



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, October 14, 2025, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting will be conducted in person at Town Hall

The meeting will also be available on Zoom: <https://zoom.us/j/91619901314>
Live stream the meeting on YouTube: <https://www.youtube.com/@junctionartsandmedia>

- I. Call to Order the Selectboard Meeting (6:00)
- II. Pledge of Allegiance (6:01)
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda
- VI. 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 (6:20)
 - a. Consider the Re-Appointment of Jo-Ann Ells to serve as the Zoning Administrator Officer for the Town of Hartford for a 3-year Term from November 23, 2025 through November 22, 2028.
 4. Town Manager Report (6:25)
Significant Activity Reports Link: <https://www.hartford-vt.org/Archive.aspx?ADID=530>
 5. Board Report, Motions & Ordinances
 - a. Energy Commission Update (6:30)
 - b. Consider and Approve Revised VTrans SFY26 Grant-in-Aid (6:45)
 - c. Review and Approve Solid Waste Implementation Plan (6:50)
 - d. Review of Transfer Station Operations (7:00)
 - e. Review Proposal for C&D Disposition at Landfill (7:35)
 - f. Continued Discussion of Municipal Planning Grant Application (7:45)
 - g. Execute Vibrancy Grant Documents (8:15)
 - h. FY27 Budget Overview (8:20)
- VII. Commission Reports (8:40)
- VIII. Consent Agenda (8:45)

Approve Payroll Ending: 10/11/2025
Approve A/P Manifest: 10/10/2025 & 10/16/2025
Approve Meeting Minutes of: 9/30/2025
Future Meetings Approved: 10/28/2025; 10/30/2025 (Budget); 11/6/2025 (Budget);
11/12/2025; 11/18/2025 (Budget); 11/25/2025
- IX. Executive Session: Discuss Ratification of Clerical Worker's Union Tentative Agreement; Discuss Potential HPD/Dispatch Employment Offer; Consider Legal Strategy on WHO/FIPP (8:50)
- X. Adjourn the Selectboard Meeting (9:30)

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.



AGENDA MEMORANDUM
October 14, 2025
Town Selectboard Meeting Item: 3.a.

Submitted by: Lori Hirshfield, Director, Department of Planning & Development
Subject: Zoning Administrative Officer Re-Appointment

Background: Every three years the Selectboard must appoint a Zoning Administrative Officer in accordance with state statute 24 V.S.A. § 4448 (see attached). It states in part:

Appointment and powers of administrative officer

- (a) An administrative officer, who may hold any other office in the municipality other than membership in the board of adjustment or development review board, shall be nominated by the planning commission and appointed by the legislative body for a term of three years promptly after the adoption of the first bylaws or when a vacancy exists.

In Hartford, the duties, responsibilities and powers of the administrative officer (also referred to as Administrator) are assigned to the Town's Zoning Administrator staff position. At its September 15, 2025 meeting, the Planning Commission unanimously approved the nomination of Jo-Ann Ells as Zoning Administrator. Her current appointment ends on November 22, 2025.

Recommendation: Re-appoint Jo-Ann Ells as the Zoning Administrative Officer for the Town of Hartford for a 3-year term from November 23, 2025 through November 22, 2028.

Attachments: 24 V.S.A. § 4448

The Vermont Statutes Online

Title 24 : Municipal And County Government

Chapter 117 : Municipal And Regional Planning And Development

Subchapter 009 : Adoption, Administration, And Enforcement

(Cite as: 24 V.S.A. § 4448)

§ 4448. Appointment and powers of administrative officer

(a) An administrative officer, who may hold any other office in the municipality other than membership in the board of adjustment or development review board, shall be nominated by the planning commission and appointed by the legislative body for a term of three years promptly after the adoption of the first bylaws or when a vacancy exists. The compensation of the administrative officer shall be fixed under sections 932 and 933 of this title, and the officer shall be subject to the personnel rules of the municipality adopted under sections 1121 and 1122 of this title. The administrative officer shall administer the bylaws literally and shall not have the power to permit any land development that is not in conformance with those bylaws. An administrative officer may be removed for cause at any time by the legislative body after consultation with the planning commission.

(b) The planning commission may nominate and the legislative body may appoint an acting administrative officer who shall have the same duties and responsibilities as the administrative officer in the administrative officer's absence. If an acting administrative officer position is established, or, for municipalities that establish the position of assistant administrative officer, there shall be clear policies regarding the authority of the administrative officer in relation to the acting or assistant officer.

(c) The administrative officer should provide an applicant with forms required to obtain any municipal permit or other municipal authorization required under this chapter, or under other laws or ordinances that relate to the regulation by municipalities of land development. If other municipal permits or authorizations are required, the administrative officer should coordinate a unified effort on behalf of the municipality in administering its development review programs. The administrative officer should inform any person applying for municipal permits or authorizations that the person should

contact the regional permit specialist employed by the Agency of Natural Resources in order to assure timely action on any related State permits; nevertheless, the applicant retains the obligation to identify, apply for, and obtain relevant State permits.

(d) If the administrative officer fails to act with regard to a complete application for a permit within 30 days, whether by issuing a decision or by making a referral to the appropriate municipal panel, a permit shall be deemed issued on the 31st day. (Added 2003, No. 115 (Adj. Sess.), § 100.)

Town Manager's Report

October 14, 2025

Selectboard Outreach Events

On the evening of Friday, October 3, members of the Selectboard participated in a Meet & Greet event at The Filling Station, located in downtown White River Junction. The event coincided with an Upper Valley Welcome Wagon event organized by the Green Mountain Economic Development Corporation. Much fun was had by all and we can be pleased with this successful outreach event.

In terms of Selectboard outreach, there will be a Community Forum open to all Town residents (and to be broadcast by JAM) on Wednesday, November 19 from 5:30 pm to 7:00 pm hosted by the Quechee Club in their Main Dining Hall.

DPW Director Retirement

DPW Director Bryan Gazda has notified the Town Manager of his planned retirement at the end of January, 2026. We appreciate the substantial advance notice Bryan has provided and we will use the time to recruit a successor. We appreciate Bryan's many contributions during his tenure at DPW and we wish him and his family a happy, healthy retirement.

Park N Ride Lighting

The Town Manager and Environmental Sustainability Coordinator met with the two VTrans employees overseeing grant funding for park and ride facilities on Tuesday, October 7 at the Wilder Park N Ride. They recommended that the Town consider three lights (as opposed to two), noting that solar lights may have the advantage of avoiding costly excavation and could save two trees along the back fence of the Park n Ride. Dana will explore this option and we plan to report back to VTrans before October 27, as requested.

Audit

The Town's external auditors are soon coming to Town Hall for several weeks to review the FY25 budget year. The members of the Selectboard are encouraged to stop in for a brief check in with the auditors—usually on the third floor at Town Hall. The auditors will be presenting their findings at the November 25 Selectboard meeting.



AGENDA MEMORANDUM

October 14th, 2025

Town Selectboard Meeting Item: 5A

Submitted by: Jesse Pollard, Chair, Hartford Energy Commission & Dana Clawson, Staff

MEMORANDUM TO THE HARTFORD SELECT BOARD Hartford Energy Commission 2025 update

Back Ground: The Hartford Energy Commission was established with charge to “The mission of the Hartford Energy Commission is to promote energy conservation, energy efficiency and renewable energy among residents, business, and government.” The Commission is currently working on a number of projects that are in line with it’s charge, this includes:

Window Dressers: This is an annual event that the HEC supports to help residents weatherize their homes by building and installing custom made inserts that fit in their windows and cut down on energy lost through drafty windows. It is estimated that inserts can save up to 8.5 gallons of heating oil per season.

Identifying grants and opportunities: Though there are a number of challenges in funding for energy efficiency and electrification, HEC continues to support Hartford in finding opportunities to meet the Town’s climate and energy goals, this includes exploring opportunities for EV chargers and programs like direct pay.

Hazard Mitigation Plan: HEC will play an advisory role in the creation of the Town’s 2026 Hazard Mitigation Plan in areas related to energy & climate issues.

Enhanced Energy Plan: HEC will play an advisory role in the drafting of the Town’s 2027 Enhanced Energy Plan. Hartford currently has an active Enhanced Energy Plan that expires in 2027. Town’s that have such a plan are given substantial deference in energy related issues that come in front of the Public Utilities Commission.

Culvert Crawlers: Dr. Sarah Kelley, lecturer & research associate at Dartmouth and member of HEC has been working with the Town of Hartford and Proctorsville to create an app that will allow residents to report issues with culverts to the DPW.

District Energy in WRJ: HEC is currently supporting efforts to bring a networked geothermal district to WRJ as part of the larger downtown redevelopment efforts that are in the works.

Discussion: What other energy related issues would the Selectboard or the general public like for the Hartford Energy Commission to consider?



AGENDA MEMORANDUM

October 14, 2025

Town Selectboard Meeting Item: 5b

Subject: VTrans Grant in Aid SFY26 Update

Submitted by: Christopher Holzwarth, Assistant Direct, Planning & Permitting

Background: The Vermont Agency of Transportation (Vtrans) awarded the Town of Hartford a State Fiscal Year 2026 (SFY26) Municipal Roads Grant-In-Aid. The grant provides funding to implement best management practices (BMPs) in compliance with the Vermont Department of Environmental Conservation (DEC) Municipal Roads General Permit (MRGP).

The grant funds implementation of BMPs on hydrologically connected road segments that currently do not meet standards. Vtrans has awarded a grant of \$53,000 (\$19,500 more than the original grant offer) requiring a 20% local match of \$13,250 (\$4,875 more than original grant offer) which may include in-kind support, including up to \$1,500 of administrative cost.

The grant will be utilized for eligible BMPs according to the MRGP Standards including:

1. Grass and stone-lined drainage ditches and stone check-dams.
2. Turnouts, cross culverts, and other disconnection and infiltration practices.
3. Lowering of high road shoulders.
4. Installation or replacement of drainage culverts and driveway culverts on non-perennial streams within right of way and installation of culvert headwalls and outlet stabilization.

Discussion: While the board previously authorized applying for and executing the grant, the board must acknowledge and approve the additional expenditures possible through the grant.

Impact: The Town is responsible for the additional \$4,875 local match. The materials, labor, and equipment are currently funded through the previously approved paving plan, and Fund 10's Summer Maintenance activities with no new financial impact.

Recommendation: That the Selectboard authorizes the Department of Public works to utilize the SFY26 Grant-In-Aid to the fully awarded value of up to \$53,000 with a 20% local match of up to \$13,250 funded through the approved FY26 paving program and Fund 10's FY26 Summer Maintenance activities with the savings utilized to further the Spring 2026 paving projects.



AGENDA MEMORANDUM

October 14, 2025

Town Selectboard Meeting Item: 5

Submitted by: Bryan Gazda, Director of Public Works

- Subject:** Adoption of 2025 Solid Waste Implementation Plan (SWIP)
- Background:** The Solid Waste and Recycling facility at 2590. N. Hartland Road, WRJ, VT, is designated as a Solid Waste Management Entity (SWME) by the State of Vermont. In accordance with the State of Vermont's Solid Waste Rules, SWME's are required to submit to the State of Vermont's Agency of Natural Resources (ANR) a Solid Waste Management Plan (SWIP) every 5 years for the management of the facility. Staff received and reviewed 2025 recertification guidance from ANR's Waste Management and Prevention Division for the development of the 2025 draft SWIP and submitted the draft SWIP for review on June 16, 2025. Staff received revision comments from Waste Management and Prevention Division on July 3, 2025, and submitted the revised draft SWIP on July 14, 2025. Per the letter dated August 4, 2025, from Waste Management and Prevention Division, the Draft SWIP was pre-approved, which allowed for the two required public meetings on the pre-approved SWIP to be held. The Town of Hartford Selectboard held two public meetings on the pre-approved SWIP on September 16th and 30th 2025, without any changes being made to the pre-approved SWIP.
- Discussion:** Adoption of the pre-approved SWIP by the Town of Hartford Selectboard is required before the pre-approved SWIP can be forwarded to ANR's Waste Management and Prevention Division for final review and approval.
- Impact:** Local and State approval provides the SWIP for the Solid Waste and Recycling facility for the next 5 years.
- Recommendation:** I recommend the following motion: Motion to adopt and authorize the Director of Public Works to sign the pre-approved 2025 SWIP as presented, for submission to the State of Vermont's Agency for Natural Resource's Solid Waste Management and Prevention Division for final review and approval.



Town of Hartford 2025 Solid Waste Implementation Plan

Date Adopted: October 14, 2025

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

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 <u>Variable Rate Pricing Guide</u> 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: 1. Year 1 only: provide Disaster Debris Plan with: a. List of emergency personnel in each municipality within SWME region b. Locations of temporary "Disaster Hazardous Materials Staging Areas." c. Trash and C&D Disaster Management. d. Locations of clean wood/vegetative/inert debris management sites. 2. 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: A. 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. i. SWMEs may share access to categorical disposal areas. The municipalities sharing access must provide a signed letter or agreement that documents this shared access. ii. 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. iii. 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: 1. 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:	Two Rivers – Ottauquechee Regional Planning Commission's 2025 Regional Plan, Chapter 9 (C) – Solid Waste, pages 118-119, &128. See attached.

in modernizing or replacing aging infrastructure. This will make these systems more sustainable and affordable and will protect against loss of service.

B. Water and Wastewater Systems

The TRO Region is largely a rural region, with most of the water supply handled through individual on-site wells. Only a fraction of municipalities has public water systems, and in those municipalities, the systems serve a limited area—generally downtown or village areas. Many of the supply lines need repairs or upgrades. Some systems suffer from inadequate storage or from poor line pressure. Many systems have poorly mapped lines due to their age (50 to 100 years old). Municipalities are required by law to create [Source Protection Area \(SPA\)](#)³ plans, which help ensure that drinking water supplies will remain safe and untainted.

Threats to water supply include fuel spills, leaking underground tanks, high amounts of natural contaminant sources such as arsenic, and chemicals known as per- and polyfluoroalkyl substances (PFAS). PFAS does not break down in nature and cause [devastating effects on our health](#)⁴. Currently, the Vermont Agency of Natural Resources has created a [PFAS Road Map](#)⁵ (2023) that helps town and state officials track public exposure of PFAS. While the EPA does not currently have a maximum contamination level (MCL) for PFAS, the Department of Environmental Conservation has set a limit of 20 ng/L for drinking water.

The best way to know whether there are contaminants in your water is to test your water. The Vermont Department of Health recommends

that residents with private water sources should test their water regularly. To learn more about testing both private and public water sources, please contact certified Vermont laboratories found on ANR's website [here](#)⁶.

Currently, [there are 12 wastewater treatment facilities in 9 communities in our Region](#)⁷. The bulk of these systems were originally built in the 1970s and 1980s, with periodic improvements being made in response to aging equipment or increasing demand. As time goes on, the cost of necessary upgrades for these facilities increases.

Wastewater treatment facilities suffer from structural defects such as leaking sewers, as well as decrepit connections that funnel stormwater into combined sewer and stormwater lines—which diminishes the efficacy of wastewater treatment.

The majority of the wastewater systems in our Region have sufficient capacity. Given that population growth rates have flattened, it is likely that the design capacity of the systems in most communities will be sufficient, as long as they are maintained.

Like water supply, waste is largely handled on site with private systems. For villages and downtowns, water supply and septic systems are vital infrastructures, as they allow communities to create greater population density than would be possible without them. Well-maintained public drinking water infrastructure and septic systems are critical for public health, strong businesses, and a clean environment.

New wastewater treatment facilities and/or

public water supplies will eventually be necessary in all communities' core areas if they desire to grow, create more housing, or attract businesses. Hartland and Norwich are the largest communities in the TRO Region without wastewater treatment facilities. Fairlee and Strafford both have viable village centers that would benefit, both economically and in overall health, from the ability to concentrate more development within those areas. Municipal plans, per Vermont statute, shall identify and prioritize future capital improvements and major repairs, as well as estimate costs and financing for maintenance and future capacity.

C. Solid Waste

All Vermont municipalities, either individually or as part of a solid waste district or an intermunicipal association, are required by Vermont law to adopt a [Solid Waste Implementation Plan \(SWIP\)](#)⁸. The SWIP documents town or district waste management facilities and articulates how solid waste will be managed over the next five years. All solid waste districts and intermunicipal SWIPs must be in compliance with the goals outlined in the statewide 2019 [Materials Management Plan \(MMP\)](#)⁹. In addition to being in conformance with the state plan, all SWIPs must be in accordance with any Town or Regional Plan. The TRO Region is served by a total of [six waste management districts](#)¹⁰, as well as one intermunicipal association. [The Greater Upper Valley Solid Waste Management District](#)¹¹ covers a ten -town area, which contains nearly half of the Region's population. The second largest service area by population is within the town of Hartford, which



operates the [Hartford Community Recycling Center](#)¹². The third largest waste management district by population is the [White River Alliance](#)¹³, which covers eight of the Region's towns.

In 2023, there were 25 active solid waste facilities throughout our Region that have been certified by the State. Presently, the Region has 7 recycling facilities, 4 composting facilities, and 11 transfer stations. A third of the Region's towns lack any waste management facility and are instead reliant on their neighboring municipalities for waste disposal. In some instances, these towns find themselves two to three towns removed from a landfill or transfer station. There are no operating landfills in the region.

D. Educational Facilities and Services

Access to quality education is required to achieve social and economic goals of the TRO Region. According to Vermont statute, the right to public education is key to guaranteeing political and civil rights to constituents. Indeed, "[to keep Vermont's democracy competitive and thriving, Vermont students must be afforded substantially equal access to a quality basic education](#)"¹⁴.

Elementary and Secondary Schools

All public schools in the Region are governed by a district school board elected by the voters of their respective municipalities, and administrative support to the district board is received from supervisory unions. Some school districts and municipalities accept, on a year-to-year basis, tuition-paying students from neighboring communities that do not provide elementary

or secondary education, or that lack adequate facilities.

Declining enrollments have created staffing, programmatic, and financial planning challenges for schools throughout the Region, resulting in the closure of some schools. Sustained levels of enrollment decline may have adverse social and economic impacts for towns in the TRO Region, and are, therefore, an area of vigilance and concern for the future well-being of the Region.

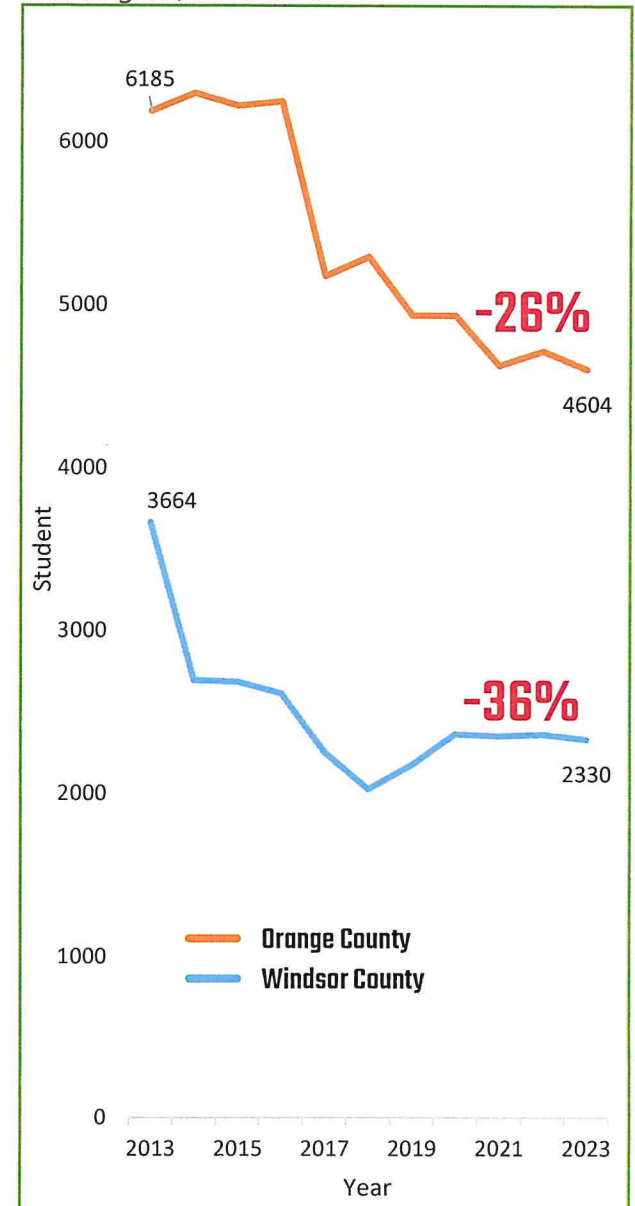
A table of schools in the Region and their average daily enrollment can be found on the [Vermont Department of Education website](#)¹⁵.

While homeschooled children do not require educational provisions from school districts, there are actions that towns and local organizations should consider for the wellbeing of these children.

Poverty and Education

The Region's school system provides a major avenue of support for children living in poverty, as it may be the main source of food for children in this condition. Children who are homeless have the same right of access to a free public education that other children do. Many students may not be classified as homeless but may be staying with friends and family members, or be housed in a motel. The summer, when school is out, is concerning for those that are homeless and living in poverty, as schools can be the main source of food for children who are homeless and living in poverty.

Figure 9-1: School Enrollment Figures for the TRO Region, 2013-2023



Source: Vermont Department of Education



Goals, Policies, and Recommendations: **Solid Waste**

Goals

1. Solid and hazardous waste generation in the TRO Region is reduced.
2. Reuse, recycling, and composting in the TRO Region is increased.

Policies

1. Solid waste collection systems should be coordinated to lessen costs and increase efficiency.
2. Products that are fully recyclable are encouraged to be recycled.

Recommendations

1. TRORC will support and participate in any future discussions regarding the development of regional waste management services.
2. TRORC should assist towns in meeting the Universal Recycling Law requirements through outreach and education, with assistance from the Agency of Natural Resources.
3. All towns or districts of this Region are encouraged to contact TRORC offices regarding their current planning activities and determine if their SWIP revisions meet the overall goals and policies of this Plan.

Goals, Policies, and Recommendations: **Educational Facilities and Services**

Goals

1. Accessible and affordable educational facilities and services are available throughout the Region that meet or exceed statewide standards, including life-long learning opportunities.
2. Students have access to quality vocational and workforce training opportunities to prepare them for future careers.

Policies

1. The construction of primary educational facilities should occur in or within close proximity to existing or planned Regional Growth and Mixed-Use Areas, so as to maximize their accessibility to people and infrastructure.
2. Expansion of continuing education and vocational education opportunities is encouraged.
3. Town schools should be supported.





Town of Hartford

Department of Public Works

To: Member of the Selectboard
John Haverstock, Town Manager

From: Bryan Gazda, Director of Public Works

cc:

Date: October 10, 2025

Re: Solid Waste – Recycling Center Feasibility Study – Revision 3

Attached is the third revision to the feasibility study for the Solid Waste – Recycling Center as requested.

This revision used the existing feasibility study presented to the Selectboard on August 20, 2024, and January 21, 2025, and concentrated on the operational and economic changes the facility would incur under Option 1A with the discontinuance of the curbside recycling program on July 1, 2025. To accomplish this, data on tonnage, costs, and revenues for solid waste and recyclables was compared for the periods of July – Aug 2024 and July – Aug 2025 and prorated for a 12-month period, see Tables 2A & B of the study.

Our initial analysis of this limited data indicates a probably increase of +/- \$12,710 in the transportation and disposal of solid waste and recyclable materials due to the discontinuance of curbside recycling program.

Representatives from Sanborn Head will be in attendance and will go over in more detail the information contained in the presentation and to answer questions.

Feasibility Analysis Plan

HARTFORD SOLID WASTE AND RECYCLING TRANSFER STATION

Hartford, Vermont

Prepared for the Town of Hartford

File No. 5005.03

August 2024

(Revised January 2025 and October 2025)

TABLE OF CONTENTS

1.0	INTRODUCTION	1
2.0	GENERAL FACILITY DESCRIPTION	1
3.0	EXECUTIVE SUMMARY	1
4.0	FEASIBILITY ANALYSIS PLAN	2
4.1	Scenario #1 (Solid Waste Transfer Station Facility)	2
4.1.1	Option 1A	2
4.1.2	Option 1B	6
4.2	Scenario #2 (Fast Trash)	6
4.2.1	Option 2A	6
4.2.2	Option 2B	7
4.2.3	Option 2C	8
4.3	Scenario #3 (Redeveloped for Other Facilities)	9
4.4	Scenario #4 (Permanently Close the Site)	10
5.0	C&D DEBRIS AND SOIL AREA REMEDIATION	11
6.0	CONCLUSION	12

FIGURES

Figure 1 Locus Plan

ATTACHMENTS

Appendix A	Town of Hartford Requirement Checklist
Appendix B	Table 2A & 2B – Scenario 1, Option 1A Opinion of Probable Cost (Detailed)
	Table 2A – Scenario 1, Option 1A Transfer Facility Costs During FY2025 (With Curbside Collection Services)
	Table 2B – Scenario 1, Option 1A Transfer Facility Costs During FY2026 (Without Curbside Collection Services)
Appendix C	Conceptual Site Plan
Appendix D	Town of Hartford Solid Waste and Recycling Transfer Center Closure Cost Estimates



1.0 INTRODUCTION

Sanborn, Head, & Associates, Inc. (Sanborn Head) prepared this Feasibility Analysis Plan (Plan) to assist the Town of Harford (Town) with assessing options for managing waste and redeveloping the Hartford Solid Waste and Recycling Transfer Station (Facility). The process included evaluating four different scenarios, each with different options, as requested by the Town, including the scenario of permanently closing the Facility. The evaluation includes a summary and the probable costs to implement each scenario. Throughout the Plan, Sanborn Head references information related to on-site structures that is further detailed in the “Site Evaluation Report” prepared by Sanborn Head dated December 2023 that was used, in part, to assess the scenarios.

2.0 GENERAL FACILITY DESCRIPTION

The Facility is located at 2590 North Hartland Road (US Route 5), approximately 2 miles south of White River Junction and approximately 0.1 miles north of the town boundary bordering Hartland as shown on Figure 1. The Town currently operates the integrated solid waste management facility consisting of a closed municipal solid waste (MSW) landfill; a closed stump and demolition waste landfill; a closed construction and demolition (C&D) debris landfill; and an active MSW and recycling transfer station that is also operated as a host facility for periodic household hazardous waste (HHW) collection events.

3.0 EXECUTIVE SUMMARY

The feasibility analysis consisted of reviewing potential costs and revenue associated with operational and land use scenarios proposed by the Town for future use of the Facility. The opinions of probable costs for each scenario are summarized in Table 1 and explained further in the Plan sections below. Please note these costs are based on generalized pricing and should be considered approximate budgetary values. The revenue is based on The Town’s Northeast Resource Recovery Association (NRRRA) customer activity report and select board revenue budget for the fiscal year 2025.

Table 1 – Executive Summary Opinion of Probable Cost			
Item	Description	Total with Revenue	Total (without Curbside)
Scenario #1			
Option 1A	Continued operations of the Site as a transfer station without C&D debris processing, including running State Stewardship programs and hosting HHW collection events.	\$617,622 (yearly cost)	\$355,332 (yearly cost)
Option 1B	Site operations as a transfer station with C&D debris processing, including running State Stewardship programs and hosting HHW collection Events.	\$804,122 (yearly cost)	\$541,832 (yearly cost)
Scenario #2			
Option 2A	Site operations under a reduced footprint by providing space for third parties to offer fast trash and recycling. The Town under this option would partner with GUVSWMD to host HHW collection events only.	\$341,800 (yearly cost)	\$260,200 (yearly cost)
Option 2B	Site operations under a reduced footprint by providing space for third parties to offer fast trash and recycling. The Town under this option will also offer collection of State Stewardship materials on Saturdays and partner with the GUVSWMD to host HHW collection events.	\$358,871 (yearly cost)	\$277,271 (yearly cost)
Option 2C	Site operations under a reduced footprint by providing space for third parties to offer fast trash and recycling. The Town under this option would partner with GUVSWMD to collect State Stewardship materials on Saturdays and to host HHW collection events.	\$336,071 (yearly cost)	\$254,471 (yearly cost)
Scenario #3	Spaces identified available for reuse by other municipal entities including improvements required to host such facilities including water supply, wastewater disposal, stormwater treatment, and fire protection needs.	\$7,003,500 (one-time cost)	--
Scenario #4	Permanently close the site in a secure and safe manner.	\$829,290 (one-time cost)	--

The Town is required to complete certain items to conform with the Facility's Solid Waste Management Facility Certification and State of Vermont's Solid Waste Implementation Plan (SWIP) implementation process. Appendix A provides a checklist of these requirements with current costs (excluding potential revenues) and future costs over the next 5 years including alternative options.

4.0 FEASIBILITY ANALYSIS PLAN

Four different scenarios, some with multiple options, were considered in the feasibility analysis as described below.

4.1 Scenario #1 (Solid Waste Transfer Station Facility)

4.1.1 Option 1A

For Scenario #1, Option 1A, Sanborn Head evaluated the Town continuing to operate the Facility without C&D debris processing. If the Facility is operated under this scenario, closure costs would be held until all activities at the site have ended (i.e. the Facility is closed).

The Facility would continue operations running State Stewardship programs and hosting HHW collection events. The State Stewardship programs involve the daily collection of special recycling items including tires. These programs include PaintCare, Vermont E-Cycles, Lamp Recycle, Call2Recycle, and Thermostat Recycling Corporation. These programs provide most of the funding to help facilitate this special recycling; however, the Town will continue to incur cost to properly recycle some of these items as well as to train staff for correct acceptance and safe management of these items. This would require approximately two full-time employees and one part-time employee at the site during the facility's standard operating times each year to maintain these programs.

This option would also involve coordinating with the Greater Upper Valley Solid Waste Management District (GUVSWMD) to hold a minimum of two HHW collection events a year as required by the Facility's Solid Waste Certification. There is an event fee that we believe will be incurred by the Facility that is reflected in our opinion of probable cost summarized in Table 2A and 2B. The actual event fee will change based on the Town's negotiations with GUVSWMD. Appendix B includes a detailed summary of the expenses, transportation costs, and revenues provided in Tables 2A and 2B.

Our understanding is that curbside collection services previously provided by the Town concluded on July 1, 2025. Therefore, the Town provided us with 2 months' worth of tonnage and cost data for the expenses and revenue for each item that would be potentially impacted by this change during 2024 (with curbside) and 2025 (without curbside) for comparison purposes. This included MSW, glass, steel/tin cans, other plastics, mixed paper, corrugated cardboard, and punch card/permit purchases. We incorporated these costs as shown in Tables 2A (with curbside collection services) and 2B (without curbside collection curbside) of Appendix B to reflect the projected yearly differences in Transfer Station Facility usage without curbside collection services being offered. Note, this estimate does not include the seasonal recycling and MSW disposal fluctuations of the community utilizing the Facility since it is only a snapshot of the months of July and August. The total costs are also impacted by price fluctuations from 2024 to 2025. In order to obtain more accurate information, we recommend this analysis should be performed with the entire Fiscal Year of 2026 waste tonnage data to reflect a more representative condition without curbside collection services.

