



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, September 16, 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
 - Order of Agenda
- V. Selectboard
 1. Public Comment (6:02)

Public comment is an opportunity for the public to comment. It is not the place for dialogue. Questions about Town Operations? Please Contact the [Town Manager](#).
 2. Selectboard Comments and Announcements (6:12)
 3. Appointments:
 - a. Consider the appointment of Torrelee Fisher-Sass to the West Hartford Library Board of Trustees for a term ending on March 3, 2026 (6:15)
 4. Town Manager Report (6:20)

Significant Activity Reports Link: <https://www.hartford-vt.org/Archive.aspx?ADID=521>
 5. Board Report, Motions & Ordinances
 - a. Update from the Climate Action Steering Team Committee (6:25)
 - b. Public Meeting 1 of 2 on Town's Solid Waste Implementation Plan (6:35)
 - c. Consider DPW Request to Waive Purchasing Policy to Purchase Wastewater Disinfection System (6:55)
 - d. Consider DPW Request to Waive Purchasing Policy to Conduct Groundwater Testing at Landfill (7:05)
 - e. Consider Main Street Museum's Request to Hang Light Pole Banners (7:20)
 - f. Consider Request for In-Kind Donation to "Gory Days" Event (7:30)
- VI. Commission Reports (7:40)
- VII. Consent Agenda (7:45)
 - Approve Payroll Ending: 9/13/2025
 - Approve A/P Manifest: 9/12/2025 & 9/18/2025
 - Approve Meeting Minutes of: 9/2/2025
 - Future Meetings Approved: 9/30/2025; 10/3/2025 (Outreach Event); 10/14/2025; 10/28/2025
- VIII. Executive Session: Discuss Status of Clerical Workers' Union Contract Negotiations and Consider Approval of Tentative Agreement (7:50)
- IX. Adjourn the Selectboard Meeting (8:20)

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 1 appointment(s) or re-appointment to: W. Hartford Library
Board of Trustees

I. APPLICANT DATA:

Name: Torrelae Fisher-Sass
Address: 2251 Quaker - W. Hartford Rd.
White River Jct., VT 05001
Telephone: (Home) [REDACTED] (Work) [REDACTED] (Other) [REDACTED]
Email Address: [REDACTED] not reliable - but
How long have you been a Hartford resident? 47 years OK for texts
Are you a registered voter? yes

II. EDUCATION:

High School: Selinsgrove Jt. High School (PA) Year Graduated: 1971
College 1: UNH Degree Earned: BPS
Course of Study: Behavioral Science - Professional Year: 1994
Studies
College 2: Plymouth State (College) Univ. Degree Earned: M.Ed
Course of Study: Special Education Director & Year: 2007
School Principal (double major)

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Area schools - <u>Hartford, Sharon</u> <u>Tunbridge, Chelsea</u>	<u>Sept. 2021 - Present</u>	<u>Reading Specialist</u>	<u>Teacher / Teaching</u>
<u>Hartford High</u>	<u>Sept. 2018 - May 2021</u>	<u>" "</u>	<u>Teacher Coach</u>
<u>Richmond Middle School (Hanover)</u>	<u>Sept. 2013 - June 2018</u>	<u>" "</u>	<u>Teacher</u>
<u>Tretford Academy</u>	<u>Sept. 2007 - June 2013</u>	<u>School Admin.</u>	<u>Sp. Ed. Director,</u> <u>Dean, Interim Head</u>
<u>Richmond M. School</u>	<u>Sept. 1999 - June 2007</u>	<u>Special Educator</u>	<u>Teacher</u>
<u>Hartford Mem. Middle</u>	<u>Sept. 1996 - June 1999</u>	<u>Special Educator</u>	<u>Teacher</u> 03/10/2020

IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings? It is my understanding that the board meets 1 eve. per month - I could meet any evening.

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

As a local resident and a teacher of reading/reading specialist for 36 years, I have a deep interest in preserving our town's libraries as a vital community resource.

I LOVE helping children develop a LOVE for Books & Reading!

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

Public and Independent School Teacher/Administrator since 1996. (VT & NH)
NH Region III Family Support Coordinator

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

Upper Valley Support Group - Advocate

Yr. Club - Bird Janitors - Member

American Society of Dancers - Volunteer Dancer

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?

Sustain our libraries by helping them evolve & engage as centers for community.
Our beautiful W. Hartford Library is under-utilized.

f. What might some solutions be? Activities & events to garner community involvement & cultivate support.

g. Other hobbies/interests: Gardening, Cooking, Art, Environmental Studies & Engagement - Spending time w/ grandchildren, my 2 dogs, my chickens,

& my husband - of course!

V. REFERENCES: (Please list three)

Name: Nelson Fogg (Principal - HHS)

Telephone: [REDACTED]

Name: Shannon & Aleck Logue (W. Hartford neighbors)

Telephone: [REDACTED]

Name: Andrew Lane (Principal - Sharon Academy)

Telephone: [REDACTED]

Tommy Bauch (Quechee library trustee)

[REDACTED]

Joselle Fisher - Doss

APPLICANTS SIGNATURE

8-28-25

DATE

TOWN MANAGER'S REPORT AND SIGNIFICANT ACTIVITIES REPORT

September 16, 2025

Town Manager's Report

Bugbee Building Committee

The Bugbee Building Committee met again on Thursday, September 11 at 4:30 pm and will meet again on Thursday, September 27 at 4:30 pm. All meetings are taking place at the Bugbee Senior Center and are open to the public.

Budgeting

The Town Manager has spent most of the first half of September meeting with the Department Heads to discuss their budget proposals in detail. The budgets will be revised based upon these discussions and then will be merged into a single budget notebook to be circulated to the Selectboard in early October. The Town Manager will provide a budget overview at the October 14 Selectboard meeting and Department Heads will present their budget proposals to the Selectboard over several regular and special Selectboard meetings beginning on October 28.

Motor Vehicle Accident at Transfer Station

I regret to report that a Hartford resident died at the hospital following a leg injury sustained at the Hartford Transfer Station on Saturday, September 6. While the investigation is ongoing, it appears that the victim, who was standing behind his vehicle showing his bulk waste to staff, was struck by another vehicle which had been waiting in the queue.

Finance Department Closure

The Finance Department will be closed on Friday, September 19.

Selectboard Outreach Event

On Friday, October 3 from 5:30 to 7:00 pm, members of the Selectboard will be available for a Meet & Greet opportunity at The Filling Station, located at 70 Gates Street. Come out and meet your local government officials while enjoying the vibrancy of downtown White River Junction! Light appetizers will be provided, but drinks are your own responsibility.

Town Manager Absence

The Town Manager will be out of the office on vacation from Wednesday, September 17 through Friday, September 26. Hartford Fire Chief Scott Cooney will serve as Acting Town Manager during this period.

Assessing

- The assessor has been inspecting properties and making recommendations as part of the BCA Hearings. Last Hearing scheduled for September 11th.
- Sales are reviewed in the lister queue in VTPIE for the VT Equalization Study

- Every Monday until November, homestead declarations get processed.
- State payments are received at the end of the month until October.
- Other changes impacting 2025 GL: current use acreage withdrawals, errors and omissions, etc.
- The Assessing staff will participate in the Vermont Assessors and Lesters's Association Annual Meeting & Conference in Stowe VT on Thursday and Friday September 11th and 12th.

Parks & Recreation

- The Wendell A. Barwood Arena will soon be firing up the refrigeration chillers and begin making a sheet of ice for the upcoming skating season. Karen McNall, Part Time Administrative Assistant for the Department continues to work alongside multiple organizations and groups to building out the skating schedule for the season. Scheduling is a very time-consuming task, and the Department wishes to recognize Karen for her hard work as dedicated to the Department and the skating community.
- A new Freeman Maple Tree will be planted in Lyman Park. The planting is part of the Hartford Tree Board's Caring for Canopy Grant. The tree will be the 4th tree that outlines the park.
- The Wilder Historical Marker Project received a donation from Great River Hydro in the amount of \$5,000. The funding will purchase the historical marker that will be placed at the small park entrance and provide a history of the area community, industry there and those community members that made Wilder their home.
- The Department is in the development of a new youth volleyball program for 5th and 6th grade girls.
- The Fall/Winter Brochure is out and was delivered through the school system this week. To obtain a digital copy please visit www.hartfordrec.com.
- Youth sports are in full mode with practices and games taking place. Our youth Flag Football has 44 participants, Field Hockey with 16, Cheerleading with 17 participants and our Pre-K through Grade 6 Soccer has 196 participants.
- After school programs are back in action with Lego Club, Adventure Club, Archery, Cartooning, Chess and Improve Comedy.
- The Lyman Point Park Improvement Survey is complete, and we just received the results. The department and project working group will review the results and share in our next report.
- Met with the Town Manager on September 10th to review the Parks & Recreation proposed budget for FY27.
- The Department took delivery of our new parks truck and workman utility vehicle. Both pieces of equipment had been on order since the beginning of the new fiscal year.

Environmental Sustainability Coordinator

- Vermont Adult Learning's heat pump training took place at the Hartford Town Hall and Wendell A. Barwood Areana September 8th-12th. Seven students took part in the training and received their EPA certifications for handling heat pump refrigerants.
- The Upper Valley EV Expo took place at Lyman Park on September 6th from 11am-4pm. It was a rainy day but we still had decent attendance and attendees and vendors enjoyed showing off their vehicles and seeing what low emissions options are available,
- Vermont Council on Rural Development's Climate Catalyst program held their September meeting at the Hartford Town Hall. Climate Catalyst is a yearlong program where Vermont residents identify a climate related project and then workshop their idea with those in the program and connect with resources and other

support through VCRD. They held their meeting in Hartford to discuss the climate related work happening in town.

-VTRANS has received funding for the Level 3 chargers through the National Electric Vehicles Initiative. Hartford is still positioned to receive chargers through this program and discussions to finalize the installation of these chargers are starting this week. Construction for these chargers is likely to start in the spring.

Communications and Media Specialist

- Created the latest edition of Hartford News
- Pushed out construction updates for the Route 5 sidewalk project.
- Worked to improve Town permitting. Changes will be coming to DPW, Planning and Development, and Fire Department pages to make finding permitting information easier for residents.
- Gathered photos of various events in town.
- Populated the website calendar with upcoming meetings and events.
- Updated the website to reflect the current news/ updates in the town.
- Updated social media and sent out listserv messaging.

Finance

Processing FYE 2025 close out

Preparing for FYE 2025 audit

Auditors here from 10/14/25-11/7/25

Set up FYE 2027 budget module

Working with IT to find solutions to automate some finance functions including property taxes (thank you Dillon & Rick)

Grant reporting

Planning and Development

- Route 5 Sidewalk Project (Ballardvale Drive to Arboretum Lane) – Continued oversight of the sidewalk construction along Route 5 between Ballardvale Drive and Arboretum Lane. Work is expected to be substantially completed by the week of September 22nd.
- WRJ Summer Parking Count Completed – This is one of three parking counts (summer, fall and winter) that we conduct every year to track occupancy. It includes 20 counts taken on various days, at different times of the day, and with varying activities in the Downtown. The counts also are broken into sections of the downtown. We anticipate completing a summary of the count results and comparison with past counts within a month.
- White River Junction - VT Downtown Program Grant - Continued to work on completing the FY2025 work program for grant closeout at the end of September. FY 2026 Grant was approved and anticipate receiving grant agreement shortly.
- ADU and Small-Scale Housing Development Projects – Continued working with the Hartford Committee on Housing and Homelessness to refine the structure of a Hartford small-scale housing pilot program to encourage participation from Hartford property owners.
- Land Development and Permitting - Continued to respond to a high number of general development and permitting inquiries, and processing building permit applications. Zoning Board of Adjustment public

hearing continued from August to a site visit on September 10th resulted in an approved setback waiver for a ground mounted solar installation. Received a new application for the October ZBA public hearing regarding a setback waiver for an ADU on Valley View Road.

- FY 2027 Budget Preparation – Completed draft department budget and reviewed with the Town Manager.
- Zoning Regulations – Reviewing Zoning Regulations for needed changes related to new state legislation, and other possible changes.

Public Works

Administration

Director met with the Town Manager to review FY 27 budget and made budgetary adjustments as discussed. Staff attended another US Route 5 Sidewalk project meeting.

Highway Division

Completed street paving, road cutting and drainage pipe repair on Acorn Street

Completed sidewalk repair on Hartford Avenue

Assisted the Water Division with water main break on Hawthorne Street

Continue with summer maintenance to include gravel road grading, line striping, pothole repairs, and replacement of traffic signs throughout the town

Started cross culvert replacement project on Quechee Main Street in preparation for road paving project.

Ditching and stone lining on Wildlife Road and replaced a culvert on Woodlawn Drive

Water Division

Repaired water main leak on Hawthorne Street with assistance from the Highway Division.

Replaced solenoid at Wilder Treatment Filtration Plant

Completed meter reads for WRJ village.

Continued with hydrant flushing in Hartford and Quechee villages.

WRJ Pollution Abatement Plant

Pulled both pumps at Bridge Street pump station to remove rags

Chief Operator continues with plant orientation for new Assistant Chief Operator

Assisted with the sanitary connection for the new car wash on Skyes Mountain Ave

Assisted Knott's Excavation with identify of old existing sanitary line at the former 25,000 gifts site

Researching quotes for control panel for Wilder Pump Station and new motorized remote-controlled camera for the inspection of stormwater and sanitary lines.

Quechee Pollution Abatement Plant

In the process of replacing a swing check valve at the Quechee Main Street Pump Station

Clearing out built up grass in the drying beds to make room for grit disposal

Staff have registered for Confined Space and Open Trench safety training

Solid Waste/Transfer Station

On Saturday, Sept. 6, 2025, an occupant of a vehicle who had gotten out of his vehicle was struck by a vehicle which resulted in a leg injury. Hartford Police and EMS responded, and the occupant was transported to a local emergency room. Staff have and will continue to assist in the ongoing investigation

The sale of permits continues to exceed the prior year with 1130 permits being sold as of Sept. 8, 2025, compared to 1007 for all of 2024, which is a 12.21% increase over last year's total.

Town Clerk

- The Clerk's Office will be CLOSED from 1:00-2:00pm for lunch from Wednesday, September 17 through Wednesday, September 24th due to limited staffing. We apologize for any inconvenience.
- The Board of Civil Authority has held six days of Property Tax Assessment Appeals (August 14, 15, 26 & 28 and September 9 & 11) to consider a total of 26 Tax Appeals.
- The Board of Abatement will hold Abatement hearings on October 2nd & October 23rd to consider nine pending abatement requests.

Fire

Message from the Fire Chief

I want to extend a heartfelt thank you to my coworkers, community members and friends for the recognition of my 30 years of service with the Town. It truly means a lot. It seems like just yesterday I started this journey, and I'm proud of what we've accomplished together. I'm looking forward to many more years of serving alongside such a dedicated and professional team.

