TOWN OF HARTFORD SELECTBOARD AGENDA
Tuesday, October 28, 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 (6:02)
1. Consider the Renewal of the Local Cannabis License for the Tea House, LLC at 50 Woodstock Road, White River Junction, VT 05001

V. Order of Agenda (6:05)
VI. Selectboard
1. Public Comment (6:06)
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 (6:16)
3. Appointments (6:25)
   a. Consider the Re-Appointment of Allison L. Childs to the Parks & Recreation Commission for a three year term beginning October 28, 2025 and ending October 27, 2028.
   b. Consider the Re-Appointment of Esme Cole to the Energy Commission for a three year term beginning October 28, 2025 and ending October 27, 2028.
   c. Consider the Re-Appointment of Ted Levin to the Hartford Conservation Commission for a four year term beginning October 28, 2025 and ending October 27, 2029.
4. Town Manager Report (6:35)
Significant Activity Reports Link: https://www.hartford-vt.org/Archive.aspx?ADID=532
5. Board Report, Motions & Ordinances
   a. FY27 Budget Presentation: Assessor (6:40)
   b. FY27 Budget Presentation: Town Clerk (7:00)
   c. FY27 Budget Presentation: Human Resources (7:20)
   d. Consider Recommendation to Select Vendor for New Fire Department Rescue Pumper (7:40)
   e. Consider Proposed Purchase of a 1-Ton Utility/Tow Vehicle for the Fire Department (7:55)
   f. Consider Authorizing Purchase of Wastewater Treatment Trucks (8:05)
   g. Discuss Status of TIF District and Next Steps (8:15)
   h. Conclude Consideration of Submitting Municipal Planning Grant Application for WRJ Parking/Transportation Study (8:30)

VII. Commission Reports (8:50)
VIII. Consent Agenda (8:55)
Approve Payroll Ending: 10/25/2025
Approve A/P Manifest: 10/24/2025 & 10/30/2025
Approve Meeting Minutes of: 10/14/2025
Future Meetings Approved: 10/30/2025 (Budget); 11/6/2025 (Budget); 11/12/2025; 11/18/2025 (Budget); 11/25/2025

IX. Executive Session: None
X. Adjourn the Selectboard Meeting (9:00)

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

TOWN OF HARTFORD

MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382
website: www.hartford-vt.org

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

TO: Hartford Cannabis Control Commission
John Haverstock, Town Manager

FROM: Lisa O'Neil, Town Clerk

RE: CCB Application
The Tea House, LLC

DATE: October 14, 2025

Attached please find:

- Application for Local Cannabis License-Town of Hartford- with additional documents provided by applicant & Department Signature Pages labeled as follows:
    - Exhibit A: Fire Marshal
    - Exhibit B: Planning & Development
    - Exhibit C: Town Clerk
    - Exhibit D: Public Works

SEP 12 2025

Application for Local Cannabis License
Town of Hartford

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

1. **Applicant Information**

Name: The Tea House (Miriam El Guemi)

Doing Business As: The Tea House

Mailing Address: 50 Woodstock Rd WRJ, VT 05001

Telephone Number: 802-332-6043

Email: miriam@teahasevt.com

2. **Owner/Agent Contact Information**

Name: Miriam El Guemi

Mailing Address: 78 Hanover st WRJ, VT 05001

Telephone Number: 802-359-3039

Email: miriam@teahasevt.com

3. **Property address where use will occur in the Town**

50 Woodstock Rd
WRJ, VT 05001

4. Licensing Information

Type of License Requested (check all that apply)

	License Type	Tier *(if applicable)*	Date Applied for State Permit	State Permit Number *(if Issued)*
[ ]	Outdoor Cultivation*			
[ ]	Indoor Cultivation*			
[ ]	Mixed Cultivation*			
[✓]	Retail		9/30/2022	RTLR0033
[ ]	Manufacturing*			
[ ]	Testing			
[ ]	Wholesale			

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

5. Local Compliance Information

Compliance Questions	Answer
Land Use	
Has the Hartford Zoning Administrator (ZOA) been contacted regarding your proposed use?	Yes
Has the ZOA determined if the use is permitted in the location you have identified?	Yes
If yes, has the ZOA determined if a new zoning permit required?	Yes
If a zoning permit is required, what is the date the complete application was accepted for review?	12/09/2022
Has the zoning permit been issued? If so, what is the effective date.	Dec 2022
Water and/or Wastewater	
Is an allocation for Town water and/or wastewater being requested?	Yes
If yes, how many gallons per day have been requested?	121.32
Has an allocation been granted? If so, please attach approval for allocation.	Yes

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature MA El Guemi **Date** 9/12/2025

Printed Name Miriam El Guemi

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: _____

Planning & Development: _____ Public Works: _____

Cannabis Control Commission Review

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

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

Exhibit A

OCT 06 2025

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature MA El Guemi Date 9/12/2025

Printed Name Miriam El Guemci

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: Amy Jerome Town Clerk: _____

Planning & Development: _____ Public Works: _____

Cannabis Control Commission Review

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

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

Exhibit B

SEP 12 2025

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature MA El Guemi Date 9/12/2025

Printed Name Miriam El Guemi

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: _____

Planning & Development: 9/12/25 JoAnn Ells Public Works: _____

Cannabis Control Commission Review

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

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

Exhibit C

OCT 14 2025

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature MA El Guemi **Date** 9/12/2025

Printed Name Miriam El Guemi

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: Lisa Mojeil

Planning & Development: _____ Public Works: _____

Cannabis Control Commission Review

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

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

Exhibit D

OCT 14 2025

6. Acknowledgement & Signature

I acknowledge and understand that this application for a local cannabis license (or licenses) is independent of any approvals issued by the State of Vermont's Cannabis Control Board. I further acknowledge that any license(s), if granted, will expire one year from the date the State finalizes and issues the license after approval by the Hartford Cannabis Control Commission and a new application will be required for renewal. I agree to comply with any conditions included with approval of a cannabis license issued by the Town of Hartford and understand t failure to comply with any identified conditions may result in revocation of this license, including any applicable penalties or fines associated with the violation of conditions.

Signature MA El Guemi Date 9/12/2025

Printed Name Miriam El Guemi

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

Official Use Only – Do Not Write Below This Line

Department Sign Offs

Building Code/Fire Prevention: _____ Town Clerk: _____

Planning & Development: _____ Public Works: C.D.H. 10/M/25

Cannabis Control Commission Review

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

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

Lori Hirshfield

From: Miriam Wood <miriamcwood@gmail.com>
Sent: Friday, December 9, 2022 2:22 PM
To: Lori Hirshfield
Subject: Fwd: 50 Woodstock Road (Allocations)

You don't often get email from miriamcwood@gmail.com. Learn why this is important
[EXTERNAL EMAIL: DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

---------- Forwarded message ---------
From: Tim Sidore <tim@ledgeworks.com>
Date: Fri, Dec 9, 2022 at 2:19 PM
Subject: Fwd: 50 Woodstock Road (Allocations)
To: Miriam Wood <miriamcwood@gmail.com>

Tim Sidore, CAM, NALP
Chief of Operations
Ledgeworks, Inc.
(603) 727-9024 (O)
Option #2 for After-Hours Emergency Maintenance
(603) 727-9168 (F)

Managing Agent for:

Execusuite, LLC
21 Agua Street, LLC
Michael Davidson Properties
O' Brothers, LLC
One NorthPark, LLC
Recreo, LLC
Chorro, LLC

Sent from my iPhone

Begin forwarded message:

> From: Christopher Holzwarth <cholzwarth@hartford-vt.org>
> Date: December 9, 2022 at 2:13:13 PM EST
> To: Tim Sidore <tim@ledgeworks.com>
> Cc: Jo-Ann Ells <jells@hartford-vt.org>, Jeremy Delisle <jdelisle@hartford-vt.org>
> Subject: RE: 50 Woodstock Road (Allocations)

Tim,

The project as proposed by your application for allocation falls below the grandfathered flows and does not require any additional water or sewer allocations.

Please feel free to contact me if you have any additional questions.

Chris

Christopher Holzwarth

Public Works Project Manager

173 Airport Road

White River Junction, VT 05001

802-295-3622 phone

802-281-7051 fax

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

From: Christopher Holzwarth
Sent: Wednesday, December 7, 2022 2:12 PM
To: Tim Sidore <tim@ledgeworks.com>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Jeremy Delisle <jdelisle@hartford-vt.org>
Subject: FW: 50 Woodstock Road (Allocations)

Tim,

Attached is the last application for allocations I've received for 50 Woodstock Road. You will need to update a new application with your proposed uses to make sure it falls below the existing uses flows allocated. I have also included their unsigned document for ease of filling out.

As you may recall from previous projects you will need an allocation issued by us in concert with a state application or a permit exemption certification if you exceed the existing allocated flows. Both options require a licensed designer or engineer. The process is usually simple, your engineers at EV have done a couple of them including one very recently by Nik.

Feel free to contact me if you need further assistance.

Chris

Christopher Holzwarth

Public Works Project Manager

173 Airport Road

White River Junction, VT 05001

802-295-3622 phone

802-281-7051 fax

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

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Application for Sewer and/or Water Allocations

Town of Hartford, Vermont

Department of Public Works
173 Airport Road
White River Junction, VT 05001
Phone: (802) 295-3622 · Fax: (802) 281-7051

Parcel 42-0120-000 **Allocation** 2020-00

Allocation Request (Check Applicable)	☑ Sewer	☐ Allocation (New Connection)	☐ Residential
	☑ Allocation (Existing Connection)		☑ Commercial
	☑ Water	☐ Allocation (New Connection)	☐ Residential
	☑ Allocation (Existing Connection)		☑ Commercial

Property Owner Information

Property Owner(s):	RECREO, LLC
Mailing Address:	77 BANK STREET LEBANON NH 03766
Email Address:	tim@ledgeworks.com
Telephone Number:	(603) 327-3260

Applicant Information (If Not Owner)

Applicants(s):	
Mailing Address:	
Email Address:	
Telephone Number:	

Parcel Information	
Physical Address:	50 Woodstock Road
Consultant Information	
Consulting Firm:	
Consultant:	
Mailing Address:	
Email Address:	
Telephone Number:	

(1) Allocations are only issued for projects prepared by a qualified consultant requesting a State of Vermont Wastewater System and Potable Water Supply Permit or filing an Exemption of the Environmental Protection Rules, Chapter 1 Wastewater System and Potable Water Supply Rules, effective April 12, 2019 through Designer Certification as allowed by § 1-304 Permit Exemptions (13) and (14).

(2) Consultant shall determine the existing base flows per § 1-806 (Determining Baseline Design Flow for Increases in Design Flow Projects) of the State Rules. (No allocation shall be granted if the proposed flows are ≤ the baseline design flows as determined by the consultant (or owner when allowed) and accepted by the Town of Hartford Department of Public Works.)

Project Description

(Please describe the project and request within this section)

(1) Converting A Vehicle Repair/Sales Facility Into A Retail Store Occupying 1,533 Square Feet Of Public/Retail Space.

- There Are No Additional Plumbing Fixtures.
- No Other Occupants Have Access To Fixtures.

Parcel Information	
Physical Address:	50 Woodstock Road
Consultant Information	
Consulting Firm:	
Consultant:	
Mailing Address:	
Email Address:	
Telephone Number:	

(1) Allocations are only issued for projects prepared by a qualified consultant requesting a State of Vermont Wastewater System and Potable Water Supply Permit or filing an Exemption of the Environmental Protection Rules, Chapter 1 Wastewater System and Potable Water Supply Rules, effective April 12, 2019 through Designer Certification as allowed by § 1-304 Permit Exemptions (13) and (14).

(2) Consultant shall determine the existing base flows per § 1-806 (Determining Baseline Design Flow for Increases in Design Flow Projects) of the State Rules. (No allocation shall be granted if the proposed flows are ≤ the baseline design flows as determined by the consultant (or owner when allowed) and accepted by the Town of Hartford Department of Public Works.)

Project Description

(Please describe the project and request within this section)

(1) Converting A Vehicle Repair/Sales Facility Into A Retail Store Occupying 1,533 Square Feet Of Public/Retail Space.

- There Are No Additional Plumbing Fixtures.
- No Other Occupants Have Access To Fixtures.

Wastewater Allocation Information

(1) Existing and proposed flow rates shall be calculated using the Design Flows contained in Subchapter 8 – General Technical Standards for Wastewater Systems and Potable Water Supplies of the Environmental Protection Rules Chapter 1 Wastewater System and Potable Water Supply Rules, effective April 12, 2019.

(2) Existing base flows shall be determined by the consultant in accordance with § 1-806 (Determining Baseline Design Flow for Increases in Design Flow Projects) of the State Rules.

(3) Allocation allowances may be granted be for unexpired allocations previously granted and paid for on the project parcel when appropriate.

(4) For projects requiring a Construction Permit under Environmental Protection Rules, Chapter 21, Water Supply Rule an additional allocation information sheet shall be completed for the water system using Table A2-1 – Unitized Average Day Flows, Engineering Design Criteria, Unitized Average Day Flow Quantities of said rules.

Existing (# Units)	Proposed (# Units)	Use/Unit Description	Design Flow GPD/Unit	Existing Daily Flow	Proposed Daily Flow
4	4	ONSITE RETAIL WORKERS	15 GPD/EACH	60	60
1,533 SQFT	1,533 SQFT	PUBLIC RETAIL SPACE	4 GPD/100 SQFT	61.32	61.32
			Total Daily Wastewater Flows	121.32	121.32
			New or Change in Daily Wastewater Flows		—
			(Cannot be expired.) Existing Valid Wastewater Allocation		
			(New or increased flow less any unused valid allocation.) Wastewater Allocation Request		

Additional Information Required

Sewer Total Daily Flow (GPD):	121.32
Peak Sewer Flow Rate (GPM):	
Sewer Strength:	
Pretreatment Required:	
Water Total Daily Flow (GPD):	
Peak Water Flow Rate (GPM):	
Previous Wastewater System and Potable Water Supply Permit #:	

Site Plan(s) & Detail Sheet(s)

(Projects receiving a designer's exemption certification only a building/utilities sketch.)

Title	Sheet #	Date	Last Revised

Any and all required plans, details, sketches, design basis, calculations and exemption certifications must be approved by the Hartford Department of Public Works prior to issuing any allocations for sewer and water.

General Provisions

(1) If construction of the project fails to commence within 18 months or the project does not have a valid zoning permit, then the applicant shall be deemed to have abandoned the project for that portion of the allocation for construction which has not commenced. Flow allocations for projects that have been abandoned will revert back to the Town of Hartford and the applicant will have to reapply for them or submit a voluntary request for a permit revocation.

(2) Once operational, if actual usage by the project exceeds the granted allocation, then the applicant or their assigns must make a new application for additional allocation. Any expansion of an existing use also requires an additional allocation.

(3) All state and local permits will be required prior to construction. Including approval of any required Town of Hartford sewer and water connections, and excavation permits. Please note that all work within the Town's right of ways and easements requires bonding.

Certification of Property Owner and Applicant

Property Owner(s): The undersigned property owner(s) hereby certify that the information on this application and all supplemental materials are true and accurate and I/we have read and understand the general provisions. Lastly I authorize the applicant, if any is named on this application to represent me me/us in any proceedings related to this application and allocation request.

James S Bolton — 9 DEC 2022

Signature of Property Owner(s) — Date

Applicant(s) (If not property owner): The undersigned applicant hereby certifies that ALL the information submitted for this application and all supplemental materials are true and accurate.

Signature of Applicant(s) — Date

Outlook

RE: 50 Woodstock Road, Required Improvements, Timeline

From Christopher Holzwarth <cholzwarth@hartford-vt.org>
Date Fri 10/10/2025 8:58 AM
To Tim Sidore <tim@ledgeworks.com>; Will Davis <wdavis@horizonsengineering.com>
Cc Jo-Ann Ells <jells@hartford-vt.org>; Jim Wasser <jimw@studionexusarch.com>; Bryan Gazda <bgazda@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>

Tim,

If the engineer includes the language for the sewer as required by the state I will prepare an allocation for the original request on Tuesday with the condition that the hose bib is adequately taken out of service.

Chris

Christopher Holzwarth
Assistant Director, Planning and Permitting
173 Airport Road
White River Junction, VT 05001
802-295-3622 phone

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

From: Tim Sidore <tim@ledgeworks.com>
Sent: Thursday, October 9, 2025 4:45 PM
To: Will Davis <wdavis@horizonsengineering.com>
Cc: Christopher Holzwarth <cholzwarth@hartford-vt.org>; Jo-Ann Ells <jells@hartford-vt.org>; Jim Wasser <jimw@studionexusarch.com>; Bryan Gazda <bgazda@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>
Subject: Re: 50 Woodstock Road, Required Improvements, Timeline

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

Thanks, Will!

Chris, if this is acceptable, we will go ahead and remove the one hose bib next week.

Tim

Tim Sidore, CAM, NALP
Chief of Operations
Ledgeworks, Inc
(603) 727-9024 (O)
Option #2 for After-Hours Emergency Maintenance

Managing Agent for:

Execusuite, LLC
21 Agua Street, LLC
Michael Davidson Properties
O' Brothers, LLC
One NorthPark, LLC
Chorro, LLC
Recreo, LLC
Colburn Park, LLC
12 Tremont Street, LLC
Aldama, LLC
Sollano, LLC
Goddard SPE, LLC

On Thu, Oct 9, 2025 at 4:36 PM Will Davis <wdavis@horizonsengineering.com> wrote:

> Chris,
>
> Please see attached and let us know if you have any questions or comments.
>
> **Will Davis**, PE LEED AP
> **C:** 802-291-1973 | **O:** 603-444-4111
>
> ---
>
> **From:** Christopher Holzwarth <cholzwarth@hartford-vt.org>
> **Sent:** Monday, October 6, 2025 1:46 PM
> **To:** Tim Sidore <tim@ledgeworks.com>
> **Cc:** Jo-Ann Ells <jells@hartford-vt.org>; Jim Wasser <jimw@studionexusarch.com>; Will Davis <wdavis@horizonsengineering.com>; Bryan Gazda <bgazda@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>
> **Subject:** Re: 50 Woodstock Road, Required Improvements, Timeline
>
> ---
>
> You don't often get email from cholzwarth@hartford-vt.org. Learn why this is important
> [EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.
>
> Tim,
>
> Where is your engineer at on this?
>
> Chris
>
> Christopher Holzwarth
>
> Assistant Director, Planning and Permitting
>
> 173 Airport Road

White River Junction, VT 05001

802-295-3622 phone

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

From: Christopher Holzwarth <cholzwarth@hartford-vt.org>
Sent: Tuesday, September 16, 2025 10:26 AM
To: Tim Sidore <tim@ledgeworks.com>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Jim Wasser <jimw@studionexusarch.com>; Will Davis <wdavis@horizonsengineering.com>; Bryan Gazda <bgazda@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>
Subject: Re: 50 Woodstock Road, Required Improvements, Timeline

Tim,

I need an exemption certification from the engineer in compliance with state rules that the lines are adequate.

Chris

Christopher Holzwarth

Assistant Director, Planning and Permitting

173 Airport Road

White River Junction, VT 05001

802-295-3622 phone

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

From: Tim Sidore <tim@ledgeworks.com>
Sent: Tuesday, September 16, 2025 10:03 AM
To: Christopher Holzwarth <cholzwarth@hartford-vt.org>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Jim Wasser <jimw@studionexusarch.com>; Will Davis <wdavis@horizonsengineering.com>; Bryan Gazda <bgazda@hartford-vt.org>; Lisa O'Neil <loneil@hartford-vt.org>
Subject: Re: 50 Woodstock Road, Required Improvements, Timeline

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

Chris,

Everything was pressure-tested back in 2023 and I believe we are all set?

Thanks,

Tim Sidore, CAM, NALP
Chief of Operations
Ledgeworks, Inc
(603) 727-9024 (O)
Option #2 for After-Hours Emergency Maintenance

Managing Agent for:

Execusuite, LLC
21 Agua Street, LLC
Michael Davidson Properties
O' Brothers, LLC
One NorthPark, LLC
Chorro, LLC
Recreo, LLC
Colburn Park, LLC
12 Tremont Street, LLC
Aldama, LLC
Sollano, LLC
Goddard SPE, LLC

On Fri, Sep 12, 2025 at 1:01 PM Christopher Holzwarth <cholzwarth@hartford-vt.org> wrote:

> Tim,
>
> Based upon the below you were provided our support for a temporary occupancy permit. The timeline for the completion of the planning and improvements has come and gone, please update me on the progress.

Your tenant has applied to renew their permit, your response is critical to my ability to approve.

Chris

Christopher Holzwarth

Assistant Director, Planning and Permitting

173 Airport Road

White River Junction, VT 05001

802-295-3622 phone

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

From: Christopher Holzwarth <cholzwarth@hartford-vt.org>
Sent: Friday, June 23, 2023 3:17 PM
To: Tim Sidore <tim@ledgeworks.com>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Jim Wasser <jimw@studionexusarch.com>; Will Davis <wdavis@horizonsengineering.com>
Subject: RE: 50 Woodstock Road: Green Mountain Gourmet

Tim,

Based upon the professional opinion of your engineer I am comfortable with that timeline with an emphasis on completing it earlier if possible.

