VMERS") membership.

H. ASSIGNMENT

Contractor shall not assign any rights or duties under this Agreement without the prior written consent of the Town. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Contractor from employing independent Contractors, associates, and subcontractors to assist in the performance of the Services.

I. THIRD PARTY RIGHTS

Except as expressly provided in this Agreement, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Town and Contractor.

J. AMENDMENT

The parties may mutually agree to amend this Agreement. However, no such amendment shall be effective unless it is reduced to a writing, which references this Agreement, executed by a duly authorized representative of each party and, if applicable or required, approved by the Selectboard of the Town of Hartford, Vermont.

K. POLITICAL CONTRIBUTIONS

Contractor affirms and certifies that it complies with State of Vermont Title 17: Labor, Chapter 61: Campaign Finance, Sub-Chapter 3: §2941 Limitations of Contributions

L. INTEGRATION

This Agreement represents the entire and integrated agreement between the Town and Contractor. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.

Town of Hartford, Vermont
Department of Public Works

Wastewater Collection Line Cleaning, TV Inspection and Inspection Reporting

HVT DPW RFP No. 2025-S1
June 6, 2025

EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this bid will be in full accordance with the applicable specifications applying thereto unless exceptions stated in the RFP.

The Proposer's name and address exactly as it would appear in a contract:

Entity Name: N. A. Manosh Inc.

Street Address: 120 Northgate Plaza

Town, State, Zip: Morrisville, VT 05661

Proposer's Phone Number: 802-888-5722

Proposer's Fax Number: 802-888-4681

Proposer's E-mail Address: nickm@manosh.com mikem@manosh.com

Form of Ownership ☐ Sole Proprietorship ☐ Franchise ☐ Partnership ☐ Corporation
☐ Joint Venture ☐ LLC ☒ Other (Specify) S Corporation

If a corporation, state of incorporation: Vermont

Federal Identification Number (or SSN for sole proprietorship): EIN 81-0688457
Please include your IRS Form W9 with your bid.

I certify the proposing entity complies with State of Vermont Title 21: Labor, Chapter 5: Employment practices, Sub-Chapter 6: Fair Employment Practices, §495. Unlawful employment practice. Yes ☒ No ☐

SIGNATURE: _____

PRINTED NAME AND TITLE: Nick Manosh President/Owner

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this bid on behalf of your business entity. Please continue completing this exhibit on the next page.

EXHIBIT A – LETTER OF TRANSMITTAL (continued)

COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: N. A. Manosh Inc.

Company's Primary Business :

State the proposer's primary business, the number of years in the industry, and the number of employees assigned to these related activities in the spaces below:

Primary Business	# of Years	# of Employees Assigned
Well Drilling, Excavation, Aggregates, Septic Services, Hydro-Excavation	Company has been in business since 1959	six employees assigned to this division

Current Pending Lawsuits:

Please provide any and all suits either with the Town of Hartford or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies in the space below:

N/A

Local Office of Proposer: Office in/nearest to Hartford, Vermont: Morrisville, VT

EXHIBIT A – LETTER OF TRANSMITTAL (continued)

COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: N. A. Manosh Inc.

Key Personnel: Name	Title	Contact Information: Mailing address, telephone number, fax number and email address	Designated as Primary Contact for the Town of Hartford YES / NO
Nick Manosh Over 35 years of experience installing sewer and storm drainage. Well drilling, Excavation and aggregates	President/Owner	120 Northgate Plaza Morrisville,VT 05661 Office: 802-888-5722 Fax: 802-888-4681 nickm@manosh.com	Yes
Mike Melanson Over 35 years in the waste water industry, cleaning lines, camera inspecting, pipe lining, manhole rehabilitation, PACP, MACP, LACP certified	Manager of Hydro-Vac Division	120 Northgate Plaza Morrisville, VT 05661 Office: 802-888-5722 Cell: 802-585-9916 mikem@manosh.com	Yes
			Yes
			Yes

Town of Hartford, Vermont
Department of Public Works

Wastewater Collection Line Cleaning, TV Inspection and Inspection Reporting

HVT DPW RFP No. 2025-S1
June 6, 2025

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company: N. A. Manosh Inc.

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company for HVT DPW RFP No. 2025-S1. Do not use the Town of Hartford as a reference.

Company Name:	Edward Farrar Utility District	
Address:	Waterbury Waste Water Plane 28 North Main Street Waterbury, VT 05676	
Contact Person:	Matt Jones	
Telephone Number:	802-244-7792	Fax Number:
Email Address:	mjones@waterburyvt.com	
Company Name:	Town of Stowe	
Address:	P.O.Box 730 Stowe, VT 05672	
Contact Person:	Harry Shepard	
Telephone Number:	802-253-8770	Fax Number: 802-253-6137
Email Address:	hshepard@stowevt.gov	
Company Name:	City of Vergennes	
Address:	Department of Public Works 8 Mechanic Street Vergennes, VT 05491	
Contact Person:	James Larrow	
Telephone Number:	802-877-3585	Fax Number:
Email Address:	vpw@vergennes.org	

Town of Hartford, Vermont - Department of Public Works

Wastewater Collection Line Cleaning, TV Inspection and Inspection Reporting

HVT DPW RFP No. 2025-S1

June 6, 2025

EXHIBIT C – HARTFORD BID SUBMITTAL FORM

FROM: COMPANY: N. A. Manosh Inc.

ADDRESS: 120 Northgate Plaza

Morrisville, VT 05661

TELEPHONE: 802-888-5722 FAX: 802-888-4681

Sealed bid shall be submitted in compliance with Section 1.05 (Submitting a Bid) and include all documents required in Section 1.07 (Required Bid Contents).

Pursuant to and in compliance with the specifications contained within this document, the undersigned bidder proposes to complete the work within the performance period for the unit prices as listed below:

Item No.	Description	Estimated Quantity	Unit	Unit Price	Extended Price
1	Mobilization & demobilization for sewer cleaning	1 Allowed	Each	$ 1000.00	$ 1000.00
2	Mobilization & demobilization for sewer inspection	1 Allowed	Each	$ 500.00	$ 5500.00
3	Clean sanitary sewer, hard surface	10,000 LF	Lineal Foot	$ 1.35	$ 13,500.00
4	Clean sanitary sewer, cross country/unpaved road	0 LF	Lineal Foot	$ 0.00	$ 0.00
5	Inspect sanitary sewer with report, hard surface	1,000 LF	Lineal Foot	$ 1.35	$ 1350.00
6	Inspect sanitary sewer with report, cross country/unpaved road	0 LF	Lineal Foot	$ 0.00	$ 0.00
7	Inspection reversal	Use 1	Each	$ 0.00	$ 0.00
8	Digital and printed reports	1	Each	$ 250.00	$ 250.00
9	Root cutting	Use 1	Lineal Foot	$ 1.25	$ TBD
10	Cut protruding service tap	Use 1	Each	$ 300.00	$ 300.00

Contractor's bid meets all specifications without exception YES X NO____

If NO, please list all exceptions to the specifications:

_____

_____

_____

_____

DATED THIS 17 DAY OF June, 20 25.

SIGNATURE OF BIDDER:_____, Title: President/Owner

AGENDA MEMORANDUM
July 22, 2025
Town Selectboard Meeting Item: 5.
Submitted by: Christopher Holzwarth, Assistant DPW Director, Permits and Planning

Subject: **Approval of Drinking Water State Revolving Fund Loan Applications for Asset Management Plans, Authorized Representatives, Execution of Grant and Loan Documents, and Engineer's Contracts for the Quechee and Hartford Water Systems**

Background: The State of Vermont encourages the development of Asset Management Programs for water systems by offering up to $50,000 in planning loan forgiveness to develop and implement a DEC-approved asset management plan that meets their guidelines. Each water system may receive up to $50,000 in loan forgiveness.

To obtain the Grant the town must apply for a Step 1 Planning/Preliminary Engineering Loan through the Drinking Water State Revolving Fund. This application process requires the Town to choose an engineer to first negotiate a scope of services and fee for each system with the Vermont Agency of Natural Resources, Department of Environmental Conservation, Drinking Water and Groundwater Protection Division, Public Drinking Water Program.

The Town reviewed the qualifications and working relationships we currently have with our pre-qualified engineers and chose the Dufresne Group based upon their qualifications, past and ongoing related projects, quality of work, cost and value.

The Dufresne Group successfully negotiated the scope of services for each system which includes all aspects of the State's minimum requirements. Further, we have specifically included an updated hydraulic model, and GIS mapping and asset inventorying to be directly input to the appropriate modules of the Town's PubWorks software for ease of future updates and use in planning and budgeting.

The approved engineering scope for the Hartford Water System (VT0005319) totals $73,800 and the approved engineering scope for the Quechee Water System (VT0001359) is $52,600.

Discussion: (1) Board signing of the Step II loan application is required, (2) it is requested that John Haverstock, Town Manager be named as the Authorized Representative within the application and Bryan Gazda, Director of Public Works be named the Alternative Representative within the application (at least 1 alternative representative is required), (3) a waiver of the purchasing policy is required to engage the engineer due to the unique requirements of procuring the loan, and (4) the board needs to approve the Town Manager to execute the engineering contracts.

Impact: After reimbursement from the forgiveness the project will have an impact of $23,800 to the Hartford Water System to be paid through the system's Engineering Reserves and there will be an impact of $2,600 to the Quechee Water System which is also to be paid through the system's Engineering Reserves.

Recommendation: It is the staff's recommendation that the Selectboard (1) approve and sign the Step II loan application designating John Haverstock, Town Manager as the Authorized Representative and Bryan Gazda, Director of Public Works as the Alternative Representative, (2) approve a waiver of Section 3.6 of the Purchasing Policy to procure the engineering services recognizing the unique requirements of the loan process and the current valued and economically reasonable working relationship the Town has with the Dufresne Group as allowed by Section 3.7 of the Purchasing Policy, and (3) approve the Town Manager to execute the engineering contracts with Dufresne Group upon receipt of the Grant Agreements utilizing each System's Engineering Reserves to cover the unforgiven expenses of $23,800 for the Hartford Water System and $2,600 for the Quechee Water System.

HARTFORD

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES

Prepared by

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Issued and Published Jointly by

ACEC
AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASCE
AMERICAN SOCIETY OF CIVIL ENGINEERS

National Society of Professional Engineers®

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AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between

Town of Hartford ("Owner") and

Dufresne & Associates, PC dba Dufresne Group ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Water System Asset Management Plan ("Project").

Other terms used in this Agreement are defined in Article 7.

Engineer's services under this Agreement are generally identified as follows:

Study and Report Phase Services

Owner and Engineer further agree as follows:

ARTICLE 1 – SERVICES OF ENGINEER

1.01 *Scope*

A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

ARTICLE 2 – OWNER'S RESPONSIBILITIES

2.01 *General*

A. Owner shall have the responsibilities set forth herein and in Exhibit B.

B. Owner shall pay Engineer as set forth in Article 4 and Exhibit C.

C. Owner shall be responsible for all requirements and instructions that it furnishes to Engineer pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement. Engineer may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.

D. Owner shall give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of:

1. any development that affects the scope or time of performance of Engineer's services;

2. the presence at the Site of any Constituent of Concern; or

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3. any relevant, material defect or nonconformance in: (a) Engineer's services, (b) the Work, (c) the performance of any Constructor, or (d) Owner's performance of its responsibilities under this Agreement.

ARTICLE 3 – SCHEDULE FOR RENDERING SERVICES

3.01 *Commencement*

A. Engineer is authorized to begin rendering services as of the Effective Date.

3.02 *Time for Completion*

A. Engineer shall complete its obligations within a reasonable time. Specific periods of time for rendering services, or specific dates by which services are to be completed, are provided in Exhibit A, and are hereby agreed to be reasonable.

B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

C. If Owner authorizes changes in the scope, extent, or character of the Project or Engineer's services, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

D. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the Engineer's performance of its services.

E. If Engineer fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

ARTICLE 4 – INVOICES AND PAYMENTS

4.01 *Invoices*

A. *Preparation and Submittal of Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and the terms of Exhibit C. Engineer shall submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

4.02 *Payments*

A. *Application to Interest and Principal:* Payment will be credited first to any interest owed to Engineer and then to principal.

B. *Failure to Pay*: If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then:

1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and

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2. Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Owner has paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.

C. *Disputed Invoices:* If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion subject to the terms of Paragraph 4.01.

D. *Sales or Use Taxes:* If after the Effective Date any governmental entity takes a legislative action that imposes additional sales or use taxes on Engineer's services or compensation under this Agreement, then Engineer may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Engineer for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Engineer is entitled under the terms of Exhibit C.

ARTICLE 5 – OPINIONS OF COST

5.01 *Opinions of Probable Construction Cost*

A. Engineer's opinions (if any) of probable Construction Cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, then Owner agrees to obtain an independent cost estimate.

5.02 *Designing to Construction Cost Limit*

A. If a Construction Cost limit is established between Owner and Engineer, such Construction Cost limit and a statement of Engineer's rights and responsibilities with respect thereto will be specifically set forth in Exhibit F to this Agreement.

5.03 *Opinions of Total Project Costs*

A. The services, if any, of Engineer with respect to Total Project Costs shall be limited to assisting the Owner in tabulating the various categories that comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total Project Costs.

ARTICLE 6 – GENERAL CONSIDERATIONS

6.01 *Standards of Performance*

A. *Standard of Care:* The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar

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circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.

B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.

C. ***Contingency:*** **The Owner and the Consultant agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the Consultant and, therefore, that the final construction costs of the Project may exceed the estimated construction cost. The Owner agrees to set aside a reserve in the amount 5 percent of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The Owner further agrees to make no claim by way of direct or third-party action against the Consultant or its subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.**

D. ***Betterment*: If, due to the Consultant's negligence, a required item or component of the Project is omitted from the Consultant's construction documents, the Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the Consultant be responsible for any costs or expense that provides betterment or upgrades or enhances the value of the Project.**

E. *Consultants:* Engineer may retain such Consultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.

F. *Reliance on Others:* Subject to the standard of care set forth in Paragraph 6.01.A, Engineer and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

G. *Compliance with Laws and Regulations, and Policies and Procedures:*

1. Engineer and Owner shall comply with applicable Laws and Regulations.

2. Engineer shall comply with any and all policies, procedures, and instructions of Owner that are applicable to Engineer's performance of services under this Agreement and that Owner provides to Engineer in writing, subject to the standard of care set forth in Paragraph 6.01.A, and to the extent compliance is not inconsistent with professional practice requirements.

3. This Agreement is based on Laws and Regulations and Owner-provided written policies and procedures as of the Effective Date. The following may be the basis for

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modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation:

a. changes after the Effective Date to Laws and Regulations;

b. the receipt by Engineer after the Effective Date of Owner-provided written policies and procedures;

c. changes after the Effective Date to Owner-provided written policies or procedures.

H. Engineer shall not be required to sign any document, no matter by whom requested, that would result in the Engineer having to certify, guarantee, or warrant the existence of conditions whose existence the Engineer cannot ascertain. Owner agrees not to make resolution of any dispute with the Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such document.

I. The general conditions for any construction contract documents prepared hereunder are to be EJCDC® C-700 "Standard General Conditions of the Construction Contract" (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, unless expressly indicated otherwise in Exhibit J or elsewhere in this Agreement.

J. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Site, nor for any failure of a Constructor to comply with Laws and Regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.

K. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's, failure to furnish and perform the Work in accordance with the Construction Contract Documents.

L. Engineer shall not be responsible for any decision made regarding the Construction Contract Documents, or any application, interpretation, clarification, or modification of the Construction Contract Documents, other than those made by Engineer or its Consultants.

M. Engineer is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.

N. Engineer's services do not include providing legal advice or representation.

O. Engineer's services do not include (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of

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municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.

P. While at the Site, Engineer, its Consultants, and their employees and representatives shall comply with the applicable requirements of Contractor's and Owner's safety programs of which Engineer has been informed in writing.

6.02 *Design Without Construction Phase Services*

A. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A, Paragraph A1.05. With the exception of such expressly required services, Engineer shall have no design, Shop Drawing review, or other obligations during construction, and Owner assumes all responsibility for the application and interpretation of the Construction Contract Documents, review and response to Contractor claims, Construction Contract administration, processing of Change Orders and submittals, revisions to the Construction Contract Documents during construction, construction observation and review, review of Contractor's payment applications, and all other necessary Construction Phase administrative, engineering, and professional services. Owner waives all claims against the Engineer that may be connected in any way to Construction Phase administrative, engineering, or professional services except for those services that are expressly required of Engineer in Exhibit A.

6.03 *Use of Documents*

A. All Documents are instruments of service, and Engineer shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Engineer) whether or not the Project is completed.

B. If Engineer is required to prepare or furnish Drawings or Specifications under this Agreement, Engineer shall deliver to Owner at least one original printed record version of such Drawings and Specifications, signed and sealed according to applicable Laws and Regulations.

C. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Project. Engineer grants Owner a limited license to use the Documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all services relating to preparation of the Documents, and subject to the following limitations: (1) Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of

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the Documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.

D. If Engineer at Owner's request verifies the suitability of the Documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Owner shall compensate Engineer at rates or in an amount to be agreed upon by Owner and Engineer.

6.04 *Electronic Transmittals*

A. Owner and Engineer may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.

B. If this Agreement does not establish protocols for electronic or digital transmittals, then Owner and Engineer shall jointly develop such protocols.

C. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

6.05 *Insurance*

A. Engineer shall procure and maintain insurance as set forth in Exhibit G. Engineer shall cause Owner to be listed as an additional insured on any applicable general liability insurance policy carried by Engineer.

B. Owner shall procure and maintain insurance as set forth in Exhibit G. Owner shall cause Engineer and its Consultants to be listed as additional insureds on any general liability policies carried by Owner, which are applicable to the Project.

C. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and Engineer's interests in the Project. Owner shall require Contractor to cause Engineer and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.

D. Owner and Engineer shall each deliver to the other certificates of insurance evidencing the coverages indicated in Exhibit G. Such certificates shall be furnished prior to commencement of Engineer's services and at renewals thereafter during the life of the Agreement.

E. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against Engineer or its Consultants. Owner and Engineer waive all rights against each other, Contractor, the Consultants, and

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the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. Owner and Engineer shall take appropriate measures in other Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.

F. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.

G. At any time, Owner may request that Engineer or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit G. If so requested by Owner, and if commercially available, Engineer shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit G will be supplemented to incorporate these requirements.

6.06 *Suspension and Termination*

A. *Suspension:*

1. *By Owner*: Owner may suspend the Project for up to 90 days upon seven days written notice to Engineer.

2. *By Engineer*: Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay Engineer for invoiced services and expenses, as set forth in Paragraph 4.02.B, or in response to the presence of Constituents of Concern at the Site, as set forth in Paragraph 6.10.D.

B. *Termination*: The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

b. by Engineer:

1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's

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control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 6.10.D.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 6.06.B.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of notice from Owner.

C. *Effective Date of Termination:* The terminating party under Paragraph 6.06.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

D. *Payments Upon Termination:*

1. In the event of any termination under Paragraph 6.06, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all Reimbursable Expenses incurred through the effective date of termination. Upon making such payment, Owner shall have the limited right to the use of Documents, at Owner's sole risk, subject to the provisions of Paragraph 6.03.

2. In the event of termination by Owner for convenience or by Engineer for cause, Engineer shall be entitled, in addition to invoicing for those items identified in Paragraph 6.06.D.1, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's Consultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.

6.07 *Controlling Law*

A. This Agreement is to be governed by the Laws and Regulations of the state in which the Project is located.

6.08 *Successors, Assigns, and Beneficiaries*

A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.08.B the assigns of Owner and Engineer) are hereby bound to the other party to this

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Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise in this Agreement:

1. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them.

2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

3. Owner agrees that the substance of the provisions of this Paragraph 6.08.C shall appear in the Construction Contract Documents.

6.09 *Dispute Resolution*

A. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking the procedures of Exhibit H or other provisions of this Agreement, or exercising their rights at law.

B. If the parties fail to resolve a dispute through negotiation under Paragraph 6.09.A, then either or both may invoke the procedures of Exhibit H. If Exhibit H is not included, or if no dispute resolution method is specified in Exhibit H, then the parties may exercise their rights at law.

6.10 *Environmental Condition of Site*

A. Owner represents to Engineer that as of the Effective Date to the best of Owner's knowledge no Constituents of Concern, other than those disclosed in writing to Engineer, exist at or adjacent to the Site.

B. If Engineer encounters or learns of an undisclosed Constituent of Concern at the Site, then Engineer shall notify (1) Owner and (2) appropriate governmental officials if Engineer reasonably concludes that doing so is required by applicable Laws or Regulations.

C. It is acknowledged by both parties that Engineer's scope of services does not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an undisclosed Constituent of Concern, then Owner shall promptly determine whether to retain a qualified expert to evaluate such condition or take any necessary corrective action.

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D. If investigative or remedial action, or other professional services, are necessary with respect to undisclosed Constituents of Concern, or if investigative or remedial action beyond that reasonably contemplated is needed to address a disclosed or known Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until such portion of the Project is no longer affected.

E. If the presence at the Site of undisclosed Constituents of Concern adversely affects the performance of Engineer's services under this Agreement, then the Engineer shall have the option of (1) accepting an equitable adjustment in its compensation or in the time of completion, or both; or (2) terminating this Agreement for cause on seven days notice.

F. Owner acknowledges that Engineer is performing professional services for Owner and that Engineer is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with Engineer's activities under this Agreement.

6.11 *Indemnification and Mutual Waiver*

~~A.~~ *Indemnification by Engineer:* To the fullest extent permitted by Laws and Regulations, Engineer shall indemnify and hold harmless Owner, and Owner's officers, directors, members, partners, agents, consultants, and employees, from losses, damages, and judgments (including reasonable consultants' and attorneys' fees and expenses) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants. ~~**This indemnification provision is subject to and limited by the provisions, if any, agreed to by Owner and Engineer in Exhibit I, "Limitations of Liability."**~~

B. ***Indemnification by Owner*: To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or Owner's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.**

C. *Environmental Indemnification:* To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, costs, losses, damages,

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actions, and judgments (including reasonable consultants' and attorneys fees and expenses) caused by, arising out of, relating to, or resulting from a Constituent of Concern at, on, or under the Site, provided that (1) any such claim, cost, loss, damages, action, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and (2) nothing in this paragraph shall obligate Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.

D. *No Defense Obligation:* The indemnification commitments in this Agreement do not include a defense obligation by the indemnitor unless such obligation is expressly stated.

E. *Percentage Share of Negligence:* To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming by, through, or under the other party for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.

F. *Mutual Waiver:* To the fullest extent permitted by Laws and Regulations, Owner and Engineer waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

6.12 *Records Retention*

A. Engineer shall maintain on file in legible form, for a period of five years following completion or termination of its services, all Documents, records (including cost records), and design calculations related to Engineer's services or pertinent to Engineer's performance under this Agreement. Upon Owner's request, Engineer shall provide a copy of any such item to Owner at cost.

6.13 *Miscellaneous Provisions*

A. *Notices:* Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

B. *Survival:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

C. *Severability:* Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

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D. *Waiver:* A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

E. *Accrual of Claims:* To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

ARTICLE 7 – DEFINITIONS

7.01 *Defined Terms*

A. Wherever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits, or in the following definitions:

1. *Addenda*—Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bidding requirements or the proposed Construction Contract Documents.

2. *Additional Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 2 of Exhibit A of this Agreement.

3. *Agreement*—This written contract for professional services between Owner and Engineer, including all exhibits identified in Paragraph 8.01 and any duly executed amendments.

4. *Application for Payment*—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Construction Contract.

5. *Basic Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 1 of Exhibit A of this Agreement.

6. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Construction Contract Price or the Construction Contract Times, or other revision to the Construction Contract, issued on or after the effective date of the Construction Contract.

7. *Change Proposal*—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth in the Construction Contract, seeking an adjustment in Construction Contract Price or Construction Contract Times, or both; contesting an initial decision by Engineer concerning the requirements of the Construction Contract Documents or the acceptability of Work under the Construction Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Construction Contract.

8. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material

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of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5501 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

9. *Construction Contract*—The entire and integrated written contract between the Owner and Contractor concerning the Work.

10. *Construction Contract Documents*—Those items designated as "Contract Documents" in the Construction Contract, and which together comprise the Construction Contract.

11. *Construction Contract Price*—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Construction Contract Documents.

12. *Construction Contract Times*—The number of days or the dates by which Contractor shall: (a) achieve milestones, if any, in the Construction Contract; (b) achieve Substantial Completion; and (c) complete the Work.

13. *Construction Cost*—The cost to Owner of the construction of those portions of the entire Project designed or specified by or for Engineer under this Agreement, including construction labor, services, materials, equipment, insurance, and bonding costs, and allowances for contingencies. Construction Cost does not include costs of services of Engineer or other design professionals and consultants; cost of land or rights-of-way, or compensation for damages to property; Owner's costs for legal, accounting, insurance counseling, or auditing services; interest or financing charges incurred in connection with the Project; or the cost of other services to be provided by others to Owner. Construction Cost is one of the items comprising Total Project Costs.

14. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and Consultants), performing or supporting construction activities relating to the Project, including but not limited to Contractors, Subcontractors, Suppliers, Owner's work forces, utility companies, other contractors, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.

15. *Consultants*—Individuals or entities having a contract with Engineer to furnish services with respect to this Project as Engineer's independent professional associates and consultants; subcontractors; or vendors.

16. *Contractor*—The entity or individual with which Owner enters into a Construction Contract.

17. *Documents*—Data, reports, Drawings, Specifications, Record Drawings, building information models, civil integrated management models, and other deliverables,

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whether in printed or electronic format, provided or furnished in appropriate phases by Engineer to Owner pursuant to this Agreement.

18. *Drawings*—That part of the Construction Contract Documents that graphically shows the scope, extent, and character of the Work to be performed by Contractor.

19. *Effective Date*—The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, the date on which this Agreement is signed and delivered by the last of the parties to sign and deliver.

20. *Engineer*—The individual or entity named as such in this Agreement.

21. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but does not change the Construction Contract Price or the Construction Contract Times.

22. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.

23. *Owner*—The individual or entity named as such in this Agreement and for which Engineer's services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Construction Contracts concerning the Project.

24. *Project*—The total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Engineer under this Agreement are a part.

25. *Record Drawings*—Drawings depicting the completed Project, or a specific portion of the completed Project, prepared by Engineer as an Additional Service and based on Contractor's record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications, as delivered to Engineer and annotated by Contractor to show changes made during construction.

26. *Reimbursable Expenses*—The expenses incurred directly by Engineer in connection with the performing or furnishing of Basic Services and Additional Services for the Project.

27. *Resident Project Representative*—The authorized representative of Engineer assigned to assist Engineer at the Site during the Construction Phase. As used herein, the term Resident Project Representative or "RPR" includes any assistants or field staff of Resident Project Representative. The duties and responsibilities of the Resident Project Representative, if any, are as set forth in Exhibit D.

28. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.

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29. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Construction Contract Documents.

30. *Site*—Lands or areas to be indicated in the Construction Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands furnished by Owner which are designated for the use of Contractor.

31. *Specifications*—The part of the Construction Contract Documents that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.

32. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.

33. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Construction Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms "substantially complete" and "substantially completed" as applied to all or part of the Work refer to Substantial Completion thereof.

34. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.

35. *Total Project Costs*—The total cost of planning, studying, designing, constructing, testing, commissioning, and start-up of the Project, including Construction Cost and all other Project labor, services, materials, equipment, insurance, and bonding costs, allowances for contingencies, and the total costs of services of Engineer or other design professionals and consultants, together with such other Project-related costs that Owner furnishes for inclusion, including but not limited to cost of land, rights-of-way, compensation for damages to properties, Owner's costs for legal, accounting, insurance counseling, and auditing services, interest and financing charges incurred in connection with the Project, and the cost of other services to be provided by others to Owner.

36. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Construction Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Construction Contract Documents.

37. *Work Change Directive*—A written directive to Contractor issued on or after the effective date of the Construction Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

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B. *Day*:

1. The word "day" means a calendar day of 24 hours measured from midnight to the next midnight.

ARTICLE 8 – EXHIBITS AND SPECIAL PROVISIONS

8.01 *Exhibits Included:*

A. Exhibit A, Engineer's Services.

B. Exhibit B, Owner's Responsibilities.

C. Exhibit C, Payments to Engineer for Services and Reimbursable Expenses.

~~D. Exhibit D, Duties, Responsibilities and Limitations of Authority of Resident Project Representative.~~ **Not Used**

~~E. Exhibit E, Notice of Acceptability of Work.~~ **Not Used**

~~F. Exhibit F, Construction Cost Limit~~ **Not Used**

G. Exhibit G, Insurance.

H. Exhibit H, Dispute Resolution.

I. ~~Exhibit I, Limitations of Liability~~ **Not Used**

~~J. Exhibit J, Special Provisions~~ **Not Used**

K. Exhibit K, Amendment to Owner-Engineer Agreement.

8.02 *Total Agreement*

A. This Agreement, (together with the exhibits included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based whenever possible on the format of Exhibit K to this Agreement.

8.03 *Designated Representatives*

A. With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer's and Owner's representatives with respect to the services to be performed or furnished by Engineer and responsibilities of Owner under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

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8.04 *Engineer's Certifications*

A. Engineer certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement. For the purposes of this Paragraph 8.04:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the selection process or in the Agreement execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process or the execution of the Agreement to the detriment of Owner, or (b) to deprive Owner of the benefits of free and open competition;

3. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Agreement.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Town of Hartford

By: _____

Print name: John Haverstock
Title: Town Manager
Date Signed: _____

Address for Owner's receipt of notices:

_____

_____

Designated Representative (Paragraph 8.03.A):

Title: _____
Phone Number: _____
E-Mail Address: _____

Engineer: Dufresne Group

By: Naomi Johnson Digitally signed by Naomi Johnson Date: 2025.04.04 12:35:13 -04'00'

Print name: Naomi Johnson, PE
Title: Director
Date Signed: _____

Engineer License or Firm's Certificate No. (if required):

State of: _____

Address for Engineer's receipt of notices:

56 Main Street, Suite 200
Springfield, VT 05156

Designated Representative (Paragraph 8.03.A):
Charles Flower, PE
Title: Project Manager
Phone Number: 802.479.3698
E-Mail Address: cflower@dufresnegroup.com

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This is **EXHIBIT A**, consisting of [9] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Engineer's Services

Article 1 of the Agreement is supplemented to include the following agreement of the parties.

Engineer shall provide Basic and Additional Services as set forth below.

PART 1 – BASIC SERVICES

A1.01 *Study and Report Phase*

I. GENERAL:

A. Dufresne Group (DG) will perform customary engineering services for the preparation of an Asset Management Program (AMP) for the Hartford Department Water System owned and operated by the Town of Hartford, Vermont (OWNER). This work includes:

1. An Asset Management Program in compliance with guidance from the Vermont Drinking Water and Groundwater Protection Division (DWGPD) Capacity Development Program.
2. Water system asset mapping, to be incorporated into PubWorks online database.
3. Water system hydraulic modeling using WaterGEMS hydraulic modeling software.

These items are referred to herein as the PROJECT.

II. PRELIMINARY ENGINEERING SERVICES - BASIC:

A. Level of Service Agreement:

1. Incorporate the Level of Service (LOS) goals and performance measures developed with the OWNER into the plan, based on the following categories:

a. External goals: Develop a minimum of three external goals that affect and impact customers. Review input received from OWNER officials and staff and adjust the external goals as needed.
b. Internal goals: Develop a minimum of three internal goals to ensure all external goals are met. Review input received from OWNER officials and staff regarding internal goals created to meet the external goals.
c. Performance Measures: Identify specific tasks and methods used by the OWNER to measure performance for each goal to determine how well the goal is being met, and the personnel responsible.

B. Asset Inventory and Condition Assessment:

1. Complete an inventory of water system assets. All water system assets with a replacement cost of $1,000 or greater will be included in the inventory, including above and below ground components. The inventory will be provided in a spreadsheet format that is compatible with

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the OWNER's existing Asset Management software, PubWorks. The spreadsheet shall include the following information, or as needed to upload the information to PubWorks.

- Identification number
- Type or category
- Location
- Make, model and serial number (if applicable)
- Capacity
- Condition
- Estimated remaining useful life
- Estimated replacement cost
- Probability of failure
- Consequence of Failure
- Notes
- Photo (if accessible)

C. Life Cycle Cost Analysis:

1. Provide discussion of total life cycle costs, including operating, maintenance, rehabilitation and replacement for high priority assets. Recommend policies for tracking costs against specific assets throughout the asset's life to assist the OWNER in performing future life cycle cost analyses.

D. Risk Assessment and Identification of Priority Assets:

1. Based on evaluation of the system and input from the OWNER, determine the overall risk assessment and priority of the assets.
   a. Risk and priority of assets will incorporate EPA guidelines for determining the Consequence of Failure and Probability of Failure for each asset included in the inventory.

E. Risk and Life Cycle Cost Reduction Measures:

1. Develop Operation and Maintenance schedules by asset type to help extend life expectancy of the asset. Develop Operation and Maintenance schedules for the distribution system assets grouped by category.
2. Provide repair, rehabilitation, and replacement schedules by asset type.
3. Provide a short-term replacement table for all assets with an estimated remaining useful life of 10-years or less.
4. Provide a capital improvement plan to replace high priority assets.

F. Funding Strategy:

1. Develop a five-year budget and analysis of funding sources that includes review of rates, revenues, bonds, loans, and reserves for projects identified in the capital improvement plan.
2. Provide current information on commonly used long-term funding options.

G. Implementation of Plan:

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1. Develop an implementation plan that identifies staff responsibilities for maintenance and updates of the asset management plan.

H. Final Evaluation:

1. Develop an Asset Management document based on the information developed and present the results in a bound report with tables, figures, and maps to convey the information to the OWNER, and State and Local officials.
   a. Prepare three paper copies of the bound report at the 90% completion stage for OWNER and one pdf electronic copy for DWGPD staff to review and comment.
   b. Receive review comments from State and Local officials and respond in writing to these review comments.
   c. Assist the OWNER in receiving the approval of the Asset Management Plan from the DWGPD.
   d. Prepare three paper copies of the final bound report for OWNER and one pdf electronic copy for DWGPD staff.

III. PRELIMINARY ENGINEERING SERVICES - SPECIAL:

A. Meet with OWNER and/or State officials on up to five separate occasions during the project (in addition to normal field visits) and discuss findings and receive input, including:

1. Kick-off Meeting: DG will coordinate a kick-off meeting with OWNER, to review the scope of work, schedule, roles, and responsibilities.
2. Level of Service Workshop: DG will coordinate a workshop to assist the OWNER with developing the Level of Service Goals and Performance Measures that will be used to gather, format, and deliver the Asset Management data to the OWNER.
3. Progress Meetings: DG will coordinate 60%, 90% and Final progress meetings with OWNER and DWGPD staff.

B. Field Inventory and Investigations:

1. Review existing mapping and other information provided by the OWNER to develop the preliminary items needed to conduct field investigations and hydrant flow tests.
2. Collect field GPS locations of all valves, hydrants, piping, air releases, and other water infrastructure that is visible on the surface. Locating curb stops is not included.
3. Perform field investigations with OWNER staff to visit, observe, obtain GPS elevations where needed, and photograph all water system components including:
   a. Wells, raw water pumping systems, booster pumping systems
   b. Greensand filters and disinfection treatment components
   c. Treatment and distribution system buildings, including all treatment, and pressure booster pumping buildings.
   d. Storage tanks - survey floor and overflow elevation, measure operating levels and compare to SCADA.
4. With assistance of the OWNER's staff, visit the main distribution pumping station and obtain the measurements needed to determine pump operating flow and head.

C. Mapping Assets:

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1. Compile all collected field data into a digital database and provide the OWNER with shapefiles that contain the locations and other Asset Management information obtained from the field inspections.
2. Format the information as needed so it can be incorporated into the OWNER's existing Asset Management database, PubWorks. DG will work directly with the PubWorks software to create and/or update the database as needed.
3. Review the database with the OWNER and revise as needed based on OWNER review.

D. Hydraulic Modeling:

1. Meet with the OWNER on one occasion to discuss operation of the distribution system, including sources of supply, storage facilities, pumping systems, and other distribution system characteristics relevant to construction of a system hydraulic system model.
2. Develop a hydraulic model of the distribution system using WaterGEMS hydraulic modeling software. The model will include:
   a. Water main general location, diameter, material, installation date, and internal condition. All known distribution or transmission piping (including 2-inch diameter mains and above) will be included in the model.
   b. Water source general location, pump curves, elevations and operational settings.
   c. Storage tanks' general location, size, geometry, elevations, material and installation date. The minimum and maximum tank operating levels will be obtained from the OWNER.
   d. Pump station(s) general location, pump curves, settings and installation date.
   e. Pressure reducing valves and control valves' general location, size, settings and installation date, if any.
   f. Review the water model with the OWNER and update based on OWNER input.
   g. Establish up to three pressure calibration points for use during fire flow testing and C-value testing. The elevation will be obtained and pressure recorders provided by DG will be installed to monitor and record system pressure.
   h. Obtain the most recent water system testing report from the Insurance Service Organization (ISO) for use in establishing proposed fire flow locations.
   i. Perform up to ten fire flow tests and up to two C-value tests. Locations of the various tests will be selected based on review of the existing model and existing information.
   j. Using customer meter data provided by the OWNER, locate and assign the ten largest customers based on their respective average day demand and maximum day demand to model nodes that comprise the highest usage in the water system. Maximum day demands will be calculated using the total system maximum to average peaking factor unless specific maximum day data is available for the individual large users.
3. Model Calibration:
   a. Calibrate the model using steady state analysis and incorporate information obtained from the field tests.
   b. Develop a calibration report summarizing the calibration of the model.
4. Hydraulic Evaluation:
   a. Review and analyze total system daily flow for the past three calendar years and determine average and maximum day demand for each of the three years. Develop estimates of peak hour demand using peaking factors based on historical water system demand data and similar communities. Review tank level data for the identified maximum day to confirm tanks are refilled or adjust maximum day demand to account for tank volume deficit or surplus.

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b. Identify deficiencies:
   i. Areas of the water system where customers have less than 35 psi during either existing or future average day demand conditions.
   ii. Areas of the water system where customers have less than 20 psi during maximum day plus "Needed Fire Flow" conditions listed in the latest ISO report, or during maximum day plus the minimum State required 500 gpm fire flow. Fire flow analysis will be performed using the system maximum day conditions.

A1.02 *Preliminary Design Phase – Not Used*

A1.03 *Final Design Phase – Not Used*

A1.04 *Bidding or Negotiating Phase – Not Used*

A1.05 *Construction Phase – Not Used*

A1.06 *Post-Construction Phase – Not Used*

PART 2 – ADDITIONAL SERVICES

A2.01 *Additional Services Requiring Owner's Written Authorization*

A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Exhibit C.

1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.

3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.

4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Paragraph A1.01.A.1 and 2.

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5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.

6. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.

7. Undertaking investigations and studies including, but not limited to:

    a. detailed consideration of operations, maintenance, and overhead expenses;

    b. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;

    c. preparation of appraisals;

    d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;

    e. detailed quantity surveys of materials, equipment, and labor; and

    f. audits or inventories required in connection with construction performed or furnished by Owner.

8. Furnishing services of Consultants for other than Basic Services.

9. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.

10. Providing the following services:

    a. Services attributable to more prime construction contracts than specified in Paragraph A1.03.D.

    b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.

11. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Part 1 of Exhibit A).

12. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructibility review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.

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13. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents) or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.

14. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services, except when such assistance is required to complete services required by Paragraph 5.02.A and Exhibit F.

15. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.

16. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.

17. Preparing Record Drawings, and furnishing such Record Drawings to Owner.

18. Supplementing Record Drawings with information regarding the completed Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.

19. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.

20. Preparation of operation, maintenance, and staffing manuals.

21. Protracted or extensive assistance in refining and adjusting of Project equipment and systems (such as initial startup, testing, and balancing).

22. Assistance to Owner in training Owner's staff to operate and maintain Project equipment and systems.

23. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.

24. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.

25. Overtime work requiring higher than regular rates.

26. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Paragraph A1.05.A.8; any type of property surveys or related engineering services needed for the transfer of interests in real property; and providing other special field surveys.

27. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.

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28. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).

29. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

A2.02 *Additional Services Not Requiring Owner's Written Authorization*

A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner.

1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner.

2. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Project; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.

3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.

4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.

5. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.

6. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.

7. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.

8. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

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EXHIBIT A-1, APPENDIX 1
PROJECT SCHEDULE

I. General:

1. The OWNER and DG recognize the project schedule is based on the initiation of services date shown below. Delays in the initiation of the start date or due to OWNER and regulatory review time may delay other interim dates as shown herein.
2. Engineering services as provided under this AGREEMENT begin with the execution of this AGREEMENT.

II. Schedule:

1. Services are expected to commence upon receipt of a signed agreement and proceed along the following general schedule:

   A. Receive Authorization to Proceed by ..... May 9, 2025
   B. Complete Site Visits and Field Work by.....July 31, 2025
   C. Meet with Owner to Review Draft Basemap..... September 12, 2025
   D. Complete Basemap .....October 10, 2025
   E. Complete Asset Inventory and Modeling..... November 28, 2025
   F. Review Priority Assets with Owner..... November 28, 2025
   G. Submit Final Plan to Owner for Review..... December 31, 2025
   H. Submit Final Plan for State Review ..... January 30, 2026

2. Some of the services listed above are based upon review times by regulatory agencies or construction activities. In these cases, completion of services by DG is dependent on parties beyond the control of either the OWNER or DG. If regulatory review times extend beyond the times normally expected the interim dates and completion dates listed may be affected.

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This is **EXHIBIT B**, consisting of [3] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Owner's Responsibilities

Article 2 of the Agreement is supplemented to include the following agreement of the parties.

B2.01 In addition to other responsibilities of Owner as set forth in this Agreement, Owner shall at its expense:

A. Provide Engineer with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations.

B. Give instructions to Engineer regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Furnish copies (or give specific directions requesting Engineer to use copies already in Engineer's possession) of all design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents and content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and draft Construction Contract Documents, when applicable. Owner shall have responsibility for the final content of (1) such bidding-related documents (or requests for proposals or other construction procurement documents), and (2) those portions of any Construction Contract other than the design (as set forth in the Drawings, Specifications, or otherwise), and other engineering or technical matters; and Owner shall seek the advice of Owner's legal counsel, risk managers, and insurance advisors with respect to the drafting and content of such documents.

C. Furnish to Engineer any other available information pertinent to the Project including reports and data relative to previous designs, construction, or investigation at or adjacent to the Site.

D. Following Engineer's assessment of initially-available Project information and data and upon Engineer's request, obtain, furnish, or otherwise make available (if necessary through title searches, or retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Basic and Additional Services. Such additional information or data would generally include the following:

1. Property descriptions.

2. Zoning, deed, and other land use restrictions.

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3. Utility and topographic mapping and surveys.

4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.

5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.

6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent areas.

7. Data or consultations as required for the Project but not otherwise identified in this Agreement.

E. Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under the Agreement.

F. Recognizing and acknowledging that Engineer's services and expertise do not include the following services, provide, as required for the Project:

1. Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.

2. Legal services with regard to issues pertaining to the Project as Owner requires, Contractor raises, or Engineer reasonably requests.