Table 2A – Scenario 1, Option 1A Opinion of Probable Cost (With Curbside Collection Services)				
Item	Subitem	Subitem Expense & Transport Cost	Subitem Revenue Cost	Total
Transfer Facility Operations	Municipal Solid Waste (Disposal Cost Per Ton)	(\$103,800)	--	(\$103,800)
	Curbside Collection Services	(\$275,000)	--	(\$275,000)
	TOH General Facility Costs (Personnel Wages, Operations, Maintenance, and Miscellaneous)	(\$465,660)	--	(\$465,660)
	Recycling Center Rental and Waste Ordinance Fee	--	\$110,000	\$110,000
	Glass (Per Ton)	(\$4,218)	--	(\$4,218)
	Steel/Tin Cans (Per Ton)	(\$2,185)	\$1,787	(\$398)
	Other Plastics (Per Ton)	(\$6,948)	\$3,402	(\$3,546)
	Mixed Paper (Per Ton)	(\$8,946)	\$2,635	(\$6,311)
	Corrugated Cardboard (Per Ton)	(\$8,838)	\$6087	(\$2,751)
	Scrap Metal (Per Ton)	(\$5,184)	\$24,786	\$19,602
	Clean Wood (Per Ton)	(\$1,430)	--	(\$1,430)
	Punch Cards	--	\$96,900	\$96,900
	Permits	--	\$30,210	\$30,210
State Stewardship Programs Daily Collection	Lead Acid Batteries (Per Battery)	--	\$844	\$844
	Tires (Per Tire)	(\$1,000)	--	(\$1,000)
	Food Scraps (per 5lb bucket)	(\$2,331)	\$22,140	\$19,809
	Freon Containing Devices (Per Device)	(\$3,424)	--	(\$3,424)
	Propane Tanks (Per Tank)	(\$450)	--	(\$450)
HHW Collection Days with GUVSWMD	Per Event	(\$37,000)	\$10,000	(\$27,000)
Total Cost (with curbside services):				(\$617,622)

Table 2B – Scenario 1, Option 1A Opinion of Probable Cost (Without Curbside Collection Services)				
Item	Subitem	Subitem Expense & Transport Cost	Subitem Revenue Cost	Total
Transfer Facility Operations	Municipal Solid Waste (Disposal Cost Per Ton)	(\$146,615)	--	(\$146,615)
	Curbside Collection Services	--	--	--
	TOH General Facility Costs (Personnel Wages, Operations, Maintenance, and Miscellaneous)	(\$465,660)	--	(\$465,660)
	Recycling Center Rental and Waste Ordinance Fee	--	\$110,000	\$110,000
	Glass (Per Ton)	(\$9,738)	--	(\$9,738)
	Steel/Tin Cans (Per Ton)	(\$4,335)	\$23,405	\$19,070
	Other Plastics (Per Ton)	(\$17,382)	--	(\$17,382)
	Mixed Paper (Per Ton)	(\$6,528)	\$4,005	(\$2,523)
	Corrugated Cardboard (Per Ton)	(\$14,718)	\$8,331	(\$6,387)
	Scrap Metal (Per Ton)	(\$5,184)	\$24,786	\$19,602
	Clean Wood (Per Ton)	--	--	(\$1,430)
	Punch Cards	--	\$109,800	\$109,800
	Permits	--	\$47,152	\$47,152
State Stewardship Programs Daily Collection	Lead Acid Batteries (Per Battery)	--	\$844	\$844
	Tires (Per Tire)	(\$1,000)	--	(\$1,000)
	Food Scraps (per 5lb bucket)	(\$2,331)	\$22,140	\$19,809
	Freon Containing Devices (Per Device)	(\$3,424)	--	(\$3,424)
	Propane Tanks (Per Tank)	(\$300)	--	(\$450)
HHW Collection Days with GUVSWMD	Per Event	(\$37,000)	\$10,000	(\$27,000)
Total Cost (without curbside services):				(\$355,332)

The Town's SWIP must conform to the latest Vermont Materials Management Plan (MMP) that provides a framework for Solid Waste Management Entities (SWMEs) to reduce the amount and toxicity of solid waste in Vermont. The SWIP will need to be updated to reflect the Town's modified site operations under the selected scenario. Based on the 2024 MMP, the preparation and submittal of a Disaster Debris Plan to the VTDEC should be completed by the end of year 1 of the SWIP term for the management of disaster-related trash, C&D debris, and hazardous

debris. The Town is required to provide documentation of the management of the Disaster Debris Plan in the Annual SWIP Report. Based on our current understanding these updates to the SWIP and preparation of a Disaster Debris Plan are to be completed internally by the Town and these costs were removed from each corresponding scenario.

Currently, SWMEs such as the Hartford Solid Waste and Recycling Transfer Station are required by the SWIP to hold a minimum of two HHW collection events every year. The State of Vermont enacted Act 58 in June 2023 which requires manufacturers of some of the most toxic forms of solid waste to assist with covering the costs for managing these wastes at their end-of-life. The HHW disposal ban that is covered by Act 58 goes into effect on July 1, 2025. Based on discussions with the Town, it is our understanding that the mandatory minimum of two HHW collection events may change over the next few years as Act 58 is implemented, and additional compensation to municipalities for the costs of these events may be provided. Any potential costs associated with the changes required at HHW collection events in the future have not been included in our assessment.

4.1.2 Option 1B

For Scenario #1, Option 1B, the Town would continue operating the facility as a transfer station including C&D processing, running State Stewardship programs, and partnering with GUVSWMD to host HHW collection events. We believe that the C&D debris processing by Town staff would likely require one additional employee during the facility's standard operating times each year to maintain these programs at the site. If the Facility is operated under this scenario, the surety for the closure costs would need to be held by the Town until the Facility is closed. Our opinion of probable costs for Option 1B is presented in Table 3 are in addition to the costs provided in Option 1A presented in Table 3.

Table 3 – Scenario #1, Option 1B Opinion of Probable Cost				
Item	Subitem	Amount/Year	Expense Cost per Subitem	Total
C&D Processing	Operation of Program by TOH Staff	1	(\$82,500)	(\$82,500)
	C&D (Per Ton)	1,000	(\$104)	(\$104,000)
Total Cost:				(\$186,500)

The total cost for Option 1B with Option 1A would be **\$804,122** and **\$541,832** without curbside services.

4.2 Scenario #2 (Fast Trash)

4.2.1 Option 2A

Scenario #2, Option 2A involves operating the Facility under a reduced footprint by providing space for third parties to offer fast trash and recycling options to residents. Costs are based, in part, on the tons of waste and recycling disposed from June 2023 through May of 2024. We anticipate this third-party company to operate services from the Recycling & Redemption Building located on-site; therefore, efforts would need to be made to improve the building in accordance with the previously provided costs in the "Site Evaluation Report". The opinion of

probable costs in Table 4 below are presented as yearly costs; however, for Options 2A through 2C an estimated one-time cost of approximately **\$56,000** for remediation maintenance of the Recycling & Redemption Building should be included.

The annual amount of MSW and recycled material per ton accepted at the Facility has been summarized in Table 4. The data is largely from the waste summary and cost table provided by the Town for waste and recycling collected from June 2023 through May 2024. We understand the Town has been in discussions with a few different third-party waste service companies but have had difficulties obtaining a quote for fast trash and recycling services from these entities. The costs provided in Table 4 are based, in part, on collection fees from local waste service companies, are not specific to the site, and therefore should be considered approximate. If the Facility is operated under this scenario, a surety for the appropriate closure costs would still need to be held by the Town accordingly, with costs being adjusted to be reflective of the reduced business plan.

Under Option 2A, the Town would partner with the GUVSWMD to host two Household HHW collection events a year (i.e., no State Stewardship Program will be conducted). To generally maintain the property, we approximated this would require one full-time employee and one part-time employee during the facility's standard operating times each year. If the Facility is operated under this scenario, a surety for the appropriate closure costs would need to be held by the Town accordingly, with costs being adjusted to be reflective of the reduced business plan. Our opinion of probable cost for Option 2A is presented in Table 4.

Table 4 - Scenario #2, Option 2A Opinion of Probable Cost					
Item	Subitem	Amount/Year	Expense Cost per Subitem	Revenue Cost per Subitem	Total
Third Party Fast Trash and Recycling	Municipal Solid Waste (Per Ton)	613	(\$150)	--	(\$91,950)
	Recycling (Per Ton)	250	(\$125)	--	(\$31,250)
	Curbside Recycling (Per Ton)	680	(\$120)	--	(\$81,600)
General Site Maintenance	Maintenance by TOH Staff	1.5	(\$73,333)	--	(\$110,000)
HHW Collection Days with GUVSWMD	Per Event	2	(\$18,500)	\$5,000	(\$27,000)
Total Cost:					(\$341,800)
Total Cost (without curbside):					(\$260,200)

4.2.2 Option 2B

Scenario #2, Option 2B, involves operating the Facility under a reduced footprint by providing space for third parties to offer fast trash and recycling options to residents. Under Option 2B, the Town would also offer collection of State Stewardship materials on Saturdays, and we approximated that this would require two part-time employees, one day per week for a year to maintain these programs at the Facility. We have assumed that the Facility would partner with

the GUVSWMD to host two Household HHW collection events a year (which could change depending upon the Act 58 requirements). Our opinion of probable cost for Option 2B is presented in Table 5 below. These costs are in addition to all other costs from Option 2A detailed in Table 4.

Table 5 – Scenario #2, Option 2B Opinion of Probable Cost					
Item	Subitem	Amount/Year	Expense Cost per Subitem	Revenue Cost per Subitem	Total
State Stewardship Programs Saturday only Collection	Operation of Program by TOH Staff	2	(\$16,500)	--	(\$33,000)
	Lead Acid Batteries (Per Battery)	4	--	\$211	\$844
	Tires (Per Tire)	200	(\$5)	--	(\$1,000)
	Food Scraps (Per 5lb Bucket)	4,661	(\$0.50)	\$4.75	\$19,809
	Freon Containing Devices (Per Device)	428	(\$8)	--	(\$3,424)
	Propane Tanks (Per Tank)	300	(\$1)	--	(\$300)
Total Cost:					(\$17,071)

The total cost for Option 2B with Option 2A would be **\$358,871** and **\$277,271** without curbside services.

4.2.3 Option 2C

Scenario #2, Option 2C involves operating the Facility under a reduced footprint by providing space for third parties to offer fast trash and recycling options to residents. Like Option 2A and 2B, we anticipate this third-party company to operate services from the Recycling & Redemption Building located at the Facility. Under Option 2C, we have assumed that the Town would partner with the GUVSWMD for both the collection of State Stewardship materials on Saturdays and to host two Household HHW collection events a year. There would be a per-event setup fee from GUVSWMD to run both programs that would be incurred by the Facility. If the Facility is operated under this scenario, closure costs would be held accordingly, reflecting the reduced business plan. Our opinion of probable cost for Option 2C is presented in Table 6 below. These costs are in addition to all other costs from Option 2A detailed in Table 4.

Table 6 – Scenario #2, Option 2C Opinion of Probable Cost					
Item	Description	Amount/ Year	Cost per Item	Revenue Cost per Subitem	Total
State Stewardship Programs Saturday only Collection with GUVSWMD	GUVSWMD Fee	1	(\$10,200)	--	(\$10,200)
	Lead Acid Batteries (Per Battery)	4	--	\$211	\$844
	Tires (Per Tire)	200	(\$5)	--	(\$1,000)
	Food Scraps (Per 5lb Bucket)	4,661	(\$0.50)	\$4.75	\$19,809
	Freon Containing Devices (Per Device)	428	(\$8)	--	(\$3,424)
	Propane Tanks (Per Tank)	300	(\$1)	--	(\$300)
Total Cost:					\$5,729

The total cost for Option 2C with Option 2A would be **\$336,071** and **\$254,471** without curbside services.

4.3 Scenario #3 (Redeveloped for Other Facilities)

Scenario #3 considers the site being redeveloped for other Town entities including an educational/training facility, Department of Public Works storage space, emergency services trailer service, a new C&D/solid waste transfer facility, emergency services training facility, and shooting range for local law enforcement. Potential locations for these entities are shown on the Conceptual Site Plan that was provided by the Town included in Appendix C. This would require site improvements to host such facilities depending on the intended use, including modifications to the wastewater and water supply systems, stormwater conveyance systems, and parking/accessways.

The existing water supply well needs to be replaced and would likely need to be located on an adjacent property currently not owned by the Town due to siting restrictions related to the closed landfill on the property and our assessment that there would not be enough flow at the location proposed by the Town. We have identified a possible location for a replacement well on the conceptual site plan provided in Section 8.0 of the "Site Evaluation Report". Table 7 below contains approximated costs related to septic system and stormwater system improvements; note that the actual costs will largely depend on the number of individuals intended to be present at the Facility and the water needs of the local fire department, and therefore could vary considerably, particularly as they relate to construction.

Table 7 also summarizes the probable costs of construction for new structures and specific site features. Note that none of these buildings or structures have been designed; therefore, our opinion of probable cost is based on the market costs per building footprint area. For the safety of the public, this would include costs to repair the on-site structures, remove the Former Public Works Building, and improve the driveways, helping to stabilize conditions at Facility.

If the Facility is operated under this scenario, a surety for the appropriate closure costs would still need to be held by the Town accordingly, with costs being adjusted to be reflective of the reduced business plan. For this opinion of probable cost, we only included the probable cost of operating the C&D/Solid Waste Transfer Facility. We did not include the cost of operating the other facilities.

Table 7 – Scenario #3 Opinion of Probable Cost		
Item	Description	Total
Site Stabilization	Recycling & Redemption Building	\$56,000
	H.H.W. Building and Adjacent Structures	\$27,000
	Office Building	\$36,000
	Demolish Former Public Works Building	\$32,000
	Scalehouse Building	\$13,000
	Driveways	\$452,000
	Retaining Walls	\$40,000
Stormwater Improvements	Design/Permitting	\$40,000
	Construction	\$450,000
Septic System Improvements	Design/Permitting	\$25,000
	Construction	\$122,500
Water Well, Piping, and Wellhouse	Design/Permitting	\$15,000
	Construction	\$250,000
Light Bulb Storage Building	Design/Permitting	\$15,000
	Construction	\$50,000
Parking/Accessways	Design/Permitting	\$20,000
	Construction	\$400,000
Emergency Services Trailer Service Building	Design/Permitting	\$50,000
	Construction	\$400,000
New Scalehouse	Design/Permitting	\$15,000
	Construction	\$150,000
C&D/Solid Waste Transfer Facility	Design/Permitting	\$125,000
	Construction	\$2,000,000
	Operations/Waste Disposal/Stewardship	\$415,000
Emergency Services Training Facility	Design/Permitting	\$175,000
	Construction	\$1,500,000
Shooting Range	Design/Permitting	\$30,000
	Construction	\$100,000
Total Cost:		\$7,003,500

4.4 Scenario #4 (Permanently Close the Site)

The last scenario evaluated was to permanently close the facility so that the site is stabilized and secured. If the Town proceeds with this option, the associated closure costs for the Facility would be used and would no longer need to be held by the Town. We based the assessment for this scenario on the closure and post-closure costs included as part of the “Site’s Facility

Management Plan and Application for Recertification” dated December 1, 2021 with costs updated for inflation. The updated closure costs are included in Appendix D. The costs in Appendix D include removing waste and recyclable materials from the site for closure and long-term post-closure care costs of the facility as summarized in Table 8. Because the Facility would be permanently closed and no longer used, costs to improve the condition/stability of the on-site roads and perform building maintenance were not included in Scenario #4. Due to concerns of the potential presence of lead and other hazardous building materials, the costs from the Site Evaluation Report to demolish the Former Public Works Building have been included in Table 8.

Table 8 – Scenario #4 Closure and Post-Closure Costs	
Waste/Task	Costs
MSW (Appendix D - Table 1)	\$11,420
Recycling (Appendix D - Table 2)	\$100,360
C&D (Appendix D - Table 3)	\$8,480
Daily Collection/HHW Events (Appendix D - Table 4)	\$52,700
Additional Costs (Appendix D - Table 5)	\$4,830
Former Public Works Building Demolition	\$32,000
Total Estimated Closure Cost	\$209,790
Total Estimated Post-Closure Cost (Appendix D - Table 6)	\$619,500
Total Estimated Closure/ Post-Closure Cost	\$829,290

5.0 C&D DEBRIS AND SOIL AREA REMEDIATION

The Vermont Department of Environmental Conservation (VTDEC) issued a Notice of Alleged Violation (NOAV) dated October 10, 2021 for the Town to remove the stockpiled C&D debris at the Facility. Although the C&D debris stockpiles were removed above grade, additional C&D debris was found below grade that still needs to be removed from the Facility. The cost to remove the remaining C&D debris will need to occur regardless of which scenario the Town chooses; therefore, we are providing the anticipated cost for removing this material separately in Table 9 below.

Table 9 includes an approximation of remediation costs for an authorized waste remediation contractor and hauler to process, transport, and dispose of the existing on-site C&D debris stockpile at the New England Waste Services of Vermont, Inc. (NEWSVT) landfill in Coventry, Vermont. Our opinion of probable cost also includes the required in-situ stabilization of lead in the area surrounding test pit TP-6, where the results of a soil sample from the test pit showed elevated lead concentrations that exceeded the USEPA Resource Conservation and Recovery Act (RCRA) Toxicity Characteristic Leachate Procedure (TCLP) Regulatory Levels Criteria per 40 CFR Part 261.24 as referenced in the “Construction and Demolition Debris Stockpile Evaluation Summary Report” by Sanborn Head dated September 22, 2022. Furthermore, since this evaluation was completed, additional sampling requirements for asbestos were requested and

sampled in June 2024. The analysis results indicated the presence of asbestos above the regulatory threshold of 1 percent.

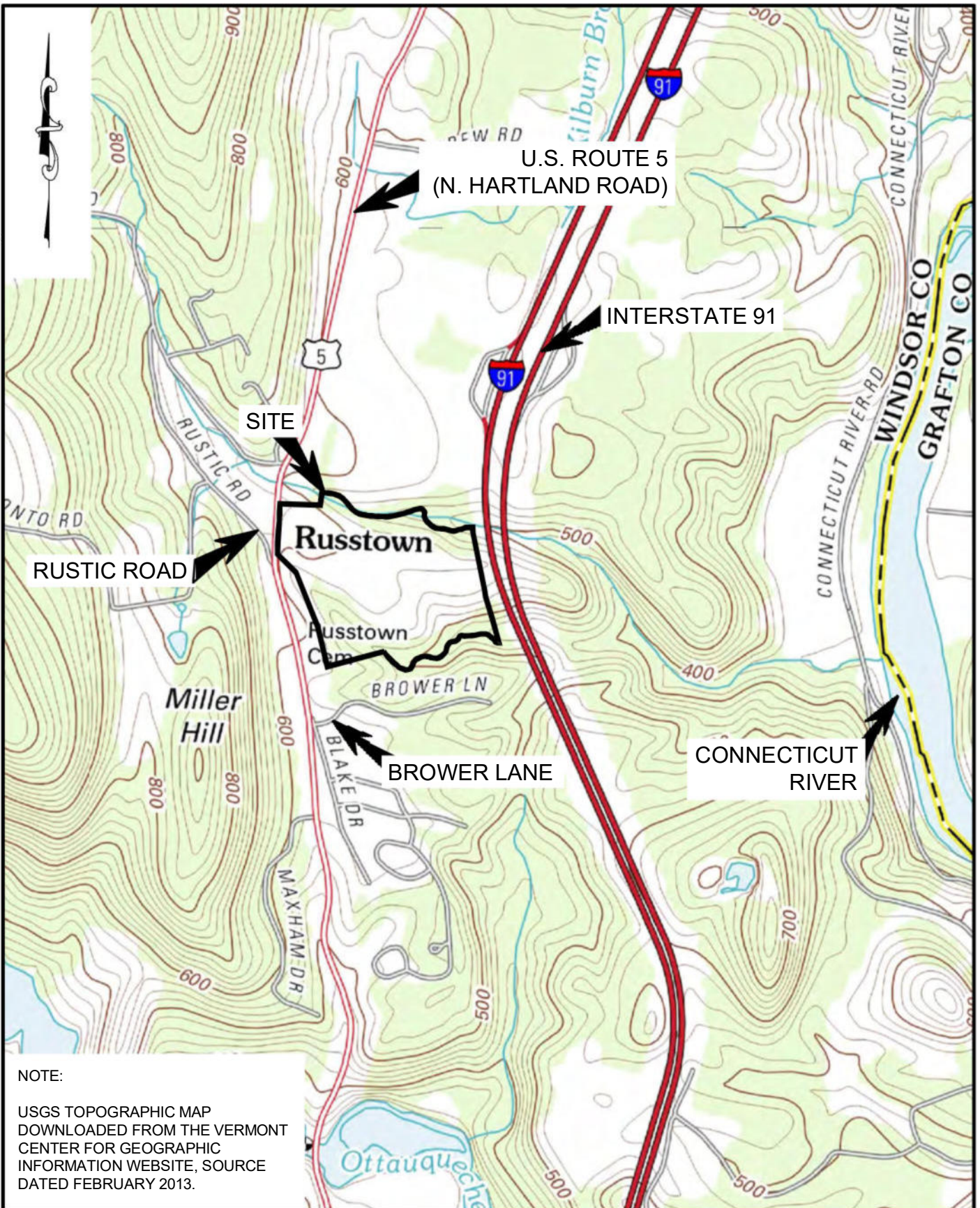
Sanborn Head performed additional delineation sampling to assess the extents of the asbestos-containing soil and C&D debris. Based on these results, it was determined by the Town that all material will be disposed of as friable waste at the NEWSVT landfill in Coventry, Vermont at the given rate of \$175/ton. A Request for Bids (RFB) was posted by the Town on November 1, 2024 for the C&D Debris Removal & Hauling Services. The C&D debris remediation costs presented in Table 9 are based on the lowest bid submitted.

Table 9 - C&D Debris Remediation Opinion of Probable Cost			
Construction/ Demolition	Anticipated Amount Stored Onsite (tons)	Price per Ton	Total
Excavation	3,735	\$48	\$179,280
In-situ Lead Treatment	467	\$25	\$11,675
Hauling and Drop-off	3,735	\$108	\$403,380
Disposal at NEWSVT	3,735	\$175	\$653,625
Total Cost:			\$1,247,960

6.0 CONCLUSION

In conclusion, each scenario assessed offers a feasible option for maintaining, redeveloping, or closing the Hartford Solid Waste and Recycling Transfer Station. After thorough examination of this feasibility analysis plan from all financial, technical, and operational aspects, a decision should be made that best supports the residents of the Town of Hartford, aligns with the Town's strategic goals, and provides a lasting benefit to the community. We also recommend the Town evaluate and adjust their fees (revenue) to be profitable, where possible.

Figures



NOTE:

USGS TOPOGRAPHIC MAP
DOWNLOADED FROM THE VERMONT
CENTER FOR GEOGRAPHIC
INFORMATION WEBSITE, SOURCE
DATED FEBRUARY 2013.

TOWN OF HARTFORD
HARTFORD, VERMONT

SANBORN  **HEAD**

**HARTFORD SOLID WASTE AND RECYCLING
TRANSFER STATION
LOCUS PLAN**

SCALE: 1"=1,200'

DATE: NOV. 2023

DRAWN BY: LET

CHECKED BY: BJB

FILE NO. 5005.03

FIGURE NO. 1

Appendix A

Town of Hartford Requirement Checklist



Town of Hartford

Hartford Solid Waste and Recycling Transfer Station



Requirement Checklist

Requirements	Currently Completed by the Town	Current Town Cost	Town Cost Over the Next 5 Years (w/ 4% inflation)	Alternative Options
Solid Waste Management Facility Certification (Hartford Solid Waste and Recycling Transfer Station)				
On or before July 1 of each year, the Permittee shall submit a report concerning its financial condition.	X	\$70,000	\$364,000	None
On or before June 1 every 2 years, the Permittee shall review the approved closure plan and closure cost estimates and shall submit documentation consisting of financial capability to meet closure and post-closure costs.	X			None
Maintain an up-to-date copy of the Facility Management Plan and Certification at the Facility.	X			None
Ensure that the amounts of materials accepted and stored at the facility do not exceed the amounts listed in the Material Acceptance and Storage Limitations of the Certification.	X			None
Practices and/or engineering controls pursuant to the Rules with respect to preventing/controlling spills, nuisance dust, vectors, odors, and wind-blown debris.	X			None
Practices that prevent the inclusion of hazardous wastes with the solid waste. accepted by the facility.	X			None
All solid waste shall be transported to a certified treatment or disposal facility on a schedule adjusted to minimize odors from waste.	X	\$100,000	\$520,000	Partner with GUVSWMD to run year-round collection or contract with third-party waste management company
C&D Waste may be stored uncovered on the ground for a period not to exceed one hundred twenty (120) days from the date of receipt. The maximum on-site volume shall not exceed 2,000 cubic yards of ground and un-ground C&D waste at any time.	Removal of existing C&D debris material	\$1,247,960	-	Continue to not offer C&D collection
Offer parallel collection of mandated recyclables at the Facility.	X	\$91,600	\$476,320	Partner with GUVSWMD to run year-round collection or contract with third-party waste management company
Offer parallel collection of food residuals at the Facility.	X	--	--	Partner with GUVSWMD to run year-round collection or contract with third-party waste management company
Offer parallel collection of leaf and yard waste at the Facility.	X			Partner with GUVSWMD to run year-round collection or contract with third-party waste management company



Town of Hartford

Hartford Solid Waste and Recycling Transfer Station



Requirement Checklist

Requirements	Currently Completed by the Town	Current Town Cost	Town Cost Over the Next 5 Years (w/ 4% inflation)	Alternative Options
Solid Waste Implementation Plan				
Link to SWIP on website.	X	\$1,000	\$5,200	None
Link to A-Z guide on website.	X			None
Variable Rate Pricing (VRP) program description, including an assessment of hauler and facility compliance.	X			None
Website link to haulers servicing the region.	X			None
Collaboration with local food rescue groups and list of options in region on website.	X			None
List of options for textile reuse and recycling on website.	X			None
Website link for event waste reduction and diversion resources and services.	X			None
List of drywall and asphalt shingle recycling collection locations in or out of region if any.	X			None
List locations of existing facilities for leaf and yard collection and clean wood collection in A-Z guide. Provide link.	X			None
Outreach to at least 10% or 2 schools (whichever is greater)	X	\$500	\$2,600	None
Outreach to at least 2% or 20 businesses (whichever is greater)	X			None
Submit Re-TRAC "Annual HHW/CEG Report" or "Quarterly HHW/CEG Facility Report"	X			None
Access to a permanent HHW facility or 2 HHW events and 20 road mile convenience requirement.	X	\$37,000	\$192,400	Partner with GUVSWMD to provide a minimum of two HHW collection events a year
Access to year-round collection in region for the following materials: batteries, mercury containing lamps, mercury thermostats, 1- and 20-pound propane tanks, electronics, paint, tires, used oil, and white goods (including discarded refrigerators, washing machines, clothes dryers, ranges, water heaters, dishwasher, freezers).	X	\$10,000	\$52,000	Partner with GUVSWMD to run year-round collection
Clean Wood and Inert Debris Management Sites, identify at least one location within SWME region to site and permit a categorical disposal or storage/transfer area.	X			Partner with GUVSWMD to run year-round collection
Year-round collection of gas cylinders must exist within SWME boundary or within 20 miles of Town.	X			Partner with GUVSWMD to run year-round collection
Prepare Disaster Debris Plan and update SWIP.		\$15,000	-	To be completed by end of year 1 of the SWIP term (December 31, 2026)

Appendix B

Table 2A&B – Scenario 1, Option 1A Opinion of Probable Cost (Detailed)

**Table 2A – Scenario 1, Option 1A Transfer Facility Costs During FY2025 (With
Curbside Collection Services)**

**Table 2B – Scenario 1, Option 1A Transfer Facility Costs During FY2026 (Without
Curbside Collection Services)**

Appendix B

Table 2A & 2B– Scenario 1, Option 1A Opinion of Probable Cost (Detailed)										
Item	Description	Amount/ Year	Expense Cost per Subitem	Subitem Expense	Transport Cost per Subitem	Subitem Transport Costs	Revenue Cost per Subitem	Subitem Revenue	Total Cost	Notes
Transfer Facility Operations	TOH General Facility Costs (Personnel Wages, Operations, Maintenance, and Miscellaneous)	1	(465,660)	(465,660)	--	--	--	--	(\$465,660)	3
	Recycling Center Rental and Waste Ordinance Fee	1	--	--	--	--	\$110,000	\$110,000	\$110,000	2
	Scrap Metal (Per Ton)	162	(2)	(324)	(30)	(4,860)	\$153	\$24,786	\$19,602	1, 4
	Clean Wood (Per Ton)	22	--	--	(65)	(1,430)	--	--	(\$1,430)	1, 6
State Stewardship Programs Daily Collection	Lead Acid Batteries (Per Battery)	4	--	--	--	--	\$211	\$844	\$844	4
	Tires (Per Tire)	200	(5)	(1,000)	--	--	--	--	(\$1,000)	4
	Food Scraps (Per 5lb bucket)	4,661	(1)	(2,331)	--	--	\$4.75	\$22,140	\$19,809	1, 7
	Freon Containing Devices (Per Device)	428	(8)	(3,424)	--	--	--	--	(\$3,424)	4
	Propane Tanks (Per Tank)	300	(1)	(300)	(1)	(150)	--	--	(\$450)	4
HHW Collection Days with GUVSWMD	Per Event	2	(18,500)	(37,000)	--	--	\$5,000	\$10,000	(\$27,000)	2
Total Cost:									(\$348,709)	

Notes:

1. The quantities are based on the 4-year average tonnage from FY 2021 to FY 2024 provided by the Town on November 21, 2024 in a file titled "ReTrac Reporting 20-24.xlsx".
2. The revenue costs are based on the 2025 select board budget revenue provided by Casella provided by the Town on August 1, 2024 in a file titled "Final FUND 30 REVENUES FYE 2025 DETAILED.pdf".
3. The price per subitems are based on the 2025 select board budget expense provided by the Town on August 1, 2024 in a file titled "Final FUND 30 EXPENSES FYE 2025 DETAILED.pdf".
4. The quantities , price per subitem, transport costs, and revenue costs are calculated averages based on data provided by the Town on November 22, 2024 in a file titled "Hartford VT - NRRRA Activity Report YTD as of 11-22-24 with 2025 Pricing.xlsx".
5. The price per subitems are calculated average costs from FY 2024 based on data provided by the Town on June 14, 2024 in a file titled "Town of Hartford 1.1.23-5.31.24.xlsx".
6. The transport costs are calculated average hauling costs per ton of material from FY 2024 based on data provided by the Town on June 14, 2024 in a file titled "Town of Hartford 1.1.23-5.31.24.xlsx".
7. The quantities are based on the conversion (1 ton = 2,000 lbs.) and an estimated 262 lbs. per 35 gallon tote. The price per subitem is based on the current Casella Waste Management MRF - Rutland Town disposal fee schedule. The revenue costs are based on the Town of Hartford FY 2025 Master Fee Schedule provided by the Town on August 7, 2024 in a file titled "Master DPW Schedule - 2025.pdf".