Chris

Christopher Holzwarth

Public Works Project Manager

173 Airport Road

White River Junction, VT 05001

802-295-3622 phone

802-281-7051 fax

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

From: Tim Sidore <tim@ledgeworks.com>
Sent: Friday, June 23, 2023 3:15 PM
To: Christopher Holzwarth <cholzwarth@hartford-vt.org>
Cc: Jo-Ann Ells <jells@hartford-vt.org>; Jim Wasser <jimw@studionexusarch.com>; Will Davis <wdavis@horizonsengineering.com>
Subject: Re: 50 Woodstock Road: Green Mountain Gourmet

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

Chris,

Is it acceptable to present an engineered plan for our proposed upgrades with the application for allocation by 7/31/2023, and assuming a roughly 30 day turn around for review and a permit, begin construction around 9/1/2023, to be completed by 10/31/2023 (quite possibly earlier)?

Thanks,

Tim Sidore, CAM, NALP

Chief of Operations

Ledgeworks, Inc

(603) 727-9024 (O)

Option #2 for After-Hours Emergency Maintenance

(603) 727-9168 (F)

Managing Agent for:

Execusuite, LLC

21 Agua Street, LLC

Michael Davidson Properties

O' Brothers, LLC

One NorthPark, LLC

Chorro, LLC

Recreo, LLC

Colburn Park, LLC

12 Tremont Street, LLC

On Fri, Jun 23, 2023 at 9:28 AM Christopher Holzwarth <cholzwarth@hartford-vt.org> wrote:

> Tim/Will,
>
> As previously communicated, I can support a temporary occupancy permit based upon the professional opinion. However, as previously stated in must be accompanied with an application for allocation and plans related to the required improvements that prevent the engineer from preparing exemption certifications for the existing service lines. Further, any temporary approval will be subject a hard date for the installation of the improvements.

Chris

Christopher Holzwarth

Public Works Project Manager

173 Airport Road

White River Junction, VT 05001

802-295-3622 phone

802-281-7051 fax

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

From: Tim Sidore <tim@ledgeworks.com>
Sent: Wednesday, June 21, 2023 9:29 PM
To: Jo-Ann Ells <jells@hartford-vt.org>; Christopher Holzwarth <cholzwarth@hartford-vt.org>; Jim Wasser <jimw@studionexusarch.com>
Subject: 50 Woodstock Road: Green Mountain Gourmet

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

Jo-Ann & Chris,

Please see attached.

The attached description of GMG's business and use is correct.

The parking spaces will be blacked out with a more durable paint or tar product by 6/30/2023.

Thanks,

Tim Sidore, CAM, NALP

Chief of Operations

Ledgeworks, Inc

(603) 727-9024 (O)

Option #2 for After-Hours Emergency Maintenance

(603) 727-9168 (F)

Managing Agent for:

Execusuite, LLC

21 Agua Street, LLC

Michael Davidson Properties

O' Brothers, LLC

One NorthPark, LLC

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Recreo, LLC

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verdantas

4930 VT Route 14, Unit 2
Sharon, VT 05065
802-457-3151

October 10, 2025

Mr. Christopher Holzwarth – Public Works Project Manager
173 Airport Road
White River Junction, VT 05001
cholzwarth@hartford-vt.org

Recreo – 50 Woodstock Road Water & Wastewater Compliance

Dear Mr. Holzwarth:

Verdantas completed an inspection of the interior and exterior of the building located at 50 Woodstock Road to document water fixtures. The building includes three separate units with the following tenants: Tea Room, Green Mountain Gourmet, and a landscaping business. D.R. Key completed a pressure test on the shared ¾" water service with Safelite Auto and recorded pressure over 115 psi. This test result was used as a basis to determine the flow into the subject building to be approximately 30 gallons per minute (gpm) (See Attachment A). The peak instantaneous flow demand was then calculated for the three units in the building in accordance with the Wastewater System & Potable Water Supply Rule, Section 1-1109, (b), 1 to be 34.7 gpm (See Attachment B). The owner will discontinue use and remove one hose bib in the landscaping business unit in order to keep the demand in line with the available capacity in the line. The 4-inch sewer service is adequate to serve the building as well.

Based on this information, and in accordance with Wastewater System & Potable Water Supply Rule, Section 1-304, (13) and (14), I certify that the design capacity of the existing water and sewer service lines can accommodate the design flow required to operate all three units of the building given the current uses and fixtures present modified as described above.

I can be reached at wdavis@verdantas.com or (802) 291-1973 if you have questions.

Will Davis, PE LEED AP
Senior Consultant, Group Leader

CC:
Tim Sidore, tim@ledgeworks.com

verdantas

4930 VT Route 14, Unit 2
Sharon, VT 05065
802-457-3151

Attachment A

Existing Water Supply Flow Calculation

Recreo - 50 Woodstock Road
Existing Water Supply Flow Calculation
Tested pressure in Safelite building: 115 psi
Assumed 100ft run to subject building

The formula used is:

$$Q = 0.442 \cdot C \cdot D^{2.63} \cdot \left(\frac{P}{L}\right)^{0.54}$$

Where:

- **Q** = flow rate in gallons per minute (GPM)
- **C** = Hazen-Williams coefficient (140 for copper)
- **D** = internal diameter of pipe in inches (0.745 in for 3/4" copper)
- **P** = pressure drop in psi (115 psi)
- **L** = pipe length in feet (100 ft)

1. **Pipe diameter**:
   $D = 0.745$
2. **Pressure drop**:
   $P = 115$
3. **Pipe length**:
   $L = 100$
4. **Coefficient for copper**:
   $C = 140$

1. Calculate $D^{2.63}$:
   $0.745^{2.63} \approx 0.445$
2. Calculate $\left(\frac{P}{L}\right)^{0.54}$:
   $\left(\frac{115}{100}\right)^{0.54} \approx 1.077$
3. Multiply all components:
   $Q = 0.442 \cdot 140 \cdot 0.445 \cdot 1.077$
   $Q \approx 30.77 \text{ GPM}$

verdantas

4930 VT Route 14, Unit 2
Sharon, VT 05065
802-457-3151

Attachment B

Existing Water Supply Flow Calculation

Recreo - 50 Woodstock Road
Water Supply Instantaneous Demand Calculation

Fixture counts based on site inspection 9/23/25
Tested pressure in Safelite building: 115 psi
Pipe type: 3/4" copper
Flows based on International Plumbing Code, Table 604.3

Fixture	**Units**	**GPM/Unit**	**Total**
Green Mountain Gormet			
Lavatory, private	1.0	0.8	0.8
Sink, service	3.0	4.0	12
Tea Room			
Lavatory, private	2.0	0.8	1.6
Sink, residential	3.0	1.75	5.25
Landscaping Business			
Silcock, hose bib	3.0	5.0	15
Total Peak Instantaneous Demand Flow (GPM)			34.7
Suggested Adjustment - Discontinue use of one hose bib			-5
Total Adjusted Peak Instantaneous Demand Flow (GPM)			**29.7**
Approximate Flow in the Building (see Flow Calc tab)			**30**

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or X re-appointment to: Parks & Recreation

I. APPLICANT DATA:

Name: Allison L. Childs

Address: PO Box 865, Wilder, VT 05088
1460 Hartford Avenue, White River Jct., VT 05001

Telephone: (Home) [redacted] (Work) [redacted] (Other) [redacted]

Email Address: [redacted]

How long have you been a Hartford resident? 38+ years

Are you a United States Citizen? Yes Are you a registered voter? Yes

II. EDUCATION:

High School: Hartford High School Year Graduated: 1977

College 1: Union Institute & University Degree Earned: Bachelor of Arts

Course of Study: History, Sociology, Culture Year: 2011

College 2: Degree Earned:

Course of Study: Year:

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Title Mortgage Solution	present	Loan Processor	
Claremont Savings Bank	05/01/2018-11/05/2024	Mortgage Loan Officer	
Ledyard Bank	12/01/2012 - 04/30/2018	Mortgage Loan Officer	

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? Have been on the Board for two terms and have mostly been able to attend nightly meetings

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Enjoy recreational activities and voluntering with the departments programs

c. What are your past experiences in Municipal, State or Federal Government? The past two terms held

d. What civic or social organizations have belonged to and what positions did you hold? Upper Valley Board of Realtors Affiliates Group - Chairperson - various lending/residential banking groups

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

f. What might some solutions be?

g. Other hobbies/interests: camping, kayaking, reading, knitting, sewing

V. REFERENCES: (Please list three)

Name: Denise Roberts Telephone: [redacted]

Name: Tracey Grzanna Telephone: [redacted]

Name: Adam Pippin Telephone: [redacted]

Alissa J. Childs

APPLICANTS SIGNATURE **DATE**

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☐ appointment(s) or ☑ re-appointment to: Hartford Energy Commission

I. APPLICANT DATA:

Name: Esme Cole

Address: 53 Brick House Lane
White River Junction, VT 05001

Telephone: (Home) [redacted] (Work) _____ (Other) _____

Email Address: [redacted]

How long have you been a Hartford resident? 29 years

Are you a registered voter? Yes

II. EDUCATION:

High School: Hartford High School Year Graduated: 2015

College 1: Kenyon College Degree Earned: B.A.
Course of Study: International Studies, Biology Year: 2019

College 2: University of Vermont Degree Earned: N/A
Course of Study: Master's courses in Community Dev. and Applied Economics Year: 2021

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Simon Pearce Restaurant	June 2025-present	Server	Customer Service
Bugbee Senior Center	May- October 2025	Outreach Associate, Farm to Family	Social work, food access programs
Aris Solutions	August 2025 - present	Caregiver	Supportive services to seniors
Vermont Legislature	Jan 2022-present	State Rep.	Policy development, constituent services
Trail Break Taps and Tacos	July 2021-present	Server	Customer Service

IV. PROFESSIONAL EXPERIENCE:

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

Yes, I can continue with consistent attendence for our Thursday night monthly meetings.

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

In 2021, I joined the Energy Commission to support expanded access to affordable and clean energy. One of my goals has been to fortify our energy resilience through projects that increase local generation. I have also enjoyed helping households reduce energy consumption where it makes sense, in order to squeeze the most out of thermal and electric bills through passive means—particularly though Window Dressers, efficient lightbulb swaps, and educational offerings at our annual Energy Fairs. My past three years of policy experience in the legislature has been helpful in connecting the dots between what our community needs and how to advocate for policy that better meets those needs.

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

Energy Commssion member and State Representative

Formerly employed by the VT Department of Health and through a U.S. Dept. of Agriculture grant

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

I am a board member of two organizations: Positive Tracks and the Public Banking Institute.
I am a member of several legislative caucuses, including the Climate Solutions Caucus, the Future Caucus (bipartisan policy group for younger legislators), and am a co-founder of the first Public Health Caucus in the nation. I am also an Innovation Fellow for Criminal Justice Reform Policy with the Future Caucus.

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

Greater collaboration and communication amongst each of our hard-working town committees—e.g. combining efforts of shared interest or educating one another about ongoing projects.

f. What might some solutions be?

Perhaps a networking potluck where town committee members each have a few moments to share their work, and offer areas where they might benefit from support from other committee members or community members.

g. Other hobbies/interests:

Coaching and refereeing youth field hockey and lacrosse through the Hartford Rec. Dept.

V. REFERENCES: (Please list three)

Name: Dana Clawson Telephone: [redacted]

Name: Jesse Pollard Telephone: [redacted]

Name: Jack Hanson Telephone: [redacted]

APPLICANTS SIGNATURE 10/21/2025 **DATE**

Lana Livingston

From: Ted Levin <tedlevin1966@gmail.com>
Sent: Tuesday, October 7, 2025 3:33 PM
To: Lana Livingston
Subject: HCC
Attachments: Ted Levin's HCC Application.pdf

You don't often get email from tedlevin1966@gmail.com. Learn why this is important

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

Lana,

My four-year term on the conservation commission ends next month. I want to continue my work with the Town of Hartford.

I've attached my 2021 application for your review.

Thank you.

Ted

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or ___re-appointment to: Hartford Conservation Commission

I. APPLICANT DATA:

Name: Ted Levin
Address: 630 Kings Hwy
WRJ 05001
Telephone: (Home) [redacted] (~~Work~~) _____ (Other) [redacted]
Email Address: tedlevin1966@gmail.com
How long have you been a Hartford resident? 4 months
Are you a registered voter? Yes

II. EDUCATION:

High School: Wantagh HHS Year Graduated: 1966
College 1: Ball State University Degree Earned: BS
Course of Study: Biology, Conservation Year: 1970

College 2: Antioch University Degree Earned: MST
Course of Study: Ornithology, mammalogy Year: 1976

College 3: Texas Tech University, mammalogy, wildlife biol. post graduate

III. WORK HISTORY:

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

Self-employed nature writer/tour leader
Clients: / NGeographic Society, National Audubon Soc., Sierra Club, National Wildlife Federation, Nature Conservancy, VINS, Monadnock UCE, AMNH, National Parks System. Published worldwide in magazines & newspapers including Valley News, NY Times, Boston Globe

03/10/2020

15 books adult, 5 books children

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? Yes for evening meetings. Monday works — but I'm flexible

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have a passion for natural history, all aspects, and a career of helping to foster relationships between people & the natural world

c. What are your past experiences in Municipal, State or Federal Government? Thetford C.C., Board of Civil Authority, director of youth baseball

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

None

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? I'm in a steep learning curve & can't yet answer this question.

f. What might some solutions be? NA

g. Other hobbies/interests: I am a writer & formerly, a wildlife photographer

V. REFERENCES: (Please list three)

Name: Lee Michaelis Telephone: [redacted]

Name: Nancy Griffin Telephone: [redacted]

Name: Ford Von [redacted] Reyn Telephone: [redacted]

APPLICANTS SIGNATURE

11/02/21
DATE

Town Manager's Report

October 28, 2025

Audit

The Town's external auditors are working at Town Hall 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.

Difficult Conversations with Constituents

Thanks to Vital Communities and the Braver Angels Organization for co-hosting a meeting on the topic of Difficult Conversations with Constituents on October 23 in Enfield. It was fun to attend together with Selectboard members Ashley Andreas and Miranda Dupre and about a dozen other folks and two excellent facilitators.

VLCT Safety-Related Legislative Agenda

On Wednesday, October 29, VLCT will host a second Zoom chat on the topic of VLCT's legislative priorities in the field of Public Safety.

Upcoming Selectboard Meetings

There will be a Special Selectboard Budget meeting on Thursday of this week (October 30) at 6:00 pm for budget presentations on Fire, Police and Dispatch. The following week, there will be a Special Selectboard Budget Meeting on Thursday, November 6. The next regular Selectboard Meeting will take place on Wednesday, November 12, because Tuesday, November 11 is Veterans Day--a national holiday.

Hartford Assessing

FY 27 Budget
(174)

Assessing Department Duties

The overarching responsibility of the Assessor is assessment equity on the grand list. Assessment equity is, generally, the degree to which assessments bear a consistent relationship to market value. In order to achieve this, Assessors must understand appraisal methods and property assessment administration in Vermont.

Assessors must determine the value of all property as of April 1 of each year. Any changes (building permits, subdivisions, etc.) to properties must be applied for the tax year.

The recent 2025 Reappraisal costs are not included in the FY2026 budget expenses. Those costs were from a separate account.

Budget

FY 26 – FY 27 Changes

FY2026	FY2027	Difference
$ 303,058	$ 321,822	+ $18,764

- Salaries +$8,441
- Benefits +$1,391
- Retirees +$1,721
- Workers Comp -$225
- Retirement +$1,156 (VMERS Group C/D)

Total For Employee Related Expenses: +12,484

Salaries

Wages

FY2026	FY2027	Difference
$ 162,089	$ 170,530	+ $8,441

- 2 Full time employees
- Non-Union wage increase 4%

Salaries

Health/HRA/Dental Insurance/Life AD&D

FY2026	FY2027	Difference
$ 56,361	$ 57,900	+ $ 1,539

- 2 Full time employee benefits

Budget Highlights

174-311	Travel & Meetings	$ 1,200.00	+1,000
174-313	Membership Dues	$ 1,000.00	+50
174-315	Recruitment & Training	$ 2,600.00	+1,350
174-318	Contracted Services	$ 46,350.00	+2,150

Travel & Meetings Expenses for FY2026 were funded largely by encumbered funds.

Recruitment & Training budget for FY2026 was cut for budgetary purposes.

Contracted Services is increased by $2,150. Some vendors have already provided notice of increased costs for FY2027 services.

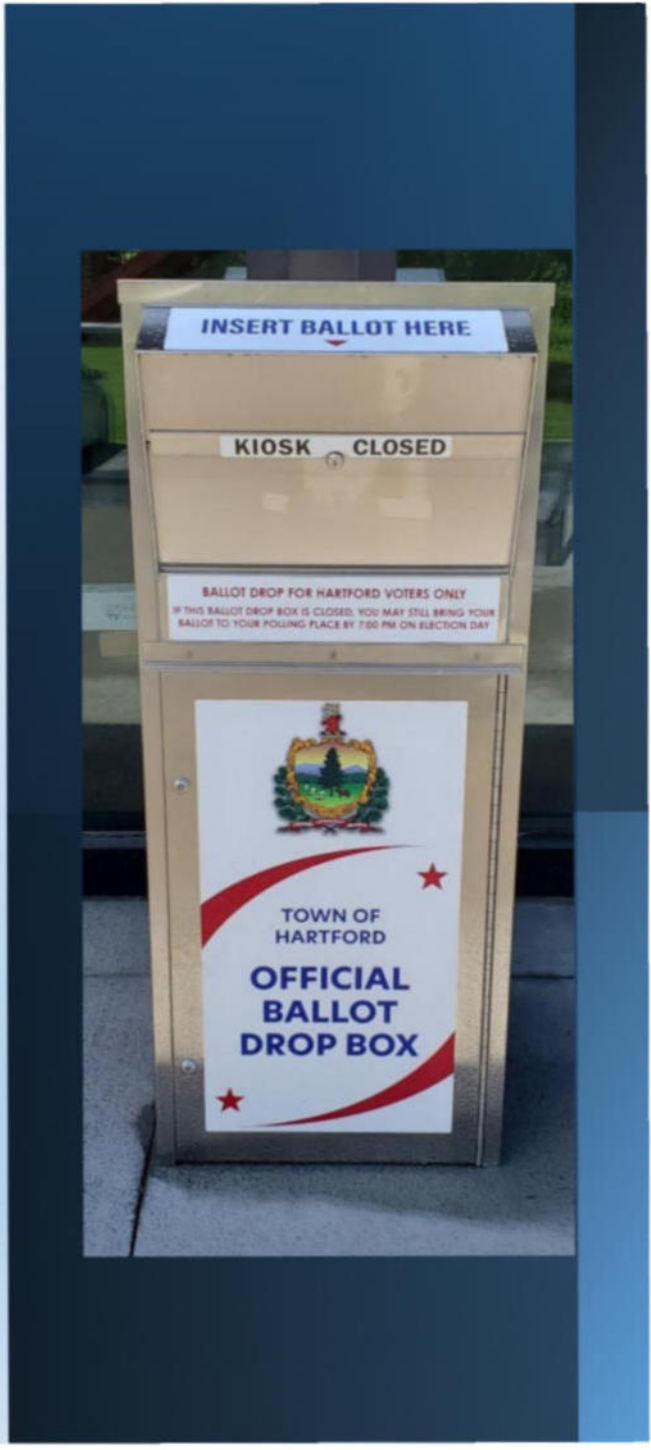
Questions ?

FY 2027

Clerk

Budget

October 28, 2025



Day in the Life of the Clerk's Office

(Vermont State Statutes set most of the duties & responsibilities of the Town Clerk's Office)

***Staffed by*: Town Clerk & Assistant Town Clerks**

Overseeing Elections
Maintaining Voter Checklist

Processing Absentee Ballots
Receiving & Verifying Petitions

VOTER REGISTRATION

Records Maintenance

Property & Mortgage Deeds
Permits
Mobile Home Bills of Sale
Town & School Meeting Minutes

Discharges & Partial Releases
Tax Collector Reports of Sales
Property Transfer Tax Returns
Easements

Vital Records: Birth, Marriage, Death Certificates and Burial Permits

Issuing: Licenses-Marriage & Dog; Renewals-Car Registrations; Green Mountain Passports

Processing: Liquor Licenses and Cannabis Licenses

ELECTION ADMINISTRATION (131)

Budget Highlight Summary

(Budget Book, Pages 7 & 8)

- **Salaries (131-101)**
  - Board of Civil Authority (BCA) & Election Worker Compensation for Elections
  - BCA Compensation for Abatement & Tax Appeal Hearings; Biennial Checklist Review; Organizational Meeting; and Webinars/Trainings
- **Advertising (131-312)**
  - Positions to be Elected
  - Early/Absentee Voting Promotion
- **Contracted Services (131-318)**
  - Voting Tabulator Machine Programming for Elections
- **Materials & Supplies (131-323)**
  - Ballot Printing
  - Election Supplies
  - Food for BCA/Election Workers/BoA

By The Numbers

Election Administration
FY27 Operating Budget Expense

Department Division (131)	FY 27 Proposed	FY 26 Approved	Difference
(101) Salaries + (210) FICA + (210-0215) CCTC	$29,617.10	$29,942.00	-$324.90
(311) Trav/Mtgs=$100 + (312) Advertising=$750	$850.00	$1000.00	-$150.00
(318) Contracted Services	$2,300.00	$3,500.00	-$1200.00
(323) Materials & Supplies	$5,200.00	$6,100.00	-$900.00
(331) Department Equipment	$1,000.00	$0.00	+$1,000.00
Total Expenses	**$38,967.10**	**$40,542.00**	**- $1,574.90**

Other Election Highlights

- FY 27 Budget includes added funds for BoA/BCA due to increase of Abatement requests and anticipated BCA Property Tax Appeals from taxpayers who did not meet the Assessor Grievance deadline in the Spring of 2025.