1. Fire Prevention Week Open House Planning

Preparations are underway for the upcoming Fire Prevention Week Open House** at Station 1, scheduled for **Saturday, October 18th**. This event will serve as a valuable opportunity to engage with the community, promote fire safety awareness, and showcase department capabilities. More details regarding the schedule, activities, and staffing will be shared in the coming weeks.

2. Personnel Achievements

Please join me in congratulating the following firefighters on their successful completion of a year-long training program and their promotion to Senior Firefighter:

- Max Wunderlich
- Jeremy Ratta
- Richard Colburn

Their dedication, hard work, and commitment to professional development are commendable and reflect the high standards of our department.

3. Fire Danger Advisory

Due to ongoing drought conditions across the state, we are experiencing elevated fire danger levels heading into the fall season. We urge all residents to exercise extreme caution with any outdoor burning**.

- Burn permits are required and can be obtained by contacting the department.
- We are available to answer any questions and provide guidance to ensure safe practices.

4. Fire Engine Committee Update

Our new fire engine committee has been actively visiting manufacturers participating in the Sourcewell purchasing agreement to evaluate options for our next piece of fire apparatus. These visits are an important step in ensuring we select the most suitable and cost-effective equipment to meet the operational needs of our department and community.

Incident Type Report (Summary)

Date Range: From 08/27/2025 to 09/10/2025

Company: All Companies

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire				
100 Fire, other	1	0.75%	\$0	0.00%
111 Building fire	1	0.75%	\$500	100.00%
137 Camper or recreational vehicle (RV) fire	1	0.75%	\$0	0.00%
Totals	3	2.24%	\$500	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
Totals	0	0.00%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	4	2.99%	\$0	0.00%
3111 Called Paramedic Intercept.	2	1.49%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	83	61.94%	\$0	0.00%
322 Motor vehicle accident with injuries	3	2.24%	\$0	0.00%
324 Motor vehicle accident with no injuries.	2	1.49%	\$0	0.00%
340 Search for lost person, other	1	0.75%	\$0	0.00%
381 Rescue or EMS standby	2	1.49%	\$0	0.00%
Totals	97	72.39%	\$0	0.00%
4 Hazardous Condition (No Fire)				
445 Arcing, shorted electrical equipment	1	0.75%	\$0	0.00%
Totals	1	0.75%	\$0	0.00%
5 Service Call				
500 Service Call, other	3	2.24%	\$0	0.00%
520 Water problem, other	2	1.49%	\$0	0.00%
553 Public service	1	0.75%	\$0	0.00%
561 Unauthorized burning	1	0.75%	\$0	0.00%
Totals	7	5.22%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & canceled en route	5	3.73%	\$0	0.00%
622 No incident found on arrival at dispatch address	3	2.24%	\$0	0.00%
Totals	8	5.97%	\$0	0.00%
7 False Alarm & False Call				
712 Direct tie to FD, malicious false alarm	1	0.75%	\$0	0.00%
733 Smoke detector activation due to malfunction	6	4.48%	\$0	0.00%
736 CO detector activation due to malfunction	2	1.49%	\$0	0.00%
740 Unintentional transmission of alarm, other	1	0.75%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	3	2.24%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	5	3.73%	\$0	0.00%
Totals	18	13.43%	\$0	0.00%
8 Severe Weather & Natural Disaster				
Totals	0	0.00%	\$0	0.00%
9 Special Incident Type				
Totals	0	0.00%	\$0	0.00%
Totals	134		\$500	

Police

On September 4, 2025, at approximately 8:00 PM, HPD and HFD responded to the area of the Maanawaka Conservation Area for a reported missing person who was lost on the trail. HPD deployed its new Utility Terrain Vehicle (UTV) with members of HPD and HFD on board and successfully located the lost hiker and returned him to the trail head.

HPD has successfully acquired a new drone through a charitable donation from the Byrne Foundation. This drone has more capability to include thermal and infrared cameras to locate subjects at nights, assist HFD during fire scene investigations with location of hot spots, has mapping features to map and measure major crashes from the air and many other features that will greatly enhance the capabilities of HPD and HFD.

On 09/06/2025 Hartford Police responded to a motor vehicle crash at the Hartford Recycling and Waste Management Center. The crash resulted in serious injuries to a pedestrian. The pedestrian later died at the hospital. The crash remains under investigation. The Vermont State Police Crash Reconstruction Team is assisting in the investigation.

Hartford Police conducted 14 foot patrols at area schools and in Lyman Point Park. Additionally, 13 directed patrols were conducted, which included parks and schools.

On 09/04/2025 Hartford Police responded to a suspected overdose on the lawn in front of Town Hall. The first officer on scene located an unconscious male and administered Narcan. An additional dose was administered and the male regained consciousness.

Outreach- Working on organizing the Community Coalition Meeting scheduled for September 25th @530PM at the Hartford Public Safety Building. The Accountability Meeting is scheduled for October 8th at the Wilder Library.

Crime Data Analyst, Substance Abuse Responder, Outreach LT, and Chief Kelley will be attending the Situation Table training scheduled for 9-11 and 9-12 at the Armed forces reserve center.

Hartford Police Department

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
911 Elevator Call	1
911 Hangup Call	6
Agency Assistance	13
Animal Bite	1
Animal Problem	8
Assault	2
Attempt to Locate	1
Background Investigation	1
Burglary Alarm	6
Choking	1
Citizen Assist	10
Citizen Dispute	7
Court Time	2
CPR	1
Crash Damage	5
Accident Fatal	1
Custodial Dispute	1
Untimely	1
Directed Patrol	49
Disorderly Conduct	2
Driving - License Suspended	2
Controlled Substance Problem	3
Family Fight/Domestic	7
Foot Patrol	22
Found Property	7
Fraud	2
Harassment	4
Information Report	3
Juvenile Problem	1
Litter/Pollution/Public Health	4
Loitering	4
Lost Property	2
Mental Health Emergency	1
Missing Person	2
Motor Vehicle Complaint	27
Noise Disturbance	4
Overdose	2
Paperwork Service	2
Parking Problem	2
Property Damage, Non Vandalism	1
Public Speaking	1
Restraining Order	1
Search Warrant	3
Sex Offense	4

<u>Nature of Incident</u>	<u>Total Incidents</u>
Sexual Assault	2
Unknown Medical Emergency	1
Special Detail	2
Stalking	1
Suicide Threat	2
Suspicious Person	9
Suspicious Person/Circumstance	26
Theft	14
Theft of Motor Vehicle	1
Threatening	5
Traffic Hazard	3
Traffic Violation	2
Training	2
Trauma	1
Trespassing	15
Unresponsive Person	9
Vandalism	1
VIN Number Inspection	5
Wanted Person	10
Weapon Offense	1
Welfare Check	7
Total reported: 349	

Hartford Police Department

Total CAD Calls Received, by Nature of Call in Zone Dispatch

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Elevator Call	1	0.12
911 Hangup Call	16	1.99
Abdominal Pain	2	0.25
Agency Assistance	30	3.73
Allergic Reaction	3	0.37
Animal Bite	2	0.25
Animal Problem	19	2.36
Assault	2	0.25
Attempt to Locate	1	0.12
ATV Complaint	1	0.12
Back Pain	3	0.37
Background Investigation	1	0.12
Bleeding	3	0.37
Brush Fire	4	0.50
Burglary Alarm	14	1.74
Burns	1	0.12
Car Fire	2	0.25
Chest Pain	10	1.24
Childbirth Emergency	1	0.12
Choking	1	0.12
Citizen Assist	13	1.62
Citizen Dispute	8	1.00
CO Detector NO Symptoms	3	0.37
Court Time	2	0.25
CPR	2	0.25
Crash Damage	11	1.37
Crash Extrication	1	0.12
Accident Fatal	1	0.12
Crash Injury	8	1.00
Custodial Dispute	2	0.25
Untimely	3	0.37
Diabetic Emergency	3	0.37
Breathing Difficulty	15	1.87
Directed Patrol	62	7.71
Disorderly Conduct	2	0.25
Dispatch Reminder	4	0.50
Driving - License Suspended	3	0.37
Controlled Substance Problem	4	0.50
Explosives Problem	1	0.12
Falls	20	2.49
Family Fight/Domestic	10	1.24
Fingerprints	7	0.87
Fire Alarm	26	3.23
Fire Call Undetermined Type	3	0.37

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Foot Patrol	25	3.11
Found Property	12	1.49
Fraud	5	0.62
Gas or Vapor Leak	2	0.25
Harassment	6	0.75
Head Injuries	2	0.25
Headache	2	0.25
Heart Problems	10	1.24
Highway Call Out	1	0.12
Illegal Burning	4	0.50
Information Report	5	0.62
Paramedic Intercept	1	0.12
Intoxicated Person	1	0.12
Juvenile Problem	3	0.37
Lift Assist	9	1.12
Litter/Pollution/Public Health	4	0.50
Lockout	1	0.12
Loitering	4	0.50
Lost Property	4	0.50
Medical Emergency	32	3.98
Medical Alarm	10	1.24
Mental Health Emergency	3	0.37
Missing Person	2	0.25
Motor Vehicle Complaint	35	4.35
Noise Disturbance	4	0.50
Odor Investigation	1	0.12
Overdose	3	0.37
Paperwork Service	2	0.25
Parking Problem	2	0.25
Power Line Down	1	0.12
Property Damage, Non Vandalism	1	0.12
Public Speaking	1	0.12
Restraining Order	1	0.12
Search Warrant	3	0.37
Seizure	3	0.37
Service Call	13	1.62
Sex Offense	5	0.62
Sexual Assault	2	0.25
Unknown Medical Emergency	22	2.74
Smoke in a Building	1	0.12
Smoke Investigation	4	0.50
Social Media	1	0.12
Special Detail	3	0.37
Stalking	1	0.12
Stroke	6	0.75
Structure Fire	1	0.12
Suicide Threat	6	0.75
Suspicious Person	11	1.37
Suspicious Person/Circumstance	46	5.72
TESTING ONLY	1	0.12

Report Includes:

All dates between `00:00:00 08/24/25` and `00:00:00 09/07/25`, All nature of incidents, All cities, All types, All priorities, All agencies, All zones

rpdcctcr.x1 09/09/25

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Theft	21	2.61
Theft of Motor Vehicle	1	0.12
Threatening	8	1.00
Traffic Hazard	4	0.50
Traffic Violation	5	0.62
Training	5	0.62
Trauma	8	1.00
Trespassing	20	2.49
Transfer ALS Emer	3	0.37
Transfer ALS NonE	1	0.12
Transfer BLS Emer	1	0.12
Transfer BLS NonE	12	1.49
Transfer Unspecif	6	0.75
Unresponsive Person	15	1.87
Vandalism	3	0.37
VIN Number Inspection	7	0.87
Wanted Person	11	1.37
Water Dept Call Out	2	0.25
Weapon Offense	1	0.12
Welfare Check	11	1.37
Total reported: 804		



AGENDA MEMORANDUM

September 16th, 2025

Town Selectboard Meeting Item: 5A

Submitted by: John Reid, Chair, Climate Action Steering Team & Dana Clawson, Staff

MEMORANDUM TO THE HARTFORD SELECT BOARD Concerning the Town's Climate Action Plan ("CAP")

Back Ground: The CAP was adopted on August 24, 2021. It was designed to assist the Town in meeting its net-zero greenhouse gas ("GHG") emissions target by 2030. This memorandum focuses on 4 different sectors of the CAP which are key areas for GHG reduction.

BUILDINGS and ENERGY. Among the goals are 1) improve building efficiency by 10%, 2) reduce on-site fossil fuel use by 30%, and 3) increase the number of weatherized structures from 134 to 2,910. Last year the State adopted new building energy standards for both commercial and residential buildings. Today builders are responsible for buildings meeting compliance with these standards and can be held liable by homeowners if they don't meet these standards. The zoning administrator informs applicants of the existence of these standards and how to find them during the application process.

As buildings become more efficient, fossil fuel use declines. The use of heat pumps is increasing. The weatherization of existing structures also results in less fossil fuel use. The Energy Commission has been exploring the possibility of creating geothermal districts which would provide efficient and renewable energy for commercial and residential use.

TRANSPORTATION. Among the goals here are 1) decrease community wide vehicle miles traveled by 2.9%, 2) increase average population per developed acre by 5% and 3) increase battery EVs utilization to 21.5% of community-wide vehicle usage. To those ends, bike travel has been encouraged by new bike lanes and pedestrian traffic by new sidewalks. There have been expos to educate the public about EVs. Level 2 chargers are now available at the South Main Street lot. The State has just made funds available for high speed chargers. The Planning Commission requires charging stations for new residential and commercial buildings which offer significant vehicle parking on site.

The multi-family housing project on Hickory Ridge along with other recent multi-family developments in White River Junction should increase the Town's average population per acre profile.

WASTE MANAGEMENT is not an area with high volume GHG emissions percentage-wise, but is an area in which residents can and should actively participate. CAP targets include 1) achieving 100% organic landfill diversion by 2023 and 2) increasing the percentage of waste recycled from 5% to 20%. Composting organic waste is required by State law and there the transfer station offers compost collection. There are also private haulers who will collect this waste for a fee and available instructions for how to do it on your own property.

It is recommended that the Selectboard reconsider the decision to cease providing recycling as a Town-paid service or consider providing incentives for residents to undertake recycling on their own either through paying a hauler to collect the material or carting it to the Transfer Station or other collection sites on their own. There are now volunteer supported Styrofoam collections available (the next one is on October 4). These events have been quite successful and indicate strong popular support for recycling but are not yet a Town service.

MUNICIPAL OPERATIONS. Important goals here are 1) to improve municipal building efficiency by 15% by 2030 and 2) to achieve 100% building thermal fuel switching to reduce on-site fossil fuel use by 2027. The Town is currently exploring solutions to improve the Bugbee Senior Center and the Wendell A. Barwood Areana as well as utilizing best practices in the maintenance of our current facilities.

Discussion: What other climate related issues would the Selectboard or the general public like for the Climate Action Steering Team to consider?

From: [John Haverstock](#)
To: [Paula Nulty](#)
Subject: FW: Draft SWIP Pre-Approval
Date: Wednesday, September 10, 2025 9:00:01 AM
Attachments: [Hartford-SWIP-ANR-Pre-approval-2025.pdf](#)
[SWIP- Pre-Approved Final Draft.pdf](#)

Paula,

Item for the SB Packet.

Please include this email thread as the first item, followed by the two attachments.

Thanks.

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

From: Bryan Gazda <bgazda@hartford-vt.org>
Sent: Wednesday, September 10, 2025 7:05 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: FW: Draft SWIP Pre-Approval

John,

Here is the information for the SWIP public meeting. Any changes need to be recorded by the SB Secretary for review by the State for changes can be made.