Appendix B

Table 2A – Scenario 1, Option 1A Transfer Facility Costs for FY2025 (With Curbside Collection Services)									
Item	Description	July-August 2024 Amount	Expense Cost per Subitem	Subitem Expense	Revenue Cost per Subitem	Subitem Revenue	July-August 2024 Net Cost	Projected Yearly Net Costs	Notes
Transfer Facility Operations	Municipal Solid Waste (Disposal Cost Per Ton)	116.31	(\$149)	(\$17,300)	--	--	(\$17,300)	(\$103,800)	1,2
	Curbside Collection Services	1	(\$45,833)	(\$45,833)	--	--	(\$45,833)	(\$275,000)	3
	Glass (Per Ton)	6.63	(\$106)	(\$703)	--	--	(\$703)	(\$4,218)	1
	Steel/Tin Cans (Per Ton)	1.84	(\$198)	(\$364)	\$161.58	\$297.84	(\$66)	(\$398)	1
	Other Plastics (Per Ton)	8.40	(\$138)	(\$1,158)	\$67.50	\$567.00	(\$591)	(\$3,546)	1
	Mixed Paper (Per Ton)	15.97	(\$93)	(\$1,491)	\$27.50	\$439.18	(\$1,052)	(\$6,311)	1
	Corrugated Cardboard (Per Ton)	15.03	(\$98)	(\$1,473)	\$67.50	\$1,014.53	(\$458)	(\$2,751)	1
	Punch Cards	340	--	--	\$47.50	\$16,150.00	\$16,150	\$96,900	4
	Permits	699	--	--	\$30.00	\$20,970.00	\$20,970	\$30,210	4
Net Cost:							\$16,949	(\$268,913)	

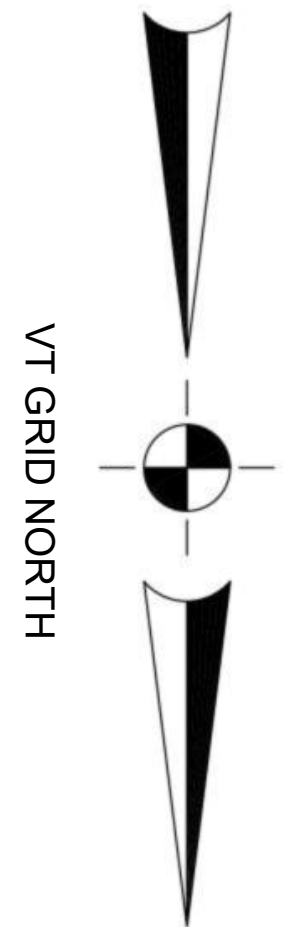
Table 2B – Scenario 1, Option 1A Transfer Facility Costs During FY2026 (Without Curbside Collection Services)									
Item	Description	July-August 2025 Amount	Expense Cost per Subitem	Subitem Expense	Revenue Cost per Subitem	Subitem Revenue	July-August 2024 Net Cost	Projected Yearly Net Costs	Notes
Transfer Facility Operations	Municipal Solid Waste (Disposal Cost Per Ton)	137.73	(\$177)	(\$24,436)	--	--	(\$24,436)	(\$146,615)	1,2
	Curbside Collection Services	--	--	--	--	--	--	--	5
	Glass (Per Ton)	13.06	(\$124)	(\$1,623)	--	--	(\$1,623)	(\$9,738)	1
	Steel/Tin Cans (Per Ton)	3.11	(\$232)	(\$723)	\$1,254.27	\$3,900.78	\$3,178	\$19,070	1
	Other Plastics (Per Ton)	13.80	(\$210)	(\$2,897)	--	--	(\$2,897)	(\$17,382)	1
	Mixed Paper (Per Ton)	12.18	(\$89)	(\$1,088)	\$54.80	\$667.43	(\$421)	(\$2,523)	1
	Corrugated Cardboard (Per Ton)	20.57	(\$119)	(\$2,453)	\$67.50	\$1,388.48	(\$1,065)	(\$6,387)	1
	Punch Cards	366	--	--	\$50.00	\$18,300.00	\$18,300	\$109,800	4
	Permits	1,091	--	--	\$30.00	\$32,730.00	\$32,730	\$47,152	4
Net Cost (without curbside):							\$23,767	(\$6,624)	

Notes:

1. The quantities, costs, and revenues are based on the tonnage data from 7/1/2024-8/31/2024 (with curbside collection services) and 7/1/2025-8/31/2025 (without curbside services) provided by the Town on October 30, 2025 in a file titled "July - Aug 24-25 Comparisons.xlsx". The expense costs include transportation costs.
2. The expense cost includes tipping fees at the Lebanon Landfill.
3. The price per subitem is based on a 2-month expense from the 2025 select board budget expense provided by the Town on September 26, 2025 in a file titled "Fund 30 FYE 2026 Expenses detailed.pdf".
4. The quantities and revenues are based on the 7/1/2024-8/31/2024 and 7/1/2025-8/31/2025 permit and punch card purchases provided by the Town on September 30, 2025 by email. The number of permits purchased for FY 2025 (1,007) is based on information provided by the Town on September 26, 2025. The projected yearly total for permits in FY 2026 is based on the rate of increase of permits purchased in 7/1/2024-8/31/2024 compared to the total FY 2025 amount.
5. According to the Town, curbside collection and recycling services were discontinued on July 1, 2025.

Appendix C

Conceptual Site Plan



Printed 5/05/2023



DRAWN BY: C.D.H.
CHECKED BY:
DATE: XX/XX/XXXX
PROJ. NO. XXXX-XX

Conceptual Site Plan

2590 North Hartland Road
Town of Hartford Vermont

REVISIONS			
REV.	DESCRIPTION	BY	DATE



C.1
SHEET NUMBER

Appendix D

Town of Hartford Solid Waste and Recycling Transfer Center Closure Cost Estimates

Appendix D
Town of Hartford Solid Waste and Recycling Transfer Center
Closure Cost Estimates
July 2024

Table 1							
Disposables	Maximum Amount Stored Onsite (tons)	Loading Time (hours)	# of Roll-offs (50 cy/roll-off)	Total Loading Cost (\$106/hr)	Total Transportation Fee (\$131/50 cy)	Total Tipping Fee (\$98/ton)	Total Cost
Household/ Commercial Garbage	58	3	6	\$318.00	\$786.00	\$5,684.00	\$6,788.00
Leaf/Yard Waste	36	3	6	\$318.00	\$786.00	\$3,528.00	\$4,632.00
Total Cost:				\$636.00	\$1,572.00	\$9,212.00	\$11,420.00

Table 2							
Recyclables	Maximum Amount Stored Onsite (tons)	Loading Time (hours)	# of Roll-offs (50 cy/roll-off)	Total Loading Cost (\$106/hr)	Total Transportation Fee (\$131/50 cy)	Total Tipping Fee (\$98/ton)	Total Cost
Newspaper	80	1	2	\$106.00	\$262.00	\$7,840.00	\$8,208.00
Cardboard	100	1	2	\$106.00	\$262.00	\$9,800.00	\$10,168.00
Mixed Paper	80	1	2	\$106.00	\$262.00	\$7,840.00	\$8,208.00
Boxboard	150	1.5	1	\$159.00	\$131.00	\$14,700.00	\$14,990.00
Clear Glass	50	0.5	1	\$53.00	\$131.00	\$4,900.00	\$5,084.00
Brown/Green Glass	50	0.5	1	\$53.00	\$131.00	\$4,900.00	\$5,084.00
Appliances (Scrap)	100	1	2	\$106.00	\$262.00	\$9,800.00	\$10,168.00
Aluminum	40	0.5	1	\$53.00	\$131.00	\$3,920.00	\$4,104.00
Steel Cans	40	0.5	1	\$53.00	\$131.00	\$3,920.00	\$4,104.00
Clear/Colored HDPE #2	150	1.5	2	\$159.00	\$262.00	\$14,700.00	\$15,121.00
PET #1	150	1.5	2	\$159.00	\$262.00	\$14,700.00	\$15,121.00
Total Cost:				\$1,113.00	\$2,227.00	\$97,020.00	\$100,360.00

Appendix D
Town of Hartford Solid Waste and Recycling Transfer Center
Closure Cost Estimates
July 2024

Table 3				
Construction/ Demolition	Maximum Amount Stored Onsite (tons)	Total (tons)	Price per Ton	Total
1 ft Soil Cover on Concrete and Brick Piles (100 ft x 100ft x 5ft stockpile area)	N/A	N/A	N/A	\$8,480.00
Total Cost:				\$8,480.00

Table 4					
Item	Description	Amount/Year	Maximum Amount Stored Onsite	Cost per Item	Total
Daily Collection	Lead Acid Batteries	N/A	100	\$5.00	\$500.00
	Tires	800	800	\$19.00	\$15,200.00
HHW Days	Per Event	2	N/A	\$18,500.00	\$37,000.00
					\$52,700.00

Table 5					
Item	Description	Maximum Amount Stored Onsite (tons)	Quantity	Cost per Item	Total
Food Residuals	Per Tote	2.4	18	\$130.00	\$2,340.00
Freon Containing Devices	Per Unit	N/A	210	\$10.20	\$2,150.00
Non-Covered Electronic Wastes	Per Pickup	N/A	1	\$340.00	\$340.00
Total Cost:					\$4,830.00

Appendix D
Town of Hartford Solid Waste and Recycling Transfer Center
Closure Cost Estimates
July 2024

Table 6	
Post Closure Monitoring	Costs
Annual Water Quality Monitoring	\$34,900.00
Annual Inspection Report	\$2,100.00
Annual Maintenance	\$3,400.00
Average Annual Cost for Groundwater Reclassification	\$900.00
Total Average Annual Post-Closure Care Costs	\$41,300.00
Total Post-Closure Care Costs for 15 Year Period	\$619,500.00



AGENDA MEMORANDUM

October 14, 2025

Town Selectboard Meeting Item: 5

Submitted by: Bryan Gazda, Director of Public Works

Subject: Engineering Services for Capping of Construction & Demolition Material

Background: The Town previously contracted with Sanborn Head to evaluate the best method for the removal and disposal of C&D material at the Solid Waste – Recycling Facility in response to a Notice of Alleged Violation (N.O.A.V.) issued by the State of Vermont's Department of Environmental Conservation's Waste Management and Prevention Division on October 1, 2021.

To date, Sanborn Head has performed an evaluation of the subsurface materials including test pits, sampling for contamination, approximating volumes, tonnage, and providing removal and disposal options with approximate costs based on unprocessed disposal rates for the landfills in Lebanon, NH and New England Waste Services of Vermont (NEWSVT) landfill in Coventry, VT. Upon further discussion with City of Lebanon's Solid Waste Division, we were informed of a new requirement for the testing of asbestos before they would accept the C&D material. Sanborn Head conducted subsurface testing in several locations, with most of the locations testing positive for levels of asbestos greater than what is allowed for disposal at the Lebanon landfill. The NEWSVT facility could accept the C&D material as hazardous waste, making it extremely expensive for the removal, transportation, and disposal of the C&D material.

With limited number of alternative methods to explore, DPW staff discussed with Sanborn Head the potential to cap the C&D material on site and agreed it was a viable method to consider and authorized Sanborn head to contact VTDEC on our behalf to see if it would be feasible.

The attached letter from Sanborn Head to VTDEC dated June 12, 2025, summarizes the overall general actions taken so far and what is required to cap the C&D material and the benefit of doing so.

Discussion: The attached letter from the State of Vermont dated August 8, 2025, sets forth the parameters we would need to meet to request a waiver from the State's Solid Waste Rules for an unlined disposal site. Given the State's willingness to consider a waiver, I requested a proposal from Sanborn Head, and they submitted a proposal for Engineering Consulting Services, dated August 28, 2025, in the amount of \$74,200 that is broken down by 3 objectives to complete the project.

Given Sanborn Head's involvement to date regarding the removal of C&D material, it is in the Town's best interest to continue to engage Sanborn Head for the analysis and engineering to determine whether the capping of C&D material is feasible.

To accomplish this, a waiver of Purchasing Policy Section 6 – Competitive Sealed Proposals, as allowed under Section 3.7 by the Selectboard is required to accept Sanborn Head's proposal for these services.

It is further understood that if a wavier for an unlined disposal site is not granted under Objective 1 by the State, then Objectives 2 & 3 would not be completed.

Impact: Funding for this engineering proposal is as follows:

C&D Removal Funding		
Account	Description	Balance
P.O. #10560	Grinding, hauling, tipping fees and tax	\$51,022.89
P.O. #13725	C&D Removal	\$117,113.00
P.O. # 15120	C&D Removal	\$245,785.00
P.O. # 15121	C&D Removal	\$100,000.00
G.L. #30-973-318-0000	F.Y. 26 C&D Contracted Services	\$50,000.00
Total		\$563,920.89

Appropriations - Sanborn Head's Proposal Fee		
Account	Description	Amount
P.O. #10560	Grinding, hauling, tipping fees and tax	\$24,200.00
G.L. #30-973-318-0000	F.Y. 26 C&D Contracted Services	\$50,000.00
Total		\$74,200.00

Recommendation: I recommend the following motion: In accordance with Section 3.7 of the Town Purchasing Policy, the Selectboard waive the requirements of Section 6 – Competitive Sealed Proposals and accept Sanborn Head & Associates, Inc., 6 Bedford Farms Dr, Bedford, New Hampshire, proposal for Engineer Consulting Services – Construction and Demolition (C&D) Stockpile, dated August 28, 2025, in the amount of \$74,200, and authorize the Town Manager to sign the proposal.



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

August 28, 2025
File No. 5005.02

Re: Proposal for Engineering Consulting Services
Town of Hartford Landfill – Construction and Demolition (C&D) Stockpile
Hartford, Vermont

Dear Bryan:

Sanborn, Head & Associates, Inc. is pleased to submit to the Town of Hartford (Town) our proposal to provide engineering consulting services related to capping of the construction and demolition (C&D) debris stockpile located at the Town's landfill (Site) in Hartford, Vermont. It is our understanding the Town of Hartford would like Sanborn Head to move forward with submitting a response to the Vermont Department of Environmental Conservation (VTDEC) Waste Management and Prevention Division (WMPD) to support authorization of capping the C&D debris stockpile in-place as detailed in our project discussion call on August 13, 2025.

OBJECTIVE AND SCOPE OF SERVICES

At The Town's request, Sanborn Head sent a letter to the VTDEC WMPD on June 12, 2025, requesting their feedback on the feasibility of capping the C&D debris-in-place to address the Notice of Alleged Violation (NOAV) issued to the Town for exceeding the maximum on-site storage time and volume of C&D debris. On August 8, 2025, the WMPD responded by indicating they may consider approving a liner waiver request to cap the C&D debris in-place if the Town could demonstrate that there is no leaching from the C&D material. The objective of our services is to first evaluate the leaching potential of C&D debris and then develop a plan to mitigate the potential of lead leaching into the groundwater. The findings of our evaluation and lead mitigation plan will then be submitted as part of a formal liner waiver request to the VTDEC for review. If approved, we have also included costs to design the cap, prepare the permit applications, provide construction quality assurance, and as-built documentation services during construction of the cap. Our scope of services to meet these objectives is described below.

Objective 1 Leachability Summary Analysis

On behalf of the Town, Sanborn Head will inform the WMPD that we intend to proceed with a liner exemption application to cap the C&D debris in-place. According to the Solid Waste Rules, a liner waiver cannot be granted if the waste mass is subject to leaching and impacting groundwater. Therefore, Sanborn Head will review the historical groundwater sampling then contact WMPD to discuss our findings and assess the feasibility of a liner waiver request.



Based on WMPD's response, we may move forward with preparing a summary analysis describing the waste mass leachability potential and impacts to the groundwater. We will reevaluate the in-situ soil stabilization plan for treatment of Test Pit #6 to isolate the area and remove the lead contaminated material. We will make updates as necessary to the in-situ soil stabilization plan and include this with the summary analysis.

We will further highlight the significant cost-savings this alternative approach would provide for the Town rather than excavating and transporting the volume of material to a landfill for disposal and the other benefits of keeping the C&D out of a landfill.

This objective also includes approximately \$1,800 of unbilled time for previous coordination efforts with VTDEC WMPD and the Town related to the capping project.

Objective 2 Cap Design and Permitting

If this approach is accepted by WMPD, Sanborn Head will prepare design documents and evaluate permitting needs for the capping project. We have assumed the cap will consist of approximately two feet of low permeable soil with a vegetated cover. This may be subject to change depending on our design process and WMPD's response to our letter request. The design documents will include:

- Design Narrative;
- Construction Drawings;
- Updated Soil Stabilization Work Plan;
- Construction Quality Assurance (CQA) Plan;
- Technical Specifications; and
- Design Calculations.

The design documents will be submitted to VTDEC for review and approval. Following approval, Sanborn Head will prepare bid documents to be provided to prospective Contractors to use in preparation of construction bids for the project. Sanborn Head will prepare an opinion of cost for construction of the project, so that the Town may anticipate the expected budget needed to complete the work. Sanborn Head will also open the bids for the project, tabulate the bids received, evaluate the responsiveness of the bidders, and make recommendations for award of the work.

The State of Vermont generally requires a Construction Stormwater Permit for construction activities that result in a total earth disturbance equal to or greater than one acre. As such, an application for a Construction Stormwater Permit will be necessary to authorize stormwater discharge from construction activities under General Permit 3-9020.

The State of Vermont has different levels of "risk" that require different levels of application preparation. The level of risk is dependent the like amount of disturbance, length of time of disturbance, site soils, etc. It is likely that construction to cap the C&D debris in-place would be considered Low Risk, which requires the preparation and submittal of a NOI; a soils evaluation; a location map; and a site drawing. Sanborn Head would prepare these items and provide them

to you for review and comment. We will incorporate your comments into the documents, if any, and then submit them via the Vermont Agency of Natural Resource's online portal.

Note that we have included the permit application fee of \$100 as part of our budget based on a Low Risk application of less than 5 acres of disturbance. If the level of risk changes this fee will need to be adjusted accordingly.

Objective 3 Construction Observation Services and Record Drawings

As requested by the Town, we have included our opinion of cost to provide on-site CQA personnel during construction of the C&D debris stockpile cap. These services may be subject to change based on the actual permitted design of the project. Sanborn Head will attend a pre-construction meeting and provide part-time observation services which will include:

- Reviewing material submittals from the Contractor;
- Observing the Contractor's work for conformance with the Contract Documents;
- Documenting the progress of the Contractor's work;
- Performing field moisture/density tests on compacted soil, if needed;
- Obtaining samples of earth materials, if needed, for testing at a subcontracted geotechnical laboratory;
- Preparing a health and safety plan to address potential exposures to contaminated material beneath the cap; and
- Providing an on-site representative to address the Contractor's questions and to refer them to the appropriate parties for assistance as needed.

As mentioned in the Contract Amendment No. 2, the C&D debris in the vicinity of exploratory test pit, TP-6 (approximately 467 tons of material) will need to be treated in-situ to decrease the amount of lead to below the Resource Conservation and Recovery Act (RCRA) hazardous limit. The C&D debris is proposed to be stabilized using a dry reagent mixed with the C&D material using an excavator. For the treated material to be accepted by VTDEC and remain in-place, Sanborn Head will perform confirmatory sampling from the post-treated soil and test for TCLP analysis of lead, at a minimum of 1 sample per 100 tons of material. These analytical results will be submitted to the VTDEC for review and approval prior to capping.

For budgeting purposes, we have assumed a full-time on-site representative will be needed on average for five days per week over a period of 2 weeks for the installation of the earthen cap with each week consisting of 50 onsite hours (five 10-hour days during the week) and three driving hours. Note that the actual amount of time that Sanborn Head personnel will be needed during construction will be largely dependent on factors that Sanborn Head is unable to control, such as WMPD's final cap requirements, weather, contractor means and methods, etc.

Upon completion of construction, Sanborn Head will prepare a CQA Letter Report and approximately 2-3 sheets of Record Drawings. The CQA Letter Report will include a summary describing our observations during construction, laboratory analytical results, and cap installation documentation. The CQA Letter Report will also include our opinion regarding the actual construction of the project relative to the proposed construction drawings and technical

specifications. The CQA Letter Report will be prepared under the direction of a Professional Engineer registered in the State of Vermont and submitted to VTDEC.

ASSUMPTIONS

We have assumed that an Act 250 Land Use Permit will not be required to cap the existing C&D debris. We have also assumed that the proposed soil cap design does not create additional impervious surface, therefore an Operational Stormwater Discharge Permit will not be required.

BUDGET ESTIMATE AND BASIS OF BILLINGS

The amended budget estimates for Sanborn Head to complete the scope of services described above is **\$74,200**.

Objective	Description	Estimated Cost
1	Leachability Summary Analysis	\$10,200
2	Cap Design and Permitting	\$27,500
3	Construction Observation Services and Record Drawings	\$36,500
	Total Estimated Cost	\$74,200

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. Authorized billings more than the approved budget amount will be based on the actual number of hours worked plus expenses.

SCHEDULE

Sanborn Head can commence our services as described above upon written approval of this proposal.

TERMS OF ENGAGEMENT

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

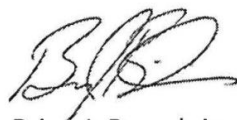
ACCEPTANCE

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.

Please call us if you have any questions.

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


Laura E. Williams
Senior Project Engineer
LEW/BJB: lew


Brian J. Beaudoin
Senior Vice President

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 Town of Hartford.

By: _____ Title: _____
for Town of Hartford

Typed/Printed Name Date: _____

P:\5000s\5005.02\Project Control\20250828 Hartford LF Capping Scope of Services.docx



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.



State of Vermont
Department of Environmental Conservation
Waste Management & Prevention Division
1 National Life Drive – Davis 1
Montpelier, VT 05620-3704 802-828-1138

August 8, 2025

Brian Beaudoin bbeaudoin@sanbornhead.com
Sanborn & Head
SENT VIA EMAIL

Re: Town of Hartford Landfill C&D disposal pile

Mr. Beaudoin,

This is the response to your letter of June 12th 2025, on the accumulation of construction and demolition (C&D) debris at the Town's landfill and transfer station located at 2590 North Hartland Road, Hartford, Vermont. The town has exceeded both the maximum on-site storage time and the volume of C&D on site. There is an estimated 3,735 tons of C&D debris on site. The Solid Waste Program (Program) issued an NOAV on October 1, 2021, requiring the full removal of the C&D debris. The Town removed and disposed of some C&D material and has asked for consideration of an alternative approach, allowing the remaining C&D debris to be capped in place.

Considering the approach of leaving the C&D debris in place, the Program noted that during the composite sampling of the eight test pits of the waste mass the following contaminants were sampled for:

- | | |
|-------------------------------|------------------------------------|
| • TCLP Herbicides | • Specific Conductance |
| • TCLP Pesticides | • Ignitibility |
| • TCLP Volatile Organics | • Free Liquid (Paint Filter) |
| • TCLP Semi volatile Organics | • Reactivity – Cyanide and Sulfide |
| • TCLP ABN Compounds | • Total TPH |
| • TCLP RCRA 8 Metals | • Total PAHs |
| • Total Solids | • Total PCBs |
| • pH/Corrosivity | |

The only results were from test pit 6 which failed the TCLP for Lead which had concentrations exceeding the RCRA threshold of 5.0 mg/L, with recorded levels of 6.49 mg/L. 25 additional test pits were excavated in the C&D debris for asbestos analyses. The analytical results indicated that 19 of the test pits had asbestos content above 1 percent.

The Solid Waste Rules require that landfills be built with a double liner system unless the waste materials being disposed of are inert and free of municipal solid waste (6-1004 (c)). To cap the C&D debris in place would require a liner waiver from the Solid Waste Rules. A liner waiver cannot be granted if the waste mass is subject to leaching and impacting groundwater. Given that this waste material is already above the limit for lead, it is ultimately the applicant who must demonstrate that there is no leaching from this waste material. The C&D storage at the facility began around the year 2000. A review of the historical groundwater sampling would be required to demonstrate that the waste mass is not impacting groundwater. The in-situ stabilization of the lead would also require a plan to be approved.

Finally, if the plan to allow the waste to remain in place is not approved. The removal and proper disposal of this waste will need a plan submitted and reviewed and approved by the Agency that addresses how lead will be insitu treated to be lower than the RCRA standard and then sent off for disposal in a certified disposal facility and how any movement of the waste mass (digging up, removing, blending, amending, mixing, containerizing, etc.) will be done in a way that prevents asbestos impacts to workers and surrounding people and property and environment.

Note that, as described in the unresolved NOAV, the Agency may also issue the Town an Administrative Order pursuant to 10 V.S.A. Section 8008 for the ongoing violations. The order would require full compliance with all applicable statutes, rules, and/or permits; assess penalties; and if necessary, require corrective/restorative action and any other measures deemed appropriate.

The Agency requests that the Town inform the Agency within 60 days if it will be proceeding with a landfill application/liner exemption application or with a cleanup plan for the waste.

Thank you for your attention to these matters.



Dennis Fekert
Chief, Certification Section
Vermont Solid Waste Management Program



Mr. Aric Brown
Vermont Department of Environmental Conservation
Waste Management and Prevention Division
Davis Building - 1st Floor
One National Life Drive Montpelier, VT 05620-3704

June 12, 2025
File No. 5005.02

Re: Alternative Mitigation of Construction and Demolition Debris Stockpile
Town of Hartford Landfill
Hartford, Vermont

Dear Mr. Brown:

On behalf of the Town of Hartford (Town), Sanborn, Head & Associates, Inc. (Sanborn Head) is submitting this request to the Vermont Department of Environmental Conservation (VTDEC) Waste Management and Prevention Division (WMPD) regarding the final disposal of the unintended accumulation of construction and demolition (C&D) debris at the Town's landfill located at 2590 North Hartland Road, Hartford, Vermont. The Town has engaged in ongoing discussions with the WMPD to explore alternative solutions for addressing the Notice of Alleged Violation (NOAV) issued on October 1, 2021 for exceeding the permitted maximum on-site storage time and volume of C&D debris. While the NOAV requires full removal of the debris, the Town seeks the WMPD's consideration of an alternative approach to cap the material in place, which would provide significant cost savings while maintaining environmental compliance. Before proceeding with cap design and permitting, the Town requests WMPD's opinion on the feasibility of this mitigation strategy. The results of our explorations, anticipated cost for removing and disposing the C&D debris, and reasoning that capping the C&D debris is a better approach than removing it are summarized below.

STOCKPILE EVALUATION AND ANTICIPATED DISPOSAL COST

Since March 2022, Sanborn Head has been assisting the Town with evaluating mitigation measures for the C&D debris stockpile, including the WMPD's requirement that the Town excavate and dispose of the C&D debris at a licensed disposal facility.

To assess the extent and contents of the stockpile, eight test pits (TP-1 through TP-8) were excavated by the Town and observed by Sanborn Head. Based on our observations, the material consists of approximately 60 percent C&D debris mixed with 40 percent soil/decomposed debris, indicating the partial breakdown and decomposition of C&D debris over time. We calculated that about 8,300 cubic yards (3,735 tons) of C&D debris would need to be removed.

Composite samples from each test pit were collected and sent to a laboratory for analytical testing required for characterization and disposal at a solid waste facility. The constituents included:



- TCLP Herbicides
- TCLP Pesticides
- TCLP Volatile Organics
- TCLP Semivolatile Organics
- TCLP ABN Compounds
- TCLP RCRA 8 Metals
- Total Solids
- pH/Corrosivity
- Specific Conductance
- Ignitibility
- Free Liquid (Paint Filter)
- Reactivity – Cyanide and Sulfide
- Total TPH
- Total PAHs
- Total PCBs

Results from test pit TP-6 revealed Toxicity Characteristic Leachate Procedure (TCLP) for Lead had concentrations exceeding the U.S. EPA Resource Conservation and Recovery Act (RCRA) threshold of 5.0 milligrams per liter (mg/L), with recorded levels of 6.49 mg/L. Due to this exceedance, in-situ stabilization will be required to reduce lead concentrations below regulatory limits prior to disposal.

Initially, the Town anticipated disposing of the C&D debris at the City of Lebanon landfill facility in Lebanon, New Hampshire. New Hampshire requires asbestos analyses of C&D in addition to the constituents listed above. Therefore, 25 additional test pits were excavated in the C&D debris stockpile area to collect composite samples for asbestos analyses. The analytical results indicated that the composite samples in 19 of the test pits had asbestos content above 1 percent. Given these results, the C&D debris would need to be disposed of at a facility licensed to accept asbestos-containing material. The closest and most economical landfill facility that could accept the material is the New England Waste Services of Vermont, Inc. (NEWSVT) landfill facility in Coventry, Vermont. The test pit and asbestos locations are provided on enclosed Figure 1.

The Town solicited bids from licensed contractors to excavate and haul the C&D debris to NEWSVT. Based on the bid results, the total cost to excavate, haul, and dispose the C&D debris would be approximately \$1.3 million. As discussed with the WMPD, this would be a significant financial burden to the Town without assistance; therefore, the Town desires to cap the C&D debris stockpile area in place, which is adjacent to the existing capped C&D landfill.

PRELIMINARY CAP DESIGN

The Town proposes to install a cap system over the approximately 1.1-acre C&D debris stockpile area to provide environmental protection and long-term stability. While a formal design has not yet been completed, the anticipated cap system will likely include the following elements:

- **Barrier Layer for Containment:**

A two-foot thick layer of low-permeability soil will be installed to limit stormwater intrusion and help prevent contaminants from getting airborne into the surrounding environment.¹

¹ The lead that exceeded TCLP thresholds at TP-6 would be treated in-situ and capped in place.

- **Vegetative Cover for Erosion Control & Stability:**
A six-inch thick topsoil layer, combined with appropriate seed and mulch, will promote vegetation growth. This vegetative cover should reduce erosion, help stabilize the cap, and enhance long-term durability against weathering.
- **Stormwater Management & Drainage Optimization:**
Final grading of the capped area will be designed to direct stormwater away from the stockpile. This will help prevent water accumulation and promote proper runoff management.
- **Groundwater Monitoring for Environmental Compliance:**
Several groundwater monitoring wells located around the site, including MW-89-2, approximately 20 feet northeast and generally downgradient of the stockpile, will continue to be tested semi-annually for lead.² These monitoring efforts will help provide ongoing compliance verification and long-term site integrity. Enclosed Figure 2 shows the groundwater monitoring locations at the site.
- **Routine Inspections & Maintenance:**
The capped area will be regularly inspected in conjunction with the existing closed landfill inspections to assess cover integrity to help prevent material exposure. Noted signs of deterioration—such as erosion, settlement, cracking, stressed vegetation, or burrowing activity—will be promptly addressed.
- **Site Security & Accessibility Restrictions:**
As part of the Town's transfer station management, access to the capped area will be restricted through locked gated entry with warning signage posted along the perimeter of the stockpile to notify the public.

By implementing this cap design, the Town prioritizes environmental responsibility while limiting disruption and costs associated with full excavation and off-site disposal.

BENEFITS OF CAPPING THE C&D DEBRIS IN PLACE

There are several benefits to capping the C&D debris in place. These include:

- **Protecting Public Health & Safety**
Disturbing asbestos-containing material poses a health risk, increasing the potential for airborne fiber inhalation. Capping the debris in place helps eliminate direct exposure, providing long-term protection for workers and nearby residents. This approach mitigates environmental hazards without the disruption associated with excavation and transport.
- **Reduces Environmental Impact**
The disposal of the C&D debris would require hauling over 415 truckloads to the NEWSVT landfill that would generate greenhouse gas emissions and road wear. By capping in place, the Town significantly reduces its carbon footprint, contributing to Vermont's environmental sustainability. Additionally, this approach preserves approximately 8,700 cy of valuable landfill airspace, extending the landfill's operational lifespan and Vermont's waste disposal capacity.
- **Minimizes Financial Burden**
The cost of excavation and disposal is estimated at \$1.3 million—a significant financial strain on the Town. Implementing a capping solution could reduce mitigation costs by

² Asbestos does not mobilize in groundwater, it is an airborne health hazard; therefore, groundwater monitoring for asbestos is not performed.

approximately \$1 million, allowing municipal funds to be allocated toward essential community projects.

- **Provides Long-Term Stability & Compliance**

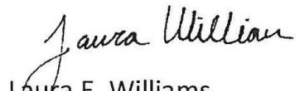
The capped area will be integrated into ongoing facility inspection and groundwater monitoring efforts, providing continued environmental safety and regulatory compliance. Routine inspections will assess cover integrity, limiting risks associated with erosion or material resurfacing. Additionally, the Town's transfer station security measures will help restrict unauthorized access to the area, reinforcing site security.