- **2025 Elections:**
  - MARCH 2025: Town & School District Election
    Election Results: https://www.hartford-vt.org/3785/2025-Election-Results
  - We are exploring alternate polling location because of the PCB detection at HHS and resulting renovation/construction.

- In calendar year 2025 the Board of Abatement held (7) Abatement meetings (33 hearings total); this is up from 2-4 meetings/year & 12-15 abatement requests/year.

- The Board of Civil Authority held six full days of Property Assessment Tax Appeal hearings (31 total property hearings) in calendar year 2025.

- In May/June, 2027, the BCA will perform Biennial Checklist review (Challenge/Purge)
  - The Clerks regularly monitor death notices, property transfer records and other public records to regularly purge and challenge voters.
  - As of October 21, 2025: 9040 registered voters (1049 are Challenged).

Questions?

VITAL STATISTICS(151)

Highlight Summary (Budget Book Pages 8-10)

- Salaries (151-101)
  - Clerk (full-time) & Assistant Clerks (two full-time)
- Travel & Meetings (151-311)
  - Trainings by VT Municipal Clerks & Treasurers Association (VMCTA); SOS-Elections; VT League of Cities & Towns (VLCT)
- Advertising (151-312)
  - Dog Licensing
- Membership Dues (151-313)
  - VMCTA Annual Dues & Notary CE for (3) TC
- Contracted Services (151-318)
  - Laserfiche; Munismart; Copiers; Vault fire suppression service
- Postage (151-322)

  Absentee Ballots; Recorded Documents; Voter Registration & Challenge Letters; Dog Licenses.
- Materials & Supplies (151-323)
  - Recording bks/paper; vital records bks/paper; dog license tags; general office supplies
- Telephone (151-324)
  - Phone usage and three licenses; Net
- Department Equipment (151-331)
  - Replace ATC Desk with L-Shaped desk

By The Numbers

Vital Statistics
FY27 Revenue Summary

Department Division (151)	FY 27 Proposed	FY 26 Approved	Difference
(10-040-100-0100) Liquor Licenses	$4,200.00	$4,200.00	No Change
(10-040-200-0100) Marriage Licenses	$8,000.00	$5,500.00	+$2,500.00
(10-040-200-0200) Dog Licenses	$8,750.00	$8,000.00	+$750.00
(10-060-151-0100) Town Clerk-Fees	$97,000.00	$98,000.00	-$1,000.00
(10-060-151-0300) Town Clerk-DMV Fees	$100.00	$175.00	-$75.00
TOTAL REVENUES	**$118,050.00**	**$115,875.00**	**+$2,175.00**

By The Numbers

Vital Stats. FY27 Operating Budget Expense & Revenue

Department Division (151)	FY 27 Proposed	FY 26 Approved	Difference
(101) Salaries & Benefits(120/210/220/225/230/240/250/260)	$294,355.04	$292,657.41	+ $1,697.63
(311) Travel & Meetings	$400.00	$400.00	No Change
(312) Advertising	$350.00	$500.00	-$150.00
(313) Membership Dues	$225.00	$135.00	+$90.00
(316) State Payment – Licenses	$15,000.00	$12,000.00	+$3,000.00
(318) Contracted Services	$12,423.00	$12,081.00	+ $342.00
(322) Postage	$5,000.00	$5,000.00	No Change
(323) Materials & Supplies	$7,850.00	$7,850.00	No Change
(324) Telephone (includes Net)	$3,300.00	$2,523.00	+$777.00
(331) Department Equipment	$1,200.00	$0.00	+$1,200.00
(418-0100) Retirees	$5,700.00	$4,886.00	+$814.00
Total Expenses	$345,803.04	$338,032.41	+ $7,770.63
Less Revenue	- $118,050.00	-$115,875.00	-$2,175.00
TOTAL	**$227,753.04**	**$222,157.41**	**+ $5,595.63**

Other Vital Statistics Highlights

- Training newly hired Asssistant Town Clerk
- Continuing to find efficiencies for tracking/processing liquor & cannabis licenses and for day-to-day internal operations
- Transfer Vital Records (Death & Birth) to the Vermont State Archives to free up vault space
- Continuing to Develop Procedure Manual Specific to the Clerk's Office
- Revisiting vendor options for online Land Records processing & access
- Establishing annual schedule to send out records for preservation

Questions?

(151) UPDATED 10-24-25

(151) FY27 REVISED Salary & Benefits Comparison

Department Division (151)	FY 27 Revised	FY 27 Proposed	FY 26 Approved	Difference FY 26 to Rev. FY 27
(101) Salaries	$214,027.01	$211,323.01	$202,312.45	+ $11,714.56
(120) Overtime	$1,290.00	$1,290.00	$0.00	+$1,290.00
(210 & 210-0215) FICA & CCTC	$17,314.79	$17,096.03	$16,367.09	+$947.70
(220) Health Insurance	$65,085.00	$42,003.00	$51,100.00	+$23,082.00
(220-0100) Health Ins (Empl. Share)	-$9,762.75	-$5,887.95	-$7,665.00	-$2,097.75
(225) HRA/Choicecare Card	$8,805.00	$3,710.00	$7,215.00	+ $1,590.00
(230) Dental	$1,974.00	$1,974.00	$1,784.00	+$190.00
(240) Life Insurance	$420.53	$420.53	$670.86	-$250.33
(250) Workers Comp	$237.50	$237.50	$500.00	+$262.50
(260) Retirement	$22,472.84	$22,188.92	$20,373.03	+$2,099.01
Total Personnel	$331,626.67	$294,355.04	$292,657.41	$38,969.26
Total (151) Expenses	**$383,074.67**	$345,803.04	$338,032.41	**+$45,042.26**
Less Revenue	-$118,050.00	- $118,050.00	-$115,875.00	-$2,175.00
TOTAL	**$265,024.67**	**$227,753.04**	**$222,157.41**	**+$42,867.26**

Human Resources

FY27 Budget

10-123

Town Staffing

- 116 Full-time employees
- 41 Part-time/seasonal employees
- 49 Retirees with benefits
- <1 Human Resources employee

- The “sweet spot” for most employers is between 1.5 and 4.5 HR staff per 100 employees. “That’s accurate, but a wide gap,” said Nicole Belyna, SHRM-SCP, director of talent management and inclusion at SHRM. According to SHRM’s *2022 Human Capital Benchmark Report*, the average HR staff to employee ratio is 1.7 per 100.

- https://www.shrm.org/topics-tools/news/talent-acquisition/how-many-hr-staff-members-is-best-shrm

HR Staffing in Vermont Municipalities

HR Staff Ratio VT 2025

Town	HR Dept Staff	FT Town Staff	HR to staff ratio
Westford	1	6	6
St Albans	3	80	27
Lebanon	4	200	50
Brattleboro	3	154	51
Barre Town	1	56	56
Colchester	2	118	59
Shelburne	1	69	69
Burlington	10	700	70
Stowe	1	73	73
South Burlington	2.5	186	74
Essex Town	1	80	80
Montpelier	1.5	122	81
Winooski	1	88	88
Barre City	1	100	100
Hartford	0.5	100	200

Increased Benefits of Dedicated HR Staff

- Personnel Policy: complete revision (most recent 7/2013)
- Wellness programming
- Employee development training
- Minimize litigation through proactive risk management; prompt identification and address of problematic situations
- Recognition program: encourages performance and supports employee retention
- Professional HR development
- CBA renewals (4)
- Event planning
- Job descriptions review
- Compensation management and review
- Teambuilding opportunities
- Website expansion for staff access
- Records management
- Conflict resolution
- HR Department budget management
- Increased support for department hiring

10-123 HUMAN RESOURCES						
FY27 BUDGET						
10-123-101-0000	**Salary**	**$56,149.60**				
	50%					
10-123-210-0000	**FICA**	**$4,295.44**				
	50%					
10-123-210-0215	**Childcare Tax**	**$247.06**				
	50%					
10-123-220-0000	**Health Ins Town**	**$12,583.00**				
	50%					
10-123-220-0100	**Health Ins Employee**	**-$1,887.00**				
	50%					
10-123-225-0000	**HRA**	**$1,752.50**				
	50%					
10-123-230-0000	**Dental**	**$481.00**				
	50%					
10-123-240-0000	**Life/STD**	**$164.52**				
	50%					
10-123-250-0000	**WC**	**$443.58**				
	50%					
10-123-260-0000	**Retirement**	**$5,018.65**				
	50%					
10-123-311-0000	**Travel/Meetings**	**$2,000.00**				
	Mileage 500; VTHRA 200, VTSHRM 900, Town Fair 100; Union negotiations food 300					
10-123-312-0000	**Advertising**	**$200.00**				
	NH Muni Job					
10-123-313-0000	**Memberships**	**$435.00**				
	SHRM 300; VTHRA 75; BJs 60					
10-123-314-0000	**Books/Periodicals**	**$110.00**				
	VLCT Comp Report					
10-123-315-0000	**Recruitment/Training**	**$10,875.00**				
	Staff 3000 X 3; Food 300; APD 3 X 140; Background checks 360; Cert prep and test 260+535;					
10-123-318-0000	**Contracted Svcs**	**$18,350.00**				
	Laserfiche 1350; Munismart 1500; Personnel Policy Revision 15000; Acrisure 500					
10-123-320-0000	**Equip Oper/Maint**	**$0.00**				
10-123-322-0000	**Postage**	**$100.00**				
10-123-323-0000	**Materials/Supplies**	**$571.00**				
10-123-324-0000	**Phone**	**$37.00**				
10-123-330-0000	**Office Equip**	**$1,600.00**	**Can be delayed for reduction**			
	Laptop replacement					
10-123-340-0000	**Employee Appreciation**	**$25,482.00**				
	Sympathy 500; Annual Event 8000; Holiday party 700; Holiday staff gifts 116 X 100;					
	Misc food 300; Longevity 63 X 14, 3200					
TOTAL:		**$139,008.35**				

Future Considerations

- Administrative/Benefits Assistant for HR
- Consolidation of some HR and Finance systems

AGENDA MEMORANDUM
October 28, 2025
Town Selectboard Meeting Item:
Submitted by: Scott Cooney, Fire Chief

Subject: **Recommendation to Approve Sutphen Corporation as Vendor for New Rescue Pumper**

Background: In May 2025, I tasked Deputy Chief Jason Czora with forming an Apparatus Committee to begin the process of identifying a manufacturer and design for a new rescue pumper. The goal was to replace both the 2008 E-One Rescue truck and the 2009 E-One Pumper with a single, multifunctional apparatus that meets the department's current and future operational needs.

The committee was composed of members from all ranks and shifts, including two firefighters, one lieutenant, one captain, and Deputy Chief Czora as chair. A department-wide survey was conducted, with a 95% participation rate, to gather input on essential features and capabilities.

Discussion: The Apparatus Committee identified the following non-negotiable features for the new rescue pumper:

- 1,000-gallon water tank
- 1,500 GPM pump
- Low rear hosebeds
- Air primer system
- Sufficient compartment space for rope rescue, vehicle extrication, and stabilization equipment

After evaluating multiple manufacturers—E-One, KME, Sutphen, Pierce, Spartan, Alexa, and Seagrave—the committee narrowed the field to Sutphen and Pierce. Site visits were conducted to departments using these apparatus, and follow-up meetings were held with vendor representatives.

Key reasons for recommending Sutphen include:

1. Local Support: Dingee Machine Co., the regional Sutphen dealer, is based in Cornish, NH, offering convenient access for design consultations and service.
2. Reputation: Departments in Kennebunk and Biddeford, ME, reported exceptional customer service and product reliability.
3. Build Quality: Sutphen apparatus demonstrated superior craftsmanship and alignment with our operational needs.

4. Economic Impact: Choosing Sutphen supports a reputable local business.
5. Cost Savings: Sutphen participates in the Sourcewell Cooperative Purchasing Program (Contract #113021-SUT), offering a 15% discount on base models and options.

The Apparatus Committee unanimously recommends Sutphen as the vendor for our next rescue pumper.

Financial Impact: There is no financial impact at this time. The Fire Department will present the recommended design and associated cost for Selectboard approval at a future meeting.

Recommendation Motion: I move to approve the Fire Department's recommendation to select Sutphen Corporation, through Dingee Machine Co., as the vendor for the purchase of a new rescue pumper, utilizing the Sourcewell Cooperative Purchasing Program (Contract #113021-SUT).

Attachments:
Recommendation Memo
Sutphen Corp. Contract
Sutphen Price File
Sourcewell RFP Fire Apparatus

TOWN OF HARTFORD
FIRE DEPARTMENT
Fire/Ambulance/Rescue

Jason M. Czora
Deputy Chief of Operations and Training
jczora@hartford-vt.org

812 VA Cutoff Rd., White River Junction, VT 05001
Telephone: 802-295-3232 ~ Fax: 802-295-5143

To: Scott Cooney, Fire Chief
From: Jason Czora, Deputy Chief
Date: 10-8-2025
Subject: Recommendation for Purchase of a New Rescue Pumper

In May 2025, you tasked me with forming an Apparatus Committee and beginning the process of identifying a manufacturer and design for a new **rescue pumper**. The goal of this project was to replace both the 2008 E-One Rescue truck and the 2009 E-One Pumper. Your vision for a single, multifunctional apparatus was shared with the newly established committee at our initial meeting.

When assembling the committee, I felt it was important that all ranks and shifts were represented. The committee consisted of two firefighters, one lieutenant, and one captain, with myself serving as chairperson. I facilitated discussion and guided the process, casting a vote only in the event of a tie.

Our first task was to develop and distribute a department-wide survey to gather input from all members—regardless of rank or seniority. The survey sought feedback on what features should be carried over from our existing apparatus, what should be eliminated, and what new capabilities would be beneficial. The response rate was excellent, with approximately **95%** of members participating.

From the responses, the committee identified the following **non-negotiable features**:

- 1,000-gallon water tank
- 1,500 GPM pump
- Low rear hosebeds
- Air primer system
- Sufficient compartment space to carry equipment for rope rescue, vehicle extrication, and vehicle stabilization equipment.

At our first of many meetings, the committee reviewed the survey results, discussed priorities, and created a list of wants and needs. We then identified manufacturers to evaluate: **E-One, KME, Sutphen, Pierce, Spartan, Alexa,** and **Seagrave**.

- **Seagrave** was quickly eliminated due to its inability to meet the identified requirements.
- The committee chose to move away from **E-One** due to ongoing quality-control concerns and subpar customer service.
- **KME** and **Spartan** were also removed from consideration because of their limited customization options.

This left **Sutphen, Pierce,** and **Alexa** as the remaining contenders.

The committee visited several departments that had recently taken delivery of these manufacturers' apparatus:

- **Sutphen:** We visited the Kennebunk and Biddeford (ME) Fire Departments. Both spoke highly of Sutphen and their dealer, **Dingee Machine Co.**, praising exceptional build quality and customer service. The committee was equally impressed with the craftsmanship and suitability of their designs.
- **Pierce:** We met with the Nashua (NH) Fire Department and inspected two of their Pierce pumpers. Nashua's firefighters and officers expressed strong satisfaction with their apparatus, and the committee found the overall quality to be excellent.
- **Alexa:** We visited the Gilmanton (NH) Fire Department to view their Alexa tanker-pumper. While the department was pleased with its performance, it did not meet our functional needs for a rescue pumper.

After evaluating all options, the committee identified **Sutphen** and **Pierce** as the two leading candidates. We then held meetings with representatives from both companies to gain a deeper understanding of their design capabilities, service support, and pricing.

Recognizing the long-term impact of this purchase, the town's investment in an apparatus expected to serve the department for the next 20 years—the committee approached this decision with great care.

Following extensive deliberation, the **Apparatus Committee unanimously recommends that the Town purchase a Sutphen Rescue Pumper.**

Our decision is based on several key factors:

1. **Local Support:** Dingee Machine Co., the regional Sutphen dealer, is located in Cornish, NH, providing convenient access for design consultations, inspections, and delivery.
2. **Exceptional Reputation:** Both Kennebunk and Biddeford Fire Departments reported outstanding customer service and product reliability. Kennebunk even dedicated their new Sutphen tower to Larry Dingee, owner and lead fabricator of Dingee Machine Co.—a testament to the company's commitment to its customers.

TOWN OF HARTFORD
FIRE DEPARTMENT
Fire/Ambulance/Rescue

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3. **Build Quality:** The Sutphen apparatus the committee reviewed demonstrated excellent craftsmanship and attention to detail, aligning closely with our operational requirements.
4. **Local Economic Support:** Selecting Sutphen allows the department to support a nearby business with a strong reputation in the fire service industry.
5. **Cost Savings:** Sutphen participates in the **Sourcewell Cooperative Purchasing Program** (Contract #113021-SUT), offering a **15% discount** on base models and published options for Sourcewell member agencies.

The committee is confident that selecting Sutphen will provide the department with a high-quality, durable, and locally supported rescue pumper that meets our operational needs for many years to come.

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Sourcewell

Solicitation Number: RFP #113021

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and The Sutphen Corporation, 6450 Eiterman Road, Dublin, OH 43016 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Firefighting Apparatus and Fire Service Vehicles from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires February 10, 2026, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.

C. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

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Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out, refurbished, or remounted Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily

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apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;

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- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell

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contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be negotiated directly between the Participating Entity and the Supplier. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

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- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased

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by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

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E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
   a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use thetrademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
   b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers,

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resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier in violation of applicable patent or copyright laws.

5. Termination. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

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14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

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The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.
Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for Products-Completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

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no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is

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primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

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21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to "federal" should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

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C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names

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of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation

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and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier not use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by an Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

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T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell	The Sutphen Corporation
DocuSigned by: Jeremy Schwartz C0FD2A139D06489...	DocuSigned by: Drew Sutphen 14FD9C3BBDB0447...
By: _____	By: _____
Jeremy Schwartz	Drew Sutphen
Title: Chief Procurement Officer	Title: President
Date: 2/7/2022 | 9:22 PM CST	Date: 2/8/2022 | 3:13 PM CST

Approved:

DocuSigned by: Chad Coauette 7E42B8F817A64CC...

By: _____

Chad Coauette

Title: Executive Director/CEO

Date: 2/8/2022 | 5:16 PM CST

Sutphen #113021-SUT

Pricing for contract #113021-SUT is provided at 15% off MSRP for base models and published options to Sourcewell participating agencies.

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RFP 113021 - Firefighting Apparatus and Fire Service Vehicles

Vendor Details

Company Name:	The Sutphen Corporation
Address:	6450 Eiterman Rd. Dublin, OH 43016
Contact:	Donna Newell
Email:	newell@sutphencorp.com
Phone:	614-889-1005
Fax:	614-889-0874
HST#:	31-0671786

Submission Details

Created On:	Tuesday November 02, 2021 10:26:29
Submitted On:	Tuesday November 30, 2021 12:43:06
Submitted By:	Justin Howell
Email:	justin.howell@sutphencorp.com
Transaction #:	93bf0e80-f6b0-4f36-b556-53e068f8e940
Submitter's IP Address:	70.61.26.138

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond “N/A” if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	The Sutphen Corporation	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	N/A	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Sutphen Corporation	*
4	Proposer Physical Address:	6450 Eiterman Road Dublin, OH 43016	*
5	Proposer website address (or addresses):	www.sutphen.com	*
6	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the “Proposer’s Assurance of Compliance” on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Drew Sutphen President 6450 Eiterman Rd. Dublin, OH 43016 Drew.sutphen@sutphencorp.com 800-848-5860	*
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Justin Howell Senior Sales Territory Manager 6450 Eiterman Rd Dublin, OH 43016 Justin.howell@sutphencorp.com 800-848-5860	*
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Donna Newell Cooperative Purchasing Manager 6450 Eiterman Rd. Dublin, OH 43016 Donna.newell@sutphencorp.com 800-848-5860	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	

9	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	With our main production and headquarters located in Dublin, OH. Sutphen also has production facilities in Urbana, and Hilliard, Ohio, as well as in Lake Ariel, Pennsylvania. Sutphen Corporation is a well-known custom fire apparatus manufacturer. Sutphen has been family owned and operated since 1890. It is the longest continuously owned and operated fire apparatus manufacturer in the country. As stated in our mission statement, Sutphen's core values and mission is to put customers first and treat them as family. MISSION STATEMENT At Sutphen, our mission is to build the safest, most reliable, fire apparatus in the world, through innovation and customer focus. CORE VALUES We recognize how important our customers, employees, and families are to the success of our company. We understand that our company's well-being is dependent upon our contributions and commitment. We all agree to grow our business through the following core values: Innovation – We will continually offer innovative new products in the fire apparatus market. Integrity – Mutually consider each other as a vital part of our production. Be truthful and honest. Teamwork – Divide the challenge, double the success. Respect – Treat others with the same respect we expect. Quality – We will constantly re-evaluate and upgrade our quality assurance process and our customer service. Accountability – We will be accountable for our work, and invest the time and effort to do things right the first time.
10	What are your company's expectations in the event of an award?	Sutphen Corporation looks forward to providing Sourcewell members with another avenue to efficiently and cost effectively purchase fire apparatus that saves time and effort, minimizes the need for individual RFPs and contracts, and meets the Sourcewell members' competitive and procurement requirements.
11	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	The Company has annual audited financial statements and adheres strictly to GAAP. Over the past several years, Sutphen's average annual corporate Revenues have exceeded $100 million. Sutphen is profitable and has a strong EBITDA. The Balance Sheet is strong. The Company retains much of Equity as Cash. The Current Ratio over the past several years, including Customer Advances, is better than 1:1 All Current Liabilities, other than Customer Advances, are trade debt or liabilities incurred during the ordinary course of business. There is no senior bank debt. Nor is there subordinated or off Balance Sheet funding. The Company funds all Working Capital needs internally. Please see the attached Bank Letter of Credit and the Bonding Company Letter of Credit.
12	What is your US market share for the solutions that you are proposing?	If we use five (5) years of historical FAMA sales statistics. Sutphen represents approximately 7.1% of all reported sales including all apparatus categories in which the Company has the capacity to compete. In those apparatus categories in which Sutphen specializes, namely mid-mount aerial platforms, over the same five (5) years and category specific, Sutphen captured an average of 31% to 75% of sales
13	What is your Canadian market share for the solutions that you are proposing?	Historically Sutphen has sold aerial products primarily targeted to the US and Canada market. Sutphen however proposes the same products in the Canadian market as we do for US Market to help gain future market share.
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No
15	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	a) Not Applicable b) In the US and Canada, Sutphen fire apparatus is sold through a network of thirty-one (31) authorized, independent dealerships. Many of these dealerships are also authorized service centers and are part of Sutphen's US/Canadian network of more than fifty (50) authorized, independent service centers. Sutphen maintains and staffs its own factory service centers in Urbana, OH, Hilliard, OH and Lake Ariel, PA. Sutphen Corporation also provides 24/7 customer hotline support.