Bryan

From: Choquette, Shannon She/Her <Shannon.Choquette@vermont.gov>
Sent: Tuesday, August 5, 2025 11:33 AM
To: Bryan Gazda <bgazda@hartford-vt.org>
Subject: Draft SWIP Pre-Approval

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

Hello Bryan,

DEC has reviewed the Town of Hartford's Draft 2025 Solid Waste Implementation Plan and finds it to be in conformance with the 2024 Material Management Plan. Please see the attached letter for your records.

In summary, the next steps are:

- Hold two public meetings on the draft SWIP

If changes are made following the meetings, re-submit to ANR for a second pre-approval

- Approval of Draft SWIP by SWME Board/Select Board/City Council (this is the Adoption date)
- Submit to ANR for full approval (send to shannon.choquette@vermont.gov):
 - Copy of the final SWIP, signed with the date of adoption
 - Dates and summary of public meetings

Please be in touch with any questions, and thanks for all your effort with this.

Shannon Choquette (she/her) | Environmental Analyst
Vermont Department of Environmental Conservation
Davis 1, 1 National Life Drive | Montpelier, VT 05620
802-522-0302 cell
dec.vermont.gov
VTrecycles.com | [Facebook](#) | [Instagram](#)

Department of Environmental Conservation
Waste Management & Prevention Division
1 National Life Drive – Davis 1
Montpelier, VT 05620-3704

August 4, 2025

Bryan Gazda
Department of Public Works, Town of Hartford
173 Airport Road
White River Junction, VT 05001

RE: Review and Pre- Approval of 2020 DRAFT SWIP

Dear Bryan,

Thank you for submitting the Town of Hartford's revised draft Solid Waste Implementation Plan (SWIP) and required attachments on 7/14/2025 in response to Agency comments sent on 7/2/2025. The Town of Hartford's revised SWIP responded to all comments in full.

This letter serves as pre-approval of Hartford's SWIP. Hartford may move forward with a public process for adoption as outlined below. If any changes occur to this SWIP as a result of the public process, please notify the Agency to approve those changes before final approval.

Approval Process:

- Hold two public meetings on the draft SWIP
 - If changes are made following the meetings, re-submit to ANR for a second pre-approval
- Approve by SWME Board/Select Board/City Council (this is the Adoption date)
- Submit to ANR for full approval (send to shannon.choquette@vermont.gov):
 - Copy of the final SWIP, signed with the date of adoption
 - Dates and summary of public meetings

Thank you for your prompt attention to the Agency's comments and for your work drafting this SWIP. If you have questions, please contact Shannon Choquette at shannon.choquette@vermont.gov.

Sincerely,



Anne Bijur, Supervisor
Materials Management Section
Solid Waste Management Program



Town of Hartford 2025 Solid Waste Implementation Plan

Date Adopted:

Bryan Gazda, Director of Public Works
Signature – (to be added)

Town of Hartford 2025 Solid Waste Implementation Plan

This Solid Waste Implementation Plan (SWIP) conforms with Vermont's 2024 Materials Management Plan (MMP).

SWME Solid Waste Implementation Plan

Name of SWME	Town of Hartford, Vermont – Certification # WS-280
Year Chartered (if applicable)	1761
Mission for Sustainable Materials Management	N/A
Names of Member Town(s)	Town of Hartford

Town of Hartford 2025 Solid Waste Implementation Plan

Data and Reporting

S1.1	Disposal and Diversion Reporting. A. DISPOSAL RATE: To track progress with state waste reduction goals, Town of Hartford must report their disposal rate in SWIP years one and five. SWMEs may use the method in the <i>ANR Data Guidance</i> to calculate their disposal rate or another method approved by ANR. Disposal rate reports must be based on calendar year data and be submitted to ANR via ReTRAC by April 1st. DOCUMENTATION in Annual SWIP Report: 1. First (1st) Year SWIP Report: report year 1 annual per person per year disposal rate. 2. Fifth (5th) Year SWIP Report: report year 5 annual per person per year disposal rate. B. DIVERSION RATE: SWMEs are not required to report diversion rates to ANR; however, it is strongly recommended that SWMEs track their diversion efforts to determine the success of their programs and services.
Describe method to be used for calculating Disposal Rate:	We will use RETRAC reporting data for this calculation. We gather this data on a quarterly basis utilizing tonnage amounts from invoices from Casella Waste Systems and NHRecycles. Disposal rate for MSW will use annual RETRAC data along with US Census Data to calculate disposal rates in years 1 and 5. Formula as follows: (Nbr. of tons of MSW x 2000lbs / US Census Population Count for Hartford) Though not required, it is our intent to calculate annually, diversion rates for recyclable materials using this same information.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Outreach

S2.1	Accessible Communications. To ensure that all Vermonters have equal access to information and to minimize barriers to information access, Town of Hartford must critically evaluate their communications in light of best practices for accessibility. A. During SWIP Year 1, Town of Hartford must attend accessible communications training provided by ANR (or another training approved by ANR) on topics such as web design, plain language, accessible graphic design, public outreach and/or engagement, etc. B. Town of Hartford must review accessible communication best practices during SWIP Years 2-5. DOCUMENTATION in Annual SWIP Report: 1. Year 1: List training taken by Town of Hartford staff. 2. Years 2-5: Confirm review of accessible communications best practices.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Town of Hartford 2025 Solid Waste Implementation Plan

S2.2	Town of Hartford Material Management Website. To ensure community members have access to local waste, recycling, and materials management information including state laws; disposal bans; how to reduce, reuse, recycle, donate, compost, and safely dispose of unwanted materials; and local hauler services; Town of Hartford must develop and annually maintain a website with: A. SWIP: post approved SWIP on website within one month of ANR approval. B. A-Z Waste and Recycling Guide: maintain an accurate A-Z guide with regional management options for various materials. i. A-Z link must be easily found on website within 2 clicks or fewer from homepage. ii. The A-Z Guide must contain, at a minimum, information on how to manage, recycle, or divert all regional recycling and safe disposal options for all of the categories and key words in the ANR A-Z Waste and Recycling Guide Minimum Requirements document. iii. Each entry must contain contact information, such as address and telephone number for collection location(s) OR a direct link to webpage with contact information. iv. Entries for disposal-banned materials must indicate that the material is banned from disposal in the trash by state law. v. Entries for items that are accepted as a part of an EPR program must link to information on the EPR program. vi. Entries for items that can be recycled only through special collection must clearly explain that the collection of these materials is separate from curbside, or blue bin, recycling. C. Hauler Services List: establish and maintain an up-to-date hauler Services List with contact information for trash, recycling, and food scrap pick up services offered by all known commercial solid waste haulers operating within the SWME region. D. Waste Reduction for Events Resources: maintain a web page that encourages waste reduction at events such as bin signs, options for bin rental or loan, haulers for recycling and food scrap collection at events, and tips for successful diversion at events (can link to ANR web page for the tips). DOCUMENTATION in Annual SWIP Report: 1. Year 1, provide links to: a. SWIP; b. Updated A-Z Waste and Recycling guide; c. Hauler Services List; d. Waste Reduction for Event Resources. 2. Years 2-5: Describe any significant website updates or changes.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Town of Hartford 2025 Solid Waste Implementation Plan

S2.3	Digital Outreach. To build awareness of waste management topics and services provided by SWMEs and those available within their region, Town of Hartford must conduct annual outreach on at least two digital platforms such as Front Porch Forum, social media, electronic newsletters, etc. SWMEs may use existing ANR content or create their own. This requirement is separate from maintaining a materials management website. A. Annual digital outreach must include at least two forms of outreach per year on each of the following topics: - The A-Z Guide and disposal bans. - Waste reduction and diversion. - Household hazardous waste reduction and proper disposal. - Extended Producer Responsibility programs (i.e. batteries, E-cycles, mercury-containing products, paint, HHW EPR). DOCUMENTATION in Annual SWIP Report: - Describe the two digital outreach methods used per SWIP year, including platforms used for each topic covered.
List platforms to be used for Digital Outreach:	It is our intent to use the Town's Facebook page and Vital Communities Listserv for dissemination of information.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025.

Town of Hartford 2025 Solid Waste Implementation Plan

S2.4	Print Outreach. To reach community members who do not use digital modes of communication, Town of Hartford must conduct at least one annual outreach in printed documents, such as press releases, newsletters, post cards, letters to editor/articles/ads in local newspapers. Town of Hartford must: A. Year 1: Issue one press release about their SWIP to local newspapers or other media outlets within two months of SWIP approval. B. Years 2-5: Issue one printed outreach per year related to the main MMP goals and/or ANR or Town of Hartford initiatives related to materials management. Press releases could also be completed in partnership with ANR. Mailings can count but are not required. HHW event mailings or advertisements and press releases announcing grant receipt do not count toward this requirement. DOCUMENTATION in Annual SWIP Report: 1. Year 1: provide a copy of the SWIP press release along with the date released and list of newspapers where it was sent. 2. Years 2-5: provide copy of press release along with topic, date released, and list of newspapers where it was sent OR copy of print outreach along with topic, date of release, and number of recipients.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

S2.5	Municipality and Facility Connections. To further develop relationships with their local municipalities and to better understand local challenges and opportunities related to the movement of waste, Town of Hartford must conduct outreach to solid waste facilities, town offices, and public libraries. Town of Hartford must: A. Within the SWIP term, Town of Hartford must conduct an in-person visit to each solid waste facility included in the SWIP. B. Each year, for each municipality within the SWME region, Town of Hartford must reach out to the town office and public library (as applicable). Outreach may be conducted in-person, via phone, or via email and must include: i. Introduction of Town of Hartford and their role in the community. ii. Updates on any materials management-related laws, events, or initiatives. iii. For town offices: Discussion of collection plan for disaster debris and disaster-related Hazardous materials (see also C7 – Collection of Disaster Debris and Disaster-related HHW). DOCUMENTATION in Annual SWIP Report: 1. Provide a list of solid waste facilities, town offices, and libraries contacted.
Sign and date to commit to requirement.	Bryan R. Gazda, July 14, 2025

Town of Hartford 2025 Solid Waste Implementation Plan

S2.5	Municipality and Facility Connections. To further develop relationships with their local municipalities and to better understand local challenges and opportunities related to the movement of waste, Town of Hartford must conduct outreach to solid waste facilities, town offices, and public libraries. Town of Hartford must: A. Within the SWIP term, Town of Hartford must conduct an in-person visit to each solid waste facility included in the SWIP. B. Each year, for each municipality within the SWME region, Town of Hartford must reach out to the town office and public library (as applicable). Outreach may be conducted in-person, via phone, or via email and must include: i. Introduction of Town of Hartford and their role in the community. ii. Updates on any materials management-related laws, events, or initiatives. iii. For town offices: Discussion of collection plan for disaster debris and disaster-related Hazardous materials (see also C7 – Collection of Disaster Debris and Disaster-related HHW). DOCUMENTATION in Annual SWIP Report: 1. Provide a list of solid waste facilities, town offices, and libraries contacted.
List the town offices, libraries, and solid waste facilities in Town of Hartford region.	1. Town of Hartford Solid Waste – Recycling Center, 2590 N. Hartland Rd., White River Junction, VT 05001 2. Hartford Town Hall – 171 Bridge Street, White River Junction, VT 05001 3. Hartford Library – 1587 Maple Street, White River Junction, VT 05001 4. W. Hartford Library – 5133 State Route 14, W. Hartford, VT 05084 5. Quechee Library – 1957 Main Street, Quechee, VT 05059 6. Wilder Library – 78 Norwich Ave, Wilder, VT 05088
S2.6	School Outreach. To ensure all K-12 public and private schools are aware of the Universal Recycling law, state disposal bans; and how to reduce waste, reuse, repurpose, recycle, compost, donate, and safely manage materials responsibly; and that waste reduction and diversion programs are being implemented effectively, Town of Hartford must: A. Conduct in-person outreach and assistance to K-12 public and private school administrators and/or facilities and food service staff at a minimum of 10% or 2 schools (whichever is greater) within their jurisdiction each year. SWMEs should prioritize outreach to schools that have not yet been visited, but SWMEs may need to visit schools annually to meet the requirement. B. The outreach to each school must focus on school-wide waste reduction and diversion programs covering, at minimum: i. Disposal ban information. ii. How to recycle correctly. iii. How to separate food scraps for composting or anaerobic digestion. iv. How to reduce wasted food and donate (such as through the use of share table) what is appropriate. v. How to responsibly manage hazardous waste.

Town of Hartford 2025 Solid Waste Implementation Plan

	vi. Collection options available from Vermont's Extended Producer Responsibility Programs for HHW, electronics, paint, batteries, mercury-containing bulbs and thermostats. C. If Town of Hartford is not able to reach school administrators or relevant staff in-person, phone calls, video calls, or emails may be conducted instead, with prior ANR approval. D. To keep track of their school outreach, SWMEs may use the ANR tracking spreadsheet template or another system of their own that meets ANR approval. E. Outreach to teachers and students is encouraged but is not required, although SWMEs may find it useful to talk to science, art, and shop teachers about proper management and disposal of hazardous materials. F. One of the primary roles of a SWME is waste reduction, diversion, and hazardous waste reduction outreach and assistance. If a school is not in compliance with the Universal Recycling law or other waste-related laws, and assistance is not effective, or if a SWME is not able to obtain a response from a school at all, SWMEs are encouraged to request follow-up assistance from ANR. DOCUMENTATION in Annual SWIP Report: 1. Provide a spreadsheet or other document including: a. List of schools and person contacted; b. b. Dates visited/contacted; c. c. Status of recycling and food scrap diversion programs. 2. Describe outreach efforts, including notable successes or challenges.
Provide the number and list schools in Town of Hartford region. Describe school outreach plan including the number of schools to receive outreach each year.	1. Dothan Brook School - 2300 Christian Street, White River Jct., VT 05001 2. Ottauquechee School - 304 Dody Lane, Quechee, VT 05059 3. White River School - 102 Pine Street, White River Junction, VT 05001 4. The Hartford Memorial Middle School - 245 Highland Avenue White River Jct., VT 05001 5. Hartford High School - 37 Highland Avenue White River Jct., VT 05001 6. The Hartford Area Career & Technology Center - 1 Gifford Road, White River Jct., VT 05001 7. The Wilder School - 160 Norwich Avenue White River Jct., VT 05001 8. Mid Vermont Christian School – 399 W. Gilson Ave., Quechee, VT 05059 9. Upper Valley Waldorf School - 80 Bluff Road, Quechee, Vermont 05059 Outreach will be conducted at 2 schools each calendar year with the goal of contacting each of the 9 schools over 5 years. The primary method of outreach will be in-person with school staff, with ANR approved phone or video calls when necessary. Staff will base the outreach on material contained the School Recycling Guide K-12 and use the ANR School Recycling Scorecard to record compliance.
Sign and date to commit to requirement.	Bryan R. Gazda, July 14, 2025