CONCLUSION

Given the documented financial, environmental, and health advantages, capping the C&D debris in place represents the most practical and responsible mitigation strategy. This approach provides a long-term solution that prioritizes safety, sustainability, and cost efficiency, aligning with the Town's commitment to environmental stewardship. If the WMPD agrees that capping the C&D debris in place is a viable option, the Town would submit a cap system design and apply to amend the existing Solid Waste Management Facility Certification accordingly.

Please let us know if you have any questions or would like to schedule a call to further discuss this request in more detail.

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


Laura E. Williams
Assistant Project Manager


Brian J. Beaudoin, P.E.
Senior Vice President

LEW/BJB/TLP: lew

Encl. Figure 1 – Asbestos Testing Delineation Plan
Figure 2 – Hartford Landfill Approximate Sampling Locations

cc: Bryan Gazda, Town of Hartford
Chris Holzwarth, Town of Hartford
John Haverstock, Town of Hartford
Dennis Fekert, WMPD
Josh Kelly, WMPD

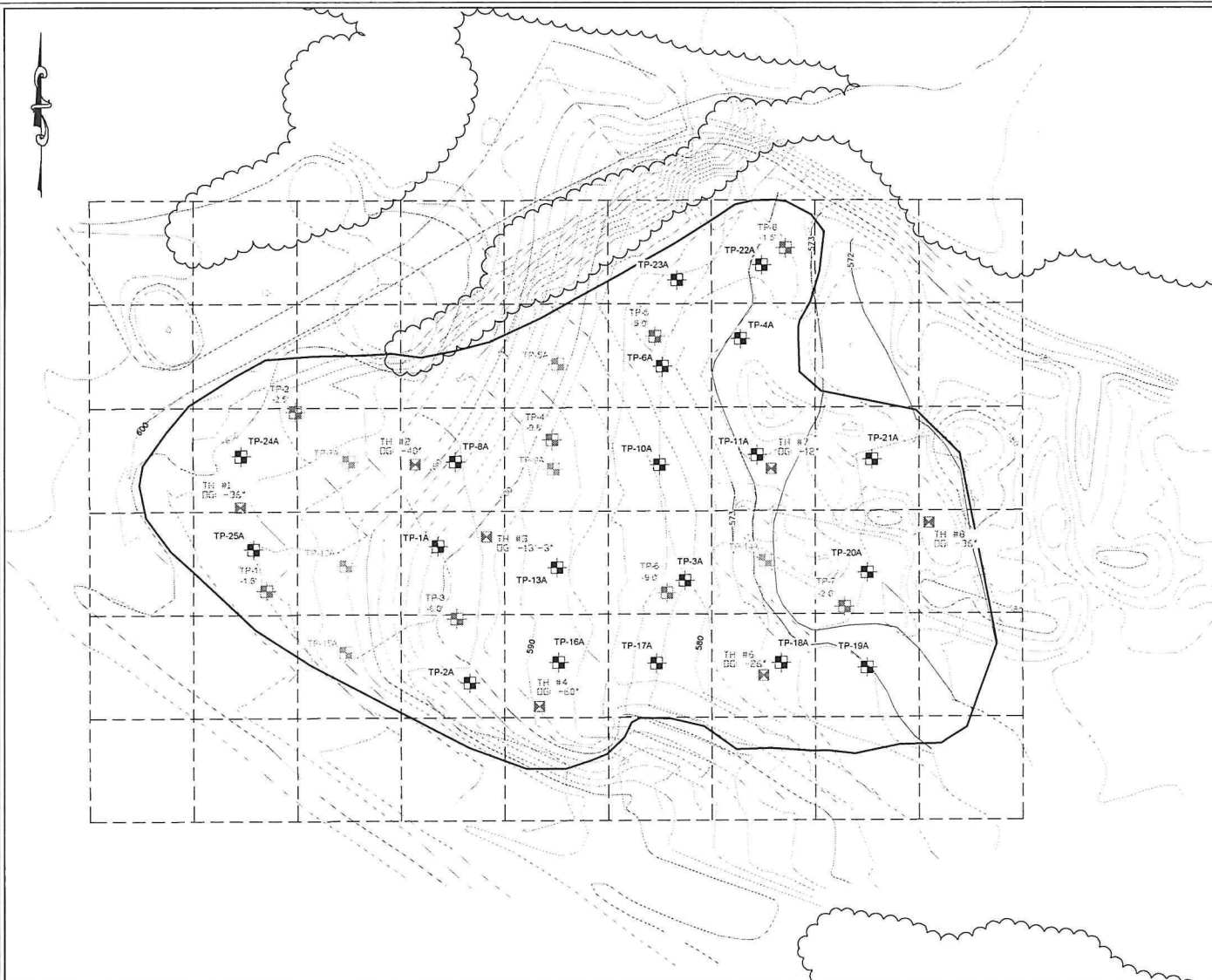
P:\5000s\5005.02\Source Files\VTDEC Letter Request\202506012 TOH CD VTDEC Letter.docx

NOTES

1. THE BASE MAP WAS PROVIDED TO SANBORN HEAD & ASSOCIATES INC. BY THE TOWN OF HARTFORD, VERMONT, IN A FILE ENTITLED "CONSTRUCTION DEBRIS PILE VERSION 2 DWG" IN DIGITAL FORMAT ON JUNE 3, 2022.
2. TEST PITS IDENTIFIED BY "TP-4" WERE OBSERVED BY SANBORN HEAD & ASSOCIATES INC. ON JUNE 19, 2022 AND JUNE 13, 2024.
3. TEST PITS IDENTIFIED BY "TH-4" WERE OBSERVED BY THE TOWN OF HARTFORD, VERMONT, ON A PREVIOUS DATE.
4. TEST PITS IDENTIFIED BY "TP-4A" WERE OBSERVED BY SANBORN HEAD & ASSOCIATES INC. ON JUNE 13, 2024 AND JULY 24, 2024. SAMPLES WERE COLLECTED FROM THESE TEST PITS AND DELIVERED TO EASTERN ANALYTICAL, INC. OF CONCORD, NEW HAMPSHIRE, FOR ASBESTOS CONTENT DETERMINATION. TESTING AND ANALYTICAL REPORTS WERE COMPLETED BY OPTIMUM ANALYTICAL AND CONSULTING, LLC OF SALEM, NEW HAMPSHIRE. ANALYTICAL PROCEDURES WERE PERFORMED IN ACCORDANCE WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) RECOMMENDED METHODS FOR THE DETERMINATION OF ASBESTOS IN BULK SAMPLES BY POLARIZED LIGHT MICROSCOPY AND DISPERSION STAINING (PLM/DS/EPA 400R 93-115 METHOD FOR DETERMINATION OF ASBESTOS IN BULK BUILDING MATERIALS). FINAL REPORTS WERE COMPLETED AND SUBMITTED TO SANBORN HEAD ON JUNE 27, 2024, AUGUST 12, 2024 AND AUGUST 15, 2024.

LEGEND

- 560 DIGITIZED 10-FOOT CONTOUR FROM 1992 TOPOGRAPHY
- 573 DIGITIZED 2-FOOT CONTOUR FROM 1992 TOPOGRAPHY
- 580 AREA #2 1-FOOT CONTOUR
- 2022 10-FOOT CONTOUR
- 2022 2-FOOT CONTOUR
- EXISTING EDGE OF GRAVEL ROAD
- EXISTING TREELINE
- APPROXIMATE LIMIT OF C&D DEBRIS PROCESSING AREA
- TP-1 1' 0" SANBORN HEAD TEST PIT LOCATION, DESIGNATION AND DEPTH
- TH #2 12' TOWN OF HARTFORD TEST PIT LOCATION, DESIGNATION AND DEPTH
- TP-6A SANBORN HEAD TEST PIT LOCATION AND DESIGNATION OF ANALYTICAL TESTING RESULTS AT OR ABOVE 1% ASBESTOS
- TP-7A SANBORN HEAD TEST PIT LOCATION AND DESIGNATION OF ANALYTICAL TESTING RESULTS BELOW 1% ASBESTOS



SANBORN HEAD



NO.	DATE	DESCRIPTION	BY

DRAWN BY: B. DAILEY
 DESIGNED BY: L. WILLIAMS
 REVIEWED BY: B. BEAUDOIN
 PROJECT MGR: T. PETIT
 PIC: B. BEAUDOIN
 DATE: SEPTEMBER 2024

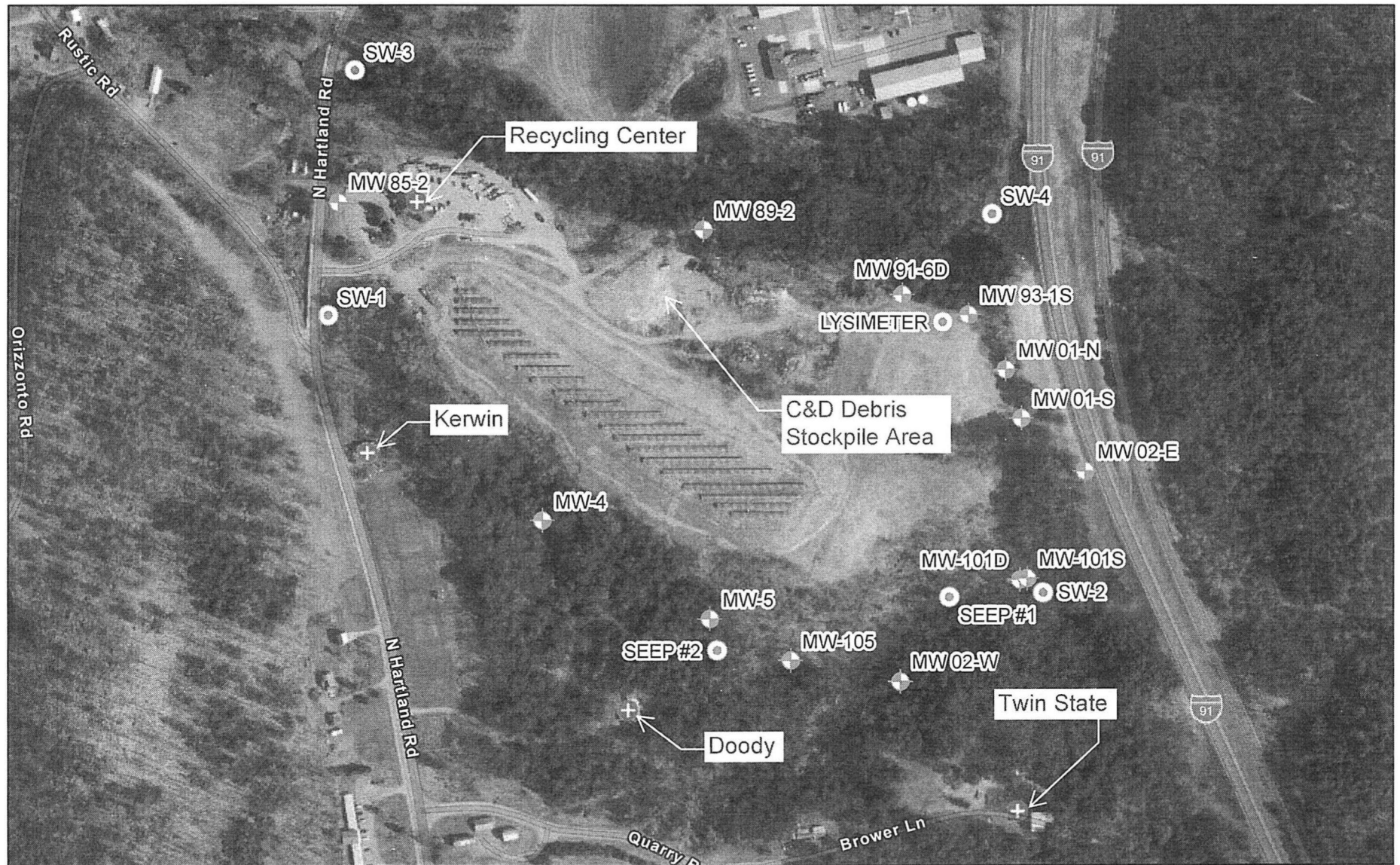
GENERAL ENGINEERING
 TOWN OF HARTFORD LANDFILL
 HARTFORD, VERMONT

ASBESTOS TESTING
 DELINEATION PLAN

PROJECT NUMBER
 5005.02

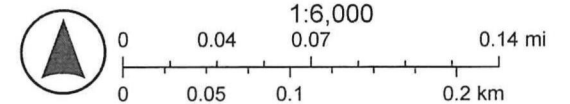
FIGURE NUMBER
 1

Figure 2: Hartford Landfill Approximate Sampling Locations



Legend

-  Monitoring Well
-  Surface Water Sample
-  Well Water



VCGI, Maxar, Esri Community Maps Contributors, VCGI, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/



AGENDA MEMORANDUM
October 14, 2025
Town Selectboard Meeting Items: 5.

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

Subject: Vermont Municipal Planning Grant Application

Background: On September 30, 2025 the Selectboard discussed the possibility of applying for a Vermont Municipal Planning Grant (MPG) to conduct a feasibility study regarding options to meet parking needs related to the ongoing redevelopment of Downtown WRJ. The most immediate focus is the possible redevelopment of the Hotel Coolidge site into approximately 95 units of housing and 14,000 SF of commercial/retail space.

Key items noted by all Selectboard members were the need to include multimodal options as part of the parking feasibility analysis; support for development of more housing and a strong economic center in Downtown WRJ; and balancing the current/interim need for parking to support access to and from the Downtown, with longer term goals to reduce dependency on vehicles for resident and visitor mobility.

Discussion: The challenge and opportunity are how to address these dual objectives and still continue to support the critical need for more housing and economic viability in WRJ which currently requires additional parking. We recognize that today most residents and visitors to WRJ cannot rely solely on multimodal options, and it will take time and sufficient resources to have a meaningful impact on reducing the dependency on vehicle usage. As a result, the need for new interim parking related to development of new housing and maintaining/building the economic viability of Downtown WRJ is likely. The feasibility study could include the development of a multimodal strategic plan which includes a timeline, implementation costs and funding sources to implement the plan. The strategic plan also could identify when to phase out the need for some parking based on reaching multimodal benchmarks. The how, what, where and when would be the scope of the multimodal and parking feasibility study.

Attached is a draft of the key sections of the VT MPG application which describes a possible project scope to move forward with an application for your consideration. Please note it will require further editing and completion of the remaining application sections, but these will not change the project scope.

Financial Impact: The maximum grant allowed is \$30,000 with a \$3,333 required match.

Action Requested: Direct staff to develop a grant application reflective of the approach as outlined in this memo for final consideration at the October 30, 2025 Selectboard meeting.

Attachment: FY 2026 Municipal Planning Grant Application Project Summary

FY 2026 Municipal Planning Grant Application Project Summary

October 14, 2025 Selectboard Meeting

Project Title: Downtown White River Junction Multimodal Transportation and Parking Feasibility Study

Project Subtitle: This project will study the feasibility of increasing multimodal transportation and parking options in downtown White River Junction to meet increasing demand related to the redevelopment of the Hotel Coolidge site and downtown for housing and commercial space.

Project Description: A lack of multimodal transportation and/or parking options can suppress business growth, limit redevelopment opportunities, and threaten to divert investment to other towns with more accessible infrastructure. The Town of Hartford has short and long-term goals of reducing car dependency but also realizes that the availability of more parking in the short-term may be necessary in Downtown to support the development of new housing and economic growth.

The approach to solving the problem is to complete a feasibility study that addresses increased demand for multimodal transportation and parking solutions. The project deliverables will include a report recommending the best multimodal transportation strategies to implement to allow residents to be less car-dependent over time and the best parking expansion strategy to meet present-day needs until most residents can fully rely on multimodal transportation. Intended long-term outcomes of the eventual infrastructure construction project include redevelopment of the Hotel Coolidge and other parcels into housing and commercial space; attraction of new businesses and jobs through ~14,000 SF of new retail, commercial, and restaurant space; expanded foot traffic and non-export sales; and more than \$50M in leveraged private investment. By completing this feasibility work, it helps ensure downtown White River Junction has the infrastructure foundation needed for growth and resilience.

Project Issue & Urgency: White River Junction has reinvented itself into a celebrated hub for small businesses, artists, and cultural organizations. Its success has created a new pressure point and at times there are shortages of parking to meet visitor and business needs. Presently, the developer has actively worked on the redevelopment of Hotel Coolidge into ~95 units of multifamily housing and ~14,000 SF of new retail/commercial space. The demand for parking that goes along with this redevelopment cannot be met with the current downtown parking supply. The 2019 Hartford Town plan reads, “The Downtown White River Junction Parking Study, completed in 2017, concluded that parking occupancy

is likely to continue to increase and the Town will need to make the most of existing capacity, reduce demand for parking, manage parking turnover and develop new parking capacity. Since parking is an expensive commodity, it is important that the Town explore creative funding options. The Town is currently working toward implementation of the Plans' recommendations." Similarly, the 2023 Housing Chapter Draft offers the following strategies for meeting housing goals: "Provide and maintain the necessary community infrastructure and resources to support and enable desired housing production" and "Facilitate the development of services and amenities that support neighborhoods and villages."

As noted previously, lack of multimodal transportation or parking options can adversely impact business growth, limit adequate redevelopment opportunities, and threaten to divert investment to other towns with more accessible infrastructure. This MPG project addresses these challenges head-on. By preparing short-term and long-term solutions for increased multimodal transportation and parking options, it will help unlock redevelopment of the Hotel Coolidge site and other downtown parcels, enabling the new housing and commercial space while creating an inclusive civic heart for the community. MPG funding is urgent and essential to this project, as the project submitted a full application for the Northern Border Regional Commission (NBRC) Catalyst Feasibility Project Track on October 10, 2025, after submitting a pre-application in August. Funding during this round of the MPG cycle is crucial as the MPG is needed to meet the NBRC grant required 1:1 match.

Funding Need: On behalf of this project, the Two Rivers-Ottawaquechee Regional Commission (TRORC) applied for the Northern Border Regional Commission (NBRC) Catalyst Feasibility Project Track. This is a new initiative from NBRC focusing on feasibility for large economic development projects. If awarded this grant, it has the potential to later unlock over \$3 million in NBRC and other grant funding for this project.

The MPG program is very complementary to the NBRC Feasibility Project Track grant, as the MPG is one of the rare sources for planning grants. This project is a great fit for the MPG program as it will plan for future growth and development, while also improving residents' quality of life. MPG funding for this feasibility study will open multiple opportunities for subsequent implementation funding of the overall larger infrastructure project.

Project Outcomes & Goals: The goal is to complete feasibility work that directly enables a transformational infrastructure project that focuses on increased multimodal transportation in the long-term and increased parking capacity in the short-term. Both are essential for White River Junction's present and future needs, and are consistently cited in the 2009 Revitalization Plan, the 2017 Parking Study, and the 2024 Vibrancy Survey, where

residents ranked parking availability as the #1 challenge. Together, these studies included substantial public engagement and showed that inadequate parking can limit business growth, new housing, and downtown vitality.

Direct outputs of this project will include a report recommending the best multimodal transportation strategies to implement to allow residents to be less car dependent over time and the best parking expansion strategy to meet present-day needs until most residents can fully rely on multimodal transportation. Expected outcomes of the eventual infrastructure construction project that this feasibility project supports include redevelopment of the Hotel Coolidge and other parcels into housing and commercial space; attraction of new businesses and jobs through ~14,000 SF of new retail, commercial, and restaurant space; expanded foot traffic and non-export sales; and more than \$50M in leveraged private investment. We anticipate that the outcomes of the feasibility study will resolve community needs in a way that is also consistent with TRORC's Regional Plan, State planning goals, smart growth principles, and the Town's capital improvement planning. By completing this feasibility work, it helps ensure downtown White River Junction has the infrastructure foundation needed for growth and resilience.

Priority Project Explanation: This project is related to housing development as it is anticipated to provide approximately 95 homes for Hartford. There is a housing shortage within Hartford and many people struggle to find quality rentals, so this project would help bridge that gap. Having more housing in downtown White River Junction closely correlates to having more opportunities for increased economic development.

This project is related to capital programs and plans for municipal improvements as it addresses short-term needs such as needing increased parking capacity downtown but also addresses long-term needs such as providing increased multimodal transportation opportunities. The feasibility study would be considered capital planning and planning for municipal improvements.

This project is an innovative project that would serve as a replicable model for other communities. The Town of Hartford Selectboard approved a "Public-Private Partnership" (PPP) policy on April 15, 2025. This policy breaks down a PPP into three benchmark levels for the Selectboard to consider when evaluating a PPP project. The Coolidge Hotel redevelopment project is the first project to be evaluated using the PPP framework and was approved as meeting benchmark level one on July 22, 2025. PPPs are an effective and efficient way for large projects to be viable and provide benefits for the public good.



AGENDA MEMORANDUM
October 14, 2025
Town Selectboard Meeting Items: 5.g.

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

Subject: Execute Vibrancy Grant Documents: WRJ Downtown Program Letter of Attestation

Background: Downtown White River Junction was designated in 2006 as a Vermont Downtown. The Downtown Program was established to encourage communities to revitalize traditional downtown centers. Under the program, towns must develop comprehensive revitalization strategies for a specific downtown district and demonstrate broad-based community support. In 2023 the State approved the Downtown Vibrancy Fund “to support downtown organizations’ efforts to strengthen and improve the economic sustainability and vibrancy of Vermont Downtowns through increased access to resources and capacity to help educate, guide, support and partner with municipalities, businesses, nonprofits and community organizations.” This is a noncompetitive \$25,000 grant set aside made for Designated Downtown Organizations under the Vermont Downtown Program. Applications are not required, and awards are made with grant agreements following a state approved work plan and budget for each Downtown. The Town received the grant in FY 2024, FY 2025, and again for FY 2026.

The WRJ Downtown Business Association (DBA) was established during FY 2024 and now includes at least 24 business organizations. The DBA has a Memorandum of Understanding with the Hartford Area Chamber of Commerce to provide the administrative and organizational support needed to implement the Vibrancy Grant work plan and continue the organizational development requirement of the Downtown Program. As a result, the Town contracts with the Chamber to provide these services related to the implementation of the Vibrancy Grant work plan.

Discussion: One of the requirements of the grant award for state reimbursement of eligible expenditures is Selectboard approval of the attached Attestation. Attached is the Vibrancy Grant workplan and budget for FY 2026. The Chamber, as the administrative arm of the DBA, will submit invoices for eligible expenditures to the Town for payment. The Town then will submit requisitions to the state for reimbursement.

Financial Impact: The Vibrancy Grant covers 100% of the workplan cost. No Town matching funds are required.

Action Requested: Approve and sign the attached Letter of Attestation

Attachments:

- FY2026 Vibrancy Fund Grant Agreement (including Workplan and Budget)
- Letter of Attestation

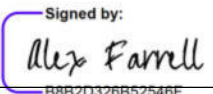
STATE OF VERMONT GRANT AGREEMENT				Part 1-Grant Award Detail			
SECTION I - GENERAL GRANT INFORMATION							
¹ Grant #: 07110-DVF-2026-09				² Original ☒		Amendment # ☐	
³ Grant Title: DOWNTOWN VIBRANCY FUND - WHITE RIVER JUNCTION							
⁴ Amount Previously Awarded: \$0.00		⁵ Amount Awarded This Action: \$25,000.00		⁶ Total Award Amount: \$25,000.00			
⁷ Award Start Date: 07/01/2025		⁸ Award End Date: 06/30/2026		⁹ Subrecipient Award: YES ☐ NO ☒			
¹⁰ Supplier #: 0000040704		¹¹ Grantee Name: TOWN OF HARTFORD					
¹² Grantee Address: 171 BRIDGE STREET							
¹³ City: WHITE RIVER JUNCTION				¹⁴ State: VT		¹⁵ Zip Code: 05001	
¹⁶ State Granting Agency: DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT						¹⁷ Business Unit: 07110	
¹⁸ Performance Measures: YES ☒ NO ☐		¹⁹ Match/In-Kind: \$0.00		Description: N/A			
²⁰ If this action is an amendment, the following is amended: Amount: ☐ Funding Allocation: ☐ Performance Period: ☐ Scope of Work: ☐ Other: ☐							
SECTION II - SUBRECIPIENT AWARD INFORMATION							
²¹ Grantee Identifier [UEI] #:				²² Indirect Rate: % (Approved rate or de minimis 10%)		²³ FFATA: YES ☐ NO ☒	
²⁴ Grantee Fiscal Year End Month (MM format): 6						²⁵ R&D: YES ☐ NO ☒	
²⁶ UEI Registered Name (if different than VISION Supplier Name in Box 11):							
SECTION III - FUNDING ALLOCATION							
STATE FUNDS							
Fund Type		²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions		
General Fund				\$0.00			
Special Fund		\$0.00	\$25,000.00	\$25,000.00	DOWNTOWN VIBRANCY FUND		
Global Commitment (non-subrecipient funds)				\$0.00			
Other State Funds				\$0.00			
FEDERAL FUNDS (includes subrecipient Global Commitment funds)					Required Federal Award Information		
³¹ ALN#	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	³⁶ FAIN	³⁷ Fed Award Date	³⁸ Total Federal Award
				\$0.00			
³⁹ Federal Awarding Agency:		⁴⁰ Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
				\$0.00			
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$0.00	\$25,000.00	\$25,000.00			
SECTION IV - CONTACT INFORMATION							
^{nm} STATE GRANTING AGENCY				^{nm} GRANTEE			
NAME: JENNIFER LAVOIE				NAME: JOHN HAVERSTOCK			
TITLE: CONTRACT & GRANTS ADMINISTRATOR				TITLE: HARTFORD TOWN MANAGER			
PHONE: (802) 828-1948				PHONE: (802) 295-9353			
EMAIL: JENNIFER.LAVOIE@VERMONT.GOV				EMAIL: JHAVERSTOCK@HARTFORD-VT.ORG			

1. **Parties:** This is a Grant Agreement between the State of Vermont **Agency of Commerce and Community Development, Department of Housing and Community Development** (hereinafter called "State" or "Agency") and the **Town of Hartford** with principal place of business at **171 Bridge Street, White River Junction, Vermont 05001** (hereinafter called "Grantee"). It is the Grantee's responsibility to contact the Vermont Department of Taxes to determine, if by law, the Grantee is required to have a Business Account Number from the Vermont Department of Taxes.
2. **Subject Matter:** This agreement is authorized by, and for the purpose of the Vermont Downtown Program as identified in 24 V.S.A. § 2790.
3. **Award Details:** Amounts, dates and other award details are as shown in the attached **Grant Agreement Part 1 – Grant Award Detail**. The detailed scope of work covered by this award is described in **Attachment A**.
4. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.
5. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice at least **30** days in advance.
6. **Attachments:** This grant consists of **24** pages including the following attachments that are incorporated herein:
 Attachment A – Specifications of Work to be Performed
 Attachment B – Payment Provisions
 Attachment C – Standard State Provisions for Contracts and Grants
 Attachment D – Procurement Procedures and Other Grant Requirements
 Appendix I – Workplan and Budget
 Appendix II – Municipality Attestation and Support Form
7. **Order of Precedence:** Any ambiguity, conflict or inconsistency in the Grant Documents shall be resolved according to the following order of precedence:
 Agreement
 Attachment C
 Attachment D
 Attachment A
 Attachment B
 Appendix I

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

By the State of Vermont:

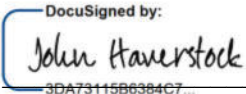
Date: 9/12/2025

Signature:  Signed by: Alex Farrell
B8B2D326B52546F...

Alex Farrell, Commissioner
Department of Housing & Community Development

By the Grantee:

Date: 9/12/2025

Signature:  DocuSigned by: John Haverstock
3DA73115B6384C7...

Name: John Haverstock
Downtown Organization: Town of Hartford

ATTACHMENT A SPECIFICATIONS OF WORK TO BE PERFORMED

1. The Downtown Vibrancy Fund is intended to support designated downtown organizations' efforts to strengthen and improve the economic sustainability and vibrancy of Vermont downtowns through increased access to resources and capacity to help educate, guide, support, and partner with municipalities, businesses, non-profits, and community organizations. Grantee efforts should support the overarching policy and purpose of the Vermont Downtown Program as identified in [24 V.S.A. § 2790](#). The Vermont Downtown Program is a State Coordinating program of Main Street America and has adopted the Main Street framework as a guide to measure the success of local Vermont downtown programs.
2. Funds are provided to the Grantee to support the provision of services and completion of products specifically described in this grant and Appendix I and must be used in a manner that conforms to all relevant State standards, relevant rule, policy, procedure, or practice hereto.
3. Upon request of the State, the Grantee will provide further information to the State at any time during this Agreement, within a reasonable period of time following the request, if the State determines that such information is necessary to better assess the effectiveness of this Agreement. Further, both parties will make every effort to share, in a timely manner, information of mutual interest regarding opportunities and risks impacting the region or state.
4. **Attribution:** Attribution shall be made to the State of Vermont in all publications, i.e., newsletters, press releases, event promotions, webpages, programs, etc., funded by, or in part, by this Agreement.

Attribution shall read: *This (activity to be filled in specific to the publication) of (Downtown Organization name) is made possible in part by a grant from the State of Vermont through the Agency of Commerce and Community Development, Department of Housing and Community Development.*

5. **Downtown Organization Goals, Activities, Projects:** Downtown organizations are required to have multi-year downtown master plans as part of their downtown designation. These plans help to inform their long and short-term goals and represent strategies identified by downtown businesses, property owners, municipal leaders, consumers, and other partners which will help support downtown vibrancy. Strategies generally fall within four broad categories, collectively referred to as the Main Street 4-point approach: economic vitality, promotions, design, and organization. Grantees MUST select a minimum of one, or more, of the following goals listed in 5.1 – 5.4:

Note: Several activities may be completed within each goal represented.

5.1. Economic Vitality: Economic Vitality strengthens a downtown's existing economic assets while diversifying its economic base. Downtown organizations contribute to economic vitality in a variety of ways: by retaining and expanding successful businesses to provide a balanced commercial mix, sharpening the competitiveness and merchandising skills of business owners, and attracting new businesses that the market can support.

ATTACHMENT A

SPECIFICATIONS OF WORK TO BE PERFORMED

Converting unused or underused commercial space into economically productive property also helps boost the profitability of the downtown. The goal is to build a downtown economy that responds to the needs of today's consumers.

Examples include but are not limited to: *Researching and analyzing current market data; disaster recovery, preparedness, and resiliency planning; supporting property owners to achieve a balanced commercial mix; supporting and expanding existing businesses; supporting housing options; supporting the development of infill space or unused or underutilized commercial space into economically productive property; conducting a building and business inventory; conducting a business and consumer survey; or other activities that help support an economically sustainable and vibrant downtown.*

5.2 Promotions: Promotion takes many forms, but the goal is to create a positive image that will spark community pride and improve consumer and investor confidence in a downtown. Advertising, retail promotions, special events, and marketing campaigns help sell the image and promise of Main Street to the community and surrounding region. Promotions communicate a downtown's unique characteristics, business establishments, and activities to shoppers, investors, potential business and property owners, and visitors.

Examples include but are not limited to: *Marketing the downtown to visitors; social media campaigns; retail or other business promotions; special events; web site development and branding; or other activities that may spark interest in shopping, dining, living, or investing in the community.*

5.3 Design: Design means getting Main Street into top physical shape and creating a safe, inviting environment for shoppers, workers, and visitors. It takes advantage of the visual opportunities inherent in a commercial district by directing attention to all its physical elements: public and private buildings, storefronts, signs, public spaces, parking areas, street furniture, public art, landscaping, merchandising, window displays, and promotional materials. An appealing atmosphere, created through attention to all these visual elements, conveys a positive message about the downtown and what it has to offer.