16	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Licensing varies greatly by state in the US. In many, but not all, states, Sutphen Corporation must maintain both manufacturing and dealer, distributor, or specialty dealer licenses. In all cases where required, the Company hereby certifies that it holds current manufacturing licenses. In addition and on behalf of each of its authorized, independent dealers/distributors, Sutphen again hereby certifies that it obtains and maintains the dealer, distributor, or specialty distributor licenses where required by the state in which business is conducted. For the most part, all licensing, export documentation, and incremental paperwork for vehicles sold to end users in Canada is managed independently by the dealer/distributor responsible for selling into Canada. Sutphen Corporation is a member of both the Fire Apparatus Manufacturers Association (FAMA) and National Fire Protection Association (NFPA).	*
17	Provide all “Suspension or Debarment” information that has applied to your organization during the past ten years.	None	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
18	Describe any relevant industry awards or recognition that your company has received in the past five years	It is not Sutphen’s business philosophy to go out of its way to garner industry awards or recognition. The Company would rather spend its efforts to provide the best possible fire apparatus and excellent customer service to its end users. Sutphen believes that its longevity in the industry speaks volumes about its success. In 2020, Sutphen celebrated its 130th anniversary and, today, is in the midst of its 131st year of operations. It is the industry’s oldest continuously family-owned and operated fire apparatus manufacturer. Please see refer to the attached articles that showcase our continue growth the fire apparatus industry. Conway Family Business Award Announcement of the Tractor Drawn Aerial Urbana Chassis Ground Breaking Small Business Administrator Visit	*
19	What percentage of your sales are to the governmental sector in the past three years	The overwhelming majority of Sutphen’s business is to the public government fire and emergency response entities. Occasionally, the Company will sell fire apparatus to commercial business, for example petroleum refineries or chemical manufacturers, to support their on-site fire response plans.	*
20	What percentage of your sales are to the education sector in the past three years	With the exception of sales to Colleges or Universities to support on-campus fire response centers or to a Fire Academy to support first responder education, Sutphen does not participate in the Education Sector.	*
21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Sutphen currently holds contracts with the following cooperative purchasing agencies: Commonwealth of Pennsylvania’s Cooperative Purchasing Program (COSTARS) • Florida Sheriffs Association (FSA) • Houston-Galveston Area Council (HGAC) • Louisiana Multiple Award Schedules (LaMAS) • New Jersey State Contract • Ohio State Term Schedule • Texas BuyBoard • Sourcewell Over the past three (3) years, Sutphen has sold an annual average of over 150 vehicles across all cooperative purchasing contracts. The trend is upward and Sutphen expects cooperative purchasing to continue to drive sales growth in the future.	*
22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Sutphen CAGE Code 6L027, holds GSA Contract GS-30F-0012Y Under Schedule 23V, Automotive Superstore, SIN 190-01 Fire Fighting Apparatus and Attachments. Annual Sales Volumes are available at GSA’s Schedule Sales Query website: https://ssq.gsa.gov.	*

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Kissimmee Fire Dept.	Chief Jim Walls	james.walls@kissimmee.gov 407-518-2222	*
Cape Coral Fire Dept.	Div. Chief Mike Bush	mbush@capecoral.net 239-574-0501	*
DeKalb County Fire Rescue	Captain Bryan Dobson	BCDobson@dekalbcountyga.gov 404-808-0844	*

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
DeKalb County	Government	Georgia - GA	Fire Apparatus	17 Pumpers , 3 Aerials	$16.8 M	*
Miami Fire Rescue	Government	Florida - FL	Fire Apparatus	16 Pumpers, 5 Aerials, 2 Rescues, 2 Tankers	$19.3 M	*
Columbus Fire	Government	Ohio - OH	Fire Apparatus	1 Aerial, 2 Pumpers, 5 Rescues	$6.5 M	*
Orlando Fire	Government	Florida - FL	Fire Apparatus	11 Pumpers, 2 Aerials	$8.9 M	*
Durham Fire	Government	North Carolina - NC	Fire Apparatus	11 Pumpers	$6.4 M	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
25	Sales force.	The dealers/distributors are supported by Sutphen's ten (10) person internal sales support team. The team's responsibility is to seamlessly and promptly support the Company's independent dealer/distributors throughout the sales process.	*
26	Dealer network or other distribution methods.	Sutphen has a network of over thirty-five (35) domestic and international authorized dealers/distributors.	*
27	Service force.	Many of Sutphen's dealerships are also authorized service centers and are part of Sutphen's US/Canadian network of more than fifty (50) authorized, independent service centers. Sutphen maintains and staffs its own factory service centers in Urbana, OH, Hilliard, OH and Lake Ariel, PA. Sutphen Corporation also provides 24/7 customer hotline support. Please see the Lists of Sutphen's Authorized Dealers/Distributors and Authorized Service Centers included as supporting documentation. Please also note that Sourcewell members can find their local authorized Sutphen apparatus dealer and service center on the interactive map that can be found on our website. http://www.sutphen.com/locations	*

28	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	If the customer is not an Sourcewell member, Sutphen will facilitate to the customer how to signup as a member. A Sutphen authorized dealer/distributor shall submit a proposal to the member. The member accepts the proposal and enters into a purchase agreement with Sutphen and issues a purchase order to build one or more fire apparatus. The Sutphen dealer/distributor sends a fully executed copy of the proposal, all pricing and supporting documentation to the customer. The Sutphen Contract Administration team, consisting of three (3) individuals, will process the incoming orders, manage workflow, and administrative requirements to contract completion and delivery. Sutphen will communicate with Sourcewell contract administrators as required by any cooperative purchasing contract issued to Sutphen by Sourcewell as a result of this offer herein.	*
29	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	When a fire apparatus owner/user needs vehicle repair or repair/spare parts, the owner typically calls its local authorized, independent dealer/distributor or service provider. Warranty work, emergency repairs, or routine maintenance are generally handled by Sutphen's team of dedicated local service providers. More complex repairs or overhauls may need to be supervised by a Sutphen factory service technician who travels to the local service repair site. Customers may directly call one of Sutphen's three (3) factory service centers. Normal business hours are Monday-Friday, 6:00 am-5:00 pm Eastern time. After hours or in an emergency, a 24/7 Sutphen Service Technician is on call and will determine and implement the most appropriate solution to the emergency. For example, in the event of a "Truck Out of Service" call, the on-duty Service Technician receiving the call would follow established procedure and, in turn, notify and involve the Director of Service, the area Service Manager, and the applicable Production Manager who all, as a team, formulate and execute a "Back in Service" plan to get the truck operating as quickly as possible. Typically, within 24 hours the apparatus is once again functional. The goal is to minimize downtime and return an apparatus to dependable public service. Normal maintenance repairs or parts orders ship promptly. Sutphen offers both expedited and standard shipping options to the end user. Sutphen's local authorized, independent dealers/distributors or service providers, and the Company's factory service center, all offer full on-site (fire station or city service shop) apparatus service that is, oftentimes, the preferred, most timely and cost effective service option.	*
30	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Through its dealer/distributor network and internal support teams, Sutphen sells and services customers in the United States. It will, again through its dealers/distributors, continue sell and service to the United States members.	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Through its dealer/distributor network and internal support teams, Sutphen sells and services customers in Canada. It will, again through its dealers/distributors, continue sell and service to Canadian member agencies.	*
32	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	No, Sutphen has authorized dealers, service centers, and technicians that are able to work anywhere within the United States. As noted above, members would first contact their local authorized dealer/distributor. If there is no local authorized dealer, the member would work directly with Sutphen Warranty Department and Service Center and a factory technician will be authorized and travel to complete the required warranty repairs.	*
33	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	At this time the only entity sector that limits a regional presence would be Mississippi. As they primarily purchase off the Mississippi State Term contract.	*
34	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Sutphen will continue to offer the same products and services of this RFP to Hawaii and Alaska as we do for rest of the contiguous United States. The only difference would be that additional charges may be applied for travel and delivery.	*

Table 7: Marketing Plan

Line Item	Question	Response *	

35	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	As an organization that relies heavily on its dealer network for both daily customer interfacing and long-term marketing endeavors, our first and foremost marketing strategy will be to target our dealer network. Our primary campaign will be of education and information dissemination regarding Sourcewell's benefits and opportunities as they relate to dealers and customers alike. We will mobilize this primary campaign through dealer meetings, dealer webinars, email campaigns, cooperative purchasing informational one-pagers, and more. Our dealer network will participate in the aforementioned meetings and learn from Sutphen's cooperative purchasing experts. To date, we have found great success in distributing this information to dealers who in turn educate our customers. While we plan to create information packets and educational seminars directed by Sutphen, we also plan to work together with Sourcewell to directly provide those educational materials. We have found great success in years past by inviting Sourcewell to speak at our annual dealer meeting and other seminars to directly connect with dealers. These kind of personal connections from both Sutphen and Sourcewell are come of the most powerful and impactful to the fire service and its members. Our secondary campaign will be of general knowledge directed at our customers. Not only do we already have a section on our corporate website dedicated to cooperative purchasing options, but we plan to celebrate the receipt of award by acknowledging it on our website and creating an information guide regarding Sourcewell. This secondary campaign will also focus on social media and other forms of digital advertising to capture our entire audience and inform them of Sutphen's Sourcewell cooperative purchasing opportunity. In addition to the two previously mentioned campaigns, Sutphen will use several ways to convey its marketing message across the industry. Those methods include, but are not limited to, the following: 1. National and Regional Industry Print Media among them Fire Engineering, Fire Apparatus, Fire News, and 1st Responder 2. Sutphen Product Literature 3. National and Regional Industry Trade Show and Educational Conferences including, but not limited to, FDIC, Firehouse Expo, Fire Rescue International, the Ohio Fire Chiefs and more.	*
36	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	As mentioned in the marketing strategy question, line item 35, one of our primary campaigns will be using social media and other forms of digital marketing to enhance the effectiveness of the Sourcewell cooperative purchasing contract as it relates to Sutphen Corporation. At the time of this RFP submission, Sutphen's social media presence has over 43,000 followers on Facebook; 23,000 followers on Instagram; 2,700 followers on Twitter; and nearly 1,500 followers on LinkedIn. With these numbers constantly growing, our social media alone consistently reaches 70,000 followers a day and more. According to Facebook's analytics, in the past year alone, Sutphen has reached over 1.5 million people via Facebook and 250,000 people via Instagram. By maximizing these resources Sutphen will effectively marketing the Sourcewell cooperative purchasing contract to critical audiences. In addition to social media, we capture a targeted audience via our corporate website: www.Sutphen.com. Over the past year, we have garnered over 1.6 million visitors to the site. These visitors can access apparatus insight as well as an expansive cooperative purchasing page that will detail the Sourcewell contract and Sutphen's affiliation with the contract. Along with those two digital media outlets, we continually advertise and conduct public relations tactics with industry magazines and their affiliated websites to help tell important industry news stories and Sutphen's role within the fire industry as a whole.	*

37	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	As mutual business partners, we see Sourcewell's role in promoting the contract to be providing Sutphen pertinent information and necessary details when creating pamphlets, one-pagers, webinars, and general meetings. While Sutphen's cooperative purchasing experts are well versed in the process, it is important to have specific details and understandings from Sourcewell specifically. We will integrate a Sourcewell-awarded contract into the Sutphen sales process by steering customers towards the cooperative purchasing process. We already emphasize the benefits of cooperative purchasing to our customers, but with the newly awarded contract, we will continue to underscore its importance.	*
38	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Due to the customizable nature of our trucks, the specifics inherent of the fire industry, and general industry practice, our products are not available through and e-procurement ordering process.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
39	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Sutphen provides operational demonstration at the time of pick-up or delivery for all fire apparatus. The Company provides additional in-depth technical training including, but not limited to, aerial operation and maintenance, apparatus operational troubleshooting, electrical system repair, hydraulic systems repair, engine emissions systems and repair, and operation and maintenance of other operational and specialty systems. These factory-provided, 3-day training classes are typically held at least twice a year in Ohio and are provided are complimentary. Attendees are responsible for their travel and lodging, and meals/entertainment outside of those provided by Sutphen during class. From time to time and as demand dictates, Sutphen has provided regional training classes.	*
40	Describe any technological advances that your proposed products or services offer.	Sutphen is unique in the industry in that it's aerial devices are solely constructed of aluminum. That, coupled with HuckBolt fastening technology instead of welding, provides an incredibly strong and lightweight aerial device. The reduced weight lowers an aerial's center of gravity, providing a better handling apparatus. The lighter weight also reduces wear and tear on tires, brakes, and other suspension components resulting in lower yearly ownership costs and out-of-service time.	*
41	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Sutphen will always comply with all federally mandated emissions advances in combustible engine technologies. Here at Sutphen we almost exclusively use LED lighting technologies and, when cost and operationally efficient, will embrace synthetic lubricant and other fluid products. Sutphen also supports its end user's desires for environmentally sound "green" apparatus operations. The most recent example is Sutphen's embracement of various options in Idle Reduction technology. Sutphen feels that Idle Reduction technology bridges the gap between the fully electric fire truck, and the current combustion engine. This technology helps to mitigate and limit the amount of carbon emission into the atmosphere by using a smaller engine or Lithium Ion batteries to replace the intermittent use of the larger diesel engine while the truck is idle on scene. With the current state of the market, and the transition to fully electric fire trucks we feel at Sutphen that taking baby steps into newer technologies has been the steady approach to a market that is slow to embrace change from previous practices.	*
42	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Sutphen fire apparatus currently do not carry any official eco-label, rating or certification, but we will continue to work with our vendors to provide equipment and products that can carry energy efficiency or a green/sustainability factor as the technology comes to market.	*
43	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	While Sutphen is not a WMBE, we are a self-certified small business under the SBA's size standards for its NAICS Code. The current size standard is 1,000 employees. The Company currently employs approximately 450 employees across all locations. Please see the list of WMBE or SBE subcontractors included in this response.	*
44	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Very simply stated, Sutphen is unique in that it is a family owned company in continuous operation since 1890 owned by one family. The Company treats its customers as family. Ownership is accessible and intimately involved in all aspects of the sales process and post sale support. Many Sutphen customers have Sutphen family cell phone numbers and are encouraged to contact ownership whenever they feel the need. Sutphen is small enough to respond personally and promptly, but large enough to support the infrastructure needed to truly serve first responder end users in professional and dependable manner. While the Company produces fire apparatus across most vehicle sectors, we specialize in the aerial platform/ladder configurations to provide the best performing products on the market.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
45	Do your warranties cover all products, parts, and labor?	Yes, Sutphen Corporation provides warranties to the original purchaser of a Sutphen apparatus. These warranties will provide parts and repairs to the Sutphen vehicle during the warranty period in accordance with the warranty documents attached.	*
46	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Yes, there are restrictions/limitations Sutphen warranty coverage. This includes, but is not necessarily limited to, wear and tear items (tires, filters, brakes), damage caused by, for example, collision or misuse. Please see the enclosed warranty documents for a full coverage explanation.	*
47	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes. Sutphen Corporation reimburses for travel time to and from the customer to complete the warranty repairs.	*
48	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	No, Sutphen has authorized dealers, service centers, and technicians that are able to work anywhere within the United States. As noted above, Sourcewell members would first contact their local authorized dealer/distributor. If there is no local authorized dealer, the Sourcewell member would work directly with Sutphen Warranty Department and Service Center and a factory technician will be authorized and travel to complete the required warranty repairs.	*
49	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	As stated in the Sutphen warranty documents, major components of trade accessories such as purchased chassis, engines, signaling devices, transmissions, pumps, tanks or generators that have a separate manufacturer's warranty are covered by the appropriate OEM standard commercial warranty. However, Sutphen will assist the authorized dealer/distributor or customer to facilitate the warranty repairs.	*
50	What are your proposed exchange and return programs and policies?	Parts and loose equipment shipped from Sutphen or drop shipped under Sutphen's direction can be returned for credit within ninety (90) days of the delivery date. Product must be returned in unused, saleable condition and in its original packaging. Customers must request a Return Material Authorization (RMA) which is good for thirty (30) days. Warranty return shipping is Sutphen's responsibility. All other shipping costs are customer responsibility. Sutphen has a twenty five percent (25%) restocking fee and will, in addition, add cost of repackaging any returns/exchanges not in original packaging. Sutphen's return policy only applies to parts. This does not apply to the purchase of a fire apparatus.	*
51	Describe any service contract options for the items included in your proposal.	While it is not included in as a line item in this response, Sutphen will offer Sourcewell members an annual aerial apparatus service contract after the purchase and delivery of a vehicle as an Open Market opportunity. The Company does this to make certain that Sutphen apparatus remain dependable and in excellent working condition. The service agreement includes an annual inspection through which Sutphen technicians evaluate the condition of the apparatus. In general terms, the aerial service contract consists of the following: o Inspection of the chassis and components o Inspection of the fire pump, valves and accessories o Inspection of the hydraulic system, pressures and operation o Complete inspection of the ladder, components and lubrication o Check torque settings and aerial base and all main fasteners	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
52	Describe your payment terms and accepted payment methods.	If a customer elects a prepayment discount option, the prepayment is due within thirty (30) days after contact signing or receipt of purchase order. Any remaining amount, or the full amount if no prepayment is provided, is due upon delivery and acceptance of the completed apparatus. Sutphen will invoice a customer approximately thirty (30) days before acceptance and pick up or delivery. Payment in full of outstanding invoice balances is due upon acceptance, pickup or delivery.	*
53	Describe any leasing or financing options available for use by educational or governmental entities.	Sutphen Corporation does not provide leasing directly. However, Sutphen Corporation, and its dealers/distributors, work with industry recognized leasing companies, and can assist in securing leasing for apparatus purchased by members.	*
54	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Sutphen Corporation will accept either a members Purchase Order or a Sutphen provide Purchase Agreement/Contract. A copy is attached for your review.	*
55	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Sutphen Corporation has accepted the P-card purchase for previous purchases, however, the bank required fee will be added to the total price of the purchase. This is typically around 4% of the purchase price.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
56	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Please see the Sourcewell Contract Price List included for our complete line item pricing. The Company is offering “base models” of all apparatus described immediately above. The Price List also includes all published options. Base models and options are published as MSRP. Sutphen is offering members a discount of Fifteen Percent (15%) from MSRP. Sutphen has negotiated this industry standard percentage discount with GSA and other various cooperative agreements. From time to time, Sutphen may amend any awarded contract to update models and prices to bring them into line with the then current commercial catalog and other cooperative purchasing agreements in which the Company participates.	*
57	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Sutphen is offering Sourcewell members a standard basic discount of Fifteen Percent (15%) off MSRP for base models and published options.	*
58	Describe any quantity or volume discounts or rebate programs that you offer.	Should a member purchase apparatus in sufficient quantities and under similar circumstances, Sutphen may offer additional discounts. Discount amounts may vary based upon quantity, product type, delivery times and/or customer loyalty.	*
59	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	Sutphen will offer unpublished or open market items as may be required by the member’s Statement of Work. Pricing will be quoted at a fixed price on a case by case based and shall not be applicable to any additional discount.	*
60	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	None	*
61	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Delivery is included for all Sutphen aerial apparatus. A Sutphen Delivery Engineer or authorized dealer/distributor provides delivery and operational demonstration as part of standard pricing for these vehicles. Factory or dealer provided delivery is not included in standard pricing but instead as a zone-priced option on all pumper, tanker, and rescue apparatus (non-aerial apparatus). Sutphen has four (4) priced delivery zones. A non-aerial customer is always welcome to visit the Sutphen facilities to receive an operational demonstration and pick up the vehicle.	*
62	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Sutphen does manage OCONUS delivery to Hawaii, Alaska, US territories, and Canada for its customers on an individual basis. Delivery method and delivery cost are calculated and included at the time of the proposal. Included FOB Destination shipping on aerial apparatus may be limited to CONUS for deliveries to Hawaiian, Alaskan, US Territorial, and Canadian members eligible to use the Sourcewell contract.	*
63	Describe any unique distribution and/or delivery methods or options offered in your proposal.	None	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
64	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Sutphen is pleased to participate with multiple cooperative purchasing program agencies. It is our policy to not provide preferential pricing to one agency over another, thus allowing the customer to choose the program that best fits their needs. If favored with the contract Sutphen will continue to promote the Sourcewell contract as outlined in our marketing plan.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
65	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	For all customer proposals, Sutphen Corporation uses proprietary pricing and specification software to make certain that Sourcewell members receive correct contract discount pricing. To make certain all vendor reports, sales reporting and proper administrative fees are paid, all orders are processed by Sutphen's Contract Administration team. This team maintains the documentation of all cooperative purchasing contracts, logs orders, provides all required reports, and pays all administrative fees. The team has developed a method of internally verifying accuracy and completion of timely contract management operations. Reports are completed and fees are paid quarterly based on the following schedule. January - March, reporting completed prior to end of April April - June, reporting completed prior to end of July July - September, reporting completed prior to end of October September - December, reporting completed prior to end of January	*
66	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Our internal sales support and contract administration teams monitor the purchases of all apparatus and track any units purchased through the use of a cooperative purchasing agreements. This data is used to prepare and submit the quarterly reports as required by each agency. In addition, we submit internal reports to management on a monthly, quarterly, and annual basis. Since the initial contract award with NJPA/Sourcewell in 2018, Sutphen has seen a dramatic increase in the number of units sold under this contract. Sutphen went from the initial five units assigned in the first year to over eighty units this current year. In anticipation of being awarded another contract with Sourcewell, we would expect additional success as we continue to promote the use of this contract.	*
67	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Sutphen proposes an administrative fee of Two Thousand and No/100 Dollars ($2,000.00) per purchase order payable in the reporting period in which the order is delivered and customer invoice is paid in full. This fee structure is consistent with and equivalent to the very productive and most popularly used cooperative purchasing programs under which Sutphen currently participates. Sutphen is making this proposal to place Sourcewell on a level competitive co-op playing field to drive maximum member purchasing toward the Sourcewell platform. Some program like GSA & FSA, charge a percentage of the discounted amount of contract sales, excluding open market items. Fire apparatus are large ticket capital purchases. The difference between a flat administrative fee and a percentage fee becomes material to the purchase decision in a public agency environment where agencies must spend the taxpayer dollar wisely. We have experience that with other things equal, the larger percentage fee is actually a deterrent to a flat fee co-op contract.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
68	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Sutphen manufactures a wide range of fire apparatus including custom and commercial pumpers, custom and commercial tankers, single and tandem axle mid-mount aerial platforms, single and tandem axle mid-mount and rear-mount aerial ladders, as well as our own custom chassis. The Company also manufactures a variety of specialty fire apparatus including industrial pumpers and aerials, heavy rescues, and hazmat units.	*
69	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	The Sutphen subcategory list would include the following: Aerial Ladder, Aerial Platform, Custom Pumper, Commercial Pumper, Custom Tanker, Commercial Tanker, Heavy Rescue, Wildland Urban Interface Vehicle, and some Equipment, Accessories, and Supplies as published options. These are also not limited to remounting or refurbished apparatus.	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
70	Firefighting apparatus and service vehicles, of all types, such as: pumper/engine, initial attack, mobile water supply, aerial, quint, special service, mobile foam, command and communications, and purpose-built firefighting or rescue trailers	(•) Yes ( ) No	Sutphen manufactures a wide range of fire apparatus including but not limited to custom and commercial pumpers, custom and commercial tankers.	*
71	Wildland fire apparatus, of all types, such as: fire suppression equipment, mobile water supply, and crew carriers	(•) Yes ( ) No	Sutphen manufactures a wide range of wildland fire apparatus including but not limited to WUI, and tankers.	*
72	Aircraft rescue and firefighting vehicles	( ) Yes (•) No	N/A	*
73	Purpose-built chassis and vehicle components for firefighting apparatus and fire service vehicles	(•) Yes ( ) No	Sutphen manufactures one extreme duty custom chassis that is available to multiple facilities to complete the desired apparatus.	*
74	Equipment, options, accessories, and supplies complementary or incidental to the purchase of a turnkey or complete unit of the types described in Lines 70-72 above	(•) Yes ( ) No	Sutphen offers “base models” of all apparatus. In our published price listing we included all published options available to be outfitted on various unit types described above in 70-71.	
75	Services related to the offering of the solutions described in Lines 70-74, including installation, customization, remount, refurbishment, inspection, repair, maintenance, training, and support	(•) Yes ( ) No	Sutphen can offer remount or refurbishment options. Any such work shall be quoted at the time of the request.	*