3. Such auditing services as Owner requires to ascertain how or for what purpose Contractor has used the money paid.

G. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents (other than those required to be furnished or arranged by Contractor), or to evaluate the performance of materials, equipment, and facilities of Owner, prior to their incorporation into the Work with appropriate professional interpretation thereof. Provide Engineer with the findings and reports generated by testing laboratories, including findings and reports obtained from or through Contractor.

H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the Project designed or specified by Engineer and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the Project.

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I. Advise Engineer of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructibility review.

J. If Owner designates a construction manager or an individual or entity other than, or in addition to, Engineer to represent Owner at the Site, define and set forth as an attachment to this Exhibit B the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Engineer.

K. If more than one prime contract is to be awarded for the Work designed or specified by Engineer, then designate a person or entity to have authority and responsibility for coordinating the activities among the various prime Contractors, and define and set forth the duties, responsibilities, and limitations of authority of such individual or entity and the relation thereof to the duties, responsibilities, and authority of Engineer as an attachment to this Exhibit B that is to be mutually agreed upon and made a part of this Agreement before such services begin.

L. Inform Engineer in writing of any specific requirements of safety or security programs that are applicable to Engineer, as a visitor to the Site.

M. Examine all alternative solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by Engineer (including obtaining advice of an attorney, risk manager, insurance counselor, financial/municipal advisor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.

N. Inform Engineer regarding any need for assistance in evaluating the possible use of Project Strategies, Technologies, and Techniques, as defined in Exhibit A.

O. Advise Engineer as to whether Engineer's assistance is requested in identifying opportunities for enhancing the sustainability of the Project.

P. Place and pay for advertisement for Bids in appropriate publications.

Q. Furnish to Engineer data as to Owner's anticipated costs for services to be provided by others (including, but not limited to, accounting, bond and financial, independent cost estimating, insurance counseling, and legal advice) for Owner so that Engineer may assist Owner in collating the various cost categories which comprise Total Project Costs.

R. Attend and participate in the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.

S. Authorize Engineer to provide Additional Services as set forth in Part 2 of Exhibit A of the Agreement, as required.

T. Perform or provide the following: [ ] ***[List any other Owner responsibilities here.]***

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This is **EXHIBIT C**, consisting of [2] pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated [ ].

Payments to Engineer for Services and Reimbursable Expenses
COMPENSATION PACKET BC-1: Basic Services – Lump Sum

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 2 – OWNER'S RESPONSIBILITIES

C2.01 *Compensation for Basic Services (other than Resident Project Representative) – Lump Sum Method of Payment*

A. Owner shall pay Engineer for Lump Sum Basic Services set forth in Exhibit A, as follows:

1. A Lump Sum amount of $17,340 based on the following estimated distribution of compensation:

a.	Study and Report Phase	$17,340
b.	Preliminary Design Phase	$[ ]
c.	Final Design Phase	$[ ]
d.	Bidding and Negotiating Phase	$[ ]
e.	Construction Phase	$[ ]
f.	Post-Construction Phase	$[ ]

2. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.

3. The Lump Sum includes compensation for Engineer's services and services of Engineer's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses (other than any expressly allowed Reimbursable Expenses), and Consultant charges.

4. In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for the following Reimbursable Expenses: [None].

5. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period. If any Reimbursable Expenses are expressly allowed, Engineer may also bill for any such Reimbursable Expenses incurred during the billing period.

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B. *Period of Service:* The compensation amount stipulated in Compensation Packet BC-1 is conditioned on a period of service not exceeding [the schedule, Exhibit A, Appendix 1] months. If such period of service is extended, the compensation amount for Engineer's services shall be appropriately adjusted.

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This is **EXHIBIT C**, consisting of [3] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Payments to Engineer for Services and Reimbursable Expenses
COMPENSATION PACKET BC-2: Basic Services – Standard Hourly Rates

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 2 – OWNER'S RESPONSIBILITIES

C2.01 *Compensation For Basic Services – Standard Hourly Rates Method of Payment*

A. Owner shall pay Engineer for Hourly Rate Basic Services set forth in Exhibit A, as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer's Consultants' charges, if any.

2. The Standard Hourly Rates charged by Engineer constitute full and complete compensation for Engineer's services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include Reimbursable Expenses or Engineer's Consultants' charges.

3. Engineer's Reimbursable Expenses Schedule and Standard Hourly Rates are attached to this Exhibit C as Appendices 1 and 2.

4. The total compensation for services under Paragraph C2.01 is estimated to be $56,460 based on the following estimated distribution of compensation:

a.	Study and Report Phase	$56,460
b.	Preliminary Design Phase	$[ ]
c.	Final Design Phase	$[ ]
d.	Bidding or Negotiating Phase	$[ ]
e.	Construction Phase	$[ ]
f.	Post-Construction Phase	$[ ]

5. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner. See also C2.03.C.2 below.

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6. The total estimated compensation for Engineer's services included in the breakdown by phases as noted in Paragraph C2.01.A.3 incorporates all labor, overhead, profit, Reimbursable Expenses, and Engineer's Consultants' charges.

7. The amounts billed for Engineer's services under Paragraph C2.01 will be based on the cumulative hours charged to the Project during the billing period by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and Engineer's Consultants' charges.

8. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually (as of [December 31]) to reflect equitable changes in the compensation payable to Engineer.

C2.02 *Compensation For Reimbursable Expenses*

A. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth in Appendix 1 to this Exhibit C.

B. Reimbursable Expenses include the expenses identified in Appendix 1 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.

C. The amounts payable to Engineer for Reimbursable Expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to the Project, the latter multiplied by a factor of [1.08].

C2.03 *Other Provisions Concerning Payment*

A. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of [1.08].

B. *Factors:* The external Reimbursable Expenses and Engineer's Consultants' factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.

C. *Estimated Compensation Amounts:*

1. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.

2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will

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be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice, Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend the Engineer's services during the negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.

D. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

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This is **Appendix 1 to EXHIBIT C**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Standard Hourly Rates Schedule

SCHEDULE OF RATES AND TERMS THROUGH YEAR ENDING 2025

FEES:

Engineering and Technical Services:

Director	$185.00 per hour
President/Regional Manager I	$165.00 " "
Regional Manager II	$115.00-$135.00 " "
Project Manager	$135.00 " "
Project Engineer	$115.00 " "
Construction Manager	$120.00 " "
Associate Project Engineer	$110.00 " "
Engineering Technician/Construction Engineer	$80.00-$100.00 " "
Engineering Intern	$65.00 " "

Administrative Services:

Office Manager	$90.00 per hour
Office Assistant	$75.00 per hour

EXPENSES:

Mileage	Current IRS Rate

Copying:

24" x 36"	$2.50 each
8½" x 11" B&W	$.10 each
8 ½" x 11" Color	$.20 each
11" x 17" B&W	$.49 each
11" x 17" Color	$.98 each

Subcontracted and subconsultant services if required ..... at cost plus 8%

TERMS AND CONDITIONS:

1. Time provided in excess of 40 hours per week or after 9 PM for night time construction observation shall be provided at 150% of the rates shown.
2. Time and expense charges are valid through December 31, 2025.
3. Notes on the Level of Effort Budget Worksheet apply as additional Terms and Conditions.

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TABLE 2 LEVEL OF EFFORT BUDGET WORKSHEET

Project Name: Hartford Water System Asset Management Plan

Date: April 2, 2025

Task Number	Task Description	Director NRJ, PE (Hrs)	Co Pres CMH, PE (Hrs)	PM/RM II TPK, PE (Hrs)	CM RNG (Hrs)	Proj Eng CWF, PE (Hrs)	Eng Tech2 MJO (Hrs)	Eng Tech3 (Hrs)	Eng Tech4 BJR (Hrs)	OM MAV (Hrs)	OA BL (Hrs)	Sub Consult (Dollars)	Expenses (Dollars)	Cost Per Task
II	**Preliminary Engineering Services - Basic**													
A	Level of Service Agreement		2			8				1				$1,340
B	Asset Inventory and Condition Assessment		2		2	30	15							$5,445
C	Life Cycle Cost Analysis				4	16	4							$2,700
D	Risk Assessment and Identification of Priority Assets					8	4							$1,300
E	Risk and Life Cycle Cost Reduction Measures			2		10	4							$1,800
F	Funding Strategy		1			6								$855
G	Implementation of Plan					4								$460
H	Final Evaluation		2	4		20				3				$3,440
III	**Preliminary Engineering Services - Special**													
A	Meetings													
1	Kick-off Meeting					4							$75	$535
2	Level of Service Workshop			2		8							$75	$1,265
3	Progress Meetings					8							$75	$995
B	Field Inventory and Investigations													
1	Existing Information Review					16								$1,840
2	Field Data Collection					8	110						$740	$12,110
3	Field Investigations					12							$75	$1,455
4	Verify pump operating points			4		2								$770
C	Mapping Assets													
1	Compile field data					50	8							$6,510
2	Create PubWorks Database					40								$4,600
3	Update from Client Input					4	16							$1,980
D	Hydraulic Modeling													
1	Hydraulics Meeting					4							$75	$535
2	Model Development													
a	Distribution piping			4		48								$6,060
b	Sources, pumps			2		4								$730
c	Storage tanks			2		4								$730
d	Pump stations			2		4								$730
e	Flow control and valves					2								$230
f	Update from Client Input			2		8								$1,190
g	Flow testing location determination			2		8								$1,190
h	Review ISO requirements					2								$230
i	Fire flow field testing					20	20						$295	$4,495
j	Model adjustment for highest users					4								$460
3	Model Calibration													
a	Steady state calibration			4		24								$3,300
b	Calibration report			4		10				2				$1,870
4	Hydraulic Evaluation													
a	Average and peak demand analysis			2		8								$1,190
b	Identify deficiencies			4		8								$1,460
Total Hours		0	7	40	6	412	181	0	0	6	0			
Percent of Total Hours		0%	1%	6%	1%	63%	28%	0%	0%	1%	0%			
Hourly Rate		$185.00	$165.00	$135.00	$120.00	$115.00	$95.00		$80.00	$90.00	$75.00			
Subtotals		$0	$1,155	$5,400	$720	$47,380	$17,195	$0	$0	$540	$0	$0	$1,410	$73,800

NOTES:

1 Hourly rates are valid through December 31, 2025.

2 Direct subconsultant costs, if any, are listed in the Sub Consult column. The Cost Per Task column includes an 8% markup on subconsultant direct costs.

3 This table is an estimate for planning purposes. Actual hours, staff assignments, and corresponding billing rates may vary from this estimate.

DUFRESNE GROUP CONSULTING ENGINEERS

TOTAL FEES	**$73,800**
TOTAL HOURS	652

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This is **EXHIBIT G**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Insurance

Paragraph 6.05 of the Agreement is supplemented to include the following agreement of the parties:

G6.05 *Insurance*

A. The limits of liability for the insurance required by Paragraph 6.05.A and 6.05.B of the Agreement are as follows:

1. By Engineer:

a. Workers' Compensation: Statutory

b. Employer's Liability --

1) Bodily injury, each accident: $[500,000]
2) Bodily injury by disease, each employee: $[500,000]
3) Bodily injury/disease, aggregate: $[500,000]

c. General Liability --

1) Each Occurrence (Bodily Injury and Property Damage): $[1,000,000]
2) General Aggregate: $[2,000,000]

d. Excess or Umbrella Liability --

1) Per Occurrence: $[1,000,000]
2) General Aggregate: $[1,000,000]

e. Automobile Liability --Combined Single Limit (Bodily Injury and Property Damage):

$[1,000,000]

f. Professional Liability –

1) Each Claim Made $[2,000,000]
2) Annual Aggregate $[3,000,000]

g. Other (specify): $[0]

2. By Owner:

a. Workers' Compensation: Statutory

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b. Employer's Liability --

1)	Bodily injury, Each Accident	$[1,000,000]
2)	Bodily injury by Disease, Each Employee	$[1,000,000]
3)	Bodily injury/Disease, Aggregate	$[2,000,000]

c. General Liability --

1)	General Aggregate:	$[2,000,000]
2)	Each Occurrence (Bodily Injury and Property Damage):	$[1,000,000]

d. Excess Umbrella Liability

1)	Per Occurrence:	$[1,000,000]
2)	General Aggregate:	$[1,000,000]

e. Automobile Liability – Combined Single Limit (Bodily Injury and Property Damage):

$[2,000,000]

f. Other (specify): $[0]

B. *Additional Insureds:*

1. The following individuals or entities are to be listed on Owner's general liability policies of insurance as additional insureds:

a. [Dufresne Group]
Engineer

b. [ ]
Engineer's Consultant

c. [ ]
Engineer's Consultant

d. [ ]
[other]

2. During the term of this Agreement the Engineer shall notify Owner of any other Consultant to be listed as an additional insured on Owner's general liability policies of insurance.

3. The Owner shall be listed on Engineer's general liability policy as provided in Paragraph 6.05.A.

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This is **EXHIBIT K**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. _____

The Effective Date of this Amendment is: _____.

Background Data

Effective Date of Owner-Engineer Agreement:

Owner:

Engineer:

Project:

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

____ Additional Services to be performed by Engineer

____ Modifications to services of Engineer

____ Modifications to responsibilities of Owner

____ Modifications of payment to Engineer

____ Modifications to time(s) for rendering services

____ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Here describe the modifications, in as much specificity and detail as needed. Use an attachment if necessary.

Agreement Summary:

Original agreement amount:	$_____
Net change for prior amendments:	$_____
This amendment amount:	$_____
Adjusted Agreement amount:	$_____

Change in time for services (days or date, as applicable): _____

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The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:	ENGINEER:
_____	_____
By: _____	By: _____
Print name: _____	Print name: _____
Title: _____	Title: _____
Date Signed: _____	Date Signed: _____

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FACTION

Water Infrastructure
FINANCING PROGRAMS

VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION | Vermont Bond Bank | VEDA

VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs
FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form.
This form MUST be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- (●) Municipality, Fire District, or other similar entity
- ( ) Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

A draft Engineering Services Agreement (ESA) must be submitted via ANR Online. Do not submit a draft ESA with this loan application.

This loan will be used for (select all that apply):

- [x] Step I Drinking Water Loan (Feasibility & Planning)
- [ ] Step II Drinking Water Loan (Final Design)
- [ ] Step III Drinking Water Loan (Construction)
- [ ] Drinking Water Loan Amendment
- [ ] Municipal Source Water Protection Loan
- [ ] Step I Clean Water Loan (Feasibility & Planning)
- [ ] Step II Clean Water Loan (Final Design)
- [ ] Step III Clean Water Loan (Construction)
- [ ] Clean Water Loan Amendment
- [ ] CWSRF Interim Financing
- [ ] Pollution Control or ARPA Grant

ANR Online Submission ID from the "Engineering Services Agreement Review and Approval" form:

HQB-W8H3-J79TN

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT	DATE OF APPLICATION
Town of Hartford	Jul 23, 2025

SYSTEM NAME	WSID NUMBER	WASTEWATER PERMIT NUMBER
Hartford Water Department	VT0005319	

MAILING ADDRESS	TOWN	STATE	ZIP+4
173 Airport Road, White River Junction	Hartford	VT	05001 - 6029

PHONE	CELL PHONE	TAX ID	SAM UNIQUE ENTITY ID
802-295-3622		03-6000505	SZNMKKN8CHS4

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

All authorized representatives and any alternate authorized representatives must be members of the owner's governing body or direct employees of the owner and may not be independent contractors working for the owner.

CONTACT NAME	TITLE
John Haverstock	Town Manager

MAILING ADDRESS	TOWN	STATE	ZIP
171 Bridge Street, White River Junction	Hartford	VT	05001-7034

PHONE	CELL PHONE	EMAIL ADDRESS
802-295-9353 (Extension 216)		jhaverstock@hartford-vt.org

ALTERNATE AUTHORIZED REPRESENTATIVE(S) (At least one Alternate Authorized Representative is Required)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME	TITLE
Bryan Gazda	Director of Public Works

MAILING ADDRESS	TOWN	STATE	ZIP
173 Airport Road, White River Junction	Hartford	VT	05001-0629

PHONE	CELL PHONE	EMAIL ADDRESS
802-295-3622 (Extension 104)	802-547-3887	bgazda@hartford-vt.org

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME	CONTACT NAME
Dufresne Group	Charles Flower, P.E.

MAILING ADDRESS	TOWN	STATE	ZIP
56 Main Street, Suite 200	Springfield	VT	05156-2945

PHONE	CELL PHONE	EMAIL ADDRESS
802-479-3698	802-279-3546	cflower@dufresnegroup.com

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title: Hartford Water System (VT0005319) Asset Management Plan

Total amount requested for this loan: $ 50,000

Total projected project cost: $ 73,800

Please enter details of costs not included in the Engineering Services Agreement that the requested loan amount will cover:

Total cost of project includes developing a Level of Service Agreement, Asset Inventory and Condition Assessment, Life Cycle Cost Analysis, Risk Assessment and Identification of Priority Assets, Risk and Life Cycle Cost Reduction Measures, Funding Strategy, Implementation of Plan, Final Evaluation, Meeting with Owner/State, Field Inventory and Investigations, Hydraulic Modeling, Model Calibration, and Hydraulic Evaluation of the Hartford Water System exceeding the maximum grant award amount of $50,000 by $23,800.

Please describe the source(s) of the additional funding needed to cover the difference between the amount requested for this loan and the total projected project cost:

The Hartford Water System (VT0005319) has an Engineering Reserve Fund for the system with capacity to fund this project.

Please describe the history of the project:

This project to develop an Asset Management Plan along with an updated Hydraulic Model and GIS Database has been envisioned for the last 5 years, however large staff turnover in the management of the town has prevented it from moving forward until now. As the town faces looming financial decisions with many aging portions of the system that are in need of repair and replacement this tool is critical to planning and prioritizing maintenance, repairs and replacements.

Please describe who will benefit from the proposed project:

All users and rate payers benefit by this project which facilitates proper planning and management of the systems short and long term maintenance and capital expenses which in turn leads improved service and reliability.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

The current and potential customers of this municipal water system rely solely on it for their potable water supply needs.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

This loan will be used to develop a comprehensive Asset Management Plan, including a Hydraulic Model and updated GIS Map. Further, the GIS mapping and Assets will be input directly into the PubWorks software currently utilized by the Town by the engineers to facilitate a robust, interactive and adaptable plan.

Please include estimated or actual project cost summary/estimate of probable project costs.

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located.
The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

(●) Yes ( ) No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date:	August 1, 2025
Estimated Project Completion Date:	June 30, 2026

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount
July - September	2025	$24,600
October - December	2025	$24,600
January - March	2026	$24,600
Add Another Quarter	TOTAL -->	$73,800

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year? State Fiscal Year

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	$29,160	$113,055	$113,055	$113,055	$113,055
Amount Collected	$29,160	$113,055	$113,055	$0	$0
Amount Uncollected/Outstanding	$0	$0	$56,528	$113,055	$113,055
Estimated Amount of Commercial Revenue	$29,160	$113,055	$113,055	$113,055	$113,055

Does the system use tax revenue to support any utility related activities, including capital projects?

◉ Yes ○ No

What is the source of the revenue (special assessment, general fund, 1%, impact fees, etc.)?

White River Junction Tax Incremental Finance (TIF) District

Will taxes or fees need to be adjusted based on the proposed project?

○ Yes ◉ No

Taxes Supporting System Revenue

	Current FY - 2	Current FY - 1	Current FY	Current FY + 1	Current FY + 2
Amount Billed	$29,160	$113,055	$113,055	$113,055	$113,055
Amount Collected	$29,160	$113,055	$56,528	$0	$0
Amount Uncollected/Outstanding	$0	$0	$56,528	$113,055	$113,055

WATER FEE BASIS & RATES (only applicable to public community water systems)

This section may be completed by engineer or applicant

What is your current method to assess water fees (check the description that most closely matches your methods)?

- ☒ Metered/Variable Rate - Rates are based on a metered rate (flow rate) in addition to a fixed rate (base rate).
- ☐ Unmetered Flat Rate - Customers are charged a flat rate that does not vary based on flow.
- ☐ Both Metered & Unmetered - There is a combination of metered and unmetered customers.
- ☐ Property Tax Based - Rates are based on property taxes.

Total Number of Residential Connections:
(multi-unit connections count as more than 1, for example, a duplex counts as 2 and a 10 unit apartment Building counts as 10) 2,125

Total amount of water used last year by commercial, industrial, and institutional connections (gal or cuft):

Calculate Equivalent Residential Units (ERUs) by dividing the number above by 76,650 gal or 10,240 cuft.:

Total Equivalent Residential Connections (ERUs) --> 0

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):	$1,072,412
Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):	$1,072,412

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt?	$1,162,275
What is the applicant's total annual long-term debt payment?	$286,992

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	$286,992	$113,055	$113,055	$113,055	$113,055	$113,055

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	$ Amount Outstanding
Wilder Well Replacement	Self-Supporting	2026	$173,937
RF3-390-3.0	Self-Supporting	2041	$495,722
RF3-467-3.0	Self-Supporting	2043	$492,617
Add Another Long-Term Debt	Total As of -->	Jul 1, 2025	$1,162,276

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

○ Yes ◉ No

Does the Applicant have any future borrowing plans over the next 5 years?

◉ Yes ○ No

Please describe the system's future borrowing plans.

The town will be asking voters to approve an approximately $7,000,000 bond to improve aging water mains in the Wilder and White River Junction areas that are in poor condition.

Replacing aging and in poor condition water mains in Wilder along Hartford Avenue, Manning Drive, Horseshoe Avenue, South Street, C Street, James Street, Kriskarli Drive, Gillette Street and Norwich Avenue estimated at $5,800,000 and the aging and poor condition water mains in White River Junction along Nutt Lane, Latham Works Lane and Harrison Avenue estimated at $1,200,000.

Are there other capital projects in the near term (5 years)?

◉ Yes ○ No

Please describe those other capital projects planned for the near term (5 years)?

The Town desires continued engineering for improvements to the Hartford Water System in the White River Junction portion to address aging lines, reliability, and quality of service issues. A planning Loan may be desired.

Does the Applicant have an annual or cumulative deficit?

○ Yes ◉ No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

○ Yes ◉ No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

○ Yes ◉ No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

May 2025 unemployment rate was 1.9%. The average value of a house in Hartford is stable at approximately $418,000. Single family housing starts lag behind historical numbers, but growth in multi-family housing continues with permits recently issuec for a 48 unit development and a 192 unit development. The population after some decline has increased to around 10,657 after falling to below 10,000 in 2010.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

The only potential user with the ability to exceed 5% is the VA Hospital which is a consecutive system with its own water storage and pressure zone limiting it impact on the system.

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

◉ Yes ○ No

Please describe the reserve fund and what it is used for:

A reserve fund for engineering has specifically been established to fund projects such as this project, emergencies, and preliminary planning of future improvements.

Further the system has a capital reserve intended to assist in funding emergencies, unforeseen capital expenses, provide interim financing of major projects, and or to finance small to medium capital improvements.

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

○ Yes ◉ No

What does the Applicant do with surpluses, if any?

Any surpluses are either used to offset rate increases, encumbered for planned expenses not completed within the fiscal year or placed into reserves.

Reserve Funds					
	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available	$694,432	$610,582	$610,582	$610,582	$610,582

Financial Documentation & Controls

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:
- *3 years statement of revenue and expenditure, AND;*
- *3 years year-ending cash balance (checking, savings, and investment accounts)*

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

○ Yes ◉ No

Did the Applicant have more than one budget defeat in the last two years?

○ Yes ◉ No

Does the Applicant have any pending litigation in excess of $10,000 on the system and/or the municipality?

○ Yes ○ No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

◉ Yes ○ No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

○ Yes ◉ No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Are all account records currently maintained for:

Checkbook ○ Yes ○ No ○ Don't Know By Whom:

Comments:

Receipts ○ Yes ○ No ○ Don't Know By Whom:

Comments:

Disbursements ○ Yes ○ No ○ Don't Know By Whom:

Comments:

Deposit Slips ○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are bank statements reconciled on a regular basis?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Are financial records maintained in a computerized system?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Are any financial records maintained in manual form?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the same individual open the mail and deposit checks?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are checks always written to specified payees and not to cash?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are pre-numbered checks used for all bank accounts?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are checks written by the same individual who approves payments?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Is the organization professionally audited by a CPA?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the Authorized Representative assist in the audit planning process?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are regular financial reports prepared for the board?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Have board members attended financial trainings?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc. Failure to include all key personnel will result in the application being considered incomplete.

NAME

POSITION (select from the list or enter another value)

QUALIFICATIONS:

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date: _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

Clerk Certification

Clerk Signature Date: _____

SIGNATURE OF CLERK _____ PRINT NAME _____

Authorized Representative Certification

Authorized Representative Signature Date: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____ PRINT NAME _____

Submit completed application and all attachments via the ANR Online website at:

https://anronline.vermont.gov/?formtag=SRFLoanIntake

Quick

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES

Prepared by

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Issued and Published Jointly by

ACEC
AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASCE
AMERICAN SOCIETY OF CIVIL ENGINEERS

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AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between

Town of Hartford ("Owner") and

Dufresne & Associates, PC dba Dufresne Group ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Quechee Central Water System Asset Management Plan ("Project").

Other terms used in this Agreement are defined in Article 7.

Engineer's services under this Agreement are generally identified as follows:

Study and Report Phase Services

Owner and Engineer further agree as follows:

ARTICLE 1 – SERVICES OF ENGINEER

1.01 *Scope*

A. Engineer shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

ARTICLE 2 – OWNER'S RESPONSIBILITIES

2.01 *General*

A. Owner shall have the responsibilities set forth herein and in Exhibit B.

B. Owner shall pay Engineer as set forth in Article 4 and Exhibit C.

C. Owner shall be responsible for all requirements and instructions that it furnishes to Engineer pursuant to this Agreement, and for the accuracy and completeness of all programs, reports, data, and other information furnished by Owner to Engineer pursuant to this Agreement. Engineer may use and rely upon such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement, subject to any express limitations or reservations applicable to the furnished items.

D. Owner shall give prompt written notice to Engineer whenever Owner observes or otherwise becomes aware of:

1. any development that affects the scope or time of performance of Engineer's services;

2. the presence at the Site of any Constituent of Concern; or

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3. any relevant, material defect or nonconformance in: (a) Engineer's services, (b) the Work, (c) the performance of any Constructor, or (d) Owner's performance of its responsibilities under this Agreement.

ARTICLE 3 – SCHEDULE FOR RENDERING SERVICES

3.01 *Commencement*

A. Engineer is authorized to begin rendering services as of the Effective Date.

3.02 *Time for Completion*

A. Engineer shall complete its obligations within a reasonable time. Specific periods of time for rendering services, or specific dates by which services are to be completed, are provided in Exhibit A, and are hereby agreed to be reasonable.

B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's services is impaired, or Engineer's services are delayed or suspended, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

C. If Owner authorizes changes in the scope, extent, or character of the Project or Engineer's services, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

D. Owner shall make decisions and carry out its other responsibilities in a timely manner so as not to delay the Engineer's performance of its services.

E. If Engineer fails, through its own fault, to complete the performance required in this Agreement within the time set forth, as duly adjusted, then Owner shall be entitled, as its sole remedy, to the recovery of direct damages, if any, resulting from such failure.

ARTICLE 4 – INVOICES AND PAYMENTS

4.01 *Invoices*

A. *Preparation and Submittal of Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and the terms of Exhibit C. Engineer shall submit its invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.

4.02 *Payments*

A. *Application to Interest and Principal:* Payment will be credited first to any interest owed to Engineer and then to principal.

B. *Failure to Pay*: If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then:

1. amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and

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2. Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Owner has paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.

C. *Disputed Invoices:* If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion subject to the terms of Paragraph 4.01.

D. *Sales or Use Taxes:* If after the Effective Date any governmental entity takes a legislative action that imposes additional sales or use taxes on Engineer's services or compensation under this Agreement, then Engineer may invoice such additional sales or use taxes for reimbursement by Owner. Owner shall reimburse Engineer for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Engineer is entitled under the terms of Exhibit C.

ARTICLE 5 – OPINIONS OF COST

5.01 *Opinions of Probable Construction Cost*

A. Engineer's opinions (if any) of probable Construction Cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by Engineer. If Owner requires greater assurance as to probable Construction Cost, then Owner agrees to obtain an independent cost estimate.

5.02 *Designing to Construction Cost Limit*

A. If a Construction Cost limit is established between Owner and Engineer, such Construction Cost limit and a statement of Engineer's rights and responsibilities with respect thereto will be specifically set forth in Exhibit F to this Agreement.

5.03 *Opinions of Total Project Costs*

A. The services, if any, of Engineer with respect to Total Project Costs shall be limited to assisting the Owner in tabulating the various categories that comprise Total Project Costs. Engineer assumes no responsibility for the accuracy of any opinions of Total Project Costs.

ARTICLE 6 – GENERAL CONSIDERATIONS

6.01 *Standards of Performance*

A. *Standard of Care:* The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar

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circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer.

B. *Technical Accuracy:* Owner shall not be responsible for discovering deficiencies in the technical accuracy of Engineer's services. Engineer shall correct deficiencies in technical accuracy without additional compensation, unless such corrective action is directly attributable to deficiencies in Owner-furnished information.

C. ***Contingency:*** **The Owner and the Consultant agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the drawings and specifications prepared by the Consultant and, therefore, that the final construction costs of the Project may exceed the estimated construction cost. The Owner agrees to set aside a reserve in the amount 5 percent of the Project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. The Owner further agrees to make no claim by way of direct or third-party action against the Consultant or its subconsultants with respect to any increased costs within the contingency because of such changes or because of any claims made by the Contractor relating to such changes.**

D. ***Betterment*: If, due to the Consultant's negligence, a required item or component of the Project is omitted from the Consultant's construction documents, the Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the Consultant be responsible for any costs or expense that provides betterment or upgrades or enhances the value of the Project.**

E. *Consultants:* Engineer may retain such Consultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by Owner.

F. *Reliance on Others:* Subject to the standard of care set forth in Paragraph 6.01.A, Engineer and its Consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

G. *Compliance with Laws and Regulations, and Policies and Procedures:*

1. Engineer and Owner shall comply with applicable Laws and Regulations.

2. Engineer shall comply with any and all policies, procedures, and instructions of Owner that are applicable to Engineer's performance of services under this Agreement and that Owner provides to Engineer in writing, subject to the standard of care set forth in Paragraph 6.01.A, and to the extent compliance is not inconsistent with professional practice requirements.

3. This Agreement is based on Laws and Regulations and Owner-provided written policies and procedures as of the Effective Date. The following may be the basis for

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modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation:

a. changes after the Effective Date to Laws and Regulations;

b. the receipt by Engineer after the Effective Date of Owner-provided written policies and procedures;

c. changes after the Effective Date to Owner-provided written policies or procedures.

H. Engineer shall not be required to sign any document, no matter by whom requested, that would result in the Engineer having to certify, guarantee, or warrant the existence of conditions whose existence the Engineer cannot ascertain. Owner agrees not to make resolution of any dispute with the Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such document.

I. The general conditions for any construction contract documents prepared hereunder are to be EJCDC® C-700 "Standard General Conditions of the Construction Contract" (2013 Edition), prepared by the Engineers Joint Contract Documents Committee, unless expressly indicated otherwise in Exhibit J or elsewhere in this Agreement.

J. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Site, nor for any failure of a Constructor to comply with Laws and Regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.

K. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's, failure to furnish and perform the Work in accordance with the Construction Contract Documents.

L. Engineer shall not be responsible for any decision made regarding the Construction Contract Documents, or any application, interpretation, clarification, or modification of the Construction Contract Documents, other than those made by Engineer or its Consultants.

M. Engineer is not required to provide and does not have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.

N. Engineer's services do not include providing legal advice or representation.

O. Engineer's services do not include (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission, or (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of

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municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances.

P. While at the Site, Engineer, its Consultants, and their employees and representatives shall comply with the applicable requirements of Contractor's and Owner's safety programs of which Engineer has been informed in writing.

6.02 *Design Without Construction Phase Services*

A. Engineer shall be responsible only for those Construction Phase services expressly required of Engineer in Exhibit A, Paragraph A1.05. With the exception of such expressly required services, Engineer shall have no design, Shop Drawing review, or other obligations during construction, and Owner assumes all responsibility for the application and interpretation of the Construction Contract Documents, review and response to Contractor claims, Construction Contract administration, processing of Change Orders and submittals, revisions to the Construction Contract Documents during construction, construction observation and review, review of Contractor's payment applications, and all other necessary Construction Phase administrative, engineering, and professional services. Owner waives all claims against the Engineer that may be connected in any way to Construction Phase administrative, engineering, or professional services except for those services that are expressly required of Engineer in Exhibit A.

6.03 *Use of Documents*

A. All Documents are instruments of service, and Engineer shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Engineer) whether or not the Project is completed.

B. If Engineer is required to prepare or furnish Drawings or Specifications under this Agreement, Engineer shall deliver to Owner at least one original printed record version of such Drawings and Specifications, signed and sealed according to applicable Laws and Regulations.

C. Owner may make and retain copies of Documents for information and reference in connection with the use of the Documents on the Project. Engineer grants Owner a limited license to use the Documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all services relating to preparation of the Documents, and subject to the following limitations: (1) Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of

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the Documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.

D. If Engineer at Owner's request verifies the suitability of the Documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Owner shall compensate Engineer at rates or in an amount to be agreed upon by Owner and Engineer.

6.04 *Electronic Transmittals*

A. Owner and Engineer may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.

B. If this Agreement does not establish protocols for electronic or digital transmittals, then Owner and Engineer shall jointly develop such protocols.

C. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

6.05 *Insurance*

A. Engineer shall procure and maintain insurance as set forth in Exhibit G. Engineer shall cause Owner to be listed as an additional insured on any applicable general liability insurance policy carried by Engineer.

B. Owner shall procure and maintain insurance as set forth in Exhibit G. Owner shall cause Engineer and its Consultants to be listed as additional insureds on any general liability policies carried by Owner, which are applicable to the Project.

C. Owner shall require Contractor to purchase and maintain policies of insurance covering workers' compensation, general liability, motor vehicle damage and injuries, and other insurance necessary to protect Owner's and Engineer's interests in the Project. Owner shall require Contractor to cause Engineer and its Consultants to be listed as additional insureds with respect to such liability insurance purchased and maintained by Contractor for the Project.

D. Owner and Engineer shall each deliver to the other certificates of insurance evidencing the coverages indicated in Exhibit G. Such certificates shall be furnished prior to commencement of Engineer's services and at renewals thereafter during the life of the Agreement.

E. All policies of property insurance relating to the Project, including but not limited to any builder's risk policy, shall allow for waiver of subrogation rights and contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any insured thereunder or against Engineer or its Consultants. Owner and Engineer waive all rights against each other, Contractor, the Consultants, and

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the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils or causes of loss covered by any builder's risk policy and any other property insurance relating to the Project. Owner and Engineer shall take appropriate measures in other Project-related contracts to secure waivers of rights consistent with those set forth in this paragraph.

F. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement, and that renewal will not be refused, until at least 10 days prior written notice has been given to the primary insured. Upon receipt of such notice, the receiving party shall promptly forward a copy of the notice to the other party to this Agreement.

G. At any time, Owner may request that Engineer or its Consultants, at Owner's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those specified in Exhibit G. If so requested by Owner, and if commercially available, Engineer shall obtain and shall require its Consultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by Owner, and Exhibit G will be supplemented to incorporate these requirements.

6.06 *Suspension and Termination*

A. *Suspension:*

1. *By Owner*: Owner may suspend the Project for up to 90 days upon seven days written notice to Engineer.

2. *By Engineer*: Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement if Owner has failed to pay Engineer for invoiced services and expenses, as set forth in Paragraph 4.02.B, or in response to the presence of Constituents of Concern at the Site, as set forth in Paragraph 6.10.D.

B. *Termination*: The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

b. by Engineer:

1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's

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control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 6.10.D.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 6.06.B.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of notice from Owner.

C. *Effective Date of Termination:* The terminating party under Paragraph 6.06.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

D. *Payments Upon Termination:*

1. In the event of any termination under Paragraph 6.06, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all Reimbursable Expenses incurred through the effective date of termination. Upon making such payment, Owner shall have the limited right to the use of Documents, at Owner's sole risk, subject to the provisions of Paragraph 6.03.

2. In the event of termination by Owner for convenience or by Engineer for cause, Engineer shall be entitled, in addition to invoicing for those items identified in Paragraph 6.06.D.1, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's Consultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Exhibit C.

6.07 *Controlling Law*

A. This Agreement is to be governed by the Laws and Regulations of the state in which the Project is located.

6.08 *Successors, Assigns, and Beneficiaries*

A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 6.08.B the assigns of Owner and Engineer) are hereby bound to the other party to this

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Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise in this Agreement:

1. Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them.

2. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

3. Owner agrees that the substance of the provisions of this Paragraph 6.08.C shall appear in the Construction Contract Documents.

6.09 *Dispute Resolution*

A. Owner and Engineer agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to invoking the procedures of Exhibit H or other provisions of this Agreement, or exercising their rights at law.

B. If the parties fail to resolve a dispute through negotiation under Paragraph 6.09.A, then either or both may invoke the procedures of Exhibit H. If Exhibit H is not included, or if no dispute resolution method is specified in Exhibit H, then the parties may exercise their rights at law.

6.10 *Environmental Condition of Site*

A. Owner represents to Engineer that as of the Effective Date to the best of Owner's knowledge no Constituents of Concern, other than those disclosed in writing to Engineer, exist at or adjacent to the Site.

B. If Engineer encounters or learns of an undisclosed Constituent of Concern at the Site, then Engineer shall notify (1) Owner and (2) appropriate governmental officials if Engineer reasonably concludes that doing so is required by applicable Laws or Regulations.

C. It is acknowledged by both parties that Engineer's scope of services does not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an undisclosed Constituent of Concern, then Owner shall promptly determine whether to retain a qualified expert to evaluate such condition or take any necessary corrective action.

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D. If investigative or remedial action, or other professional services, are necessary with respect to undisclosed Constituents of Concern, or if investigative or remedial action beyond that reasonably contemplated is needed to address a disclosed or known Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until such portion of the Project is no longer affected.

E. If the presence at the Site of undisclosed Constituents of Concern adversely affects the performance of Engineer's services under this Agreement, then the Engineer shall have the option of (1) accepting an equitable adjustment in its compensation or in the time of completion, or both; or (2) terminating this Agreement for cause on seven days notice.

F. Owner acknowledges that Engineer is performing professional services for Owner and that Engineer is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, which are or may be encountered at or near the Site in connection with Engineer's activities under this Agreement.

6.11 *Indemnification and Mutual Waiver*

~~A.~~ *Indemnification by Engineer:* To the fullest extent permitted by Laws and Regulations, Engineer shall indemnify and hold harmless Owner, and Owner's officers, directors, members, partners, agents, consultants, and employees, from losses, damages, and judgments (including reasonable consultants' and attorneys' fees and expenses) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Engineer or Engineer's officers, directors, members, partners, agents, employees, or Consultants. ~~**This indemnification provision is subject to and limited by the provisions, if any, agreed to by Owner and Engineer in Exhibit I, "Limitations of Liability."**~~

B. ***Indemnification by Owner*: To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or Owner's officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Owner with respect to this Agreement or to the Project.**

C. *Environmental Indemnification:* To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from all claims, costs, losses, damages,

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actions, and judgments (including reasonable consultants' and attorneys fees and expenses) caused by, arising out of, relating to, or resulting from a Constituent of Concern at, on, or under the Site, provided that (1) any such claim, cost, loss, damages, action, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and (2) nothing in this paragraph shall obligate Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.

D. *No Defense Obligation:* The indemnification commitments in this Agreement do not include a defense obligation by the indemnitor unless such obligation is expressly stated.

E. *Percentage Share of Negligence:* To the fullest extent permitted by Laws and Regulations, a party's total liability to the other party and anyone claiming by, through, or under the other party for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, Engineer, and all other negligent entities and individuals.

F. *Mutual Waiver:* To the fullest extent permitted by Laws and Regulations, Owner and Engineer waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

6.12 *Records Retention*

A. Engineer shall maintain on file in legible form, for a period of five years following completion or termination of its services, all Documents, records (including cost records), and design calculations related to Engineer's services or pertinent to Engineer's performance under this Agreement. Upon Owner's request, Engineer shall provide a copy of any such item to Owner at cost.

6.13 *Miscellaneous Provisions*

A. *Notices:* Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

B. *Survival:* All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

C. *Severability:* Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

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D. *Waiver:* A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

E. *Accrual of Claims:* To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of Substantial Completion.

ARTICLE 7 – DEFINITIONS

7.01 *Defined Terms*

A. Wherever used in this Agreement (including the Exhibits hereto) terms (including the singular and plural forms) printed with initial capital letters have the meanings indicated in the text above, in the exhibits, or in the following definitions:

1. *Addenda*—Written or graphic instruments issued prior to the opening of bids which clarify, correct, or change the bidding requirements or the proposed Construction Contract Documents.

2. *Additional Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 2 of Exhibit A of this Agreement.

3. *Agreement*—This written contract for professional services between Owner and Engineer, including all exhibits identified in Paragraph 8.01 and any duly executed amendments.

4. *Application for Payment*—The form acceptable to Engineer which is to be used by Contractor during the course of the Work in requesting progress or final payments and which is to be accompanied by such supporting documentation as is required by the Construction Contract.

5. *Basic Services*—The services to be performed for or furnished to Owner by Engineer in accordance with Part 1 of Exhibit A of this Agreement.

6. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Construction Contract Price or the Construction Contract Times, or other revision to the Construction Contract, issued on or after the effective date of the Construction Contract.

7. *Change Proposal*—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth in the Construction Contract, seeking an adjustment in Construction Contract Price or Construction Contract Times, or both; contesting an initial decision by Engineer concerning the requirements of the Construction Contract Documents or the acceptability of Work under the Construction Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Construction Contract.

8. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material

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of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5501 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

9. *Construction Contract*—The entire and integrated written contract between the Owner and Contractor concerning the Work.

10. *Construction Contract Documents*—Those items designated as "Contract Documents" in the Construction Contract, and which together comprise the Construction Contract.

11. *Construction Contract Price*—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Construction Contract Documents.

12. *Construction Contract Times*—The number of days or the dates by which Contractor shall: (a) achieve milestones, if any, in the Construction Contract; (b) achieve Substantial Completion; and (c) complete the Work.

13. *Construction Cost*—The cost to Owner of the construction of those portions of the entire Project designed or specified by or for Engineer under this Agreement, including construction labor, services, materials, equipment, insurance, and bonding costs, and allowances for contingencies. Construction Cost does not include costs of services of Engineer or other design professionals and consultants; cost of land or rights-of-way, or compensation for damages to property; Owner's costs for legal, accounting, insurance counseling, or auditing services; interest or financing charges incurred in connection with the Project; or the cost of other services to be provided by others to Owner. Construction Cost is one of the items comprising Total Project Costs.

14. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and Consultants), performing or supporting construction activities relating to the Project, including but not limited to Contractors, Subcontractors, Suppliers, Owner's work forces, utility companies, other contractors, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.

15. *Consultants*—Individuals or entities having a contract with Engineer to furnish services with respect to this Project as Engineer's independent professional associates and consultants; subcontractors; or vendors.

16. *Contractor*—The entity or individual with which Owner enters into a Construction Contract.