Examples include but are not limited to: *Improving the physical appearance of downtown; quality maintenance practices; historic building rehabilitation and adaptive reuse; master planning for public spaces; encouraging appropriate new construction; educating business and property owners about design quality; and long-term planning and other activities that help make the downtown more functional, safer, and more inviting to visitors and investors alike.*

5.4 Organization: Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the downtown. By getting everyone working toward the same goal, downtown organizations can provide effective, ongoing management and advocacy for a downtown and the surrounding neighborhoods. Through volunteer recruitment and collaboration with partners representing a broad cross-section of the community, a program can incorporate a wide range of perspectives into its

ATTACHMENT A SPECIFICATIONS OF WORK TO BE PERFORMED

efforts. A governing board of directors and standing committees make up the fundamental organizational structure of volunteer-driven revitalization programs. Volunteers are coordinated and supported by a paid program director. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.

Examples include but are not limited to: *Increasing organizational capacity by hiring new staff or expanding hours of existing staff; volunteer and board recruitment and development; public relations; fostering new and existing partnerships and collaboration amongst stakeholders; developing strategic plans to guide the organizations work; and other activities that help provide the capacity and effectiveness of a healthy downtown organization.*

5.5 Shared Goal: (Required)

Downtowns will use existing marketing assets to; develop campaigns, collaborate with the VT Department of Tourism and Marketing and Vermont Vacations.com, create social media campaigns, or use with local event organizers, tourism professionals, and recreation enthusiasts - ultimately promoting tourism and highlighting the vibrancy of each downtown.

- 6. Reporting Schedule:** Grantee will submit to the State the following reports which will provide detail of satisfactory provision of services and progress towards completion of the goals, activities, and projects outlined in the scope above, along with the goals, and activities outlined in Appendix I.

6.1 Mid-Term Report: A mid-term report detailing progress on each budget line item, goal, activities, and projects included in Appendix I for the period July 1, 2025 – December 31, 2025, along with an invoice, must be submitted by January 15, 2026. Grant funds will be disbursed after the report is received, reviewed, and approved.

6.2 Closeout Report: A closeout report that aggregates work completed on each budget line item, goal, activity, and project outlined in Appendix I for the period July 1, 2025 – June 30, 2026, along with an invoice must be submitted by July 15, 2026. The final grant reimbursement will be disbursed after the report is received, reviewed, and approved.

- 7. Deliverables:** Grantee will submit to the State the following deliverables:

7.1 Municipality Attestation Form: Prior to the first disbursement of grant funds, the Grantee shall submit to the State, Appendix II, a completed Municipality Attestation.

(End of Attachment A)

ATTACHMENT B PAYMENT PROVISIONS

1. **Payment of Funds:** The Funds identified in shall be payable in two equal advance payments, with ten percent retainage (10%) withheld until completion as further described in paragraphs below.
2. **Invoices:** Grantee shall submit invoices to the State in accordance with the schedule set forth in this Attachment B.

2.1 All invoices submitted by the Grantee must include the grant number, invoice number, and identify the total amount requested.

2.2 Grantee shall submit invoices electronically to Jennifer.lavoie@vermont.gov and accd.cpr@vermont.gov.

3. **Payment Provisions:** The Funds shall be disbursed as a reporting, milestone-based grant. Payments made to the Grantee by the State are based on the successful submission and acceptance of outlined reporting requirements. The State shall disburse grant funds in accordance with the following:

Milestone	Disbursement Total
Payment 1: Disbursed in the first quarter of this twelve-month agreement, ending September 30, 2025. May be paid upon grant execution, submission of attestation from municipality (Appendix II), and receipt of an invoice.	\$11,250.00
Payment 2: Disbursed in the third quarter of this twelve-month agreement, ending March 31, 2026. May be paid on or after January 15, 2026, after submission and approval of the mid-term workplan report and an invoice.	\$11,250.00
Retainage Payment (10%): Will be held pending the Grantee's completion of the work required under this Grant Agreement, and after submission and approval of the final workplan report, deliverables, and an invoice. Required Deliverables include: -	\$2,500.00
Total:	\$25,000.00

4. If any portion of the grant funds disbursed to the Grantee is not anticipated to be expended at the end of the scheduled term of this Agreement, the Grantee will submit to the State a mutually agreeable plan detailing the anticipated expenditure of such remaining portion of Funds before such expenditure occurs. In the event the State and the Grantee do not mutually agree to a plan, then Grantee must return to the State all unexpended funds and forgo the remaining retainage payment.
5. The grantee shall maintain financial records in accordance with generally accepted accounting procedures (GAAP) and make available to the State upon request. Upon request of the State, Grantee will provide further information to the State at any time during this Grant, if the State determines that such information is necessary to better assess the effectiveness of this Grant.

ATTACHMENT B
PAYMENT PROVISIONS

6. **Breach/Recapture of Grant Funds/Termination of Agreement:** If Grantee does not fulfill in a timely and proper manner its obligations under, or does violate any of the terms or conditions of this Agreement, then State shall notify Grantee of the breach, may establish a period not to exceed thirty (30) calendar days to correct such breach, and may cease payment of any portion of Grant Funds, or other funds due Grantee under any other agreement with State (including any department or division thereof), until the breach is cured. If Grantee does not cure the breach at the completion of the correction period, then State: (1) may require Grantee to immediately reimburse to State any portions of Funds that were not expended or were expended in a manner inconsistent with, or for purposes other than those specifically described in, the terms and conditions of this Agreement; or, in the alternative, may forever retain any portion of Grant Funds, or other funds due Grantee under any other agreement with State (including any department or division thereof), equal to the amount of reimbursement that would have otherwise been required by operation of the preceding clause; and/or (2) may immediately terminate this Agreement by giving written notice to Grantee, specifying the effective date thereof.

7. **Loss of Good Standing with Department of Taxes/Suspension of Agreement:** The State may withhold payment from the Subrecipient/Grantee if the Subrecipient/Grantee is not in good standing with taxes due the State and may condition payment upon receipt of a new signed certification under the pains and penalties of perjury that as of the date the new certification is signed, the Subrecipient/Grantee is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont. If the Subrecipient/Grantee fails to make the updated certification of good standing before the expiration date of the Grant Agreement, the Subrecipient/Grantee shall forfeit the amount requested and the State shall retain the same.

(END OF ATTACHMENT B)

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

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

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect. Where an authorized individual is either required to click-through or otherwise accept, or made subject to, any electronic terms and conditions to use or access any product or service provided hereunder, such terms and conditions are not binding and shall have no force or effect. Further, any terms and conditions of Party’s invoice, acknowledgment, confirmation, or similar document, shall not apply, and any such terms and conditions on any such document are objected to without need of further notice or objection.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont without resort to conflict of laws principles. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State regarding its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

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

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

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

7. Defense and Indemnity:

- A.** The Party shall defend the State and its officers and employees against all third-party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.
- B.** After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.
- C.** The Party shall indemnify the State and its officers and employees if the State, its officers, or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.
- D.** Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys’ fees, collection

costs or other costs of the Party or any third party.

8. Insurance: During the term of this Agreement, Party, at its expense, shall maintain in full force and effect the insurance coverages set forth in the Vermont State Insurance Specification in effect at the time of incorporation of this Attachment C into this Agreement. The terms of the Vermont State Insurance Specification are hereby incorporated by reference into this Attachment C as if fully set forth herein. A copy of the Vermont State Insurance Specification is available at: <https://aoa.vermont.gov/Risk-Claims-COI>.

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

10. False Claims Act: Any liability to the State under the Vermont False Claims Act (32 V.S.A. § 630 et seq.) shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

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

12. Use and Protection of State Information:

- A. As between the State and Party, "State Data" includes all data received, obtained, or generated by the Party in connection with performance under this Agreement. Party acknowledges that certain State Data to which the Party may have access may contain information that is deemed confidential by the State, or which is otherwise confidential by law, rule, or practice, or otherwise exempt from disclosure under the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq. ("Confidential State Data").
- B. With respect to State Data, Party shall:
 - i. take reasonable precautions for its protection;
 - ii. not rent, sell, publish, share, or otherwise appropriate it; and
 - iii. upon termination of this Agreement for any reason, Party shall dispose of or retain State Data if and to the extent required by this Agreement, law, or regulation, or otherwise requested in writing by the State.
- C. With respect to Confidential State Data, Party shall:
 - i. strictly maintain its confidentiality;
 - ii. not collect, access, use, or disclose it except as necessary to provide services to the State under this Agreement;
 - iii. provide at a minimum the same care to avoid disclosure or unauthorized use as it provides to protect its own similar confidential and proprietary information;
 - iv. implement and maintain administrative, technical, and physical safeguards and controls to protect against any anticipated threats or hazards or unauthorized access or use;
 - v. promptly notify the State of any request or demand by any court, governmental agency or other person asserting a demand or request for Confidential State Data so that the State may seek an appropriate protective order; and
 - vi. upon termination of this Agreement for any reason, and except as necessary to comply with subsection B.iii above in this section, return or destroy all Confidential State Data remaining in its possession or control.
- D. If Party is provided or accesses, creates, collects, processes, receives, stores, or transmits Confidential State Data in any electronic form or media, Party shall utilize:
 - i. industry-standard firewall protection;
 - ii. multi-factor authentication controls;
 - iii. encryption of electronic Confidential State Data while in transit and at rest;
 - iv. measures to ensure that the State Data shall not be altered without the prior written consent of the State;
 - v. measures to protect against destruction, loss, or damage of State Data due to potential environmental hazards, such as fire and water damage;

- vi. training to implement the information security measures; and
 - vii. monitoring of the security of any portions of the Party's systems that are used in the provision of the services against intrusion.
- E. No Confidential State Data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the United States, except with the express written permission of the State.
- F. Party shall notify the State within twenty-four hours after becoming aware of any unauthorized destruction, loss, alteration, disclosure of, or access to, any State Data.
- G. State of Vermont Cybersecurity Standard Update: Party confirms that all products and services provided to or for the use of the State under this Agreement shall be in compliance with State of Vermont Cybersecurity Standard Update in effect at the time of incorporation of this Attachment C into this Agreement. The State of Vermont Cybersecurity Standard Update prohibits the use of certain branded products in State information systems or any vendor system, and a copy is available at: <https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>
- H. In addition to the requirements of this Section 12, Party shall comply with any additional requirements regarding the protection of data that may be included in this Agreement or required by law or regulation.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this Agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this Agreement. Records produced or acquired in a machine-readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of this Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

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

15. Offset: The State may offset any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any offset of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided in 32 V.S.A. § 3113.

16. Taxes Due to the State: Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.

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

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, Party is not under an obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order. Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

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

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), as amended by Section 17 of Act No. 142 (2010) and by

Section 6 of Act No. 50 (2011).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 (“False Claims Act”); Section 11 (“Whistleblower Protections”); Section 12 (“Confidentiality and Protection of State Information”); Section 14 (“Fair Employment Practices and Americans with Disabilities Act”); Section 16 (“Taxes Due the State”); Section 18 (“Child Support”); Section 20 (“No Gifts or Gratuities”); Section 22 (“Certification Regarding Debarment”); Section 30 (“State Facilities”); and Section 32.A (“Certification Regarding Use of State Funds”).

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

21. Regulation of Hydrofluorocarbons: Party confirms that all products provided to or for the use of the State under this Agreement shall not contain hydrofluorocarbons, as prohibited under 10 V.S.A. § 586.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party’s principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State’s debarment list at: <https://bgs.vermont.gov/purchasing-contracting/debarment>.

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

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

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

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

27. Termination:

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

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

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

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

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

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

32. Requirements Pertaining Only to State-Funded Grants:

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,000, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify; and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

ATTACHMENT D OTHER GRANT AGREEMENT PROVISIONS

1. Procurement Procedures:

Background:

The Downtown Vibrancy Fund are state funds granted to downtown organizations and/or municipalities. Procedures for spending these funds should be consistent with the principles of fair access for vendors of goods and services that govern the expenditure of state funds directly by state government.

Procurement refers to the purchase of personal services (performed by people) or tangible goods. The grantee may use its established procurement procedures provided they are at least equivalent to the standards set forth below.

2. Methods of Procurement:

- a. Purchases of material goods under \$500– The Grantee is not required to obtain price or rate quotations for material goods under \$500, such as materials for a public meeting.
- b. Purchases of personal services greater than \$500 and up to and including \$1,000 – the Grantee is required to obtain price or rate quotations, but no less than two, and maintain a record of the same in its files but is not required to contract for such services.
- c. Contracts up to and including \$10,000 – the Grantee is required to obtain price or rate quotations from a reasonable number of sources, but no less than two, and maintain a record of the same in its files.
- d. Contracts for more than \$10,000 – Competitive Selection: An RFP or RFQ should be broadly publicized. Depending on the subject matter of the contract, notice should be published in local newspapers, newspapers of general circulation, relevant websites, and/or trade or professional publications, as the circumstances warrant. Grantee may also solicit bids from potential contractors directly.
 - i. Proposals/qualifications shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the project.
 - ii. The RFP/RFQ shall identify the scope of services, the procedural and substantive requirements of the bidding process, the key elements of the contract to be signed by the successful bidder, and all significant evaluation criteria, including their relative importance in the selection process.
 - iii. The Grantee shall document the method it uses to objectively evaluate the proposals and to make its final selection. Such documentation shall be

ATTACHMENT D OTHER GRANT AGREEMENT PROVISIONS

maintained in Grantee's official records.

- iv. The contract shall be awarded to the bidder whose proposal is most responsive to the RFP/RFQ evaluation criteria taking into consideration price and other factors identified by the Grantee.
3. **Noncompetitive Selection:** This method of procurement may be used when competitive selection is not possible for any of the following reasons:
- a. The item or service is available only from a single source.
 - b. Public emergency or urgent need for the service or item does not allow time for a competitive selection process.
 - c. After solicitation of a number of sources, competition is determined inadequate.
 - i. The Grantee must maintain in its files a thorough explanation of why non-competitive procurement is appropriate under the circumstances.
 - ii. In no event shall any contract greater than \$10,000 be sole sourced without prior written approval from the Department.
4. **Other Methods of Selection:** Grantee may use alternative procurement methods with the prior written approval of the Department.
5. **Negotiations with Potential Contractors:** The Grantee may select the winning bidder based on the responses to the RFP/RFQ, and then negotiate final terms of the contract with that entity.
6. **Exceptions to Procurement Requirements:**
- a. **Waiver:** Upon prior request by the Grantee, the Department may waive any provision of the procurement procedures not required by law whenever it is determined that undue hardship will result from applying the requirement and that the best interests of the State are served by such waiver.
7. **Conflict of Interest:**
- a. Conflict of interest is defined as "a significant pecuniary interest of an elected officer of the downtown organization, or municipality, or of an appointed official whose work is related to the subject of this grant, or a member of such a person's immediate family or household, or of a business associate of such a person, in the selection of a vendor of goods and/or services under this grant."

ATTACHMENT D OTHER GRANT AGREEMENT PROVISIONS

- b. The downtown organization, or municipality, must avoid actual conflicts of interest in this grant program. In addition, it should be sensitive to the appearance of conflict of interest with respect to its procurement of goods and services using these grant funds, and consult the Department when questions arise.

8. Contract Requirements:

- a. For personal services or goods up to and including \$1,000, a written contract is not required although it is recommended. Any written contract should address the issues outlined below.
 - b. Form of contract for personal services over \$1,000 (required):
 - i. A written contract signed by an authorized representative of (1) the Contractor and (2) the Grantee's legislative body is required. The contract must identify: the parties, the subject matter, the scope of work, the maximum amount to be paid, the products to be delivered and the duration of the contract. The contract should also contain provisions for amendment, cancellation, attachments, and controlling law.
 - ii. The contract shall include the basis for the total cost or contract price, an itemization of all costs for materials, personal services, which include the hiring of staff, the names of any persons whose participation the Grantee considers to be crucial to the award of the contract and provisions for what to do if such persons need to be replaced, consultants, and any other purchased items which together add up to the total cost.
 - iii. Payment provisions shall include the schedule of payment. It is useful to schedule the withholding of a percentage, such as 10%, until the Grantee is sure the work has been satisfactorily completed, for instance, until after the report has been completed and Grantee has reviewed it, or until Grantee has found the product to work as it was intended.
9. **Copyright:** Any material produced in whole or in part under this Agreement may be subject to copyright by Grantee. However, Grantee grants the Agency, its Departments, Divisions, agents and assigns, a royalty-free, non-exclusive, perpetual, and irrevocable license to use, publish, disclose, distribute, modify, adapt, reproduce, and display, in whole or in part, such copyrighted materials prepared under this Agreement, for all purposes, by any means and methods, and in all known and hereafter existing media, medium, and technology, except as may be limited by any provision of law.

Appendix I

FY26 Work Plan, Budget, & Reporting Form

The Downtown Vibrancy Fund is intended to support designated downtown organizations' efforts to strengthen and improve the economic sustainability and vibrancy of Vermont downtowns through increased access to resources and capacity to help educate, guide, support, and partner with municipalities, businesses, non-profits, and community organizations. Efforts should support the overarching policy and purpose of the Vermont Downtown Program as identified in [24 V.S.A. § 2790](#).

The Grantee will be evaluated by the performance measures of goals and activities required by the grant agreement. Low performance measures may result in no further grants with the State of Vermont Agency of Commerce & Community Development.

Activity Deadlines:

- | | |
|--------------------|---|
| • June 20, 2025 | Submit proposed Workplan for FY26 Grant |
| • January 15, 2026 | Mid-term Report |
| • July 31, 2026 | Final Report Submission |

Mid-term Report:

- Workplan and reporting form (using DHCD template) must include an updated budget report, and an invoice.
- Submission of an approved report by [January 15, 2026](#), will result in payment on or about January 31, 2026.

Final Report:

- Workplan and reporting form (using template below) must include a final budget report, and an invoice.
- Submission of an approved report by [July 31, 2026](#), will result in payment on or about August 15, 2026.

GRANTEE CERTIFICATION:

Grantees must certify compliance with requirements to qualify for the Downtown Vibrancy Fund.

The Designated Downtown Organization is in good standing as defined in 24 V.S.A. § 2793	☒ Yes ☐ No	If no, please explain:
The organization's workplan goals, activities, and projects identified and budget occur within, or have a direct impact on, the downtown.	☒ Yes ☐ No	If no, please explain:
The organization's workplan activities are aligned with the Vermont Downtown Program and Main Street America framework (described here: https://www.mainstreet.org/ourwork/theapproach)	☒ Yes ☐ No	If no, please explain:
Grant funds shall be used for costs incurred, and expended, during the grant period. Costs incurred outside of the granting period cannot be applied to the grant.	☒ Yes ☐ No	If no, please explain:
The organization's workplan activities are led by the Downtown Organization or legal entity or municipality contracted with the Downtown Organization.	☒ Yes ☐ No	If no, please explain:
Current with annual submission of Downtown statistics as required.	☒ Yes ☐ No	If no, please explain:

BUDGET

Budget: Provide budget estimates for each GOAL to be completed within the granting period. All organizations *MUST* select at least one or more GOALS from options 1 – 4; Goal 5 is a requirement for all.

Provide actual amounts at the mid-year reporting, and actuals at year-end reporting.

Reporting Period: July 1, 2025 – June 30, 2026

GOAL	BUDGET	MID YEAR	YEAR END	Funds Carried Over (if applicable)
1. Economic Vitality				
2. Promotions	6000.00			4701.00
3. Design	6000.00			1320.00
4. Organization	10000.00			6665.14
5. Shared Goal (Required)	3000.00			2681.25
TOTAL:	25000	0	0	15367.39

TARGETED DOWNTOWN ORGANIZATION GOALS:

Downtown organizations are required to have multi-year downtown master plans as part of their downtown designation. These plans help to inform their long- and short-term goals and represent strategies identified by downtown businesses, property owners, municipal leaders, consumers, and other partners which will help support downtown vibrancy. Strategies generally fall within four broad categories, collectively referred to as the Main Street 4-point approach: economic vitality, promotions, design, and organization.

GOAL 1: ECONOMIC VITALITY

Examples of Economic Vitality projects include researching and analyzing current market data, supporting property owners to achieve a balanced commercial mix, supporting and expanding existing businesses, supporting housing options, supporting the development of infill space or unused or underutilized commercial space into economically productive property, conducting a building and business inventory, conducting a business and consumer survey, disaster recovery and resilience planning, or other activities that help support an economically sustainable and vibrant downtown.

GOAL 2: PROMOTIONS

Examples of Promotions projects include marketing the downtown to visitors, social media campaigns, retail or other business promotions, special events, web site development and branding, other activities that may spark interest in shopping, dining, living or investing in the community.

GOAL 3: DESIGN

Examples of Design projects include improving the physical appearance of downtown, quality maintenance practices, historic building rehabilitation and adaptive reuse, master planning for public spaces, encouraging appropriate new construction, educating business and property owners about design quality, and long-term planning and other activities that help make the downtown more functional, safer, and inviting to visitors and investors alike.

GOAL 4: ORGANIZATION

Examples of Organization projects include Increasing organizational capacity by hiring new staff or expanding hours of existing staff, volunteer and board recruitment and development, public relations, fostering new and existing partnerships and collaboration amongst stakeholders, developing strategic plans to guide the organizations work and other activities that help provide the capacity and effectiveness of a healthy downtown organization.

GOAL 5: SHARED (Required)

Downtowns will use existing marketing assets to; develop campaigns, collaborate with the VT Department of Tourism and Marketing and Vermont Vacations.com, create social media campaigns, or use with local event organizers, tourism professionals, and recreation enthusiasts - ultimately promoting tourism and highlighting the vibrancy of each downtown.

Work Plans and Reporting Forms for FY2026:

Please complete the below outlining the goals and expected outcomes your organization will focus on this coming year. *All organizations must select **at least one** goal from options 1-4 – you may choose more if they reflect your priorities.*

GOAL AREA 2: PROMOTIONS

Examples of Promotional projects include marketing the downtown to visitors, social media campaigns, retail or other business promotions, special events, web site development and branding, other activities that may spark interest in shopping, dining, living or investing in the community.

Initial Work Plan: Please complete the table below and submit by **June 20, 2025**

<u>Planned Activities:</u>	<u>Expected Outcomes:</u>
List specific activities you plan to carry out under this goal in the coming year. You may list as many or as few as appropriate.	Briefly describe either with metrics or through narrative what your downtown organization hopes to achieve through these activities. Outcomes may be quantitative (e.g. increased volunteer hours) or qualitative (e.g. improved board engagement). *Limit responses to 1000 characters or less*
We will use funding to purchase banners for the Gory Daze event that occurs every year on the last Saturday in October (the date for 2025 will be October 25, 2025).	The goal of purchasing the banners is to increase activity downtown by attracting residents and tourists to the event. The outcomes associated with the goal are to purchase six (6) banners for the event that can be used again in the upcoming years and to increase the amount of attendees at the event.
We will use funding to create brochures and/or paper handouts for three (3) events happening downtown throughout the year. These events will include select First Friday events, Gory Daze, and WRIF (White River Indie Film Festival).	The goal is to have a paper brochure/handout that displays all activities associated with a particular downtown event. Oftentimes, people must search and find out what is happening through multiple channels and the point of this activity would be to conglomerate all of those channels into one where people have easy access to activity knowledge.
We will use funding to carry out a photo contest of downtown White River Junction. By submitting a photo in the contest, participants are consenting to the photo being used by the DBA. All entries will receive a small token of appreciation for their participation, such as a coupon to a local retailer.	The goal is that these photos will be showcased on the DBA website and used in promotional material for the downtown. The funds for this activity will specifically be used to publicize the photo contest and provide prizes for the contest's biggest winners. The outcome associated with the goal is to have 500 views of the online photo gallery by June 30, 2026.
We will use funding to develop a brand kit (including developing a logo) for downtown White River Junction. The downtown area lacks a cohesive logo and branding, therefore this would be a good way to further develop and promote the downtown area.	We expect that downtown White River Junction will now have a branded logo to use and this logo can even be used on t-shirts, mugs, stickers, etc. to promote the downtown. We also expect to have a brand kit designed and developed reflecting the downtown, including online style guidelines, font, color palettes, and other relevant items. The outcome associated

Work Plans and Reporting Forms for FY2026:

Please complete the below outlining the goals and expected outcomes your organization will focus on this coming year. *All organizations must select **at least one** goal from options 1-4 – you may choose more if they reflect your priorities.*

GOAL AREA 3: DESIGN

Examples of Design projects include improving the physical appearance of downtown, quality maintenance practices, historic building rehabilitation and adaptive reuse, master planning for public spaces, encouraging appropriate new construction, educating business and property owners about design quality, and long-term planning and other activities that help make the downtown more functional, safer, and inviting to visitors and investors alike.

Initial Work Plan: Please complete the table below and submit by **June 20, 2025**

<u>Planned Activities:</u>	<u>Expected Outcomes</u>
List a specific activity your organization plans to carry out under this goal in the coming year. Please list each activity separately. You may include as many or as few activities as appropriate using in the additional goal sections provided.	Briefly describe what your downtown organization hopes to achieve through this activity, using metrics or narrative. Outcomes may be quantitative (e.g. increased volunteer hours) or qualitative (e.g. improved board engagement). *Limit responses to 1000 characters or less*
Make the downtown more inviting by continuing the floral plantings and maintenance for the spring, summer, and fall seasons.	The outcome associated with the goal is to hire a landscaper to install plantings and manage maintenance for 4 existing large flowerpots, 2 new large flowerpots (we plan to purchase 2 new large flowerpots), and 28 existing hanging planters.

Work Plans and Reporting Forms for FY2026:

Please complete the below outlining the goals and expected outcomes your organization will focus on this coming year. *All organizations must select **at least one** goal from options 1-4 – you may choose more if they reflect your priorities.*

GOAL AREA 4: ORGANIZATION

Examples of Organization projects include Increasing organizational capacity by hiring new staff or expanding hours of existing staff, volunteer and board recruitment and development, public relations, fostering new and existing partnerships and collaboration amongst stakeholders, developing strategic plans to guide the organizations work and other activities that help provide the capacity and effectiveness of a healthy downtown organization.

Initial Work Plan: Please complete the table below and submit by **June 20, 2025**

<u>Planned Activities:</u>	<u>Expected Outcomes:</u>
List specific activities you plan to carry out under this goal in the coming year. You may list as many or as few as appropriate.	Briefly describe either with metrics or through narrative what your downtown organization hopes to achieve through these activities. Outcomes may be quantitative (e.g. increased volunteer hours) or qualitative (e.g. improved board engagement). *Limit responses to 1000 characters or less*
Increase the organizational participation and capacity by continuing the current WRJ Downtown Program Coordinator role at an average of 30 hours per month. The Downtown Business Association (DBA) will continue with a Letter of Understanding	The outcome associated with the goal is to grow the current WRJ Downtown Business Association volunteer base by 10 people. The WRJ Downtown Program Coordinator's hours also will be dedicated to supporting DBA implementation of the Vibrancy Grant work program.

Work Plans and Reporting Forms for FY2026:

Please complete the below outlining the shared goal and expected outcome your organization will focus on this coming year.

SHARED GOAL AREA 5: *required for all organizations.*

Please complete the table below and submit by **June 20, 2025**

Planned Activity:	Expected Outcomes:
List the specific shared activity you plan to carry out under this goal in the coming year.	Briefly describe either with metrics or through narrative what your downtown organization hopes to achieve through this shared goal. Outcomes may be quantitative (e.g. increased volunteer hours) or qualitative (e.g. improved board engagement). <i>*Limit responses to 1000 characters or less*</i>
We will use funding to collaborate with the VT Department of Tourism and Marketing and Vermont Vacations.com to promote tourism and highlight the vibrancy of our downtown.	The goal is to work with the VT Department of Tourism and Marketing and Vermont Vacations.com to create a vacation guide for White River Junction. This could be displayed under the "Further Reading" section of the website as an article and would also showcase local businesses and improve the visibility of downtown. The outcomes associated with the goal are to have two articles published on the website and to improve public awareness of downtown White River Junction.

APPENDIX II

Downtown Vibrancy Fund – Municipal Letter of Attestation
Must be signed below by a majority of the legislative body.

Name of Municipality: _____

Name of Downtown Organization: _____

Date: _____

The Municipality supports the work that our Downtown Organization is doing to further the development and success of our downtown. The Municipality understands that the Downtown Organization will be receiving \$25,000 in State funding through the Downtown Vibrancy Fund program to complete projects aligned with the Main Street 4-point approach: economic vitality, promotions, design, and organization. The Municipality acknowledges and agrees that this funding will supplement, and not supplant, any funding traditionally provided to the Downtown Organization by the Municipality.

The Municipality acknowledges that DHCD will review the Municipality's allocation to the Downtown Organization annually and may take any change in the allocation into future Downtown Vibrancy Fund program awards.

LEGISLATIVE BODY

(name)

(signature)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPENDIX II

Downtown Vibrancy Fund – Municipal Letter of Attestation
Must be signed below by a majority of the legislative body.

Name of Municipality: Town of Hartford

Name of Downtown Organization: White River Junction Downtown Business Association

Date: 10/14/25

The Municipality supports the work that our Downtown Organization is doing to further the development and success of our downtown. The Municipality understands that the Downtown Organization will be receiving \$25,000 in State funding through the Downtown Vibrancy Fund program to complete projects aligned with the Main Street 4-point approach: economic vitality, promotions, design, and organization. The Municipality acknowledges and agrees that this funding will supplement, and not supplant, any funding traditionally provided to the Downtown Organization by the Municipality.

The Municipality acknowledges that DHCD will review the Municipality's allocation to the Downtown Organization annually and may take any change in the allocation into future Downtown Vibrancy Fund program awards.

LEGISLATIVE BODY	
(name)	(signature)
Mary Erdei, Chair	
Michael Hoyt, Vice Chair	
Ashley Andreas, Clerk	
Miranda Dupre	
Tim Fariel	
Ida Griesemer	
Erik Krauss	



AGENDA MEMORANDUM

October 14, 2025

Town Selectboard Meeting Item 5 (h).

Submitted by: John Haverstock, Town Manager

Subject: Proposed FY27 Budget Overview

Background:

Internal Budget Process

Department Heads crafted their annual budgets in late August. Starting on September 3, each Department Head met with me to present and discuss their draft budgets for FY27. Once all proposed budgets were input into the Town's MuniSmart software, the Finance Director and I reviewed them together and I input my relatively few recommended changes and narrative discussions into column 5 of the spreadsheets contained in the budget notebooks each of you have received.

At this early stage, it is no surprise that the gap between projected revenues based on existing tax rates and proposed expenditures is reflected in a rather large default figure being set for necessary property tax revenues. Indeed, the budget process is devoted to bridging this gap and bringing revenues and expenditures into alignment with as little an increase in the property tax burden as possible.

On the revenue side, the Finance Director reminds me that we will not know our Unassigned Fund (from which the Town has "paid down tax rates" in the past) balance as of June 30, 2025 until November 25, when the auditors report to the Selectboard. On the expense side, the Finance Director and I will present a variety of options for your consideration later in the budget process, after all Department Heads have presented their budget proposals to you.

At the December 16 budget meeting, the proposed "final" draft of the several budgets will be presented with the goal of a Selectboard vote of tentative approval, pending any subsequent petitions. Final adoption votes must occur by mid-January, by State law.

Budget Presentations

Starting the week of October 27, we will be focused on departmental budget presentations. Our expectation for the Selectboard is that Board members will have reviewed each proposed budget prior to the meeting devoted to its presentation and discussion and presented questions, via the Town Manager, about departmental budgets no later than 5 days before that budget presentation.