Table 15: Industry Specific Questions

Line Item	Question	Response *	
76	Describe available service and repair options for the equipment and products offered in your proposal.	In the US and Canada, Sutphen fire apparatus is sold through a network of thirty-one (31) authorized, independent dealerships. Many of these dealerships are also authorized service centers and are part of Sutphen's US/Canadian network of more than fifty (50) authorized, independent service centers. Sutphen maintains and staffs its own factory service centers in Urbana, OH, Hilliard, OH and Lake Ariel, PA. Sutphen Corporation also provides 24/7 customer hotline support.	*
77	Describe available remount or refurbishing services included within your proposal, the pricing method for such services, and any related order processes.	Sutphen can offer remount or refurbishment options. Any such work shall be quoted at the time of the request. Pricing will be a fixed price quote and shall be determined based on age, condition, and other factors of the current state of the unit.	
78	Describe your compliance with US standards for the equipment and products offered in your proposal, including applicable federal and state requirements.	Sutphen apparatus meet all Federal DOT, state requirements, UL testing and are compliant with the pertinent current NFPA standards.	
79	Describe your compliance with Canadian standards for the equipment and products offered in your proposal, including applicable federal and provincial requirements.	Sutphen apparatus meet all Federal DOT, ULC testing and are compliant with the pertinent current NFPA standards.	

Table 16: Exceptions to Terms, Conditions, or Specifications Form

Line Item 80. **NOTICE**: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- Pricing - 11.56_Pricing.zip - Monday November 29, 2021 15:33:52
- Financial Strength and Stability - 2.11_Financial Strength and Stability Documents.zip - Tuesday November 30, 2021 12:29:04
- Marketing Plan/Samples - 3.18_Marketing Plan Documents.zip - Wednesday November 24, 2021 08:14:02
- WMBE/MBE/SBE or Related Certificates - 8.43_WMBE Utilization.pdf - Wednesday November 24, 2021 08:08:10
- Warranty Information - 9.45_Warranty Documents.zip - Wednesday November 24, 2021 08:14:15
- Standard Transaction Document Samples - 10.54_Purchase Agreement.pdf - Wednesday November 24, 2021 08:10:29
- Upload Additional Document - 14A_Product Component Reports.zip - Tuesday November 30, 2021 12:29:13

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Drew Sutphen, President, The Sutphen Corporation

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_4_Fire_Apparatus_RFP_113021 Sat November 20 2021 12:53 PM	☑	5
Addendum_3_Fire_Apparatus_RFP_113021 Thu November 11 2021 02:09 PM	☑	1
Addendum_2_Fire_Apparatus_RFP_113021 Fri October 29 2021 09:20 AM	☑	1
Addendum_1_Fire_Apparatus_RFP_113021 Fri October 29 2021 09:20 AM	☑	1

Sutphen #113021-SUT

Pricing for contract #113021-SUT is provided at 15% off MSRP for base models and published options to Sourcewell participating agencies.

AGENDA MEMORANDUM
October 28, 2025
Town Selectboard Meeting Item:
Submitted by: Scott Cooney, Fire Chief

Subject: **Purchase of a 1-Ton Utility/Tow Vehicle for the Fire Department**

Background: The Fire Department relies on a 1-ton utility vehicle to support a wide range of emergency operations. This vehicle is essential for transporting personnel and towing specialized response trailers for technical rescue incidents, including:

- Hazardous materials response
- All-terrain search and rescue
- Two swiftwater/boat rescue trailers
- Trench rescue
- Building collapse response

Additionally, the utility vehicle is used to respond to emergencies in the community where deploying larger fire apparatus is unnecessary. A current vehicle, a 2013 model, has reached the end of its service life and requires replacement to maintain operational readiness.

Discussion: The department has identified a suitable replacement: a 1-ton crew cab utility vehicle equipped with a service body, lift gate, emergency lighting, and necessary upfitting. This configuration ensures the vehicle will continue to meet the department's technical rescue and support needs. Expected service life is 10 years.

The recommended vendor is Colonial Municipal Group, utilizing the Massachusetts State Purchasing Contract VEH110, which provides competitive pricing and streamlined procurement.

Financial Impact: The estimated cost for the fully equipped 1-ton utility vehicle is $114,117.50. The Fire Department recommends that this purchase be funded through the Fire/Ambulance Reserve Account, which is designated for capital equipment and apparatus replacement.

Recommendation Motion: I move to approve the Fire Department's recommendation to purchase a 1-ton utility/tow vehicle from Colonial Municipal Group under the Massachusetts State

Purchasing Contract VEH110, at an estimated cost of $114,117.50 with funding to come from the Fire/Ambulance Reserve Account.

Attachments:

CMG Estimate

Estimate

Date: 10.21.25
Estimate # : rev. 2
Customer ID :

To: Hartford, VT Fire Dept.
Scott Cooney, Chief of Dept.
802.295.3232
scooney@hartford-vt.org

Shawn Daoust
774.556.2544
SDaoust@BuyCMG.com

Contract Path : Vehicle : VEH110 / Upfit : PCC

Qty	Item #	Description	Unit Price	Line Total
1.00	CK30943 / 1WT / 172	2026 Chevrolet K3500 HD Crew Cab 4WD Pickup - 8' bed	$ 47,927.00	$ 47,927.00
1.00	LP5 / MGM	Duramax 6.6L V8 Turbo Diesel Engine with 10 speed Automatic Transmission	$ 9,640.90	$ 9,640.90
1.00	BHP	Winter Grille Cover	$ -	$ -
1.00	K05	Engine Block Heater	$ -	$ -
1.00	G7C	Exterior Paint Color : Red Hot	$ -	$ -
1.00	AZ3 / H2G	40/20/40 Split Front Bench Seat with "Jet Black" Vinyl Seating Surfaces	$ -	$ -
1.00	5H1	Two Additional Key FOBs (4 total)	$ 43.43	$ 43.43
1.00	8F2	Ornamentation Delete	$ -	$ -
1.00	C49	Rear-Window Defroster	$ 217.14	$ 217.14
1.00	GU6	Rear Axle - 3.42 ratio	$ -	$ -
1.00	JGT	12,250 lb. GVWR	$ -	$ -
1.00	KHF	Dual Alternators, 220 Amp Primary / 170 Amp Secondary	$ -	$ -
1.00		HD Dual Batteries - 730 Cold Cranking Amp / 70 Amp Hour	$ -	$ -
1.00	UF3	High Idle Switch	$ 193.01	$ 193.01
1.00	NE1	New England Emissions	$ -	$ -
1.00	NQH	Electronic Transfer Case (4WD)	$ 193.01	$ 193.01
1.00	VYU	Snow Plow Prep. / Camper Package - incl. Skid Plate Pkg.	$ 366.72	$ 366.72
1.00	PYT	Wheels - 18" Painted Steel Wheels (may not match spare)	$ -	$ -
1.00	QF6	Tires - LT275 / 70R / 18E A/T - BSW	$ -	$ -
1.00	ZYG	Tire - Spare - LT275 / 70R / 18W A/T - BSW (may not match spare)	$ -	$ -
1.00	RVQ	LPO, Black Tubular Assist "Cab" Steps - 6" Rectangular	$ 405.64	$ 405.64
1.00	SRW	Single Rear Wheel	$ -	$ -
1.00	VK3	Front License Plate Bracket	$ -	$ -
1.00		Capped Fuel Fill	$ -	$ -
1.00		Remainder of Factory Equipment for this Trimline	$ -	$ -
				$ -
1.00		CMG Graphics - Package "T1" / C - Does not include Chevron on rear	$ 1,595.00	$ 1,595.00
1.00		CMG Graphics - Chevron on rear of Service Body & "inset" on Liftgate Underside	$ 395.00	$ 395.00
2.00		CMG Graphics - Door Jamb Kit (1 for cab doors & 1 for inside of vertical service body doors)	$ 250.00	$ 500.00
				$ -
1.00		Reading Classic II 8' Steel Service Body	$ 14,780.00	$ 14,780.00
1.00		- Upgrade to Reading Classic II 8' Aluminum Service Body	$ 3,263.00	$ 3,263.00
1.00	G7C - Red Hot	Paint Upgrade - Custom Base + Clear	$ 3,500.00	$ 3,500.00
1.00		Gravel / Rock Guards - lower corners on FRONT of body	$ 335.00	$ 335.00
6.00		LED Compartment Light(s) - each	$ 134.00	$ 804.00
1.00		Spray on Bed Liner - "bed area" of Utility Body and inside of tailgate	$ 1,251.00	$ 1,251.00
1.00		Spray on Bed Liner - "compartment tops" (both sides)	$ 201.00	$ 201.00
1.00		Spray on Bed Liner - Step Bumper on Utility Body	$ 335.00	$ 335.00
1.00	7 way RV "Blade"	Frame Mounted Receiver Hitch & Trailer Plug	$ 945.00	$ 945.00
1.00		Re-mount OEM Backup Camera once Body is mounted to chassis	$ 325.00	$ 325.00
1.00		1,300 lb. Liftgate "Tommygate"	$ 5,649.00	$ 5,649.00
1.00		- Upgrade Liftgate "Platform" to Aluminum	$ 1,255.00	$ 1,255.00
				$ -
1.00	all 4 front / top	Setina PB450 Aluminum Pushbumper (4 ION) *special order / all 4 front facing* - BK1639******	$ 1,556.00	$ 1,556.00
2.00	M4DD	Whelen M4 DUO LED Warning Light(s) - side facing on PB sides	$ 324.00	$ 648.00
2.00	M4FB	Whelen M4 Flange - Black	$ 11.20	$ 22.40
2.00	PSD*	Whelen StripLight+ DUO LED Warning Light(s) - 1 / side above rear wheel on Service Body	$ 228.00	$ 456.00
2.00	PSBKT2	Whelen "Brush Guard" for 1 Striplite+ or Mega-T	$ 32.00	$ 64.00
2.00		Whelen M4 LED Warning Light(s)	$ 324.00	$ 648.00
2.00	M4V2RC	- Upgrade to M4V2*C (clear Lens) on upper rear of body	$ 151.90	$ 303.80
2.00	M4FB	M4 Flange - Black	$ 11.20	$ 22.40
2.00	NP6BB	Whelen NANO "6" LED Work Light(s) - flanking rear hitch	$ 315.00	$ 630.00
				$ -
1.00	see below	Whelen Liberty II DUO / CORE Promo. Package	$ 4,791.00	$ 4,791.00
1.00	1971	Whelen Liberty II DUO - Fully Populated (TDs/Alleys) - CAB ROOF MOUNTED		$ -
1.00		Whelen CORE Siren/Switch Control System		$ -
1.00	6 / rotary	Whelen CORE Control Head - CCTL*		$ -
1.00	ScanPort	Whelen CORE OBD Install Kit		$ -
1.00		SA315 Siren Speaker & Brkt - SAK**		$ -
1.00	in lightbar	Whelen V2V SYNC Module w/ Antenna	$ 312.00	$ 312.00

				$ -
				$ -
				$ -
				$ -
				$ -
1.00	**black**	Aluminum Headache Rack / Cab-Shield Protector with lights built into it	$ 1,251.00	$ 1,251.00
1.50		Install Labor (hourly) to wire Magnum Rack Lights into Whelen CORE	$ 105.00	$ 157.50
				$ -
1.00	**PE215**	Whelen Strobe Opticom/Emitter Built into Liberty II Lightbar / external PE215	$ 1,142.00	$ 1,142.00
1.00	**SAK****	Whelen 100W Composite Siren Speaker SA315*	$ 323.00	$ 323.00
1.00	**CEXAMP**	Whelen Expansion AMP for dual tone siren	$ 445.00	$ 445.00
				$ -
2.00	**1 hood / 1 body**	Whelen CORE Expansion Module(s) - CEM16	$ 320.00	$ 640.00
				$ -
1.00	**C-VSW-2600-SILV**	Havis Silverado Specific Wide Body Console	$ 752.00	$ 752.00
1.00		Install Labor for Console Only	$ 210.00	$ 210.00
1.00	**C-LP2-USB-BL2**	Havis 2" Filler with (2) 12v outlets & (1) dual USB	$ 124.80	$ 124.80
0.75		Install Labor for 12v accessories inside console	$ 105.00	$ 78.75
2.00		Havis Side Mount Arm Rest C-ARM-102	$ 82.00	$ 164.00
1.00		Havis Adjustable Dual Internal Cup Holder CUP2-1001 (Non-VSX)	$ 62.00	$ 62.00
1.00	**SECOND**	Havis Adjustable Dual Internal Cup Holder CUP2-1001 (Non-VSX)	$ 62.00	$ 62.00
1.00	**C-AP-0645**	Havis Open Accessory Pocket	$ 60.00	$ 60.00
1.00	**C-APW-1390**	Havis Open Accessory Pocket	$ 70.00	$ 70.00
4.00	**C-MCB**	Havis Mic Clip Bracket(s)	$ 16.00	$ 64.00
4.00	**console**	Magnetic Mic Clip(s)	$ 45.00	$ 180.00
				$ -
1.00	**Moto VHF**	Install Customer Supplied 2-way Radio - Single Head / Single Band	$ 250.00	$ 250.00
1.00	**155 MHz**	Sti-Co Flexi-Whip Antenna 2-way Radio Antenna - Black - 130 MHz-1.3 GHz	$ 95.00	$ 95.00
				$ -
1.00		Install Customer Supplied Modem (Cradlepoint R980)	$ 250.00	$ 250.00
1.00		Panorama 5G "Reef" Style Antenna - Black - Bolt on - 4 x LTE, 2 x WiFi, 1 x GNSS (all with cables)	$ 585.00	$ 585.00
				$ -
1.00		CMG-FAB - Electronics Enclosure - under 2nd row seat	$ 315.00	$ 315.00
1.00		CMG-FAB - HDPE Equipment Plate for inside Electronics Enclosure - under 2nd row seat	$ 50.00	$ 50.00
				$ -
1.00		911 Circuits CH26 Power Distribution System w/12v Timer	$ 949.00	$ 949.00
1.00		Shop Supplies - Level 2	$ 495.00	$ 495.00
				$ -
1.00	**50-57-130***	Kussmaul LPC20 with 20A SuperAuto Eject Shoreline (provides 110 AC power while plugged in)	$ 1,550.00	$ 1,550.00
				$ -
1.00		Plymouth County Commissioner's Contract Membership Fee for CY2026	$ 219.00	$ 219.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
1.00	**Trade In**	Y / M / M / Mileage / VIN	$ -	$ -

Subtotal		$ 114,117.50
Sales Tax		
Grand Total		$ 114,117.50

Special Instructions:

Custom or Special Orders are Non-Refundable.
This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.
Estimate is Based on Current Information From Client About the Project Requirements.
Actual Cost May Change Once Project Elements are Finalized.

Thank You For Choosing The Colonial Way!

Print Name: _____

Title: _____

Signature: _____ Date: _____

Purchasing Policy and Climate Action Plan Review Form

The purpose of this form is to ensure that the town and departments are making purchasing decisions that are in line with the Climate Action Plan and 2022 Purchasing Policy. This form is required for any purchase of equipment over $4001 that combust fossil fuels, such as gasoline, diesel, or oil, so that a review of adequate alternatives with lower greenhouse gas emissions can be made and is taken into account prior to the purchase.

Department: Fire Department	Contact Person: Scott Cooney	When is item needed: ASAP
Name of Product: 2026 1 Ton Chevrolet	Manufacturer & Model Number: Chevrolet K3500	Item it is replacing: 2013 1 Ton Chevrolet
Estimated Cost: $114,117.50	Estimated Fuel & Maintenance Cost (if known):	Life Expectancy: 10 Years

What are the primary functions of the product:

This vehicle is essential for transporting personnel and towing specialized response trailers for technical rescue incidents, including:

- Hazardous materials response
- All-terrain search and rescue
- Two swiftwater/boat rescue trailers
- Trench rescue
- Building collapse response

Required features (what does it *have* to do?):

See above.

Alternative products that have been used successfully:

N/A

Alternative products that have been considered:

N/A

Given that there is not an electric or low emissions option readily available that performs the duties of this vehicle, this truck is as in line with the CAP as possible.

10-23-2025

Please submit this form to the Town Manager's Office for review by the Environmental Sustainability Coordinator. Item will be reviewed ASAP and you should expect a response within 24 hours. If an item needs to be replaced immediately please call the Environmental Sustainability Coordinator at 802-295-9353.