17. *Documents*—Data, reports, Drawings, Specifications, Record Drawings, building information models, civil integrated management models, and other deliverables,

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whether in printed or electronic format, provided or furnished in appropriate phases by Engineer to Owner pursuant to this Agreement.

18. *Drawings*—That part of the Construction Contract Documents that graphically shows the scope, extent, and character of the Work to be performed by Contractor.

19. *Effective Date*—The date indicated in this Agreement on which it becomes effective, but if no such date is indicated, the date on which this Agreement is signed and delivered by the last of the parties to sign and deliver.

20. *Engineer*—The individual or entity named as such in this Agreement.

21. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but does not change the Construction Contract Price or the Construction Contract Times.

22. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.

23. *Owner*—The individual or entity named as such in this Agreement and for which Engineer's services are to be performed. Unless indicated otherwise, this is the same individual or entity that will enter into any Construction Contracts concerning the Project.

24. *Project*—The total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the services to be performed or furnished by Engineer under this Agreement are a part.

25. *Record Drawings*—Drawings depicting the completed Project, or a specific portion of the completed Project, prepared by Engineer as an Additional Service and based on Contractor's record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, and written interpretations and clarifications, as delivered to Engineer and annotated by Contractor to show changes made during construction.

26. *Reimbursable Expenses*—The expenses incurred directly by Engineer in connection with the performing or furnishing of Basic Services and Additional Services for the Project.

27. *Resident Project Representative*—The authorized representative of Engineer assigned to assist Engineer at the Site during the Construction Phase. As used herein, the term Resident Project Representative or "RPR" includes any assistants or field staff of Resident Project Representative. The duties and responsibilities of the Resident Project Representative, if any, are as set forth in Exhibit D.

28. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.

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29. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Construction Contract Documents.

30. *Site*—Lands or areas to be indicated in the Construction Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands furnished by Owner which are designated for the use of Contractor.

31. *Specifications*—The part of the Construction Contract Documents that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.

32. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.

33. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Construction Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms "substantially complete" and "substantially completed" as applied to all or part of the Work refer to Substantial Completion thereof.

34. *Supplier*—A manufacturer, fabricator, supplier, distributor, materialman, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.

35. *Total Project Costs*—The total cost of planning, studying, designing, constructing, testing, commissioning, and start-up of the Project, including Construction Cost and all other Project labor, services, materials, equipment, insurance, and bonding costs, allowances for contingencies, and the total costs of services of Engineer or other design professionals and consultants, together with such other Project-related costs that Owner furnishes for inclusion, including but not limited to cost of land, rights-of-way, compensation for damages to properties, Owner's costs for legal, accounting, insurance counseling, and auditing services, interest and financing charges incurred in connection with the Project, and the cost of other services to be provided by others to Owner.

36. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Construction Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Construction Contract Documents.

37. *Work Change Directive*—A written directive to Contractor issued on or after the effective date of the Construction Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

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B. *Day*:

1. The word "day" means a calendar day of 24 hours measured from midnight to the next midnight.

ARTICLE 8 – EXHIBITS AND SPECIAL PROVISIONS

8.01 *Exhibits Included:*

A. Exhibit A, Engineer's Services.

B. Exhibit B, Owner's Responsibilities.

C. Exhibit C, Payments to Engineer for Services and Reimbursable Expenses.

~~D. Exhibit D, Duties, Responsibilities and Limitations of Authority of Resident Project Representative.~~ **Not Used**

~~E. Exhibit E, Notice of Acceptability of Work~~**. Not Used**

~~F. Exhibit F, Construction Cost Limit~~ **Not Used**

G. Exhibit G, Insurance.

H. Exhibit H, Dispute Resolution.

I. ~~Exhibit I, Limitations of Liability~~ **Not Used**

~~J. Exhibit J, Special Provisions~~ **Not Used**

K. Exhibit K, Amendment to Owner-Engineer Agreement.

8.02 *Total Agreement*

A. This Agreement, (together with the exhibits included above) constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a written instrument duly executed by both parties. Amendments should be based whenever possible on the format of Exhibit K to this Agreement.

8.03 *Designated Representatives*

A. With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer's and Owner's representatives with respect to the services to be performed or furnished by Engineer and responsibilities of Owner under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions relative to this Agreement on behalf of the respective party whom the individual represents.

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8.04 *Engineer's Certifications*

A. Engineer certifies that it has not engaged in corrupt, fraudulent, or coercive practices in competing for or in executing the Agreement. For the purposes of this Paragraph 8.04:

1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the selection process or in the Agreement execution;

2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the selection process or the execution of the Agreement to the detriment of Owner, or (b) to deprive Owner of the benefits of free and open competition;

3. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or affect the execution of the Agreement.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Town of Hartford

By: _____

Print name: John Haverstock
Title: Town Manager
Date Signed: _____

Address for Owner's receipt of notices:

_____

_____

Designated Representative (Paragraph 8.03.A):

Title: _____
Phone Number: _____
E-Mail Address: _____

Engineer: Dufresne Group

By: Naomi Johnson Digitally signed by Naomi Johnson Date: 2025.04.04 12:37:44 -04'00'

Print name: Naomi Johnson, PE
Title: Director
Date Signed: _____

Engineer License or Firm's Certificate No. (if required):

State of: _____

Address for Engineer's receipt of notices:

56 Main Street, Suite 200
Springfield, VT 05156

Designated Representative (Paragraph 8.03.A):
Charles Flower, PE
Title: Project Manager
Phone Number: 802.479.3698
E-Mail Address: cflower@dufresnegroup.com

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This is **EXHIBIT A**, consisting of [9] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Engineer's Services

Article 1 of the Agreement is supplemented to include the following agreement of the parties.

Engineer shall provide Basic and Additional Services as set forth below.

PART 1 – BASIC SERVICES

A1.01 *Study and Report Phase*

I. GENERAL:

A. Dufresne Group (DG) will perform customary engineering services for the preparation of an Asset Management Program (AMP) for the Quechee Central Water System owned and operated by the Town of Hartford, Vermont (OWNER). This work includes:

1. An Asset Management Program in compliance with guidance from the Vermont Drinking Water and Groundwater Protection Division (DWGPD) Capacity Development Program.
2. Water system asset mapping, to be incorporated into PubWorks online database.
3. Water system hydraulic model update using WaterGEMS hydraulic modeling software

These items are referred to herein as the PROJECT.

II. PRELIMINARY ENGINEERING SERVICES - BASIC:

A. Level of Service Agreement:

1. Incorporate the Level of Service (LOS) goals and performance measures developed with the OWNER into the plan, based on the following categories:

a. External goals: Develop a minimum of three external goals that affect and impact customers. Review input received from OWNER officials and staff and adjust the external goals as needed.
b. Internal goals: Develop a minimum of three internal goals to ensure all external goals are met. Review input received from OWNER officials and staff regarding internal goals created to meet the external goals.
c. Performance Measures: Identify specific tasks and methods used by the OWNER to measure performance for each goal to determine how well the goal is being met, and the personnel responsible.

B. Asset Inventory and Condition Assessment:

1. Complete an inventory of water system assets. All water system assets with a replacement cost of $1,000 or greater will be included in the inventory, including above and below ground components. The inventory will be provided in a spreadsheet format that is compatible with

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the OWNER's existing Asset Management software, PubWorks. The spreadsheet shall include the following information, or as needed to upload the information to PubWorks.

- Identification number
- Type or category
- Location
- Make, model and serial number (if applicable)
- Capacity
- Condition
- Estimated remaining useful life
- Estimated replacement cost
- Probability of failure
- Consequence of Failure
- Notes
- Photo (if accessible)

C. Life Cycle Cost Analysis:

1. Provide discussion of total life cycle costs, including operating, maintenance, rehabilitation and replacement for high priority assets. Recommend policies for tracking costs against specific assets throughout the asset's life to assist the OWNER in performing future life cycle cost analyses.

D. Risk Assessment and Identification of Priority Assets:

1. Based on evaluation of the system and input from the OWNER, determine the overall risk assessment and priority of the assets.

    a. Risk and priority of assets will incorporate EPA guidelines for determining the Consequence of Failure and Probability of Failure for each asset included in the inventory.

E. Risk and Life Cycle Cost Reduction Measures:

1. Develop Operation and Maintenance schedules by asset type to help extend life expectancy of the asset. Develop Operation and Maintenance schedules for the distribution system assets grouped by category.
2. Provide repair, rehabilitation, and replacement schedules by asset type.
3. Provide a short-term replacement table for all assets with an estimated remaining useful life of 10-years or less.
4. Provide a capital improvement plan to replace high priority assets.

F. Funding Strategy:

1. Develop a five-year budget and analysis of funding sources that includes review of rates, revenues, bonds, loans, and reserves for projects identified in the capital improvement plan.
2. Provide current information on commonly used long-term funding options.

G. Implementation of Plan:

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1. Develop an implementation plan that identifies staff responsibilities for maintenance and updates of the asset management plan.

H. Final Evaluation:

1. Develop an Asset Management document based on the information developed and present the results in a bound report with tables, figures, and maps to convey the information to State and Local officials.

   a. Prepare three paper copies of the bound report at the 90% completion stage for OWNER and one pdf electronic copy for DWGPD staff to review and comment.
   b. Receive review comments from State and Local officials and respond in writing to these review comments.
   c. Assist the OWNER in receiving the approval of the Asset Management Plan from the DEC.
   d. Prepare three paper copies of the final bound report for OWNER and one pdf electronic copy for DWGPD staff.

III. PRELIMINARY ENGINEERING SERVICES - SPECIAL:

A. Meet with OWNER and/or State officials on up to five separate occasions during the project (in addition to normal field visits) and discuss findings and receive input, including:

1. Kick-off Meeting: DG will coordinate a kick-off meeting with OWNER, to review the scope of work, schedule, roles, and responsibilities.
2. Level of Service Workshop: DG will coordinate a workshop to assist the OWNER with developing the Level of Service Goals and Performance Measures that will be used to gather, format, and deliver the Asset Management data to the OWNER.
3. Progress Meetings: DG will coordinate 60%, 90% and Final progress meetings with OWNER and DWGPD staff.

B. Field Inventory and Investigations:

1. Review existing mapping and other information provided by the OWNER to develop the preliminary items needed to conduct field investigations and hydrant flow tests.
2. Collect field GPS locations of all valves, hydrants, piping, air releases, and other water infrastructure (1 source, 3 pump stations, 4 tanks). Survey the overflow and floor elevation of the Quechee-Hartland tank. Locating curb stops is not included.
3. Perform field investigations with OWNER staff to visit, observe, obtain GPS elevations where needed, and photograph all water system components including:
   a. Well and wellhouse with disinfection system
   b. Storage tanks
   c. Three (3) pressure booster pumping stations. Record pump flow rates and suction and discharge pressures to determine pump operating points.

C. Mapping Assets:

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1. Compile all collected field data into a digital database and provide the OWNER with shapefiles that contain the locations and other Asset Management information obtained from the field inspections.
2. Format the information as needed so it can be incorporated into the OWNER's existing Asset Management database, PubWorks. DG will work directly with the PubWorks software to create and/or update the database as needed.
3. Review the database with the OWNER and revise as needed based on OWNER review.

D. Hydraulic Modeling:

1. Use record information to update the existing water model to include any modifications, replacements or upgrades that have been completed since the water model was last updated in 2017 including:
    a. Water main general location, diameter, material, installation date, and internal condition.
    b. Water source general location, pump curves, elevations and operational settings.
    c. Storage tank general location, size, geometry, elevations, material and installation date. The minimum and maximum tank operating levels will be obtained from the OWNER.
    d. Pump station(s) general location, pump curves, settings and installation dates.
    e. Review the water model with the OWNER and update based on OWNER input.
    f. Establish up to three pressure calibration points for use during fire flow testing and C-value testing. The elevation will be obtained and pressure recorders provided by DG will be installed to monitor and record system pressure.
    g. Obtain the most recent water system testing report from the Insurance Service Organization (ISO) for use in establishing proposed fire flow locations.
    h. Perform up to five fire flow tests and up to two C-value tests. Locations of the various tests will be selected based on review of the existing model and existing information.
    i. Using customer meter data provided by the OWNER, locate and assign the largest customers based on their respective average day demand and maximum day demand to model nodes that comprise the highest usage in the water system. Maximum day demands will be calculated using the total system maximum to average peaking factor unless specific maximum day data is available for the individual large users.
2. Model Calibration:
    a. Calibrate the model using steady state analysis and incorporate information obtained from the field flow tests.
    b. Develop a calibration report summarizing the calibration of the model.
3. Hydraulic Evaluation:
    a. Review and analyze total system daily flow for the past three calendar years and determine average and maximum day demand for each of the three years. Develop estimates of peak hour demand using peaking factors based on historical water system demand data and similar communities. Review tank level data for the identified maximum day to confirm tanks are refilled or adjust maximum day demand to account for tank volume deficit or surplus.
    b. Identify deficiencies:
        i. Areas of the water system where customers have less than 35 psi during either existing or future average day demand conditions.
        ii. Areas of the water system where customers have less than 20 psi during maximum day plus "Needed Fire Flow" conditions listed in the latest ISO report, or during maximum day plus the minimum State required 500 gpm fire

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flow. Fire flow analysis will be performed using the system maximum day conditions.

A1.02 *Preliminary Design Phase – Not Used*

A1.03 *Final Design Phase – Not Used*

A1.04 *Bidding or Negotiating Phase – Not Used*

A1.05 *Construction Phase – Not Used*

A1.06 *Post-Construction Phase – Not Used*

PART 2 – ADDITIONAL SERVICES

A2.01 *Additional Services Requiring Owner's Written Authorization*

A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services and will be paid for by Owner as indicated in Exhibit C.

1. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

2. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.

3. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.

4. Services resulting from Owner's request to evaluate additional Study and Report Phase alternative solutions beyond those agreed to in Paragraph A1.01.A.1 and 2.

5. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.

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6. Providing renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.

7. Undertaking investigations and studies including, but not limited to:

   a. detailed consideration of operations, maintenance, and overhead expenses;

   b. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;

   c. preparation of appraisals;

   d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;

   e. detailed quantity surveys of materials, equipment, and labor; and

   f. audits or inventories required in connection with construction performed or furnished by Owner.

8. Furnishing services of Consultants for other than Basic Services.

9. Providing data or services of the types described in Exhibit B, when Owner retains Engineer to provide such data or services instead of Owner furnishing the same.

10. Providing the following services:

    a. Services attributable to more prime construction contracts than specified in Paragraph A1.03.D.

    b. Services to arrange for performance of construction services for Owner by contractors other than the principal prime Contractor, and administering Owner's contract for such services.

11. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office as required in Basic Services (Part 1 of Exhibit A).

12. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructibility review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.

13. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents) or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.

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14. Assistance in connection with bid protests, rebidding, or renegotiating contracts for construction, materials, equipment, or services, except when such assistance is required to complete services required by Paragraph 5.02.A and Exhibit F.

15. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.

16. Providing Construction Phase services beyond the original date for completion and readiness for final payment of Contractor, but only if such services increase the total quantity of services to be performed in the Construction Phase, rather than merely shifting performance of such services to a later date.

17. Preparing Record Drawings, and furnishing such Record Drawings to Owner.

18. Supplementing Record Drawings with information regarding the completed Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.

19. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.

20. Preparation of operation, maintenance, and staffing manuals.

21. Protracted or extensive assistance in refining and adjusting of Project equipment and systems (such as initial startup, testing, and balancing).

22. Assistance to Owner in training Owner's staff to operate and maintain Project equipment and systems.

23. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.

24. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.

25. Overtime work requiring higher than regular rates.

26. Providing construction surveys and staking to enable Contractor to perform its work other than as required under Paragraph A1.05.A.8; any type of property surveys or related engineering services needed for the transfer of interests in real property; and providing other special field surveys.

27. Providing more extensive services required to enable Engineer to issue notices or certifications requested by Owner.

28. Extensive services required during any correction period, or with respect to monitoring Contractor's compliance with warranties and guarantees called for in the Construction Contract (except as agreed to under Basic Services).

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29. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

A2.02 *Additional Services Not Requiring Owner's Written Authorization*

A. Engineer shall advise Owner that Engineer is commencing to perform or furnish the Additional Services of the types listed below. For such Additional Services, Engineer need not request or obtain specific advance written authorization from Owner. Engineer shall cease performing or furnishing such Additional Services upon receipt of written notice to cease from Owner.

1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by Owner.

2. Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitute materials or equipment other than "or equal" items; services after the award of the Construction Contract in evaluating and determining the acceptability of a proposed "or equal" or substitution which is found to be inappropriate for the Project; evaluation and determination of an excessive number of proposed "or equals" or substitutions, whether proposed before or after award of the Construction Contract.

3. Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of materials, equipment, or energy shortages.

4. Additional or extended services arising from (a) the presence at the Site of any Constituent of Concern or items of historical or cultural significance, (b) emergencies or acts of God endangering the Work, (c) damage to the Work by fire or other causes during construction, (d) a significant amount of defective, neglected, or delayed Work, (e) acceleration of the progress schedule involving services beyond normal working hours, or (f) default by Contractor.

5. Services (other than Basic Services during the Post-Construction Phase) in connection with any partial utilization of the Work by Owner prior to Substantial Completion.

6. Evaluating unreasonable or frivolous requests for interpretation or information (RFIs), Change Proposals, or other demands from Contractor or others in connection with the Work, or an excessive number of RFIs, Change Proposals, or demands.

7. Reviewing a Shop Drawing or other Contractor submittal more than three times, as a result of repeated inadequate submissions by Contractor.

8. While at the Site, compliance by Engineer and its staff with those terms of Owner's or Contractor's safety program provided to Engineer subsequent to the Effective Date that exceed those normally required of engineering personnel by federal, State, or local safety authorities for similar construction sites.

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EXHIBIT A-1, APPENDIX 1
PROJECT SCHEDULE

I. General:

1. The OWNER and DG recognize the project schedule is based on the initiation of services date shown below. Delays in the initiation of the start date or due to OWNER and regulatory review time may delay other interim dates as shown herein.
2. Engineering services as provided under this AGREEMENT begin with the execution of this AGREEMENT.

II. Schedule:

1. Services are expected to commence upon receipt of a signed agreement and proceed along the following general schedule:

   A. Receive Authorization to Proceed by ..... May 9, 2025
   B. Complete Site Visits and Field Work by.....May 22, 2026
   C. Meet with Owner to Review Draft Basemap.....July 24, 2026
   D. Complete Basemap .....August 28, 2026
   E. Complete Asset Inventory and Modeling.....October 30, 2026
   F. Review Priority Assets with Owner.....October 30, 2026
   G. Submit Final Plan to Owner for Review..... January 1, 2027
   H. Submit Final Plan for State Review ..... February 5, 2027

2. Some of the services listed above are based upon review times by regulatory agencies or construction activities. In these cases, completion of services by DG is dependent on parties beyond the control of either the OWNER or DG. If regulatory review times extend beyond the times normally expected the interim dates and completion dates listed may be affected.

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This is **EXHIBIT B**, consisting of [3] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Owner's Responsibilities

Article 2 of the Agreement is supplemented to include the following agreement of the parties.

B2.01 In addition to other responsibilities of Owner as set forth in this Agreement, Owner shall at its expense:

A. Provide Engineer with all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations.

B. Give instructions to Engineer regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents. Furnish copies (or give specific directions requesting Engineer to use copies already in Engineer's possession) of all design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2013 Edition), supplementary conditions, text, and related documents and content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and draft Construction Contract Documents, when applicable. Owner shall have responsibility for the final content of (1) such bidding-related documents (or requests for proposals or other construction procurement documents), and (2) those portions of any Construction Contract other than the design (as set forth in the Drawings, Specifications, or otherwise), and other engineering or technical matters; and Owner shall seek the advice of Owner's legal counsel, risk managers, and insurance advisors with respect to the drafting and content of such documents.

C. Furnish to Engineer any other available information pertinent to the Project including reports and data relative to previous designs, construction, or investigation at or adjacent to the Site.

D. Following Engineer's assessment of initially-available Project information and data and upon Engineer's request, obtain, furnish, or otherwise make available (if necessary through title searches, or retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Basic and Additional Services. Such additional information or data would generally include the following:

1. Property descriptions.

2. Zoning, deed, and other land use restrictions.

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3. Utility and topographic mapping and surveys.

4. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.

5. Explorations and tests of subsurface conditions at or adjacent to the Site; geotechnical reports and investigations; drawings of physical conditions relating to existing surface or subsurface structures at the Site; hydrographic surveys, laboratory tests and inspections of samples, materials, and equipment; with appropriate professional interpretation of such information or data.

6. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental, historical, or cultural studies relevant to the Project, the Site, and adjacent areas.

7. Data or consultations as required for the Project but not otherwise identified in this Agreement.

E. Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under the Agreement.

F. Recognizing and acknowledging that Engineer's services and expertise do not include the following services, provide, as required for the Project:

1. Accounting, bond and financial advisory (including, if applicable, "municipal advisor" services as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) and the municipal advisor registration rules issued by the Securities and Exchange Commission), independent cost estimating, and insurance counseling services.

2. Legal services with regard to issues pertaining to the Project as Owner requires, Contractor raises, or Engineer reasonably requests.

3. Such auditing services as Owner requires to ascertain how or for what purpose Contractor has used the money paid.

G. Provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the Construction Contract Documents (other than those required to be furnished or arranged by Contractor), or to evaluate the performance of materials, equipment, and facilities of Owner, prior to their incorporation into the Work with appropriate professional interpretation thereof. Provide Engineer with the findings and reports generated by testing laboratories, including findings and reports obtained from or through Contractor.

H. Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the Project designed or specified by Engineer and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the Project.

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I. Advise Engineer of the identity and scope of services of any independent consultants employed by Owner to perform or furnish services in regard to the Project, including, but not limited to, cost estimating, project peer review, value engineering, and constructibility review.

J. If Owner designates a construction manager or an individual or entity other than, or in addition to, Engineer to represent Owner at the Site, define and set forth as an attachment to this Exhibit B the duties, responsibilities, and limitations of authority of such other party and the relation thereof to the duties, responsibilities, and authority of Engineer.

K. If more than one prime contract is to be awarded for the Work designed or specified by Engineer, then designate a person or entity to have authority and responsibility for coordinating the activities among the various prime Contractors, and define and set forth the duties, responsibilities, and limitations of authority of such individual or entity and the relation thereof to the duties, responsibilities, and authority of Engineer as an attachment to this Exhibit B that is to be mutually agreed upon and made a part of this Agreement before such services begin.

L. Inform Engineer in writing of any specific requirements of safety or security programs that are applicable to Engineer, as a visitor to the Site.

M. Examine all alternative solutions, studies, reports, sketches, Drawings, Specifications, proposals, and other documents presented by Engineer (including obtaining advice of an attorney, risk manager, insurance counselor, financial/municipal advisor, and other advisors or consultants as Owner deems appropriate with respect to such examination) and render in writing timely decisions pertaining thereto.

N. Inform Engineer regarding any need for assistance in evaluating the possible use of Project Strategies, Technologies, and Techniques, as defined in Exhibit A.

O. Advise Engineer as to whether Engineer's assistance is requested in identifying opportunities for enhancing the sustainability of the Project.

P. Place and pay for advertisement for Bids in appropriate publications.

Q. Furnish to Engineer data as to Owner's anticipated costs for services to be provided by others (including, but not limited to, accounting, bond and financial, independent cost estimating, insurance counseling, and legal advice) for Owner so that Engineer may assist Owner in collating the various cost categories which comprise Total Project Costs.

R. Attend and participate in the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job related meetings, and Site visits to determine Substantial Completion and readiness of the completed Work for final payment.

S. Authorize Engineer to provide Additional Services as set forth in Part 2 of Exhibit A of the Agreement, as required.

T. Perform or provide the following: [ ] ***[List any other Owner responsibilities here.]***

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This is **EXHIBIT C**, consisting of [2] pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated [ ].

Payments to Engineer for Services and Reimbursable Expenses
COMPENSATION PACKET BC-1: Basic Services – Lump Sum

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 2 – OWNER'S RESPONSIBILITIES

C2.01 *Compensation for Basic Services (other than Resident Project Representative) – Lump Sum Method of Payment*

A. Owner shall pay Engineer for Lump Sum Basic Services set forth in Exhibit A, as follows:

1. A Lump Sum amount of $14,075 based on the following estimated distribution of compensation:

a.	Study and Report Phase	$14,075
b.	Preliminary Design Phase	$[ ]
c.	Final Design Phase	$[ ]
d.	Bidding and Negotiating Phase	$[ ]
e.	Construction Phase	$[ ]
f.	Post-Construction Phase	$[ ]

2. Engineer may alter the distribution of compensation between individual phases noted herein to be consistent with services actually rendered, but shall not exceed the total Lump Sum amount unless approved in writing by the Owner.

3. The Lump Sum includes compensation for Engineer's services and services of Engineer's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses (other than any expressly allowed Reimbursable Expenses), and Consultant charges.

4. In addition to the Lump Sum, Engineer is also entitled to reimbursement from Owner for the following Reimbursable Expenses: [None].

5. The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period. If any Reimbursable Expenses are expressly allowed, Engineer may also bill for any such Reimbursable Expenses incurred during the billing period.

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B. *Period of Service:* The compensation amount stipulated in Compensation Packet BC-1 is conditioned on a period of service not exceeding [the schedule, Exhibit A, Appendix 1] months. If such period of service is extended, the compensation amount for Engineer's services shall be appropriately adjusted.

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This is **EXHIBIT C**, consisting of [3] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Payments to Engineer for Services and Reimbursable Expenses
COMPENSATION PACKET BC-2: Basic Services – Standard Hourly Rates

Article 2 of the Agreement is supplemented to include the following agreement of the parties:

ARTICLE 2 – OWNER'S RESPONSIBILITIES

C2.01 *Compensation For Basic Services – Standard Hourly Rates Method of Payment*

A. Owner shall pay Engineer for Hourly Rate Basic Services set forth in Exhibit A, as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer's Consultants' charges, if any.

2. The Standard Hourly Rates charged by Engineer constitute full and complete compensation for Engineer's services, including labor costs, overhead, and profit; the Standard Hourly Rates do not include Reimbursable Expenses or Engineer's Consultants' charges.

3. Engineer's Reimbursable Expenses Schedule and Standard Hourly Rates are attached to this Exhibit C as Appendices 1 and 2.

4. The total compensation for services under Paragraph C2.01 is estimated to be $38,525 based on the following estimated distribution of compensation:

a.	Study and Report Phase	$38,525
b.	Preliminary Design Phase	$[ ]
c.	Final Design Phase	$[ ]
d.	Bidding or Negotiating Phase	$[ ]
e.	Construction Phase	$[ ]
f.	Post-Construction Phase	$[ ]

5. Engineer may alter the distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered, but shall not exceed the total estimated compensation amount unless approved in writing by Owner. See also C2.03.C.2 below.

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6. The total estimated compensation for Engineer's services included in the breakdown by phases as noted in Paragraph C2.01.A.3 incorporates all labor, overhead, profit, Reimbursable Expenses, and Engineer's Consultants' charges.

7. The amounts billed for Engineer's services under Paragraph C2.01 will be based on the cumulative hours charged to the Project during the billing period by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and Engineer's Consultants' charges.

8. The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted annually (as of [December 31]) to reflect equitable changes in the compensation payable to Engineer.

C2.02 *Compensation For Reimbursable Expenses*

A. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth in Appendix 1 to this Exhibit C.

B. Reimbursable Expenses include the expenses identified in Appendix 1 and the following: transportation (including mileage), lodging, and subsistence incidental thereto; providing and maintaining field office facilities including furnishings and utilities; toll telephone calls, mobile phone charges, and courier charges; reproduction of reports, Drawings, Specifications, bidding-related or other procurement documents, Construction Contract Documents, and similar Project-related items; and Consultants' charges. In addition, if authorized in advance by Owner, Reimbursable Expenses will also include expenses incurred for the use of highly specialized equipment.

C. The amounts payable to Engineer for Reimbursable Expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external Reimbursable Expenses allocable to the Project, the latter multiplied by a factor of [1.08].

C2.03 *Other Provisions Concerning Payment*

A. Whenever Engineer is entitled to compensation for the charges of Engineer's Consultants, those charges shall be the amounts billed by Engineer's Consultants to Engineer times a factor of [1.08].

B. *Factors:* The external Reimbursable Expenses and Engineer's Consultants' factors include Engineer's overhead and profit associated with Engineer's responsibility for the administration of such services and costs.

C. *Estimated Compensation Amounts:*

1. Engineer's estimate of the amounts that will become payable for specified services are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.

2. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to Engineer that the total compensation amount thus estimated will

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be exceeded, Engineer shall give Owner written notice thereof, allowing Owner to consider its options, including suspension or termination of Engineer's services for Owner's convenience. Upon notice, Owner and Engineer promptly shall review the matter of services remaining to be performed and compensation for such services. Owner shall either exercise its right to suspend or terminate Engineer's services for Owner's convenience, agree to such compensation exceeding said estimated amount, or agree to a reduction in the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Owner decides not to suspend the Engineer's services during the negotiations and Engineer exceeds the estimated amount before Owner and Engineer have agreed to an increase in the compensation due Engineer or a reduction in the remaining services, then Engineer shall be paid for all services rendered hereunder.

D. To the extent necessary to verify Engineer's charges and upon Owner's timely request, Engineer shall make copies of such records available to Owner at cost.

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This is **Appendix 1 to EXHIBIT C**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Standard Hourly Rates Schedule

SCHEDULE OF RATES AND TERMS THROUGH YEAR ENDING 2025

FEES:

Engineering and Technical Services:

Director	$185.00 per hour
President/Regional Manager I	$165.00 " "
Regional Manager II	$115.00-$135.00 " "
Project Manager	$135.00 " "
Project Engineer	$115.00 " "
Construction Manager	$120.00 " "
Associate Project Engineer	$110.00 " "
Engineering Technician/Construction Engineer	$80.00-$100.00 " "
Engineering Intern	$65.00 " "

Administrative Services:

Office Manager	$90.00 per hour
Office Assistant	$75.00 per hour

EXPENSES:

Mileage	Current IRS Rate

Copying:

24" x 36"	$2.50 each
8½" x 11" B&W	$.10 each
8 ½" x 11" Color	$.20 each
11" x 17" B&W	$.49 each
11" x 17" Color	$.98 each

Subcontracted and subconsultant services if required ..... at cost plus 8%

TERMS AND CONDITIONS:

1. Time provided in excess of 40 hours per week or after 9 PM for night time construction observation shall be provided at 150% of the rates shown.
2. Time and expense charges are valid through December 31, 2025.
3. Notes on the Level of Effort Budget Worksheet apply as additional Terms and Conditions.

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TABLE 2 LEVEL OF EFFORT BUDGET WORKSHEET

Project Name: Quechee Central Water System Asset Management Plan **Date:** April 2, 2025

Task Number	Task Description	Director NRJ, PE (Hrs)	Co Pres CMH, PE (Hrs)	PM/RM II TPK, PE (Hrs)	CM RNG (Hrs)	Proj Eng CWF, PE (Hrs)	Eng Tech3 AMG (Hrs)	OM MAV (Hrs)	Sub Consult (Dollars)	Expenses (Dollars)	Cost Per Task
II	**Preliminary Engineering Services - Basic**										
A	Level of Service Agreement		2			8		1			$1,340
B	Asset Inventory and Condition Assessment		2		2	20	16				$4,310
C	Life Cycle Cost Analysis				4	8	4				$1,760
D	Risk Assessment and Identification of Priority Assets					6	4				$1,050
E	Risk and Life Cycle Cost Reduction Measures			2		8	4				$1,550
F	Funding Strategy		1			4					$625
G	Implementation of Plan					4					$460
H	Final Evaluation		2	4		16		3			$2,980
III	**Preliminary Engineering Services - Special**										
A	Meetings										
1	Kick-off Meeting					4				$75	$535
2	Level of Service Workshop					8				$75	$995
3	Progress Meetings			2		8				$75	$1,265
B	Field Inventory and Investigations										
1	Existing Information Review					6					$690
2	Field Data Collection					8	80			$500	$8,620
3	Field Investigations			6		8					$1,730
C	Mapping Assets										
1	Compile field data					40	10				$5,500
2	Create PubWorks Database					30	2				$3,630
3	Update from Client Input					8					$920
D	Hydraulic Modeling										
1	Model Update										
a	Distribution piping			4		8					$1,460
b	Sources, pumps			2		4					$730
c	Storage tanks			2		2					$500
d	Pump stations			2		4					$730
e	Update from Client Input					4					$460
f	Flow testing location determination			2		4					$730
g	Review ISO requirements					2					$230
h	Fire flow field testing			2		16	16			$310	$3,860
i	Model adjustment for highest users					4					$460
2	Model Calibration										
a	Steady state calibration			2		8					$1,190
b	Calibration report			4		8		2			$1,640
3	Hydraulic Evaluation										
a	Average and peak demand analysis			2		8					$1,190
b	Identify deficiencies			4		8					$1,460
Total Hours		0	7	40	6	274	136	6			
Percent of Total Hours		0%	1%	9%	1%	58%	29%	1%			
Hourly Rate		$185.00	$165.00	$135.00	$120.00	$115.00	$90.00	$90.00			
Subtotals		$0	$1,155	$5,400	$720	$31,510	$12,240	$540	$0	$1,035	$52,600

NOTES:

1 Hourly rates are valid through December 31, 2025.

2 This table is an estimate for planning purposes. Actual hours, staff assignments, and corresponding billing rates may vary.

DUFRESNE GROUP

TOTAL FEES	**$52,600**
TOTAL HOURS	469

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This is **EXHIBIT G**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Insurance

Paragraph 6.05 of the Agreement is supplemented to include the following agreement of the parties:

G6.05 *Insurance*

A. The limits of liability for the insurance required by Paragraph 6.05.A and 6.05.B of the Agreement are as follows:

1. By Engineer:

a. Workers' Compensation: Statutory

b. Employer's Liability --

1) Bodily injury, each accident: $[500,000]
2) Bodily injury by disease, each employee: $[500,000]
3) Bodily injury/disease, aggregate: $[500,000]

c. General Liability --

1) Each Occurrence (Bodily Injury and Property Damage): $[1,000,000]
2) General Aggregate: $[2,000,000]

d. Excess or Umbrella Liability --

1) Per Occurrence: $[1,000,000]
2) General Aggregate: $[1,000,000]

e. Automobile Liability --Combined Single Limit (Bodily Injury and Property Damage):

$[1,000,000]

f. Professional Liability –

1) Each Claim Made $[2,000,000]
2) Annual Aggregate $[3,000,000]

g. Other (specify): $[0]

2. By Owner:

a. Workers' Compensation: Statutory

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b. Employer's Liability --

1)	Bodily injury, Each Accident	$[1,000,000]
2)	Bodily injury by Disease, Each Employee	$[1,000,000]
3)	Bodily injury/Disease, Aggregate	$[2,000,000]

c. General Liability --

1)	General Aggregate:	$[2,000,000]
2)	Each Occurrence (Bodily Injury and Property Damage):	$[1,000,000]

d. Excess Umbrella Liability

1)	Per Occurrence:	$[1,000,000]
2)	General Aggregate:	$[1,000,000]

e. Automobile Liability – Combined Single Limit (Bodily Injury and Property Damage):

$[2,000,000]

f. Other (specify): $[0]

B. *Additional Insureds:*

1. The following individuals or entities are to be listed on Owner's general liability policies of insurance as additional insureds:

a. [Dufresne Group]
Engineer

b. [ ]
Engineer's Consultant

c. [ ]
Engineer's Consultant

d. [ ]
[other]

2. During the term of this Agreement the Engineer shall notify Owner of any other Consultant to be listed as an additional insured on Owner's general liability policies of insurance.

3. The Owner shall be listed on Engineer's general liability policy as provided in Paragraph 6.05.A.

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This is **EXHIBIT H**, consisting of [1] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Dispute Resolution

Paragraph 6.09 of the Agreement is supplemented to include the following agreement of the parties:

H6.08 *Dispute Resolution*

A. *Mediation*: Owner and Engineer agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by a mutually agreed upon mediator. Owner and Engineer agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis, and shall be completed within 120 days. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to a dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

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This is **EXHIBIT J**, consisting of [1] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

Special Provisions

Paragraph(s) [ ] of the Agreement is/are amended to include the following agreement(s) of the parties:

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This is **EXHIBIT K**, consisting of [2] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. _____

The Effective Date of this Amendment is: _____.

Background Data

Effective Date of Owner-Engineer Agreement:

Owner:

Engineer:

Project:

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

____ Additional Services to be performed by Engineer

____ Modifications to services of Engineer

____ Modifications to responsibilities of Owner

____ Modifications of payment to Engineer

____ Modifications to time(s) for rendering services

____ Modifications to other terms and conditions of the Agreement

Description of Modifications:

Here describe the modifications, in as much specificity and detail as needed. Use an attachment if necessary.

Agreement Summary:

Original agreement amount:	$_____
Net change for prior amendments:	$_____
This amendment amount:	$_____
Adjusted Agreement amount:	$_____

Change in time for services (days or date, as applicable): _____

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The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:	ENGINEER:
_____	_____
By: _____	By: _____
Print name: _____	Print name: _____
Title: _____	Title: _____
Date Signed: _____	Date Signed: _____

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Quechee

Water Infrastructure
FINANCING PROGRAMS

VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION | Vermont Bond Bank | VEDA

VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs
FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form.
This form MUST be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- (●) Municipality, Fire District, or other similar entity
- ( ) Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

A draft Engineering Services Agreement (ESA) must be submitted via ANR Online. Do not submit a draft ESA with this loan application.

This loan will be used for (select all that apply):

- [x] Step I Drinking Water Loan (Feasibility & Planning)
- [ ] Step II Drinking Water Loan (Final Design)
- [ ] Step III Drinking Water Loan (Construction)
- [ ] Drinking Water Loan Amendment
- [ ] Municipal Source Water Protection Loan
- [ ] Step I Clean Water Loan (Feasibility & Planning)
- [ ] Step II Clean Water Loan (Final Design)
- [ ] Step III Clean Water Loan (Construction)
- [ ] Clean Water Loan Amendment
- [ ] CWSRF Interim Financing
- [ ] Pollution Control or ARPA Grant

ANR Online Submission ID from the "Engineering Services Agreement Review and Approval" form:

HQB-WA8Z-B0PD2

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT	DATE OF APPLICATION
Town of Hartford	Jul 23, 2025

SYSTEM NAME	WSID NUMBER	WASTEWATER PERMIT NUMBER
Quechee Water Department	VT0005319	

MAILING ADDRESS	TOWN	STATE	ZIP+4
173 Airport Road, White River Junction	Hartford	VT	05001 - 6029

PHONE	CELL PHONE	TAX ID	SAM UNIQUE ENTITY ID
802-295-3622		03-6000505	SZNMKKN8CHS4

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

All authorized representatives and any alternate authorized representatives must be members of the owner's governing body or direct employees of the owner and may not be independent contractors working for the owner.

CONTACT NAME	TITLE
John Haverstock	Town Manager

MAILING ADDRESS	TOWN	STATE	ZIP
171 Bridge Street, White River Junction	Hartford	VT	05001-7034

PHONE	CELL PHONE	EMAIL ADDRESS
802-295-9353 (Extension 216)		jhaverstock@hartford-vt.org

ALTERNATE AUTHORIZED REPRESENTATIVE(S) (At least one Alternate Authorized Representative is Required)

This section may be completed by engineer or applicant

AUTHORIZED REPRESENTATIVE NAME	TITLE
Bryan Gazda	Director of Public Works

MAILING ADDRESS	TOWN	STATE	ZIP
173 Airport Road, White RIver Junction	Hartford	VT	05001-0629

PHONE	CELL PHONE	EMAIL ADDRESS
802-295-3622 (Extension 104)	802-547-3887	bgazda@hartford-vt.org

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant

FIRM NAME	CONTACT NAME
Dufresne Group	Charles Flower, P.E.

MAILING ADDRESS	TOWN	STATE	ZIP
56 Main Street, Suite 200	Springfield	VT	05156-2945

PHONE	CELL PHONE	EMAIL ADDRESS
802-479-3698	802-279-3546	cflower@dufresnegroup.com

LOAN REQUEST

This section may be completed by engineer or applicant

Project Title: Quechee Water System (VT0001359) Asset Management Plan

Total amount requested for this loan: $ 50,000

Total projected project cost: $ 52,600

Please enter details of costs not included in the Engineering Services Agreement that the requested loan amount will cover:

Total cost of project includes developing a Level of Service Agreement, Asset Inventory and Condition Assessment, Life Cycle Cost Analysis, Risk Assessment and Identification of Priority Assets, Risk and Life Cycle Cost Reduction Measures, Funding Strategy, Implementation of Plan, Final Evaluation, Meeting with Owner/State, Field Inventory and Investigations, Hydraulic Modeling, Model Calibration, and Hydraulic Evaluation of the Hartford Water System exceeding the maximum grant award amount of $50,000 by $2,600.

Please describe the source(s) of the additional funding needed to cover the difference between the amount requested for this loan and the total projected project cost:

The Quechee Water System (VT0001359) has an Engineering Reserve Fund for the system with capacity to fund this project.

Please describe the history of the project:

This project to develop an Asset Management Plan along with an updated Hydraulic Model and GIS Database has been envisioned for the last 5 years, however large staff turnover in the management of the town has prevented it from moving forward until now. As the town faces looming financial decisions with many aging portions of the system that are in need of repair and replacement this tool is critical to planning and prioritizing maintenance, repairs and replacements.

Please describe who will benefit from the proposed project:

All users and rate payers benefit by this project which facilitates proper planning and management of the systems short and long term maintenance and capital expenses which in turn leads improved service and reliability.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

The current and potential customers of this municipal water system rely solely on it for their potable water supply needs.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

This loan will be used to develop a comprehensive Asset Management Plan, including a Hydraulic Model and updated GIS Map. Further, the GIS mapping and Assets will be input directly into the PubWorks software currently utilized by the Town by the engineers to facilitate a robust, interactive and adaptable plan.

Please include estimated or actual project cost summary/estimate of probable project costs.

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located.
The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

(●) Yes ( ) No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Estimated Project Initiation Date:	August 1, 2025
Estimated Project Completion Date:	June 30, 2026

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant

Quarter	Year	Amount
July - September	2025	$17,533
October - December	2025	$17,533
January - March	2026	$17,534
Add Another Quarter	TOTAL -->	$52,600

REVENUES

This section should be completed by the applicant

What is the Applicant's fiscal year? State Fiscal Year

User Rate Revenue Table					
	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed					
Amount Collected					
Amount Uncollected/Outstanding					
Estimated Amount of Commercial Revenue					

Does the system use tax revenue to support any utility related activities, including capital projects?

○ Yes ◉ No

WATER FEE BASIS & RATES (only applicable to public community water systems)

This section may be completed by engineer or applicant

What is your current method to assess water fees (check the description that most closely matches your methods)?

- ☐ Metered/Variable Rate - Rates are based on a metered rate (flow rate) in addition to a fixed rate (base rate).
- ☐ Unmetered Flat Rate - Customers are charged a flat rate that does not vary based on flow.
- ☒ Both Metered & Unmetered - There is a combination of metered and unmetered customers.
- ☐ Property Tax Based - Rates are based on property taxes.