Town of Hartford 2025 Solid Waste Implementation Plan

S2.7	Business Outreach. To ensure businesses and institutions (hospitals, nursing homes, colleges, correctional facilities, and other large waste generators) understand the requirements of the Universal Recycling law, state disposal bans, how to reduce waste, reuse, recycle, compost, donate, and safely manage materials responsibly; and that waste reduction and diversion programs are being implemented effectively, Town of Hartford must: A. Town of Hartford must conduct business outreach and education either in person or via phone to at least 2% or 15 businesses/institutions (whichever is greater) within their jurisdiction each year. i. The number of businesses in a SWME region may be estimated by the Department of Labor list (instructions provided by ANR in Year 1 of the MMP term), or a SWME may use a different method that meets ANR approval. ii. SWMEs should prioritize outreach to businesses that have not yet been contacted or visited or those whose status is not yet known. B. The business outreach and education to each entity must cover, at minimum: i. Disposal ban information. ii. How to recycle correctly. iii. How to separate food scraps for animal feed and/or composting or anaerobic digestion. iv. How to reduce wasted food and donate what is appropriate. v. Single-Use Products law. vi. Resources for safely managing hazardous waste. vii. Collection options available from Vermont's Extended Producer Responsibility Programs for HHW, electronics, paint, batteries, mercury containing bulbs and thermostats. C. To keep track of their business outreach, SWMEs may use the ANR tracking spreadsheet template or another system of their own that meets ANR approval. D. One of the primary roles of a SWME is outreach and assistance. If a business is not in compliance with the Universal Recycling law or other waste-related laws, and assistance is not effective, SWMEs are encouraged to request follow-up from ANR. DOCUMENTATION in Annual SWIP Report: 1. Provide a spreadsheet or other document including: a. List of businesses and person contacted; b. Dates visited/contacted; c. Status of recycling and food scrap diversion programs; d. Interaction type (in person or phone). 2. Describe outreach efforts, including notable successes or challenges.
List the number of businesses in Town of Hartford region. Describe business outreach	There are approximately 300 businesses in the Town of Hartford and we will conduct public outreach to 15 businesses per calendar year. Public outreach will meet the requirements of S2.7(B) and outreach documentation will be completed in accordance with S2.7(C) for reporting purposes. If a business is not in compliance, staff will offer outreach assistance to help identify and correct deficiencies and schedule a follow-up inspection. If resistance is met by a business to correct deficiencies, ANR will be notified of the business and the deficiencies.

Town of Hartford 2025 Solid Waste Implementation Plan

plan, including the number to receive outreach each year.	
Sign and date to commit to requirement.	Bryan Gazda, July 14, 2025

Collection Infrastructure

S3.1	Variable Rate Pricing. To encourage waste reduction, Town of Hartford must: A. Implement a variable rate pricing system that charges for the collection of municipal solid waste from a residential customer for disposal based on the volume or weight of the waste collected. SWMEs may elect to establish licensing or registration programs to accomplish this requirement and can refer to the Variable Rate Pricing Guide for more information. Documentation in Annual SWIP Report: 1. Year 1: explain the method used to ensure haulers and facilities are charging residents for trash based on volume or weight. 2. Years 2-5: provide any updates and/or instances of hauler or facility non-compliance.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Town of Hartford 2025 Solid Waste Implementation Plan

S3.2	HHW Collection Events and Facilities. To ensure community members have convenient access to safely dispose of Household Hazardous Waste (HHW) and Very Small Quantity Generator (VSQG) hazardous waste (previously defined as Conditionally Exempt Generator hazardous waste (CEG)), Town of Hartford must provide access to one of the following: A. A permanent HHW/VSQG collection facility defined within this MMP as a facility that is open at least one day per week, at minimum from May through October (ANR may consider approving requests for alternative operating days and seasonal openings and closures of permanent facilities when necessary). i. Due to increased user convenience, lower costs per participant, and slightly higher participation rates for regional HHW facilities, SWMEs that provide access to a permanent HHW collection facility in their region are exempt from the requirement to offer all towns at least one annual collection event within 20 road-miles. OR B. A minimum of two (2) HHW/VSQG hazardous waste collection events per year. SWMEs utilizing collection events must at minimum offer at least one HHW and VSQG collection event scheduled in the spring and one in the fall and events must operate for a minimum of four (4) hours. i. SWMEs that only offer collection events or operate HHW facilities with operating hours similar to collection events must annually provide each of its towns with access to at least one collection event (or to a facility) within 20 road-miles; meaning a maximum distance of 20 road-miles from any point in the town. ii. If a SWME provides additional events above the minimum requirement, waivers to the minimum duration for each event may be considered by ANR. iii. To meet this 20 road-mile convenience requirement, certain regions may need to hold more than two collection events each year. Sharing Facilities or Events: SWMEs are encouraged to share access to events and facilities, provided a signed agreement confirming access by the SWME's community members is obtained; and provided that a facility or event is within 20 road-miles from any point in a town that would be using that facility or event. Documentation in Annual SWIP Report: 1. Provide the HHW facility address and seasonal operating schedule, including days operating and hours of operation, OR the dates of the HHW events. 2. Provide the number of participants, the household participation rate, and the amount of HHW/VSQG hazardous waste collected in HHW ReTRAC report.
Describe how HHW Collection services will be offered to	Two HHW events will be held, one in the spring and another in fall in conjunction with the Greater Upper Valley Solid Waste District (GUVSWD).

Town of Hartford 2025 Solid Waste Implementation Plan

residents and VSQGs.	
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

S3.3	Collection of Landfill/Disposal-Banned and Dangerous Materials. To ensure that all Vermonters have year-round collection options for landfill-banned and dangerous materials, Town of Hartford must: A. Demonstrate that year-round collection options exist in their region (within SWME boundary OR within 20 miles of an Independent Town) for the following landfill/disposal banned materials: batteries, mercury containing lamps, mercury thermostats, gas cylinders as defined in Vermont’s HHW EPR law 10 V.S.A. §7181, electronics, paint, tires, used oil, and appliances (including discarded refrigerators, washing machines, clothes dryers, ranges, water heaters, dishwashers, freezers, air conditioners, and dehumidifiers). B. Collection locations can be privately or publicly owned, such as auto parts stores collecting used oil, or hardware stores collecting paint and fluorescent lamps. However, if the only collection location for a required material closes or reaches maximum capacity for collection during the SWIP term, the SWME must provide a collection option for its region. C. All collection locations must be open at least one weekday and one weekend day per week. Documentation in Annual SWIP Report: 1. Confirm that this requirement is met. 2. Describe any changes in collection options from the previous year.
List current collection locations within SWME boundary or 20 miles of independent town) and open hours for each material:	1. The Town of Hartford Solid Waste – Recycling Facility, 2590 N. Hartland Road, White River Junction, VT 05001, hours of operations are Tuesday, Thursday – Saturday, 8am – 3:45pm and Wednesday from 10am – 5:45pm. This facility currently accepts all materials identified in S3.3 (A) except used oils that are only collected during HHW events. The following locations accept used oils up to 5-gallons per day, per person. AutoZone Auto Parts, 377 Miracle Mile, Lebanon, NH 03766. Advance Auto, 71 Main Street, West Lebanon, NH 03784 O’Rielly Auto Parts, 242 Mechanic Street, Lebanon, NH 03766.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Town of Hartford 2025 Solid Waste Implementation Plan

S3.4

Disaster Debris Plan. To ensure all Vermont towns are prepared to manage disaster-related debris, like HHW, hazardous waste, trash/MSW, construction and demolition (C&D) debris, and woody debris, during and after a disaster such as a flood, fire, storm, or other emergency, Town of Hartford must, by the end of Year 1 of the SWIP term:

- A. **Submit a Disaster Debris Plan:** work with each municipality to create a Disaster Debris Plan (“Plan”) for the management of disaster-related trash, C&D debris, and hazardous debris. The Plan must use the ANR Template, must cover all municipalities in the Town of Hartford region, and must include, at minimum:
 - a. **Municipal Disaster Debris Contacts:** Contact each municipality and obtain contact information for the emergency personnel who would be the point-of-contact for coordinating temporary disaster-related hazardous materials storage in that municipality. Referring to your local emergency management director is recommended.
 - b. **Disaster Hazardous Materials Staging Areas:** identify appropriate “Disaster Hazardous Material Staging Areas” (DHMSA) within the SWME region for the temporary storage of disaster-related hazardous materials and dangerous wastes. DHMSAs must be located:
 - i. On publicly owned land.
 - ii. Within either each municipality (which is recommended) or at minimum, one for the whole SWME region.
 - c. **Trash and C&D Disaster Debris Management:** This may include the identity of certified public and/or private solid waste transfer facilities that could be used for disaster trash and C&D debris management.
 - d. **Clean Wood/Vegetative/Inert Debris Management Sites:** list the locations of clean wood/vegetative/inert debris sites as required below in S-3.5.
 - i. S-3.5 is not due until Year four of the SWIP term. Re-submit the Plan after year four, if necessary.
- NOTE: Attending training by ANR and/or Vermont Emergency Management (VEM) is recommended. See ANR Action A-5.2 above for more details.
- NOTE: For communities wishing to pursue FEMA reimbursement: trash/MSW/C&D disaster debris management destination locations (like transfer stations, landfills, categorical disposal/recycling facilities like stump dumps and wood waste management sites must be certified, be out of a flood zone, have controlled access, and follow other debris tracking methods to ensure FEMA reimbursement requirements can be met.
- NOTE: During the historic flooding of July 2023 the State of Vermont Department of Public Safety, Vermont Emergency Management Division, the Department of Buildings and General Services, and the Department of Environmental Conservation, Solid Waste Management Program engaged a statewide debris contractor to assist towns with collection and disposal of disaster related debris when the capacity of local and regional resources were exceeded. Communities with a sound disaster debris plan may respond more quickly from a disaster, getting debris removed and properly managed or disposed of so that impacted residents and businesses have life return to normal in less time.

Town of Hartford 2025 Solid Waste Implementation Plan

	Documentation in Annual SWIP Report: - Year 1 only: provide Disaster Debris Plan with: - List of emergency personnel in each municipality within SWME region - Locations of temporary “Disaster Hazardous Materials Staging Areas.” - Trash and C&D Disaster Management. - Locations of clean wood/vegetative/inert debris management sites. - Year 4 only: Re-submit Plan if there are updates to the clean wood/vegetative/inert debris management sites per S-3.5.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

S3.5	Clean Wood and Inert Debris Management. To ensure Vermonters have access to management sites for clean wood (“wood waste”) and other inert debris during normal times and after a disaster, such as a flood, fire, storm, or other emergency, Town of Hartford must: - By the end of Year 4, identify at least one location within the Town of Hartford region to site and permit a categorical disposal or storage/transfer area (“stump dump”) that can be used to manage both normal clean wood and disaster-related clean wood/vegetative debris and other inert debris including: clean silt, soils, and gravel, brick and concrete, branches, trees, stumps, and wood that is untreated and free from paint, staining, is not odorous or otherwise suspected of contamination. - SWMEs may share access to categorical disposal areas. The municipalities sharing access must provide a signed letter or agreement that documents this shared access. - Clean Wood and Inert Debris Management Sites should be adequate in size and operate frequently enough to meet the needs of the municipality(ies) they serve. - Having a permitted categorical disposal area for disaster debris management in every municipality within a SWME is recommended, but not required. Documentation in Annual SWIP Report: - Year 4: list location of the permitted categorical disposal facility or other facility in the Town of Hartford region where clean wood and inert debris can be managed.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Town of Hartford 2025 Solid Waste Implementation Plan

S3.6	Collection of Textiles. To ensure community members have access to textile reuse and recycling centers where used clothing and textiles can be donated, Town of Hartford must: A. Annually ensure that at least one collection location exists within their region (within SWME boundary OR within 20 miles of an Independent Town). Textile reuse/recycling locations can be either privately or publicly owned. B. If the only collection location closes or ceases collection during the SWIP term, then the Town of Hartford is responsible for providing a collection option for its residents. Collection of rag-quality (unwearable) items is encouraged but not required. C. Collection locations can also be shared amongst SWMEs so long as the facility is within the same county or SWME region. SWMEs must list where to donate and reuse/recycle “clothing/textiles” in their A-Z Guides. Documentation in Annual SWIP Report: 1. Confirm that textile collection is available. 2. Describe any changes in collection options from the previous year.
List textile collection location(s):	1. Hartford Solid Waste – Recycling Facility, 2950 N. Hartland Rd., White River Junction, VT 05001 2. Listen Thrift and Furniture Store – 54 Maple Street, White River Junction, VT 05001 3. Various clothing donation bins located throughout the town.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Residuals Management Meeting

S4.2	Residuals Recycling Meetings. To reduce pollutants in wastewater and septic systems that can hinder the reuse and recycling of biosolids and to increase awareness of topics of concern, like PFAS and other emerging contaminants, Town of Hartford must: A. Attend the annual, virtual ANR meeting on residuals management each year during the SWIP term. ANR Residuals Program staff will organize the meetings and may choose to not hold a meeting in a given year. Documentation in Annual SWIP Report: 1. Confirm meeting attendance, as applicable.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Town of Hartford 2025 Solid Waste Implementation Plan

Additional SWIP Requirements

Solid Waste facility Siting Criteria	Describe siting criteria that will apply to solid waste facilities which may be proposed by any public or private entity in the Town of Hartford region. Siting criteria shall not be less stringent than the criteria in Vermont Solid Waste Management Rules.
Description:	The initial siting criteria for a new solid waste facility would be under the jurisdiction of the Town of Hartford's Planning and Development Department and the town's local land use regulations, in conjunction with criteria in Vermont Solid Waste Management Rules.

Specify Facilities Included in SWIP & Describe How Proposed Facilities will be Reviewed for Inclusion	Explain the process and standards to be used to determine if newly proposed solid waste facilities would be included in the SWIP. The process may reference siting criteria and existing zoning ordinances, may require a host town agreement, or may defer to requirements in the Vermont Solid Waste Management Rules for some or all types of solid waste facilities. The standard(s) for being included in the SWIP should be clear. Under State law (10 V.S.A. §6605(c)), the Agency shall not issue a certification or recertification for a solid waste facility (except for a sludge or septage land application project) unless it is included in the municipal solid waste implementation plan. <i>Note: The plan should also include any known solid waste landfills which have been closed since 1989 so that they can receive post-closure certifications.</i>
List current facilities and process for inclusion of new facilities:	1. Town of Hartford Solid Waste-Recycling Center, 2590 N. Hartland Rd., White River Junction, VT 05001. 2. Town of Hartford Landfill, 2590 N. Hartland Rd., White River Junction, VT 05001. 3. Hartford Wastewater Treatment Facility, 319 Latham Works Rd., White River Junction, VT 05001 4. Quechee Wastewater Treatment Facility, 142 Izzo Place, White River Junction, VT 05001. 5. Casella Transfer Station, 1544 Woodstock Rd., White River Junction, VT 05001. 2. Before a proposed solid waste facility is considered for inclusion into the SWIP, there must be a documented need for a new facility that is authorized under the land use regulations of the Town of Hartford and Vermont Solid Waste Rules, especially Subchapter 5 & 7. In addition, the Town of Hartford Selectboard would review all proposals for inclusion into the SWIP and reserves the right to impose rules or conditions that are not contrary to the town's land use regulation or Vermont Solid Waste Rules. The acceptance with or without rules or conditions or non-acceptance of inclusion into the SWIP would be taken by a vote of the of the Selectboard.