AGENDA MEMORANDUM
October 28, 2025
Town Selectboard Meeting Item
Submitted by: Jeremy Delisle, Assistant Public Works Director

Subject: **Replacement of two 2016 Chevrolet 3500 utility body trucks**

Background: The Town of Hartford sent out an RFP to replace two 2016 Chevrolet 3500 pickup trucks. One is for Quechee Wastewater and one for White River Wastewater. We received two bids (Benson Chevrolet & Formula Ford)

Discussion: The Wastewater Department currently uses the two Chevrolet 3500 for transportation purposes and to make in the field repairs to pumpstation and the collection system. We have carefully reviewed the quotes and the specifications to be as close to in line with the Town of Hartford's Purchasing Policy and Climate Action Plan as we can, given what is available.

The bids were very close with Benson being a touch cheaper than Formula Ford. Formula Ford had a bid of $84,351.00 per truck after trade in. Formula Ford gave us a trade in of $8,000.00 for each truck. Benson Chevrolet had a bid of $84,240 after the trade-in for the Quechee Wastewater truck. Benson gave us a favorable trade in of $10,500.00. Benson bid for the White River Wastewater truck at $83,340.00 and gave us a trade-in of $11,400.00.

Therefore, we are requesting permission to purchase the two new trucks from Benson Chevrolet.

Impact: The Town budgeted $80,000.00 for the replacement of the White River Wastewater truck. $80,000 from 60- 964-331-0000 and the additional money needed of $3,340.00 is recommended to come from fund 60-961- 321-0000. The Town also budgeted $90,000.00 for the replacement of the Quechee Wastewater truck. The requested $84,240.00 will come from fund 65-963-331-0000. Included in these truck prices is an 8-year 80,000-mile bumper to bumper warranty for $3,685.00.

Recommendation:

I recommend the following motion: Motion to award the bids for two 2026 Chevrolet 3500 Pickup Trucks with plows and cranes in the amounts of $84,240.00 and $83,340.00 to Benson Chevrolet, Inc., Ludlow, VT, and authorize the Public Works Director, Bryan Gazda, to sign all documents related to the purchase of the new trucks.

Attachment: Cost comparison, Spec Sheet and Bid Package.

Benson Chevy	Cost of new truck	Trade in	Warranty	Painting utilty body yellow	S.S. Plow	Bed liner	2,000# crane	Total cost after deducting trade
Quechee WW Truck	$ 77,825.00	$ 10,500.00	$ 3,685.00	$ 2,200.00	$ 496.00	$ 1,195.00	$ 9,339.00	$ 84,240.00
WR WW Truck	$ 77,825.00	$ 11,400.00	$ 3,685.00	$ 2,200.00	$ 496.00	$ 1,195.00	$ 9,339.00	$ 83,340.00
			8yr 100,000 mile Bumper to bumper					
Formula Ford								
Quechee WW Truck	$ 89,696.00	$ 8,000.00	$ 2,655.00	Included in price	Included in price	Included in price	Included in price	$ 84,351.00
WR WW Truck	$ 89,696.00	$ 8,000.00	$ 2,655.00	Included in price	Included in price	Included in price	Included in price	$ 84,351.00
			5 year 60,000 mile					

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

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

Bid For: Waste Water Trucks
DEPARTMENT: Waste Water
DATE: 10/10/23
Tabulated BY: Jeremy Delisle

	Name & Address of Bidder	Bid (Steel Wheels XL)	XLT (Aluminum wheels)	Trade in	
1	Formula Ford 4318 Middle Road Rutland VT 05701	$89,696 each	$91,964	Truck 1 and Two with plow $8,000	
2	Benson Chevrolet 25 Pond St. Ludlow VT 05149	$77,825		Truck #1 with plow $10,500	Truck #2 with plow $11,400
3					
4					
5					
6					
7					
8					
9					

ATTENDANCE SHEET

BID/DATE: Waste Water Pickup truck 10/10/25

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

BID INFO SHEET

TRUCK PURPOSED

#1 YEAR 2026 **MAKE** Chevrolet **MODEL** 3500 $ 77,825.-

#2 YEAR 2026 **MAKE** Chevrolet **MODEL** 3500 77,825.-

Both Trucks equiped w/ 9'2" Boss Painted Plow * Add 496. each for Stainless Steel *

TRADE-IN

2016 Chevy 3500 4x4 with Approx. 52,136 miles With utility body and 8'2" S.S. Boss V-plow. $ 10500.-

Trade in without plow $ 8000.-

2016 Chevy 3500 4x4 with Approx. 56,000 miles With utility body and 8'2" S.S. Boss V-plow. $ 11,400.-

Trade in without plow $ 9000.-

PURPOSED TRUCK

#1 [redacted]/2026 MODEL $ 67,325.-

#2 [redacted]/2026 MODEL $ 66425.-

Availability 8-10 weeks.

AUTHORIZED SIGNATURE George Benson

PRINT NAME & TITLE George Benson JR

COMPANY NAME Benson's Chevrolet Inc

COMPANY ADDRESS 25 Pond St.
Ludlow VT. 05149

PHONE NUMBER 802-228-4000 **FAX NUMBER** 802 228 8997

E-MAIL ADDRESS george@bensonschevy.com

Order Details - Order #FQSDHC

Customer | Dealer

BAC Information

Model/Order Information

Model Year	2026
Division	CHEVROLET
Distribution Entity	RET Retail
Order Type	TRE - Retail Stock
Allocation Group	HDSILV
Model	CK30903 - 3500HD Silverado: LWB, 4WD, Reg Cab
TPW	
VIN	
MSRP w/DFC	$52,203.00

Vehicle Specifications

PEG	1WT - Work Truck Preferred Equipment Group
Color	01U - Special Color Paint (SEO)
Trim	H2G - 1WT-Vinyl, Jet Black, Interior Trim
Engine	L8T - Engine: 6.6L, V-8, SIDI
Transmission	MKM - 10-Speed Automatic
Emissions	NE1 - CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions

Ordered Options

01U - Special Color Paint (SEO)

1WT - Work Truck Preferred Equipment Group

5N5 - Rear Camera Kit for ZW9 Box Delete or Chassis Cab (SEO)

9J4 - Bumper: Rear Delete

9L3 - Spare Tire Delete (SEO)

9L7 - Upfitter / Accessory Electrical Switches

9W3 - Paint: Wheatland Yellow (SEO)

AQQ - Keyless Remote Entry

AZ3 - Seats: Front 40/20/40 Split-Bench, Full Feature

BG9 - Floor Covering: Rubberized Vinyl, Black

DBG - Mirrors, O/S: Man. Ext & Folding, Heat, Turn Indicator

G80 - Auto Locking Differential, Rear

GT4 - Rear Axle: 3.73 Ratio

H2G - 1WT-Vinyl, Jet Black, Interior Trim

IOR - Chevrolet Infotainment, 7" Color Screen

JFP - GVW Rating 11,300 Lbs

JL1 - Integrated Trailer Brake Controller

K34 - Cruise Control

K47 - Heavy Duty Air Filter

K4Z - Battery, Auxiliary, 700 CCA

KC4 - Cooler, Engine Oil

KNP - Transmission Cooling System

KW5 - Alternator, 220 AMP

L8T - Engine: 6.6L, V-8, SIDI

MKM - 10-Speed Automatic

NE1 - CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions

NQF - Transfer Case: w/ Rotary Dial Control, Electronic Shift

NZZ - Skid Plate

PYT - Wheels: 18" Steel, Painted

QF6 - Tires: LT275/70 R18 All Terrain, Blackwall

R8A - Processing Option

SFW - Back-Up Alarm Calibration (SEO)

TGK - Special Paint (SEO)

TQ5 - Headlamps, Intellibeam

U01 - Roof Marker Lamps

UE1 - OnStar Communication System

UE4 - Following Distance Indicator

UEU - Sensor, Forward Collision Alert

UHY - Automatic Emergency Braking

UKJ - Sensor, Front Pedestrian Braking

V76 - Recovery Hooks

VK3 - Front License Plate Mounting Provisions

VYU - Snow Plow Prep / Camper Package

YK6 - SEO Processing Option

Event History

Total Records: 2 | 1 | 10

Event Code	Event Description	Effective Date	Timestamp	End Date
1100	Preliminary Order Accepted	10/8/25	10/8/25, 3:32:17.151 PM	
1101	Preliminary Order Added	10/8/25	10/8/25, 3:32:17.151 PM	

Change History

Total Records: 0 | 10

Effective Date	Timestamp	Data Element	Before Value	Afte
No data found.				

Back

† North American Order Workbench is intended solely for business use by GM Dealers. Pricing shown is for illustration purposes only. Refer to GMPricing.com for official GM Price schedules. GM pricing is subject to change by GM at anytime, without notice.

Version 5.7.0

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PO BOX 14
59 NORTH CAMPBELL RD.
CENTER RUTLAND VT 05736
802-773-9198

Estimate #52269

BENSON CHEVROLET
25 POND ST
LUDLOW VT 05149

Day Phone 802-228-4000

-fold here -

Vehicle : 2025 CHEVY 3500 SRW
Fleet # : HARTFORD
Created : 9/29/2025 11:59:25 AM

Last Mileage : 0
Odometer In : 0
Odometer Out : 0

Labor/Notes

Qty	Code/Tech*	Description	Unit Price	Price
1		BODY SHOP LABOR GENERAL	$18,921.25	$18,921.25

INSTALL EBY RENEGADE SERVICE BODY FOR 8' BOX DELETE
POWDER COATED WHITE 44" TALL CABINET HEIGHT.
TWO PANEL ALUMINUM DOORS WITH INTEGRATED RAIN GUTTER.
HIDDEN HINGE COMPARTMENT DOOR TECHNOLOGY.
OVERSIZED ROTARY LATCH HANDLES WITH STAINLESS STEEL LATCH MECHANISMS.
ONE PIECE EXTRUDED ANODIZED ALUMINUM TAILGATE WITH ANTI-SKID RIBBING
HEAVY DUTY STEEL SLAM SHUT LATCH. FLUSH MOUNTED TAILGATE.
6 RECESSED TIE DOWNS IN FLOOR PLATE.
FULLY INTERLACED UNDERSTRUCTURE AND SIDE-PACK SUPPORT SYSTEM.
UNIQUE PARTIAL SHEER PUNCHED 3/16" FLOOR
TALLER, DEEPER CABINETS TO STORE MORE TOOLS. 2 SHELVES PER VERTICAL CABINET WITH DIVIDERS. 1 SHELF IN EACH HORIZONTAL CABINET WITH DIVIDERS.
STOP/TAIL/TURN AND BACK-UP LIGHTING WITH INTEGRATED STROBE.
ALUMINUM STEP BUMPER.
INSTALL MAGNUM RACK WITH 4 LIGHTS AND BARS, STOP/TAIL/TURN/REVERSE
INSTALL TWO LED SPOTS ON REAR OF RACK
INSTALL 48" LIGHT BAR ON FRONT SIDE OF RACK.
INSTALL 2 FLUSH MOUNT LED STROBES IN GRILLE. STROBES ARE ALREADY IN SERVICE BODY.
INSTALL WIRELESS LED GO-LIGHT ON ROOF
WIRE UP ALL LIGHTS TO UPFITTER SWITCHES.
RUN WIRES TO MIDDLE OF CAB FOR TWO WAY RADIO.
RUN BATTERY CABLES ON A BREAKER TO CENTER OF UTILITY BODY FOR CUSTOMERS FUEL TANK INSTALL 2" TRAILER HITCH WITH ELECTRICAL PLUG

OPTION FOR PAINTING SCHOOL BUS YELLOW ADD 2200.00

OPTION FOR BED LINER, EBY BODIES HAVE A NICE UNPAINTED 3/16 PUNCHED FLOOR WITH TIE DOWNS IN THE FLOOR, ALL ALUMINUM FINISH. IF YOU CHOOSE TO DO THE BED LINER ADD 1195.00

1		BODY SHOP LABOR GENERAL	$9,339.00	$9,339.00

INSTALL LIFTMOORE CRANE L-21W-7 ATB, REINFORCE SERVICE BODY BEFORE MOUNTING
MAX CAPACITY 2000LBS AT 3FTLOAD RADIUS.
WINCH, PLANETARY GEARS, 2000LBS SINGLE LINE.
12V ON/OFF CONTROLS
12.5FT REMOTE PENDENT CONTROL

PO BOX 14
59 NORTH CAMPBELL RD.
CENTER RUTLAND VT 05736
802-773-9198

Estimate #52269

Vehicle : 2025 CHEVY 3500 SRW

1/4x62 GALVANIZED WIRE ROPE WITH SWIVEL SAFTEY HOOK
MANUAL ROTATION 360 DEGREE, TAPERED ROLLER BEARINGS.
BOOM ELEVATION MANUAL, TWO POSITION AT 20 DEGREES AND 45 DEGREES
BOOM STOWS VERTICALLY FOR TRAVEL

Labor		$28,260.25
Parts		$0.00
Sublet/Misc.		$0.00
Other Charges		$0.00
Charges		$0.00
Sales Tax	Tax Exempt	$0.00
	Estimate	$28,260.25

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. (We accept Visa, Mastercard, Discover and American Express. There will be a Processing Fee added for credit card transactions.)

Customer Signature _____

Estimates are valid for 30 days.

Benson's Chevrolet Inc
Vermont's Oldest Family Operated Chevrolet Dealership

Miscellaneous:

Bumper to Bumper WARRANTY - 8 yrs/100,000 miles $0 ded. = #3685.-

Power TRAIN WARRANTY - 8yrs/100,000 miles $0 ded. = #3085.-

FACtory Undercoating - Yes Frame is treated NH Oil = #449.-

~~No Body Hoist - pricing still coming From Body Co.??~~

Lee Benson

25 Pond Street • Ludlow, VT 05149 • (802) 228-4000 • Fax (802) 228-8997
www.bensonschevy.com

BID INFO SHEET

TRUCK PURPOSED

#1 YEAR 2026 MAKE Ford MODEL F350 XL w/ steel wheels

#2 YEAR 2026 MAKE Ford MODEL F350 XLT w/ Alum. am wheels

TRADE-IN

2016 Chevy 3500 4x4 with Approx. 52,136 miles With utility body and 8'2" S.S. Boss V-plow.	$ 8000
Trade in without plow	$ 6000
2016 Chevy 3500 4x4 with Approx. 56,000 miles With utility body and 8'2" S.S. Boss V-plow.	$ 8000
Trade in without plow	$ 6000

PURPOSED TRUCK

#1 2025/2026 MODEL	$ 89,696 each XL
#2 2025/2026 MODEL	$ 91,964 each XLT
Availability	10-12 weeks

AUTHORIZED SIGNATURE _____

PRINT NAME & TITLE Michael Lethbridge - Fleet Sales Manager

COMPANY NAME Formula Ford

COMPANY ADDRESS 4318 Middle Rd
Rutland VT 05701

PHONE NUMBER 802 683 9901 FAX NUMBER 802 773 6767

E-MAIL ADDRESS lefty@formulafordrutland.com

FormulaFord

RUTLAND - VERMONT

October 6, 2025

To: Town of Hartford

RE: (2) 2026 Ford F350 with 8' Utility Body and crane

Please see below for our bid for 2026 Ford F350 Utility truck as requested:

Formula Ford Quote:

- **$89,696/ea for XL with steel wheels**
- **$91,964/ea for XLT**
- **$8,000 for each trade w/ plow**
- **$6,000 for each trade w/o plow**
- **9' Reading Utility painted Yellow**
- **2000lb crane**
- **10-12 weeks for delivery**
- **Opt: 5yr or 60K Ford Prem ESP: $2655**
- **VT State Contract Price**

Thank you,

Michael Lethbridge

lefty@formulafordrutland.com

Cell# (802)683-9901

undefined

Preview Order T01H - F3B 4x4 Reg Cab SRW: Order Summary Time of Preview: 10/06/2025 10:50:29 Receipt: NA

Dealership Name: Formula Ford Rutland **Sales Code :** F11536

Dealer Rep.	Michael Lethbridge	**Type**	Fleet	**Vehicle Line**	Superduty	**Order Code**	T01H
Customer Name	HARTFORD	**Priority Code**	L1	**Model Year**	2026	**Price Level**	630

DESCRIPTION	DESCRIPTION
F350 4X4 STYLESIDE PICKUP/142	11400# GVWR PACKAGE
142 INCH WHEELBASE	50 STATE EMISSIONS
TOTAL BASE VEHICLE	SNOW PLOW PREP PACKAGE
SCHOOL BUS YELLOW	JACK
40/20/40 CLOTH SEAT	UPFITTER SWITCHES
MEDIUM DARK SLATE	410 AMP DUAL ALTERNATOR
PREFERRED EQUIPMENT PKG.613A	EXTERIOR BACKUP ALARM
.XLT TRIM	DUAL BATTERY
.AM/FM STEREO MP3/CLK	CONN PKG: 1 YR INCL W/FORD APP
.6.8L DEVCT NA PFI V8 ENGINE	SPECIAL DEALER ACCOUNT ADJUSTM
10-SPEED AUTO TORQSHIFT-G	SPECIAL FLEET ACCOUNT CREDIT
LT275/70R18E BSW ALL TERRAIN	FUEL CHARGE
3.73 ELECTRONIC-LOCKING AXLE	NET INVOICE FLEET OPTION (B4A)
JOB #1 ORDER	PRICED DORA
FORD FLEET SPECIAL ADJUSTMENT	ADVERTISING ASSESSMENT
FRONT LICENSE PLATE BRACKET	DESTINATION & DELIVERY
CARPET DELETE	Roadside Assistance Kit - With
PLATFORM RUNNING BOARDS	TOTAL DIO OPTS

XLT

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Customer Signature Date

This order has not been submitted to the order bank.

This is not an invoice.

undefined

Preview Order T01H - F3B 4x4 Reg Cab SRW: Order Summary Time of Preview: 10/06/2025 11:11:30 Receipt: NA

Dealership Name: Formula Ford Rutland **Sales Code :** F11536

Dealer Rep.	Michael Lethbridge	**Type**	Fleet	**Vehicle Line**	Superduty	**Order Code**	T01H
Customer Name	HARTFORD	**Priority Code**	L1	**Model Year**	2026	**Price Level**	630

DESCRIPTION	DESCRIPTION
F350 4X4 STYLESIDE PICKUP/142	50 STATE EMISSIONS
142 INCH WHEELBASE	SNOW PLOW PREP PACKAGE
TOTAL BASE VEHICLE	TRAILER BRAKE CONTROLLER
SCHOOL BUS YELLOW	JACK
VINYL 40/20/40 SEATS	UPFITTER SWITCHES
MEDIUM DARK SLATE	410 AMP DUAL ALTERNATOR
PREFERRED EQUIPMENT PKG.610A	EXTERIOR BACKUP ALARM
.XL TRIM	DUAL BATTERY
.AIR CONDITIONING -- CFC FREE	CONN PKG: 1 YR INCL W/FORD APP
.AM/FM STEREO MP3/CLK	XL CHROME PACKAGE
.STEEL ROAD WHEELS-18"	.FOG LAMPS
.6.8L DEVCT NA PFI V8 ENGINE	SPECIAL DEALER ACCOUNT ADJUSTM
10-SPEED AUTO TORQSHIFT-G	SPECIAL FLEET ACCOUNT CREDIT
LT275/70R18E BSW ALL TERRAIN	FUEL CHARGE
3.73 ELECTRONIC-LOCKING AXLE	NET INVOICE FLEET OPTION (B4A)
JOB #1 ORDER	PRICED DORA
FORD FLEET SPECIAL ADJUSTMENT	ADVERTISING ASSESSMENT
FRONT LICENSE PLATE BRACKET	DESTINATION & DELIVERY
PLATFORM RUNNING BOARDS	Roadside Assistance Kit - With
11400# GVWR PACKAGE	TOTAL DIO OPTS

XC

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Customer Signature Date

This order has not been submitted to the order bank.

This is not an invoice.