Total Number of Residential Connections:
(multi-unit connections count as more than 1, for example, a duplex counts as 2 and a 10 unit apartment Building counts as 10)

Total amount of water used last year by commercial, industrial, and institutional connections (gal or cuft):

Calculate Equivalent Residential Units (ERUs) by dividing the number above by 76,650 gal or 10,240 cuft.:

Total Equivalent Residential Connections (ERUs) --> 0

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): $454,976

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): $454,976

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant

What is the applicant's total long-term outstanding debt? $1,162,275

What is the applicant's total annual long-term debt payment? $165,836

Direct Debt						
	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	$165,836	$165,836	$165,836	$110,836	$110,836	$110,836

Long-Term Debt Schedule			
Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	$ Amount Outstanding
Quechee Gorge Bridge	Self-Supporting	2028	$55,000
RF3-329	Self-Supporting	2037	$1,440,862
Add Another Long-Term Debt	Total As of -->	Jul 1, 2025	$1,495,862

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

○ Yes ◉ No

Does the Applicant have any future borrowing plans over the next 5 years?

○ Yes ◉ No

Are there other capital projects in the near term (5 years)?

◉ Yes ○ No

Please describe those other capital projects planned for the near term (5 years)?

The Town has permitted a water main along Quechee Main Street to loop the system on the north side of the Ottaquechee River to improve the hydraulics of the system and create a redundant opportunity for water to be supplied from the opposite side of the Ottaquechee River during emergencies or other planned interruptions. A bond vote will be needed for this project.

Further, the Town is in the early stages of planning a water main and services replacement along High Street in the village which consist of galvanized mains and services. Reserves are anticipated to be utilized for this project.

Does the Applicant have an annual or cumulative deficit?

○ Yes ◉ No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

○ Yes ◉ No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

○ Yes ◉ No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

May 2025 unemployment rate was 1.9%. The average value of a house in Hartford is stable at approximately $418,000. Single family housing starts in Hartford lag behind historical numbers, but the Quechee Water System service area see's the most single family house growth in Hartford. The population after some decline has increased to around 10,657 after falling to below 10,000 in 2010 with much of it occurring with the Quechee Water System service area.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

The Quechee Lakes Club is the only potential user with the capacity to use 5%. However they have a separate well for irrigation and snow making limiting their impact on the system.

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

◉ Yes ○ No

Please describe the reserve fund and what it is used for:

A reserve fund for engineering has specifically been established to fund projects such as this, emergencies, minor projects, and preliminary planning of future improvements.

Further the system has a capital reserve intended to assist in funding emergencies, unforeseen capital expenses, provide interim financing of major projects, and or to finance small to medium capital improvements.

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

○ Yes ◉ No

What does the Applicant do with surpluses, if any?

Any surpluses are either used to offset rate increases, encumbered for planned expenses not completed within the fiscal year or placed into reserves.

Reserve Funds					
	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available	$524,667	$522,067	$522,067	$522,067	$522,067

Financial Documentation & Controls

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:
- *3 years statement of revenue and expenditure, AND;*
- *3 years year-ending cash balance (checking, savings, and investment accounts)*

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

○ Yes ◉ No

Did the Applicant have more than one budget defeat in the last two years?

○ Yes ◉ No

Does the Applicant have any pending litigation in excess of $10,000 on the system and/or the municipality?

○ Yes ◉ No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

◉ Yes ○ No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

○ Yes ◉ No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Are all account records currently maintained for:

Checkbook ○ Yes ○ No ○ Don't Know By Whom:

Comments:

Receipts ○ Yes ○ No ○ Don't Know By Whom:

Comments:

Disbursements ○ Yes ○ No ○ Don't Know By Whom:

Comments:

Deposit Slips ○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are bank statements reconciled on a regular basis?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Are financial records maintained in a computerized system?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Are any financial records maintained in manual form?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

◉ Yes ○ No ○ Don't Know By Whom:

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the same individual open the mail and deposit checks?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the Applicant have pre-numbered receipt books for cash payments?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are checks always written to specified payees and not to cash?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are pre-numbered checks used for all bank accounts?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are checks written by the same individual who approves payments?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Is the organization professionally audited by a CPA?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the Authorized Representative assist in the audit planning process?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are regular financial reports prepared for the board?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Have board members attended financial trainings?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

○ Yes ○ No ○ Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application being considered incomplete.

NAME

POSITION (select from the list or enter another value)

QUALIFICATIONS:

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date: _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

REPRESENTATIVE SIGNATURE _____ PRINT NAME _____

Clerk Certification

Clerk Signature Date: _____

SIGNATURE OF CLERK _____ PRINT NAME _____

Authorized Representative Certification

Authorized Representative Signature Date: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____ PRINT NAME _____

Submit completed application and all attachments via the ANR Online website at:

https://anronline.vermont.gov/?formtag=SRFLoanIntake

Item J.

Consider Waiver of Purchasing Policy to Retain Asset Management Plan Consultant and Award Contracts

See item I on page 1. (packet number 186)

Memo to Selectboard

On June 10, 2025, with the approval of Town Manager John Haverstock, Chief Scott Cooney, and Finance Director Gail Ostrout, I solicited a donation from the Jack and Dorathy Byrne Foundation for the purchase of eight (8) personal thermal imaging cameras. Attached is the letter.

The request was for $10,600, which would cover the entire cost of the purchase. The foundation generously approved the request and sent a check for $10,000. The actual full purchase price is $10,521.92, the quote is attached.

The purchase is being made through MES, which is an approved vendor on the Sourcewell list, and the $521.92 is money which is available within our FY26 budget under the fire suppression line.

I am requesting to spend $521.92 from our approved budget, under the fire suppression line.



Jason Czora, Deputy Chief

(877) 637-3473

Quote

Quote #	QT1953734
Date	06/26/2025
Expires	07/11/2025
Sales Rep	Wilson, Matthew
PO #	seek Fire Pro 300 x 8
Shipping Method	FedEx Ground
Customer	HARTFORD FIRE DEPARTMENT (VT)
Customer #	C44789

Bill To
HARTFORD FIRE DEPARTMENT (VT)
812 VA Cutoff Road
White River Junction VT 05001
United States

Ship To
HARTFORD FIRE DEPARTMENT (VT)
Deputy Chief Jason Czora
812 VA Cutoff Road
White River Junction VT 05001
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
FQ-AAAX			Seek FirePRO 300 Thermal Imager	8	$1,274.00	$10,192.00
RT4-4505			Fire Pro 300 - Aluminum Carabiner Mount	8	$34.99	$279.92

Subtotal	$10,471.92
Shipping Cost	$50.00
Tax Total	$0.00
Total	$10,521.92

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.

QT1953734

TOWN OF HARTFORD
FIRE DEPARTMENT
Fire/Ambulance/Rescue

Jason M. Czora
Deputy Chief of Operations and Training
jczora@hartford-vt.org

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

The Jack and Dorothy Byrne Foundation
PO Box 599
Etna, New Hampshire 03750

Dear Byrne Foundation Board Members,

On behalf of the Hartford Fire Department, I respectfully submit this letter to request your support in enhancing the safety and effectiveness of our firefighters through the purchase of advanced situational awareness thermal imaging cameras.

While thermal imaging cameras have traditionally been used to locate fire victims, the equipment we seek funding for is specifically designed to protect firefighters themselves. These specialized "situational awareness" thermal imaging cameras are worn by each firefighter and provide real-time visibility in smoke-filled, low-visibility environments. In the event that a firefighter becomes disoriented, separated from their crew, or trapped in a structure fire, these cameras serve as a vital tool to navigate to safety or assist in rapid rescue. Across the country, this technology has been credited with saving the lives of countless firefighters.

The Town of Hartford has recognized the value of this investment, funding the purchase of four cameras to date and approving funding for four additional units in the upcoming fiscal year. However, to fully equip our department and ensure every firefighter has access to this life-saving technology, we require eight more units. The total cost for these additional cameras is $10,600.

Our department not only serves the residents of Hartford but also plays a critical role in mutual aid response throughout the Upper Valley. We routinely assist neighboring departments in Hanover, Lebanon, Windsor, and many others—responding to calls on a weekly, and often daily, basis. Enhancing the safety and survivability of our firefighters directly impacts the broader regional community we serve.

We are grateful for the Byrne Foundation's continued commitment to supporting public safety and community well-being across Vermont and New Hampshire. Your consideration of this request would directly improve the safety of the men and women who risk their lives to protect others.

Thank you for your time and for the work you do to make our communities stronger and safer.

Hartford Police Department

Memo

To: Hartford Selectboard

From: Det. Lt. Tom Howell

Date: July 17, 2025

Re: Community Bank N/A – Sponsorship Program for E-Bikes

In the Spring, 2025 Command Staff members directed Detective Christian Hernandez to seek alternate funding sources for E-Bikes for the HPD Bike Patrol Unit. Detective Hernandez, although assigned to the Criminal Investigations Division, still works patrol shifts and spearheads the Bike Patrol Unit. This unit has no other funding sources and was originally funded by the Rotary Club of White River several years ago.

In May, 2025 Detective Hernandez and Chief Kelley received information from the Town of Hartford sustainability coordinator Dana Clawson regarding the State of Vermont Electrify Your Fleer program. Clawson advised this program will cover 25% of the cost of the E-Bikes. This email conversation is attached to this memo.

Detective Hernandez drafted proposal and submitted it to the Community Bank N/A online portal on May 27, 2025. The drafted proposal and associated documentation is attached with this memo.

On or about June 26, 2025 this proposal was approved by Community Bank N/A and they indicated they would be providing a check to HPD.

To date, HPD has not selected a vendor for the E-Bikes due to not having the check in hand and that these donations/sponsorship programs needed board approval. Quotations are attached for three vendors that include an estimate of pricing.

This memo serves to document the request to accept the donated funds for the E-Bikes from Community Bank N/A.

Tom Howell
Detective Lieutenant
Criminal Investigations Division

Outlook

Fw: State of Vermont Electrify Your Fleet Program

From Christian Hernandez <chernandez@hartford-vt.org>
Date Thu 6/26/2025 7:30 PM
To Thomas Howell <thowell@hartford-vt.org>

Respectfully,

Christian Hernandez
Detective-Police Officer First Class
Criminal Investigations Division
Hartford Police Department
812 VA Cutoff Road
White River Junction, VT 05001
Phone: (802)295-9425 ext.369
Work Cell: (802)299-6637
chernandez@hartford-vt.org

From: Dana Clawson <dclawson@hartford-vt.org>
Sent: Tuesday, May 27, 2025 9:51:55 AM
To: Connie Kelley <ckelley@hartford-vt.org>; Christian Hernandez <chernandez@hartford-vt.org>
Subject: FW: State of Vermont Electrify Your Fleet Program

Hi Connie & Christian,

The State will cover 25% of the cost of the e-bikes, see below. Can you confirm that you are looking to purchase/ lease Approach Patrol Bike (APB) 29er EBike | Volcanic Bikes?
Let's wait to here from the other funder as well before we look at next steps.

Best,
Dana Clawson
Environmental Sustainability Coordinator
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001
802-295-9353 ext. 223

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: Lattanzi, Ari <Ari.Lattanzi@vermont.gov>
Sent: Friday, May 23, 2025 10:26 AM
To: Dana Clawson <dclawson@hartford-vt.org>
Subject: State of Vermont Electrify Your Fleet Program

You don't often get email from ari.lattanzi@vermont.gov. Learn why this is important
[**EXTERNAL EMAIL: DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Good morning,

Thank you for your application to the State of Vermont Electrify Your Fleet Incentive Program.

Can you please confirm this is the eBike that Harford plans to purchase?
Approach Patrol Bike (APB) 29er EBike | Volcanic Bikes

In order to draft the grant agreement, I need to know the price of the ebike given the incentive is based on 25% of the purchase price.

The incentive is issued on a reimbursement basis and the last day to claim the reimbursement is August 30, 2025.
Please confirm that Hartford will complete the purchase and initiate the reimbursement request before August 30, 2025.

There will be a 12-month reporting requirement one year after the purchase date for Hartford to report on the ebike usage and any successes or challenges.

Thanks,
Ari

Ari Lattanzi
Pronunciation: AH-ree Lah-TAHN-zee
Pronouns: she/her
Role: Climate Programs Administrator
Unit: Environmental Policy and Sustainability
Division: Policy, Planning and Intermodal Development
Agency: Vermont Agency of Transportation (VTrans)
Office: 219 North Main Street | Barre, VT 05641
Contact: 802-371-7366 | ari.lattanzi@vermont.gov
Website: vtrans.vermont.gov

TOWN OF HARTFORD
POLICE DEPARTMENT
&
Emergency Communications Center

Chief Connie Kelley

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

Proposal for Enhancement of the Hartford Police Department Bicycle Patrol Unit through the Acquisition of Electric Power Assisted Bicycles

The Hartford Police Department seeks funding for the acquisition of electric power assisted bicycles and accompanying racks to elevate the existing Bicycle Patrol Unit. This unit serves as a fundamental element of our Community Policing initiatives. The introduction of these bicycles will facilitate broader geographical coverage, allowing officers to engage with a wider array of communities and foster positive interactions with residents. Research and empirical evidence suggest that police-community engagement is significantly more effective from bicycles than from traditional police vehicles. However, the effectiveness of bicycle patrols should not be hindered by geographical limitations. The Town of Hartford features a diverse terrain and varied socio-economic landscapes. Electric power assisted bicycles will enable officers to reach designated neighborhoods and public spaces, including Chambers Trailer Park, Wilder, Hartford Avenue, Ballardvale Drive, and Connecticut River Road, thereby enhancing community engagement.

Demonstration of Need

The Hartford Police Department requires additional funding to procure electric bicycles that will enhance the Bicycle Patrol Unit, thereby extending our Community Oriented Policing efforts into a broader spectrum of communities. The Department is steadfast in its commitment to Community Oriented Policing, grounded in the principles of Trust, Fairness, and adherence to the tenets of procedural justice. Through these principles, we aim to promote a vision characterized by pride, service, and public safety.

In efforts to advance community policing practices, the Hartford Police Department has identified a need to enhance engagement with community members who express a vested interest in addressing communal concerns and collectively working towards solutions. This can be achieved by expanding our patrol assignments, particularly through the augmentation of the existing Bicycle Patrol Unit. Currently, we are constrained in our ability to patrol specific neighborhoods and parks identified for potential community engagement. The rural topography presents challenges in terrain and distance. For instance, areas such as West Hartford, Jericho Street, Jericho Road, Dothan Road, Wildlife Road, and Quechee West Hartford Road remain less accessible. The addition of electric assist bicycles (Ebikes) to our existing bicycle unit will significantly enhance our capacity to deliver and assess the efficacy of our community policing efforts.

The Bicycle Patrol Unit has shown significant success and is well-positioned for enhancement. However, we currently lack sufficient funding to procure Ebikes, which are essential for expanding our patrol reach into additional communities.

Project Description

An electric bicycle (Ebike) is defined as a two-wheeled vehicle equipped with operable pedals and an electric motor. It can function as a conventional bicycle, with the electric motor providing assistance when necessary. Most Ebikes are specifically designed to facilitate travel through challenging terrains. Officers are able to pedal normally, but when confronted with steep inclines or in situations requiring rapid response, the electric motor enables their swift transit, allowing them to arrive at the scene without exhaustion and in a state of readiness. The reduction in physical fatigue consequently enhances patrol range and increases opportunities for positive interactions with community members.

Current Community Oriented Practices

The Hartford Police Department actively implements Community Policing strategies. Officers are motivated to engage with community members and groups who reside, work, or have an interest in local affairs. These interactions with both formal and informal community leaders, clergy, activists, residents, and visitors serve as invaluable resources for identifying and addressing community concerns. Engagements occur through formal meetings, neighborhood association gatherings, town events, and school functions such as the Quechee Balloon Festival, Fourth of July celebrations, and the West Hartford Library Farmers Market. However, many of these interactions commence informally with patrol officers, particularly those in the Bicycle Patrol Unit. The bike patrol officers have proven to be an effective conduit for community engagement. Our objective is to increase our presence at special events, including the Quechee Half Marathon, 5K runs, parades, and any other occasions where officers' visibility and accessibility to the public can be enhanced.

Project Directors

Detective- Police Officer First Class- Christian Hernandez (Bike patrol unit)

Police Officer First Class - Bryce Moody (Bike patrol unit)

Police Officer- Peter Cronin (Bike patrol unit)

Hartford Police Department

AMOUNT	DATE NEEDED BY	DONATION ID
$10,122.00	Jun 15, 2025	07673

DETAILS

DETAILS

Donation Owner	
Requested By	
Organization	05583 Hartford Police Department
Our CFSI Representative	There is not a CFSI associated or involved with this organization.
Donation Title	HPD e-bikes
Date Needed By	Jun 15, 2025
Description	The total price for three e-bikes is $13,497.00. The State of Vermont has provided us with 25% of the total purchase cost, which leaves us needing $10,122.00. Any assistance your entity could provide would be greatly appreciated.
Amount	$10,122.00
Donation Type	
Number of Volunteers Requesting	
Items Requesting / Number of Items	
Event Start Date/Time	May 27, 2025 @ 12:00 AM (EDT)
Event End Date/Time	Jun 15, 2025 @ 12:00 AM (EDT)
Tags	

Attachments	E-bikes Proposal PDF.pdf
Associated Projects	

ADVERTISING

How will this donation be acknowledged?	Press Release, Check Presentation, Other
Advertising Deadline	Jul 01, 2025
Advertising Instructions	A banner would be perfect and could be picked up when obtaining funds, along with a press release thanking your organization. The Hartford Police Department would be immensely grateful for any assistance you could provide us.
Attachments	

INFORMATION

Submitted By Organization Contact	Christian Hernandez
Date/Time Submitted	May 27, 2025 @ 11:44 AM (EDT)
Last Updated By	Pamela Brunet
Date/Time Last Updated	Jun 26, 2025 @ 2:45 PM (EDT)
Approval Status	Approved
Form Submitted	Contribution/Sponsorship Request Form (2025) (External Submission)
Donation ID	7673

Hartford Police Department

DONATIONS

$10,122.00



HOURS

0



VOLUNTEERS

0



DETAILS

DETAILS

Organization Name	Hartford Police Department
Phone	(802) 299-6637
Web Address	812 VA Cutoff Rd
Organization Type	Other

Does the organization conduct business with us?	Unknown
Which Company Do You Seek Funds From? (Choose only one.)	Community Bank N.A.
Tax ID/EIN- Include Dash (XX-XXXXXXX)	02-5006000
Vendor ID	

Mission Statement

The Hartford Police Department seeks funding for the acquisition of electric power assisted bicycles and accompanying racks to elevate the existing Bicycle Patrol Unit. This unit serves as a fundamental element of our Community Policing initiatives. The introduction of these bicycles will facilitate broader geographical coverage, allowing officers to engage with a wider array of communities and foster positive interactions with residents. Research and empirical evidence suggest that police-community engagement is significantly more effective from bicycles than from traditional police vehicles. However, the effectiveness of bicycle patrols should not be hindered by geographical limitations. The Town of Hartford features a diverse terrain and varied socio-economic landscapes. Electric power assisted bicycles will enable officers to reach designated neighborhoods and public spaces, including Chambers Trailer Park, Wilder, Hartford Avenue, Ballardvale Drive, and Connecticut River Road, thereby enhancing community engagement.

Historical Involvement

The Hartford Police Department actively implements Community Policing strategies. Officers are motivated to engage with community members and groups who reside, work, or have an interest in local affairs. These interactions with both formal and informal community leaders, clergy, activists, residents, and visitors serve as invaluable resources for identifying and addressing community concerns. Engagements occur through formal meetings, neighborhood association gatherings, town events, and school functions such as the Quechee Balloon Festival, Fourth of July celebrations, and the West Hartford Library Farmers Market. However, many of these interactions commence informally with patrol officers, particularly those in the Bicycle Patrol Unit. The bike patrol officers have proven to be an effective conduit for community engagement. Our objective is to increase our presence at special events, including the Quechee Half Marathon, 5K runs, parades, and any other occasions where officers' visibility and accessibility to the public can be enhanced.

Our CSFI Representative	
Description	Local Municipal Police Department
Notes	
Tags	

REVIEW

Last Review	
Review Expiration Date	
Charity Check Attachments	

INFORMATION

Date/Time Submitted	May 27, 2025 @ 11:44 AM (EDT)
Last Updated By	
Date/Time Last Updated	Jun 26, 2025 @ 2:45 PM (EDT)
Form Submitted	Contribution/Sponsorship Request Form (2025) (External Submission)
Organization ID	5583

MASON Racing

Invoice

Invoice #: 123987
Salesperson: Jason
Date: 4/7/2025

Sold To:
HARTFORD POLICE DEPARTMENT
812 VA CUTOFF RD #2
WHITE RIVER JCT., VT 05001

ESTIMATE /QUOTE

QTY	Part Number	Description	Price	Ext.
1	INSTPPA50SLMDBLU	ROCKY MOUNTAIN INST. PP A50 MED. BLU	$6,999.00	$6,200.00
2	INSTPPA50SLLGBLU	ROCKY MOUNTAIN INST. PP A50 LG. BLU	$6,999.00	$12,400.00
2	7099760	BLACKBURN OUTPOST CORNER BAG	$35.00	$60.00
2	AR0159	KUAT TRANSFER V2 2" 2 BIKE RACK	$489.00	$880.00

TOTAL AMOUNT DUE: $19,540.00

Volcanic Bikes
PO Box 526
Boys Town, NE 68010
+15094278623
info@volcanicbikes.com
www.volcanicbikes.com

Estimate

ADDRESS	SHIP TO
Christian Hernandez Hartford Police Department 812 VA Cutoff Rd Hartford, VT 05001	Christian Hernandez Hartford Police Department 812 VA Cutoff Rd Hartford, VT 05001

ESTIMATE #	DATE
2657963	05/05/2025

SALES REP
Dave Dager

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Volcanic eBike 29" Police Ready	eBike 1x11 34t Wheel Size: 29" Frame Size: TBD Frame Color: Black Bosch Mid Drive Shimano XT 11s FSA Cranks (34t) Brakes: Shimano XT Hydraulic Brakes (M8120) Wheels: DT Swiss Accessories Included: Topeak MTX Trunk Bag DX-POLICE Topeak MTX Explorer Disc Rack 29" Niterider Lighting System w/Taillight Niterider Siren	2	4,999.00	9,998.00
	Volcanic eBike 29"	eBike 1x11 34t Wheel Size: 29" Frame Size: TBD Frame Color: Black Bosch Mid Drive Shimano XT 11s FSA Cranks (34t) Brakes: Shimano XT Hydraulic Brakes (M8120) Wheels: DT Swiss	1	4,499.00	4,499.00
	Freight / Shipping	FedEx Ground	3	200.00	600.00
	Sales Tax	Sales Tax calculated by AvaTax for 30792-V0 at Mon May 5 10:41:36 UTC 2025	1	0.00	0.00

Final assembly and tuning required by a trained bicycle mechanic.
Purchaser is required for complying with sales tax requirements in the state the order is being shipped to.

SUBTOTAL	15,097.00
TOTAL	**$15,097.00**

Accepted By

Accepted Date

Outlook

Re: Estimate for E-bikes

From info@omerandbobs.com <info@omerandbobs.com>
Date Fri 4/18/2025 9:35 AM
To Christian Hernandez <chernandez@hartford-vt.org>

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

Hi Christian,

Two of the 3 bikes (one medium, one large) we put on backorder have now been allocated to us. We need to act on them by 4/24 otherwise it will be late May before we see them. Just checking to see if you are still wanting them. Tariffs have forced Trek to raise bike prices across the board but we are going to honor our original quote for you guys. ($4499.99 instead of the new price at 4899.990)

Let me know how you would like to proceed.

Thanks,

Breck

to On 2025-04-03 10:40, Christian Hernandez wrote:

> Thank you for the estimate, and no worries about the typo. It's definitely across the river with no taxes for our business, haha. We would like to schedule a test ride if that's not a problem. I am also adding Officer Moody to this email for the test ride. Please let me know your availability, and we can definitely stop by.
>
> Respectfully,
>
> Christian Hernandez
> Detective-Police Officer First Class
> Criminal Investigations Division
> Hartford Police Department
> 812 VA Cutoff Road
> White River Junction, VT 05001
> Phone: (802)295-9425 ext.369
> Work Cell: (802)299-6637
> chernandez@hartford-vt.org
>
> Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.
>
> **From:** info@omerandbobs.com <info@omerandbobs.com>
> **Sent:** Wednesday, April 2, 2025 6:03 PM
> **To:** Christian Hernandez <chernandez@hartford-vt.org>
> **Cc:** Breck <breck@omerandbobs.com>
> **Subject:** Re: Estimate for E-bikes
>
> [**EXTERNAL EMAIL: DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Hello Detective Hernandez,
Sorry for the late reply, long day. Having talked with my co-workers, we would suggest these three Treks for your purpose-
Powerfly FS+4 $3499
Fuel EXE 9.5 $3799
Marlin 6+ $2699
We just received the above mentioned Fuel EXE, in Blue, Large that we could build for a test ride if you'd like.
Our E Bike specialist, Sal, thought the Specialized to be lacking power for Police work and the Norco options, while nice bikes are all $4500+ in price. As a reminder, no sales tax over here across the river.

Thanks and Hopefully we can make some combination of these models with the racks work well for Hartford PD-
the O&B team
On 2025-04-02 09:48, Christian Hernandez wrote:

> Could you please provide me with an estimate for three e-bikes from the three brands you work with when you have a chance?
> Thank you for your help.
>
> Respectfully,
>
> Christian Hernandez
> Detective-Police Officer First Class
> Criminal Investigations Division
> Hartford Police Department
> 812 VA Cutoff Road
> White River Junction, VT 05001
> Phone: (802)295-9425 ext.369
> Work Cell: (802)299-6637
> chernandez@hartford-vt.org
>
> Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.
>
> ---
>
> **From:** info@omerandbobs.com <info@omerandbobs.com>
> **Sent:** Wednesday, April 2, 2025 11:38 AM
> **To:** Christian Hernandez <chernandez@hartford-vt.org>
> **Subject:** Re: Estimate for E-bikes
>
> [**EXTERNAL EMAIL: DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]
> Morning Detective Hernandez,
> We do Trek, Specialized and Norco.
> Have a nice Wednesday!
> O&B
> On 2025-04-02 09:01, Christian Hernandez wrote:
>
> > Understood. Which other brads for bicycles you have in mind?
> >
> > Respectfully,
> >
> > Christian Hernandez
> > Detective-Police Officer First Class
> > Criminal Investigations Division
> > Hartford Police Department
> > 812 VA Cutoff Road
> > White River Junction, VT 05001

Phone: (802)295-9425 ext.369
Work Cell: (802)299-6637
chernandez@hartford-vt.org

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

From: info@omerandbobs.com <info@omerandbobs.com>
Sent: Monday, March 31, 2025 11:13 AM
To: Christian Hernandez <chernandez@hartford-vt.org>
Subject: Re: Estimate for E-bikes

[**EXTERNAL EMAIL: DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]
Greetings Christian,
We can get product from Thule, Kuat and Hollywood racks- Our recommendations would be the Thule T2 Pro XTR at $799, which is a two bike option, but could get any E Bike rated options from the aforementioned companies.
Thanks and Happy Monday!
Omer and Bobs
On 2025-03-27 13:04, Christian Hernandez wrote:

> Hey Sal,
>
> I reviewed our vehicles paperwork, and yes, it would be a class 3 hitch.
>
> Respectfully,
>
> Christian Hernandez
> Detective-Police Officer First Class
> Criminal Investigations Division
> Hartford Police Department
> 812 VA Cutoff Road
> White River Junction, VT 05001
> Phone: (802)295-9425 ext.369
> Work Cell: (802)299-6637
> chernandez@hartford-vt.org
>
> Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.
>
> ---
>
> **From:** info@omerandbobs.com <info@omerandbobs.com>
> **Sent:** Thursday, March 27, 2025 1:18 PM
> **To:** Christian Hernandez <chernandez@hartford-vt.org>
> **Subject:** Re: Estimate for E-bikes
>
> [**EXTERNAL EMAIL: DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]
> Hi Christian,
> This is Sal jumping in to help. Couple of questions; what size bikes would you need? And, for the racks, will you be installing them on Class 3 hitch receivers?
> Happy to continue the conversation.
> Sal
>
> On 2025-03-27 10:40, Christian Hernandez wrote:
>
> > Christian is perfect,

I was referencing to the racks for carrying the bikes on the cruisers. The current racks we have cannot be used for e-bikes.

Thank you for your help.

Respectfully,

Christian Hernandez
Detective-Police Officer First Class
Criminal Investigations Division
Hartford Police Department
812 VA Cutoff Road
White River Junction, VT 05001
Phone: (802)295-9425 ext.369
Work Cell: (802)299-6637
chernandez@hartford-vt.org

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

From: info@omerandbobs.com <info@omerandbobs.com>
Sent: Thursday, March 27, 2025 12:37 PM
To: Christian Hernandez <chernandez@hartford-vt.org>
Subject: Re: Estimate for E-bikes

[**EXTERNAL EMAIL: DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]
Thanks for the quick reply Christian (or do you prefer Detective Hernandez)?
Are you referencing racks on the bikes themselves or racks for carrying the bikes on the cruisers?
Myself and my associate Sal, an E-bike enthusiast himself, will prepare a couple options for you later today.
Thank you
O&B

On 2025-03-27 09:25, Christian Hernandez wrote:

> Good morning, Brandon,
>
> I am currently applying for a grant and have a meeting today with the Energy & Sustainability Committee, who provided funding last time for HPD to obtain bicycles for the unit. I would like to request about $15,000 so that we can afford to purchase three bikes with racks.
>
> I have previously used the Marlin, and I think it's a good bike. I would appreciate the option to swap batteries if needed, but please correct me if I'm wrong; I don't believe the Marlin has that capability. If you have any other bike recommendations, I'm very open to suggestions.
>
> Thank you!
>
> Respectfully,
>
> Christian Hernandez
> Detective-Police Officer First Class

Criminal Investigations Division
Hartford Police Department
812 VA Cutoff Road
White River Junction, VT 05001
Phone: (802)295-9425 ext.369
Work Cell: (802)299-6637
chernandez@hartford-vt.org

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

From: info@omerandbobs.com <info@omerandbobs.com>
Sent: Thursday, March 27, 2025 11:02 AM
To: Christian Hernandez <chernandez@hartford-vt.org>
Subject: Re: Estimate for E-bikes

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

Greetings Christian,
Thanks for reaching out! What is your budget for the bikes? Looks like the bike you were originally interested in, the Powerfly FS 4 Gen 3, only has stock available in XL models. We would be happy to set you up with a quote for a similar bike, the Marlin 6 or 8+, which have full size runs available.
Thanks,
O&B
(Brandon)
On 2025-03-27 08:19, Christian Hernandez wrote:

> Good morning,
>
> I am Detective Christian Hernandez with the Hartford, Vermont Police Department. I am writing to request an estimate for three Powerfly FS 4 Gen 3 electric bicycles. Our department currently operates a bike unit consisting of two standard mountain bikes. Given the diverse landscapes of our community, which includes both rural and urban areas, we believe that expanding our capabilities with electric bicycles will enhance our effectiveness.
>
> At present, there are three personnel, including myself, designated to the bike division. Our objective is to acquire three electric bicycles to improve our community policing efforts. Research indicates that bicycle patrols yield better engagement and communication with residents compared to traditional patrol vehicles. Additionally, I would require the corresponding e-bike racks for our cruisers.
>
> I look forward to your prompt response.
>
> Respectfully,
>
> Christian Hernandez
> Detective-Police Officer First Class
> Criminal Investigations Division
> Hartford Police Department
> 812 VA Cutoff Road
> White River Junction, VT 05001
> Phone: (802)295-9425 ext.369

Work Cell: (802)299-6637
chernandez@hartford-vt.org

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Memo to Selectboard

In June of 2025, at the direction of Police Chief Constance Kelley, I was directed to seek outside funding sources to replace our K9 officer's assigned police vehicle that is damaged and at the end of serviceability. I solicited a donation from the Jack and Dorothy Byrne Foundation. I have attached a copy of this letter.

The request was for any financial assistance to fund the cost of the project. A quote was obtained by the Colonial Municipal Group for the purchase of a Hybrid Ford Explorer outfitted as a Police K9 vehicle. The total quote was $78,643.27.

The Jack and Dorothy Byrne Foundation generously donated $40,000 to the town of Hartford for this project and subsequently asked to have their donation remain anonymous. In addition to this $40,000 donation, the town currently has $16,558.29 in an account at Mascoma Bank to fund the K9 program.

I respectfully request that the selectboard allows the Hartford Police Department to use the above listed donation from the Jack and Dorothy Byrne Foundation to fund the purchase of a new patrol vehicle equipped for K9 operations as it is a critical asset to public safety and our mission capability.



Daniel Solomita, Acting Lieutenant

K 2.

The Jack and Dorothy Byrne Foundation
PO Box 599
Etna, New Hampshire 03750

Dorothy M. Byrne
President

June 27, 2025

Daniel Solomita, Acting Lieutenant
Hartford Police Department
812 VA Cutoff Road
White River Junction, VT 05001

Dear Lieutenant Solomita:

Thank you for your recent letter with its details of your need for a Police Vehicle equipped for a Patrol K9 Team.

I am pleased to know your K9 officer program has been such a success and I'm willing to offer my support once again.

My contribution of forty thousand dollars is enclosed. I would prefer to remain anonymous with this particular gift.

Best of luck as you continue this program.

Sincerely,

Dorothy Byrne

To whom it may concern,

In my capacity as the Acting Commander of the Hartford Vermont Police Departments Community Outreach Division, It is with great interest that I am respectfully asking for assistance to fund our unmet need for a Police Vehicle equipped for a Patrol K9 team.

The Hartford Police Department is a full-service law enforcement agency entrusted to protect and serve the public within the town of Hartford. Our mission statement states, *"through the consistent application of **Trust, Fairness,** and a **Commitment** to the pillars of procedural justice, members of the Hartford Police Department will realize our vision-promoting pride, service, and public safety."*

Currently, the Hartford Police Department employs twenty full-time police officers and has two vacant positions that are yet to be filled. The agency responds to approximately 8000 calls for police service annually. The nature of these calls varies extensively from the relatively mundane, to felonious crime, to real time life-or-death situations.

In 2015, to respond to the rapid intensification of the nationwide opiate epidemic, the Hartford Police Department initiated a K9 officer program. Initially, the K9 program was used for narcotics detection, and community outreach. There was a substantial initial investment which included training Officer Eric Clifford (our initial K9 officer), the purchase and outfitting of a vehicle, monthly in-service training, and veterinary needs.

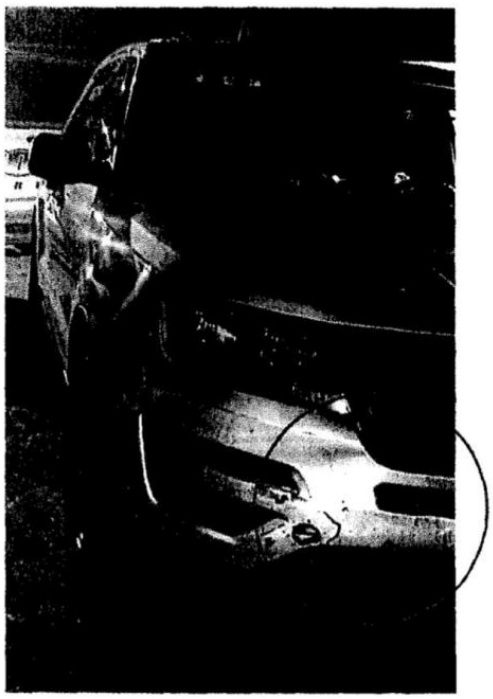
Since its inception, our K9 program has been a resounding success. The Hartford Police Department has affected large scale narcotic investigations. These investigations have led to enormous quantities of deadly narcotics (ie fentanyl, heroin, methamphetamine, cocaine, crack cocaine) being seized and multiple arrests of narcotic dealers that would otherwise still be preying on our community members.

Our K9 program was so successful that in 2020, Officer Clifford and his assigned K9 "Dozer" were awarded the prestigious "Drug Detection Team of the Year" in the state of Vermont.

In 2024 Officer Clifford was reassigned to the Hartford Police Department's Criminal Investigations Division. Our agency hired Officer Michael Goslin and his assigned K9 "Atlas" who had transferred from the Montpelier Vermont Police Department. We were unable to secure funding for a second police K9 vehicle, consequently, Officer Clifford transferred his assigned vehicle to Officer Goslin.

K9 Atlas is a multi-purpose police K9, he performs narcotic detection as well as patrol operations. Officer Goslin has continued Officer Clifford's record of success which includes the following notable K9 deployments:

In October of 2024 a felon in possession of a stolen vehicle intentionally rammed the K9 vehicle, nearly striking Officer Goslin. The male then crashed his vehicle into the woods and fled on foot. K9 Atlas was able to track the male's scent for an extended distance and law enforcement was able to take the violent felon into custody. Since this incident, the Hartford Police Department has not been able to fix the substantial structural damage to the front of the K9 vehicle which remains to this day (see image).



In November of 2024 Officers responded to a report of a felony level domestic violence incident. The offender locked the dwelling and barricaded himself in an upstairs bedroom. Officers forced entry and K9 Atlas was deployed. The male heard K9 Atlas barking and was told to surrender or risk being bit. The male subsequently surrendered without incident thereby preventing what could have been a deadly incident.

The above-mentioned incidents represent a very small sample size of our K9 team's workload. In addition to being a critical asset to the Hartford Police Department, Officer Goslin and K9 Atlas, routinely respond to neighboring agencies and assist with a wide array of investigations. These investigations have ranged from narcotic detention to finding missing juveniles. The loss of our K9 program would have an extremely detrimental effect on the efficacy of law enforcement within the Upper Valley region, which would substantially erode public safety.

Currently, our K9 vehicle's rocker panels are broken and in need of repair, however the cost of this repair exceeds the value of the vehicle. Furthermore, the vehicle leaks oil from multiple locations in the engine compartment and has front end structural damage. Pursuant to the state of Vermont's "Vehicle Inspection Manual," our current K9 vehicle is not safe to operate and cannot pass a state inspection.

As is true with most law enforcement agencies, the majority of our operating budget is earmarked for personnel costs leaving very little for equipment. Due in large part to soaring inflation, combined with cost cutting measures, there is no feasible way for the Hartford Police Department to fund a new K9 vehicle.

The Hartford Police Department is in desperate need of a dependable K9 police cruiser. Police vehicles designed for K9's are equipped with specialized modifications designed to support the K9. These include climate-controlled compartments to ensure the health and safety of the K9, remote door actuation for rapid egress, and emergency alert functions to indicate if the K9 is in danger due to temperature extremes. As a result of these specific modifications, K9 equipped police vehicles are substantially more expensive than standard police vehicles. Without the generosity of the Jack and Dorothy Byrne Foundation, the Hartford Police Department's K9 program is likely to end in the near future. This would substantially decrease our operational capabilities, and place both the public and our officers at increased risk.

I have attached a copy of the quote from Colonial Municipal Group for the purchase of a Hybrid Ford Explorer fully outfitted as a Police K9 vehicle. The total cost of this purchase is $78,643.27.

Any financial assistance with this acquisition would be greatly appreciated by our agency.

Thank you for your careful consideration with this matter.