Town of Hartford 2025 Solid Waste Implementation Plan

Public Participation in the SWIP Approval Process	Describe the process to be used to ensure public participation in the development and implementation of the SWIP. The local community should be notified of opportunities to participate in the SWIP development and implementation. In accordance with state statute, Town of Hartford must hold at least two public meetings on the draft SWIP.
Describe process:	Two public meetings will be held at regular meetings of the Town of Hartford Selectboard and meeting notices will be in accordance with Vermont's Open Meeting Law.
Sign and date to commit to requirement:	Bryan R. Gazda, July 14, 2025

Ordinances	Include copies of any solid waste related ordinances with the SWIP.
List attached ordinances:	Town of Hartford Ordinance – Chapter 174 – Solid Waste Town of Hartford Ordinance – Variable Rate Pricing for Residential Solid Waste

Conformance with Other Plans	Demonstrate that the SWIP is in conformance with any regional plan adopted in accordance with 24 V.S.A Chapter 117. Demonstration may be in the form of a letter from the applicable regional planning commission regarding conformance of the solid waste implementation plan with the regional plan(s), copies of pertinent sections of the regional plan(s), or other documentation that proves conformance.
List attached letter or documentation:	Follow up with TRORC after draft plan is approved per Shannon.



AGENDA MEMORANDUM

September 16, 2025

Town Selectboard Meeting Item: 5

Submitted by: Bryan Gazda, Director of Public Works

Subject: Exception of Section 3.6 of the Purchasing Policy – Trojan Technologies UV Disinfection System Upgrade

Background: The WRJ Wastewater Treatment Plant utilizes a Trojan Technologies UV3000+ 07 Gen 2 UV Disinfection System that was installed with the last plant upgrade in 2012. This UV disinfection system is the final stage of the effluent processing to treat any residue bacteria before being discharged into the Connecticut River.

Trojan Technologies, has released the TrojanUV3000Plus Gen 3 phased system upgrade (see attached flyer). In preparation of the phase upgrade, we budgeted \$25K in FY 26 for the replacement of the SCC PLC upgrade.

As the UV3000+07 and TrojanUV3000Plus Gen 3 systems are proprietary systems and for quality control of the disinfection processes, Trojan Technologies will not guarantee the system will provide the required germicidal output if components from another company are utilized (see attached letter dated 6/16/2025).

Discussion: To maintain the integrity of the disinfection process, the attached price quote from Trojan Technologies in the amount of \$30,053.89, includes the SCC PLC upgrade along with an option to replace the obsolete HMI control panel and firmware update (see attached email from Manny Almonte, Trojan Technologies). This combined upgrade would complete phase 1 of 3 phased upgrades and would assure the highest quality effluent is being discharged into the Connecticut River.

Impact: This project is included in the FY 26 budget in GL 60-961-318-000 at an amount of \$25,000, with adjustments being made to other spending items in this GL account to cover the additional amount of budgeted 5,053.89.

Recommendation: The following motion is recommended: 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 TrojanUV3000Plus Gen 3, SCC PLC and HMI upgrade in the amount of \$30,053.89, to Trojan Technologies, London, Ontario Canada, and authorize the Director of Public Works to execute a limited-service agreement for this phased upgrade.

UV3000+ 07™ DISINFECTION SYSTEM UPGRADE

For

HARTFORD WHITE RIVER, VT

Date: August 14th, 2025

Project No: 511577

SF: 248057

NOTICE

**This report is proprietary and may not be reproduced or
distributed to parties not directly associated with the
Hartford White River, VT
without the express written permission of Trojan Technologies.**

Summary

Trojan is pleased to provide a quote to upgrade the following.

System Control Center (SCC). PLC Upgrade: Scope of Supply:

Controller Upgrade: Upgrade the L35e Control Logix processor to an L33er Control Logix processor. The current power supply onsite will need to be upgraded to accommodate the new processor and communications card. An upload of the existing logic running at site is recommended prior to the initial conversion into the new processor. If an upload is unavailable, Trojan will utilize the latest copy of the sites program that has been saved to our servers. There is a risk of logic or data loss/differences when an uploaded copy is unavailable. PLC and HMI IP addresses should also be provided by the site

-The L33er processors do not contain an onboard serial port (L35e series processors did), thus a 3rd party communications card (Prosoft) will be utilized. This communications card and L33er PLC will be programmed, tested and ready for install in the existing I/O rack.

PLC Upgrade

QTY	DESCRIPTION	UNIT MODEL NUMBER / COMMENT
1	Processor: AB CompactLogix 1769-L33ER	Part # 916772
1	Prosoft Communications Card MVI69E-MBS (Modbus)	Part # 917411
1	PLC Programming, Testing\Simulation.	
1	Documentation: One electronic copy of the following documentation will be supplied by Trojan. Appropriate corrected sections of the O&M Manuals to reflect the new hardware. (Electrical drawings, Controls Narrative)	Included
	Total PLC Upgrade Price USD\$	\$23, 525.42
	HMI Option	
1	Panelview Plus 7-700 Upgrade kit. Includes SD card and adaptor plate	917662-001
1	HMI Programming, Testing\Simulation.	
	Total HMI Upgrade Price USD\$	\$7096.96

Service by Trojan Certified Technician

Certified Trojan Technician will be required to commission the SCC hardware upgrade. The following site service will be required to complete the inspection, commissioning, and startup of the new L33er processor and associated hardware. We estimate 1 day onsite for the upgrade.

Description	Time (days)	Total Price (US\$)
Travel	1	950.00
Site Days	1	1,695.00
Total Service Price USD\$		\$2,645.00

Description	Time (days)	Total Price (US\$)
Total for PLC, HMI, Freight and Labor	N/A	\$33,393.21
Approved Discount	10%	N/A
Total Service Price USD\$		\$30,053.89

Site Responsibility:

1. Site will be responsible for making the SCC available during processor switchover and allowing Trojan equipment to be put in **Local** for up to one (8) eight-hour day. This will allow UV disinfection to take place, but the system will only be available in local at 100% power.
2. Supply of PLC and HMI IP addresses

Trojan Responsibility:

1. Verifying correct installation (power, mounting, configuration, communications, etc.) of the new hardware within the SCC.
2. Verifying correct SCC/PLC/HMI operation.

Terms & Conditions:

Trojan Technologies Terms and Conditions of Sale and Service apply and are available upon request.

Shipment terms are ExWorks (ExW) London Ontario Canada. Partial shipments allowed.

Freight costs are available on request and freight will be added to the invoice.

Payment terms are NET 30 days.

Quote validity until August 29th, 2025.

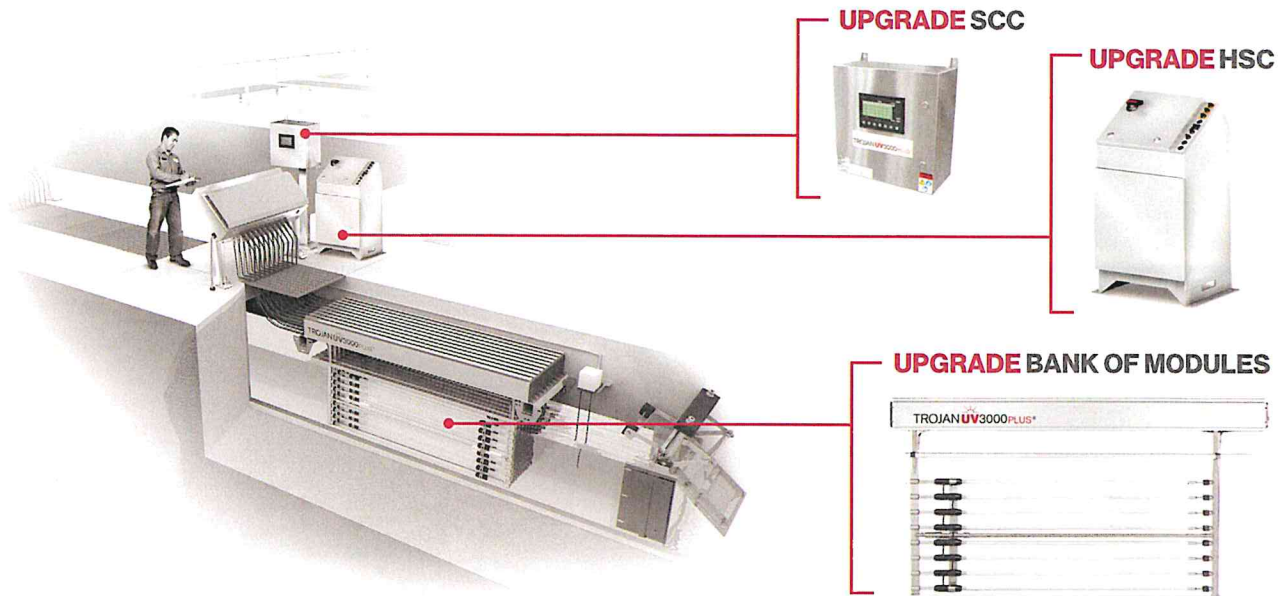
Delivery to be confirmed at receipt of PO.

Warranty is one (1) year materials.

Daily Rate and Travel Daily Rate, if quoted, includes hourly rate, accommodations, and meals. It does not include airfare.

Trojan employee on-site work will be performed during the working hours of 0800 – 1630 Monday through Friday except for statutory holidays. If site access/working hours are different from this, then please advise and we will work to accommodate site hours.

Maximizing Value with Strategic Upgrades



System Control Center (SCC)

Your System control center (SCC) monitors and controls all UV functions, serving as the central hub for real-time system operations. Electronic components have evolved quickly and many original components are gradually being discontinued by their manufacturers, so we have developed new solutions to support your continuous operations.



Upgrade Options:

- Enhance system monitoring, fault detection, and response capabilities, improving safety standards and reducing maintenance needs.
- Our latest standard offerings include a PLC (Allen-Bradley Compact Logix) or Trojan-branded controllers (TouchSmart or TouchSmart Plus). You choose the option that best meets the needs of your facility and budget.
- Enabled with Stream, our digital network and toolbox that gives you access to the right information and support when and where you need it.

Hydraulic System Center (HSC)

The Hydraulic System Center (HSC) powers and controls the ActiClean® sleeve cleaning system to automatically remove fouling from quartz sleeves and allow the maximum amount of UV light to enter the water and reach target microorganisms. Certain components of older model HSC's have been discontinued due to technology advancements and evolving industry standards.

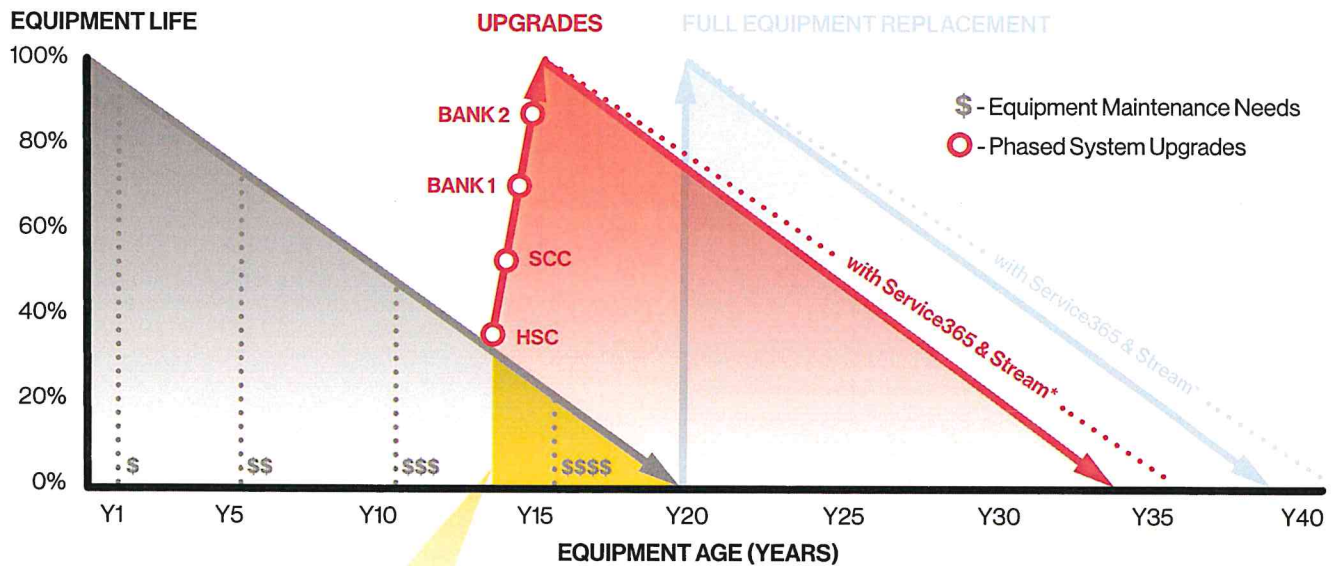


Upgrade Options

Depending on your existing HSC model, we have a full HSC replacement option or backplate replacement kits. These upgrades address component obsolescence and ensure optimal control over the cleaning system.

Phased System Upgrades

Phased system upgrades are ideal for plants who own a Gen 2 TrojanUV3000Plus system (2007 model) that is nearing the end of its lifespan in the next 5 to 10 years. This approach offers a strategic alternative to a complete system replacement with gradual component upgrades to maintain system functionality, reduce the risk of failure and provide long-term cost savings.



Start gradually upgrading your system to avoid a period of high maintenance costs.

***Service365™**: Multi-year preventative maintenance service-level agreements. **Stream™**: Remote monitoring digital platform

Benefits of a Phased Upgrade Approach

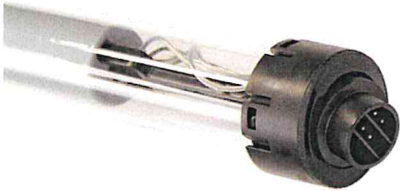
Technological Advancement: Avoid obsolescence, unplanned downtime, and higher maintenance costs by taking advantage of the latest technologies and parts that are available now and into the future.

Modernization without Disruption: Upgrade to a modern system equivalent to the latest release of the TrojanUV3000Plus (Gen 3, 2022 model), ensuring your system remains cutting-edge and efficient without the hassle of extensive civil works.

Budget-Friendly Installation: Schedule component upgrades over time and as your budget allows to extend the lifespan of your system and maximize your investment. These small investments in your system can result in long-term cost savings.