October 28	Assessor/Town Clerk/HR
October 30	Fire/Police/Dispatch
November 6	Bugbee/Public Works and Enterprise Funds
November 18	Planning/Parks & Recreation/IT/Town Manager
November 25	Finance/Audit Report/Wrap Up #1 – All Departments
December 2	Debt/Wrap Up #2 – All Departments
December 4	Budget-If Needed (Placeholder)
December 9	Wrap Up # 3 -All Departments
December 11	Budget-If Needed (Placeholder)
December 16	Finalize Tentative Budget, except for Petitions/Appropriations
December 18	Budget – If Needed (Placeholder)
January 20	Final Adoption of Budgets
January 22	--If Needed (Placeholder)

Discussion:

Overall Budget Goals

Department Heads have reviewed and considered the Selectboard's Budget Guidance document and taken your words to heart with regard to taking care of what we have – whether that be the Town's infrastructure, our equipment, our buildings, or our people. In addition, much of the maintenance and upgrades to Town-owned buildings and vehicles also fit in with the need to address municipal emissions as part of the Climate Action Plan. For the most part, the Department Heads have heeded the request to aim for increases of no more than 4% and will be prepared to discuss rainy day scenarios (to reduce increases to 2.5%), if necessary. Of course, when evaluating a Department's adherence to Selectboard Guidance, the Board will want to look at net increases in the case of Departments with significant revenues tied to fees—for example, Parks & Recreation). The first draft of the FY27 General Fund budget shows a spending increase of approximately 5.4%--or roughly \$300,000 more than desired. When an erroneous entry under Police corporal salaries is corrected (a savings of \$83,366.), this improves the picture to roughly a 5.0% increase.

Several departments wish to expand staff and services and others have capital needs which have not been included in these budgets, per Selectboard Guidance. These Departments (e.g., Police, Public Works and the Town Manager) can be expected to advocate for additional spending for personnel during their budget presentations. For such items to be considered in FY28 and beyond, Department Heads have been encouraged to make mention of them within spreadsheet narratives, to "plant the seeds" for Selectboard consideration in future budget cycles.

Town-Wide Increases

We have budgeted for both Union employees (DPW, Police, Fire) and non-Union employees a 4% wage increase. Wage increases for members of the new Clerical Workers' Union have also been included in the budget.

Happily, our MVP health care coverage has gone up only approximately 2%. The Town has historically paid 85 percent of these costs (which is a higher percentage than the average of all

Vermont employers) and that percentage will remain the same for FY27.

Grand List: The Assessor is currently predicting no increase in the Grand List. See attached memorandum. The Grand List will be finalized in May-June and then, in July, 2026 and the Selectboard will then set tax rates based on (a) the updated Grand List and (b) the General Fund expenditure budget approved by the voters at Town Meeting in March, 2026.

Highlights and Loose Ends in DRAFT FY27 Budgets

General Fund – Fund 10

Human Resources: The Town's HR Director/Executive Assistant to the Town Manager has reached the point where she needs to focus on her HR work and offload her duties as Executive Assistant to the Town Manager. Paula is equipped with compelling data (appropriate ratios of municipal employees to HR staff, for example) to support this change and I am persuaded.

Executive Assistant to the Town Manager: Paula has also advocated strongly in favor of a full-time Executive Assistant to the Town Manager. The Board might want to support my proposal for such a staffer or even consider a more robust alternative—an Assistant Town Manager or Deputy Town Manager. I have collected data on these options and will be prepared to discuss it when I present my proposed budgets.

Community Nurse: Chief Cooney's HFD budget proposal includes an increase in weekly hours from the Town's Community Nurse, from 25 to 32 (still no benefits), in recognition of the Community Nurse's successful work and the resultant increased demand for her services.

Curbside Recycling: The initial draft of the FY27 General Fund budget does not contain funds for a transfer to the Solid Waste Enterprise Fund for the discontinued curbside recycling program. Of course, the Selectboard may opt to restore funding in support of some version of the program (contracted or in-house, if deemed feasible and desirable). The Town Manager will provide a memorandum regarding these options within the context of the DPW Director's budget presentations.

Libraries and Cemeteries:

Library and cemetery leadership were to have presented their budget proposals by the October 6 deadline. Social service appropriation requests are due by November 15 and are voted on during Town Meeting Day (and requested amounts cannot be changed by the Selectboard). Hartford voters historically support these requests, so anticipated funding levels are included within this budget draft as "placeholders" for a more complete picture of the budget. Where we have received early requests, I have input them into the budget with the narrative "Actual Request." The budget will, of course, be updated as we obtain hard figures (to replace estimates).

Debt Service on Fairview Terrace Project

The voters have approved a \$4,100,000 bond to build a retaining wall and reconstruct Fairview Terrace and Gates Street, restoring one-way traffic (downhill) into downtown White River Junction. The timing of when annual debt service payments should begin to be budgeted depends upon the success the Town has in its ongoing efforts to secure needed easements, whether through negotiation or time-consuming litigation.

VLCT/PACIF Insurance Coverage: In December, the Town will receive figures from the Vermont League of Cities & Towns for property and workers' compensation insurance, which will then be inputted into the draft budgets to replace placeholder estimates before adoption.

Unbudgeted New Positions: Not currently budgeted but certainly deserving of your serious consideration is the addition of personnel, for which each relevant Department Head will advocate during their budget presentations.

Facilities Manager: The Town Manager feels that the hiring of a Facilities Manager would be a wise investment in the maintenance and longevity of Town facilities.

The Police Chief feels that the department, and public safety in general, would benefit by the addition of two uniformed officers, one of which could be assigned to support the Outreach Division.

DPW's leadership team feels that the Highway Division could accomplish much more work with the addition of two operators under the leadership of the Town's impressive, energetic new Highway Foreman.

Enterprise Funds (Funded by User Rates-Not Property Taxes)

The DPW Director would like to add one full-time wastewater operator to split-time and serve both the Hartford and Quechee wastewater systems.

The DPW Director would also like to transition from 2.5 to 3.0 Transfer Station attendants, to deal with increased recent usage of the facility.

The Town maintains five enterprise funds. As a general rule, enterprise funds should gain enough revenue from user fees to pay for expenditures (operations and maintenance costs, debt service, capital accumulation, etc.). During the Fee Schedule approval process in June, 2026 the Public Works Department has the ability to adjust user rates.

Tools in the Toolbox to Bring Tax Burden Down

Proposed LOT items

Hartford's Local Option Tax (LOT) collects a tax of 1% on meals, rooms, and alcohol sales in Town. Typically, the annual amount collected is approximately \$350,000. Per the Town Charter, voters must approve the specific uses of LOT revenue. Town Staff will propose LOT expenditures that benefit a broad portion of the Town's population in order to garner broad support. Perhaps some proposals will allow currently budgeted expenditures to be removed from the General Fund budget (e.g. vehicle(s) and equipment). For example, the DPW/Highway budget proposal contains \$55,000 in spending for a sidewalk snowplow (with attachment) and Parks & Rec's budget contains \$50,000 to resurface six courts at Maxfield. Alternatively, consideration might be given to the use of LOT for unbudgeted priorities, such as a police cruiser (\$90,000), a consultant study regarding a future HPD home (\$60,000) or an A/V upgrade to Room 1 (\$60,000). Unused LOT revenue remains in the fund for use at a later date.

Local Option Sales Tax

At the 2025 Town Meeting, the voters of Hartford approved the implementation of a one-percent local option sales tax, with the proviso that all such revenue would be used to provide property tax relief. This new sales tax became effective on July 1, 2025. Based on information from the State's

Department of Taxes, the Town has been expecting annual sales tax revenues of approximately \$1,000,000. The first meaningful quarterly reporting from Montpelier is expected in November. The discussion about the application of such revenues to property tax relief can occur now and/or in July, 2026, when tax rates are being set.

Unassigned Fund Balance

We should know the amount of the Town's Unassigned Fund balance by November 25 (when the Auditors present their findings).

Memo

To: John Haverstock

From: Rick Vincent

Date: October 2, 2025

Re: Estimated Grand List Growth for Fiscal Year 2027

Pursuant to your request I am providing an estimate of the growth in the Hartford Grand List for the Fiscal Year 2027.

Listed below are the Grand List values for the past seven years and the year-to-year growth from each year:

<u>Tax Year</u>	<u>Grand List Value</u>	<u>Growth %</u>
2019	\$13,850,609	
2020	\$13,990,371	1.0%
2021	\$14,041,228	.36%
2022	\$14,136,894	.68%
2023	\$14,188,695	.37%
2024	\$14,190,393	.00%
2025	\$26,101,930	83.90%
	Avg GL Growth	.4% (Prior to 2025 reappraisal)

The 83.90% growth in the 2025 tax year is a product of the townwide reappraisal project. There was, essentially, no growth between the 2023 and 2024 tax years.

The only significant construction project in the works is the Blackrock apartment complex construction on Sykes Mountain Avenue. The developer recently broke ground, so I do not project significant value increases for that project for the 2026 tax year. We do have numerous open building permits for small projects (additions, sheds, decks, etc.) but those permits do not move the value needle significantly. Additionally, we will be adjusting some individual 2026 tax year property assessments for property owners who missed the appeal periods for the 2025 tax year. We may see some reductions in values as a result of those individual reviews. It is my belief that any growth in the Grand List will be relatively small (less than the average .4% growth shown in the above chart. I would conservatively estimate 0% growth.

Based on the above data, I am estimating the growth rate for the 2026 tax year to be .0%, for a Grand List value of approximately \$26,101,930.

I am always available to answer any questions.



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, September 30, 2025, 6:00pm

Hartford Town Hall, 171 Bridge Street,

White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Chair, Mary Erdei; Vice Chair, Michael Hoyt; Clerk, Ashley Andreas; Miranda Dupre; Ida Griesemer; Erik Krauss; Tim Fariel; John Haverstock; Scott Cooney; Lana Livingston; Adam Grounds; Nancy Scott; John Haffner; Maggie Burnett; Jessie Pollard; John Reid; Rebecca White; Rick Vincent; Bryan Gazda; Gail Ostrout; Johnathon Schectman; Matt Osborn; Lexi Webster; Peter Zendran

Present on Zoom: Marie Alvin

JAM LINK:

<https://www.youtube.com/watch?v=ykmDjpgn9Zg&list=PLAdkf9ugxof7FGsvb7b8PHLFaNFkZbq-g>

- I. Call to Order the Selectboard Meeting at 6pm by Chair, Mary Erdei
- II. Pledge of Allegiance was recited and led by Fire Chief, Scott Cooney
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda: There will be no Executive Session.
- VI. Selectboard

1. Public Comment

Peter Zendran from WRJ spoke to his concerns about residents being surveilled.

Marie Alvin, from WRJ asked if there had been any thoughts what selling water to Norwich would do during a drought. She asked about the reports from the HPD. She also asked why the ordinance for the Park & Ride was not being followed. There is a 7 day limit and a car has now been there for over 30 days.

2. Selectboard Comments and Announcements

Ashley Andreas reminded folks about the invitation for the event called Managing Difficult Conversations with Constituents on October 23rd by Braver Angles.

Tim Fariel commented on watching the Fire event last week. He was really impressed with all the crews that worked on putting it out.

Miranda Dupre announced that there will be mutual aid fund raiser at the First Friday Event at the Filling Station for the folks affected by the Fire.

Also a reminder of the Selectboard Board's Meet and Greet at the Filling Station on First Friday beginning at 5:30pm.

3. Appointments: None

4. Town Manager Report:

1. **Major Incident Response – 3rd Alarm Fire at 40 Barnes Avenue**

On Tuesday, September 23, 2025, at 10:56 AM, Hartford Fire Department responded to a third-alarm structure fire at 40 Barnes Avenue, a six-unit residential building in White River Junction. The fire originated on the second floor and caused significant damage to the upper level and roof, with water damage affecting other areas of the building.

- **Casualties:** One firefighter sustained a minor injury. Two dogs perished. Some reptiles and a cat were rescued during operations.

- **Occupants:** All residents were accounted for. The building is currently uninhabitable.
- **Support Services:** Ledge works, the property manager, arranged temporary housing for displaced tenants. Red Cross services remain available.
- **Investigation:** The Hartford Fire Marshal, with assistance from the Vermont Fire and Explosives Investigations Unit, will conduct a full investigation. The Fire Department is maintaining custody of the building until the investigation concludes.
- **Mutual Aid Responders:** Lebanon, Hanover, Norwich, Plainfield, Pomfret, Woodstock, Meridian, and Windsor Fire Departments.
- **Coverage Support:** Hartland Volunteer Fire Department (fire coverage) and Lebanon Fire Department (EMS coverage).

2. Hartford Parks & Recreation – National Re-Accreditation

Hartford Parks & Recreation received its **final notice of Re-Accreditation** at the National Recreation and Parks Conference on Wednesday, September 17. The official recognition took place at the *Best of the Best Ceremony* presented by the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

CAPRA is the only national accreditation of park and recreation agencies and serves as a valuable measure of operational quality, management, and service to the community. Re-accreditation is required every five years. Hartford remains the **only accredited agency in the State of Vermont**, and one of only **213 accredited agencies nationwide**.

3. Regional Collaboration – New EMS Contract with Pomfret

We are pleased to announce a **new contracted ambulance service agreement** with the **Town of Pomfret, VT**, to provide EMS coverage to designated areas of their community. This agreement not only enhances regional emergency medical response but also represents a **new revenue-generating service** for the Town of Hartford. It reflects our continued commitment to regional partnerships and sustainable service delivery.

4. Emergency Planning – Drought Preparedness

I met with the **Public Works Department** to review current drought conditions and assess emergency preparedness for the **Quechee and White River Junction Water Systems**. While both systems are currently operating without known impacts, we are proactively developing contingency plans to ensure continued service in the event of worsening conditions.

5. Community Safety Collaboration – Situation Table Meeting

On September 26, I attended the **Situation Table meeting**, where I observed the multi-agency process designed to support individuals at **acutely elevated risk**. This collaborative approach brings together law enforcement, health and human services, and community partners to intervene early and provide coordinated support. It was encouraging to see this proactive model in action and the commitment of all involved agencies to improving outcomes for vulnerable individuals in our region.

6. Statewide Burn Ban – Effective September 22

On September 22, 2025, the **Commissioner of Forests, Parks, and Recreation** issued a **statewide burn ban**, effective at 12:00 PM. All Town Forest Fire Wardens and Deputy Wardens have been directed **not to issue any burning permits** until further notice. This order will remain in effect until it is formally revoked, either statewide or on a county-by-county basis, depending on fire danger and weather conditions. The Town is complying fully with this directive and has notified the public accordingly.

7. Quechee Main Street Sidewalk Grant Award

The Town of Hartford has been awarded **\$1.5 million** from the **Vermont Bicycle/Pedestrian**

Grant Program to design, engineer, and construct a sidewalk along **Quechee Main Street**, between the library and the Quechee Bridge, including a connection to the Quechee Green Circle. Grant agreement documents and an implementation schedule will be processed with the state in the coming weeks.

8. Personnel Achievements – Fire Department

- **Deputy Fire Marshal Amy Jerome** has successfully completed her probationary period and is now fully certified as both a **Fire Inspector** and **Firefighter/EMT**. This marks a significant professional milestone, and we commend her dedication and growth.
- **Senior Firefighter Promotion:** Ian Duffy has been promoted to **Senior Firefighter** as of September 22, 2025. Ian has demonstrated strong leadership and commitment to service excellence. Congratulations to both Amy and Ian on their achievements.

Significant Activity Reports Link: <https://www.hartford-vt.org/Archive.aspx?ADID=523>

5. Board Report, Motions & Ordinances

- a. Update from the Historic Preservation Commission presented by Jonathan Schechtman. Presentation: <https://www.hartford-vt.org/DocumentCenter/View/12928/Historic-Preservation-Selectboard-Presentation-093025>
- b. Update From the Housing and Homelessness Committee/Housing Survey Update by John Haffner. Presentation: <https://www.hartford-vt.org/DocumentCenter/View/12930/Hartford-Committee-on-Housing-and-homelessness-2025-update>
- c. Public Meeting 2 of 2 on Town's Solid Waste Implementation Plan presented by Bryan Gazda. Selectboard Chair, Mary Erdei opened the Public Meeting at 7:10 PM. Presentation: <https://www.hartford-vt.org/DocumentCenter/View/12931/SWIP--Pre-Approved-Final-Draft>
Citizen Comments: None
Selectboard Chair, Mary Erdei closed the Public Meeting at 7:12PM.
- d. Purchase of New 2026 Ford F250 Pickup Truck presented by Bryan Gazda.
Selectboard Member, Erik Krauss made the motion to accept the bid in the amount of \$70,853.00 from Formula Ford Lincoln, Rutland, VT, for a 2026 Ford F250 4X4 Extended Cab Flatbed Pickup with snowplow and York Rake and authorize the Town Manager to sign all documents associated with the purchase of the vehicle. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed.
- e. Update on Coolidge Block Redevelopment Efforts presented by Adam Grounds and Lexi Webster. Presentation: <https://www.hartford-vt.org/DocumentCenter/View/12932/20250930-White-River-Junction-Parking-Feasibility-Study>

Selectboard Vice Chair, Mike Hoyt made the motion to direct the Town Manager to pursue submission of a VMPP application for \$30,000 to fund approximately half of the feasibility study with the understanding that the VMPP application will be approved at a future Selectboard meeting prior to submittal. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

Selectboard Member, Erik Krauss made the motion to have a member of the staff submit a letter of support for the project's Catalyst Grant Feasibility application if the project scope for the application will focus primarily on reducing car dependency in downtown WRJ by assessing enhancements to alternative modes

of mobility including but not limited to active mobility (e.g. walking, biking), transit (e.g. conventional route-based transit and micro transit, shuttle service), and car sharing, and secondarily, the project scope will include assessing options for increasing surface level parking capacity. Selectboard Clerk, Ashley Andreas seconded the motion. 4 were in favor, 3 not in favor (Fariel, Hoyt & Erdei) and the motion passed.

- f. Consider Encumbrance of FY25 Funds for Open Purchase Orders presented by Gail Ostrout
Selectboard Member, Miranda Dupre made the motion to approve the 2025 Encumbrance Request as modified totaling \$661,157.67 which includes reducing the Selectboard training by \$8,858.77. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.
- g. Review and Accept Assessor Error and Omission Report
Selectboard Clerk, Ashley Andreas made the motion to Approve an additional adjustment in assessed value for 235 Fairbanks Turn, SPAN number 285-90-15255, so that the assessed value is reduced from the original 2025 value of \$2,292,200 to \$420,600. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.

VII. Commission Reports

Ida Griesemer: Report from the Energy Commission:

- The electric vehicle expo was a success. At least two attendees purchased EVs. The Commission discussed ideas for how to use the surplus funds from sponsorships for the event, including possibly putting it toward bike parking infrastructure in downtown WRJ.
- Window Dressers workshop is Oct. 2-8. [Click here for info about Window Dressers](#). If interested in volunteering: [sign up here](#)
- Styrofoam recycling event is Saturday, Oct. 4, 9-11 am in the Mascoma Bank parking lot, 243 Sykes Mountain Ave, WRJ

Mary Edei: Report from the Bugbee Committee:

Mark Bradley reviewed the tour taken at the last meeting and ended with thoughts that we are lacking a Capital Improvement Plan and that the Feasibility Study did not include an architectural rendering as well as programs at Bugbee.

“How do we prioritize “is where we began then:

Small group #1 (made up of Mark, Sean, Tom, Linda) to answer the following questions:

A) What do we need to do first?

B) What needs to happen now regarding compliance and decommissioning?

They will meet once in the next week (Oct 1, 2025) and bring to next full meeting.

Small Group #2 (made up of Mark, Sue, Emily, Scott F) to answer the following:

A) How do we link the Feasibility Study to the needs of Bugbee’s building programs?

B) How will “site” impact the operating budget of Bugbee?

Meeting tentatively on Oct 7 at 5 pm

The next meeting will be on October 9th at 4:30 at Bugbee

VIII. Consent Agenda: **Selectboard Vice Chair, Mike Hoyt made the motion to accept the Consent Agenda. Selectboard Member, Tim Fariel seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 9/27/2025

Approve A/P Manifest: 9/26/2025 & 10/2/2025

Approve Meeting Minutes of: 9/16/2025

Future Meetings Approved: 10/3/2025 (Outreach Event); 10/14/2025; 10/28/2025

IX. Executive Session: None

X. Adjourn the Selectboard Meeting: **Selectboard Member, Erik Krauss made the motion to adjourn the meeting at 8:55PM. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.**

Ashley Andreas, Selectboard Clerk
September 30, 2025 Meeting

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 1
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
10-0111	Tax Sale				
062231	BALAGUR , RICHARD	RICHARD BALAGUR	10/10/2025		2002
08.30.2025	TAX SALE 2026	0.00	\$9,217.81	0.00	9,217.81
Desc:	REPAYMENT OF MISC COSTS RELATED TO	Acct: 10-003-200-0300	DELINQUENT FEES RECEIVABLE		
Desc:	REPAYMENT OF LEGAL FEES RELATED TO	Acct: 10-003-200-0300	DELINQUENT FEES RECEIVABLE		
Desc:	REFUND EXTRA PROCEEDS PAID AT TAX S	Acct: 10-999-999-0100	CLEARING ACCOUNT(UNDEP FUNDS)		
Desc:	INTEREST	Acct: 10-003-200-0300	DELINQUENT FEES RECEIVABLE		
Vendor Total:			9,217.81	0.00	9,217.81
10-0111	K-9	Bank Total:			9,217.81
25-0126	K-9				
036115	ONION RIVER ANIMAL HOSPITAL		10/10/2025		119
738655017	VET VISIT	0.00	\$150.85	0.00	150.85
Desc:	VET VISIT	Acct: 25-985-211-0127	HPD K-9 Stanton Foundation		
Vendor Total:			150.85	0.00	150.85
25-0126	Town Clerk Restoration	Bank Total:			150.85
25-0151	Town Clerk Restoration				
026040	KOFILE, INC	KOFILE, INC	10/10/2025		2002
INV-KT-022132	2020-2023 RE-BIN IN RECORDER BIND	0.00	\$435.00	0.00	435.00
Desc:	2020-2023 RE-BIN IN RECORDER BINDER	Acct: 25-985-100-0151	Town Clerk Restoration		
Vendor Total:			435.00	0.00	435.00
25-0151	Revaluation Reserve	Bank Total:			435.00
25-0174	Revaluation Reserve				
041727	SCHNEIDER GEOSPATIAL, LLC	SCHNEIDER GEOSPATIAL, LLC	10/10/2025		1099
1008406	ONLINE DATABASE - 6 MO	0.00	\$2,400.00	0.00	2,400.00
Desc:	ONLINE DATABASE - 6 MO	Acct: 25-985-100-0174	Revaluation Exp		
Vendor Total:			2,400.00	0.00	2,400.00
25-0174	Parks & Recreation Reserve	Bank Total:			2,400.00
25-0521	Parks & Recreation Reserve				
019500	GRASSLAND EQUIPMENT &		10/10/2025		2004
1404103	SPREADER FOR WORKMAN	0.00	\$4,568.00	0.00	4,568.00
Desc:	SPREADER FOR WORKMAN	Acct: 25-985-521-0521	Parks & Recreation		
Vendor Total:			4,568.00	0.00	4,568.00
25-0521	PARKS - PLAYGROUND	Bank Total:			4,568.00
25-0522	PARKS - PLAYGROUND				
006896	BOWMAN CONSULTING GROUP LTD		10/10/2025		107
517681	LYMAN PARK - PROJ	0.00	\$675.00	0.00	675.00
Desc:	LYMAN PARK - PROJ	Acct: 25-985-522-0055	PR -Lyman Point Park Playground		

Report Date: 10/10/25
2:09PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 2
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			675.00	0.00	675.00
25-0522	Landfill Closure		Bank Total:		675.00
30-0200	Landfill Closure				
009792	CHOICE ENVIRONMENTAL		10/10/2025		2006
5096	MW REPAIRS TO WELLS @ LF	0.00	\$2,150.00	0.00	2,150.00
Desc:	MW REPAIRS TO WELLS @ LF	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE		
Vendor Total:			2,150.00	0.00	2,150.00
30-0200	GENERAL FUND - MASCOMA		Bank Total:		2,150.00
FUND 1 0	GENERAL FUND - MASCOMA				
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS	10/10/2025		96639
6084526702624	PARTS	0.00	\$411.26	0.00	411.26
Desc:	C4	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084526724900	PARTS	0.00	\$137.50	0.00	137.50
Desc:	E2	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084526832679	RETURNED PARTS	0.00	\$-137.50	0.00	-137.50
Desc:	RETURNED PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
6084527402926	PARTS	0.00	\$79.68	0.00	79.68
Desc:	FORESTRY	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			490.94	0.00	490.94
001028	AGRI-CYCLE ENERGY, LLC		10/10/2025		96640
44047	COMPOST - SEP'25	271.35	\$271.35	0.00	271.35
Desc:	COMPOST - SEP'25	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			271.35	0.00	271.35
001170	AIRGAS, INC.	AIRGAS USA, LLC	10/10/2025		96641
9164954235	MED O2	0.00	\$63.06	0.00	63.06
Desc:	MED O2	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
9165169897	MED O2	0.00	\$79.78	0.00	79.78
Desc:	MED O2	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:			142.84	0.00	142.84
001580	ALLAN'S VENDING SERVICE, LLC		10/10/2025		96642
497406	3 WATER 5 GALLON JUGS	0.00	\$23.40	0.00	23.40
Desc:	3 WATER 5 GALLON JUGS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:			23.40	0.00	23.40
001645	ALLIANCE MECHANICAL	ALLIANCE GROUP INC.	10/10/2025		96643
89720	MAINTENANCE	1,190.00	\$1,190.00	0.00	1,190.00
Desc:	Proactive Maintenance Work in July_	Acct: 60-961-318-0000	CONTRACTED SERVICES		
90509	MAINTENANCE	1,190.00	\$1,190.00	0.00	1,190.00
Desc:	Proactive Maintenance Work in July_	Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,380.00	0.00	2,380.00

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 3
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name					
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
001646	ALLEGIANCE TRUCKS JERICHO		CORPORATE BILLING, LLC		10/10/2025	96644
	X122041559:01	PARTS	0.00	\$2,418.86	0.00	2,418.86
	Desc:	E2 TURBO ACTUATOR	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			2,418.86	0.00	2,418.86
001801	AMAZON CAPITAL SERVICES, INC				10/10/2025	96645
	1MQY-7DJY-6CQL	Batteries, disinfectant wipes, narc	0.00	\$294.78	0.00	294.78
	Desc:	Batteries, disinfectant wipes, narc	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Vendor Total:			294.78	0.00	294.78
002065	AMERICAN FAMILY LIFE ASSURANCE		AFLAC - AMERICAN FAMILY LIFE		10/10/2025	96646
	SEP'25	AD&D INS - SEP'25	0.00	\$1,396.14	0.00	1,396.14
	Desc:	AFLAC INS - SEP'25	Acct: 10-012-300-0270	ACCRUED AD&D PAYABLE		
	Vendor Total:			1,396.14	0.00	1,396.14
002260	AMERICAN TOWER CORPORATION				10/10/2025	96647
	5062930	TOWER RENTAL - OCT'25	0.00	\$2,249.73	0.00	2,249.73
	Desc:	TOWER RENTAL - OCT'25	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	Vendor Total:			2,249.73	0.00	2,249.73
002956	ASTRONAUT SECURITY TECHNOLOGIES LL				10/10/2025	96648
	S2842	AST Server room cable	0.00	\$7,920.00	0.00	7,920.00
	Desc:	AST Server room cable	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
	Vendor Total:			7,920.00	0.00	7,920.00
003990	ATG LEBANON, LLC				10/10/2025	96649
	X701054450:01	PARTS	0.00	\$50.71	0.00	50.71
	Desc:	APPARATUS PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			50.71	0.00	50.71
004850	BEN'S UNIFORMS INC.				10/10/2025	96650
	218053	UNIFORM	0.00	\$133.00	0.00	133.00
	Desc:	Uniform Pants	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Vendor Total:			133.00	0.00	133.00
004854	BENISTAR/HARTFORD		BESTCO HARTFORD		10/10/2025	96651
	NOV'25	RETIREEES HEALTH INS - NOV'25	3,221.50	\$14,112.26	0.00	14,112.26
	Desc:	Retirees Health Ins NOV2025	Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE		
	Desc:	Retirees Health Ins NOV2025	Acct: 10-171-418-0100	FIN -RETIREE HEALTH INSURANCE		
	Desc:	Retirees Health Ins NOV2025	Acct: 10-174-418-0100	ASE -RETIREE HEALTH INSURANCE		
	Desc:	Retirees Health Ins NOV2025	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
	Desc:	Retirees Health Ins NOV2025	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
	Desc:	Retirees Health Ins NOV2025	Acct: 10-271-418-0100	DISP -RETIREE HEALTH INSURANCE		
	Desc:	Retirees Health Ins NOV2025	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Desc:	Retirees Health Ins NOV2025	Acct: 10-622-418-0100	PDZ -Retiree Health Insurance		
	Desc:	Retirees Health Ins NOV2025	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Retirees Health Ins NOV2025	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 4
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			14,112.26	0.00	14,112.26
004863	BENNETT, DANIEL J	DANIEL J BENNETT	10/10/2025		96652
JUL-SEP'25	GYM MEMBERSHIP JULY-SEP'25 D.B.	0.00	\$126.00	0.00	126.00
Desc:	GYM MEMBERSHIP JULY-SEP'25 D.B.	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:			126.00	0.00	126.00
005039	BERGERON, ERIK J	ERIK J BERGERON	10/10/2025		96653
09.24.2025	Tool Reimbursement_PC Roll Pin	0.00	\$241.26	0.00	241.26
Desc:	Tool Reimbursement_PC Roll Pin	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:			241.26	0.00	241.26
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	10/10/2025		96654
85923025	MED SUPPLIES	0.00	\$171.99	0.00	171.99
Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
85923026	MED SUPPLIES	0.00	\$170.76	0.00	170.76
Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
85924730	MED SUPPLIES	0.00	\$2,781.26	0.00	2,781.26
Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
85935135	MED SUPPLIES	0.00	\$58.66	0.00	58.66
Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:			3,182.67	0.00	3,182.67
006920	BRACKETT, OLIVIA	OLIVIA BRACKETT	10/10/2025		96655
JUL-SEP'25	GYM MEMBERSHIP JULY-SEP 2025	0.00	\$86.00	0.00	86.00
Desc:	GYM MEMBERSHIP JULY-SEP 2025 O.B.	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:			86.00	0.00	86.00
006950	N. A. MANOSH		10/10/2025		96656
58089	Routine Scoping_Nutt Lane	555.00	\$555.00	0.00	555.00
Desc:	Routine Scoping_Nutt Lane	Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
59813	Routine INS_Nutt Lane	555.00	\$555.00	0.00	555.00
Desc:	Routine Inspection_Nutt Lane	Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
59935	Routine Scoping_Nutt Lane	555.00	\$555.00	0.00	555.00
Desc:	Routine Scoping_Nutt Lane	Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
Vendor Total:			1,665.00	0.00	1,665.00
007745	BURGESS LOSS PREVENTION ASSOCIATE		10/10/2025		96657
3092	BACKGROUND CHECK	0.00	\$1,049.00	0.00	1,049.00
Desc:	BACKGROUND CHECK	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
Vendor Total:			1,049.00	0.00	1,049.00
007760	BURLINGTON COMMUNICATIONS		10/10/2025		96658
BCS17603	RADIO MAINT CTR - OCT'25	0.00	\$140.00	0.00	140.00
Desc:	RADIO MAINT CTR - OCT'25	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
BCS17604	AVETEC MAINT CTR - OCT'25	0.00	\$450.00	0.00	450.00
Desc:	AVETEC MAINT CTR - OCT'25	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 5
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			590.00	0.00	590.00
008775	CAI TECHNOLOGIES			10/10/2025	96659
23585	TAX MAP MAINTENANCE Q2	0.00	\$1,000.00	0.00	1,000.00
Desc:	TAX MAP MAINTENANCE Q2	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
Vendor Total:			1,000.00	0.00	1,000.00
009140	CENTRAL VERMONT PROPERTIES			10/10/2025	96660
9500277924	PIPE RENTAL - 243 SHERBROOKE	50.00	\$50.00	0.00	50.00
Desc:	PIPE RENTAL - 243 SHERBROOKE	Acct: 50-955-317-0000	PERMITS & LICENSES		
Vendor Total:			50.00	0.00	50.00
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		10/10/2025	96661
4244383039	MECHANIC LAUNDRY	0.00	\$45.00	0.00	45.00
Desc:	MECHANIC LAUNDRY	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
4244383055	UNIFORMS	0.00	\$63.39	0.00	63.39
Desc:	UNIFORMS	Acct: 10-325-326-0000	DPW -UNIFORMS		
4245119191	UNIFORMS	0.00	\$63.39	0.00	63.39
Desc:	UNIFORMS	Acct: 10-325-326-0000	DPW -UNIFORMS		
4245119271	MECHANIC LAUNDRY	0.00	\$45.00	0.00	45.00
Desc:	MECHANIC LAUNDRY	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:			216.78	0.00	216.78
009840	CIVICPLUS, INC	CIVICPLUS, INC		10/10/2025	96662
352178	DIGITIZATION ORDINANCE PROJECT	0.00	\$3,517.50	0.00	3,517.50
Desc:	DIGITIZATION ORDINANCE PROJECT	Acct: 10-121-318-0010	TM- CONTRACTED SERVICES POLICY		
Vendor Total:			3,517.50	0.00	3,517.50
010420	COATES, THOMAS	THOMAS COATES		10/10/2025	96663
OCT'25	RETIREE REIMB - OCT'25	281.26	\$281.26	0.00	281.26
Desc:	RETIREE REIMB - OCT'25 T.C.	Acct: 65-963-418-0100	RETIRE HEALTH INSURANCE		
Vendor Total:			281.26	0.00	281.26
010832	COMCAST			10/10/2025	96664
0134242OCT'25	INTERNET - 2590 N HARTLAND	91.90	\$91.90	0.00	91.90
Desc:	INTERNET - 2590 N HARTLAND	Acct: 30-971-324-0000	TELEPHONE		
0262894NOV'25	142 IZZO PL	230.64	\$230.64	0.00	230.64
Desc:	142 IZZO PL	Acct: 65-963-324-0000	TELEPHONE		
Vendor Total:			322.54	0.00	322.54
011200	CED-TWIN STATE-WHITE RIVER JCT	CED-TWIN STATE-WHITE RIVER JCT		10/10/2025	96665
9431-1071981	ELECTRICAL PARTS	0.00	\$27.13	0.00	27.13
Desc:	ELECTRICAL PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			27.13	0.00	27.13
011905	CREATIVE INFORMATION SYSTEMS INC			10/10/2025	96666
INV-021660	SCALE SOFTWARE NOV'25-JAN'26	1,301.00	\$1,301.00	0.00	1,301.00