_____

Daniel Solomita, Acting Lieutenant

Hartford Police Department

THE JACK AND DOROTHY BYRNE
FOUNDATION, INC.
DOROTHY BYRNE, PRESIDENT
3 LARAMIE RD.
ETNA, NH 03750

6034

25-80/440

2/18/25
Date

Pay to the Order of Hartford Police Dept $ 40,000 00/x

Forty thousand — 00/x Dollars

Photo Safe Deposit®

UBS
UBS Financial Services Inc.
UMB Bank, N.A.
Kansas City, MO 64105

For

Dorothy Byrne MP

⑆044000804⑆ 8200258437⑈06034

Budget Quote

5/14/2025

Sergant Daniel Solomita
Hartford VT Police Department
thowell@hartford-vt.org
(802) 295-9425

Sales Rep: Kris Wright
774-571-1577
kwright@buycmg.com

Hi-Pro K9 Vehicle

VEHICLE:

Qty	Item #	Description	Unit Price	Line Total
1.00	K8A	2025 Ford Police Utility AWD -Hybrid Engine	$ 48,528.80	$ 48,528.80
1.00	44U	Automatic transmission	Included	"
1.00		Class III Trailer Hitch (Standard)	"	"
1.00	96	Interior: Ebony Cloth Front Seats, Vinyl Rear Seats	"	"
1.00	UM	Exterior: Agate Black	"	"
1.00	STANDARD	Hands Free Bluetooth (Standard)	"	"
1.00	STANDARD	Class III Trailer Hitch Receiver with 5,000 lbs. towing capacity and (2) recovery hooks Note: Includes Class III Trailer Tow Lighting Package	"	"
1.00	STANDARD	Rearview Camera with Washer viewable in 8" center stack screen	"	"
1.00	STANDARD	Police Dark Car Feature	"	"
1.00	STANDARD	Keyless Entry with 4 Manual Keys and Fobs	"	"
1.00	STANDARD	Police Perimeter Alert	"	"
1.00	STANDARD	Manual Police Pursuit Mode – Steering Wheel Switch Execution	"	"
1.00	STANDARD	Rear Camera on Demand Button	"	"
1.00	STANDARD	Police Engine Idle	"	"
1.00	STANDARD	BLIS® – Blind Spot Monitoring with Cross-traffic Alert	"	"
1.00	STANDARD	Red/White Dome Lamp – Cargo Area	"	"
1.00	STANDARD	Rear A/C Control	"	"
1.00	STANDARD	Reverse Sensing System	"	"
1.00	STANDARD	Power Heated Mirrors	"	"
1.00	STANDARD	Pre-collision assist	"	"
1.00	STANDARD	Grille LED Lights, Siren & Speaker Pre-Wiring	"	"
1.00	STANDARD	Rearview Camera viewable on 8" Center Stack Screen	"	"
1.00	87M	1/4 Size Picture in Picture Rear Camera	"	"
1.00	18D	Rear Liftgate Lock Disable	"	"
1.00	51R	Spot Lamp - LED Bulb, Driver Only (Unity)	"	"
1.00	153	Front license plate bracket	"	"
1.00	52P	Door Lock Plungers	"	"
1.00	68G	Rear-Door Handles Controls Inoperable / Locks Inoperable (included with 52P)	"	"

VEHICLE TOTAL: $ 48,528.80

Extended Warranty:

Qty	Item #	Description	Unit Price	Line Total
1.00	ESP	Premium Care 5 year/100k mi $0 Deductible Extended vehicle warranty	$ 3,119.00	$ 3,119.00

VEHICLE TOTAL: $ 3,119.00

EQUIPMENT:

Qty	Item #	Description	Unit Price	Line Total
1.00	Paint	Paint Roof and 4 doors (TN) Silver Gray Metallic	$ 2,295.00	$ 2,295.00
1.00	Graphics	Package B to Hartford VT PD Spec	$ 995.00	$ 995.00
1.00	Labor	Activate Factory Headlight Flasher	$ 52.50	$ 52.50
1.00	36-2125	Push Bumper Elite - Police Interceptor Utility 2020-2025	$ 599.00	$ 599.00
1.00	36-6005W2	Push Bumper Light Channel 23.5 inch Whelen, 2 Hole	$ 77.00	$ 77.00
1.00	I2E	Whelen ION Duo Lighthead, pair Mounted in top bar of push bumper-Blue/white	$ 429.00	$ 429.00
1.00	TSS0E	Whelen ION Mounted on each side of push bumper - Blue/White	$ 429.00	$ 429.00
1.00	VTX9E	Whelen (2) LED DUO Color Vertex hideaway system, model # VTX9E- Mounted in head lights- Blue/White	$ 349.00	$ 349.00
2.00	U180EX	Whelen U180 Series Super LED warning light (each) with DUO SMOKED colored warning. Use vehicle specific mirror housings purchased Seperately, model # - U180#X- Blue/White	$ 246.00	$ 492.00
1.00	U18050	Whelen Under-the-Side View Mirror Mount Kit for Two U180, Series sold Separately. Pair. Model # U180**	$ 26.00	$ 26.00
2.00	PSE02FCR	Whelen Strip LightPlus Duo LED PS*02FCR- Pair-Mounted in rear side cargo area window- Blue/White	$ 228.00	$ 456.00
2.00	PSBKT90	Whelen Strip Lite "L" Mounting Bracket	$ 21.70	$ 43.40
1.00	VTX9J	Whelen (2) LED DUO Color Vertex hideaway system, model # VTX9E- Mounted in tailights- Blue/Red	$ 349.00	$ 349.00
1.00	TSS0E	Whelen ION Mounted on trim above rear license plate - Blue/White on steady when in reverse	$ 429.00	$ 429.00
1.00	TSS0B	Whelen Model TLIB Super thin Surface mount ION, Blue Mounted on bottom edge of rear hatch	$ 413.00	$ 413.00
1.00	BB2BBBB-PKG	Whelen Liberty II WCX Lightbar CORE Package; Includes BB8/2BBBB, Blue/White (front/sides); Blue/Amber (rear) with (2) red/amber modlues Includes: photocell, mount kit, C399 Core Control Center, CCTL7 Control head, OBDII C399SP, SA315P/U Speaker and Bracket	$ 4,791.00	$ 4,791.00
2.00	CEM16	Whelen WeCanX Output Expansion Module Model CEM16	$ 320.00	$ 640.00
1.00	CV2V	Whelen Vehicle to Vehicle Sync Module Model #CV2V	$ 312.00	$ 312.00
1.00	C-VS-1012-INUT-2-H	Havis 2020-2021 Ford Interceptor Utility High Angled Console Includes: OEM USB and lighter plug cutout Two (2) additional 12 volt sockets with wire and fuse	$ 709.00	$ 709.00
1.00	C-ARM-103	Havis Armrest, console top mount flip up style model # C-ARM-103	$ 150.00	$ 150.00
1.00	CUP2-1001	Havis Self-Adjusting Double Cup Holder	$ 60.00	$ 60.00
1.00	C-EB40-CCS-1P	Havis Equipment Mounting Bracket, Whelen	$ 25.90	$ 25.90
1.00	C-EB*RADIO	Havis Equipment Mounting Bracket, Radio	$ 23.10	$ 23.10
2.00	425-3818	Magnetic Microphone System - Each	$ 42.00	$ 84.00
2.00	C-MCB	Havis Mic Clip Bracket	$ 15.20	$ 30.40
1.00	K9-F28-1-B	Havis K-9 transportation system for 2025 Police Interceptor Utility model #K9-F28-1-B	$ 4,801.00	$ 4,861.00
1.00	K9-A-104	K9 Transport & Window guard option includes 10" fan (K9-A-301) and fan mount kit with hardware (WGI007335)	$ 714.30	$ 629.80

1.00	K9-A-201	K9 Transport Hot-N-Pop Unit	$	3,293.00	$	3,036.20
1.00	K9-A-336	K9 Transport Long Range 27MHz Remote Pager Option with Dual Band Antenna for Acek9 Heat Alarm And Hot-N-Pop Units	$	932.70	$	675.20
1.00	K9-A-306	K9 Transport Engine Stall Sensor Option Cannot be used with hybrid vehicles	$	397.00	$	333.80
1.00	C-EB45-RHS-1P	Havis Hot-N-Pop console Bracket with rocker switch cutouts	$	40.00	$	34.40
1.00	C-SW-2	Havis 12v Black Paddle Type Rocker Switch On/Off/On for red/White Dome Light	$	74.10	$	74.10
1.00	C-SW-1	Havis 12v Black Paddle Type Rocker Switch On/Off for manual control of K9 Fan	$	74.90	$	74.90
1.00	SC-929-5-K9	Santa Cruz SC-929-5-K9 Universal Rail Overhead Electronic Rifle/Shotgun Rack with SC-6 XL Lock (Handcuff style clamp and override key)- Mounts overhead on K9 transport under deck mounted in Sedan	$	473.99	$	473.99
1.00	TR-33	Install mobile data terminal, modem, power supply, charge guard, mount and antenna	$	425.00	$	425.00
1.00	500-0001	Console MDT mount: Tablet and keyboard mount	$	843.00	$	843.00
1.00	75812	Streamlight Stinger model # 75812 DS LED compact rechargeable flashlight w/charger	$	265.00	$	265.00
1.00	TR-39	Transfer video system	$	520.00	$	520.00
1.00	TR-1	Install customer supplied 2-way radio and antenna	$	250.00	$	250.00
1.00	3SRCCDCR	Whelen 3" Round Compartment Light Split Red/White, each mounted over 1st row	$	125.00	$	125.00
1.00	3SRCCDCR	Whelen 3" Round Compartment Light Split Red/White, each mounted on underside of open liftgate	$	125.00	$	125.00
1.00	GP-IN2624	Custom Shark Fin Antenna Kit for computer install: (2) Cell SMA, (2) WiFi, (1) GPS	$	461.00	$	461.00
1.00	ASFC-155-U2-821	Shark fin add on: Whip antenna for 2-way radio frequency: Tri Band: 800mhZ (762-800 MHz); UHF (450-512 MHz); VHF (149-159 MHz)	$	92.69	$	92.69
1.00	C29F-5QMAP-WHIP	CS29 CABLE 5m - WHIP LABELS FOR APX 8500	$	41.09	$	41.09
1.00	Shop	Shop Supplies	$	595.00	$	595.00

	EQUIP. TOTAL:	**$ 28,195.47**
VEHICLE, ESP AND EQUIPMENT	**PER UNIT TOTAL:**	**$ 79,843.27**
	NUMB. OF UNITS:	1
2017 Ford Police Interceptor Utility AWD with 85,782 mi VIN: 1FM5K8AR6HGA71052- Front Corner Damage	**TRADE-IN VALUE:**	**$ (1,200.00)**
VEHICLE AND EQUIPMENT	**GRAND TOTAL:**	**$ 78,643.27**

Customer Acceptance: _____ ***Date:*** _____

Dealer Authorization: _____ ***Date:*** _____

Special Instructions:

Custom or Special Orders are Non-Refundable

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.
Estimate is Based on Current Information From Client About the Project Requirments

Actual Cost May Change Once Project Elements are Finalized

Thank you for your business!

Memo to Selectboard

On July 10th, 2025, I applied for grant funding from the Firehouse Subs Public Safety Grant to fund the remainder of a replacement to our K9 equipped patrol vehicle. Our current K9 vehicle is damaged and at the end of serviceability. Replacing the vehicle is necessary to maintain the program which is crucial to public safety.

I applied for just over $22,000 in funding (as our current quote from our main vehicle supplier is$78,643.27, and we received a generous donation of $40,000 and accounting for the $16,558.29 that the town has previously received to fund the K9 program).

As the Firehouse Subs Public Safety Grant specifically does not promote partial funding projects, it is unlikely that this grant request will be accepted.

However, if it is accepted, I hereby respectfully request that the Select Board approve its funding to replace our K9 equipped patrol vehicle.

This grant was submitted electronically through a fill in the black question and answer format on the Firehouse Subs server, therefore I do not have a copy of a specific letter requesting funding.

Daniel Solomita, Acting Lieutenant

Hartford Police Department

Memo

To: Hartford Selectboard

From: Det. Lt. Tom Howell

Date: July 17, 2025

Re: Jack and Dorothy Byrne Foundation Donation – sUAS (small Unmanned Aircraft System)

On or about May 12, 2025 I drafted a letter to the Jack and Dorothy Byrne Foundation seeking a donation to support the Hartford Police Department sUAS program. This request was for a donation of $10,000 for the purchase of a drone. The letter is attached with this memo.

On June 3, 2025 I received a letter from the Jack and Dorothy Byrne Foundation as well as a check for $10,000 for the purchase of a thermal imaging drone. This letter is attached. The attachments and the check for the Byrne Foundation were provided to the Finance Department.

I am requesting the use of these funds to purchase a Autel EVO Max 4T-XE thermal imaging drone in the amount $10,161.71 from Terrestrial Imaging. Terrestrial Imaging is a State of Vermont contract holder. Both the State of Vermont contract and quotation are attached. The $161.71 overage will be drawn from the unclaimed funds GL.

This drone gives us a capability to work in adverse weather conditions due to its weather rating which we do not have with our current drones. The drone also has a thermal camera which is critically important for searching for missing persons or during fire scenes which we also do not have with our current drones.

Notably, in the State of Vermont, the use of drones by law enforcement is dictated by 20 V.S.A 4622 as well as FAA guidelines. All HPD drone pilots are have FAA Part 107 licenses and current drones are insured by VLCT as required.

V/R

Tom Howell
Detective Lieutenant
Criminal Investigations Division

TOWN OF HARTFORD
POLICE DEPARTMENT
&
Emergency Communications Center

Chief Constance Kelley

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

Hartford Police Department
812 VA Cutoff Rd
White River Junction, VT 05001
05/12/2025

The Jack & Dorothy Byrne Foundation
PO Box

Dear Members of the Byrne Foundation,

I hope this letter finds you well. I am writing on behalf of the Hartford, Vermont Police Department to respectfully request your support in funding the purchase of a thermal imaging drone — a critical tool that will significantly enhance our department's ability to serve and protect our community, as well as the greater Upper Valley region.

The Hartford Police Department provides law enforcement services not only to our own community, but also through regional mutual aid agreements with neighboring agencies, including Lebanon, NH; Hanover, NH; Norwich, VT; as well as other communities and provides operational support to the Vermont State Police. This collaborative approach ensures that our public safety efforts extend across the region, particularly during complex incidents or emergencies that require specialized resources.

A thermal drone would allow our officers to more effectively conduct search-and-rescue operations, monitor dangerous situations from a safe distance, and locate missing persons — particularly in low-visibility conditions such as nighttime, dense forest, or rugged terrain, which is common throughout our area. The addition of thermal capabilities would dramatically improve both the speed and safety of these missions. We also want to point out the gap with our current equipment being limited flight time do to size, the equipment is not weather resistant, limitations with the camera and camera quality and the ability to attach accessories such as speaker to communicate with victims.

Our department staffs a drone team comprised of trained FAA-certified pilots from both our patrol and criminal investigations divisions. We were graciously awarded grant funds from the Walmart Community Grant Program to start this specialty unit. These officers regularly cross-train with the Vermont State Police drone unit, ensuring the highest level of preparedness and operational safety. However, our current drone equipment does not include thermal imaging, nor is it water resistant in any capacity — which are vital limitation we are seeking to overcome with your support.

The thermal drone would also be deployed in direct support of the Hartford Fire Department, further enhancing regional public safety. In the past year alone, the fire department responded to 10 structure fires and 3 wildfires (with an annual average of 10 wildfire responses). Additionally, the fire department regularly conducts swiftwater and technical rescues. A thermal drone would be a game-changing asset during these dangerous operations, helping to identify hot spots, detect victims in smoke-filled or obscured environments, and ensure firefighter safety in rapidly evolving scenarios.

We are seeking a donation of $10,000 to fully cover the purchase of a high-quality thermal imaging drone system. The Byrne Foundation's long-standing commitment to public service and community well-being makes you a natural partner in this effort. We would be honored to publicly recognize your support and keep you informed of the outcomes your contribution makes possible.

Thank you for considering our request. We deeply appreciate the Byrne Foundation's ongoing dedication to strengthening communities across the region, and we hope to partner with you in advancing this vital public safety initiative.

With gratitude,

Tom Howell
Detective Lieutenant
Criminal Investigations Divisions
Hartford Police Department
thowell@hartford-vt.org
802-295-9425 x 325

The Jack and Dorothy Byrne Foundation
PO Box 599
Etna, New Hampshire 03750

Dorothy M. Byrne
President

June 3, 2025

Lt. Thomas Howell
Hartford Police Department
812 VA Cutoff Road
White River Junction, VT 05001

Dear Lieutenant Howell:

Thank you for your recent letter with its details of the importance of drones to your work.

I am pleased to help with the purchase of a thermal imaging drone system and my contribution of ten thousand dollars is enclosed.

Have a lovely summer.

Sincerely,

Dorothy Byrne

Dorothy Byrne

Contract #45222
Amendment #1

STATE OF VERMONT
CONTRACT AMENDMENT

It is hereby agreed by and between the State of Vermont, Department of Buildings and General Services, Office of Purchasing and Contracting (the "State") and Terrestrial Imaging LLC, with a principal place of business in Brick, NJ (the "Contractor") that the contract between them originally dated as of February 15, 2023, Contract # 45222, as amended to date, (the "Contract") is hereby amended as follows:

I. **Maximum Amount**. The maximum amount payable under the Contract, wherever such reference appears in the Contract, shall be changed from $400,000.00 to $800,000.00, representing an increase of $400,000.00.

II. **Contract Term**. The Contract end date, wherever such reference appears in the Contract, shall be changed from February 14, 2025 to February 14, 2026.

III. **Attachment C, Standard State Provisions for Contracts and Grants**. Attachment C is hereby deleted in its entirety and replaced as follows:

"Attachment C: Standard State Provisions for Contracts and Grants" (revision version dated October 1, 2024) constitutes part of this Contract and is hereby incorporated by reference as if fully set forth herein and shall apply to the Contractor and to the purchase of all goods and/or services by the State under this Contract. A copy of this document is available online at: https://bgs.vermont.gov/purchasing-contracting/forms.

Taxes Due to the State. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, the Contractor is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont.

Child Support (Applicable to natural persons only; not applicable to corporations, partnerships or LLCs). Contractor is under no obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order as of the date of this amendment.

Certification Regarding Suspension or Debarment. Contractor certifies under the pains and penalties of perjury that, as of the date this contract amendment is signed, neither Contractor nor Contractor's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Contractor further certifies under pains and penalties of perjury that, as of the date this contract amendment is signed, Contractor is not presently debarred, suspended, nor named on the State's debarment list at: http://bgs.vermont.gov/purchasing-contracting/debarment

This document consists of 2 pages. Except as modified by this Amendment No. 1, all provisions of the Contract remain in full force and effect.

The signatures of the undersigned indicate that each has read and agrees to be bound by this Amendment to the Contract.

STATE OF VERMONT	**Terrestrial Imaging LLC**
By: _____	**By:** _____
Name: Wanda Miloni	**Name:** Christopher LoPresti
Title: Commissioner – Buildings & General Services	**Title:** Member
Date: _____	**Date:** December 9/2024

terrestrialimaging

Supporting America's Drone Pilots
And Flight Departments

1-800-FLY-0530

Tom Howell
Hartford Police Department

Hartford VT

Quote Number **9517-5973/9430**
Quote Date 06/16/2025

On behalf of myself and the team at Terrestrial Imaging LLC, I would like to thank you for the opportunity to provide you with the following quotation. As you review the quotation, please take into consideration some of the reasons why you should choose Terrestrial Imaging as your drone equipment and training partner:

1. We are an authorized dealer for the largest UAV equipment manufacturers including: DJI, Autel, Quantum Systems, YellowScan, Flir and MicaSense to name a few.
2. We've been in business since the birth of the commercial unmanned aircraft industry and we've learned a thing or two along the way. You can count on us to have the answers to your questions.
3. Drones are all we do. At Terrestrial Imaging, we are 100% dedicated to the unmanned aircraft industry so there is nothing distracting us from being the best at drones.
4. We stock what we sell so our orders ship quickly.
5. We have expert drone consultants on staff. All of our consultants are drone pilots with countless hours of flight time. They have knowledge of the latest technology, as well as the legacy systems. You can be sure that when you call Terrestrial Imaging you will be getting a recommendation based on years of experience from someone that knows the right equipment for your mission.
6. Upfront pricing. Some competitors over-promise and under-deliver! We often hear stories from customers about not being able to use their equipment for extended periods of time because their orders were misconfigured, with prices that were too good to be true. If you happen to receive a better quote from another company, please let us know so we can make sure you are comparing apples to apples.

Not only is Terrestrial Imaging a leading drone equipment supplier, we also offer equipment setup, maintenance, repairs, annual inspections and training services.

Please do not hestiate to contact me with any questions. I look forward to fullfilling this order and providing you with excellent services.

Sincerely,

Christopher LoPresti

terrestrialimaging

Supporting America's Drone Pilots And Flight Departments

1-800-FLY-0530

Prepared by: Christopher LoPresti for:

Tom Howell
Hartford Police Department

Hartford VT

Quote Number **9517-5973/9430**
Quote Date 06/16/2025

#	QTY	ITEM	DESCRIPTION	UNIT PRICE	AMOUNT
1	1 pcs.	EVO Max 4T-XE	- EVO Max 4T-XE Aircraft - Smart Controller V3 - 1x Drone Battery - 1x Spare propeller - Battery Charger - Charging brick - data cable - RC Charging cable - Controller Lanyard - Controller cover - Controller sticks - Carrying Case	$8,999	$8,999
2	3 pcs.	EVO Max Smart Flight Battery	EVO Max Smart Flight Battery x1	$319	$957
3	1 pcs.	Hoodman 3' Launch Pad	Hoodman Drone Launch Pad, 3 ft Diameter with heavy weighted border to keep the launch pad firmly in place.	$79.99	$79.99
4	1 pcs.	EVO Max Series Multi-Charger	Multi-charger For EVO Max Series x1	$145	$145
5	1 pcs.	Autel EVO 4T Max Equipment Setup	Terrestrial Imaging's team of drone experts will prepare your Autel EVO 4T Max equipment so that it is truly ready to fly out of the box. Setup services cover the aircraft, controller, display device, and up to four total batteries. Our setup service starts with a thorough inspection of your new equipment. Next, we charge all batteries, upgrade firmware, and bench test the new equipment. Setup services will conclude with an indoor flight test. Any defects identified will be addressed prior to delivery.	$295	$295
6	1 pcs.	UPS Ground Shipping, Insured and with Signature Required		$0	$0
7	1 pcs.	Vermont State Contract Discount		$0	$-314.28

SUBTOTAL $10,161.71
GRAND TOTAL **$10,161.71**

Thank you for choosing to do business with Terrestrial Imaging.
Please call us at 800.FLY.0530 with any questions.
Unless stated otherwise, this purchase does not include telephone or in person support.

terrestrialimaging

Supporting America's Drone Pilots
And Flight Departments

1-800-FLY-0530

PAYMENT TERMS

Government Customers:

Government customers are eligible for 30 days terms based on the issuance of a confirmed original purchase order on government letterhead. If you are a government agency and will be issuing a purchase order with 30 day terms, please notify your account manager. Credit terms for government agencies are not automatic so please discuss with your Terrestrial Imaging account manager when submitting your order. All orders placed on terms must be shipped to a verifiable government address and will require adult signature.

Non-Government Customers:

Terrestrial Imaging accepts credit card payments, money orders, certified checks, and wire transfers for customer purchases according to the following schedule below:

1. **Credit Card Payments:** Up to $2,500 can be charged on a credit card without incurring additional fees.

    - All credit card orders must be shipped to the credit cards billing address and will require a signature upon delivery.
    - Credit card customers who do not pay in person (over the phone or Internet) must sign and complete a credit card authorization form.
    - Any amount above $2,500 that is charged to a credit card will incur a 3% credit convenience fee.

2. **Wire Transfers:** You can use a wire transfer to pay any Terrestrial Imaging invoice. Please see below for wire transfer information:

    Account Name: Terrestrial Imaging, LLC
    Wire Routing Number: 026009593
    Bank account Number: 381044121538
    Account Telephone Number: 800.359.0530
    Account Email Address: sales@terrestrialimaging.com

    Bank Address:
    Bank of America
    6 South Main Street
    Marlboro NJ 07746

3. **Money Order or Certified Check:** You can mail a money order or certified check to:

    Terrestrial Imaging, LLC
    375 Herbertsville Road
    Brick, New Jersey 08724

The Vermont Statutes Online

The Statutes below include the actions of the 2024 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

Title 20 : Internal Security and Public Safety

Chapter 205 : Drones

(Cite as: 20 V.S.A. § 4622)

§ 4622. Law enforcement use of drones

(a) Except as provided in subsection (c) of this section, a law enforcement agency shall not use a drone or information acquired through the use of a drone for the purpose of investigating, detecting, or prosecuting crime.

(b)(1) A law enforcement agency shall not use a drone to gather or retain data on private citizens peacefully exercising their constitutional rights of free speech and assembly.

(2) This subsection shall not be construed to prohibit a law enforcement agency from using a drone:

(A) for observational, public safety purposes that do not involve gathering or retaining data; or

(B) pursuant to a warrant obtained under Rule 41 of the Vermont Rules of Criminal Procedure.

(c) A law enforcement agency may use a drone and may disclose or receive information acquired through the operation of a drone if the drone is operated:

(1) for a purpose other than the investigation, detection, or prosecution of crime, including search and rescue operations and aerial photography for the assessment of accidents, forest fires and other fire scenes, flood stages, and storm damage; or

(2) pursuant to:

(A) a warrant obtained under Rule 41 of the Vermont Rules of Criminal Procedure; or

(B) a judicially recognized exception to the warrant requirement.

(d)(1) When a drone is used pursuant to subsection (c) of this section, the drone shall be operated in a manner intended to collect data only on the target of the surveillance and to avoid data collection on any other person, home, or area.

(2) Facial recognition or any other biometric matching technology shall not be used on any data that a drone collects on any person, home, or area other than the target of the surveillance.

(3)(A) If a law enforcement agency uses a drone in exigent circumstances pursuant to subdivision (c)(2)(B) of this section, the agency shall obtain a search warrant for the use of the drone within 48 hours after the use commenced.

(B) If the court denies an application for a warrant filed pursuant to subdivision (A) of this subdivision (d)(3):

(i) use of the drone shall cease immediately; and

(ii) information or evidence gathered through use of the drone shall be destroyed.

(e) Information or evidence gathered in violation of this section shall be inadmissible in any judicial or administrative proceeding. (Added 2015, No. 169 (Adj. Sess.), § 2, eff. Oct. 1, 2016.)

9.

John Haverstock

From: Brandon Smith
Sent: Thursday, July 17, 2025 4:58 PM
To: John Haverstock; Lana Livingston
Cc: Selectboard
Subject: Ordinance Against Anonymity of Law Enforcement When Working In Their Official Capacity

Thank you all for considering the below ordinance for our next meeting.

John and Lana, thank you for including it in the published packet.

John, thank you for soliciting input from VLCT.

All my best,
Brandon

Ordinance Against Anonymity of Law Enforcement When Working In Their Official Capacity

WHEREAS, due to the increasingly-common practice of federal immigration officials concealing their identities from the public, including those they are apprehending, while working in their official capacity,

And WHEREAS, due to the soon-to-be-felt influx of federal funding for said immigration agencies,

And WHEREAS, the accountability of law enforcement officials is a bedrock of democracy, and this accountability hinges completely on law enforcement officials' being identifiable while acting in their official capacities,

The following Ordinance is proposed:

As of the enacting of this ordinance, the Town of Hartford, Vermont requires all law enforcement operating within town limits, from any jurisdiction local state or federal, to leave their faces uncovered when acting in their official capacity, and, to provide their first and last names and badge numbers when asked by any member of the public, including those they may be apprehending, and/or any member of Town staff, and requires that law enforcement personnel allow for whomever is asking to record the identification information for their own future reference.

The only exceptions to the provision on face coverings shall be when there is inclement weather to protect from frostbite, or a strong suspicion of the presence of a communicable disease, or as otherwise addressed during a future epidemic/pandemic by a Police Chief, Town Manager, or Selectboard.

The only exception to the provision on identification is if the member of law enforcement is working on an undercover assignment given to them by their superior(s) that could only be conducted via the use of an undercover officer.

This ordinance, when passed, is to be communicated to all local, state, and federal law enforcement agencies.

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Brandon Smith
Member, Hartford Selectboard
Cell: 740-505-0038
(Note: my order from most to least urgent are 1. text, 2. email, 3. voicemail.)

Agendas & supporting documents for upcoming meeting & past meetings
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John Haverstock

From: John Haverstock
Sent: Thursday, July 17, 2025 8:26 AM
To: Selectboard
Cc: Connie Kelley; Daniel Solomita
Subject: FW: Ordinance prohibiting law enforcement from concealing their identities

Hello All.

Per Brandon's request and with Mary and Mike's consent, I have placed a discussion of Brandon's proposal on the agenda for discussion. However, I wanted you all to have the benefit from these two inputs from VLCT.

Thanks.

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

From: Trevor Whipple <twhipple@VLCT.org>
Sent: Wednesday, July 16, 2025 4:52 PM
To: Garrett Baxter <gbaxter@vlct.org>; John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Ordinance prohibiting law enforcement from concealing their identities

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

John

When it comes to crafting policy for your police department I recommend engaging with the chief and the union. I'm not sure if there is anything in your CBA that would be impacted by a no mask policy. I understand where the town is trying to go with not having your police officers be anonymous to the public. If such a policy were to be created, I would caution about the need for exceptions. You would not want to prevent officers from wearing a face mask to protect themselves from communicable disease. If they are engaging with someone suspected of Hepatitis, Tuberculosis, COVID or other potential hazard you want them to practice good risk management so that they limit the potential of becoming sick. You might also want to consider an inclement weather exception. I recall a shift or two when I was outside in below zero temperatures with a brisk wind. A good mask helped to prevent frostbite on my face and nose.

To date, I have not heard of any other agency considering a policy to ban face masks. I suspect the concern being voiced in Hartford is being addressed through guidance from police leadership and the hard work of maintaining trust between community members and their police officers.

My best,
Trevor

Trevor Whipple
Law Enforcement Consultant
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
Direct: 802-262-1929
twhipple@vlct.org
VLCT.ORG

To request assistance from the PACIF workplace team, click here!

From: Garrett Baxter <gbaxter@vlct.org>
Sent: Wednesday, July 16, 2025 4:01 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Trevor Whipple <twhipple@VLCT.org>
Subject: RE: Ordinance prohibiting law enforcement from concealing their identities

Good afternoon John,

Thanks for reaching out to us. Municipalities certainly enjoy no authority to regulate the actions of State and Federal law enforcement officers or those of other communities. As for prohibiting its own law enforcement officers from concealing their identity, such a requirement would seem more appropriate to me to be included in the department's own personnel policy than an ordinance. I'll also defer here to VLCT PACIF's Law Enforcement Consultant, Trevor Whipple, with respect to what's considering appropriate policing practices in keeping with State policy as he is the subject matter expert in that regard.

Sincerely,

Garrett A. Baxter

Garrett Baxter, Esq.
Senior Staff Attorney, Municipal Assistance Center
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
(802) 229-9111
gbaxter@vlct.org
Pronouns: he, him, his
VLCT.ORG

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From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, July 16, 2025 8:09 AM
To: VLCT <info@vlct.org>

Cc: Trevor Whipple <twhipple@vlct.org>
Subject: FW: Ordinance prohibiting law enforcement from concealing their identities

CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Hello.

See email thread, below.

Does the Town of Hartford Selectboard possess the authority to enact an Ordinance prohibiting law enforcement officers (federal, state, local) from covering their faces while performing their official duties? If so, does VLCT have any guidance for considering and drafting such an ordinance? Can you confirm that the Town could adopt a policy prohibiting the use of facemasks by members of the Hartford Police Department?

Thanks.

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

From: Brandon Smith <bsmith@hartford-vt.org>
Sent: Tuesday, July 15, 2025 9:53 PM
To: Mary Erdei <merdei@hartford-vt.org>
Cc: Michael Hoyt <mhoyt@hartford-vt.org>; John Haverstock <jhaverstock@hartford-vt.org>
Subject: Re: Ordinance prohibiting law enforcement from concealing their identities

Hi Mary,

As my final act on the board I wish to propose the very brief addition to ordinance that I described below. The measure enjoys support from Miranda and Ashley, and I believe I will hear from Ida tomorrow on the matter. I am happy to discuss it further with yourself and John. But if you wouldn't mind including it on the agenda for the upcoming meeting, I would greatly appreciate it.

All best,

Brandon

-

Brandon Smith
Member, Hartford Selectboard
Cell: 740-505-0038
(Note: my order from most to least urgent are 1. text, 2. email, 3. voicemail.)

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From: Mary Erdei <merdei@hartford-vt.org>
Sent: Thursday, July 3, 2025 3:38:57 PM
To: Brandon Smith <bsmith@hartford-vt.org>
Subject: Re: Ordinance prohibiting law enforcement from concealing their identities

Brandon,
I think that it might be helpful to see if there is anything from the state on this matter....and whether other towns are considering this....and asking our local police department on feedback to this proposal before bringing up a possible new ordinance. It just seems that we need to know any back history if this has ever come up before. But I know we are in uncharted "waters" with the politics and militarization efforts under this administration.

Mary M. Erdei
Selectboard Member

From: Brandon Smith <bsmith@hartford-vt.org>
Sent: Thursday, July 3, 2025 9:16 AM
Subject: Ordinance prohibiting law enforcement from concealing their identities

Hi,

I am wondering whether you would support, if I introduced at the July 22 meeting, an ordinance requiring all law enforcement operating in the town of Hartford, from any jurisdiction local state or federal, to leave their faces uncovered when acting in their official capacity, and to provide their names and badge numbers when asked by any member of the public or any town official.

If said ordinance were to pass, it would be sent to federal law enforcement agencies to warn them of the change. And if another law enforcement body were operating in town with their faces covered, or refusing to give identification, Hartford police could be called to the scene to enforce this ordinance.

Thanks for your support if you can give it. Please let me know.

Brandon

-

Brandon Smith
Member, Hartford Selectboard
Cell: 740-505-0038
(Note: my order from most to least urgent are 1. text, 2. email, 3. voicemail.)

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John Haverstock

From: Connie Kelley
Sent: Friday, July 18, 2025 12:17 PM
To: John Haverstock
Subject: RE: Ordinance Against Anonymity of Law Enforcement When Working In Their Official Capacity

John,

We do not have a policy that outlines face coverings. It has been past practice that when an officer is assigned to cases where they work in an undercover capacity that we do not reveal their identity for their safety.

We do not have badge numbers. Our radio numbers change as rank, divisions, shift assignments and such change. We use our payroll number or last 4 of SS# as our identifying number. I would just have badge number removed.

"This ordinance, when passed, is to be communicated to all local, state, and federal law enforcement agencies". What is the expectation for outside agencies that assist us in these cases? I do not want an ordinance that is going to basically going to make it so that our partner agencies no long participate in undercover drug investigations in our town. The recent case got drugs and guns off the streets of the Town of Hartford.

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: Friday, July 18, 2025 8:23 AM
To: Connie Kelley <ckelley@hartford-vt.org>
Cc: Daniel Solomita <dsolomita@hartford-vt.org>
Subject: FW: Ordinance Against Anonymity of Law Enforcement When Working In Their Official Capacity

Hi Chief.

Selectboard member Brandon Smith is proposing an Ordinance. See below.
I wonder whether any Police Department policies may already be in place on this topic?
If you wish to state your views on the proposed Ordinance, please feel free to share them with me (for sharing with the Selectboard) or at Tuesday's Selectboard meeting.

Thanks.

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

From: Brandon Smith <bsmith@hartford-vt.org>
Sent: Thursday, July 17, 2025 4:58 PM
To: John Haverstock <jhaverstock@hartford-vt.org>; Lana Livingston <llivingston@hartford-vt.org>
Cc: Selectboard <selectboard@hartford-vt.org>
Subject: Ordinance Against Anonymity of Law Enforcement When Working In Their Official Capacity

Thank you all for considering the below ordinance for our next meeting.

John and Lana, thank you for including it in the published packet.

John, thank you for soliciting input from VLCT.

All my best,
Brandon

Ordinance Against Anonymity of Law Enforcement When Working In Their Official Capacity

WHEREAS, due to the increasingly-common practice of federal immigration officials concealing their identities from the public, including those they are apprehending, while working in their official capacity,

And WHEREAS, due to the soon-to-be-felt influx of federal funding for said immigration agencies,

And WHEREAS, the accountability of law enforcement officials is a bedrock of democracy, and this accountability hinges completely on law enforcement officials' being identifiable while acting in their official capacities,

The following Ordinance is proposed:

As of the enacting of this ordinance, the Town of Hartford, Vermont requires all law enforcement operating within town limits, from any jurisdiction local state or federal, to leave their faces uncovered when acting in their official capacity, and, to provide their first and last names and badge numbers when asked by any member of the public, including those they may be apprehending, and/or any member of Town staff, and requires that law enforcement personnel allow for whomever is asking to record the identification information for their own future reference.

The only exceptions to the provision on face coverings shall be when there is inclement weather to protect from frostbite, or a strong suspicion of the presence of a communicable disease, or as otherwise addressed during a future epidemic/pandemic by a Police Chief, Town Manager, or Selectboard.

The only exception to the provision on identification is if the member of law enforcement is working on an undercover assignment given to them by their superior(s) that could only be conducted via the use of an undercover officer.

This ordinance, when passed, is to be communicated to all local, state, and federal law enforcement agencies.

--

-

Brandon Smith
Member, Hartford Selectboard
Cell: 740-505-0038
(Note: my order from most to least urgent are 1. text, 2. email, 3. voicemail.)

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John Haverstock

From: Daniel Solomita
Sent: Friday, July 18, 2025 11:39 AM
To: John Haverstock
Subject: Union response to mask ordinance
Attachments: Union response to masks.pdf

Mr. Haverstock,

Please see attached.

Thank you

Daniel Solomita- Sergeant/Patrol Division

Traffic Safety Supervisor
Hartford Police Department
812 V.A. Cutoff Road
White River Junction, VT 05001
Phone: (802)295-9425
Fax: (802)295-5146
Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

To the Select Board of the Town of Hartford,

It has recently come to my attention that the town selectboard is exploring the idea to pass an ordinance banning police officers from wearing masks while conducting operations.

As the union president that represents the police officers employed town, this proposed ordinance raises significant concerns on various levels. I have always appreciated, that regardless of individual political ideology, that our police officers and our elected officials have always worked collaboratively on the shared goal of achieving public safety. This motion appears to be based on political ideology without adequate consideration of the adverse effect that such a proposal would have on the personal safety of our brave detectives. These detectives depend on a level of anonymity to perform certain job duties effectively.

This motion appears to be a reaction to the national debate regarding the operations of Federal Immigration Authorities. It has never been the practice of the Hartford Police Department to assist Federal immigration authorities, and the prospect of the department working with ICE in the future has already been mitigated by the passage of the WHO ordinance.

Detectives **SHOULD** wear face coverings to protect their identities while infiltrating dangerous criminal organizations. Criminal groups may attempt to identify and locate officers involved in the investigation of their illicit activities, and if successful, could lead to violent retributions against them and/or their families. Our detectives routinely interact with violent criminals involved in large scale criminal operations that pass through the town of Hartford.

Considering these facts, it is the practice of the Vermont State Police to have their detectives obscure their identities when actively engaged in these types of investigations.

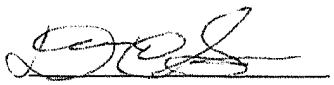
Knowing these facts, the town is **negligent** if they willfully disregard this realistic threat to the safety of our brave detectives and pass this ordinance.

Additionally, the patrol division (in rare occasions) also where masks for other specific reasons. For example, during times of extreme cold weather exposure, while investigating incident scenes that could be considered hazardous to their health, or during times when they may feel moderately ill during their assigned shift and they want to mitigate exposing the public to potential pathogens.

I believe that matters such as "police officers wearing masks" could be better handled through transparent and well-intended dialogue as opposed to rashly passed legislation.

Please reach out to me directly with any questions, I look forward to having a meaningful dialogue.

Respectfully,



Daniel Solomita

President, United Federation of Police Officers Local 405

m1

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Adoption of Selectboard Work Plan

Date: July 22, 2025

Background

The Selectboard took part in a planning workshop on Sunday, June 29 and, with the assistance of VLCT facilitators, developed the attached work plan.

Discussion

The work plan has been circulated to Department Heads, who were encouraged to request corrections of any perceived errors. No change requests were received by the deadline provided.

Recommendation:

Move to adopt the attached Selectboard work plan.

Attachment

Town of Hartford

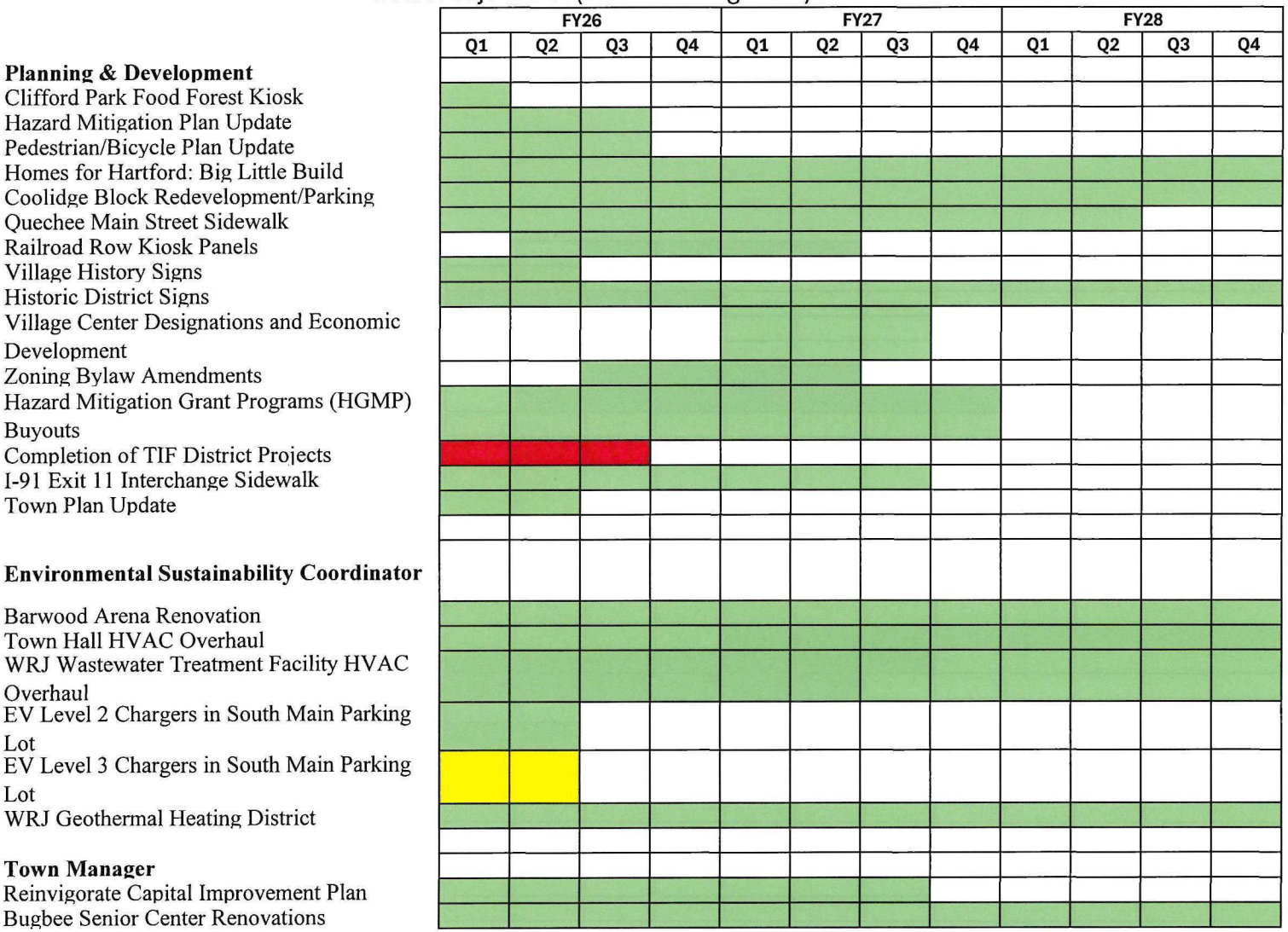
Draft SB Work Plan (Agenda Items Only from 6-29-25 Workshop Discussion)

		FY26				
		Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr
Planning & Development	Deadline					
Hazard Mitigation Plan Update	Feb '26		Review	Review	Adopt	
Pedestrian/Bicycle Plan Update	Winter '26		Review	Adopt		
Homes for Hartford: Big Little Build	Budget	Discuss	Discuss			
Coolidge Block Redevelopment/Parking		Discuss x 2	Discuss x 2	Discuss x 2	Discuss x 2	Discuss x 2
Village Center Designations and Economic Development	Budget	Discuss	Discuss			
Completion of TIF District Projects	March '26	Note on Content and Timing of Discussions & other Items to Follow				
Town Plan Update		Information on Town Plan Adoption Process to Follow				
Environmental Sustainability Coordinator						
Town Hall HVAC Overhaul			Discuss			
WRJ Wastewater Treatment Facility HVAC Overhaul				Discuss		
Town Manager						
Reinvigorate Capital Improvement Plan		Award Contract				
Bugbee Senior Center Renovations	Timeline TBD		Discuss	Discuss x2	Discuss	
Welcoming Ord / FIPP		Discuss/Approve?				
Department of Public Works						
Highway						
Discussion of Highway CIP		Highway CIP (x2)				
Future of Transfer Station		Discuss	Discuss/field trip			
Curbside Recycling Options			Discuss			
Water & Wastewater						
Discussion of Water & Wastewater CIP			W/WW CIP (x2)			
Parks & Recreation Department						
Wrights Reservoir Restoration					Discuss	
Fire Department						
Purchase replacement for 2009 fire engine			Approvals			

	FY26				
Selectboard	Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr
Tax Bill Insert on Social & Financial Resources	In Process				
Community Engagement Strategies & Activities	Discuss	Discuss	Discuss	Discuss	Discuss
Working Group on Makers Space	Discuss				
Working Group on Mobilitiy/Sidewalks	Discuss				
Task Force to Review Downtown Parking	Discuss				
Add Multi-year Forecast to Budget	Discuss				
Executive Order on Immigration: Report on VLCT & State Research. Contingency Planning.	Discuss				
Sustainability Definition, Goals & Metrics		Discuss			
Solarize Current, Renovated and Future Town Buildings		Discuss			
Town Financing of Residential Energy Efficiency Improvements		Discuss			
CAPACITY (2 * 45 minute blocks)	6	6	6	6	6
DEMAND	15	17	8	6	3

Town of Hartford

Draft Project List (Not Including DPW) 6-27-25



Department of Public Works

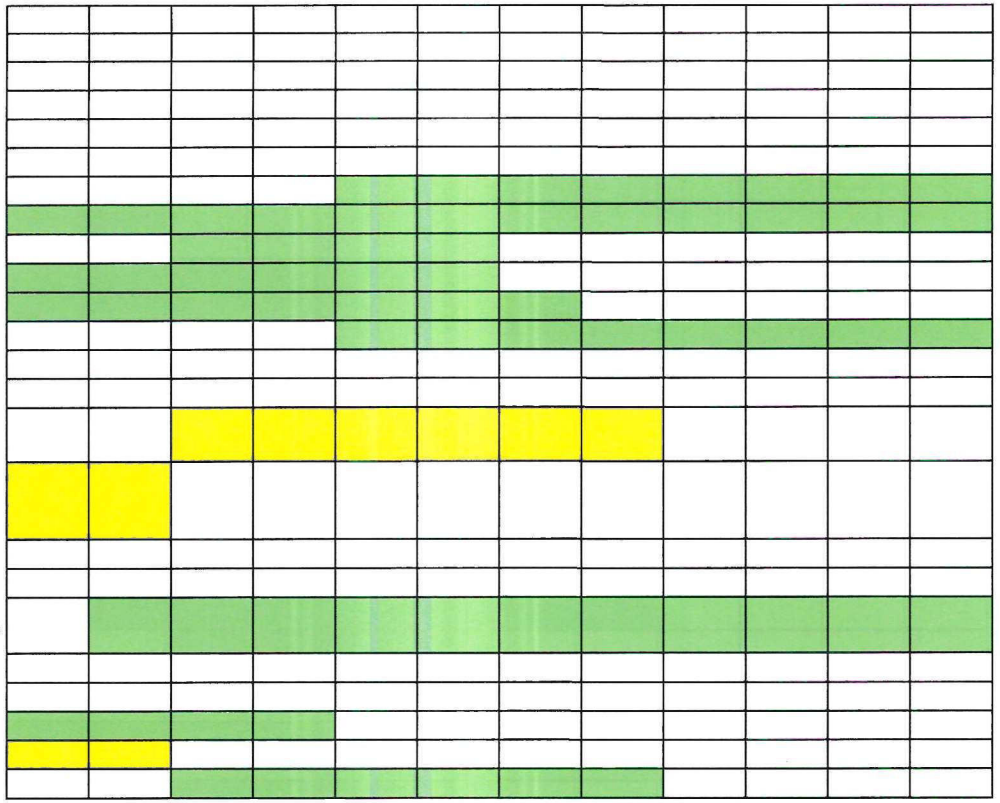
[See DPW CIP]

Parks & Recreation Department
Kilowatt Improvement Plan
Hartford Community Recreation Center
Maxfield Paving Project
Lyman Point Park Improvement Project
Playground Replacement in Parks System
Wrights Reservoir Restoration

Police & Dispatch
Relocate HPD (Needs Assessment Cost $75,000)
Add a Fourth Console for Dispatch Center (Revenue Source)

Fire Department
Purchase of a replacement for 2009 fire engine

Clerk
Records Digitization in Clerk's Office
Communications & Media Specialist
Town of Hartford Branding Refresh



Town of Hartford

Draft SB Work Plan (filter = AGENDA READY)

			FY26				
			Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr
	Planning & Development	**Deadline**					
	Clifford Park Food Forest Kiosk						
	Hazard Mitigation Plan Update	Feb '26		Review	Review	Adopt	
	Pedestrian/Bicycle Plan Update	Winter '26		Review	Adopt		
	Homes for Hartford: Big Little Build	Budget	Discuss	Discuss			
	Coolidge Block Redevelopment/Parking		Discuss x 2	Discuss x 2	Discuss x 2	Discuss x 2	Discuss x 2
	Quechee Main Street Sidewalk						
	Railroad Row Kiosk Panels						
	Village History Signs						
	Historic District Signs						
	Village Center Designations and Economic Development	Budget	Discuss	Discuss			
	Zoning Bylaw Amendments						
	Hazard Mitigation Grant Programs (HGMP) Buyouts						
More coming back fr	Completion of TIF District Projects	March '26	?	?	?	?	?
	I-91 Exit 11 Interchange Sidewalk						
John back with more	Town Plan Update		Discuss	Hearing?	Hearing?		
	Impact Fees??						
	Access/Mobility/Trans in WRJ??						