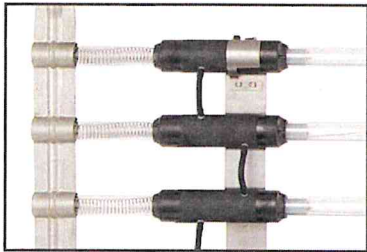
UV Modules

UV modules require periodic maintenance and replacement of components. When it comes time to replace these components, consider investing in a complete module upgrade as an alternative to reworking your existing modules. Costs are comparable and you save on labor as a module upgrade includes all new lamps, sleeves, seals, module cables, wiring, lamp drivers, and communication card housed in a factory assembled and tested unit complete with a new warranty.



Upgrade Includes:

New Integra™ Lamp Assembly: The same proven TrojanUV3000Plus lamp and sleeve, now pre-assembled and factory-sealed into a water-tight assembly that reduces the time and complexity of lamp maintenance. 100% recyclable; no disassembly required.



Improved ActiClean Sleeve Cleaning System: The canisters that hold the cleaning gel are now bigger and more robust, with the ability to hold double the amount of gel for fewer re-fills.

Start Planning, Stay Ahead

We're here to help. If you have questions about obsolete components or are ready to start planning your system upgrade, call us at **(800) 291-0851** to speak with your Regional Account Manager or visit us at **trojantechnologies.com**.

To learn more about the brands and affiliates of Trojan Technologies, please visit **www.trojantechnologies.com**



06/16/2025

Hartford Quechee WWTF-PJ-511592
142 Izzo Pl,
White River Junction, VT 05001

RE: TROJAN SYSTEM UV3000PLUS™

In the Engineered Submittal Package for the Trojan Systems, Trojan provided an equipment performance guarantee stating that the system will meet the required level of disinfection provided that the system is operated and maintained in accordance with recommendations made by Trojan Technologies.

For this equipment guarantee to be maintained, it is imperative that the appropriate components and replacement parts be used in the system. There are key replacement parts and system components that directly influence the performance and reliability of the system. Among these critical replacement parts are the UV lamps, sleeves, electronic ballasts, printed circuitry etc. Without using lamps, ballasts, and other components that are approved and validated by Trojan Technologies, we cannot guarantee that the system will provide the required germicidal output. Subsequently, we cannot guarantee that the required UV dose is being delivered, if lamp output, ballast efficiency and system programming is unknown.

In order to keep the equipment performance guarantee intact, specialized system components may be purchased from Trojan Technologies, 3020 Gore Road, London, ON Canada N5V 4T7 starting May 1, 2021

Best regards,
Trojan Technologies

Manny Almonte
Regional Account Manager
EasternUS@trojantechnologies.com
(516) 743-7689

Bryan Gazda

From: Almonte, Manny <malmonte@trojantechnologies.com>
Sent: Tuesday, September 9, 2025 2:03 PM
To: Bryan Gazda
Subject: RE: SCC Upgrade & Latest Proposal

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

Hello Bryan,

Sure, how is this- Based on your systems install date of 2012 you're running an older generation HIM panel which is now obsolete and close to it's end of lifecycle. Just like with the PLC, if it were fail there is no direct replacement, you will be forced to upgrade to a newer generation unit which is what is being quoted now. If your plan is to wait till failure, your team will lose visibility and control of the system until a new panel is built and programmed which will take several weeks to do.

Also, since you are planning on upgrading your PLC, the new upgraded HMI panel comes with updated firmware which is often is needed with newer PLC's and Scada connection. Plus, as mentioned, I was given approval to provide you with a discount to help lower the overall costs if you do the PLC and HMI at the same time. So, there is cost benefit for you in upgrading your HMI panel as well.

Below is additional information on the SCC upgrade.

- Real-Time Visibility: Instantly see lamp status, flow rates, UV intensity, and alarms.
- Operational Efficiency: Adjust settings, run diagnostics, and initiate cleaning—all from one touchscreen.
- Reduced Downtime: Clear fault codes help troubleshoot fast, keeping compliance on track.
- SCADA Integration: Seamless Modbus/Ethernet connectivity for centralized control.
- Training-Friendly Interface: New techs get up to speed quickly, seasoned operators work smarter.

Manny Almonte | Regional Account Manager
TROJAN TECHNOLOGIES
(516) 743-7689 *mobile*



AGENDA MEMORANDUM

September 16, 2025

Town Selectboard Meeting Item:

Submitted by: Bryan Gazda, Director of Public Works

Subject: Exception of Section 3.6 of the Purchasing Policy - Semi-Annual Landfill Groundwater Quality Testing

Background: Since the closure of the town's landfill, the State has required the Town to semi-annually (May & October) test the groundwater via monitoring wells located on the perimeter of the landfill in accordance with our 2019 Solid Waste Management Facility Certification. The purpose of the testing is to monitor for the presence of toxic or hazardous chemicals that could be leaching from the landfill onto abutting properties. Given the complexity of the testing and reporting process to the State, we have relied on qualified consultants to complete the groundwater testing on our behalf.

Discussion: For the most recent testing, we issued a Request for Bids on October 8, 2024, and received one bid from Sanborn Head Associates in the amount of \$34,705. Based on receiving only one bid last year and that Sanborn Head Associates are the consultants for two other projects as the facility, the disposition of the construction and debris (C&D) pile, which could require additional groundwater testing, and the structural assessment and feasibility study for the Transfer Station, it was deemed appropriate by Town Manager and the Director of Public Works to solicit a bid from Sanborn Head, and not pursue another Request for Bid process. Sanborn Head submitted a bid proposal in the amount of \$35,700, a \$995 increase from their prior bid proposal.

Impact: Recommended funding is the annual appropriation for groundwater quality testing in GL 30-973-318-0100 in the amount of \$28,000 and Fund 30 Landfill Closure Reserve in the amount of \$7,700.

Recommendation: The following motion is recommended: In accordance with Section 3.7 of the Town Purchasing Policy, the Selectboard waive the requirements of Section 5 – Competitive Sealed Bidding and award FY 26 landfill water quality testing to Sanborn Head Associates, Burlington, VT in the amount of \$35,700, authorize the expenditure or transfer of \$7,700 from Fund 30 Landfill Closure Reserve Fund, and authorize the Director of Public Works to execute a limited service agreement for this testing.



187 Saint Paul Street, Suite 201
Burlington, VT 05401

Mr. Bryan Gazda
Hartford Vermont Department of Public Works
173 Airport Road
White River Junction, VT 05001

August 22, 2025

Re: Monitoring, Inspecting & Reporting Services 2025-2026
Town of Hartford Landfill
Hartford, Vermont

Dear Bryan:

At the Town of Hartford's request, Sanborn, Head & Associates, Inc. (Sanborn Head) has prepared this Scope of Services for the 2025-2026 bi-annual groundwater monitoring, site inspections, and reporting services in accordance with the Solid Waste Facility Certification for Solid Waste Facility WS280 located at 2590 North Hartland Road in Hartford, Vermont (Site).

Sanborn Head is uniquely qualified to provide these services given our direct experience with the Town's transfer station and landfill. In addition, we performed the latest round of monitoring and reporting for the Town of Hartford and regularly perform the fall evaluation and reporting for the company that leases the solar farm at the landfill. We also have a strong understanding of the Vermont Solid Waste Management Rules and have worked closely with regulators at the Vermont Department of Environmental Conservation for many years.

SCOPE OF SERVICES

Task 1 Groundwater, Surface Water & Water Quality Monitoring Services

Sanborn Head will perform groundwater quality monitoring at the Site in October 2025 and in May 2026. We will collect groundwater samples from monitoring wells MW-89-2, MW-2, MW-4, MW-5, MW-105, MW-93-1S, MW-91-6D, MW-01-N, MW-02-E and MW-101-D and have the samples analyzed in accordance with the requirements outlined in Section III of the Vermont Department of Environmental Conservation's (VTDEC's) *"Procedure Addressing Groundwater Quality Monitoring & Responses When a Groundwater Standard is Reached or Exceeded at Municipal Solid Waste Landfills"* adopted February 8, 1999 (Groundwater Procedure) and the facility's 2019 Landfill Post-Closure Plan. Metal samples will not be filtered.

We will perform surface water quality monitoring at the Site in October 2025 and in May of 2026. We will collect samples from surface water monitoring locations SW-1, SW-2, SW-3, SW-4, Seep-1 and Seep-2 and have them analyzed in accordance with the methods and parameters contained in the facility's 2019 Landfill Post-Closure Plan.

Sanborn Head will also perform water quality monitoring at the Site in October 2025 and in May of 2026 at the following water supply locations: the Recycling Center; Twin State Sand and Gravel; the Brower residence; and the Doody residence. The water supply samples will be

analyzed for chemical oxygen demand, dissolved oxygen demand, total sodium, total chloride, hardness, total metals (As, Cd, Cr, Cu, Fe, Pb, Mn, Hg, Ni, Zn) and volatile organic compounds using EPA Method 524.

We plan to contract with Eastern Analytical, Inc. (EAI) of Concord, New Hampshire, a New Hampshire-certified laboratory, to provide the required laboratory services. We will continue to coordinate with EAI for delivery and pickup of sample containers prior to each sampling round. Our budget anticipates the groundwater, surface water, and water supply sampling will take two days to complete.

Task 2 Monitoring Results Reporting Services

Sanborn Head will summarize the water quality analytical data in a letter report that will be reviewed by the Town of Hartford and submitted to VTDEC within 60 days after the dates of sampling. Our letter report will provide the current and historical water quality monitoring results, statistical evaluation, and a narrative overview of the contaminants (if any) detected by monitoring location and their concentrations relative to Section III(E) of the Groundwater Procedure, the most recent Water Quality Criteria of the Vermont Water Quality Standards, and applicable standards for water supply samples.

The transmittal will include historical results tables, our field sampling summary forms, and laboratory analytical data reports as provided by our analytical laboratory subcontractor, EAI.

Task 3 Facility Inspection & Reporting Services

On or before June 15th of 2026, Sanborn Head will submit an annual evaluation of the landfill facility. This includes an evaluation of the integrity of the final cover system, erosion control measures, drainage systems, landfill gas control systems, existing groundwater monitoring well network, and vegetative cover. We will conduct the inspection during the month of May 2026.

BUDGET

The amended budget estimates for Sanborn Head to complete the scope of services described above is **\$35,700**.

Objective	Description	Estimated Cost
1A	Groundwater, Surface Water & Water Quality Monitoring Services – October 2025	\$13,900
1B	Groundwater, Surface Water & Water Quality Monitoring Services – May 2026	\$13,900
2A	Monitoring Results Reporting Services – October 2025	\$3,200
2B	Monitoring Results Reporting Services – May 2026	\$3,200
3	Facility Inspection & Reporting Services	\$1,500
	Total Estimated Cost	\$35,700

This budget estimate is based on our judgment at this time as to the level of effort required to meet the objectives of the project and the attached Schedule of Fees. We will not exceed the approved budget amount without your prior understanding and authorization. We assume that all tasks will be performed concurrently for each event; therefore, our direct expenses have

been split between tasks 1 and task 3. Authorized billings more than the approved budget amount will be based on the actual number of hours worked plus expenses.

TERMS OF ENGAGEMENT

The terms of engagement are described in the attached statement of Terms and Conditions.

ACCEPTANCE

If this proposed amendment is acceptable to you, please acknowledge your acceptance by signing in the appropriate spaces below and returning one copy to Sanborn Head.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Should you have any questions, please do not hesitate to call us.

Very truly yours,
SANBORN, HEAD & ASSOCIATES, INC.


Laura E. Williams
Assistant Project Manager


Brian J. Beaudoin, PE
Senior Vice President

LEW/BJB:lew

Attachments Schedule of Fees
Terms and Conditions

This proposal for services and the attached Terms and Conditions are hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he or she has full authority to act for, in the name, and on behalf of the Town of Hartford.

By: _____ Title: _____
for Town of Hartford

Typed/Printed Name Date: _____

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Sanborn, Head & Associates, Inc.
Schedule of Fees

President/CEO	\$303
Executive Vice President	\$294
Senior Vice President	\$287
Vice President	\$275
Director	\$260
Senior Manager / Lead Technical Consultant	\$221
Manager / Senior Technical Consultant	\$207
Lead Project Coordinator	\$201
Assistant Manager	\$196
Senior Project Coordinator	\$184
Senior Project Professional	\$180
Project Professional	\$170
Project Coordinator	\$162
Associate Project Professional	\$156
Assistant Project Coordinator	\$138
Senior Technician	\$125
Technician	\$118
Support Staff	\$93
Technology Usage	3% of Labor Billings
Subcontractors and Outside Services	List Price plus 10%
Other Direct Expenses	Direct Cost plus 10%

Hourly rates will be charged for time worked on the project and for the time required for travel between the office and the meeting or project site. Local travel will be at IRS allowed rates.

Overtime hours will be charged using the hourly rates listed above.

Expert witness testimony, including preparation time, and other special services such as corporate acquisition due diligence studies generally require a dedicated commitment of senior staff. Therefore, hourly billing rates for Directors, Vice Presidents, and Senior Vice Presidents providing these dedicated services will be charged at a rate of 150% of the above schedule.

It is expressly acknowledged and agreed that Sanborn Head shall be able to recover all costs for annual subscription fees associated with registering and/or using any platform or portal as required by the client.

Sanborn, Head & Associates, Inc. reserves the right to revise this Schedule of Fees every 12 months from the date of this Agreement.

SANBORN, HEAD & ASSOCIATES, INC.

TERMS AND CONDITIONS

1.0 AGREEMENT

The Agreement consists of the Proposal that is signed and dated by **Sanborn, Head & Associates, Inc.** acting through its officers and employees (Consultant) and **Town of Hartford, Vermont** (173 Airport Road, White River Junction, VT 05001) (Client) and these Terms and Conditions which are appended and incorporated by reference (Agreement). It is the mutual intention of the parties that, to the maximum extent permitted by applicable law, Consultant's services under this Agreement shall not subject any individual employee, officer, director or shareholder of the Consultant to any personal liability or exposure for matters arising under, or with respect to, this Agreement or the underlying project. Accordingly, notwithstanding anything to the contrary contained herein, Client agrees that Client's sole and exclusive recourse for all purposes of this Agreement shall be against the corporate entity, Sanborn, Head & Associates, Inc., and no claims, demands, suits or other actions of any kind or nature shall be asserted against any of Consultant's employees, officers, directors or shareholders individually. Services performed under this Agreement will be for Client's exclusive use. Consultant's services address current conditions; any delayed use of the results of the services will require updating the services to reflect current conditions. Neither party may assign this Agreement or any rights, claims, or liabilities arising out of this Agreement to any other person or entity without the express written consent of the other party. Any such impermissible assignment shall be void and of no effect.