BRAKE & CLUTCH INC. **QUOTATION**
63 BRIDGE ST. SALEM, MA. 01970 978-745-2500,4484-FAX
WWW.BRAKEANDCLUTCH.COM

TO:	FORMULA RUTLAND	**CHASSIS TYPE**	
ATTN:	MIKE L	F350 56" CA SRW	
FROM:	PETER	**LAST 8 OF VIN#**	
DATE:	10/5/2025	TOWN OF HARTFORD VT	

READING U98ASW CLASSIC II STEEL SERVICE BODY

SRW 56" C/A REQUIRED

STANDARD FEATURES –
BODY LENGTH: 98" BODY WIDTH: 77.5" UNDERSTRUCTURE: 5"
COMPARTMENT HEIGHT: 40" COMPARTMENT DEPTH: 14.5" LOAD FLOOR WIDTH: 48.5"
COMPLETE STAINLESS STEEL PADDLE LATCHES WITH ROTARY LOCKS
A60 GALVANNEALED STEEL, E-COAT IMERSION PRIMING SYSTEM
PATENTED HIDDEN HINGES WITH OVERLAPPING DOOR CONSTRUCTION
FLUSH MOUNT LED TAIL LIGHTS
NITROGEN GAS STRUT DOOR HOLDERS ON ALL VERTICAL DOORS
FULLY PRIMED & UNDERCOATED UNDERSTRUCTURE
STANDARD SHELVING & DIVIDERS
POOCHED REAR BUMPER
READING 6 YEAR LIMITED WARRANTY

INCLUDES AFTERMARKET FUEL DELIVERY KIT, BCM FLASH

READING POWDER COAT: WHITE

COMPLETE & INSTALLED **$ 11,795.00**

OPTIONS: (SELECT FROM LIST BELOW)

__X__ UPGRADE BODY TO ALUMINUM	$ 1,595.00
__X__ LIFTMOORE CRANE L-21-7 VH ATB PEDASTAL MOUNT, REAR DRIVER SIDE CARGO AREA FLOOR POSITION MANUAL ROTATION MANUAL ELEVATION MANUAL EXTENSION 2,000# CAPACITY, 3-5FT MANUAL EXTENSION + 7 FEET INCLUDES DRIVER SIDE JACK LEG, REMOVABLE ORDER TRUCK WITH HD ALTERNATOR AND 2X FACTORY BATTERIES CRANE CERTIFICATION/INSPECTION/STABILITY TEST CRANE PLATE AND BACKING PLATES FOR RIGITY	$ 7,750.00
__X___LINEX CARGO AREA, COMPARTMENT TOPS & BUMPER	$ 1,375.00
__X__ FLOOR THICKNESS UPGRADE 10GA FROM 12GA	$ 225.00
__X__ AMBER WARNING LIGHTS, WIRED TO UPFITTER SWITCH 2X REAR BODY MOUNTED, FACING REAR 2X GRILL MOUNTED, FACING FORWARD	$ 950.00
__X__ POWER WIRE RUN INTO CAB OF TRUCK FOR CUSTOMER INSTALLED RADIO	$ 200.00
__X__ PAINT EXTERIOR OF BODY SCHOOL BUS YELLOW, PAINT CODE TBD	$ 2,400.00
__X__ MAGNUM HEADACHE RACK, BLACK, WITH STTR LIGHTS ADD 48" TOP MOUNTED LIGHT BAR, BUYERS 3040855 8X AMBER MODULES + 2 TAKE DOWN MODULES WIRED TO SWITCH ADD 2X AUX WORK LIGHTS, FACING REAR ON SWIVEL WIRED TO SWITCH	$ 3,100.00
__X__ BUYERS 1492200 Ultra Bright Remote Control Spot Light, White, LED, WIRELESS KIT MOUNTED TO HEADACHE RACK ON LIGHT BRACKET	$ 695.00

TOTAL WITH SELECTED OPTIONS = $ 30,085.00

Approved By:_____ Dlr Code: _____ PO#: _____ Date: _____

Distributor of Quality Truck Equipment

REV 6/17/2025 PL

PRICES & SPEC'S SUBJECT TO CHANGE WITHOUT NOTICE

+ Boss Plow - #9875
w/ Fog'l & LED Lights
+

Purchasing Policy and Climate Action Plan Review Form

The purpose of this form is to ensure that the town and departments are making purchasing decisions that are in line with the Climate Action Plan and 2022 Purchasing Policy. This form is required for any purchase of equipment over $4001 that combust fossil fuels, such as gasoline, diesel, or oil, so that a review of adequate alternatives with lower greenhouse gas emissions can be made and is taken into account prior to the purchase.

Departmen: Quechee Wastewater	Contact Person: Jeremy Delisle	When is item needed: ASAP
Name of Product: Chevrolet	Manufacturer & Model Number: Chevrolet 3500 HD with utility body and hoist	Item it is replacing: 2016 Chevy 3500 utility body with plow and hoist
Estimated Cost: $84,240.00	Estimated Fuel & Maintenance Cost (if known):	Life Expectancy: 10 years
What are the primary functions of the product: Wastewater truck to repair pump stations and plow out stations. Also use hoist to pull and repair pumps		
Required features (what does it *have* to do?): Utility body for tool storage, plow for plowing stations and hoist for pulling and repairing pumps.		

Alternative products that have been used successfully:

Unknown

Alternative products that have been considered:

None

Given that there is not an electric or low emissions option readily available that performs the duties of this vehicle, this truck is as in line with the CAP as possible.

10-23-2025

Please submit this form to the Town Manager's Office for review by the Environmental Sustainability Coordinator. Item will be reviewed ASAP and you should expect a response within 24 hours. If an item needs to be replaced immediately please call the Environmental Sustainability Coordinator at 802-295-9353.

Purchasing Policy and Climate Action Plan Review Form

The purpose of this form is to ensure that the town and departments are making purchasing decisions that are in line with the Climate Action Plan and 2022 Purchasing Policy. This form is required for any purchase of equipment over $4001 that combust fossil fuels, such as gasoline, diesel, or oil, so that a review of adequate alternatives with lower greenhouse gas emissions can be made and is taken into account prior to the purchase.

Departmen: White River Wastewater	Contact Person: Jeremy Delisle	When is item needed: ASAP
Name of Product: Chevrolet	Manufacturer & Model Number: Chevrolet 3500 HD with utility body and hoist	Item it is replacing: 2016 Chevy 3500 utility body with plow and hoist
Estimated Cost: $83,340.00	Estimated Fuel & Maintenance Cost (if known):	Life Expectancy: 10 years
What are the primary functions of the product: Wastewater truck to repair pump stations and plow out stations. Also use hoist to pull and repair pumps		
Required features (what does it *have* to do?): Utility body for tool storage, plow for plowing stations and hoist for pulling and repairing pumps.		

Alternative products that have been used successfully:

Unknown

Alternative products that have been considered:

None

Given that there is not an electric or low emissions option readily available that performs the duties of this vehicle, this truck is as in line with the CAP as possible.

10-23-2025

Please submit this form to the Town Manager's Office for review by the Environmental Sustainability Coordinator. Item will be reviewed ASAP and you should expect a response within 24 hours. If an item needs to be replaced immediately please call the Environmental Sustainability Coordinator at 802-295-9353.

AGENDA MEMORANDUM
October 28, 2025
Town Selectboard Meeting Agenda Item: 5.g.

Submitted by: Lori Hirshfield, Director, Department of Planning & Development

Subject: Hartford's Tax Increment Financing (TIF) District for Downtown White River Junction Update and Next Steps

Background: The Town's TIF District was approved by the State in 2011. The District encompasses Downtown WRJ on both sides of the river (see attached boundary map). The approval also included a list of public infrastructure projects totaling **$13,000,000**. The projects provide needed upgrades and expansion of water, wastewater, stormwater, roadway and streetscape improvements in the Downtown to enable and encourage the growth of private commercial and residential development in the TIF District, both of which are high priorities in the Town's Master Plan. The private sector improvements in turn increase the property values and related local and state tax revenue in the TIF District. This new tax revenue, known as increment, and 75% of it is used to pay on the debt the Town incurs to complete public infrastructure improvements. The remaining 25% of local taxes goes to the Town general fund, and the 25% of state taxes goes to the State. In 2020 the State Legislature approved an extension for Hartford's period to incur debt from March 31, 2021 to March 31, 2024. In 2023, the State legislature approved another extension of the debt period to March 31, 2026, and an extension of the Town's ability to retain Town and State tax increment from 2034 to June 30, 2036.

Discussion: Since 2014, Town voters have authorized **$11,869,600** for specific projects in the TIF District Plan. Most of these public infrastructure projects have been completed, and there are a few still in progress. The attached Table 6H, SUBSTANTIAL CHANGE INFRASTRUCTURE PROJECT UPDATE, summarizes the current status. In addition to the **$1,130,400** that has not been authorized by Town votes for TIF projects, there are several projects that have been implemented for less than the anticipated budget leaving approximately **$2,458,589** to allocate to projects that were more expensive than anticipated. Together **$3,588,989** are available to fund the last set of public infrastructure projects for the approved TIF District Plan. Attached Table 6H - PHASE FILING NEW INFRASTRUCTURE PROJECTS, summarizes these balances and the list of final TIF projects.

The WRJ TIF District is nearing the end of its period for incurring debt which concludes by March 31, 2026. The next steps for the Hartford's TIF program are to submit two documents to the Vermont Economic Progress Council (VEPC); a ***Substantial Change Request*** to authorize the final debt incurrence for these final public infrastructure projects, and a ***Phase Filing*** to reconcile the accounting for over and under expenditures for the implementation of the final projects for Hartford's TIF District and the legislative program deadline extensions.

Public Infrastructure Project Estimated Cost and Debt Details for FY 2026 Final Phased Filing:
The three proposed 2026 TIF infrastructure projects will be financed in part with the new tax revenue in the TIF District generated from new development since the inception of the TIF District in 2011, and in part the new private development in process anticipated over the next five years (see attached Table 6M -- Real Property Values).

Of the remaining $3,588,969, $2,226,290 have not gone through previous financing and will require a formal Town Vote at the March 2026 Town Meeting. The following are the details for financing the debt.

- 6% net interest
- 20-year term, debt payments to begin in FY 2026.
- Total estimated debt over the 20-year term is estimated at $3,827,960 including principal, interest and fees.

Private Development Supported by Approved and Proposed Public Infrastructure Projects:
Table 6M – Real Property Values shows private development:

- Completed to date (highlighted in green):
- New Projects starting in 2026 (highlighted in orange and white) over the next 5 years.
    - Coop Food Store – Redevelopment and expansion of the Coop Food store into the entire building between Pine Street and RT 5.
    - Briggs Gates Building – Redevelopment of existing building on South Main Street into residential and commercial uses.
    - Hotel Coolidge – Replacement of the current structure into residential and commercial uses.

Projected Cash Flow with Proposed 2026 TIF Projects Final Phased Filing: The attached CASH FLOW analysis anticipates there will be sufficient current and new TIF tax increment to cover the previously approved as well as the proposed new projects. As with all previous TIF loans, the Town would be pledging its credit to secure indebtedness evidenced by general obligation bonds or notes, and to make direct payments from the tax increment and other revenue generated within Hartford's TIF District if necessary. The Table also shows Related Costs for TIF audits, legal and other general administrative and program requirements.

Substantial Change: Table 6H, SUBSTANTIAL CHANGE INFRASTRUCTURE PROJECT UPDATE, shows several projects that have been implemented for less than the anticipated budget leaving approximately **$1,362,699** to allocate to the few public infrastructure projects that were more expensive than anticipated and towards the new proposed public infrastructure projects. The Substantial Change also formally integrates the legislative program deadline extensions into the VEPC approval record for the TIF District.

Next Steps: In order for the Town to proceed with the final TIF District projects, the Phase Filling and Substantial Change Requests must be submitted to VEPC for first level review by November 10, 2025 to meet deadlines for required voter approval of projects and funding at the March 2026 Town Meeting. Also, the Selectboard will need to have a formal public hearing at its November 12, 2025 meeting for the Substantial Change Request, and two Public Hearings for the Town Meeting Vote on the new projects and funding.

Action Requested: Approve submittal of the Phase Filling and Substantial Change Requests to the Vermont Economic Progress Council for first level review, and proceed with a Public Hearing for the Substantial Change for November 12, 2025, and authorize Town Manager and staff to complete and submit the necessary submittals.

Attachments: TIF Tables

Town of Hartford
10/23/2025

6H SUBSTANTIAL CHANGE
INFRASTRUCTURE PROJECT UPDATE

*Blue lines track with voter and VEPC approvals

Voter Authorization Date	Voter Authorization Amount	VEPC Authorization Amount	VEPC Approved Project Name - Corresponds to original 6H in last approved workbook [As Referenced in Annual Report, Infrastructure and Debt]	Project Location	Budget	Completed To-Date	In Process (Current Budget)	Final Project Total	Surplus / (Deficit)	Debt Instrument Number (Corresponds to Tab 6P Summary of Annual Debt)	Fiscal Year Debt Incurred
TOTALS	**$11,869,600**	**$11,869,600**			**$10,773,710**	**$3,739,595**	**$5,671,416**	**$9,411,011**	**$1,362,699**		
2014	$900,000	$900,000									
			Prospect Street - Phases I & II - Reconstruction - 2014 TIF Projects	Block A	$900,000.00	$900,000.00		$900,000.00	$0.00	1	2014
2016	$900,000	$900,000									
			N. Main/Currier/Church St [stormwater/wastewater]	South of Gates St (Blocks H, I, J)	$0.00	$0.00	$0.00	$0.00	$0.00		
			S Main St Parkling Lot Phase 1 Engineering	South of Gates St (Blocks H, I, J)	$200,000.00		$169,120.16	$169,120.16	$30,879.84	3	2017
2017	$1,926,000	$1,926,000									
			Former Miller Auto/Municipal (Legion) Parking Lot + Site - Phases I & 2 (Option C) [Currier Street Extension]	Blocks G, H, I, J & whole southern TIF District	$1,600,000.00		$1,017,633.33	$1,017,633.33	$582,366.67	3	2017
			S Main St, N Main St, Gates St Watermain Engineering [N. Main St, Joe Reed Drive - Sidewalk]	Joe Reed Dr; west of South Main St (Blocks G, H, J)	$26,000.00	$25,319.00		$25,319.00	$681.00	3	2017
			South Main Improvement Phase II engineering stormwater, road, retaining wall,wastewater [Gates/N. Main/S. Main Sts Engineering]	Joe Reed Dr-Nutt Lane (Blocks H, I, J)	$300,000.00		$310,848.40	$310,848.40	($10,848.40)	3	2017

2019	$5,477,000	$5,477,000									
			S.Main / N Main / Gates Sts Roadway Construction		$1,735,000.00		$1,736,707.92	$1,736,707.92	($1,707.92)	4	2020
			S.Main / N Main / Gates Sts WW Stormwater Construct [CWSRF Loan Steps I, II, III (#RF1-222-3 Contract 1]		$657,021.00	$657,020.90		$657,020.90	$0.10	5	2020 Proj Beginning; 2022 Debt Repayment Beginning
			S Main/N Main/Gates Sts Water Construct [DWSRF Loan Step III (#RF3-3-390-3, Contract 1)]		$867,657.00	$867,657.00		$867,657.00	$0.00	6	2020 Proj Beginning; 2022 Debt Repayment Beginning
			S Main/N Main/Gates Sts Roadway Construction [Bond Bank 2022-1, Contract 2]		$578,200.00		$229,708.46	$229,708.46	$348,491.54	8a	2022
			S Main/N Main/Gates Sts Water, WW Stormwater Construct [CWSRF Loans Step I, II, III, #RF1-291, Contract 2]		$459,002.00	$459,002.00		$459,002.00	$0.00	9	2022 Proj Beginning; 2024 Debt Repayment Beginning
			S Main/N Main/Gates Sts Water Construct [DWSRF Loan Step III #RF3-467 Contract 2]		$784,330.00	$784,330.92		$784,330.92	($0.92)	10	2022 Proj Beginning; 2023 Debt Repayment Beginning
2020	$2,666,600										
		$1,822,600	**Former Miller Auto/Municipal (Legion) Parking Lot + Site - Phase II (Option C)** [S Main St Parking Lot Phase 2 in 2022-1 Bond]	Blocks G, H, I, J & whole southern TIF District	$1,822,600.00		$1,395,698.00	$1,395,698.00	$426,902.00	8b	2022
		$811,700	**Downtown Park & Parking Lots (Option A)** [Town Square Parking Lot 2021-1 Bond]	North and South Main Sts, Gates Street (Blocks F, G, H, I)	$811,700.00		$811,700.00	$811,700.00	$0.00	7	2021
		$32,300	**Pine Street (streetscape/sidewalk & utilities incl. stormwater) - Phase I** [Sidewalk 87-101 Maple St]	Blocks B, C, D	$32,200.00	$46,265.00		$46,265.00	($14,065.00)		2021

*Note that the 2017 authorization of $1.926M was based on a VEPC approval of $2.126M that combined $1.926M with the previously approved $700k from 2016 that had not yet been incurred). References to the 2017 approval of this project will be for $2.126M.

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6H -- PHASE FILING
NEW INFRASTRUCTURE PROJECTS

Infrastructure Project Name	Est Cal First Yr of Construction	Estimated Construction Costs (inc soft costs & cont) as of:	Est. Total Project Cost in Year of Construction	Proportionality			
		2025	Percentage	TIF Portion		Non-TIF Portion	
			3%	%	$	%	$
			$12,987,171		$0		$0
Projects To-Date (See 6H -- SC (Infra Update), Final Project Total - Cell I9)	2015-2025	N/A	$9,411,011	100%	$9,411,011	0%	$0
Currier/N Main/Church Sts stormwater (approved in 2016, but debt never incurred and project cost increase)	2026	$1,000,000	$1,030,000	100%	$1,030,000	0%	$0
Pine/Maple Streets (Co-op) sidewalk, W/WW/SW; Currier St sidewalk (Gates to No Main); N Main sidewalk (Church to Senior Center)	2027	$2,400,000	$2,546,160	100%	$2,546,160	0%	$0

REMAINING PROJECT SOURCES			
Remaining bond proceeds (surplus from existing projects)	See Tab '6H - Infra Update', Column M	$1,362,699	
Authorized, but not yet incurred debt	Delta between voter authorization and debt incurred to-date	$1,095,890	To be incurred by Mar 2026
New (final) debt	Remaining to $13M debt ceiling	$1,130,400	To be incurred by Mar 2026
TOTAL for remaining projects		**$3,588,989**	

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6M -- Real Property Values

Development or Redevelopment Project Name	Square Footage					Value Before Development	Estimated Cal Year to Grand List	Estimated Assessed Value After New Development as of Apr 1		Estimated Increase in Value from Baseline (OTV)		Use Code	Ed Fund Value -- Homestead vs. Non-Homestead Breakout			
	Projected Residential Dev (sf)	Projected RENOVATED residential space (sf)	Projected Commercial Dev (sf)	Projected RENOVATED commercial space (sf)	Projected Total Dev (sf)			Muncipal Post-Dev Value	Ed Fund Post-Dev Value	Municipal Value Increment	Ed Fund Value Increment		Estimated % of New Construction - Homestead Rate	Estimated % of New Construction -Non-Homestead Rate	Estimated Incremental Value - Homestead	Estimated Incremental Value -Non-Homestead
Base Year:	2019															
Totals:	139,452	27,562	353,976	158,241	679,231	$24,117,700		$35,773,700	$35,773,700	$86,646,900	$86,176,700				$0	$86,176,700
TIF Grand List (As of April 1, 2025)							2025			$74,990,900	$74,520,700	390C	0%	100%	$0	$74,520,700
Co-op/Pomerleau						$2,153,000	2026	$2,229,600	$2,229,600	$76,600	$76,600		0%	100%	$0	$76,600
Gates-Brigges						$2,034,700	2027	$2,544,100	$2,544,100	$509,400	$509,400		0%	100%	$0	$509,400
Coolidge (Early construction)						$1,930,000	2028	$7,000,000	$7,000,000	$5,070,000	$5,070,000		0%	100%	$0	$5,070,000
Coolidge (Mid-construction)						$7,000,000	2029	$11,000,000	$11,000,000	$4,000,000	$4,000,000		0%	100%	$0	$4,000,000
Coolidge (Full construction)						$11,000,000	2030	$13,000,000	$13,000,000	$2,000,000	$2,000,000		0%	100%	$0	$2,000,000
PINE STREET REDEVELOPMENT Phase 1 (Block B)	16,000	0	26,041	9,801	51,842	$0	2016	$0		$0		390C	0%	100%	$0	$0
RAILROAD ROW LLC (Bridge & Main) Phase I -- Completed	0	0	16,000		16,000	$0	2017	$0		$0		390C	0%	100%	$0	$0
PROSPECT PLACE (Block A) Phase 1 - Completed	0	0	31,266	0	31,266	$0	2015	$0		$0		390C	0%	100%	$0	$0
PROSPECT PLACE (Block A) Phase 2 - Completed	0	0	7,334	0	7,334	$0	2017	$0		$0		390C	0%	100%	$0	$0
101/87 MAPLE (Block C)	4,500	0	5,550	16,252	26,302	$0	2020	$0		$0		390C	0%	100%	$0	$0
MAIN STREET RENAISSANCE (Block J) All Phases-Complete	10,400	0	5,200	0	15,600	$0	2017	$0		$0		390C	0%	100%	$0	$0
132 SO MAIN (Block I)	13,052	0	18,217	23,060	54,329	$0	2021	$0		$0		390C	0%	100%	$0	$0
PROSPECT PLACE (Block A) Phase 3	0	0	19,726	0	19,726	$0	2023	$0		$0		390C	0%	100%	$0	$0
230 South Main Street -- Completed	0	0	0	11,070	11,070	$0	2016	$0		$0		390C	0%	100%	$0	$0
MAIN STREET RENAISSANCE (Block J) All Phases Completed	0	0	25,775	0	25,775	$0	2019	$0		$0		390C	0%	100%	$0	$0
PINE STREET REDEVELOPMENT Phase 3 (Block D)	0	0	18,536	29,238	47,774	$0	2017	$0		$0		390C	0%	100%	$0	$0
Twin Pines Scattered Sites Housing	17,000	0	48,104	0	65,104	$0	2017	$0		$0		390C	0%	100%	$0	$0
NORTHERN HOSPITALITY Newberry Market (Block G) Phase 1a)	0	23,267	0	38,814	62,081	$0	2017	$0		$0		390C	0%	100%	$0	$0
21 AQUA - (241 S Main St) - Completed	0	0	10,726	0	10,726	$0	2017	$0		$0		390C	0%	100%	$0	$0
21 AQUA - (241 S Main St) - Completed	0	0	20,000	0	20,000	$0	2018	$0		$0		390C	0%	100%	$0	$0
NUMBER FOUR LLC 2017 Completed		0	0	21,200	21,200	$0	2017	$0		$0		390C	0%	100%	$0	$0
RAILROAD ROW LLC (Bridge & Main) Completed	0	4,295	17,589	8,806	30,690	$0	2019	$0		$0		390C	0%	86%	$0	$0
POLKA DOT RESTAURANT	17,000		48,104	0	65,104	$0	2019	$0		$0		390C	0%	100%	$0	$0
NORTHERN HOSPITALITY (Block G) Phase 2	61,500	0	35,808	0	97,308	$0	2023	$0		$0		390C	0%	100%	$0	$0

Any sites where existing buildings are torn down for new construction are counted as new space; any existing buildings assumed to be renovated are counted as renovation. See Methodology and General Assumptions for TIF District Property Value Projections, and assumptions for each block group.