	Environmental Sustainability Coordinator					
	Barwood Arena Renovation	???				
	Town Hall HVAC Overhaul	Budget??		Discuss		
	WRJ Wastewater Treatment Facility HVAC Overhaul	???			Discuss	
	EV Level 2 Chargers in South Main Parking Lot	Oct '25				

EV Level 3 Chargers in South Main Parking Lot	???					
WRJ Geothermal Heating District	???					
Sustainability Defn & Measures???						
Town Manager						
Reinvigorate Capital Improvement Plan	???	Award Contract				
Bugbee Senior Center Renovations	Dec '25		Discuss	Discuss x2	Bond (Jan)	
Welcoming Ord / FIPP		Discuss/Approve?				
Department of Public Works						
Highway		Highway CIP (x2)				
Future of Transfer Station	???	Discuss	Discuss/field trip			
Curbside Recycling Options			Discuss			
Hartford Ave Sidewalks						
Gate/Fairview Retaining Wall	???					
Podunk Rd Culvert	???					
Quechee Hartland Rd Culvert	???					
Wastewater			Wastewater CIP (x2)			
Nutt Lane Water	???					
Hartford Ave Water	???					
Abbey Rd Water	???					
Quechee Water/High St	???					
Quechee Water/Luce Meadow Rd	???					
Hartford Sewer CSO Separation	???					
Quechee Sewer Leachfield 3B	???					
Disscussion of DPW CIP (1 hr each)						
Parks & Recreation Department						
Kilowatt Improvement Plan	Budget??					
Hartford Community Recreation Center						
Maxfield Paving Project	Budget					
Lyman Point Park Improvement Project	Budget					
Playground Replacement in Parks System	Budget					

More info on deadlin	Wrights Reservoir Restoration	???				Discussion	
	Police & Dispatch						
	Relocate HPD (Needs Assessment Cost $75,000)	Budget					
	Add a Fourth Console for Dispatch Center (Revenue Source) Form Not Submitted	Budget					
	Fire Department						
	Purchase of a replacement for 2009 fire engine			Approvals			
	Clerk						
	Records Digitization in Clerk's Office						
	Communications & Media Specialist						
	Town of Hartford Branding Refresh	Budget					
	Finance						
	Multi-year Financial Planning??						
	CAPACITY (2 * 45 minute blocks)		6	6	6	6	6
	DEMAND		10	15	9	6	3

n.

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: FY2027 Budget Process, Budget Calendar and Guidance for Staff

Date: July 22, 2025

Background

Every year, the Selectboard adopts a budget calendar and provides Budget Guidance to staff in advance of their work to review and consider departmental budgets.

Discussion

Attached is a proposed budget calendar for the FY 2027 budget cycle. Attached also are recent Selectboard Budget Guidance documents for Staff. The Selectboard would ideally provide its FY2027 budget guidance at its August 5 Selectboard meeting.

Recommendation:

Move to adopt the proposed FY 2027 budget calendar.

Begin discussions in preparation for adoption of Budget Guidance at the August 5 meeting.

Attachments

FY 2027 Selectboard Budget Meetings October 2025 - January 2026

10/14/2025 Town Manager to provide budget summary

10/28/2025 Regular Meeting — *Board Questions to TM by noon on 10/22/25
Assessor
Town Clerk
IT

11/15/2025 Deadline for Renewal of Social Service Appropriations

10/30/2025 Special Budget Meeting — *Board Questions to TM by noon on 10/24/25
Fire
Police
Dispatch

11/6/2025 Special Budget Meeting — *Board Questions to TM by noon on 10/31/25
Town Manager
Public Works
Enterprise Funds

11/12/2025 Regualr Meeting (11/11/25 is Veteran's Day Holiday)
Discussion of Capital Items

11/18/2025 Special Budget Meeting — *Board Questions to TM by noon on 11/12/25
Planning
Parks & Recreation
Finance

11/25/2025 Regular Meeting
FYE 2025 Audit Presentation
Wrap up Session #1 for All Departments

12/2/2025 Special Budget Meeting — *Board Questions to TM by noon on 11/26/25
Wrap up Session #2 for All Departments

12/4/2025 Special Meeting - place holder in case of weather or participation

12/9/2025 Regular Meeting — *Board Questions to TM by noon on 12/3/25
Debt
Wrap up Session #3 for All Departments

12/11/2024 Special Meeting - place holder in case of weather or participation

12/16/2025 Special Budget Meeting
Finalize Draft Budget except for petitions / appropriations

12/23/2025 Regular Meeting (Canceled?)

12/30/2025 Postponed Regular Meeting (?)

1/6/2026 Regular Meeting

1/20/2026 Regular Meeting
Deadline for Final Adoption of Budgets

Town Meeting Preparation Deadlines

1/15/2026 Deadline for Bonds, Petitions to be included in Town Meeting Warning

-- Info Night, if Needed

1/16/2026 Clerk Petition Review Deadline
*must be verified within 24 hours

1/18/2026 Final Date for any Petition Follow-up

1/20/2026 Regular Meeting
Finalize Proposed Budget for Ballot
Final date for warnings including Bonds and Charter Ammendments

1/22/2026 Special Budget Meeting (place holder if needed)
Warning Posting Timeframe: 1/22/26 to 2/1/26
* Post warnning 1/26/26

1/26/2026 Print Budget for Town Report

2/1/2026 Warning posted deadline

1/26/2026 Candidate filing deadline

1/28/2026 Deadline for Candidate's Supplemental Petitions or Withdrawal

2/23/2026 Budget Candidate Night

2/28/2026 Town and School Meeting Day; Public Bond Hearing

3/3/2026 Voting Day

Summary of Hartford, Vermont Budget Process

As we approach another Town budgeting cycle, a brief overview is in order.

Hartford's budget process is rigorous. First, the Selectboard sets goals and provides guidance to Staff for the new budget, generally in August. Then, each Department Head prepares a proposed budget for the new fiscal year. These Department Heads then present their budget proposals to the Town Manager and Finance Director, who closely scrutinize every line item and hold a detailed Q&A session with each Department Head. Through this process, which generally takes place in September, mistakes are ferreted out, revenues are questioned and excessive spending proposals are challenged. Then, a complete budget draft is assembled from the revised individual departmental budget proposals.

The Selectboard is given this draft in early October and begins its work, asking questions of their own to the Department Heads, the Finance Director and the Town Manager during a series of Selectboard meetings running fromOctober into November. One session is devoted to a discussion of capital items. Finally, the Selectboard members consider and discuss the budget, deciding which priorities to fund and which priorities simply cannot be afforded by the taxpayers and/or rate-payers. **All of the Selectboard meetings devoted to the budgeting process are duly warned and are held in open session. All residents and taxpayers are welcome to attend and participate in all of these sessions.** What emerges are General Fund and Enterprise Fund budgets which the Selectboard believes represents a good balance between maintaining and improving governmental services on the one hand and keeping taxes and user rates reasonable and affordable on the other.

In order to soften the impact of budgetary increases, the Selectboard has several tools at its disposal. In the past, Selectboards have authorized the use of the Unassigned Fund balance towards tax relief. In addition, the Selectboard is authorized to propose to the voters that revenues derived from the Town's rooms, meals and alcohol taxes be used to fund particular purchases or investments, with the voters deciding whether to accept or reject such proposals. Finally, the Town's voters have recently approved implementation of a 1% retail sales tax, which became effective on July 1, 2025. Revenues from this new sales tax are to be used exclusively to offset tax rates.

Once finally adopted by the Selectboard, the budget is published in the Town Report and online. It is then explained and discussed with the voters and taxpayers at Hartford at Candidate and Budget Night and on Town Meeting Day. Finally, we will all have the opportunity to vote on the proposed General Fund budget on Town Meeting Voting Day.

Fiscal Year 2024 Budget Guidance

The Hartford Selectboard submits the following guidance to the Hartford Town Manager regarding the formation of the Hartford Town Budget for Fiscal Year 2024:

Guidance Regarding Values

- Maintain focus on mitigating climate change
- Maintain a long-term focus - 5, 10, 15 years out.
- Find opportunities to increase community safety
- Identify resources for increasing diversity, equity, and inclusion practices.
- Plan and save for emergencies.
- Buy high quality and local, not just lowest cost.
- Plan with statistics, executes with data.
- Consider number of users in funding.
- Maintain current equipment and infrastructure to the end of useful life

Guidance Regarding Staff

- Identify ways to ensure Hartford is a competitive employer.
- Consider new positions that could have a positive budget impact remembering that these expenditures continue through future budgets.
- Continue to leverage technology and infrastructure to increase productivity, efficiency, and the preservation of institutional knowledge.
- Investigate options relative to increased demands on all departments.
- Continue investing in methods of retaining, recognizing, and rewarding staff.

Logistical Guidance

- Maintain an unassigned fund balance of 10% of the annual general fund operating budget for unseen demands in services, repair, or emergencies.
- Consider a 5% increase to fund needs.
- Pursue grants to offset costs for items included in the budget.

Detailed Guidance

- Prioritize infrastructure maintenance, for example roads and sidewalks.
- Prioritize funding items that also apply to the implementation of the Climate Action Plan.
- Prioritize funding the ongoing work at the Solid Waste Transfer Facility
- Include funding for parking meters.
- Fund increased non-sworn community safety response staff
- Fund Selectboard and town staff leadership education and development.
- Fund town external communications with residents and community.
- Fund a town branding and marketing plan.
- Fund equity and inclusion education and strategic planning for Selectboard and Town staff
- Fund the charged work of committees and commissions, within reason.

Fiscal Year 2025 Budget Guidance

The Hartford Selectboard submits the following guidance to the Hartford Town Manager regarding the formation of the Hartford Town Budget for Fiscal Year 2025:

Guidance Regarding Values

- Maintain focus on adhering to objectives in the Climate Action Plan
- Maintain a long-term focus - 5, 10, 15 years out.
- Find opportunities to increase community safety
- Identify resources for increasing diversity, equity, and inclusion practices.
- Plan and save for emergencies.
- Buy high quality and local, not just lowest cost.
- Plan with statistics, executes with data.
- Consider number of users in funding.
- Maintain current equipment and infrastructure to the end of useful life

Guidance Regarding Staff

- Identify ways to ensure Hartford is a competitive employer.
- Consider new positions that could have a positive budget impact remembering that these expenditures continue through future budgets.
- Continue to leverage technology and infrastructure to increase productivity, efficiency, and the preservation of institutional knowledge.
- Investigate options relative to increased demands on all departments.
- Continue investing in methods of retaining, recognizing, and rewarding staff.

Logistical Guidance

- Maintain an unassigned fund balance of 10% of the annual general fund operating budget for unseen demands in services, repair, or emergencies.
- Pursue grants to offset costs for items included in the budget.

Detailed Guidance

- Prioritize infrastructure maintenance, for example roads and sidewalks.
- Prioritize funding items that also apply to the implementation of the Climate Action Plan.
- Prioritize funding the ongoing work at the Solid Waste Transfer Facility
- Fund increased non-sworn community safety response staff
- Fund Selectboard and town staff leadership education and development.
- Fund town external communications with residents and community.
- Fund a town branding and marketing plan.
- Fund equity and inclusion education and strategic planning for Selectboard and Town staff
- Fund the charged work of committees and commissions, within reason.

0.

John Haverstock

From: Brandon Smith
Sent: Tuesday, July 15, 2025 9:49 PM
To: Mary Erdei
Cc: Michael Hoyt; John Haverstock
Subject: Re: Resignation

Dear Mary, "CC" John and Mike,

Please accept this letter, with regrets, as my resignation letter from the Hartford Selectboard, effective July 31, due to a move out of Hartford on that date. This is the date I officially transfer my residency to Lebanon.

I have enjoyed very much serving on the board with all of you. Will discuss with you more soon, to be sure.

All my best,
Brandon

-

Brandon Smith
Member, Hartford Selectboard
Cell: 740-505-0038
(Note: my order from most to least urgent are 1. text, 2. email, 3. voicemail.)

Agendas & supporting documents for upcoming meeting & past meetings
Zoom link to watch and/or participate live in meetings
Videos of past meetings

Note: All messages and other data to & from this email address is subject to public records requests.

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, July 15, 2025 10:45:57 AM
To: Brandon Smith <bsmith@hartford-vt.org>
Cc: Mary Erdei <merdei@hartford-vt.org>; Michael Hoyt <mhoyt@hartford-vt.org>
Subject: RE: Resignation

I don't see why not, Brandon.
Is that the day that you will formally move (i.e.,change residency) to your new place? See attached Charter language...

Thanks.

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

From: Brandon Smith <bsmith@hartford-vt.org>
Sent: Tuesday, July 15, 2025 10:43 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Mary Erdei <merdei@hartford-vt.org>; Michael Hoyt <mhoyt@hartford-vt.org>
Subject: Re: Resignation

Hi John,

Yes, I will do this. Can I send it earlier and make it be effective as of July 31?

Thanks for everything,
Brandon

-

Brandon Smith
Member, Hartford Selectboard
Cell: 740-505-0038
(Note: my order from most to least urgent are 1. text, 2. email, 3. voicemail.)

Agendas & supporting documents for upcoming meeting & past meetings
Zoom link to watch and/or participate live in meetings
Videos of past meetings

Note: All messages and other data to & from this email address is subject to public records requests.

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Tuesday, July 15, 2025 9:37:31 AM
To: Brandon Smith <bsmith@hartford-vt.org>
Cc: Mary Erdei <merdei@hartford-vt.org>; Michael Hoyt <mhoyt@hartford-vt.org>
Subject: Resignation

Hi Brandon.

First of all, Congratulations again on your purchase yesterday of a new home over in Lebanon!
Secondly, in view of your plan to step down when you move out of Town, please consider submitting a letter of resignation, effective upon your move or at some point before. This formality will enable the Selectboard to begin deliberations that much sooner on whether and how to fill your vacant seat.

Thanks.

John Haverstock

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

John Haverstock

From: John Haverstock
Sent: Friday, May 23, 2025 9:16 AM
To: Mary Erdei; Michael Hoyt
Subject: FW: Selectboard Member Resignation
Attachments: doc02355420250523091443.pdf

Hi Mary and Mike.

A reminder of the input we received from VLCT when Sue Buckholz resigned her Selectboard seat...Our relevant Charter excerpt (highlighted) is attached.

Thanks.

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

From: Garrett Baxter <gbaxter@vlct.org>
Sent: Monday, October 28, 2024 4:40 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Selectboard Member Resignation

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

Hi John,

The law doesn't specify either way, so it's really whatever process work best for your board and the town's people's expectations regarding transparency.

Sincerely,

Garrett A. Baxter

Garrett Baxter, Esq.
Senior Staff Attorney, Municipal Assistance Center
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
(802) 229-9111
gbaxter@vlct.org
Pronouns: he, him, his
VLCT.ORG

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From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Monday, October 28, 2024 4:36 PM
To: Garrett Baxter <gbaxter@vlct.org>
Subject: RE: Selectboard Member Resignation

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If the Board were to solicit applications to serve, however briefly, as a fill-in Selectboard member, ought this be handled as a confidential personnel matter (with interviews and deliberations in executive session) or does the Vermont Open Meeting law require a different approach?

Thanks again!

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

From: Garrett Baxter <gbaxter@vlct.org>
Sent: Monday, October 28, 2024 4:20 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: RE: Selectboard Member Resignation

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

Good afternoon John,

Thank you for your e-mail. I hope you're doing well.

The law provides that when a vacancy is created, "the selectboard forthwith by appointment in writing shall fill such vacancy until an election is had." 24 V.S.A. § 963(a). The selectboard must file a record of its appointment in the office of the town clerk who must record it in the book of town records. 24 V.S.A. § 963(b). The law also provides that a town may fill a vacancy at a special town meeting. 24 V.S.A. § 962. A special town meeting may be called by the selectboard or on the application of five percent of the town's voters. 17 V.S.A. § 2643(a). A person appointed by the selectboard serves "until an election is had." 24 V.S.A. § 963. This means that an appointee will remain in office until the next annual town meeting (if no special town meeting is called), at which time the voters will elect a replacement to fill the balance of the office's unexpired term, if any, or to a new term. If a special meeting is called, the person elected to the position will serve the remainder of the office's original term.

The law requires that a selectboard fill a vacancy "forthwith." Unfortunately, the law does not define what exactly "forthwith" means. When interpreting statutes, courts aim to implement the intent of the Legislature and will presume that it intended the plain, ordinary meaning of words, which can be taken from the dictionary. Black's Law Dictionary, 8th Ed. defines "forthwith" as: "(1) Immediately; without delay; or (2) Directly; promptly; within a reasonable time under the circumstances." I would not consider waiting until Town Meeting Day which is over four months away (1/3rd of a year) to fall into the "forthwith" category.

Regardless of what action the selectboard does, or doesn't take, the voters may also petition the selectboard for an election regardless of whether the selectboard has filled the vacancy or not. If the selectboard receives a valid voter backed petition signed by five percent of the voters of the town, it has 60 days from the date of its receipt to warn (provide official notice of) when the meeting will be held. 17 V.S.A. § 2643. The special town meeting date must be set for a date "not less than 30 nor more than 40 days" from the date it is warned. The statutory requirements for warning and noticing a special town meeting are found in 17 V.S.A. § 2641.

I hope that helps. All the best.

Sincerely,

Garrett A. Baxter

Garrett Baxter, Esq.
Senior Staff Attorney, Municipal Assistance Center
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
(802) 229-9111
gbaxter@vlct.org
Pronouns: he, him, his
VLCT.ORG

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From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Monday, October 28, 2024 3:50 PM
To: VLCT <info@vlct.org>
Subject: Selectboard Member Resignation

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Does VT law have anything to say regarding a Town Selectboard one of whose members resigns, mid-term?

[My understanding is that a Selectboard would have the option to either (a) leave the position vacant until Town Meeting, at which time the voters could elect someone to serve any remaining term, or (b) appoint a replacement, to serve until Town Meeting, at which time there would be an election to fill any portion of an incomplete term or (c) hold a special election to fill the vacancy until Town Meeting when the voters could vote on filling the remainder of the term. Presumably, the longer the time until Town Meeting, the greater the perceived desire to either fill the vacancy or hold a special election....]

Thanks.

John Haverstock
Town Manager, Hartford, VT

802/295-9353 x216

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

TOWN CHARTER EXCERPT

(E) In the event of a death, resignation, change of residence to a location outside the Town, or incapacity of any Selectboard member, the remaining members may appoint a person eligible to fill that position until the next annual or special Town meeting. If the Selectboard is unable to agree upon an interim replacement until the next annual Town meeting, a special election shall be held forthwith to fill the position.

(i) Incapacity shall include the failure by any member of the Selectboard to attend at least 70 percent of the meetings in any 12-month period or missing three consecutive meetings without the consent of the Selectboard.

(ii) In the event of two or more vacancies, an election shall be held forthwith to fill all vacant positions.

(2) Organization.

(A) Forthwith after the election and qualification of the members, the Selectboard shall organize and elect a Chair, Vice Chair, and Clerk by a majority vote of the Board and shall file a certificate of the elections for record in the office of the Town Clerk.

(B) The Chair of the Selectboard, or in his or her absence the Vice Chair, shall preside at all meetings of the Selectboard.

(C) As soon as possible after the election of Chair and Vice Chair, the Selectboard shall fix the time and place of its regular meetings.

(D) The Selectboard shall determine its own rules and orders of business not addressed by this charter.

(E) The presence of four or more members shall constitute a quorum for the purposes of holding a meeting. The affirmative vote of three members present at a meeting at which a quorum of at least five members are present shall be necessary to exercise authority.

(F) All meetings of the Selectboard shall be open to the public; unless, by an affirmative vote of a majority of members present, the Selectboard shall vote that any particular session shall be an executive session in accordance with State statute.

(G) An official record of the proceedings of the Selectboard shall be kept by its Clerk. The record shall be filed with the office of the Town Clerk and shall be open for public inspection once draft minutes are approved by the Selectboard.

(3) Appointments.

(A) Before any appointments are made, the Selectboard shall compile and publicly post a list of all vacancies.

(B) The Selectboard shall appoint and remove the Town Manager pursuant to section 301 of this charter.

John Haverstock

From: Carl Andeer <candeer@vlct.org>
Sent: Wednesday, July 2, 2025 4:43 PM
To: John Haverstock
Subject: Re: Selectboard member Residence

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

Selectboard members must be registered voters in the town in which they serve. See 17 V.S.A. Section 2646. Determining residency is a very fact specific and nuanced undertaking as the following definition of what constitutes a resident under Vermont law indicates. A "resident" is defined as "a person who is domiciled in the town as evidenced by an intent to maintain a principal dwelling place in the town indefinitely and to return there if temporarily absent, coupled with an act or acts consistent with that intent. If a person removes to another town with the intention of remaining there indefinitely, that person shall be considered to have lost residence in the town in which the person originally resided even though the person intends to return at some future time. However, a person shall retain the ability to vote in a town of former residence for a period of 17 days after becoming a resident of a new town. A person may have only one residence at a given time." 17 V.S.A. § 2122(b). Intent plays a central role here as well as their actions.

The vacancy statute (24 V.S.A. Section 961) reads as follows:§ 961. Vacancy or suspension of officer's duties"(a) When a town officer resigns his or her office, or has been removed therefrom, or dies, or becomes unable to perform his or her duties due to a mental condition or psychiatric disability, or removes from town, such office shall become vacant. Notice of this vacancy shall be posted by the legislative body in at least two public places in the town, and in and near the town clerk's office, within 10 days of the creation of the vacancy."

If the selectboard member is moving permanently and intends to register elsewhere, we recommend getting a resignation in writing from them. Then, the board can proceed with filling the vacancy.

So, as you can see, there's no specific exact point, but many factors that may render the member no longer a resident of the town as an eligible registered voter.

Cheers,

Carl Andeer

VLCT Staff Attorney

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, July 2, 2025 2:16 PM
To: VLCT <info@vlct.org>
Subject: Selectboard member Residence

CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

Hello.

We have a Selectboard member who may soon close on the purchase of a house in another state/town. At what point does he become a non-resident and therefore ineligible to serve as a Hartford Selectboard member?

1. When he closes on the purchase?
2. When he begins to "live" in the new state/town?
3. When he no longer has a present intent to reside in Hartford?

Thanks.

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

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MINUTES
Emergency Selectboard Meeting
Thursday, July 10, 2025 5:00 pm

Hartford Town Hall
171 Bridge Street
White River Jct., VT 05001

This meeting was conducted in person at Town Hall

Present: Mary Erdei, Chair; Mike Hoyt, Vice Chair; Erik Krauss, Member; Miranda Dupre, Member; Brandon Smith, Member; Heidi Duto; Sonia O'Banion; Laura Petto; Jayne Summarsell; Crystal Pearson Moses; Tammie Stammers; Willima Mann; Brian Horan; Amanda Metivier

Absent: Ida Griesemer, Member; Ashley Andreas, Clerk

I. **Call to Order the Selectboard Meeting by Chair, Mary Erdei at 5:00PM.**
II. **Pledge of Allegiance was recited and led by Gail Ostrout**
III. **Public Comment**
Heidi Duto, from WRJ, raised questions about notice of meeting and why July 8 meeting was postponed.

Sonia O'Banion raised concerns about notice for meeting and asked why July 8 meeting was postponed.

Crystal Pearson-Moses asked when Assessment appeals would be heard by BCA.

Laura Petto, from WRJ, asked about the assessment and tax rate-setting process.

Brian Horan from Hartford, asked about assessment and impact on taxes.

William Mann from Quechee, suggested it was premature to set tax rates with assessment appeals ongoing.

IV. **Order of Agenda:** There were no changes to the order of agenda.
V. **Selectboard**
1. **Set Tax Rates for FY2026**
Selectboard Vice Chair, Mike Hoyt made the motion to set the tax rates for FY2026 as follows:
The Fiscal Year 2026 General Highway Fund with:
• $16,761,924.52 for Appropriation,
• $2,614,549,500 for Grand List,
• $0.6411 for Rate,
• and $16,761,924.52 for Revenue;
• The Fiscal Year 2026 County Tax with:
• $116,026.97 for Appropriation,

• $2,614,549,500 for Grand List,
• $0.0044 for Rate,
• and $116,026.97 for Revenue;
• The Fiscal Year 2026 Restricted Appropriations with:
• $211,393 for Appropriation
• $2,614,549,500 for Grand List,
• $0.0081 for Rate,
• and $211,393 for Revenue;
• The Fiscal Year 2026 Local Agreement Rate with:
$25,714.39 for Appropriation
• $2,614,549.50 for Grand List,
• $0.0010 for Rate,
• and $25,714.39 for Revenue;
• Total Fiscal Year 2026 Town Tax:
• $17,115,058.88 for Appropriation,
• $0.6546 for Rate,
• and $17,115,058.88 for Revenue;

• Education Homestead Tax Rate $1.2590
• Education Non-Homestead Tax Rate: $1.1916
• Total Town and Education Homestead Tax Rate: $1.9136
• Total Town and Education Non-Homestead Tax Rate: $1.8462
• Total Appropriation 2025-2026 Fiscal Year: $16,503,783

Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.

2. **Approve Tax Bill Flyer**
   Selectboard Vice Chair, Mike Hoyt made the motion to include the draft flyer, as amended, with tax bills. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.

VI. Adjourn the Selectboard Meeting
Selectboard Member, Brandon Smith made the motion to close the Selectboard Meeting at 5:34pm. Selectboard Vice Chair, Mike Hoyt seconded the motion. All were in favor and the motion passed

_____
Mary Erdei, Chair of Selectboard
July 10, 2025 Emergency Meeting

TOWN OF HARTFORD SELECTBOARD MINUTES
~~Tuesday, July 8, 2025, 6:00pm~~
RESCHEDULED TO:
Monday, July 14, 2025
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001
This meeting was conducted in person at Town Hall

Present: Chair, Mary Erdei; Vice Chair, Michael Hoyt; Clerk, Ashley Andreas; Ida Griesemer; Erik Krauss; Brandon Smith; John Haverstock; Lori Hirshfield; Matt Osborn; Connie Kelley; William Furnari; James Donahey; Rob Hebert; Andrew Winter; Tim Fariel; Pater Zendran; Dana Clawson; Colin Butler; Dillon Walsh; Bryan Gazda; Chris Holzworth;

Absent: Miranda Dupre, Selectboard Member

Present on Zoom: Lana Livingston; Heidi Duto; Mike Morris

JAM LINK:
https://www.youtube.com/watch?v=1lVYs5GD00E&list=PLAdkf9ugxof7FGsvb7b8PHLFaNfKZbq-g

I. Call to Order the Selectboard Meeting at 6:08pm by Chair, Mary Erdei.

II. Pledge of Allegiance was recited and led by John Haverstock.

III. Local Liquor Control Board: Selectboard Chair, Mary Erdie recessed the Selectboard Meeting and opened the Local Liquor Control Board

RENEWAL:

1. **Selectboard Vice Chair, Mike Hoyt made the motion to Renew Northern Stage LLC at 76 Gates Street, White River Junction, VT 05001 for an Outside Consumption License. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.**

Selectboard Chair, Mary Erdei closed the Local Liquor Control Board and reopened the Selectboard Meeting.

IV. Local Cannabis Control Board: None

V. Order of Agenda: Items rescheduled are 5. a and b, they will be at future meetings.
Item added: Recommendation to Utilize Wastewater Capital Reserve for Emergency Repairs added to the agenda – after item h.

VI. Selectboard

1. Public Comment
   Peter Zendran commented on the lack of the Towns responding to threats to the Community.

   Tim Fariel of WRJ watched the Selectboard Retreat. He asked for clarification if comments on agenda items should be made at the time of public comment or when the agenda item is being discussed. He suggested that the tax rate meeting should not be rushed. He requested more information concerning the assessment appeals and time to discuss the tax rate. He would like to know the outcome of the tax appeals.

   Mike Morris of Hartford called to report that at the last meeting during the parking meters discussion he was interrupted. After the motion and second the Chair left out the opportunity for discussion.

2. Selectboard Comments and Announcements
   Mike Hoyt commented on the July 4th celebration at Kilowatt.

3. Appointments

NEW:

a. **Selectboard Vice Chair, Mike Hoyt made the motion to Appoint James Donahey to the Conservation Commission for a four year term beginning July 14, 2025 and ending July 13, 2029. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**

b. **Selectboard Member, Brandon Smith made the motion to Appoint Rob Hebert II to the Housing and Homelessness Committee for a two year term beginning July 14, 2025 and ending July 13, 2027. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed.**

4. Town Manager Report

Clerical Worker's Union

Negotiations on the terms of a contract continued with a session on Friday, June 26. There will be another session on July 10.

HCC Block Party

Thanks to all involved, especially the Hartford Community Coalition, for making the June 25 Block Party such a smashing success. It is truly inspiring to meet so many people dedicating their efforts to helping others.

Hartford High Alumni Parade

Thanks also to all those involved in organizing this year's Hartford High Alumni parade on Saturday, June 28.

Curbside Recycling Program Discontinuance

The Town's residential curbside recycling program ended on **June 30.** The Town went to great lengths to alert residents of the impending change over the past two months. The Town communicated the change to residents via E-Newsletters, social media announcements and a dedicated page on the Town's website, all of which noted 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.

In-House Recycling Collection Feasibility Study

As requested by the Selectboard, the Town Manager has done a great deal of research on the feasibility of establishing an "in house" recycling collection program. However, given that any implementation of such a program would have to be funded in the FY27 budgeting process, I recommend that the Board consider this proposal within the context of that budgeting cycle. That way, the current transition away from the Town-funded contracted curbside recycling program can be evaluated and the in-house proposal's importance can be measured against other worthy proposals for the investment of taxpayer dollars.

Local Option Sales Tax

On July 1, 2025, the Town's voter-approved local option sales tax took effect. If there any retailers in Hartford (all 5 Villages) who have not heard from the State about the requirement to collect and report this tax revenue, please contact the Vermont Department of Taxes right away.

Thanks to the Vermont legislature (and Hartford's hard-working legislative delegation), the Town share of local option taxes all across the board (rooms, meals, alcohol and retail sales) has been increased from 70% to 75%.

Significant Activity Reports: https://www.hartford-vt.org/Archive.aspx?ADID=514

5. Board Report, Motions & Ordinances

a. Update from the Hartford Community Coalition – rescheduled to August 5, 2025

b. Update from the Resilient Hartford Committee – rescheduled to July 22, 2025

c. Public Hearing: Review and Consider Traffic and Parking Ordinance Updates Including Metered Parking.
Selectboard Chair, Mary Erdei recessed the Selectboard Meeting and opened the Public Meeting at 6:45pm.

Discussion in Public Meeting by the public.

Selectboard Chair, Mary Erdei closed the Public Session and reopened the Selectboard meeting at 7:16pm.

Selectboard Member, Erik Krauss made the motion that the Selectboard pass and sign the attached ordinance with the following amendments. Amendment to section 220-9 to include language that stipulates that the Town will implement a grace period of the beginning of 15 minutes when the capability of the vendor's software exists to do so and an Amendment to section 220-29 to remove the monetary amounts and replace it with language that is similar to section 220-14 referencing Master Fee Schedule. Selectboard Member, Ida Griesemer seconded the motion. 5 were in favor and 1 (Andreas) was not in favor. The motion passed.

d. Waiver of Purchasing Policy for Interchange Areas Sidewalk Design
Selectboard Vice Chair, Mike Hoyt made the motion to Waive the requirement of Section 3.6 of the Town Purchasing Policy and Procedure for competitive sealed proposals for contracts over $20,001 as authorized by Section 3.8 of the Town Purchasing Policy and Procedure to utilize the VTrans At-the-Ready process to hire a consultant.
And, to Award the contract to Stantec in the amount of $75,000.00 to provide engineering design services for the I-91 Exit 11 Interchange sidewalk project and authorize the Town Manager to execute the contract and other actions necessary to complete the project, with the understanding that VTrans authorizes the grant restart. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed.

e. Consider Request to Seek Bike/Ped Grant Funding for Quechee Main Street Sidewalk Project

Selectboard Vice Chair, Mike Hoyt made the motion to Approve submittal of a grant application to the 2025 Vermont Bicycle and Pedestrian Program for $1,593,960 for the Quechee Main Street and Village Green sidewalk project and $398,490 of Town matching funds with $68,800 to be identified in the Town FY 2027 and in the FY 2028 CIP. The Selectboard also accepts maintenance responsibility for the improvements after construction and authorizes the Selectboard Chair or the Town Manager to sign all necessary grant documents on behalf of the Selectboard. Selectboard Member, Brandon Smith seconded the motion. 5 were in favor and 1 (Krauss) was not in favor. The motion passed.

f. Review Bids on Aggregate and Award Contract
Selectboard Member Erik Krauss made the motion to Authorize the Department of Public Works to utilize:

1. **Twin State Sand and Gravel, as the primary vendor for aggregates, with the exception of Winter Sand based upon their overall competitive bid pricing, with Pike Industries Inc., being utilized in the event of a product**

shortage at Pike Industries or when deemed operationally expedient. 2. D & D Excavating, Inc., as primary vendor for Winter Sand based on their overall competitive bid pricing, with Twin State Sand & Gravel Co., Inc., being utilized in the event of a product shortage at D & D Excavating, Inc., or when deemed operationally expedient. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed.

g. **Review Bids on Sludge Hauling and Award Contract**
Selectboard Member, Brandon Smith made the motion that The Selectboard accept the bid from Steams Septic Service, LLC, Grantham, NH in the amount of $51,660 with any change orders to follow the Town's purchasing policy and authorize the Town Manager to execute a contract with Steams Septic Services. Selectboard Vice Chair, Mike Hoyt seconded the motion. All were in favor and the motion passed.

h. **Review and Approve Roof Repair on Wilder Pump Station**
Selectboard Member, Ida Griesemer made the motion that In accordance with Section 3.7 of the Town Purchasing Policy, the Selectboard waive the requirements of Section 5 - Competitive Sealed Bidding and award the replacement of the Wilder Pump Station roof to Dayco Inc., Sharon, VT in the amount of $38,533, and authorize the expenditure or transfer of funds as determined by the Finance Director in the amount of $38,533.00 from Fund 60 Wastewater Capital Reserve. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.

i. Consider Proposal to Update Public Safety IT Infrastructure
Selectboard Member, Brandon Smith made the motion to Approve the additional funds from FY26 between the four departments (IT, PD, FD, and Dispatch) to cover the difference in IT infrastructure upgrades for the upcoming year. Selectboard Vice Chair, Mike Hoyt seconded the motion. All were in favor and the motion passed.

Proposed Additional Contributions:
- IT Department savings (Arctic Wolf deployment): $27,400.74
- Additional IT FY26 contribution: $8,688.46
- Additional PD FY26 contribution: $10,000
- Additional FD FY26 contribution: $10,000
- Additional Dispatch FY26 contribution: $10,000

j. Review Proposal to Waive Purchasing Policy and Award Contract for Installation of Level 2 EV Chargers
Selectboard Vice Chair, Mike Hoyt made the motion to Waive the requirement of Section 3.6 of the Town Purchasing Policy and Procedure for competitive sealed proposals for contracts over $20,001 as authorized by Section 3.8 of the Town Purchasing Policy and Procedure to utilize Norwich Technologies as the installers of 6 Level 2 chargers in the South Main St Parking Lot. Award the contract to Norwich Technologies in the amount of $80,615.86 to provide the installation of six dual port chargers in the South Main St. Parking Lot. Selectboard Member, Ida Griesemer seconded the motion. 5 were in favor and 1 (Krauss) was not in favor. The motion passed.

k. Consider Local Group's Request that Town Serve as it's Fiscal Agent
Selectboard Member, Erik Krauss made the motion to designate the Town as Fiscal Agent for the Wilder Historic Marker Fund, as requested, to collect and distribute funds raised for this purpose in keeping with the Town's Purchasing Policy. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed.

l. Consider and Approve Flyer to Accompany Tax Bills
Approved at the July 10, 2025 Emergency Selectboard Meeting.

m. Ratification of Fiscal Year-End Payroll and AP Approvals
Selectboard Clerk, Ashley Andreas made the motion that the full Selectboard ratify the actions of Selectboard Chair, Mary Erdei on July 1, 2025 to provisionally approve the Payment Manifest dated July 1, 2025 (as previously authorized by the Selectboard). Selectboard Vice Chair, Mike Hoyt seconded the motion. All were in favor and the motion passed.

n. Set Municipal Tax Rates – done on Thursday, July 10, 2025

o. Added Item: Recommendation to Utilize Wastewater Capital Reserve for Emergency Repairs
Selectboard Member, Erik Krauss made the motion that The Selectboard authorizes the Town Manager to execute Change Order #6 with Isaac's Construction & Excavation in the amount of $28,640.00 utilizing remaining ARPA funds dedicated to the construction of the Nutt Lane Water Main and Wastewater Capital Reserves from Fund 60 to complete the abandonment of the manhole under the railroad tracks. Further, the board authorizes the Town Manager to execute a contract with Insituform Technologies, LLC, or Eastern Pipe Services for up to $82,775.00 waiving Section 3.6 (Competitive Sealed Bidding) of the purchasing policy, recognizing the urgency of the project and unique capabilities and availability of the firms as allowed under Section 3.7 (Waivers) of the Purchasing Policy. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion was passed.

VII. Commission Reports
Brandon Smith reported on this month's Housing and Homelessness committee meeting, July 10, 2025. The committee heard a presentation from a member of the revolving loan fund. The Housing committee is working on a proposal for an easy path for folks to follow to help increase so-called "missing middle" or "infill" housing, which sometimes takes the form of an "accessory dwelling unit." The committee is in the preliminary stages of this work, but the goal is to make it as easy as possible for residents to build new housing units or reconfigure existing housing for more units. The committee might work with the revolving loan fund this year to offer some kind of gap financing as "a piece of the funding pie" for residents who seek to add housing units to their properties.

Erik Krauss reported:
HCC report: HCC Awards Program

The Hartford Conservation Commission (HCC) is looking for candidates who exemplify sustainability and passion towards nature and its surrounding community for their Conservation Commission Conservator of the Year Award. They are looking for individuals who; act to protect wildlife habitat and/or watersheds, increase conservation awareness around town, work to advance nature-education goals, and further the Commission's mission of protecting Hartford's natural resources. Does this sound like an individual you know?

Nominations are being accepted until July 31, 2025.