2.0 PAYMENT

Client agrees to pay Consultant for services rendered in accordance with the payment terms provided in the Agreement. Invoices will be submitted at the completion of services or on a two-week or four-week basis, at the discretion of Consultant. Payment is due upon receipt of invoice. Amounts unpaid thirty (30) days after the due date shall bear interest at the lesser rate of eighteen percent (18%) per annum from the date of invoice or the maximum interest rate allowed by law. Client shall pay all expenses incurred by Consultant associated with placing a lien or otherwise incurred in collecting any delinquent amount, including, without limitation, attorney and filing fees. Client shall pay all costs of Consultant in enforcing its rights hereunder, including, without limitation, attorneys' and filing fees and expenses.

3.0 INSURANCE

Consultant maintains Worker's Compensation Insurance, Comprehensive General Liability Insurance, Automobile Liability Insurance, and Professional Liability Insurance. Consultant will furnish certificates of insurance upon request subsequent to execution of this Agreement.

4.0 LIMITATION OF LIABILITY

Client and Consultant agree to allocate certain risks so that, to the fullest extent permitted by law, Consultant's total aggregate liability to Client and anyone claiming by, through, or under the Client, is limited to the greater of \$50,000 or Consultant's fees actually paid with respect to this Agreement, for any and all of Client's injuries, damages, claims, losses, expenses, costs, or claim expenses (including reasonable attorney's and expert witness' fees) arising out of this Agreement from any cause or causes. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability, statutory liability, breach of contract, breach of express or implied warranty, contractual or common law indemnification, negligent misrepresentation, or other acts giving rise to liability based upon contract, tort, or statute. This provision takes precedence over any conflicting provisions of this Agreement.

5.0 MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES AND SUBROGATION

Neither party shall be liable to the other for any consequential damages arising out of or related to the services or this Agreement incurred by either due to the fault of the other, regardless of: the nature of this fault; or whether it was committed by Client or Consultant, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use, loss of profit, and loss of anticipated revenue and income.

The Client and Consultant, further and separately, waive all claims and rights against each other arising out of damages, costs, losses, or expenses of any kind to the extent that such damages, costs, losses, or expenses are compensated by the proceeds of any insurance policy.

6.0 RIGHT OF ENTRY AND NORMAL DISTURBANCE

Client agrees to furnish Consultant with right of entry upon the site so that Consultant and Consultant's subcontractors can perform the services identified in the Agreement. If the site is not owned by Client, Client warrants that permission has been granted to make site reconnaissance, surveys, borings and other explorations pursuant to the scope of services in the Agreement.

Client acknowledges that equipment used in performing the services will, to some degree, affect, alter or damage the site surfaces, buildings, structures, vegetation, facilities and subsurface installations and accepts such risks. Consultant will take reasonable precautions to limit such damage, but has not included in the fee the cost for restoration of damage that may result from Consultant's operations, unless specifically stated in the Agreement.

7.0 UNDERGROUND STRUCTURES

Client shall identify for Consultant locations of buried utilities and other underground structures in the area of subsurface exploration. Consultant will take reasonable precautions to avoid damage to the buried utilities or other underground structures noted. If locations are not known or cannot be confirmed by Client, there will be some degree of risk to Client associated with conducting the exploration. Client agrees to accept the risks of damage and expense associated with repair or restoration of any buried utilities or underground structures resulting from the exploration work. Client also agrees to waive all claims against and defend, hold harmless and indemnify Consultant for any damages to buried utilities and underground structures, notwithstanding Section 5.0 above, this includes all consequential damages, arising from inaccurate or insufficient information provided by Client to Consultant regarding locations of buried utilities or other underground structures.

8.0 OWNERSHIP OF DOCUMENTS

All reports, design drawings, field data and notes, calculations, estimates and other documents prepared by Consultant are instruments of professional service and shall be and remain Consultant's property. Client agrees that Consultant's services are on behalf of and for the exclusive use of Client and that all reports or other documents furnished to Client or its agents shall be utilized solely for this Agreement. If Client seeks to reuse anything prepared by Consultant, or if others seek to use such documents, it will be at Client's, and such other user's, sole risk without liability to Consultant. In case of such unauthorized re-use, Client will waive all claims against and defend, indemnify and hold Consultant harmless from all claims, losses, liabilities and damages arising therefrom. Consultant will retain pertinent records relating to the services performed for a period of five (5) years following submission of our report or other documents.

9.0 CONSTRUCTION-OBSERVATION SERVICES

If construction-observation services are included as part of Consultant's scope of services in the Agreement, Consultant will provide personnel to observe the portions of the construction specified in the Agreement to ascertain that the work is being performed, in general, in accordance with the plans and specifications. Client is responsible for requesting services, and notifying Consultant so Consultant can perform these services.

Consultant cannot provide its opinion about the suitability of any work performed unless measurements and observations of that part of the construction are made by Consultant's personnel. Consultant's services do not make Consultant a guarantor of the contractor's work, and the contractor will continue to be responsible for the accuracy and adequacy of all construction activities performed by the contractor. The contractor will remain solely and completely responsible for enforcement by it and its subcontractors for safety requirements for all site working conditions, and safety requirements, day and night, for both persons and property. These include all OSHA, NIOSH, USEPA and any other applicable regulations imposed by the government or by contract. Consultant's observation and monitoring services do not include review of the sufficiency of the contractor's health and safety measures at or near the site.

Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions or programs, in connection with the project, nor for any contractor's failure to construct the work in accordance with the applicable plans and specifications.

Should Consultant not be retained to provide construction-observation during the implementation of Consultant's plans, specifications, and confirmation-dependent recommendations, or should Client unduly restrict Consultant's assignment of observation personnel, Client shall, to the extent permitted by law, waive any claim against Consultant, and indemnify, defend, and hold Consultant harmless from any claim or liability for injury or loss arising from field problems

allegedly caused or aggravated by findings, conclusions, recommendations, plans, or specifications developed by Consultant.

10.0 UNANTICIPATED HAZARDOUS MATERIALS

- A. Hazardous Materials are contaminants regulated by a public authority, typically because they are known or suspected to jeopardize human health and safety, through exposure of some kind, e.g., contact, inhalation, ingestion, absorption, or radiation. Such materials are listed in various federal, state, and local statutes and regulations.
- B. If a Hazardous Material or condition is discovered by Consultant that had not been disclosed to Consultant prior to preparation of the Proposal, then, upon notification, Client and Consultant shall seek to determine an equitable adjustment (if any is possible) to be made to this Agreement. If the parties are unable to agree, this Agreement may be terminated with respect to the project in accordance with the termination provisions set forth herein.
- C. In the event that Hazardous Materials at the project site are discovered to be nonconforming to conditions expressly contemplated in writing for the scope of the Consultant's services, the Proposal will be modified in a manner to be agreed upon by Consultant and the Client, or, if modification acceptable to Consultant is not executed by Client, Consultant shall not be obligated to perform the services set forth in the Proposal with respect to such nonconforming materials. Hazardous Materials shall be considered nonconforming for the purposes of this Agreement if one or combinations of the following situations occur:
 - i. if the Hazardous Materials are not anticipated to exist at the site;
 - ii. if the Hazardous Materials are present in quantities not disclosed in, or anticipated by Consultant from, available information;
 - iii. if the Hazardous Materials have characteristics or properties not disclosed in, or anticipated by Consultant from, such information;
 - iv. if such undisclosed or unanticipated constituents, characteristics, properties, or quantities increase the risk of hazard to human health or the environment involved in the performance of the services under this Agreement.

The Client agrees to notify Consultant immediately if it becomes aware of any Hazardous Materials at the project site which are nonconforming.

- D. The Client shall pay Consultant on a time and materials basis for its efforts to aid the Client dealing with nonconforming materials which are outside the scope of services set forth in the Proposal.

11.0 INDEMNIFICATION FOR HAZARDOUS MATERIALS

Client agrees that Consultant has not contributed to the presence of hazardous wastes, oils, asbestos or other Hazardous Materials that may exist or be discovered in the future at the site and that Consultant does not assume any liability for the known or unknown presence of such materials.

In acknowledgment of the imbalance between Consultant's and Client's relative benefits and risks in connection with the project and the services, Client shall to the fullest extent permitted by law defend, indemnify, and hold harmless Consultant, its subconsultants, subcontractors, agents, and employees from and against any and all claims, damages, losses and expenses, including court costs and attorney's fees that result from the presence, failure to detect or from the actual, alleged, or threatened release, discharge, dispersal or escape of any solid, liquid, gaseous or thermal irritant, asbestos in any form, or contaminants including smoke, vapor, soot, fumes, acids, alkalies, chemicals, waste oils or other Hazardous Materials, including nonconforming Hazardous Materials. Client shall be liable for claims, damages, losses, and expenses including defense costs and attorney's fees, unless such claims, damages, losses and expenses are caused by Consultant's sole negligence.

12.0 DISPOSAL OF SAMPLES AND HAZARDOUS MATERIALS

Soil, water, rock and/or other samples obtained from the project site are the property of Client. Consultant may, at its own discretion, discard the samples thirty (30) days after completion of its initial report. Should any samples be found to be contaminated by Hazardous Materials, it is Client's responsibility to arrange and pay for lawful disposal. If Client

provides written instructions to retain such samples beyond the thirty (30) days, Consultant will arrange to store them. Client agrees to pay for storage and transport at Consultant's standard rate.

Consultant will not undertake any responsibility or liability for transport or disposal of hazardous or toxic substances either in samples obtained from the site, or in material generated during other site activities such as testing or remediation. Consultant will not, under any circumstances, sign manifests for such substances. Client agrees that Consultant is not a handler, generator, operator, treater, storer, transporter or disposer of toxic or hazardous substances found or identified at the site. Any manifests required for transport, treatment, storage and disposal of such substances will be signed by others in their own name.

13.0 STANDARD OF CARE

Consultant shall, in performing its services, exercise the same degree of skill and care ordinarily exercised under similar circumstances and conditions by practicing professionals undertaking similar services in the same locality at the same time. Subsequent standards will not be applied in judging Consultant's services. Client agrees that the services provided will be rendered without any warranty or guarantee, whether expressed or implied. Consultant will not be liable for the interpretation by others of data or information Consultant develops.

14.0 SUSPENSION OF WORK

Client may, at any time, by ten (10) days written notice, suspend further work by Consultant. Client shall remain fully liable for and shall promptly pay Consultant the full amount for services rendered to the effective date of suspension of services plus suspension charges. Suspension charges include the cost of putting documents and analyses in order, personnel and equipment rescheduling and assignment adjustments, and all other costs and charges directly attributable to suspension.

If payment of invoices by Client is not maintained on a thirty (30) day current basis, Consultant may, by providing a ten (10) day written notice to Client, suspend further work until payments are restored to a current basis. In the event that Consultant retains counsel to enforce overdue payments, the Client shall reimburse Consultant for all reasonable attorney's fees and court costs related to the enforcement of overdue payments. Client waives all claims against and shall indemnify and save Consultant harmless from any claim or liability resulting from suspension of the work due to non current payments.

15.0 DISPUTE RESOLUTION AND STATUTE OF LIMITATIONS

Client and Consultant shall endeavor to negotiate all claims, disputes, and other matters in controversy between Consultant and Client arising out of or in any way related to this Agreement in good faith for a period of 30 days from the date of notice, prior to exercising their rights at law. If the parties fail to resolve the dispute within 30 days, all claims, disputes, and other matters will be submitted to non-binding mediation before and as a condition precedent to other remedies provided by law. If a dispute at law arises related to the services provided under this Agreement and that dispute requires litigation, then: **(a)** Client assents to personal jurisdiction in the State of Vermont; and **(b)** The claim will be brought and tried in judicial jurisdiction of the court of Windsor County and Client waives the right to remove the action to any other county or judicial jurisdiction.

Causes of action arising out of Consultant's services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of services on the project.

16.0 PUBLIC RESPONSIBILITY

Client acknowledges that Client or the site owner, as the case may be, is now and shall remain in control of the site for all purposes at all times. Except as required by law, Consultant does not undertake to report to any federal, state, county, or local public agencies having jurisdiction over the subject matter any conditions existing at the site from time to time that may present a potential danger to public health, safety, and the environment. Client agrees to notify each appropriate federal, state, county, and local public agency, as they may require, of the existence of any condition at the site that may present a potential danger to public health, safety, or the environment.

Notwithstanding the provisions of the foregoing, Consultant will, to the best of its knowledge, information, and belief, comply with subpoenas, judicial orders or government directives, and federal, state, county, and local laws, regulations and ordinances, and applicable codes regarding the reporting to the appropriate agencies of the findings with respect to potential dangers to public health, safety and the environment. Consultant shall have no liability or responsibility to Client or to any other person or entity for reports or disclosures made in accordance with such statutory or other lawful requirements. Client shall defend, indemnify, and hold Consultant harmless from and against any and all claims, demands, liabilities, and expense, including reasonable attorney's fees incurred by Consultant and arising directly or indirectly out of Consultant's reporting of such information under a bona fide belief or upon advice of counsel that such reporting or disclosure is required by law, except to the extent of Consultant's sole negligence.

17.0 FORCE MAJEURE

Neither party to this Agreement will be liable to the other party for delays in performing the services, nor for the direct or indirect cost resulting from such delays, that may result from labor strikes, riots, war, acts of government authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

18.0 SEVERABILITY AND SURVIVAL

Any element of this Agreement later held to violate a law shall be deemed void, and all remaining provisions shall continue in force. However, Client and Consultant will in good faith attempt to replace any invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision. All terms and conditions of this Agreement allocating liability between Client and Consultant shall survive the completion of the services hereunder and the termination of this Agreement.

19.0 ASSIGNMENT

This Agreement, made up of Consultant's Proposal and these Terms and Conditions, cannot be modified orally, or by any course of conduct, and shall control over any inconsistent or contrary provisions in any proposal, contract form, purchase order or other document issued by Client. These Terms and Conditions shall survive the completion, or termination, of our services for this project. Consultant shall not delegate any duties, nor assign any rights or claims under this Agreement nor subcontract any part of the services authorized, without prior written consent of Client. Likewise, any assignment of Client's rights or claims under this Agreement requires Consultant's written consent, which consent shall not be unreasonably withheld, conditioned, or delayed.

20.0 GOVERNING LAW

This Agreement is to be governed and enforced in accordance with the laws of the State of Vermont.

From: Cedar O'Dowd <cedar@uvjam.org>

Sent: Wednesday, August 27, 2025 12:23 PM

To: John Haverstock <jhaverstock@hartford-vt.org>; Nathan Gardner <outreach@hartfordvtchamber.com>

Subject: Banner Application for Gorey Daze Parade

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

Dear Hartford Town Manager,

I hope this email finds you well. I'm reaching out to share the Main Street Museum's Application to hang Light Pole Banners in downtown White River Junction from October 1 - November 1, 2025 to generate awareness and excitement about this unique White River Junction tradition and attraction. I've attached the current sketch of this year's art by local artist and CCS graduate Ana Liu. There will be final, full color art by September 1.

Please let me know if you have any questions or concerns regarding this application. Many thanks!