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 10/10/2025 - 10/10/2025

Page: 6
User: florentina
ReportAPINHDD_PmtByDate

Bank ID	Bank Name				Check Date	Check No.
Vendor ID	Vendor Name		Payee Name			
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	SCALE SOFTWARE NOV'25-JAN'26	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:				1,301.00	0.00	1,301.00
011970	CRONIN, PETER		PETER CRONIN	10/10/2025		96667
	JUL-SEP'25	GYM MEMBERSHIP JULY-SEP 2025	0.00	\$75.15	0.00	75.15
	Desc:	GYM MEMBERSHIP JULY-SEP 2025 P.C.	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:				75.15	0.00	75.15
012108	CSC INVESTIGATIONS, LLC			10/10/2025		96668
	1021	PD Complaint Investigation	0.00	\$6,895.55	0.00	6,895.55
	Desc:	PD Complaint Investigation	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Vendor Total:				6,895.55	0.00	6,895.55
012665	DANIELS, WANDA		WANDA DANIELS	10/10/2025		96669
	OCT'25	RETIREE REIMB - OCT'25	0.00	\$229.17	0.00	229.17
	Desc:	RETIREE REIMB - OCT'25 W.D.	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:				229.17	0.00	229.17
013200	DEAN, DAVID		DAVID DEAN	10/10/2025		96670
	OCT'25	RETIREE REIMB - OCT'25	0.00	\$612.19	0.00	612.19
	Desc:	RETIREE REIMB - OCT'25 D.D.	Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE		
Vendor Total:				612.19	0.00	612.19
013575	DELL MARKETING L.P.			10/10/2025		96671
	10835043873	NEW PC	1,000.00	\$1,000.00	0.00	1,000.00
	Desc:	Computer for Chief Water Operator	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc:	Computer for Chief Water Operator	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	10836833111	COMPUTER MONITORS	2,900.00	\$2,900.00	0.00	2,900.00
	Desc:	COMPUTER MONITORS	Acct: 72-211-211-0291	Grant : Family Place SIU FYE 2026		
Vendor Total:				3,900.00	0.00	3,900.00
013653	DENNISON LUBRICANTS INC			10/10/2025		96672
	3878271	OIL	0.00	\$313.00	0.00	313.00
	Desc:	OIL	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Desc:	OIL	Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:				313.00	0.00	313.00
013840	DIG SAFE SYSTEM, INC			10/10/2025		96673
	42589	EXCAVATION REQUESTS JUL-SEP 202	264.00	\$264.00	0.00	264.00
	Desc:	EXCAVATION REQUESTS JUL-SEP 2025	Acct: 50-955-313-0000	MEMBERSHIP DUES		
	Desc:	EXCAVATION REQUESTS JUL-SEP 2025	Acct: 55-955-313-0000	MEMBERSHIP DUES		
	Desc:	EXCAVATION REQUESTS JUL-SEP 2025	Acct: 60-965-313-0000	MEMBERSHIP DUES		
	Desc:	EXCAVATION REQUESTS JUL-SEP 2025	Acct: 65-965-313-0000	MEMBERSHIP DUES		
Vendor Total:				264.00	0.00	264.00
014395	MACK BROTHERS ELEVATOR LLC			10/10/2025		96674
	5659	MONTHLY MAINTENANCE TH ELEVATOR	0.00	\$160.00	0.00	160.00
	Desc:	MONTHLY MAINTENANCE TH ELEVATOR	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		

Report Date: 10/10/25
2:09PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 7
User: florentina

ReportAPINHDD_PmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				160.00	0.00	160.00
014415	DUBE, CHRISTOPHER		CHRISTOPHER DUBE		10/10/2025	96675
	OCT'25	RETIREE REIMB - OCT'25	0.00	\$312.50	0.00	312.50
	Desc:	RETIREE REIMB - OCT'25 C.D.	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:				312.50	0.00	312.50
014690	DURAEDGE PRODUCTS, INC				10/10/2025	96676
	INV18091	DURAEDGE MIX	0.00	\$5,561.00	0.00	5,561.00
	Desc:	DURAEDGE MIX	Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:				5,561.00	0.00	5,561.00
015500	ENDYNE, INC				10/10/2025	96677
	550045	TESTING	25.00	\$25.00	0.00	25.00
	Desc:	TESTING	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	550046	TESTING	46.00	\$46.00	0.00	46.00
	Desc:	TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
	550436	TESTING	90.00	\$90.00	0.00	90.00
	Desc:	TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES		
	550502	TESTING	0.00	\$18.00	0.00	18.00
	Desc:	TESTING	Acct: 10-528-323-0000	PR -MATERIAL & SUPPLIES		
	551771	TESTING	25.00	\$25.00	0.00	25.00
	Desc:	TESTING	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	549884	TESTING	55.00	\$55.00	0.00	55.00
	Desc:	TESTING	Acct: 50-954-318-0000	CONTRACTED SERVICES		
	549930	TESTING	90.00	\$90.00	0.00	90.00
	Desc:	TESTING	Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:				349.00	0.00	349.00
015730	ESTES & GALLUP, INC				10/10/2025	96678
	12170	STN#2 - DRAW 12	0.00	\$36,036.62	0.00	36,036.62
	Desc:	STN#2 - DRAW 12	Acct: 10-221-331-0020	HFD -EQUIPMENT STATION 2		
Vendor Total:				36,036.62	0.00	36,036.62
015805	EUROFINS ENVIRONMENT TESTING				10/10/2025	96679
	4750010450	TESTING	29.40	\$29.40	0.00	29.40
	Desc:	TESTING	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	4750010691	TESTING	190.40	\$190.40	0.00	190.40
	Desc:	TESTING	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	4750010797	TESTING	29.40	\$29.40	0.00	29.40
	Desc:	TESTING	Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:				249.20	0.00	249.20
015815	EVANS GROUP INC		EVANS GROUP INC.		10/10/2025	96680
	10682353	FUEL-SEP'25	1,041.35	\$1,512.73	0.00	1,512.73
	Desc:	FUEL-SEP'25Highway	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
	Desc:	FUEL-SEP'25 Hartford Water	Acct: 50-954-319-0000	EQUIPMENT OPERATION-GAS		
	Desc:	FUEL-SEP'25 Quechee Water	Acct: 55-954-319-0000	EQUIPMENT OPERATION - GAS		

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 8
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name		Payee Name		Check Date	Check No.	
Vendor ID	Vendor Name						
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc:	FUEL-SEP'25 Hartford Wastewater	Acct:	60-961-319-0000	EQUIPMENT OPERATION-GAS		
	Desc:	FUEL-SEP'25 Quechee Wastewater	Acct:	65-963-319-0000	EQUIPMENT OPERATION-GAS		
10682358		GAS - SEP'25		0.00	\$3,518.98	0.00	3,518.98
	Desc:	GAS - SEP'25	Acct:	10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS		
10682359		FUEL - SEP'25		0.00	\$651.86	0.00	651.86
	Desc:	FUEL - SEP'25 mowers	Acct:	10-527-319-0000	PR -EQUIPMENT OPERATION-GAS		
	Desc:	FUEL - SEP'25	Acct:	10-521-319-0000	PR -EQUIPMENT OPERATION-GAS		
10682360		FUEL - SEP'25		0.00	\$4,302.38	0.00	4,302.38
	Desc:	FUEL - SEP'25	Acct:	10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
Vendor Total:					9,985.95	0.00	9,985.95
016080	CONSOLIDATED COMMUNICATIONS				10/10/2025	96681	
	111020181918SEP'25	QUE WW PLANT - INTERNET		52.96	\$52.96	0.00	52.96
	Desc:	QUE WW PLANT - INTERNET	Acct:	65-963-324-0000	TELEPHONE		
	11833807752SEP'25	WRJ WATER TANKS		392.73	\$392.73	0.00	392.73
	Desc:	WRJ WATER TANKS	Acct:	50-952-324-0000	TELEPHONE		
	122569096956SEP'25	INTERNET-LF		64.38	\$64.38	0.00	64.38
	Desc:	INTERNET-LF	Acct:	30-971-324-0000	TELEPHONE		
	13444320594SEP'25	RADIO CIRCUITS		0.00	\$900.00	0.00	900.00
	Desc:	RADIO CIRCUITS	Acct:	10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	14091736024SEP'25	INTERNET-WABA		0.00	\$324.73	0.00	324.73
	Desc:	INTERNET-WABA	Acct:	10-530-324-0000	PR -Telephone		
	14362366935SEP'25	INTERNET - HEMLOCK RIDGE		200.00	\$200.00	0.00	200.00
	Desc:	INTERNET - HEMLOCK RIDGE	Acct:	50-952-324-0000	TELEPHONE		
	8022957049639SEP'25	INTERNET-SPORTS PARK PUMP		59.66	\$59.66	0.00	59.66
	Desc:	INTERNET-SPORTS PARK PUMP	Acct:	60-964-324-0000	TELEPHONE		
	8022959708618SEP'25	INTERNET-MAXFIELD PUMP HOUSE		66.57	\$66.57	0.00	66.57
	Desc:	INTERNET-MAXFIELD PUMP HOUSE	Acct:	60-964-324-0000	TELEPHONE		
Vendor Total:					2,061.03	0.00	2,061.03
016540	FERGUSON ENTERPRISES, LLC		FERGUSON ENTERPRISES,LLC #591 #576		10/10/2025	96682	
	1299989	MATERIALS		0.00	\$397.94	0.00	397.94
	Desc:	MATERIALS	Acct:	10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	1301314	MATERIALS		253.59	\$253.59	0.00	253.59
	Desc:	MATERIALS	Acct:	50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	1301644	MATERIALS		226.76	\$226.76	0.00	226.76
	Desc:	MATERIALS	Acct:	65-964-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	1302022	MATERIALS		128.46	\$128.46	0.00	128.46
	Desc:	MATERIALS	Acct:	50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	1302515	MATERIALS		0.00	\$427.44	0.00	427.44
	Desc:	MATERIALS	Acct:	10-311-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:					1,434.19	0.00	1,434.19
017110	FISHER AUTO PARTS, INC				10/10/2025	96683	
	301-250283	UNDERCOATING		0.00	\$906.75	0.00	906.75
	Desc:	UNDERCOATING	Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Desc:	UNDERCOATING	Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
	301-250822	PARTS		0.00	\$30.90	0.00	30.90

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 9
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name	Check Date	Check No.		
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc: AMB 19	Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI			
301-251959	OIL	0.00	\$24.44	0.00	24.44	
	Desc: OIL	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
301-252026	RETURNED PARTS	0.00	\$-98.00	0.00	-98.00	
	Desc: RETURNED PARTS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-252103	PARTS	0.00	\$250.87	0.00	250.87	
	Desc: TRUCKS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
	Desc: TRUCKS	Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI			
301-252138	PARTS	0.00	\$14.69	0.00	14.69	
	Desc: PARTS	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			
301-252164	PARTS	0.00	\$18.95	0.00	18.95	
	Desc: TRUCKS	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-252192	PARTS	0.00	\$21.10	0.00	21.10	
	Desc: PARTS	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			
301-252226	PARTS	0.00	\$64.95	0.00	64.95	
	Desc: PUMP	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-252237	PARTS RETURNED	0.00	\$-108.00	0.00	-108.00	
	Desc: PARTS RETURNED	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-252296	PARTS	0.00	\$98.56	0.00	98.56	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-252370	PARTS	0.00	\$7.96	0.00	7.96	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-252566	PARTS	0.00	\$54.92	0.00	54.92	
	Desc: PARTS	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			
301-252681	PARTS	0.00	\$143.30	0.00	143.30	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-252776	PARTS	0.00	\$24.23	0.00	24.23	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-252777	PARTS	0.00	\$69.90	0.00	69.90	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-252900	PARTS	0.00	\$18.60	0.00	18.60	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-252927	PARTS	0.00	\$62.07	0.00	62.07	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-252969	PARTS	0.00	\$23.95	0.00	23.95	
	Desc: PARTS	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			
301-253085	PARTS	0.00	\$5.37	0.00	5.37	
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
301-253108	PARTS	8.55	\$8.55	0.00	8.55	
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
301-253191	PARTS	12.14	\$12.14	0.00	12.14	
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES			
301-253193	PARTS	0.00	\$258.96	0.00	258.96	
	Desc: FORESTRY	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
301-253628	PARTS	0.00	\$272.76	0.00	272.76	
	Desc: PARTS	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			
301-253650	SHOP SUPPLIES	0.00	\$489.49	0.00	489.49	
	Desc: SHOP SUPPLIES	Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			

Report Date: 10/10/25
2:09PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 10
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name	Check Date	Check No.	
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
301-363931	PARTS		0.00	\$4.36	0.00	4.36
Desc: PARTS		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				2,681.77	0.00	2,681.77
017301	FOGG'S LUMBER AND HARDWARE			10/10/2025		96684
327488/1	DOORS - TRANSFER STATION		3,795.00	\$3,795.00	0.00	3,795.00
Desc: DOORS - TRANSFER STATION		Acct: 30-971-321-0100		REPAIRS & MAINT-BUILDING		
373244/6	MATERIALS		5.99	\$5.99	0.00	5.99
Desc: MATERIALS		Acct: 50-952-323-0000		MATERIAL & SUPPLIES		
373921/6	MATERIALS		0.00	\$42.98	0.00	42.98
Desc: MATERIALS		Acct: 10-521-323-0000		PR -MATERIAL & SUPPLIES		
374867/6	MATERIALS		91.96	\$91.96	0.00	91.96
Desc: MATERIALS		Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
374931/6	GOOF OFF REMOVER		0.00	\$8.99	0.00	8.99
Desc: GOOF OFF REMOVER		Acct: 10-530-323-0000		PR -MATERIAL & SUPPLIES		
375485/6	WABA SHELF-TRAINING TIRE STORAG		0.00	\$76.75	0.00	76.75
Desc: WABA SHELF-TRAINING TIRE STORAGE		Acct: 10-530-321-0100		PR -REPAIRS & MAINT-BUILD & GROU		
375492/6	MATERIALS		0.00	\$20.99	0.00	20.99
Desc: MATERIALS		Acct: 10-530-323-0000		PR -MATERIAL & SUPPLIES		
375788/6	ANTI-FREEZE		0.00	\$28.99	0.00	28.99
Desc: ANTI-FREEZE		Acct: 10-512-320-0000		PR -EQUIPMENT OPERATION/MAINT		
Desc: ANTI-FREEZE		Acct: 10-521-323-0000		PR -MATERIAL & SUPPLIES		
376224/6	MATERIALS		0.00	\$18.78	0.00	18.78
Desc: MATERIALS		Acct: 10-530-323-0000		PR -MATERIAL & SUPPLIES		
Vendor Total:				4,090.43	0.00	4,090.43
017943	GARCIA, OSCAR	OSCAR D GARCIA		10/10/2025		96685
09.29.25	UNIFORM REIMBURSEMENT		59.98	\$59.98	0.00	59.98
Desc: UNIFORM REIMBURSEMENT O.GARCIA		Acct: 65-963-326-0000		UNIFORMS PURCHASE/LEASE		
Vendor Total:				59.98	0.00	59.98
019390	GRAINGER			10/10/2025		96686
9659040407	MATERIALS		238.36	\$238.36	0.00	238.36
Desc: MATERIALS		Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
Vendor Total:				238.36	0.00	238.36
019392	GRANDSTAND APPAREL	GRANDSTAND APPAREL		10/10/2025		96687
INV-7447	3rd-6th Soccer, Field Hockey, Cheer		0.00	\$1,031.80	0.00	1,031.80
Desc: 3rd-6th Soccer, Field Hockey, Cheer		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
INV-7446	Pre-K-2nd Soccer Shirts		0.00	\$1,219.40	0.00	1,219.40
Desc: Pre-K-2nd Soccer Shirts		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
Vendor Total:				2,251.20	0.00	2,251.20
019755	GREEN MOUNTAIN ELECTRIC SUPPLY	GREEN MOUNTAIN ELECTRIC SUPPLY		10/10/2025		96688
S5521002.001	PARTS		0.00	\$110.75	0.00	110.75
Desc: PARTS FOR FORK LIFT		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
S5521002.002	PARTS		0.00	\$37.73	0.00	37.73
Desc: PARTS FOR FORK LIFT		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		

Report Date: 10/10/25
2:09PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 11
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name					
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				148.48	0.00	148.48
019850	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP		10/10/2025	96689
	67700100000	OCT'25 RT 5 POLE 95	0.00	\$36.95	0.00	36.95
	Desc: RT 5 POLE 95		Acct: 10-314-329-0000	DPW -ELECTRICITY		
	74856156851	OCT'25 97 S MAIN ST CHARGING	0.00	\$616.73	0.00	616.73
	Desc: 97 S MAIN ST CHARGING		Acct: 10-314-329-0100	DPW -ELECTRICITY - CHARGING STA		
	77700100009	OCT'25 POLE 1 PLEASANT VIEW TERR	0.00	\$57.04	0.00	57.04
	Desc: POLE 1 PLEASANT VIEW TERR		Acct: 10-314-329-0000	DPW -ELECTRICITY		
	87700100008	OCT'25 CHRISTIAN ST POLE 72-50	0.00	\$32.13	0.00	32.13
	Desc: CHRISTIAN ST POLE 72-50		Acct: 10-314-329-0000	DPW -ELECTRICITY		
Vendor Total:				742.85	0.00	742.85
020400	HACH COMPANY				10/10/2025	96690
	14639765	Reagent Set, LR Manganese 10 ML	578.14	\$578.14	0.00	578.14
	Desc: Reagent Set, LR Manganese 10 ML		Acct: 50-952-340-0000	CHEMICALS		
Vendor Total:				578.14	0.00	578.14
020701	HANOVER, TOWN OF		TOWN OF HANOVER		10/10/2025	96691
	02693	BACK UP COMMICATIONS-AUG'25	0.00	\$549.43	0.00	549.43
	Desc: BACK UP COMMICATIONS-AUG'25		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
Vendor Total:				549.43	0.00	549.43
021450	HARTFORD, TOWN OF		TOWN OF HARTFORD		10/10/2025	96692
	110390,00448238	262 NORTH MAIN STREET	0.00	\$377.02	0.00	377.02
	Desc: 262 NORTH MAIN STREET		Acct: 10-421-328-0000	SEN -WATER		
	130125,00448231	171 BRIDGE STREET - TH	0.00	\$413.67	0.00	413.67
	Desc: 171 BRIDGE STREET - TH		Acct: 10-161-328-0000	TH -WATER		
Vendor Total:				790.69	0.00	790.69
021500	HARTFORD SCHOOL, TOWN OF		TOWN OF HARTFORD SCHOOL		10/10/2025	96693
	2026 TAXES#2	FYE 2026 TAXES PYMT #2	0.00	\$3,500,000.00	0.00	3,500,000.00
	Desc: FYE 2026 TAXES PYMT #2		Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		
Vendor Total:				3,500,000.00	0.00	3,500,000.00
021783	HAVERSTOCK, JOHN S		JOHN S HAVERSTOCK		10/10/2025	96694
	OCT'25	Travel Allowance OCT'25	0.00	\$333.33	0.00	333.33
	Desc: Travel Allowance OCT'25		Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
Vendor Total:				333.33	0.00	333.33
022400	HERRIN, RANDY		RANDALL HERRIN		10/10/2025	96695
	OCT'25	RETIREE REIMB - OCT'25	229.17	\$229.17	0.00	229.17
	Desc: RETIREE REIMB - OCT'25 R.H.		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:				229.17	0.00	229.17
022703	HILL, MARY		MARY HILL		10/10/2025	96696
	OCT'25	RETIREE REIMB - OCT'25	0.00	\$396.45	0.00	396.45

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 12
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name	Check Date	Check No.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	RETIREE REIMB - OCT'25 M.H.	Acct: 10-151-418-0100	TC -Retirees		
	Vendor Total:			396.45	0.00	396.45
023125	HORIZON SOLUTIONS			10/10/2025		96697
02214127	MED SUPPLIES		0.00	\$217.30	0.00	217.30
	Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
2214373	MED SUPPLIES		0.00	\$138.70	0.00	138.70
	Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	Vendor Total:			356.00	0.00	356.00
023461	INET COMMUNICATIONS			10/10/2025		96698
29553	TELEPHONES - OCT'25		0.00	\$141.41	0.00	141.41
	Desc:	TELEPHONES - OCT'25	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc:	TELEPHONES - OCT'25	Acct: 10-151-324-0000	TC -TELEPHONE		
	Desc:	TELEPHONES - OCT'25	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc:	TELEPHONES - OCT'25	Acct: 10-174-324-0000	ASE -TELEPHONE		
	Desc:	TELEPHONES - OCT'25	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc:	TELEPHONES - OCT'25	Acct: 10-511-324-0000	PR -TELEPHONE		
	Desc:	TELEPHONES - OCT'25	Acct: 10-622-324-0000	PDZ -TELEPHONE		
	Vendor Total:			141.41	0.00	141.41
023473	INGRAM LIBRARY SERVICES LLC			10/10/2025		96699
90773712	BOOKS		0.00	\$48.82	0.00	48.82
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
90846076	BOOKS		0.00	\$35.85	0.00	35.85
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
90846077	BOOKS		0.00	\$36.86	0.00	36.86
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
90846078	BOOKS		0.00	\$56.87	0.00	56.87
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
91009374	BOOKS		0.00	\$13.13	0.00	13.13
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
91009376	BOOKS		0.00	\$337.60	0.00	337.60
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
91009375	BOOKS		0.00	\$20.70	0.00	20.70
	Desc:	BOOKS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:			549.83	0.00	549.83
024228	INTRASYSTEMS, LLC			10/10/2025		96700
53775	EMAIL FILTER SECURITY - RENEWAL :		0.00	\$2,720.00	0.00	2,720.00
	Desc:	EMAIL FILTER SECURITY - RENEWAL 136	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
	Vendor Total:			2,720.00	0.00	2,720.00
026051	KOLOSKI PLUMBING & HEATING, LLC			10/10/2025		96701
3233	LABOR		0.00	\$142.50	0.00	142.50
	Desc:	LABOR	Acct: 10-512-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			142.50	0.00	142.50

Report Date: 10/10/25
2:09PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 13
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
026759	LOWERY PROPERTY SERVICES			10/10/2025	96702
5003	Hillside Mowing of Dam	0.00	\$1,000.00	0.00	1,000.00
Desc:	Hillside Mowing of Dam	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			1,000.00	0.00	1,000.00
027402	LEBANON, CITY OF	CITY OF LEBANON		10/10/2025	96703
SEP'25	TIPPING FEES	5,722.77	\$5,722.77	0.00	5,722.77
Desc:	Tipping Fees_09/02/25 - 09/23/25	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			5,722.77	0.00	5,722.77
027403	LEBANON, CITY OF	CITY OF LEBANON		10/10/2025	96704
SEP'25	GRIT DISP	7,545.30	\$7,545.30	0.00	7,545.30
Desc:	Grit Disposal_09/02/25 - 09/30/25	Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			7,545.30	0.00	7,545.30
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		10/10/2025	96705
4935943,13738	PROPANE 129.5G@\$1.5218 BUGBEE	0.00	\$199.66	0.00	199.66
Desc:	PROPANE 129.5G@\$1.5218 BUGBEE	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
4935943,64139	PROPANE 107.1G@\$1.5218 259 RESEF	0.00	\$162.98	0.00	162.98
Desc:	PROPANE 107.1G@\$1.5218 259 RESERVOI	Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Vendor Total:			362.64	0.00	362.64
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS		10/10/2025	96706
OCT'25	RETIREE REIMB OCT'25	0.00	\$932.82	0.00	932.82
Desc:	RETIREE REIMB OCT'25 W.L.	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			932.82	0.00	932.82
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN		10/10/2025	96707
NOV'25	RETIREE INS REIMB NOV'25	0.00	\$452.22	0.00	452.22
Desc:	RETIREE INS REIMB NOV'25 - S.L.	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:			452.22	0.00	452.22
028775	MABEY, THOMAS	THOMAS MABEY		10/10/2025	96708
09.29.25	REIMBURSEMENT - BOOTS	109.98	\$109.98	0.00	109.98
Desc:	REIMBURSEMENT - BOOTS T.M.	Acct: 30-971-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
Vendor Total:			109.98	0.00	109.98
028849	MADISON NATIONAL LIFE INSURANCE			10/10/2025	96709
82419	FICA/MEDICARE Q3 2025 STD 1 EMP	0.00	\$114.75	0.00	114.75
Desc:	FICA/MEDICARE Q3 2025 STD-TESSIER J	Acct: 10-012-200-0120	FICA/MEDICARE TAXES PAYABLE		
Vendor Total:			114.75	0.00	114.75
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		10/10/2025	96710
255879769	OFFICE SUPPLIES	0.00	\$127.81	0.00	127.81
Desc:	OFFICE SUPPLIES	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
257113178	CHAIR	299.99	\$299.99	0.00	299.99
Desc:	CHAIR	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 14
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
257119052	OFFICE SUPPLIES		0.00	\$23.82	0.00	23.82
Desc: OFFICE SUPPLIES		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
257206388	SUPPLIES		0.00	\$8.78	0.00	8.78
Desc: SUPPLIES		Acct: 10-161-323-0000		TH -MATERIAL & SUPPLIES		
257235428	BADGE NAME		0.00	\$16.66	0.00	16.66
Desc: BADGE NAME		Acct: 10-111-323-0000		SB -MATERIAL & SUPPLIES		
257244006	OFFICE SUPPLIES		0.00	\$75.65	0.00	75.65
Desc: OFFICE SUPPLIES		Acct: 10-151-323-0000		TC -MATERIAL & SUPPLIES		
257281188	OFFICE SUPPLIES		0.00	\$29.10	0.00	29.10
Desc: OFFICE SUPPLIES		Acct: 10-622-323-0000		PDZ -MATERIAL & SUPPLIES		
257367989	FRAME - CAPRA CERTIF		0.00	\$10.99	0.00	10.99
Desc: FRAME - CAPRA CERTIF		Acct: 10-511-323-0000		PR -MATERIAL & SUPPLIES		
257368163	OFFICE SUPPLIES		0.00	\$85.96	0.00	85.96
Desc: OFFICE SUPPLIES		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
Desc: OFFICE SUPPLIES		Acct: 10-171-323-0000		FIN -MATERIAL & SUPPLIES		
257174258	CLEANING SUPPLIES		0.00	\$29.32	0.00	29.32
Desc: CLEANING SUPPLIES		Acct: 10-161-323-0000		TH -MATERIAL & SUPPLIES		
257274837	OFFICE SUPPLIES		0.00	\$134.79	0.00	134.79
Desc: OFFICE SUPPLIES		Acct: 10-511-323-0000		PR -MATERIAL & SUPPLIES		
Vendor Total:				842.87	0.00	842.87
029905	MAYO, JEFFREY	JEFFREY MAYO			10/10/2025	96711
JUL-SEP'25	GYM REIMBURSEMENT JUL-SEP'25		0.00	\$75.15	0.00	75.15
Desc: GYM REIMBURSEMENT JUL-SEP'25 J.M.		Acct: 10-271-313-0000		DISP -MEMBERSHIP DUES		
Vendor Total:				75.15	0.00	75.15
029915	MAZIARZ, PETER D	PETER D MAZIARZ			10/10/2025	96712
JUL-SEP'25	GYM MEMBERSHIP JULY-SEP 2025		0.00	\$123.00	0.00	123.00
Desc: GYM MEMBERSHIP JULY-SEP 2025 P.M.		Acct: 10-211-313-0000		HPD -MEMBERSHIP DUES		
Vendor Total:				123.00	0.00	123.00
030200	MCMaster-CARR SUPPLY COMPANY	MCMaster-CARR SUPPLY CO			10/10/2025	96713
52444790	MATERIALS		188.86	\$188.86	0.00	188.86
Desc: MATERIALS		Acct: 65-963-320-0100		EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:				188.86	0.00	188.86
030250	MCNALL, KAREN	KAREN MCNALL			10/10/2025	96714
2025-12	CARD CLASS 09.24.25		0.00	\$100.00	0.00	100.00
Desc: CARD CLASS 09.24.25		Acct: 10-515-318-0000		PR -CONTRACTED SERVICES		
Vendor Total:				100.00	0.00	100.00
031390	MODERN CLEANERS & TAILORS, INC				10/10/2025	96715
SEP'25	UNIFORM CLEANING		0.00	\$350.50	0.00	350.50
Desc: UNIFORM CLEANING		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
Desc: UNIFORM CLEANING		Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:				350.50	0.00	350.50
031438	MONAGHAN SAFAR PLLC				10/10/2025	96716