VIII. Consent Agenda: **Selectboard Vice Chair, Mike Hoyt made the motion to approve the Consent Agenda. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 7/5/2025 - Ratified
Approve A/P Manifest: 7/3/2025 & 7/10/2025
Approve Meeting Minutes of: 6/24/2025 and 6/29/2025
Future Meetings Approved: 7/22/2025; 8/5/2025; 8/19/2025

IX. Executive Session: None

X. Adjourn the Selectboard Meeting: **Selectboard Clerk, Ashley Andreas made the motion to adjourn the meeting at 9:10pm. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.**

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Ashley Andreas, Selectboard Clerk
July 14, 2025 Meeting

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
12-0012	**COUNTRY LANE**					
036735	PATHWAYS CONSULTING, LLC				7/18/2025	101
27309	SLOPE+ROAD REPAIRS-COUNTRY LN		0.00	$8,873.75	0.00	8,873.75
Desc:	SLOPE+ROAD REPAIRS-COUNTRY LN	Acct:	12-500-311-0001	STORM 7.9.23 MATERIALS - 311		
27392	SLOPE+ROAD REPAIRS-COUNTRY LN		0.00	$5,432.00	0.00	5,432.00
Desc:	SLOPE+ROAD REPAIRS-COUNTRY LN	Acct:	12-500-311-0001	STORM 7.9.23 MATERIALS - 311		
27382	SLOPE+ROAD REPAIRS-COUNTRY LN		0.00	$3,900.75	0.00	3,900.75
Desc:	SLOPE+ROAD REPAIRS-COUNTRY LN	Acct:	12-500-311-0001	STORM 7.9.23 MATERIALS - 311		
	Vendor Total:			18,206.50	0.00	18,206.50
12-0012	**AMERICAN RECOVERY FUNDS**			**Bank Total:**		**18,206.50**
25-0121	**AMERICAN RECOVERY FUNDS**					
003185	ATG PATRIOT, LLC				7/18/2025	2059
2026 FREIGHTLINER	2026 FREIGHTLINER		0.00	$70,838.00	0.00	70,838.00
Desc:	2026 FREIGHTLINER	Acct:	25-985-121-0119	ARPA - DPW Equipment		
	Vendor Total:			70,838.00	0.00	70,838.00
036187	OTTER CREEK ENGINEERING, INC.				7/18/2025	2058
24678	PROJ#6 NUTT,HARRISON&LATHAM WKS		0.00	$6,258.85	0.00	6,258.85
Desc:	PROJ#6 NUTT,HARRISON&LATHAM WKS	Acct:	25-985-121-0117	ARPA - Fund 50 -Nutt Lane,Harrison, La		
24679	PROJ#6 NUTT,HARRISON&LATHAM WKS		0.00	$21,972.30	0.00	21,972.30
Desc:	PROJ#6 NUTT,HARRISON&LATHAM WKS	Acct:	25-985-121-0117	ARPA - Fund 50 -Nutt Lane,Harrison, La		
	Vendor Total:			28,231.15	0.00	28,231.15
25-0121	**K-9**			**Bank Total:**		**99,069.15**
25-0126	**K-9**					
052650	WEST LEBANON FEED & SUPPLY				7/18/2025	117
JUN'25	K9 FOOD- JUNE'25		0.00	$15.99	0.00	15.99
Desc:	K9 FOOD- JUNE'25	Acct:	25-985-211-0127	HPD K-9 Stanton Foundation		
MAY'25	K9 FOOD- MAY'25		0.00	$15.99	0.00	15.99
Desc:	K9 FOOD- MAY'25	Acct:	25-985-211-0127	HPD K-9 Stanton Foundation		
	Vendor Total:			31.98	0.00	31.98
25-0126	**Highway Reserve**			**Bank Total:**		**31.98**
25-0321	**Highway Reserve**					
003185	ATG PATRIOT, LLC				7/18/2025	1002
2026 FREIGHTLINER	2026 FREIGHTLINER		0.00	$120,723.00	0.00	120,723.00
Desc:	2026 FREIGHTLINER	Acct:	25-985-100-0321	HWY Reserve - Exp		
	Vendor Total:			120,723.00	0.00	120,723.00
25-0321	**PARKS - PLAYGROUND**			**Bank Total:**		**120,723.00**
25-0522	**PARKS - PLAYGROUND**					
036480	PARKARCHITECTURE LLC	PARKARCHITECTURE LLC			7/18/2025	105
2023-05-2339	LYMAN PARK DESIGN MAY-JUNE 2025		0.00	$1,285.00	0.00	1,285.00

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
	Desc: LYMAN PARK DESIGN MAY-JUNE 2025	Acct: 25-985-522-0055	PR -Lyman Point Park Playground	
	Vendor Total:		1,285.00 / 0.00	1,285.00
25-0522	**Town Office Renovation**		**Bank Total:**	**1,285.00**
25-8050	**Town Office Renovation**			
001645	ALLIANCE MECHANICAL	ALLIANCE GROUP INC.	7/18/2025	1019
88436	HVAC-EVAPORATOR OUTSIDE ELEVATOR	0.00	$788.00 / 0.00	788.00
	Desc: HVAC-EVAPORATOR OUTSIDE ELEVATOR	Acct: 25-985-100-8050	Town Office Renovation	
89326	HVAC:FRONT STAIRWELL-HP LEAKING	0.00	$1,029.46 / 0.00	1,029.46
	Desc: HVAC:FRONT STAIRWELL-HP LEAKING	Acct: 25-985-100-8050	Town Office Renovation	
	Vendor Total:		1,817.46 / 0.00	1,817.46
25-8050	**PARKS - REC RESTRICTED**		**Bank Total:**	**1,817.46**
25-8055	**PARKS - REC RESTRICTED**			
012549	STEIN, ALICIA	ALICIA STEIN	7/18/2025	2032
07.09.2025	2025 BROADWAY VENTURES	0.00	$2,350.00 / 0.00	2,350.00
	Desc: BROADWAY VENTURES-MUSIC DIR	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (ł	
	Vendor Total:		2,350.00 / 0.00	2,350.00
018839	GATTIE, ROBERT	ROBERT GATTIE	7/18/2025	2033
07.19.2025	2025 BROADWAY VENTURES	0.00	$400.00 / 0.00	400.00
	Desc: 2025 BROADWAY VENTURES	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (ł	
2025	2025 BROADWAY VENTURES	0.00	$400.00 / 0.00	400.00
	Desc: 2025 BROADWAY VENTURES	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (ł	
	Vendor Total:		800.00 / 0.00	800.00
019392	GRANDSTAND APPAREL	GRANDSTAND APPAREL	7/18/2025	2031
INV-7405	BROADWAY TEES	0.00	$1,074.55 / 0.00	1,074.55
	Desc: BROADWAY TEES	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (ł	
	Vendor Total:		1,074.55 / 0.00	1,074.55
025172	SANCHEZ, JOHN	JOHN SANCHEZ	7/18/2025	2034
2025	2025 BROADWAY VENTURES	0.00	$400.00 / 0.00	400.00
	Desc: 2025 BROADWAY VENTURES	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (ł	
	Vendor Total:		400.00 / 0.00	400.00
032235	NARDONE, ANDREA	ANDREA NARDONE	7/18/2025	2035
07.09.2025	2025 BROADWAY VENTURES	0.00	$2,350.00 / 0.00	2,350.00
	Desc: BROADWAY VENTURES-COREOGRAPHER	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (ł	
	Vendor Total:		2,350.00 / 0.00	2,350.00
032239	NARDONE, BRYCEN	BRYCEN NARDONE	7/18/2025	2036
07.09.2025	2025 BROADWAY VENTURES-DIRECTOR	0.00	$2,350.00 / 0.00	2,350.00
	Desc: 2025 BROADWAY VENTURES-DIRECTOR	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (ł	
07.17.2025	2025 BROADWAY VENTURES REIMBURSEMEN	0.00	$500.55 / 0.00	500.55
	Desc: 2025 BROADWAY VENTURES REIMBURSEMEN	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (ł	

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt / Net Amt.	
	Vendor Total:		2,850.55 / 0.00 / 2,850.55	
041592	SANBORN, SCOTT C.	SCOTT C. SANBORN	7/18/2025	2037
2025	2025 BROADWAY VENTURES	0.00	$400.00 / 0.00 / 400.00	
Desc:	2025 BROADWAY VENTURES	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (H	
	Vendor Total:		400.00 / 0.00 / 400.00	
053475	WILBUR, ELLEN	ELLEN WILBUR	7/18/2025	2038
2025	2025 BROADWAY VENTURES	0.00	$400.00 / 0.00 / 400.00	
Desc:	2025 BROADWAY VENTURES	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (H	
	Vendor Total:		400.00 / 0.00 / 400.00	
061778	WHITE, SARA	SARA WHITE	7/18/2025	2039
07.09.2025	2025 BROADWAY VENTURES	0.00	$1,400.00 / 0.00 / 1,400.00	
Desc:	BROADWAY VENTURES-ASSIST DIR	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (H	
	Vendor Total:		1,400.00 / 0.00 / 1,400.00	
503019	FOURNIER-STEPHENS, MOLLY	MOLLY OURNIER-STEPHENS	7/18/2025	2040
07.09.2025	2025 BROADWAY VENTURES	0.00	$600.00 / 0.00 / 600.00	
Desc:	BROADWAY VENTURES - JULY 2025	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (H	
	Vendor Total:		600.00 / 0.00 / 600.00	
503020	COHEN, TIMOTHY	TIMOTHY COHEN	7/18/2025	2041
2025	2025 BROADWAY VENTURES	0.00	$400.00 / 0.00 / 400.00	
Desc:	2025 BROADWAY VENTURES	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (H	
	Vendor Total:		400.00 / 0.00 / 400.00	
25-8055	**Landfill Closure**		**Bank Total:**	**13,025.10**
30-0200	**Landfill Closure**			
041586	SANBORN, HEAD & ASSOCIATES, INC		7/18/2025	2005
05005.005,0069439	LF WATER MONITORING - JUN'25	0.00	$12,012.57 / 0.00 / 12,012.57	
Desc:	LF WATER MONITORING - JUN'25	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE	
	Vendor Total:		12,012.57 / 0.00 / 12,012.57	
30-0200	**Water Capital Reserve**		**Bank Total:**	**12,012.57**
50-0100	**Water Capital Reserve**			
014447	DUFRESNE GROUP		7/18/2025	1031
19906	WILDER WATER MAIN FD JUN'25	0.00	$57.50 / 0.00 / 57.50	
Desc:	WILDER WATER MAIN FD JUN'25	Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE	
	Vendor Total:		57.50 / 0.00 / 57.50	
50-0100	**Quechee Garden Project**		**Bank Total:**	**57.50**
73-0100	**Quechee Garden Project**			
026759	LOWERY PROPERTY SERVICES		7/18/2025	1034
4493	LANDSCAPING+MATERIALS QUE BRIDGE	0.00	$1,125.00 / 0.00 / 1,125.00	

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
	Desc: Landscaping work Quechee Bridge for	Acct: 73-516-318-0100	QUECHEE GARDEN PROJECT	
	Vendor Total:		1,125.00 / 0.00	1,125.00
73-0100	**Trees Matter**		**Bank Total:**	**1,125.00**
73-7304	**Trees Matter**			
035050	NORTHERN NURSERIES INC		7/18/2025	1044
250303	MULCH+BULK BARK	0.00	$48.00 / 0.00	48.00
	Desc: MULCH+BULK BARK	Acct: 73-511-318-7304	CONTRACTED SERVICES(TREES MA	
	Vendor Total:		48.00 / 0.00	48.00
73-7304	**Community Dev -RLF**		**Bank Total:**	**48.00**
91-7092	**Community Dev -RLF**			
019750	GREEN MOUNTAIN ECONOMIC DEV CORP		7/18/2025	2003
2009	HBRLF DUES JULY 2024-MARCH 2025	0.00	$4,050.00 / 0.00	4,050.00
	Desc: HBRLF DUES JULY 2024-MARCH 2025	Acct: 91-623-318-7092	Comm Dev - RLF Exp	
2016	HBRLF DUES APR-JUN 2025	0.00	$1,350.00 / 0.00	1,350.00
	Desc: HBRLF DUES APR-JUN 2025	Acct: 91-623-318-7092	Comm Dev - RLF Exp	
	Vendor Total:		5,400.00 / 0.00	5,400.00
91-7092	**GENERAL FUND - MASCOMA**		**Bank Total:**	**5,400.00**
FUND 1 0	**GENERAL FUND - MASCOMA**			
000590	ACRISURE NEW ENGLAND PARTNERS		7/18/2025	95666
16437	HEALTH INS ADVISORY APR-JUN 25	597.92	$4,590.00 / 0.00	4,590.00
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-121-220-0000	TM -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-151-220-0000	TC -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-171-220-0000	FIN -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-174-220-0000	ASE -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-181-220-0000	IT -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-221-220-0000	HFD -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-311-220-0000	DPW -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-511-220-0000	PR -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-514-220-0000	PR -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-521-220-0000	PR -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 30-975-220-0000	HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 50-954-220-0000	HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 50-955-220-0000	HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 55-955-220-0000	HEALTH INSURANCE	
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 60-961-220-0000	HEALTH INSURANCE	

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 65-965-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory APR-JUN 2025	Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE		
	Vendor Total:		4,590.00	0.00	4,590.00
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS		7/18/2025	95743
6084518808366	E2 PARTS	0.00	$186.40	0.00	186.40
	Desc: E2 PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		186.40	0.00	186.40
000884	ADVANCED ELECTRONIC DESIGN, INC			7/18/2025	95744
8279376	MDC BATTERIES	0.00	$998.03	0.00	998.03
	Desc: MDC BATTERIES	Acct: 10-211-330-0000	HPD -OFFICE EQUIPMENT		
	Vendor Total:		998.03	0.00	998.03
001028	AGRI-CYCLE ENERGY, LLC			7/18/2025	95667
41760	COMPOST JUNE 2025	183.18	$183.18	0.00	183.18
	Desc: COMPOST JUNE 2025	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:		183.18	0.00	183.18
001170	AIRGAS, INC.	AIRGAS USA, LLC		7/18/2025	95745
5517817231	MED SUPPLIES	0.00	$71.71	0.00	71.71
	Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
9162586598	MED SUPPLIES	0.00	$140.00	0.00	140.00
	Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	Vendor Total:		211.71	0.00	211.71
001580	ALLAN'S VENDING SERVICE, LLC			7/18/2025	95746
494745	4 JUGS - WATER 5 GALL	0.00	$31.20	0.00	31.20
	Desc: 4 JUGS - WATER 5 GALL	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:		31.20	0.00	31.20
001642	ALLARD'S PORTABLE TOILETS LLC			7/18/2025	95668
11850	PORTABLE TOILETS - MAXFIELD	0.00	$400.00	0.00	400.00
	Desc: PORTABLE TOILETS - MAXFIELD	Acct: 10-527-318-0000	PR -CONTRACTED SERVICES		
001642	ALLARD'S PORTABLE TOILETS LLC			7/18/2025	95747
12152	PORTABLE TOILETS	0.00	$500.00	0.00	500.00
	Desc: PORTABLE TOILETS	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
12153	PORTABLE TOILETS	0.00	$925.00	0.00	925.00
	Desc: PORTABLE TOILETS	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
12161	POTABLE TOILETS - 4TH OF JULY	0.00	$1,700.00	0.00	1,700.00
	Desc: POTABLE TOILETS - 4TH OF JULY	Acct: 10-516-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		3,525.00	0.00	3,525.00
001645	ALLIANCE MECHANICAL	ALLIANCE GROUP INC.		7/18/2025	95669

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund / Acct	Invoice Amt / Disc. Amt	Net Amt.
89316	HVAC: A/C UNIT LEAKING CONDENSATION	0.00	$345.00 / 0.00	345.00
Desc: HVAC: A/C UNIT LEAKING CONDENSATION		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING	
Desc: HVAC: A/C UNIT LEAKING CONDENSATION		Acct: 10-211-321-0100	HPD -REPAIRS & MAINT-BUILDING	
	Vendor Total:		345.00 / 0.00	345.00
001650	ALLEN ENGINEERING POOLS AND SPAS		7/18/2025	95670
220-121586	CHLORINE - POOL	0.00	$141.93 / 0.00	141.93
Desc: CHLORINE - POOL		Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES	
	Vendor Total:		141.93 / 0.00	141.93
001665	ALPINE SOFTWARE CORP		7/18/2025	95748
INV-390-01554	REDNMX ANNUAL SUPPORT	0.00	$5,973.45 / 0.00	5,973.45
Desc: REDNMX ANNUAL SUPPORT		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI	
	Vendor Total:		5,973.45 / 0.00	5,973.45
002065	AMERICAN FAMILY LIFE ASSURANCE	AFLAC - AMERICAN FAMILY LIFE	7/18/2025	95749
JUL'25	AFLAC INS - JULY 2025	0.00	$1,396.14 / 0.00	1,396.14
Desc: AFLAC INS - JULY 2025		Acct: 10-012-300-0270	ACCRUED AD&D PAYABLE	
	Vendor Total:		1,396.14 / 0.00	1,396.14
002260	AMERICAN TOWER CORPORATION		7/18/2025	95750
JUL'25	TOWER RENTAL JUL'25	0.00	$2,249.73 / 0.00	2,249.73
Desc: TOWER RENTAL JUL'25		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC	
	Vendor Total:		2,249.73 / 0.00	2,249.73
003208	ATLANTIC GOLF AND TURF, LLC		7/18/2025	95671
SO1296397	FERT+CONTROLS @ MAXFIELD TURF	0.00	$4,496.00 / 0.00	4,496.00
Desc: FERT+CONTROLS @ MAXFIELD TURF		Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES	
	Vendor Total:		4,496.00 / 0.00	4,496.00
003450	AUTOZONE		7/18/2025	95672
05120621131	BATTERIES	0.00	$291.21 / 0.00	291.21
Desc: DURALAST BATTERIES		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		291.21 / 0.00	291.21
003990	ATG LEBANON, LLC		7/18/2025	95751
X701052175:01	PARTS - RESCUE	0.00	$88.61 / 0.00	88.61
Desc: PARTS - RESCUE		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		88.61 / 0.00	88.61
004648	BAU/HOPKINS		7/18/2025	95752
25-16509	GAS SENSOR	3,806.61	$3,806.61 / 0.00	3,806.61
Desc: GAS SENSOR		Acct: 30-971-320-0300	EQUIP OPERATION/MAINT GENERAL	
	Vendor Total:		3,806.61 / 0.00	3,806.61
004854	BENISTAR/HARTFORD	BESTCO HARTFORD	7/18/2025	95753
AUG'25	RETIREES HEALTH INS AUG'25	3,221.50	$13,784.85 / 0.00	13,784.85

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Retirees Health In Aug 2025	Acct: 10-121-418-0100		TM -RETIREE HEALTH INSURANCE		
	Desc: Retirees Health In Aug 2025	Acct: 10-171-418-0100		FIN -RETIREE HEALTH INSURANCE		
	Desc: Retirees Health In Aug 2025	Acct: 10-174-418-0100		ASE -RETIREE HEALTH INSURANCE		
	Desc: Retirees Health In Aug 2025	Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
	Desc: Retirees Health In Aug 2025	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
	Desc: Retirees Health In Aug 2025	Acct: 10-271-418-0100		DISP -RETIREE HEALTH INSURANCE		
	Desc: Retirees Health In Aug 2025	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
	Desc: Retirees Health In Aug 2025	Acct: 10-622-418-0100		PDZ -Retiree Health Insurance		
	Desc: Retirees Health In Aug 2025	Acct: 50-954-418-0100		RETIREE HEALTH INSURANCE		
	Desc: Retirees Health In Aug 2025	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
		Vendor Total:		13,784.85	0.00	13,784.85
004863	BENNETT, DANIEL J	DANIEL J BENNETT			7/18/2025	95673
APR-JUN'25	GYM MEMBERSHIP APR-JUN'25		0.00	$95.14	0.00	95.14
	Desc: APRIL,MAY,JUNE GYM MEMBERSHIP	Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		
		Vendor Total:		95.14	0.00	95.14
005520	BIG STATE INDUSTRIAL SUPPLY				7/18/2025	95674
1601122	MATERIALS		538.60	$538.60	0.00	538.60
	Desc: Wipes, towels, lubricant	Acct: 60-964-323-0000		MATERIAL & SUPPLIES		
		Vendor Total:		538.60	0.00	538.60
005800	BLAKTOP INC.				7/18/2025	95675
34093	ASPHALT		91.02	$91.02	0.00	91.02
	Desc: Water Cuts_Maple Street	Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
34176	ASPHALT		435.03	$1,069.33	0.00	1,069.33
	Desc: Pot Holes_Quechee W. Hartford Rd	Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
	Desc: Pot Holes_Old River Road	Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
	Desc: Pot Holes_Quechee Main St	Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
	Desc: Water Cut_Christian St	Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
	Desc: Water Cut_Christian St	Acct: 50-954-321-0200		REPAIRS & MAINT-MAINS & APPUR		
	Desc: Repair_Sykes Mountain Ave/Albert St	Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
	Desc: Repair Fairview/Pot Holes Old Quech	Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
		Vendor Total:		1,160.35	0.00	1,160.35
005900	BLOOD'S CATERING & PARTY RENTALS				7/18/2025	95754
107034	4TH OF JULY PACKAGE		0.00	$2,506.50	0.00	2,506.50
	Desc: 4TH OF JULY PACKAGE	Acct: 10-516-318-0000		PR -CONTRACTED SERVICES		
		Vendor Total:		2,506.50	0.00	2,506.50
006965	BRADY INDUSTRIES				7/18/2025	95755
10334428	CLEANING SUPPLIES - TH		0.00	$991.40	0.00	991.40
	Desc: CLEANING SUPPLIES - TH	Acct: 10-161-323-0000		TH -MATERIAL & SUPPLIES		
		Vendor Total:		991.40	0.00	991.40
007745	BURGESS LOSS PREVENTION ASSOCIATES				7/18/2025	95676
3083	EMPLOYEE BACKGROUND		0.00	$1,012.00	0.00	1,012.00
	Desc: EMPLOYEE BACKGROUND	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		

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	Vendor Total:		1,012.00 / 0.00	1,012.00
007760	BURLINGTON COMMUNICATIONS		7/18/2025	95756
BCS17132	RADIO MAINTANENCE	0.00	$140.00 / 0.00	140.00
Desc: RADIO MAINTANENCE	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
BCS17133	AVETEC EQUIP CONTRACT	0.00	$450.00 / 0.00	450.00
Desc: AVETEC EQUIP CONTRACT	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
	Vendor Total:		590.00 / 0.00	590.00
008775	CAI TECHNOLOGIES		7/18/2025	95757
22758	2026 WEBGIS AXISGIS	0.00	$6,200.00 / 0.00	6,200.00
Desc: 2026 WEBGIS AXISGIS	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
	Vendor Total:		6,200.00 / 0.00	6,200.00
009028	CEMETERY SOLUTIONS, LLC		7/18/2025	95677
1039	MOWING - JUN'25 CHRISTIAN ST CEMETE	0.00	$1,455.33 / 0.00	1,455.33
Desc: MOWING - JUN'25 CHRISTIAN ST CEMETE	Acct: 10-341-318-0100	CEM -Christian St Cemetery - Contracte		
	Vendor Total:		1,455.33 / 0.00	1,455.33
009120	CHADWICK-BAROSS INC		7/18/2025	95678
G63615	H-121 REPAIRS	0.00	$2,369.65 / 0.00	2,369.65
Desc: Windshield Replacement	Acct: 10-321-318-0000	DPW -CONTRACTED SERVICES		
	Vendor Total:		2,369.65 / 0.00	2,369.65
009470	CHAMPLIN ASSOCIATES INC		7/18/2025	95679
5485	REPAIR EATON VFD	5,365.30	$5,365.30 / 0.00	5,365.30
Desc: REPAIR EATON VFD	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
5486	INSTALL REPAIRD VFD	766.60	$766.60 / 0.00	766.60
Desc: INSTALL REPAIRD VFD	Acct: 60-961-321-0100	REPAIRS & MAINT-BUILDING		
5602	REPAIRS @ WRJ WWTP	476.00	$476.00 / 0.00	476.00
Desc: REPAIRS @ WRJ WWTP	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
5628	REPAIRS @ WILDER PUMP	2,010.00	$2,010.00 / 0.00	2,010.00
Desc: REPAIRS @ WILDER PUMP	Acct: 60-964-318-0000	CONTRACTED SERVICES		
	Vendor Total:		8,617.90 / 0.00	8,617.90
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	7/18/2025	95758
4235613897	MECHANIC LAUNDRY	0.00	$35.76 / 0.00	35.76
Desc: MECHANIC LAUNDRY	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
4236277627	MECHANIC LAUNDRY	0.00	$35.76 / 0.00	35.76
Desc: MECHANIC LAUNDRY	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	Vendor Total:		71.52 / 0.00	71.52
010285	CLIFFORD, ERIC	ERIC CLIFFORD	7/18/2025	95680
06.26.2025	GAS REIMBURSEMENT	0.00	$5.49 / 0.00	5.49
Desc: GAS REIMBURSEMENT	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
	Vendor Total:		5.49 / 0.00	5.49

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
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010420	COATES, THOMAS	THOMAS COATES			7/18/2025	95759
JUL'25	RETIREE REIMBURSEMENT JUL'25		281.26	$281.26	0.00	281.26
Desc:	RETIREE REIMBURSEMENT JUL'25 T.C.	Acct:	65-963-418-0100	RETIRE HEALTH INSURANCE		
	Vendor Total:			281.26	0.00	281.26
010832	COMCAST				7/18/2025	95760
0134242JUL'25	INTERNET - 2590 N HARTLAND		91.90	$91.90	0.00	91.90
Desc:	INTERNET - 2590 N HARTLAND	Acct:	30-971-324-0000	TELEPHONE		
	Vendor Total:			91.90	0.00	91.90
011552	CORNING, STEPHEN D.	STEPHEN D. CORNING			7/18/2025	95761
08.08.2025	SUMMER CAMP PERFORMANCE		0.00	$700.00	0.00	700.00
Desc:	SUMMER CAMP PERFORMANCE	Acct:	10-514-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			700.00	0.00	700.00
012665	DANIELS, WANDA	WANDA DANIELS			7/18/2025	95762
JUL'25	RETIREE REIMBURSEMENT JUL'25		0.00	$229.17	0.00	229.17
Desc:	RETIREE REIMBURSEMENT JUL'25 W.D.	Acct:	10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Vendor Total:			229.17	0.00	229.17
013575	DELL MARKETING L.P.				7/18/2025	95763
10824508025	LAPTOP		1,723.16	$1,723.16	0.00	1,723.16
Desc:	LAPTOP DELL PRO 16 PLUS	Acct:	72-211-318-7231	POLICE ASSET FORFEITURE - Exp		
013575	DELL MARKETING L.P.				7/18/2025	95681
10804324003	MONITOR DELL 27		0.00	$227.24	0.00	227.24
Desc:	MONITOR DELL 27	Acct:	10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI		
10810789475	NEW PC - ADMIN ASSIST		0.00	$1,265.57	0.00	1,265.57
Desc:	NEW PC - ADMIN ASSIST	Acct:	10-121-323-0000	TM -MATERIAL & SUPPLIES		
Desc:	NEW PC - ADMIN ASSIST	Acct:	10-175-323-0000	DEL -MATERIAL & SUPPLIES		
	Vendor Total:			3,215.97	0.00	3,215.97
013840	DIG SAFE SYSTEM, INC				7/18/2025	95682
42041	EXCAVATION REQUESTS APR-JUN 2025		196.00	$196.00	0.00	196.00
Desc:	EXCAVATION REQUESTS APR-JUN 2025	Acct:	50-955-313-0000	MEMBERSHIP DUES		
Desc:	EXCAVATION REQUESTS APR-JUN 2025	Acct:	55-955-313-0000	MEMBERSHIP DUES		
Desc:	EXCAVATION REQUESTS APR-JUN 2025	Acct:	60-965-313-0000	MEMBERSHIP DUES		
Desc:	EXCAVATION REQUESTS APR-JUN 2025	Acct:	65-965-313-0000	MEMBERSHIP DUES		
	Vendor Total:			196.00	0.00	196.00
014415	DUBE, CHRISTOPHER	CHRISTOPHER DUBE			7/18/2025	95764
JUL'25	RETIREE REIMBURSEMENT JUL'25		0.00	$312.50	0.00	312.50
Desc:	RETIREE REIMBURSEMENT JUL'25 C.D.	Acct:	10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Vendor Total:			312.50	0.00	312.50
014423	DUBOIS & KING, INC				7/18/2025	95683
630490L,625111	361 S STREET (BARRET) SLOPE STABILI		36,275.45	$36,275.45	0.00	36,275.45
Desc:	361 S STREET (BARRET) SLOPE STABILI	Acct:	12-622-622-0010	State of VT Hazard Mitigatiion #02140-3		

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		Vendor Total:		36,275.45	0.00	36,275.45
015150	EASTERN SYSTEMS GROUP	EASTERN SALES, INC.			7/18/2025	95765
B23	FYE 2026 TAX BILL PAPER		0.00	$639.00	0.00	639.00
Desc:	FYE 2026 TAX BILL PAPER	Acct:	10-171-318-0100	FIN -TREASURER'S EXPENSE		
		Vendor Total:		639.00	0.00	639.00
015500	ENDYNE, INC				7/18/2025	95766
538176	TESTING - MAXFIELD		0.00	$18.00	0.00	18.00
Desc:	TESTING - MAXFIELD	Acct:	10-528-318-0000	PR -CONTRACTED SERVICES		
015500	ENDYNE, INC				7/18/2025	95684
538381	WRJ TESTING		90.00	$90.00	0.00	90.00
Desc:	WRJ TESTING	Acct:	60-961-318-0000	CONTRACTED SERVICES		
		Vendor Total:		108.00	0.00	108.00
015610	ENVIRONMENTAL RESOURCE ASSOC	ENVIRONMENTAL RESOURCE ASSOC			7/18/2025	95685
117924	TESTING		627.65	$627.65	0.00	627.65
Desc:	Required testing	Acct:	65-963-318-0000	CONTRACTED SERVICES		
		Vendor Total:		627.65	0.00	627.65
015730	ESTES & GALLUP, INC				7/18/2025	95686
12098	STATION #2 EXPANSION JUN'25		0.00	$241,959.33	0.00	241,959.33
Desc:	STATION #2 EXPANSION JUN'25	Acct:	10-985-513-0513	US Bank - Fire Station #2 Bond 2024 Se		
		Vendor Total:		241,959.33	0.00	241,959.33
015805	EUROFINS ENVIRONMENT TESTING				7/18/2025	95687
4750005383	QUE WW TESTING		29.40	$29.40	0.00	29.40
Desc:	QUE WW TESTING	Acct:	65-963-318-0000	CONTRACTED SERVICES		
4750005411	QUE WW TESTING		190.40	$190.40	0.00	190.40
Desc:	QUE WW TESTING	Acct:	65-963-318-0000	CONTRACTED SERVICES		
4750005715	QUE WW TESTING		190.40	$190.40	0.00	190.40
Desc:	QUE WW TESTING	Acct:	65-963-318-0000	CONTRACTED SERVICES		
		Vendor Total:		410.20	0.00	410.20
015815	EVANS GROUP INC	EVANS GROUP INC.			7/18/2025	95688
10302149	GAS - JUN'25		0.00	$4,366.53	0.00	4,366.53
Desc:	JUNE GAS	Acct:	10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
10302142	FUEL-JUNE 2025		1,232.82	$1,649.98	0.00	1,649.98
Desc:	Highway	Acct:	10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
Desc:	Landfill	Acct:	30-971-319-0000	EQUIPMENT OPERATION-GAS		
Desc:	Hartford Water	Acct:	50-954-319-0000	EQUIPMENT OPERATION-GAS		
Desc:	Quechee Water	Acct:	55-954-319-0000	EQUIPMENT OPERATION - GAS		
Desc:	Hartford Wastewater	Acct:	60-961-319-0000	EQUIPMENT OPERATION-GAS		
Desc:	Quechee Wastewater	Acct:	65-963-319-0000	EQUIPMENT OPERATION-GAS		
10302147	FUEL - JUN'25		0.00	$3,231.28	0.00	3,231.28
Desc:	FUEL - JUN'25	Acct:	10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS		
		Vendor Total:		9,247.79	0.00	9,247.79

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016080	CONSOLIDATED COMMUNICATIONS				7/18/2025	95767
111020181918JUL'25	QUE WW PLANT - INTERNET		52.96	$52.96	0.00	52.96
Desc: QUE WW PLANT - INTERNET		Acct:	65-963-324-0000	TELEPHONE		
8022957049639JUL'25	INTERNET-SPORTS PARK PUMP		59.66	$59.66	0.00	59.66
Desc: INTERNET-SPORTS PARK PUMP		Acct:	60-964-324-0000	TELEPHONE		
8022959708618JUL'25	INTERNET-MAXFIELD PUMP HOUSE		66.57	$66.57	0.00	66.57
Desc: INTERNET-MAXFIELD PUMP HOUSE		Acct:	60-964-324-0000	TELEPHONE		
	Vendor Total:			179.19	0.00	179.19
016390	FASTENAL COMPANY				7/18/2025	95689
NHCLA145657	PARTS		0.00	$75.76	0.00	75.76
Desc: PARTS		Acct:	10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			75.76	0.00	75.76
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576			7/18/2025	95690
1285845	MATERIALS		47.15	$47.15	0.00	47.15
Desc: MATERIALS		Acct:	65-963-321-0200	REPAIRS & MAINT - MAINS		
	Vendor Total:			47.15	0.00	47.15
017110	FISHER AUTO PARTS, INC				7/18/2025	95768
301-241612	PARTS		0.00	$5.75	0.00	5.75
Desc: RESCUE PARTS		Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
301-242011	MASS AIR FLOW SENSOR CLEANER		0.00	$56.40	0.00	56.40
Desc: MASS AIR FLOW SENSOR CLEANER		Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
301-242013	PARTS		0.00	$52.20	0.00	52.20
Desc: AMB 24 PARTS		Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-242020	PARTS		0.00	$62.66	0.00	62.66
Desc: AMB 24 PARTS		Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-361638	PARTS		0.00	$108.12	0.00	108.12
Desc: E2 PARTS		Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			285.13	0.00	285.13
017301	FOGG'S LUMBER AND HARDWARE				7/18/2025	95691
350123/6	TOILET PAPER		7.59	$7.59	0.00	7.59
Desc: TOILET PAPER		Acct:	60-961-323-0000	MATERIAL & SUPPLIES		
017301	FOGG'S LUMBER AND HARDWARE				7/18/2025	95769
354910/6	WASP+HORNET SPRAY		0.00	$19.96	0.00	19.96
Desc: WASP+HORNET SPRAY		Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
352110/6	MATERIALS		0.00	$31.98	0.00	31.98
Desc: SPRAY ADHESIVE		Acct:	10-211-323-0000	HPD -MATERIAL & SUPPLIES		
352739/6	MATERIALS		0.00	$68.57	0.00	68.57
Desc: GAS CAN, PADLOCK, HITCH PIN		Acct:	10-211-323-0000	HPD -MATERIAL & SUPPLIES		
353529/6	HINGES - MOWING TRAILER		0.00	$7.99	0.00	7.99
Desc: HINGES - MOWING TRAILER		Acct:	10-521-323-0000	PR -MATERIAL & SUPPLIES		
355660/6	LIGHTED PLUG		0.00	$11.99	0.00	11.99
Desc: LIGHTED PLUG		Acct:	10-512-323-0000	PR -MATERIAL & SUPPLIES		

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		Vendor Total:	148.08	0.00	148.08
017850	GALLS, LLC	GALLS, LLC	7/18/2025	95692
031677759	UNIFORMS	0.00	$53.19	0.00	53.19
Desc: UNIFORM SHIRT		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
031695951	UNIFORMS	0.00	$557.19	0.00	557.19
Desc: SUNGLASSES, UNIFORM SHIRTS, PANTS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
031754057	UNIFORMS	0.00	$79.78	0.00	79.78
Desc: UNIFORM SHIRT		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
031754209	UNIFORMS	0.00	$26.59	0.00	26.59
Desc: UNIFORM SHIRT		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
		Vendor Total:	716.75	0.00	716.75
019430	GRAPHIC CONTROLS LLC		7/18/2025	95693
3527602	CHARTS	524.37	$524.37	0.00	524.37
Desc: Circular Charts		Acct: 60-961-323-0000	MATERIAL & SUPPLIES	
		Vendor Total:	524.37	0.00	524.37
019800	GREEN MOUNTAIN LIBRARY CONSORTIUM		7/18/2025	95770
V25-4248	VOKAL 2025 SERVICE JUL'25-JUN'26	0.00	$810.84	0.00	810.84
Desc: VOKAL 2025 SERVICE JUL'25-JUN'26		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF	
		Vendor Total:	810.84	0.00	810.84
020140	GREENWOOD EMERGENCY VEHICLES, INC	GREENWOOD EMERGENCY VEHICLES, INC	7/18/2025	95694
114612	E2 REPAIRS	0.00	$4,306.27	0.00	4,306.27
Desc: E2 REPAIRS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
Desc: E2 REPAIRS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
115413	E2 REPAIRS-REFUNDS	0.00	$-351.02	0.00	-351.02
Desc: E2 REPAIRS-REFUNDS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES	
		Vendor Total:	3,955.25	0.00	3,955.25
020212	GUARINO'S SWIMMING POOL SERVICE INC		7/18/2025	95695
0542378-IN	POOL CHEMICALS+SERVICE	0.00	$963.64	0.00	963.64
Desc: POOL CHEMICALS+SERVICE		Acct: 10-512-318-0000	PR -CONTRACTED SERVICES	
0543970-IN	POOL SERVICE	0.00	$841.00	0.00	841.00
Desc: POOL SERVICE		Acct: 10-512-318-0000	PR -CONTRACTED SERVICES	
0544472-CM	REFUND POOL SERVICE	0.00	$-703.00	0.00	-703.00
Desc: REFUND POOL SERVICE		Acct: 10-512-318-0000	PR -CONTRACTED SERVICES	
		Vendor Total:	1,101.64	0.00	1,101.64
020701	HANOVER, TOWN OF	TOWN OF HANOVER	7/18/2025	95696
02618	ELAN FEES JUN'25	0.00	$562.61	0.00	562.61
Desc: ELAN FEES JUN'25		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC	
		Vendor Total:	562.61	0.00	562.61
021783	HAVERSTOCK, JOHN S	JOHN S HAVERSTOCK	7/18/2025	95771
JUL'25	MILEAGE ALLOWANCE JUL'25	0.00	$333.33	0.00	333.33

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: MILEAGE ALLOWANCE JUL'25	Acct:	10-121-311-0000	TM -TRAVEL & MEETINGS		
	Vendor Total:			333.33	0.00	333.33
022400	HERRIN, RANDY	RANDALL HERRIN			7/18/2025	95772
JUL'25	RETIREE REIMBURSEMENT JUL'25		229.17	$229.17	0.00	229.17
	Desc: RETIREE REIMBURSEMENT JUL'25 R.H.	Acct:	60-961-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:			229.17	0.00	229.17
022440	HERNANDEZ, CHRISTIAN	CHRISTIAN HERNANDEZ			7/18/2025	95697
06.26.2025	REIMBURSEMENT-FOOD		0.00	$106.75	0.00	106.75
	Desc: FOOD REIMBURSEMENT FOR SCENE	Acct:	10-211-311-0000	HPD -TRAVEL & MEETINGS		
022440	HERNANDEZ, CHRISTIAN	CHRISTIAN HERNANDEZ			7/18/2025	95773
07.14-18.25	MEAL REIMBURSEMENT		0.00	$225.00	0.00	225.00
	Desc: MEAL REIMBURSEMENT FOR TRAINING	Acct:	10-211-311-0000	HPD -TRAVEL & MEETINGS		
08.01-03.2025	MEAL REIMBURSEMENT		0.00	$135.00	0.00	135.00
	Desc: MEAL REIMBURSEMENT FOR TRAINING	Acct:	10-211-311-0000	HPD -TRAVEL & MEETINGS		
	Vendor Total:			466.75	0.00	466.75
023422	IDEMIA IDENTITY & SECURITY USA LLC				7/18/2025	95774
182334	IDEMIA LIVESCAN ANNUAL FEE		0.00	$3,469.00	0.00	3,469.00
	Desc: IDEMIA LIVESCAN ANNUAL FEE	Acct:	10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC		
	Vendor Total:			3,469.00	0.00	3,469.00
023449	LEGACY POWER, LLC				7/18/2025	95698
INV-ISI-002874	SOLLAR ARRAY - JUNE 2025		5,996.97	$5,996.97	0.00	5,996.97
	Desc: SOLLAR ARRAY - JUNE 2025	Acct:	65-963-329-0000	ELECTRICITY		
	Vendor Total:			5,996.97	0.00	5,996.97
023461	INET COMMUNICATIONS				7/18/2025	95775
28399	TELEPHONES - JULY 2025		0.00	$141.41	0.00	141.41
	Desc: TELEPHONES - JULY 2025	Acct:	10-121-324-0000	TM -TELEPHONE		
	Desc: TELEPHONES - JULY 2025	Acct:	10-151-324-0000	TC -TELEPHONE		
	Desc: TELEPHONES - JULY 2025	Acct:	10-171-324-0000	FIN -TELEPHONE		
	Desc: TELEPHONES - JULY 2025	Acct:	10-174-324-0000	ASE -TELEPHONE		
	Desc: TELEPHONES - JULY 2025	Acct:	10-181-324-0000	IT -TELEPHONE		
	Desc: TELEPHONES - JULY 2025	Acct:	10-511-324-0000	PR -TELEPHONE		
	Desc: TELEPHONES - JULY 2025	Acct:	10-622-324-0000	PDZ -TELEPHONE		
	Vendor Total:			141.41	0.00	141.41
023473	INGRAM LIBRARY SERVICES LLC				7/18/2025	95699
88292023	BOOKS - SUMMER GRANT		18.57	$18.57	0.00	18.57
	Desc: BOOKS - SUMMER GRANT	Acct:	80-711-318-8043	Grant Exp - Smith Fund (WH Library)		
88419166	BOOKS		0.00	$6.15	0.00	6.15
	Desc: BOOKS	Acct:	10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
88419167	BOOKS - SUMMER GRANT		164.01	$164.01	0.00	164.01
	Desc: BOOKS - SUMMER GRANT	Acct:	80-711-318-8043	Grant Exp - Smith Fund (WH Library)		
88419168	BOOKS		0.00	$17.02	0.00	17.02
	Desc: BOOKS	Acct:	10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		

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88419169	BOOKS	0.00	$27.72	0.00	27.72
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
023473	INGRAM LIBRARY SERVICES LLC		7/18/2025		95776
89000523	BOOKS	0.00	$209.68	0.00	209.68
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
89000520	BOOKS	0.00	$22.04	0.00	22.04
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
89000521	BOOKS	0.00	$31.70	0.00	31.70
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
89000522	BOOKS	0.00	$79.60	0.00	79.60
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
89007697	BOOKS	0.00	$39.41	0.00	39.41
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:		615.90	0.00	615.90
024225	INTOXIMETERS INC		7/18/2025		95777
791549	DRY GAS AND MOUTH PIECES	0.00	$388.75	0.00	388.75
Desc: DRY GAS AND MOUTH PIECES		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
	Vendor Total:		388.75	0.00	388.75
025857	KINGDOM COUNTY PRODUCTIONS		7/18/2025		95700
05.26.2025	DVD Purchase and Contract Agreement	0.00	$200.00	0.00	200.00
Desc: DVD Purchase and Contract Agreement		Acct: 10-115-101-0106	BC -HARTFORD COMMITTE HOUSING		
	Vendor Total:		200.00	0.00	200.00
026580	LACKARD, JOHN M.	JOHN M. LACKARD	7/18/2025		95778
07.23.2025	2025 SUMMER CONCERT SERIES	0.00	$600.00	0.00	600.00
Desc: 2025 SUMMER CONCERT SERIES		Acct: 10-516-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		600.00	0.00	600.00
026759	LOWERY PROPERTY SERVICES		7/18/2025		95701
4493	LANDSCAPING+MATERIALS QUE BRIDGE	0.00	$2,081.25	0.00	2,081.25
Desc: Mulch and materials for Quechee Fal		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
4497	Hillside Mowing of Killowatt Ramp R	0.00	$1,125.00	0.00	1,125.00
Desc: Hillside Mowing of Killowatt Ramp R		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		3,206.25	0.00	3,206.25
027402	LEBANON, CITY OF	CITY OF LEBANON	7/18/2025		95702
JUN'25	TIPPING FEES - JUN'25	9,324.53	$9,324.53	0.00	9,324.53
Desc: TIPPING FEES - JUN'25		Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Vendor Total:		9,324.53	0.00	9,324.53
027403	LEBANON, CITY OF	CITY OF LEBANON	7/18/2025		95703
JUN'25	GRIT DISPOSAL - JUN'25	6,507.90	$6,507.90	0.00	6,507.90
Desc: GRIT DISPOSAL - JUN'25		Acct: 60-961-318-0000	CONTRACTED SERVICES		
	Vendor Total:		6,507.90	0.00	6,507.90