Best,

Cedar O'Dowd





Hartford

Policy ID: 2401

Effective Date: 06/04/2024

Approved: 06/04/2024

Last Revised: 06/04/0024

Expiration: 00/00/0000

Owner: Selectboard

Policy Area: Town Manager

Hartford Light Pole Banner Policy

POLICY STATEMENT

The Town of Hartford reserves the right to use light poles within its rights-of-way to hang its own content-neutral banners or no banners at all. The placing of banners on Town light poles by third parties is a privilege extended as a courtesy. All third-party requests to fly banners shall be reviewed and approved by the Town Selectboard, based upon a finding that such proposed banners represent or promote local, not-for-profit or cultural civic organizations, events or activities of particular interest or benefit to the greater Hartford community. Banners shall not be used for commercial advertising or to advertise or promote political candidates, parties or issues. The Hartford Selectboard shall have the authority to refuse the hanging of banners which do not benefit the community at large and/or which do not meet specifications set forth below.

PURPOSE

The purpose of this policy is to provide guidance regarding third-party requests to hang banners on Town light poles located within the public rights-of-way within the Town of Hartford.

PROCEDURE

Submissions of requests should be provided to the Hartford Town Manager on an application containing the following information:

1. Organization name and a short narrative regarding why it would like the banners displayed.
2. Description and date of event (if applicable).
3. Copy or drawing of proposed banner.
4. Time period the Organization would like the banner to be displayed (maximum of two 30-day periods within a calendar year, or an overall total of 60 days within a calendar year).
5. Specification as to how many banners are to be hung and in which locations/Village(s).
6. Completed applications can be emailed to Manager@hartford-vt.org or mailed/delivered to Town Manager, 171 Bridge Street, White River Junction, VT 05001. Please include contact information for the responsible representative for the applicant organization. Applications will then be transmitted to the Selectboard for review and consideration.

Once approval has been issued by the Selectboard:

7. Light pole banners shall not exceed a standard size of approximately 24" x 48" and are installed either by Town staff (for a fee of \$30.00 per banner) or by the third-party applicant organization itself, after the Town's Selectboard has approved the proposal and the Town has received the organization's waiver of liability, if applicable. The applicant organization shall be responsible for using existing brackets, rods and other hardware and/or provide their own such materials for installation.
8. A maximum of 18 light poles may be used for display of banners per application within each specified Village.
9. Unclaimed banners will be removed and disposed of by Hartford Town Staff after five days from the Town permit's expiration.

Light pole Banner Specifications:

10. No commercial advertisement of any kind on banners (including sponsor logos) is permitted.

11. Banner size is approximately 24" wide x 48" long. Banners slide onto 1" rods at top and bottom of banner.
12. A maximum of 18 light poles per specified Village(s) may be used for display of banners per application.
13. Banners may be displayed for a maximum of 30 days at a time, with a banner not eligible for flying any longer than a total of 60 days within a calendar year. Applicants may request that banners fly for two consecutive, uninterrupted 30 day periods within a calendar year.
14. Banners are to be installed either by Town staff or by the approved third-party applicant organization, but only after Selectboard approval of the application and the Town's receipt of the applicant organization's waiver of liability, protecting the Town, if applicable. The permit application can be found on the Town website www.hartford-vt.org.
15. Exceptions to this policy may be made by a majority of the Selectboard.

REFERENCE

Attachments:
Permit Application
Waiver of Liability



**TOWN OF HARTFORD
APPLICATION TO INSTALL BANNERS
IN THE PUBLIC RIGHT-OF-WAY**

Organization Name: Main Street Museum
Mailing Address: 58 Bridge St. #6 White River Junction, VT 05001
Contact Person: Cedar O'Dowd
Phone: [REDACTED] Email: [REDACTED]
Location of Light Poles: (Specify Village(s)) Downtown White River Junction
Number of Banners to be hung in each village 18
Dates Banners will be hung: 10/1 / 2025 Date removed: 11 / 1 / 2025
 / / / /
Organization/Responsible Person hanging the Banners: Main Street Museum
Phone: (802) 356 - 2776 Email: info@mainstreetmuseum.org
Equipment to be used to hang/remove Banners: screwdriver, wrench, ladder

I undersigned, understand that it is my responsibility to:

- Contact Parks & Recreation Department before hanging or removing Banners.
- Maintain a safe travel path for vehicles/bikes and pedestrians.
- Maintain the Banners in a safe manner.
- Remove the Banner(s) if it/they are determined to be a public safety hazard or hindrance to highway maintenance activities.
- The Town of Hartford is not responsible for damage to a banner if caused by the Town during the removal of a Banner for public safety, maintenance reasons, or permit expiration.

Signature: [Signature] Date: 08 / 15 / 2025

FOR OFFICIAL USE ONLY

Application Reviewed by: _____ Date: ____/____/____

Selectboard Decision: Approved _____ Denied _____ Approved with Modifications _____

Reason Denied: _____

Modifications: _____

Town of Hartford Volunteer Service Agreement/Release of Liability

Municipal contact in charge of volunteer: Main Street Museum

Scope and duration of volunteer work or services (to be specified by municipality):

Volunteer will install 18 banners on Hartford light poles, as approved by the Hartford Selectboard.

Volunteer will remove 18 banners from Hartford light poles, as required by the Hartford Selectboard.

Volunteer Acknowledgement

I, Cedar O'Dowd, affirm my desire to provide uncompensated volunteer services to the Town of Hartford as such services are described above.

In performing the specified volunteer service, I acknowledge that:

- I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from safely performing the tasks that are required by the above scope of work;
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them;
- I assume full responsibility for my own safety and agree to hold the Town of Hartford harmless for any injury to me or damage to my property, except where such injury or damage results from the negligence of the municipality or its employees;
- I am a volunteer worker and therefore am not covered by the Town's workers' compensation policy;
- I will perform the volunteer service in compliance with any and all standards and specifications established by the Town of Hartford and further agree to use any personal protective equipment (if any is required) in accordance with guidance from the Town.

Volunteer: Cedar O'Dowd

Date: 08/26/2025

Address: [REDACTED]

Phone: [REDACTED]

White River Junction, VT

Email: [REDACTED]

Attest: _____

Date: _____

(municipal representative)

Town of Hartford Volunteer Service Agreement/Release of Liability

Municipal contact in charge of volunteer: Main Street Museum

Scope and duration of volunteer work or services (to be specified by municipality):

Volunteer will install 18 banners on Hartford light poles, as approved by the Hartford Selectboard.

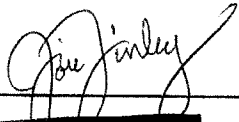
Volunteer will remove 18 banners from Hartford light poles, as required by the Hartford Selectboard.

Volunteer Acknowledgement

I, Joie Finley, affirm my desire to provide uncompensated volunteer services to the Town of Hartford as such services are described above.

In performing the specified volunteer service, I acknowledge that:

- I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from safely performing the tasks that are required by the above scope of work;
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them;
- I assume full responsibility for my own safety and agree to hold the Town of Hartford harmless for any injury to me or damage to my property, except where such injury or damage results from the negligence of the municipality or its employees;
- I am a volunteer worker and therefore am not covered by the Town's workers' compensation policy;
- I will perform the volunteer service in compliance with any and all standards and specifications established by the Town of Hartford and further agree to use any personal protective equipment (if any is required) in accordance with guidance from the Town.

Volunteer: 

Date: 8/27/2025

Address: 

Phone: 

Hartland, VT 05048

Email: 

Attest: _____

Date: _____

(municipal representative)

From: [Chico](#)
To: [John Haverstock](#)
Subject: Re: Gory Daze police escort
Date: Wednesday, September 3, 2025 9:22:51 AM

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

Hi John, thanks for looking into it.

My pitch to board leadership would be that the town should have a vested interest in having a police presence at the most popular event in White River Junction and that the town should also have a vested interest helping to continue the Halloween parade because it's a free, family friendly, fun event, for everyone. Businesses around town plan around Gory Daze as a day of increased foot traffic and every year I meet a few brave travelers who have come from as far as New York City, just to be at our event. Over the past few years we have lost money from our reserves as we attempt to cover the increased police costs. If that trajectory continues we will be unable to put on the parade.

On Tue, Sep 2, 2025 at 4:47 PM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Hi Chico.

HPD reports that the outside detail rates are set by Union Contract, so there is likely no flexibility there. Nevertheless, I will raise this with Selectboard leadership, if you like.

Thanks.

John Haverstock

Town Manager, Hartford, VT

802/295-9353 x216

From: Chico <chico@uvjam.org>
Sent: Thursday, August 28, 2025 10:08 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Gory Daze police escort

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

Good morning John, I'm writing to you about the possibility of the town partnering with The Rio Blanco Social Club (Gory Daze committee) to help provide a police escort for the Halloween Parade being held this year on November 1st (though we're referring to it as October 32nd, haha.) The price of the police has gone up dramatically over the past few years. This year it will cost us \$896. Two years ago that cost was \$546. Pre-Pandemic, the cost was approximately \$300. We operate on a shoe-string budget with a very small crew of volunteers, so rapidly increasing bills from the town make it harder for us to provide this beloved event for the town.

Cooperation on this would be treated as an in-kind donation which we would love to honor by placing the town seal on our posters and banners as a sponsor.

Please forgive my ignorance on this process. I'm not certain if this is an ask I should be bringing to you, a department head, or the selectboard. Let me know if there's a different avenue I should be taking.

--

Thank you for your time

Chico Eastridge

JAM Technical Director & Senior Producer

802-295-6688

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.

--

Thank you for your time

Chico Eastridge

JAM Technical Director & Senior Producer

802-295-6688



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, September 2, 2025, 6:00pm

Hartford Town Hall, 171 Bridge Street,

White River Junction, VT 05001

This meeting was conducted in person at Town Hall **DRAFT**

Present: Chair Mary Erdei; Vice-Chair Mike Hoyt; Clerk Ashley Andreas; Erik Krauss; Tim Fariel; Ida Griesemer; Miranda Dupre; John Haverstock; Matt Osborn; Chris Holzwarth; Peter Zendron; Will Adler

Present on Zoom: Heidi Duto, Dan Fraser

JAM LINK: <https://www.youtube.com/@junctionartsandmedia>

- I. Call to Order the Selectboard Meeting at 6:00 pm by Chair, Mary Erdei
- II. Pledge of Allegiance was recited and led by Vice-Chair Mike Hoyt
- III. Local Liquor Control Board: None.
- IV. Local Cannabis Control Board: None
- V. Order of Agenda- there were no changes to the Order of Agenda
- VI. Selectboard
 1. Public Comment
 - a. Peter Zendron discussed the housing shortage and concerns over the perceived interaction between local police and federal authorities.
 2. Selectboard Comments and Announcements
 - a. Ida Griesemer welcomed Tim Fariel as the newest member of the Selectboard.
 - b. Mary Erdei welcomed Tim Fariel and thanked all applicants who sought to fill the Selectboard vacancy.
 3. Appointments

Renewal: Selectboard Vice-Chair Mike Hoyt made the motion to re-appoint Nancy Trottier to the Housing and Homelessness Committee for a Two Year Term beginning September 2, 2025 and ending September 1, 2027. Selectboard Member Erik Krauss seconded the motion. All were in favor and the motion passed.

Renewal: Selectboard Member Ida Griesemer made the motion to re-appoint Dillon Bianchi to the Hartford Planning Commission for a Three Year Term beginning September 2, 2025 and ending September 1, 2028. Selectboard Vice Chair Mike Hoyt seconded the motion. All were in favor and the motion passed.
 4. Town Manager Report
 - The first Bugbee Building Committee meeting has taken place. The Next ones will take place on September 11 and September 25 at 4:30 pm at the Bugbee Senior Center.
 - Departmental budgets were due to be submitted on August 29. After internal review, they will be presented in a binder for the Selectboard in early October. Department Heads will begin presenting their budget proposals on October 28.
 - The Town Manager will be out of the office on vacation from September 17 thru September 26, with Chief Cooney serving as Acting Town Manager for that period.

Significant Activity Reports Link: <https://www.hartford-vt.org/Archive.aspx?ADID=520>
 5. Board Report, Motions & Ordinances
 - a. Review and Approve Revised Conservation Commission Bylaws. Planner Matt Osborn presented the proposed revisions to the bylaws. Selectboard Chair Mary Erdei offered up several suggested edits to make the revisions gender neutral.
Motion by Selectboard Vice-Chair to approve the revised bylaws (to include

Mary Erdei's suggestions). Selectboard Clerk Ashley Andreas seconded the motion. All were in favor and the motion passed.

- b. Consider Request to Revise Hartford Wastewater Reserves Allocation for Nutt Lane Railroad Crossing. **Selectboard Member Erik Krauss made the motion to authorize any necessary engineering expenses with Otter Creek Engineering within the project's approved budget and for the Town Manager to execute any necessary change orders or contract amendments to allow for the timely completion of the project. Selectboard Member Miranda Dupre seconded the motion. All were in favor and the motion passed.**
 - c. Consider Reallocation of Selectboard Liaison Assignments. Following discussion, it was agreed that new Member Tim Fariel would serve as Liaison to the Planning Commission and would replace Ashley Andreas as Liaison to the Zoning Board of Adjustment, while Ashley Andreas would apply to serve as Liaison to the Committee on Housing and Homelessness.
 - d. Continue Discussion/Planning of Public Engagement Event. Following discussion, it was agreed that the Selectboard would participate in a Meet & Greet event in White River Junction on the evening of Friday, October 3.
- VII. Consider Appointment of Town Manager to represent Town at VLCT annual meeting at Town Fair. **Selectboard Member Miranda Dupre made the motion to appoint the Town Manager to represent the Town at the VLCT annual meeting at Town Fair. Selectboard Member Erik Krauss seconded the motion. All were in favor and the motion passed.**
- VIII. Commission Reports:
- a. Ida Griesemer noted recent activity of the Energy Commission, with topics ranging from geothermal energy, the EV Expo, Styrofoam Recycling (October 4) and window dressers.
 - b. Erik Krauss noted that there are two vacancies on the Historic Preservation Commission.
 - c. Mary Erdei summarized the first Bugbee Building Committee meeting and the Committee's officers.
- IX. Consent Agenda **Selectboard Vice-Chair Mike Hoyt made the motion to approve the Consent Agenda. Selectboard Clerk Ashley Andreas seconded the motion. The motion passed by a vote of 6-0 (Fariel abstaining).**
- Approve Payroll Ending: 8/30/2025
Approve A/P Manifest: 8/28/2025 & 9/4/2025
Approve Meeting Minutes of: 8/19/2025 and 8/26/2025
Future Meetings Approved: 9/16/2025; 9/30/2025
- X. Adjourn the Selectboard Meeting
Selectboard Member Miranda Dupre made the motion to adjourn the meeting at 6:59 p.m. Selectboard Member Ida Griesemer seconded the motion. All were in favor and the motion passed.