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 15
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
27072	LEGAL: AFSCME 93	0.00	\$1,305.00	0.00	1,305.00
Desc: LEGAL: AFSCME 93		Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES		
Vendor Total:			1,305.00	0.00	1,305.00
031443	MONTAGE ENTERPRISES, INC			10/10/2025	96717
121189	Blade Set, Bolt, Nut, Lockwasher, P	0.00	\$639.96	0.00	639.96
Desc: Blade Set, Bolt, Nut, Lockwasher, P		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			639.96	0.00	639.96
031622	MOODY, BRYCE A	BRYCE A MOODY		10/10/2025	96718
JUL-AUG'25	GYM MEMBERSHIP JULY-AUG 2025	0.00	\$82.00	0.00	82.00
Desc: GYM MEMBERSHIP JULY-AUG 2025 B.M.		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:			82.00	0.00	82.00
031735	MORSE, SARAH A	SARAH A MORSE		10/10/2025	96719
JUL-SEP'25	GYM MEMBERSHIP JULY-SEP 2025	0.00	\$60.09	0.00	60.09
Desc: GYM REIMBURSEMENT JUL-SEP 2025 S.M.		Acct: 10-271-313-0000	DISP -MEMBERSHIP DUES		
Vendor Total:			60.09	0.00	60.09
031955	MES SERVICE COMPANY, LLC	MES SERVICE COMPANY, LLC		10/10/2025	96720
IN2337250	UNIFORM	0.00	\$88.04	0.00	88.04
Desc: JACKET		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
IN2339522	BOOTS	0.00	\$160.24	0.00	160.24
Desc: BOOTS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:			248.28	0.00	248.28
032104	MVP SELECT CARE INC.			10/10/2025	96721
SEP'25	HEALTH INS ADV - SEP'25	49.23	\$346.50	0.00	346.50
Desc: Health Ins Advisory Sept2025		Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-311-220-0000	DPW -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-521-220-0000	PR -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 30-975-220-0000	HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 50-954-220-0000	HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 50-955-220-0000	HEALTH INSURANCE		
Desc: Health Ins Advisory Sept2025		Acct: 55-955-220-0000	HEALTH INSURANCE		

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 16
User: florentina

ReportAPINHDD_PmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc: Health Ins Advisory Sept2025	Acct: 60-961-220-0000	HEALTH INSURANCE			
	Desc: Health Ins Advisory Sept2025	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Desc: Health Ins Advisory Sept2025	Acct: 60-965-220-0000	HEALTH INSURANCE			
	Desc: Health Ins Advisory Sept2025	Acct: 65-963-220-0000	HEALTH INSURANCE			
	Desc: Health Ins Advisory Sept2025	Acct: 65-965-220-0000	HEALTH INSURANCE			
	Vendor Total:		346.50	0.00	346.50	
033986	NEW HAMPSHIRE RECYCLES			10/10/2025	96722	
143921	FREON UNITS/SCRAP	1,039.60	\$1,039.60	0.00	1,039.60	
	Desc: Freon-Units_6-25-25 Release 717965	Acct: 30-971-318-0000	CONTRACTED SERVICES			
	Desc: Transportation 6-12-25_Cans-Release	Acct: 30-971-318-0000	CONTRACTED SERVICES			
	Desc: Transportation_Scrap-Light Iron Rel	Acct: 30-971-318-0000	CONTRACTED SERVICES			
144723	FREON UNITS	320.00	\$320.00	0.00	320.00	
	Desc: FREON UNITS	Acct: 30-971-318-0000	CONTRACTED SERVICES			
	Vendor Total:		1,359.60	0.00	1,359.60	
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS		10/10/2025	96723	
1081795	MSW - SEP'25	6,837.62	\$6,837.62	0.00	6,837.62	
	Desc: MSW - SEP'25	Acct: 30-971-318-0000	CONTRACTED SERVICES			
9600556519SEP'25	TRASH PICK UP - OCT'25 DPW	0.00	\$267.19	0.00	267.19	
	Desc: TRASH PICK UP - OCT'25 DPW	Acct: 10-325-318-0000	DPW -CONTRACT SERVICES			
	Vendor Total:		7,104.81	0.00	7,104.81	
035780	O'REILLY AUTO PARTS			10/10/2025	96724	
5698-391635	PARTS	0.00	\$69.98	0.00	69.98	
	Desc: AMB 22	Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI			
	Vendor Total:		69.98	0.00	69.98	
036170	OSGOOD, RALPH L INC	RALPH L OSGOOD INC		10/10/2025	96725	
36816	Sandblast repair and paint hockey g	0.00	\$1,623.50	0.00	1,623.50	
	Desc: Sandblast repair and paint hockey g	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		1,623.50	0.00	1,623.50	
036695	PARRO'S GUN SHOP & POLICE			10/10/2025	96726	
153226	VEST	629.51	\$1,472.78	0.00	1,472.78	
	Desc: BP VEST	Acct: 72-211-326-0100	Bullet proof vests			
	Desc: BP VEST	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
153679	SPEED PLATE	0.00	\$177.99	0.00	177.99	
	Desc: SPEED PLATE	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
	Vendor Total:		1,650.77	0.00	1,650.77	
037276	PETE'S TIRE BARNS, INC			10/10/2025	96727	
287859	TIRE REPAIR	0.00	\$182.95	0.00	182.95	
	Desc: TIRE REPAIR	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
287818	TIRE REPAIR	0.00	\$37.50	0.00	37.50	
	Desc: TIRE REPAIR	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		220.45	0.00	220.45	

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 17
User: florentina

ReportAPINHDPmtByDate

Check Date: 10/10/2025 - 10/10/2025

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
037450	PIKE INDUSTRIES INC			10/10/2025	96728
1346256	STONE	0.00	\$296.45	0.00	296.45
Desc: STONE		Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
1347094	STONE	108.33	\$108.33	0.00	108.33
Desc: STONE		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			404.78	0.00	404.78
037551	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC		10/10/2025	96729
SEP'25	POSTAGE SEP'25	849.00	\$1,809.46	0.00	1,809.46
Desc: POSTAGE - SEP'25		Acct: 10-121-322-0000	TM -POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 10-171-322-0000	FIN -POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 10-151-322-0000	TC -POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 10-511-322-0000	PR -POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 10-622-322-0000	PDZ -POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 10-175-322-0000	DEL -POSTAGE		
Desc: POSTAGE - SEP'25 TAX BILLS		Acct: 10-171-322-0000	FIN -POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Desc: POSTAGE - SEP'25		Acct: 50-955-322-0000	POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 55-955-322-0000	POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 60-965-322-0000	POSTAGE		
Desc: POSTAGE - SEP'25		Acct: 65-965-322-0000	POSTAGE		
Vendor Total:			1,809.46	0.00	1,809.46
037670	FERGUSON ENTERPRISES INC #3326	FERGUSON ENTERPRISES INC #3326		10/10/2025	96730
0294689	BOOST PUMP	2,312.90	\$2,312.90	0.00	2,312.90
Desc: Boost Pump_Stock		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Desc: Boost Pump_Kingswood P/S		Acct: 55-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			2,312.90	0.00	2,312.90
038188	LL POTWIN SERVICES			10/10/2025	96731
8843	MOWING - AUG'25	0.00	\$2,666.66	0.00	2,666.66
Desc: MOWING - AUG'25		Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES		
Desc: MOWING - AUG'25		Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		
8844	MOWING - SEP'25	0.00	\$2,666.66	0.00	2,666.66
Desc: MOWING - SEP'25		Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES		
Desc: MOWING - SEP'25		Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		
Vendor Total:			5,333.32	0.00	5,333.32
038495	PRIORITY EXPRESS, INC.			10/10/2025	96732
81722540	INTERLIBRARY LOAN PROG - SEP'25	0.00	\$131.50	0.00	131.50
Desc: INTERLIBRARY LOAN PROG - SEP'25		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:			131.50	0.00	131.50
039510	RC CLEANING LLC	RC CLEANING LLC		10/10/2025	96733
507	CLEANING SERVICES - SEP'25	0.00	\$2,600.00	0.00	2,600.00
Desc: CLEANING SERVICES - SEP'25		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
491	CLEANING SERVICES - AUG'25	0.00	\$400.00	0.00	400.00
Desc: CLEANING SERVICES - AUG'25		Acct: 10-524-318-0000	PR -CONTRACTED SERVICES		

Report Date: 10/10/25
2:09PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 18
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
509	CLEANING SERVICES SEP'25+CARPET	0.00	\$970.00	0.00	970.00
Desc: CLEANING SERVICES SEP'25+CARPET/WIN	Acct: 10-524-318-0000		PR -CONTRACTED SERVICES		
Vendor Total:			3,970.00	0.00	3,970.00
039710	REED TRUCK SERVICES INC	SG REED TRUCK SERVICES INC,	10/10/2025		96734
16148	Troubleshoot Check Engine Light on	0.00	\$2,576.36	0.00	2,576.36
Desc: Troubleshoot Check Engine Light on	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
CM30467A	CORE RETURN	0.00	\$-72.00	0.00	-72.00
Desc: CORE RETURN	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
30957	PARTS	0.00	\$399.80	0.00	399.80
Desc: PARTS	Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			2,904.16	0.00	2,904.16
039994	REXEL USA, INC.	REXEL	10/10/2025		96735
S143559262.001	LADDER	0.00	\$62.33	0.00	62.33
Desc: LADDER	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
S143560241.002	PARTS	0.00	\$46.67	0.00	46.67
Desc: FORK LIFT	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
S142392845.001	E2 PARTS RETURN	0.00	\$-120.50	0.00	-120.50
Desc: E2 PARTS RETURN	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
S143560241.001	PARTS	0.00	\$27.96	0.00	27.96
Desc: FORK LIFT	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			16.46	0.00	16.46
040389	RITLAND, DIANE	DIANE RITLAND	10/10/2025		96736
OCT'25	RETIREE HEALTH INS - OCT'25	0.00	\$792.90	0.00	792.90
Desc: RETIREE HEALTH INS - OCT'25 D.R.	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			792.90	0.00	792.90
040425	RIESEBERG, HUNTER	RIESEBERG, HUNTER	10/10/2025		96737
OCT'25	RETIREE REIMB - OCT'25	136.95	\$391.28	0.00	391.28
Desc: RETIREE REIMB - OCT'25 H.R.	Acct: 10-121-418-0100		TM -RETIREE HEALTH INSURANCE		
Desc: RETIREE REIMB - OCT'25 H.R.	Acct: 30-975-418-0100		RETIREE HEALTH INSURANCE		
Desc: RETIREE REIMB - OCT'25 H.R.	Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: RETIREE REIMB - OCT'25 H.R.	Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: RETIREE REIMB - OCT'25 H.R.	Acct: 60-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: RETIREE REIMB - OCT'25 H.R.	Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
Vendor Total:			391.28	0.00	391.28
040751	ROGERS, LARRY	LARRY ROGERS	10/10/2025		96738
OCT'25	RETIREE REIMB - OCT'25	185.00	\$185.00	0.00	185.00
Desc: RETIREE REIMB - OCT'25 L.R.	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
Vendor Total:			185.00	0.00	185.00
041450	SABIL & SONS, INC	SABIL & SONS, INC	10/10/2025		96739
48778	HEATED LIGHTS	0.00	\$539.06	0.00	539.06
Desc: E3	Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 19
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			539.06	0.00	539.06
043190	SOLOMITA, DANIEL	DANIEL SOLOMITA	10/10/2025		96740
JUL-SEP'25	GYM MEMBERSHIP JULY-SEP 2025	0.00	\$123.00	0.00	123.00
Desc:	GYM REIMBURSEMENT JUL-SEP 2025 D.S.	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:			123.00	0.00	123.00
043215	SOLUTIONS-II, INC		10/10/2025		96741
67244	VMWare final bill	0.00	\$4,150.08	0.00	4,150.08
Desc:	VMWare final bill	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
Vendor Total:			4,150.08	0.00	4,150.08
043315	NATIONAL CENTER FOR SAFETY INITIATI		10/10/2025		96742
62227	BACKGROUND CHECKS SEPT'25	0.00	\$45.00	0.00	45.00
Desc:	BACKGROUND CHECKS SEPT'25	Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING		
Desc:	BACKGROUND CHECKS SEPT'25	Acct: 10-151-315-0000	TC -Recruitment & Training		
Vendor Total:			45.00	0.00	45.00
043426	FIRSTLIGHT FIBER	FIRSTLIGHT FIBER	10/10/2025		96743
21294156	Telephones September 2025	501.68	\$5,130.44	0.00	5,130.44
Desc:	Telephones September 2025	Acct: 10-211-324-0000	HPD -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-221-324-0000	HFD -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-271-324-0000	DISP -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-121-324-0000	TM -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-151-324-0000	TC -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-171-324-0000	FIN -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-174-324-0000	ASE -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-181-324-0000	IT -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-511-324-0000	PR -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-622-324-0000	PDZ -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-530-324-0000	PR -Telephone		
Desc:	Telephones September 2025	Acct: 30-971-324-0000	TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-221-324-0000	HFD -TELEPHONE		
Desc:	Telephones September 2025	Acct: 60-962-324-0000	TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-321-324-0000	DPW -TELEPHONE		
Desc:	Telephones September 2025	Acct: 10-325-324-0000	DPW -TELEPHONE		
Vendor Total:			5,130.44	0.00	5,130.44
043930	STAPLES CONTRACT & COMMERCIAL	STAPLES ADVANTAGE	10/10/2025		96744
7007019587	SD CARDS	0.00	\$59.98	0.00	59.98
Desc:	SD CARDS	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
Vendor Total:			59.98	0.00	59.98
043943	JPS OVERHEAD DOOR		10/10/2025		96745
1622	Service Call_Wash Bay Door	0.00	\$738.00	0.00	738.00
Desc:	Service Call_Wash Bay Door	Acct: 10-321-321-0100	DPW -REPAIRS & MAINT-BUILDING		
Vendor Total:			738.00	0.00	738.00

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 20
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
044204	STEARNS SEPTIC SERVICE, LLC				10/10/2025	96746
	9581100125	Quechee Main PS Sludge Hauling	1,884.00	\$1,884.00	0.00	1,884.00
	Desc:	Quechee Main PS Sludge Hauling	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	Vendor Total:			1,884.00	0.00	1,884.00
044220	STERICYCLE, INC				10/10/2025	96747
	8012123453	MED DISPOSAL OCT'25	0.00	\$35.37	0.00	35.37
	Desc:	MED DISPOSAL - OCT'25	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	Vendor Total:			35.37	0.00	35.37
044560	STRATUS TELECOM LLC				10/10/2025	96748
	23185	FAX SERVICES - OCT'25	0.00	\$139.31	0.00	139.31
	Desc:	FAX SERVICES - OCT'25	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Desc:	FAX SERVICES - OCT'25	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc:	FAX SERVICES - OCT'25	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc:	FAX SERVICES - OCT'25	Acct: 10-121-324-0000	TM -TELEPHONE		
	Vendor Total:			139.31	0.00	139.31
045484	TELEPHONE & NETWORK TECHNOLOGIES				10/10/2025	96749
	848294	TELEPHONES	205.00	\$205.00	0.00	205.00
	Desc:	TELEPHONES	Acct: 55-953-324-0000	TELEPHONE		
	Desc:	TELEPHONES	Acct: 50-954-324-0000	TELEPHONE		
	Desc:	TELEPHONES	Acct: 65-963-324-0000	TELEPHONE		
	Desc:	TELEPHONES	Acct: 50-954-324-0000	TELEPHONE		
	Desc:	TELEPHONES	Acct: 50-954-324-0000	TELEPHONE		
	Vendor Total:			205.00	0.00	205.00
045555	THEBODO, KERRI		KERRI THEBODO		10/10/2025	96750
	09.14.2025-10.08.25	FINANCIAL SERVICES 09.14.25-10.08.2	0.00	\$240.00	0.00	240.00
	Desc:	FINANCIAL SERVICES 09.14.25-10.08.2	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
	Vendor Total:			240.00	0.00	240.00
046062	TIMBER TENDER				10/10/2025	96751
	1679	TREE WARDEN PROJECT	0.00	\$7,380.00	0.00	7,380.00
	Desc:	TREE WARDEN PROJECT	Acct: 10-115-101-0201	BC -TREE WARDEN		
	Vendor Total:			7,380.00	0.00	7,380.00
046170	TOP STITCH EMBROIDERY INC				10/10/2025	96752
	414491	UNIFORMS	67.50	\$67.50	0.00	67.50
	Desc:	UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	414496	UNIFORMS	0.00	\$42.50	0.00	42.50
	Desc:	UNIFORM	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	Vendor Total:			110.00	0.00	110.00
046200	TOWNLINE EQUIPMENT SALES INC				10/10/2025	96753
	IA26025A	PARTS	107.04	\$107.04	0.00	107.04
	Desc:	PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 21
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name				Check Date	Check No.
Vendor ID	Vendor Name		Payee Name			
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				107.04	0.00	107.04
046549	TROJAN TECHNOLOGIES GROUP ULC		FIFTH THIRD BANK		10/10/2025	96754
	200/50006492	Bulb, Cable Replacement & System Ch	587.25	\$587.25	0.00	587.25
	Desc:	Bulb, Cable Replacement & System Ch	Acct: 65-965-543-0000	CAPITAL OUTLAY		
Vendor Total:				587.25	0.00	587.25
047190	USABBLUEBOOK		USABBLUEBOOK		10/10/2025	96755
	INV00831465	3-Piece Filter Funnel; reservoir	565.61	\$565.61	0.00	565.61
	Desc:	3-Piece Filter Funnel; reservoir	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	INV00841426	MATERIALS	241.14	\$241.14	0.00	241.14
	Desc:	MATERIALS	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	INV00718708	HACH PH BUFFER	106.17	\$106.17	0.00	106.17
	Desc:	HACH PH BUFFER	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	INV00831117	Gas Monitoring equip, books	1,791.17	\$1,791.17	0.00	1,791.17
	Desc:	Gas Monitoring equip, books	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				2,704.09	0.00	2,704.09
048300	VALLEY NEWS		VALLEY NEWS		10/10/2025	96756
	125911,4449130	SB AGENDA 09.30.25	0.00	\$246.60	0.00	246.60
	Desc:	SB AGENDA 09.30.25	Acct: 10-111-312-0000	SB -ADVERTISING		
	125978,4448960	RFB 2, 1-TON SINGLE	0.00	\$36.00	0.00	36.00
	Desc:	RFB 2, 1-TON SINGLE	Acct: 10-325-312-0000	DPW -ADVERTISING		
	125911,4448710	SB AGENDA 09.16.25	0.00	\$221.40	0.00	221.40
	Desc:	SB AGENDA 09.16.25	Acct: 10-111-312-0000	SB -ADVERTISING		
	125978,4448801	SNOW+ICE RFP 09/26	0.00	\$57.60	0.00	57.60
	Desc:	SNOW+ICE RFP 09/26	Acct: 10-325-312-0000	DPW -ADVERTISING		
Vendor Total:				561.60	0.00	561.60
048575	VERIZON WIRELESS				10/10/2025	96757
	6122449479	CELL PHONES - AUG'25	705.97	\$11,206.72	0.00	11,206.72
	Desc:	CELL PHONES AUG2025	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-174-324-0000	ASE -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-325-324-0000	DPW -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-511-324-0000	PR -TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-512-318-0000	PR -CONTRACTED SERVICES		
	Desc:	CELL PHONES AUG2025	Acct: 30-971-324-0000	TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 50-955-324-0000	TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 55-955-324-0000	TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 60-965-324-0000	TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 65-965-324-0000	TELEPHONE		
	Desc:	CELL PHONES AUG2025	Acct: 10-121-330-0000	TM -OFFICE EQUIPMENT		
	Desc:	CELL PHONES AUG2025	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc:	CELL PHONES AUG2025	Acct: 55-955-330-0000	OFFICE EQUIPMENT		

Report Date: 10/10/25
2:09PM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 22
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: CELL PHONES AUG2025	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: CELL PHONES AUG2025	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
	Desc: CELL PHONES AUG2025	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: VERIZON BROADBAND - WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: VERIZON BROADBAND - NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: NETMOTION LICENSE - PD	Acct: 10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC.		
	Desc: NETMOTION LICENSE - FD	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: NETMOTION LICENSE - IT	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc: NETMOTION LICENSE - NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: NETMOTION LICENSE - ROYALTON	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: NETMOTION LICENSE - WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: CELL PHONES AUG2025	Acct: 10-221-324-0000	HFD -TELEPHONE		
6122386944	VERIZON BROADBAND - AUG'25	0.00	\$948.73	0.00	948.73
	Desc: VERIZON BROADBAND - AUG'25 FD	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: VERIZON BROADBAND - AUG'25 DIS	Acct: 10-211-320-0100	HPD -EQUIP OPERATION/COMMUNIC.		
	Desc: VERIZON BROADBAND - AUG'25 WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: VERIZON BROADBAND - AUG'25 NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Vendor Total:		12,155.45	0.00	12,155.45
049800	VERMONT DEPARTMENT OF TAXES	VERMONT DEPARTMENT OF TAXES	10/10/2025		96758
2025 Q3	QUARTER 3 2025 - FRANCHISE TAX	1,024.97	\$1,024.97	0.00	1,024.97
Desc:	QUARTER 3 2025 - FRANCHISE TAX	Acct: 30-971-316-0000	GRANTS/APPROP/ST.TAXES		
	Vendor Total:		1,024.97	0.00	1,024.97
051400	VERMONT STATE TREASURER LICENSES	VERMONT STATE TREASURER	10/10/2025		96759
2025 JUL-SEP	47 MARRIAGE LICENSES	0.00	\$3,055.00	0.00	3,055.00
Desc:	47 MARRIAGE LICENSES	Acct: 10-151-316-0000	TC -STATE PAYMENT - LICENSES		
	Vendor Total:		3,055.00	0.00	3,055.00
051943	VISION SERVICE PLAN	VISION SERVICE PLAN	10/10/2025		96760
OCT'25	VISION INS - OCT'25	0.00	\$1,988.70	0.00	1,988.70
Desc:	VISION INS - OCT'25	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
	Vendor Total:		1,988.70	0.00	1,988.70
052045	VFIS	VFIS	10/10/2025		96761
11433133	INSURANCE RENEWAL OCT'25-OCT'26	0.00	\$1,417.00	0.00	1,417.00
Desc:	INSURANCE RENEWAL OCT'25-OCT'26	Acct: 10-221-418-0000	HFD -PROPERTY & LIABILITY INSURA		
	Vendor Total:		1,417.00	0.00	1,417.00
053000	WHITE RIVER COUNCIL ON AGING		10/10/2025		96762
2025 OCT-DEC	CONTRACTED SERV SENIOR CTR ADMIN	0.00	\$5,000.00	0.00	5,000.00
Desc:	CONTRACTED SERV SENIOR CTR ADMIN OC	Acct: 10-421-318-0200	SEN -CONTRACT SERV SENIOR CTR		
	Vendor Total:		5,000.00	0.00	5,000.00
053650	WILSON TIRE INC		10/10/2025		96763
552285	TIRES C3	0.00	\$912.95	0.00	912.95
Desc:	TIRES C3	Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		912.95	0.00	912.95

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 23
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR	10/10/2025		96764
OCT'25	RETIREE REIMB - OCT'25	0.00	\$185.00	0.00	185.00
Desc:	RETIREE REIMB - OCT'25 J.W.	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			185.00	0.00	185.00
054815	WORKSAFE TCI INC		10/10/2025		96765
38584	STREET SIGH: LUCE MEADOW RD	0.00	\$71.26	0.00	71.26
Desc:	STREET SIGH: LUCE MEADOW RD	Acct: 10-315-323-0000	DPW -MATERIAL & SUPPLIES		
38505	SIGNS	0.00	\$343.56	0.00	343.56
Desc:	SIGNS	Acct: 10-315-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:			414.82	0.00	414.82
055051	YANKEE GENERATOR INC		10/10/2025		96766
7312	BATTERY+CHARGER	311.14	\$311.14	0.00	311.14
Desc:	BATTERY+CHARGER	Acct: 60-964-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			311.14	0.00	311.14
055310	ZOLL MEDICAL CORPORATION		10/10/2025		96767
4334059	MED SUPPLIES	0.00	\$587.12	0.00	587.12
Desc:	MED SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
Vendor Total:			587.12	0.00	587.12
059694	BACON, CHARLES & MAUREEN		10/10/2025		96768
2026	REFUND RESIDENTS BCA ABATEMEN	0.00	\$512.31	0.00	512.31
Desc:	REFUND RESIDENTS BCA ABATEMENT VALU	Acct: 10-030-100-0200	CURRENT TAXES - ABATEMENTS		
Vendor Total:			512.31	0.00	512.31
059795	WUNDERLICH, JAMIE	JAMIE WUNDERLICH	10/10/2025		96769
09.18.25	MEAL REIMBURSEMENT TRAINING	0.00	\$347.00	0.00	347.00
Desc:	MEAL REIMBURSEMENT TRAINING A.W.	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
Vendor Total:			347.00	0.00	347.00
059847	COUTERMARSH, TOM	TOM COUTERMARSH	10/10/2025		96770
OCT'25	RETIREE REIMB - OCT'25	932.84	\$932.84	0.00	932.84
Desc:	RETIREE REIMB - OCT'25 T.C.	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	RETIREE REIMB - OCT'25 T.C.	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	RETIREE REIMB - OCT'25 T.C.	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc:	RETIREE REIMB - OCT'25 T.C.	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			932.84	0.00	932.84
059882	CARY, SANDRA	SANDRA CARY	10/10/2025		96771
2026-1	AMAZON-LIBRARY SUPPLIES	167.42	\$457.65	0.00	457.65
Desc:	AMAZON-LIBRARY SUPPLIES	Acct: 80-711-318-8043	Grant Exp - Smith Fund (WH Library)		
Desc:	AMAZON-LIBRARY SUPPLIES	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:			457.65	0.00	457.65
059941	ROY REFRIGERATION, LLC		10/10/2025		96772

Report Date: 10/10/25
2:09PM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 10/10/2025 - 10/10/2025

Page: 24
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
12595	SERVICE CALL AC UNIT	331.25	\$331.25	0.00	331.25
Desc:	SERVICE CALL AC UNIT	Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:			331.25	0.00	331.25
060112	NATIONAL BUSINESS TECHNOLOGIES			10/10/2025	96773
5035950568	LEASE COPIER - OCT'25 - WABA	0.00	\$86.12	0.00	86.12
Desc:	LEASE COPIER - OCT'25 - WABA C4794	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			86.12	0.00	86.12
062231	BALAGUR , RICHARD	RICHARD BALAGUR		10/10/2025	96774
08.30.2025	TAX SALE 2026	4,771.80	\$11,182.19	0.00	11,182.19
Desc:	TAX SALE REDEMPTION - FYE26 PROPERT	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Desc:	TAX SALE REDEMPTION - FYE26 W/WW #5	Acct: 60-004-100-0000	ACCOUNTS RECEIVABLE - BILLED		
Vendor Total:			11,182.19	0.00	11,182.19
500056	MASCOMA SAVINGS BANK	MASCOMA SAVINGS BANK		10/10/2025	96775
2-73-3 2026	RETURN CK#773284 SENT IN ERROR	0.00	\$2,742.87	0.00	2,742.87
Desc:	REFUND MASCOMA BANK FOR CK REC'D IN	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			2,742.87	0.00	2,742.87
500240	SCOTT, NANCY	NANCY SCOTT		10/10/2025	96776
2026	REFUND RESIDENTS ERRORS & OMIS	0.00	\$16,712.96	0.00	16,712.96
Desc:	REFUND RESIDENTS ERRORS & OMISSIONS	Acct: 10-030-100-0200	CURRENT TAXES - ABATEMENTS		
Vendor Total:			16,712.96	0.00	16,712.96
500660	JP PEST SERVICE			10/10/2025	96777
4227587	PEST SERVICES	0.00	\$88.00	0.00	88.00
Desc:	PEST SERVICES	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
4229643	PEST SERVICES - WABA - SEPT'25	0.00	\$403.00	0.00	403.00
Desc:	PEST SERVICES - WABA - SEPT'25	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			491.00	0.00	491.00
500894	SECURSHRED	SECURSHRED		10/10/2025	96778
503996	SHRED SERVICES	0.00	\$30.00	0.00	30.00
Desc:	SHRED SERVICES	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Vendor Total:			30.00	0.00	30.00
502199	NULTY, PAULA M	PAULA M NULTY		10/10/2025	96779
AUG-SEP'25	UVAC - AUG-SEP'25	0.00	\$41.00	0.00	41.00
Desc:	UVAC - AUG-SEP'25	Acct: 10-121-313-0000	TM -MEMBERSHIP DUES		
OCT'25	UVAC - OCT'25	0.00	\$20.50	0.00	20.50
Desc:	UVAC - OCT'25	Acct: 10-121-313-0000	TM -MEMBERSHIP DUES		
10.02.25	REIMBURSEMENT	0.00	\$25.50	0.00	25.50
Desc:	Transfer station staff acknowledgme	Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION		
09.25.2025	REIMBURSEMENT SHRM CONF	0.00	\$254.40	0.00	254.40
Desc:	SHRM Conference Accomodations	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
SEP'25	MILEAGE REIMBURSEMENT	0.00	\$132.79	0.00	132.79

Town of Hartford
Check Date: 10/10/2025 - 10/10/2025

ReportAPINHDD PmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	Mileage SHRM Conference Burlington	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
		Vendor Total:		474.19	0.00	474.19
502868	SCHAAL, MARCY		MARCY SCHAAL		10/10/2025	96780
	JUL-SEP'25	GYM REIMBURSEMENT JUL-SEP'25	0.00	\$50.00	0.00	50.00
	Desc:	GYM REIMBURSEMENT JUL-SEP'25 M.S.	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
		Vendor Total:		50.00	0.00	50.00
502922	THOMPSON, FREDERICK		THOMPSON FREDERICK		10/10/2025	96781
	2026	REFUND RESIDENTS BCA ABATEMEN	0.00	\$638.78	0.00	638.78
	Desc:	REFUND RESIDENTS BCA ABATEMENT VALU	Acct: 10-030-100-0200	CURRENT TAXES - ABATEMENTS		
		Vendor Total:		638.78	0.00	638.78
502994	WILLIAMS, KATHERINE		KATHERINE WILLIAMS		10/10/2025	96782
	09/15-26/25	MILEAGE REIMBURSEMENTSEP'25	0.00	\$89.88	0.00	89.88
	Desc:	MILEAGE REIMBURSEMENTSEP'25 NURSE	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
		Vendor Total:		89.88	0.00	89.88
503056	ROME, BREE-ANNE		BREE-ANNE ROME		10/10/2025	96783
	883189	REFUND-YOUTH ARCHERY	0.00	\$55.00	0.00	55.00
	Desc:	REFUND-YOUTH ARCHERY	Acct: 10-514-325-0000	PR -REFUNDS		
		Vendor Total:		55.00	0.00	55.00
FUND 1 0					Bank Total:	3,768,787.69
		Holdback Total				3,788,384.35
	Batch Totals:	0.00	62,379.59		0.00	3,850,763.94

_____ MARY M. ERDEI

_____ MICHAEL HOYT

_____ ASHLEY ANDREAS

_____ MIRANDA DUPRE

_____ TIMOTHY FARIEL

_____ IDA GRIESEMER

_____ ERIK KRAUSS

_____ JOHN HAVERSTOCK

_____ GAIL OSTROUT

_____ JOSEPH MAJOR