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027850	WILLIAM LEWIS ELECTRICAL, LLC	WILLIAM LEWIS ELECTRICAL LLC		7/18/2025	95704
INV-2025-110	LOBBY BATHROOM REPAIRS	0.00	$356.50	0.00	356.50
Desc: LOBBY BATHROOM REPAIR		Acct: 10-211-321-0100	HPD -REPAIRS & MAINT-BUILDING		
Desc: LOBBY BATHROOM REPAIR		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
	Vendor Total:		356.50	0.00	356.50
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN		7/18/2025	95779
AUG'25	RETIREE REIMBURSEMENT AUG'25	0.00	$452.22	0.00	452.22
Desc: RETIREE REIMBURSEMENT AUG'25 S.L.		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Vendor Total:		452.22	0.00	452.22
028755	M&M CUSTOM GRAPHICS			7/18/2025	95780
07.09.2025	PSB SIGN REPAIRS	0.00	$765.00	0.00	765.00
Desc: PSB SIGN REPAIRS		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
	Vendor Total:		765.00	0.00	765.00
028848	MADISON NATIONAL LIFE INSURANCE CO,			7/18/2025	95781
JUL'25	LIFE INS - JUL'25	278.94	$2,766.89	0.00	2,766.89
Desc: Life and AD&D Insurance		Acct: 10-121-240-0000	TM -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-151-240-0000	TC -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-171-240-0000	FIN -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-174-240-0000	ASE -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-175-240-0000	DEL -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-181-240-0000	IT -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-211-240-0000	HPD -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-221-240-0000	HFD -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-271-240-0000	DISP -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-312-240-0000	DPW -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-325-240-0000	DPW -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-511-240-0000	PR -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-514-240-0000	PR -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-530-240-0000	PR -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-621-240-0000	PDZ -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 10-622-240-0000	PDZ -LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 30-974-240-0000	LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 30-975-240-0000	LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 50-954-240-0000	LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 50-955-240-0000	LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 55-955-240-0000	LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 60-961-240-0000	LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 60-965-240-0000	LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 65-963-240-0000	LIFE INSURANCE		
Desc: Life and AD&D Insurance		Acct: 65-965-240-0000	LIFE INSURANCE		
	Vendor Total:		2,766.89	0.00	2,766.89
029010	MAINE OXY ACETYLENE SUPPLY CO	MAINE OXY		7/18/2025	95705
7000605706	CYCLINDER RENTAL	0.00	$116.55	0.00	116.55
Desc: CYCLINDER RENTAL		Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES		

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029010	MAINE OXY ACETYLENE SUPPLY CO	MAINE OXY			7/18/2025	95782
3003232142	CO2 - POOL	0.00	$184.77	0.00		184.77
Desc: CO2 - POOL		Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES			
	Vendor Total:		301.32	0.00		301.32
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK			7/18/2025	95706
700005551,235867089	PRE-EMPLOYMENT EXAMS+DOT	0.00	$1,390.00	0.00		1,390.00
Desc: 5 PRE EMPLOYMENT EXAMS		Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING			
Desc: 2 PRE EMPLOYMENT EXAMS		Acct: 10-512-315-0000	PR -RECRUITMENT & TRAINING			
Desc: PRE EMPLOYMENT EXAMS M.E.+M.H.		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES			
Desc: DOT PHYSICAL D.F		Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES			
	Vendor Total:		1,390.00	0.00		1,390.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			7/18/2025	95707
255021337	OFFICE SUPPLIES	0.00	$19.99	0.00		19.99
Desc: OFFICE SUPPLIES		Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			7/18/2025	95783
255494500	OFFICE SUPPLIES	0.00	$30.69	0.00		30.69
Desc: OFFICE SUPPLIES		Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES			
255433749	3 CS PAPER	0.00	$179.97	0.00		179.97
Desc: 3 CS PAPER		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
255548471	OFFICE SUPPLIES	0.00	$97.15	0.00		97.15
Desc: OFFICE SUPPLIES		Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES			
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			7/18/2025	95707
255028021	FOLDERS	0.00	$102.95	0.00		102.95
Desc: FOLDERS		Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES			
255049894	TONER	0.00	$49.99	0.00		49.99
Desc: TONER		Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES			
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			7/18/2025	95783
255317963	BATTERIES+CLIP BINDERS+PAPER	0.00	$80.66	0.00		80.66
Desc: BATTERIES+CLIP BINDERS+PAPER		Acct: 10-511-323-0000	PR -MATERIAL & SUPPLIES			
255427014	WALL CALENDAR	0.00	$6.48	0.00		6.48
Desc: WALL CALENDAR		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
255432740	OFFICE SUPPLIES	0.00	$152.23	0.00		152.23
Desc: OFFICE SUPPLIES		Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES			
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			7/18/2025	95707
255207583	FURNITURE STN 2	0.00	$2,728.20	0.00		2,728.20
Desc: STATION 2 FURNITURE		Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			7/18/2025	95783
255457019	OFFICE SUPPLIES	0.00	$10.29	0.00		10.29
Desc: OFFICE SUPPLIES		Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES			
255460563	OFFICE SUPPLIES	0.00	$5.99	0.00		5.99
Desc: OFFICE SUPPLIES		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
255493273	OFFICE SUPPLIES	0.00	$73.86	0.00		73.86
Desc: OFFICE SUPPLIES		Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES			
255517640	OFFICE SUPPLIES	0.00	$23.98	0.00		23.98
Desc: OFFICE SUPPLIES		Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES			

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029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	7/18/2025	95707
254517928	WATER	14.82	$14.82 / 0.00	14.82
Desc: WATER		Acct: 30-971-328-0000	WATER	
Desc: WATER		Acct: 30-974-328-0000	WATER	
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	7/18/2025	95783
255284974	1.25 CS PAPER	0.00	$77.96 / 0.00	77.96
Desc: 1.25 CS PAPER		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES	
	Vendor Total:		3,655.21 / 0.00	3,655.21
031390	MODERN CLEANERS & TAILORS, INC		7/18/2025	95708
JUN'25	UNIFORM CLEANING - JUN'25	0.00	$383.00 / 0.00	383.00
Desc: UNIFORM CLEANING - JUN'25		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI	
	Vendor Total:		383.00 / 0.00	383.00
031438	MONAGHAN SAFAR PLLC		7/18/2025	95709
26483	LEGAL: PD GENERAL MATTERS	0.00	$292.50 / 0.00	292.50
Desc: LEGAL: PD GENERAL MATTERS		Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
26485	LEGAL: AFSCME NEG JUN'25	0.00	$11,452.20 / 0.00	11,452.20
Desc: LEGAL: AFSCME NEG JUN'25		Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES	
26486	LEGAL: FIN MATTER	0.00	$337.50 / 0.00	337.50
Desc: LEGAL: FIN MATTER		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES	
26484	LEGAL: SYKES MNT AVE DEVELOPMNT	0.00	$64.50 / 0.00	64.50
Desc: LEGAL: SYKES MNT AVE DEVELOPMNT		Acct: 10-013-100-0000	EXCHANGES PAYABLE	
	Vendor Total:		12,146.70 / 0.00	12,146.70
031735	MORSE, SARAH A	SARAH A MORSE	7/18/2025	95710
JUN'25	GYM REIMBURSEMENT - JUN'25	0.00	$20.03 / 0.00	20.03
Desc: JUNE GYM REIMBURSEMENT		Acct: 10-271-313-0000	DISP -MEMBERSHIP DUES	
	Vendor Total:		20.03 / 0.00	20.03
031955	MES SERVICE COMPANY, LLC	MES SERVICE COMPANY, LLC	7/18/2025	95711
IN2289212	UNIFORMS	0.00	$56.94 / 0.00	56.94
Desc: UNIFORM		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS	
	Vendor Total:		56.94 / 0.00	56.94
032104	MVP SELECT CARE INC.		7/18/2025	95712
JUN'25	HEALTH INS ADVISORY - JUN'25	47.48	$350.00 / 0.00	350.00
Desc: Health Ins Advisory June 2025		Acct: 10-121-220-0000	TM -HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-151-220-0000	TC -HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-171-220-0000	FIN -HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-174-220-0000	ASE -HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-181-220-0000	IT -HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-211-220-0000	HPD -HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE	
Desc: Health Ins Advisory June 2025		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE	

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Health Ins Advisory June 2025		Acct: 10-311-220-0000	DPW -HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 10-521-220-0000	PR -HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory June 2025		Acct: 65-965-220-0000	HEALTH INSURANCE		
		Vendor Total:		350.00	0.00	350.00
032106	MVP HEALTH CARE, INC - UNDER 65	MVP HEALTH CARE, INC			7/18/2025	95784
JUL'25	HEALTH INS - JUL'25		25,688.33	$194,091.35	0.00	194,091.35
	Desc: Employee Monthly Insurance for July		Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-311-220-0000	DPW -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-521-220-0000	PR -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: Employee Monthly Insurance for July		Acct: 65-965-220-0000	HEALTH INSURANCE		
		Vendor Total:		194,091.35	0.00	194,091.35

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
032595	NATIONAL MEDICAL EDUCATION AND				7/18/2025	95785
P143-A. DOTTER	PARAMEDIC TUITION DEPOSIT		0.00	$2,800.00	0.00	2,800.00
Desc: PARAMEDIC TUITION DEPOSIT		Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
	Vendor Total:			2,800.00	0.00	2,800.00
033190	NEW ENGLAND ASSOC OF				7/18/2025	95713
5269-25	2025 ANNUAL DUES		0.00	$100.00	0.00	100.00
Desc: 2025 ANNUAL DUES		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES			
	Vendor Total:			100.00	0.00	100.00
033545	NEW ENGLAND SPECIALITY SOILS				7/18/2025	95786
38534-SOI	WARNING TRACK MIX @ MAXFIELD		0.00	$6,730.00	0.00	6,730.00
Desc: WARNING TRACK MIX @ MAXFIELD		Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES			
	Vendor Total:			6,730.00	0.00	6,730.00
033600	NEW ENGLAND STATE POLICE				7/18/2025	95787
INV202500876	NESPIN ANNUAL FEE		0.00	$100.00	0.00	100.00
Desc: NESPIN ANNUAL FEE		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES			
	Vendor Total:			100.00	0.00	100.00
034800	NORTHEAST DELTA DENTAL				7/18/2025	95788
JUL'25	DENTAL INS - JUL'25		1,350.91	$10,423.53	0.00	10,423.53
Desc: DENTAL JULY 2025		Acct: 10-121-230-0000	TM -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-151-230-0000	TC -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-171-230-0000	FIN -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-174-230-0000	ASE -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-175-230-0000	DEL -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-181-230-0000	IT -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-211-230-0000	HPD -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
Desc: DENTAL JULY 2025		Acct: 10-221-230-0000	HFD -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-271-230-0000	DISP -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-311-230-0000	DPW -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-325-230-0000	DPW -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-311-230-0000	DPW -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-511-230-0000	PR -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-514-230-0000	PR -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-521-230-0000	PR -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-621-230-0000	PDZ -DENTAL			
Desc: DENTAL JULY 2025		Acct: 10-622-230-0000	PDZ -DENTAL			
Desc: DENTAL JULY 2025		Acct: 30-975-230-0000	DENTAL			
Desc: DENTAL JULY 2025		Acct: 50-954-230-0000	DENTAL			
Desc: DENTAL JULY 2025		Acct: 50-955-230-0000	DENTAL			
Desc: DENTAL JULY 2025		Acct: 55-955-230-0000	DENTAL			
Desc: DENTAL JULY 2025		Acct: 55-955-230-0000	DENTAL			
Desc: DENTAL JULY 2025		Acct: 60-965-230-0000	DENTAL			
Desc: DENTAL JULY 2025		Acct: 65-963-230-0000	DENTAL			
Desc: DENTAL JULY 2025		Acct: 65-965-230-0000	DENTAL			

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Vendor Total:		10,423.53	0.00	10,423.53
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS			7/18/2025	95714
1053535	CURBSIDE - JUNE 2025		30,865.33	$30,865.33	0.00	30,865.33
Desc:	Curbside Recycling_Monthly Charge	Acct:	30-931-318-0000	CONTRACTED SERVICES		
Desc:	Curbside Recycling_Zero Sort	Acct:	30-931-318-0000	CONTRACTED SERVICES		
1053488	MSW TRANSPORT - JUNE 2025		6,329.66	$6,329.66	0.00	6,329.66
Desc:	MSW TRANSPORT - JUNE 2025	Acct:	30-974-318-0000	CONTRACTED SERVICES		
		Vendor Total:		37,194.99	0.00	37,194.99
035050	NORTHERN NURSERIES INC				7/18/2025	95715
244942	COMPOST + TOP SOIL		0.00	$127.00	0.00	127.00
Desc:	COMPOST + TOP SOIL	Acct:	10-524-321-0100	PR -REPAIRS & MAINT-BUILDING		
035050	NORTHERN NURSERIES INC				7/18/2025	95789
249458	MOUND CLAY		0.00	$54.00	0.00	54.00
Desc:	MOUND CLAY	Acct:	10-527-323-0000	PR -MATERIAL & SUPPLIES		
251536	CLAY BRICKS		0.00	$159.00	0.00	159.00
Desc:	CLAY BRICKS	Acct:	10-527-323-0000	PR -MATERIAL & SUPPLIES		
251513	MOUND CLAY		0.00	$54.00	0.00	54.00
Desc:	MOUND CLAY	Acct:	10-527-323-0000	PR -MATERIAL & SUPPLIES		
		Vendor Total:		394.00	0.00	394.00
035326	JOHN DEER FINANCIAL f.s.b.	POWERPLAN			7/18/2025	95716
11162669	FLAT KNIFE		497.76	$497.76	0.00	497.76
Desc:	FLAT KNIFE	Acct:	65-963-321-0000	REPAIRS & MAINT-VEHICLES		
11181157	FLAT KNIFE		497.76	$497.76	0.00	497.76
Desc:	Flail Knife	Acct:	65-963-321-0000	REPAIRS & MAINT-VEHICLES		
		Vendor Total:		995.52	0.00	995.52
038532	PRO GYM SUPPLY OF NEW ENGLAND LLC				7/18/2025	95790
13277	GYM EQUIPMENT - STATION #2		0.00	$5,643.00	0.00	5,643.00
Desc:	GYM EQUIPMENT - STATION #2	Acct:	10-221-331-0020	HFD -EQUIPMENT STATION 2		
		Vendor Total:		5,643.00	0.00	5,643.00
039250	RADIO NORTH GROUP INC				7/18/2025	95791
24147196	POWER AND SPEAKER CABLE, ASSEMBLY C		0.00	$170.00	0.00	170.00
Desc:	POWER AND SPEAKER CABLE, ASSEMBLY C	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
24147197	HEAVY DUTY MOBILE POWER CABLE		0.00	$77.00	0.00	77.00
Desc:	HEAVY DUTY MOBILE POWER CABLE	Acct:	10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
		Vendor Total:		247.00	0.00	247.00
039510	RC CLEANING LLC	RC CLEANING LLC			7/18/2025	95717
457	CLEANING SERVICES - JUNE 2025		0.00	$2,675.00	0.00	2,675.00
Desc:	CLEANING SERVICES - JUNE 2025	Acct:	10-161-318-0000	TH -CONTRACTED SERVICES		
459	CLEANING SERVICES - JUN'25 LIB		0.00	$400.00	0.00	400.00
Desc:	CLEANING SERVICES - JUN'25 LIB	Acct:	10-524-318-0000	PR -CONTRACTED SERVICES		
458	CLEANING SERVICES JUN'25		0.00	$1,525.00	0.00	1,525.00

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: JUNE PD CLEANING	Acct: 10-211-318-0000		HPD -CONTRACTED SERVICES		
	Desc: JUNE HECC CLEANING	Acct: 10-271-320-0000		DISP -EQUIP OPERATION/MAINT-OFF		
		Vendor Total:		4,600.00	0.00	4,600.00
040375	RICKER, ALLYN	ALLYN RICKER			7/18/2025	95792
AUG'25	RETIREE REIMBURSEMENT AUG'25		0.00	$792.90	0.00	792.90
	Desc: RETIREE REIMBURSEMENT AUG'25 A.R.	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
		Vendor Total:		792.90	0.00	792.90
040425	RIESEBERG, HUNTER	RIESEBERG, HUNTER			7/18/2025	95793
JUL'25	RETIREE REIMBURSEMENT JUL'25		136.95	$391.28	0.00	391.28
	Desc: RETIREE REIMBURSEMENT JUL'25 H.R.	Acct: 10-121-418-0100		TM -RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT JUL'25 H.R.	Acct: 30-975-418-0100		RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT JUL'25 H.R.	Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT JUL'25 H.R.	Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT JUL'25 H.R.	Acct: 60-965-418-0100		RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT JUL'25 H.R.	Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
		Vendor Total:		391.28	0.00	391.28
040751	ROGERS, LARRY	LARRY ROGERS			7/18/2025	95794
JUL'25	RETIREE REIMBURSEMENT JUL'25		185.00	$185.00	0.00	185.00
	Desc: RETIREE REIMBURSEMENT JUL'25 L.R.	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
		Vendor Total:		185.00	0.00	185.00
041401	S&S WORLDWIDE INC				7/18/2025	95718
IN101607112	GLD TABLETOP FOOSBALL TABLE		0.00	$149.49	0.00	149.49
	Desc: GLD TABLETOP FOOSBALL TABLE	Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
IN101619160	SUMMER CAMP SUPPLIES		0.00	$1,141.97	0.00	1,141.97
	Desc: SUMMER CAMP SUPPLIES	Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
		Vendor Total:		1,291.46	0.00	1,291.46
041586	SANBORN, HEAD & ASSOCIATES, INC				7/18/2025	95719
05005.002,0068983	C&D EVALUATION - MAY'25		1,866.77	$1,866.77	0.00	1,866.77
	Desc: C&D EVALUATION - MAY'25	Acct: 30-973-318-0000		CONTRACTED SERVICES		
0069410	C&D EVALUATION - JUN'25		2,256.94	$2,256.94	0.00	2,256.94
	Desc: C&D EVALUATION - JUN'25	Acct: 30-973-318-0000		CONTRACTED SERVICES		
		Vendor Total:		4,123.71	0.00	4,123.71
042498	SIG SAUER, INC				7/18/2025	95795
5804914	ACTIVE SHOOTER RESPONSE TRAINING		0.00	$935.00	0.00	935.00
	Desc: ACTIVE SHOOTER RESPONSE TRAINING	Acct: 10-211-315-0000		HPD -RECRUITMENT & TRAINING		
		Vendor Total:		935.00	0.00	935.00
043315	NATIONAL CENTER FOR SAFETY INITIATI				7/18/2025	95720
59124	BACKGROUND CHEKS		0.00	$120.00	0.00	120.00
	Desc: BACKGROUND CHEKS	Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
		Vendor Total:		120.00	0.00	120.00

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
043426	FIRSTLIGHT FIBER	FIRSTLIGHT FIBER			7/18/2025	95721
20530170	TELEPHONES - JUNE 2025		508.47	$4,805.71	0.00	4,805.71
Desc:	Telephone June 2025	Acct:	10-211-324-0000	HPD -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-221-324-0000	HFD -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-271-324-0000	DISP -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-121-324-0000	TM -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-151-324-0000	TC -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-171-324-0000	FIN -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-174-324-0000	ASE -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-181-324-0000	IT -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-511-324-0000	PR -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-622-324-0000	PDZ -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-530-324-0000	PR -Telephone		
Desc:	Telephone June 2025	Acct:	30-971-324-0000	TELEPHONE		
Desc:	Telephone June 2025	Acct:	60-962-324-0000	TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-321-324-0000	DPW -TELEPHONE		
Desc:	Telephone June 2025	Acct:	10-325-324-0000	DPW -TELEPHONE		
	Vendor Total:			4,805.71	0.00	4,805.71
044204	STEARNS SEPTIC SERVICE, LLC				7/18/2025	95722
9581051425	SLUDGE HAULING		1,884.00	$1,884.00	0.00	1,884.00
Desc:	SLUDGE HAULING	Acct:	65-963-318-0000	CONTRACTED SERVICES		
	Vendor Total:			1,884.00	0.00	1,884.00
044450	STONE, ROBERT	ROBERT STONE			7/18/2025	95796
08.06.2025	2025 SUMMER CONCERT SERIES		0.00	$600.00	0.00	600.00
Desc:	2025 SUMMER CONCERT SERIES	Acct:	10-516-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			600.00	0.00	600.00
044560	STRATUS TELECOM LLC				7/18/2025	95797
22086	FAX SERVICES - JUL'25		0.00	$139.31	0.00	139.31
Desc:	FAX SERVICES - JUL'25	Acct:	10-271-324-0000	DISP -TELEPHONE		
Desc:	FAX SERVICES - JUL'25	Acct:	10-221-324-0000	HFD -TELEPHONE		
Desc:	FAX SERVICES - JUL'25	Acct:	10-211-324-0000	HPD -TELEPHONE		
Desc:	FAX SERVICES - JUL'25	Acct:	10-121-324-0000	TM -TELEPHONE		
	Vendor Total:			139.31	0.00	139.31
044850	SVE ASSOCIATES	SVE ASSOCIATES			7/18/2025	95723
0049465	STORMWATER MAXFIELD - FEB'25		0.00	$1,767.75	0.00	1,767.75
Desc:	STORMWATER MAXFIELD - FEB'25	Acct:	10-527-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			1,767.75	0.00	1,767.75
045553	THE TWANGTOWN PARAMOURS				7/18/2025	95798
07.30.2025	2025 SUMMER CONCERT SERIES		0.00	$600.00	0.00	600.00
Desc:	2025 SUMMER CONCERT SERIES	Acct:	10-516-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			600.00	0.00	600.00
045730	THOMSON REUTERS - WEST				7/18/2025	95724

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
852209291	MONTHLY SUBSCRIPTION	0.00	$331.97 / 0.00	331.97
Desc: JUNE SUBSCRIPTION		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES	
	Vendor Total:		331.97 / 0.00	331.97
047190	USABLUEBOOK	USABLUEBOOK	7/18/2025	95725
INV00747503	FILTERS	20.40	$20.40 / 0.00	20.40
Desc: FILTERS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES	
INV00748285	MATERIALS	42.70	$42.70 / 0.00	42.70
Desc: MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES	
	Vendor Total:		63.10 / 0.00	63.10
047497	UPPER VALLEY AQUATIC CENTER		7/18/2025	95799
073	PERSONAL TRAINING JUL-AUG 2025	0.00	$2,560.00 / 0.00	2,560.00
Desc: PERSONAL TRAINING JUL-AUG 2025		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES	
	Vendor Total:		2,560.00 / 0.00	2,560.00
048300	VALLEY NEWS	VALLEY NEWS	7/18/2025	95726
125911,4446541	SB AGENDA	0.00	$64.80 / 0.00	64.80
Desc: SB AGENDA		Acct: 10-111-312-0000	SB -ADVERTISING	
125977,4446350	PLANNING COMMISSION NOTICE	0.00	$178.20 / 0.00	178.20
Desc: PLANNING COMMISSION NOTICE		Acct: 10-622-312-0000	PDZ -ADVERTISING	
048300	VALLEY NEWS	VALLEY NEWS	7/18/2025	95800
125911,4446784	SB AGENDA 07.08.25	0.00	$248.40 / 0.00	248.40
Desc: SB AGENDA 07.08.25		Acct: 10-111-312-0000	SB -ADVERTISING	
048300	VALLEY NEWS	VALLEY NEWS	7/18/2025	95726
125717,4446539	DEPUTY FIRE MARSHAL	0.00	$78.50 / 0.00	78.50
Desc: DEPUTY FIRE MARSHAL		Acct: 10-221-312-0000	HFD -ADVERTISING	
048300	VALLEY NEWS	VALLEY NEWS	7/18/2025	95800
125911,4446947	SB AGENDA RESCHEDULE	0.00	$257.40 / 0.00	257.40
Desc: SB AGENDA RESCHEDULE		Acct: 10-111-312-0000	SB -ADVERTISING	
	Vendor Total:		827.30 / 0.00	827.30
048575	VERIZON WIRELESS		7/18/2025	95727
6117380914	VERZON BROADBAND JUN'25	0.00	$948.91 / 0.00	948.91
Desc: VERZON BROADBAND JUN'25		Acct: 10-221-324-0000	HFD -TELEPHONE	
Desc: VERZON BROADBAND JUN'25		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI	
Desc: VERZON BROADBAND WINDSOR JUN'25		Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS	
Desc: VERZON BROADBAND NORWICH JUN'25		Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS	
6117444410	CELL PHONES 2025	391.91	$4,532.89 / 0.00	4,532.89
Desc: Cell Phone June 2025		Acct: 10-121-324-0000	TM -TELEPHONE	
Desc: Cell Phone June 2025		Acct: 10-171-324-0000	FIN -TELEPHONE	
Desc: Cell Phone June 2025		Acct: 10-174-324-0000	ASE -TELEPHONE	
Desc: Cell Phone June 2025		Acct: 10-181-324-0000	IT -TELEPHONE	
Desc: Cell Phone June 2025		Acct: 10-221-324-0000	HFD -TELEPHONE	
Desc: Cell Phone June 2025		Acct: 10-211-324-0000	HPD -TELEPHONE	
Desc: Cell Phone June 2025		Acct: 10-271-324-0000	DISP -TELEPHONE	
Desc: Cell Phone June 2025		Acct: 10-325-324-0000	DPW -TELEPHONE	
Desc: Cell Phone June 2025		Acct: 10-511-324-0000	PR -TELEPHONE	

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Cell Phone June 2025	Acct: 10-512-318-0000	PR -CONTRACTED SERVICES		
	Desc: Cell Phone June 2025	Acct: 30-971-324-0000	TELEPHONE		
	Desc: Cell Phone June 2025	Acct: 50-955-324-0000	TELEPHONE		
	Desc: Cell Phone June 2025	Acct: 55-955-324-0000	TELEPHONE		
	Desc: Cell Phone June 2025	Acct: 60-965-324-0000	TELEPHONE		
	Desc: Cell Phone June 2025	Acct: 65-965-324-0000	TELEPHONE		
	Desc: Cell Phone June 2025	Acct: 10-121-330-0000	TM -OFFICE EQUIPMENT		
	Desc: Cell Phone June 2025	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: Cell Phone June 2025	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: Cell Phone June 2025	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: Cell Phone June 2025	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
	Desc: Cell Phone June 2025 NURSE	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: VERIZON BROADBAND NORWICH JUN"25	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: VERIZON BROADBAND WINDSOR JUN"25	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Vendor Total:		5,481.80	0.00	5,481.80
049401	VERMONT DEPT OF HEALTH			7/18/2025	95801
1676	250 ENGRAVED PAPER	0.00	$83.00	0.00	83.00
	Desc: 250 ENGRAVED PAPER	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
	Vendor Total:		83.00	0.00	83.00
050965	VERMONT RURAL WATER ASSOCIATION			7/18/2025	95728
06.30.2025	REG FEE-ANNUAL CONF&TRADE SHOW	170.00	$170.00	0.00	170.00
	Desc: REG FEE-ANNUAL CONF&TRADE SHOW	Acct: 60-965-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		170.00	0.00	170.00
051400	VERMONT STATE TREASURER LICENSES	VERMONT STATE TREASURER		7/18/2025	95729
2025 APR-JUN	35 MARRIAGE LICENSES	0.00	$2,275.00	0.00	2,275.00
	Desc: 35 MARRIAGE LICENSES	Acct: 10-151-316-0000	TC -STATE PAYMENT - LICENSES		
	Vendor Total:		2,275.00	0.00	2,275.00
051942	VISION GOVERNMENT SOLUTIONS	VISION GOVERNMENT SOLUTIONS		7/18/2025	95802
118032	VISION CLOUD SERVICES JUL'25-JUN'26	0.00	$13,053.00	0.00	13,053.00
	Desc: VISION CLOUD SERVICES JUL'25-JUN'26	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
	Vendor Total:		13,053.00	0.00	13,053.00
051943	VISION SERVICE PLAN	VISION SERVICE PLAN		7/18/2025	95803
JUL'25	VISION INS - JUL'25	0.00	$2,031.72	0.00	2,031.72
	Desc: VISION INS - JUL'25	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
	Vendor Total:		2,031.72	0.00	2,031.72
052300	WEBB, F W COMPANY	F.W. WEBB COMPANY		7/18/2025	95730
91275399	PARTS	0.00	$7.49	0.00	7.49
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		7.49	0.00	7.49
053040	WHITE RIVER CAR WASH			7/18/2025	95731
JUN'25	CAR WASH JUN'25	0.00	$287.84	0.00	287.84

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
	Desc: JUNE FLEET CAR WASH	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		287.84	0.00		287.84
053650	WILSON TIRE INC				7/18/2025	95804
530211	TIRE MOUNT AND BALANCE	0.00	$721.00	0.00		721.00
	Desc: TIRE MOUNT AND BALANCE	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		721.00	0.00		721.00
054150	WISDOM & POWER LLC				7/18/2025	95732
MAY'25	SOLLAR ARRAY - MAY 2025	1,965.11	$1,965.11	0.00		1,965.11
	Desc: SOLLAR ARRAY - MAY 2025	Acct: 50-952-329-0000	ELECTRICITY			
APR'25	SOLLAR ARRAY - APR 2025	1,965.11	$1,965.11	0.00		1,965.11
	Desc: SOLLAR ARRAY - APR 2025	Acct: 50-952-329-0000	ELECTRICITY			
AUG'24	SOLLAR ARRAY - AUG 2024	1,965.11	$1,965.11	0.00		1,965.11
	Desc: SOLLAR ARRAY - AUG 2024	Acct: 50-952-329-0000	ELECTRICITY			
	Vendor Total:		5,895.33	0.00		5,895.33
055310	ZOLL MEDICAL CORPORATION				7/18/2025	95733
4223393	MED SUPPLIES	0.00	$25.60	0.00		25.60
	Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
4229563	MED SUPPLIES	0.00	$210.98	0.00		210.98
	Desc: MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
	Vendor Total:		236.58	0.00		236.58
059687	TROMBLY, MATTHEW	TROMBLY, MATTHEW			7/18/2025	95805
07.07-10.2025	FOOTBALL CAMP INSTRUCTOR	0.00	$2,415.00	0.00		2,415.00
	Desc: FOOTBALL CAMP INSTRUCTOR	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		2,415.00	0.00		2,415.00
059743	HOWELL, THOMAS	THOMAS HOWELL			7/18/2025	95734
06.25.2025	REIMBURSEMENT-GAS	0.00	$54.28	0.00		54.28
	Desc: GAS REIMBURSEMENT	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS			
	Vendor Total:		54.28	0.00		54.28
059786	ROSS, PATRICIA KAY	PATRICIA KAY ROSS			7/18/2025	95806
2026	STATE PAYMENT REFUND TAX 2026	0.00	$984.39	0.00		984.39
	Desc: STATE PAYMENT REFUND TAX 2026	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE			
	Vendor Total:		984.39	0.00		984.39
059847	COUTERMARSH, TOM	TOM COUTERMARSH			7/18/2025	95807
JUL'25	RETIREE REIMBURSEMENT JUL'25	932.84	$932.84	0.00		932.84
	Desc: RETIREE REIMBURSEMENT JUL'25 T.C.	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREE REIMBURSEMENT JUL'25 T.C.	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREE REIMBURSEMENT JUL'25 T.C.	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RETIREE REIMBURSEMENT JUL'25 T.C.	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE			
	Vendor Total:		932.84	0.00		932.84
060124	GREEN MAPLE, LLC	GREEN MAPLE, LLC			7/18/2025	95735

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
426177	SOLAR ARRAY - MAY'25		4,794.08	$19,193.37	0.00	19,193.37
Desc: May 2025 solar electrcity		Acct: 10-530-329-0000		PR -ELECTRICITY		
Desc: May 2025 solar electricity		Acct: 10-161-329-0000		TH -ELECTRICITY		
Desc: May 2025 solar electricity		Acct: 10-221-329-0000		HFD -ELECTRICITY		
Desc: May 2025 solar electricity		Acct: 10-211-329-0000		HPD -ELECTRICITY		
Desc: May 2025 solar electricity		Acct: 10-271-329-0000		DISP -ELECTRICITY		
Desc: May 2025 solar electricity		Acct: 55-953-329-0000		ELECTRICITY		
Desc: May 2025 solar electricity		Acct: 60-962-329-0000		ELECTRICITY		
Desc: May 2025 solar electricity		Acct: 30-971-329-0000		ELECTRICITY		
Desc: May 2025 solar electricity		Acct: 65-964-329-0000		ELECTRICITY		
	Vendor Total:			19,193.37	0.00	19,193.37
060300	SANTAGATE, CORIANDER	CORIANDER R. SANTAGATE			7/18/2025	95736
06.30.2025	UNIFORM - REIMBURSEMENT		0.00	$207.39	0.00	207.39
Desc: Uniform boots		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
	Vendor Total:			207.39	0.00	207.39
060306	TARGET SOLUTIONS LEARNING, LLC	TARGET SOLUTIONS LEARNING, LLC			7/18/2025	95808
INV117685	SCHEDULING ANNUAL SUBSCRIPTION		0.00	$3,986.38	0.00	3,986.38
Desc: SCHEDULING ANNUAL SUBSCRIPTION		Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
	Vendor Total:			3,986.38	0.00	3,986.38
062095	WEBSTER, ALEXIS	ALEXIS WEBSTER			7/18/2025	95809
07.09.2025	MILEAGE REIMBURSEMENT		0.00	$35.00	0.00	35.00
Desc: MILEAGE REIMBURSEMENT A.W.		Acct: 10-622-311-0000		PDZ -TRAVEL & MEETINGS		
	Vendor Total:			35.00	0.00	35.00
500112	MAZZACCARO, VERA	VERA MAZZACCARO			7/18/2025	95810
2026	STATE PAYMENT REFUND TAX 2026		0.00	$249.32	0.00	249.32
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
	Vendor Total:			249.32	0.00	249.32
500118	JOHNSON, TIMOTHY	TIMOTHY JOHNSON			7/18/2025	95811
2026	STATE PAYMENT REFUND TAX 2026		0.00	$529.09	0.00	529.09
Desc: STATE PAYMENT REFUNDS FY26		Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
	Vendor Total:			529.09	0.00	529.09
500121	REGIONE, JESSE	JESSE REGIONE			7/18/2025	95812
2026	STATE PAYMENT REFUND TAX 2026		0.00	$580.00	0.00	580.00
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
	Vendor Total:			580.00	0.00	580.00
500660	JP PEST SERVICE				7/18/2025	95813
4141137	CONTRACT - PEST CONTROL		0.00	$403.00	0.00	403.00
Desc: CONTRACT - PEST CONTROL		Acct: 10-530-318-0000		PR -CONTRACTED SERVICES		
	Vendor Total:			403.00	0.00	403.00
500894	SECURSHRED	SECURSHRED			7/18/2025	95737

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
495069	SHREDDING - TH	0.00	$24.00 / 0.00	24.00
Desc: SHREDDING - TH		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES	
495064	SHREDDING - JUN'25	0.00	$30.00 / 0.00	30.00
Desc: SHREDDING SERVICES		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES	
	Vendor Total:		54.00 / 0.00	54.00
501958	STONECLIFF ANIMAL CLINIC	STONECLIFF ANIMAL CLINIC	7/18/2025	95814
448902	ANNUAL VET SERVICESD - DOZER	0.00	$448.47 / 0.00	448.47
Desc: ANNUAL VET SERVICESD - DOZER		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES	
	Vendor Total:		448.47 / 0.00	448.47
502199	NULTY, PAULA M	PAULA M NULTY	7/18/2025	95815
07.10.2025	LUNCH REIMBURSEMENT	0.00	$76.70 / 0.00	76.70
Desc: LUNCH REIMBURSEMENT		Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS	
	Vendor Total:		76.70 / 0.00	76.70
502820	POTWIN, PAMELA	PAMELA POTWIN	7/18/2025	95816
2026	STATE PAYMENT REFUND TAX 2026	0.00	$409.65 / 0.00	409.65
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		409.65 / 0.00	409.65
502831	BOLESKI, MICHELLE	MICHELLE BOLESKI	7/18/2025	95817
2026	STATE PAYMENT REFUND TAX 2026	0.00	$553.23 / 0.00	553.23
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		553.23 / 0.00	553.23
502868	SCHAAL, MARCY	MARCY SCHAAL	7/18/2025	95738
06.29.2025	REIMBURSEMENT-BIKE SAFETY DAY	15.19	$15.19 / 0.00	15.19
Desc: Supplies for Bike Safety Day		Acct: 72-211-318-7232	COMMUNITY ORIENTED POLICING	
	Vendor Total:		15.19 / 0.00	15.19
502947	JOHNSON, MARK	MARK JOHNSON	7/18/2025	95818
2026	STATE PAYMENT REFUND TAX 2026	0.00	$380.89 / 0.00	380.89
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		380.89 / 0.00	380.89
502949	SPRANG, MIRANDA	MIRANDA SPRANG	7/18/2025	95819
2026	STATE PAYMENT REFUND TAX 2026	0.00	$3,521.59 / 0.00	3,521.59
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		3,521.59 / 0.00	3,521.59
503014	UPPER VALLEY AMBUSH BASEBALL		7/18/2025	95739
876778	REFUND- MAXFIELD LITTLE LEAGUE	0.00	$366.00 / 0.00	366.00
Desc: REFUND- MAXFIELD LITTLE LEAGUE		Acct: 10-527-325-0000	PR -REFUND	
	Vendor Total:		366.00 / 0.00	366.00
503018	BURNHAM, DENNIS	DENNIS BURNHAM	7/18/2025	95740

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
06.30.2025	BOA DELINQUENT TAX REFUND	0.00	$300.00 / 0.00	300.00
Desc: BOA DELINQUENT TAX REFUND		Acct: 10-003-200-0100	DELINQUENT INTEREST RECEIVABLE	
	Vendor Total:		300.00 / 0.00	300.00
503021	DAVIS, BONNIE	BONNIE DAVIS	7/18/2025	95820
2026	STATE PAYMENT REFUND TAX 2026	0.00	$147.94 / 0.00	147.94
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		147.94 / 0.00	147.94
503022	LACROIX, LESLIE	LESLIE LACROIX	7/18/2025	95821
2026	STATE PAYMENT REFUND TAX 2026	0.00	$290.41 / 0.00	290.41
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		290.41 / 0.00	290.41
503023	AMES GARY		7/18/2025	95822
2026	STATE PAYMENT REFUND TAX 2026	0.00	$1,008.57 / 0.00	1,008.57
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		1,008.57 / 0.00	1,008.57
503024	FAYE'S REALTY LLC	FAYE'S REALTY LLC	7/18/2025	95823
2026	STATE PAYMENT REFUND TAX 2026	0.00	$593.68 / 0.00	593.68
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		593.68 / 0.00	593.68
503025	SIO, DARIUS	DARIUS SIO	7/18/2025	95824
2026	STATE PAYMENT REFUND TAX 2026	0.00	$143.85 / 0.00	143.85
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		143.85 / 0.00	143.85
503026	BOYCE, TANISHA	TANISHA BOYCE	7/18/2025	95825
2026	STATE PAYMENT REFUND TAX 2026	0.00	$545.88 / 0.00	545.88
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		545.88 / 0.00	545.88
503027	MENARD, KAREN	KAREN MENARD	7/18/2025	95826
2026	STATE PAYMENT REFUND TAX 2026	0.00	$656.91 / 0.00	656.91
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		656.91 / 0.00	656.91
503028	WATKINS, BRANDI	BRANDI WATKINS	7/18/2025	95827
2026	STATE PAYMENT REFUND TAX 2026	0.00	$426.23 / 0.00	426.23
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	
	Vendor Total:		426.23 / 0.00	426.23
503029	SIEGLINGER, GREGORY	GREGORY SIEGLINGER	7/18/2025	95828
2026	STATE PAYMENT REFUND TAX 2026	0.00	$1,618.91 / 0.00	1,618.91
Desc: STATE PAYMENT REFUND TAX 2026		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE	

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.

		Vendor Total:		1,618.91	0.00	1,618.91
503030	CALLAHAN, KEVIN	KEVIN CALLAHAN			7/18/2025	95741
07.17.2025	W/S OVERCHARGE REFUND		2,791.52	$2,791.52	0.00	2,791.52
Desc:	WATER/SEWER OVERCHARGE REFUND	Acct: 55-510-400-0000	WATER REVENUE-QUECHEE			
Desc:	WATER/SEWER OVERCHARGE REFUND	Acct: 65-610-400-0000	WASTEWATER - QUECHEE			
		Vendor Total:		2,791.52	0.00	2,791.52
503031	CHRISTENSEN, JON	JON CHRISTENSEN			7/18/2025	95742
07.17.2025	REFUND SEWER FY22		200.00	$200.00	0.00	200.00
Desc:	REFUND SEWER FY22	Acct: 65-965-310-0000	Misc Exp			
		Vendor Total:		200.00	0.00	200.00
503032	TVAROHA, SUE	SUE TVAROHA			7/18/2025	95829
1653021	REFUND - HARTFORD REC		0.00	$20.00	0.00	20.00
Desc:	REFUND - HARTFORD REC	Acct: 10-515-325-0000	PR -REFUNDS			
		Vendor Total:		20.00	0.00	20.00
FUND 1 0	**HRA / FSA / DCR**			**Bank Total:**		**783,858.01**
FUND 1 0 HRA	**HRA / FSA / DCR**					
032103	MVP HEALTH - HRA / DCRA				7/18/2025	1078
JUN'25	FSA/HRA JUNE 2025		1,835.23	$27,642.21	0.00	27,642.21
Desc:	HRA JUNE 2025	Acct: 10-121-225-0000	TM -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-171-225-0000	FIN -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-174-225-0000	ASE -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-181-225-0000	IT -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-211-225-0000	HPD -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
Desc:	HRA JUNE 2025	Acct: 10-221-225-0000	HFD -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
Desc:	HRA JUNE 2025	Acct: 10-271-225-0000	DISP -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-311-225-0000	DPW -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-325-225-0000	DPW -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
Desc:	HRA JUNE 2025	Acct: 10-511-225-0000	PR -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 10-521-225-0000	PR -HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 30-975-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 50-954-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 50-955-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 55-955-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 60-961-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 60-965-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA JUNE 2025	Acct: 65-965-225-0000	HRA/CHOICECARE CARD			
Desc:	FSA JUNE 2025	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT			
		Vendor Total:		27,642.21	0.00	27,642.21
FUND 1 0 HRA				**Bank Total:**		**27,642.21**

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.

	Holdback Total				
					1,084,301.48
Batch Totals:	0.00	170,917.97		0.00	1,255,219.45

_____ MARY M. ERDEI

_____ MICHAEL HOYT

_____ ASHLEY ANDREAS

_____ MIRANDA DUPRE

_____ IDA GRIESEMER

_____ ERIK KRAUSS

_____ BRANDON SMITH

_____ JOHN HAVERSTOCK

_____ GAIL OSTROUT

_____ JOSEPH MAJOR