LEGEND
Project Completed
Expected this Upcoming Year
Not Yet
Projected private development from proposed 2025 TIF infrastructure

NOTES
"101/87 Maple" -- previously named PINE STREET REDEVELOPMENT Phase 2 Partial (Block C)
"132 So Main" -- previously named GATES EAST & S MAIN ST DEVELOPMENT (Block I)

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6P -- Summary of Debt

Project for Which Debt Incurred	Corresponding Tab	Debt Principal	Year Originally Incurred	Weighted Interest Rate	Term	Pmt Periods/Yr	Amount Paid Each Period	Total Interest	Total Savings	Total Debt Cost
	TOTALS	**$13,000,000**						**$4,539,185**	**($28,939)**	**$17,510,246**
Approved Debt Already Incurred (Corresponds to Debt in Part III of Annual Report)*		$10,773,710						$2,937,515		$13,682,286
Prospect Street - Phases I & II - Reconstruction - 2014 TIF Projects	1	$900,000	2014	Varies	20			$331,829	($28,939)	$1,202,890
Stormwater/Wastewater Improvments - No. Main/Currier/Church Streets	2									
Parking Lot; Currier St. Extension; No Main St - Joe Reed Dr Sidewalk; Gates, No Main, So Main Sts Engineering	3	$2,126,000	2017	3.30% Net	20			$753,134	$0	$2,879,134
S.Main / N Main / Gates Sts Roadway Construction 2019 Vote, 2020 General Obligation Bond Series 3 (Contracts 1 & 2)	4	$1,735,000	2020	varies	20			$369,490	$0	$2,104,490
S.Main / N Main / Gates Sts WW Stormwater Construct, 2019 Vote, **CWSRF Loan** Steps I, II, III (#RFI-222) (Contract 1)	5	$657,021	2022	2.0%	20			$146,604		$803,625
S Main/N Main/Gates Sts Water Construct. 2019 Vote, **DWSRF Loans** Step III (#RF3-390-3) (Contract 1)	6	$867,657	2022	3.0%	20			$298,747		$1,166,404
Town Sq Parking Lot 2020 & Maple St Sidewalk, 2020 Vote in 2021 General Obligation Bond Series 1	7	$843,900	2021	varies	20			$218,706	$0	$1,062,606
S Main/N Main/Gates Sts Roadway Construction 2019 Vote, 2022 -1 General Bond **(Contract 2 $578,200)**; S Main St Pkg Lot Construction 2020 Vote in 2022- 1 Bond ($1,822,600)	8a	$578,200	2022	2.3%	21			$132,274	$0	$710,474
S Main/N Main/Gates Sts Roadway Construction 2019 Vote, 2022 -1 General Bond (Contract 2 $578,200); S Main St Pkg Lot Construction 2020 Vote in 2022- 1 Bond **($1,822,600)**	8b	$1,822,600	2022	2.3%	21			$416,960	$0	$2,239,560
S Main/N Main/Gates Sts Water, WW Stormwater Construct. 2019 Vote, **CWSRF Loans** Steps II,III Contract 2 (RF1-291-3.0 Loan not finalized until construction completed & project closed out in FY2025)	9	$459,002	2024	2.0% admin	20			$92,270		$551,272
S Main/N Main/Gates Sts Water Construct. 2019 Vote, **DWSRF Loans** Step III Contract 2 (RF3-467-3.0 Loan not finalized until construction completed & project closed out in FY2025)	10	$784,330	2023	2.0% admin	20			$ 177,500.72		$961,831
New Debt to be Approved										
2026 Debt - Remaining debt capacity + new project	11	$2,226,290	2026	6.000%	20			$1,601,670		$3,827,960

*Please note that the numbering 1-10 corresponds to the Debt Instruments in the 2024 Annual Report, with the addition of a break-out (a & b) for #8.
**Please note: Principal in Cells C14 & C15 (Instruments 9 & 10) have been adjusted since the 2024 Annual Report.

CASH FLOW

Fiscal Year	Total Revenue (from all sources)	1- $900K Refi Loan	3 - $2.126M Loan	4 - $1.735M Loan	5 - $657K CWSRF Loan	6 - $867K DWSRF Loan	7 - $843K Loan	8 - $2.4M		9 - $459K CWSRF Loan	10 - $784K DWSRF Loan	11 - Last Debt	Related Costs	Annual Surplus (Deficit)	Cumulative Cash Flow
2025								8a - $578K Loan	8b - $1.8M Loan						
Beginning	$1,229,230													$1,229,230	**$1,229,230**
2026	$1,026,566	($57,268)	($152,614)	($112,836)	($40,181)	($58,320)	($57,497)	($39,180)	($123,503)	($23,359)	($47,353)	($63,799)	($140,000)	$110,655	**$1,339,885**
2027	$1,048,172	($56,040)	($149,692)	($112,272)	($40,181)	($58,320)	($57,147)	($38,593)	($121,654)	($23,359)	($47,353)	($191,398)	($18,360)	$133,802	**$1,473,687**
2028	$1,076,420	($54,814)	($146,588)	($111,596)	($40,181)	($58,320)	($56,741)	($38,007)	($119,805)	($23,359)	($47,353)	($191,398)	($10,404)	$177,853	**$1,651,541**
2029	$1,171,902	($53,586)	($143,346)	($110,806)	($40,181)	($58,320)	($56,265)	($37,420)	($117,955)	($23,359)	($47,353)	($191,398)	($10,612)	$281,300	**$1,932,841**
2030	$1,254,853	($52,360)	($139,998)	($109,568)	($40,181)	($58,320)	($55,733)	($36,833)	($116,105)	($23,359)	($47,353)	($191,398)	($10,824)	$372,820	**$2,305,662**
2031	$1,310,302	($51,134)	($136,532)	($107,974)	($40,181)	($58,320)	($55,015)	($36,246)	($114,255)	($23,359)	($47,353)	($191,398)	($11,041)	$437,494	**$2,743,155**
2032	$1,336,508	($49,906)	($132,982)	($106,118)	($40,181)	($58,320)	($54,151)	($35,659)	($112,405)	($23,359)	($47,353)	($191,398)	($123,878)	$360,798	**$3,103,953**
2033	$1,363,238	($48,680)	($129,346)	($104,218)	($40,181)	($58,320)	($53,183)	($35,072)	($110,555)	($23,359)	($47,353)	($191,398)	($11,487)	$510,086	**$3,614,039**
2034	$1,390,503	($47,454)	($125,636)	($102,146)	($40,181)	($58,320)	($52,143)	($34,485)	($108,705)	($23,359)	($47,353)	($191,398)	($11,717)	$547,606	**$4,161,645**
2035	$1,418,313	($46,226)	($121,862)	($100,342)	($40,181)	($58,320)	($51,119)	($33,898)	($106,855)	($23,359)	($47,353)	($191,398)	($11,951)	$585,449	**$4,747,094**
2036	$1,446,680	$0	($118,024)	($98,500)	($40,181)	($58,320)	($50,053)	($33,311)	($105,005)	($23,359)	($47,353)	($191,398)	($21,942)	$659,233	**$5,406,327**
2037	$0	$0	($114,144)	($96,616)	($40,181)	($58,320)	($48,951)	($32,725)	($103,155)	($23,359)	($47,353)	($191,398)	($12,434)	($768,636)	**$4,637,690**
2038	$0	$0	($110,234)	($94,702)	($40,181)	($58,320)	($47,927)	($32,138)	($101,305)	($23,359)	($47,353)	($191,398)	($12,682)	($759,600)	**$3,878,090**
2039	$0	$0	$0	($92,762)	($40,181)	($58,320)	($46,885)	($31,551)	($99,455)	($23,359)	($47,353)	($191,398)	($142,297)	($773,561)	**$3,104,529**
2040	$0	$0	$0	($90,802)	($40,181)	($58,320)	($45,825)	($30,964)	($97,605)	($23,359)	($47,353)	($191,398)	($13,195)	($639,002)	**$2,465,526**
2041	$0	$0	$0	($88,798)	($40,181)	($58,320)	($44,629)	($30,377)	($95,755)	($23,359)	($47,353)	($191,398)	($13,459)	($633,629)	**$1,831,897**
2042	$0	$0	$0	$0	($40,181)	($58,320)	($43,419)	($29,790)	($93,905)	($23,359)	($47,353)	($191,398)	($13,728)	($541,454)	**$1,290,444**
2043	$0	$0	$0	$0	$0	$0	$0	($29,203)	($92,055)	($23,359)	($47,353)	($191,398)	($14,002)	($397,371)	**$893,073**
2044	$0	$0	$0	$0	$0	$0	$0	$0	$0	($23,359)	$0	($191,398)	($14,282)	($229,039)	**$664,034**
2045	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($191,398)	($14,568)	($205,966)	**$458,068**
2046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($127,599)	($163,454)	($291,053)	**$167,015**
TOTAL	$15,072,689	($517,468)	($1,720,998)	($1,640,056)	($683,081)	($991,444)	($876,683)	($615,452)	($1,940,037)	($443,818)	($852,360)	($3,827,960)	($796,317)		

AGENDA MEMORANDUM
October 28, 2025
Town Selectboard Meeting Item: 5.h.

Submitted by: Lori Hirshfield, Director, Planning and Development Department

Subject: FY 2026 Vermont Municipal Planning Grant Application

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Background: The Vermont Municipal Planning Grant (VMPG) is an annual program to assist communities with planning projects. The Town has received over $254,365 through the VMPG program since its inception in the late 1990s. These funds have enabled the Planning and Development Department to complete many important planning work products, such as required Town Plan updates, land use studies, build-out analysis, Downtown Revitalization Plan, Parking Management Plan, Growth Center Plan, regulation updates, and Capital Improvement Plan.

Discussion: On October 20, 2025 the Selectboard discussed the current proposal to apply for a FY 2026 VMPG to develop a parking and multimodal transportation needs and feasibility analysis and strategy for Downtown WRJ, including a timeline, implementation costs and funding resources for implementation. At that meeting, the Selectboard supported the Town proceeding with the VMPG application, which would be used in conjunction with a Vermont Northern Border Regional Commission (NBRC) Catalyst Feasibility grant being submitted by Two Rivers Ottauqueeche Regional Commission. Both grants will be used to hire a consultant to complete the feasibility study. As required, on October 20, 2025 the Planning Commission approved submittal of the application. Attached is a project summary for the grant application due on November 3, 2025.

Financial Impact: The VMPG is a 90% grant with a 10% local cash match requirement. We propose applying for the maximum amount of $30,000 which would require a minimum local match of $3,333. The local match funds will be covered by the NBRC grant.

Requested Action: Approve the submission of a VMPG application for $30,000, and adopt and sign the "FY26 Municipal Resolution for Municipal Planning Grant" form designating Town Manager John Haverstock as the Municipal Authorizing Official, Selectboard Chair Mary Erdei as the Alternate Municipal Authorizing Official, and Planning and Development Director Lori Hirshfield as the Grant Administrator, and direct the Town Manager and Town staff to complete all submissions necessary to apply for and execute the Municipal Planning Grant.

Attachment: - Municipal Resolution for FY 2026 Municipal Planning Grant
- VMPG Project Summary

FY26 Municipal Resolution for Municipal Planning Grant

WHEREAS, the Municipality of Hartford is applying for funding as provided for in the FY26 Budget Act and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds.

2. That the Municipal Planning Commission recommends applying for said Grant;

   Bruce Riddle, Vice-chair _____

   (Name of Planning Commission Chair) *(Signature)*

3a. That (Name) John Haverstock Title Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3b. (Alternate Authorizing Official for redundancy)

That (Name) Mary Erdei Title Selectboard Chair

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grant Electronic Application and Reporting System (GEARS), and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

3c. That (Name) Lori Hirshfield Title Planning Director

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this _____ day of October, 2025.

☐ **(For rural towns or consortia only)** The regional planning commission will serve as agent for the municipality or consortium. *(Check the box if the municipality authorizes its regional planning commission to prepare the application, support grant administration and be exempt from competitive selection if serving as project consultant.)*

LEGISLATIVE BODY

(name)	*(signature)*
Mary Erdei, Chair	
Michael Hoyt	
Ida Griesemer	
Miranda Dupre	
Ashley Andreas	
Erik Krauss	
Timothy Fariel	

INSTRUCTIONS FOR RESOLUTION FORM

A. The Legislative Body of the Municipality must adopt this resolution. This Form requires filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Municipal/ Authorizing Official(s) (M/AOs); and the Grant Administrator.

B. Following formal adoption, a majority of the legislative body must sign the Resolution. The Chair of the Planning Commission must also sign upon endorsement by vote of the Planning Commission.

C. This form must be either uploaded to the online application or grant, or in the event the form cannot be uploaded, it may be emailed to:

Jennifer.lavoie@vermont.gov

D. If emailed, an electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

E. Please note that the designated Municipal/Authorizing Official(s) and Grant Administrator must also register for an account in the online grants management system, if they have not done so already, before the application can be considered complete.

CONSORTIUM APPLICATIONS: For a consortium, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Municipal/Authorizing Official(s) and grant Administrator.

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-Ottauquechee 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.

2026 Municipal Planning Grant Application Budget
Downtown White River Junction Multimodal Transportation and Parking Feasibility Study

Task Name	**Task Description**	**Paid Personnel Category: Consultant or Other**	**If other, specify**	**Hours**	**Hourly Rate**	**Personnel Cost** (will auto-calculate online)	**Material Description**	**Material Cost**	**Total** (will auto-calculate online)
Parking Demand Analysis	Analysis of past parking data &future development to project parking demand	Consultant		20	175	3500			
Multimodal Transportation Strategies Recommendation	Report summarizing opportunities and timeline to implement multimodal transportation strategies in support of parking demand reduction in downtown	Consultant		20	175	3500			
Increased Parking Capacity Location Recommendation	Based on projected parking demand, after factoring in demand reductions from multimodal transportation strategies, a recommendation for best location to create new parking capacity	Consultant		20	175	3500			
Conceptual design, budget, and project timeline for multimodal transportation and increased parking capacity	Consultant creation of conceptual designs, budgets, and project timeline for implementing recommended multimodal transportation strategies and increased parking capacity	Consultant		130.5	175	22833			
Total				**190.5**	**175**	**33333**			

TOWN OF HARTFORD SELECTBOARD MINUTES
Tuesday, October 14, 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; Lana Livingston; Adam Grounds; Sheila Santaw-Cameron; Jesse Pollard; Connie Kelley; Dana Clawson; Bryan Gazda; Lori Hirshfield; Lexi Webster; David Briggs; Peggy Adams; Lucas Dunford

Present on Zoom: Laura Williams; Brian Beaudoin; Marie Alvin; Marcy Bartlett; Heidi Duto

JAM LINK: https://www.youtube.com/live/F7FuE06OGaM

I. Call to Order the Selectboard Meeting at 6pm by Chair, Mary Erdei
Selectboard Chair, Mary Erdei took this time to apologize to staff members about the length of the last Selectboard meeting causing them to stay more than an hour past their times posted on the agenda.

II. Pledge of Allegiance was recited and led by Mike Hoyt

III. Local Liquor Control Board: None

IV. Local Cannabis Control Board: None

V. Order of Agenda: There were no changes to the order of agenda.

VI. Selectboard

1. Public Comment
Marie Alvin of Hartford related her concern about Twin Pines and the Haven. She believes there should be more consideration for people in recovery. She also would like to see the police calls report showing villages and addresses.

Mary Bartlett of Wilder reported that Wilder has had 2 watermain breaks recently. She is meeting with town staff to look at wilder infrastructure. Water is easy to forget about until you don't have it. She would also like the Town to look back at impact fees and expenses for responses to the Haven. These warrant looking at again.

Heidi Duto of White River Jct. reminded people of the Outreach HPD group meeting on October 23rd, 5:30 at HPD. All are welcome.

2. Selectboard Comments and Announcements
Ida Griesemer commented on the remaining OPIOD settlement law suit of $200,000 in funds left over. If anyone knows of any organizations that would be interested there are funds available.

Mary Erdei has written a note to Michael Redmond who is retiring from the Haven. The new director is starting on November 1st. All are welcome to sign the card.

3. Appointments
   a. **Selectboard Member, Erik Krauss made the motion to Re-Appoint 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. Selectboard Vice Chair, Mike Hoyt seconded the motion. All were in favor and the motion passed.**

4. Town Manager Report
Significant Activity Reports Link: https://www.hartford-vt.org/Archive.aspx?ADID=530

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.

5. Board Report, Motions & Ordinances
   a. Energy Commission Update presented by Energy Commission Chair, Jesse Pollard.
   https://www.hartford-vt.org/DocumentCenter/View/12955/selectboard-memo-HEC-Update-10-10-2025

   b. Consider and Approve Revised VTrans SFY26 Grant-in-Aid presented by Bryan Gazda.
   Selectboard Vice Chair, Mike Hoyt made the motion 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. Selectboard Member, Tim Fariel seconded the motion. All were in favor and the motion passed.

   c. Review and Approve Solid Waste Implementation Plan
   https://www.hartford-vt.org/DocumentCenter/View/12956/SB-Agenda-Memo---2025-SWIP-Adoption

Selectboard Member, Erik Krauss made the 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. Selectboard Member, Miranda Dupre seconded the motion. 6 were in favor, 1 (Fariel) abstained and the motion passed.

d. Review of Transfer Station Operations by Representatives of Sanborn Head, Laura Williams and Brian Beaudoin
https://www.hartford-vt.org/DocumentCenter/View/12957/Transfer-Station-Feasibility-Plan-revision-2---Oct--2025

e. Review Proposal for C&D Disposition at Landfill Presented by Bryan Gazda and Laura Williams and Brian Beaudoin.
https://www.hartford-vt.org/DocumentCenter/View/12963/Sanborn-Head-C-and-D-Capping-Proposal
Selectboard Clerk, Ashley Andreas made the motion that 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. Selectboard Member, Tim Fariel seconded the motion. All were in favor and the motion passed.

f. Continued Discussion of Municipal Planning Grant Application presented by Lori Hirshfield.
https://www.hartford-vt.org/DocumentCenter/View/12959/FY-2026-Municipal-Planning-Grant-Application-Project-Summary-for-10-14-25-SB-Mtg
Selectboard Vice Chair, Mike Hoyt made the motion to direct staff to develop a grant application reflective of the approach as outlined in this memo for final consideration at the October 28, 2025. Selectboard meeting. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.

g. Execute Vibrancy Grant Documents presented by Lexi Webster.
https://www.hartford-vt.org/DocumentCenter/View/12960/Letter-of-Attestation
Selectboard Vice Chair, Mike Hoyt made the motion to Approve and sign the attached Letter of Attestation. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.

h. FY27 Budget Overview presented by John Haverstock.
https://www.hartford-vt.org/DocumentCenter/View/12968/Total-for-posting-on-website

VII. Commission Reports
Mary Erdei: Bugbee Building Ad Hoc Committee Report, October 9, 2025

Mark Bradley asked members to review the Feasibility Study and/or the former presentation to the Selectboard recording to bring questions for the architects who will be

meeting with us on Wednesday, October 22 at 4:30 at Bugbee. You may send questions to Mark to collate in advance.

The short-term projects subcommittee (consisting of Dana Clawson, Sean Lacey, Mark Bradley and Linda Simon-Miller) met before this meeting and divided projects into 1) Urgent,2) Less Urgent, 3) Can Delay:

The 2nd subcommittee reporting on the Building Programs was not able to meet in the interim.

The next steps? Discussion and exploration of future financing options which will be on the agenda for the next as well as the end goal of this ad hoc committee: Restoration vs Replacement???

Next meeting dates: Wednesday, October 22nd, 2025 at Bugbee @4:30 pm
Wednesday, November 5th, 2025 at Bugbee @4:30 pm

Attendees: Scott Farnsworth, Linda Simon-Miller, Mary Erdei, John Haverstock, Daniel George, Mark Bradley, Sean Lacey, Emily Santaw, Dana Clawson, Sue Buckholz.

Erik Krauss: Conservation Commission
The Commission is working on many projects. Here is one I wanted to highlight this month:

The American Chestnut Foundation offered to provide genetically resistant chestnut saplings for the Town Forest (blight decimated chestnut trees in US between early 1900 and midcentury). Planting location details are still being worked out by the Commission based on where the trees might do well. It was agreed to plant saplings in spring.

Also, as you may know, the Conservation Commission plays a central role in Green Up Day in Hartford. Statistics from the 2025 Green Up Day include: participation of 430 volunteers, collection of 83 tires and 5,838 pounds of trash and greening-up of 92 miles of Hartford roads. This was basically the same number of volunteers as the previous year and the volume of trash down 29% from previous year.

VIII. Consent Agenda **Selectboard Vice Chair, Mike Hoyt made the motion to approve the Consent Agenda as listed. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.**

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

In order to allow for (a) the Town Manager's update on Clerical Union contract negotiations, (b) a discussion of the Hartford Police Department's effort to recruit Dispatch personnel, and (c) a discussion of legal strategy recording conflicts between the

Welcoming Hartford Ordinance (WHO) and the Town's Fair & Impartial Policing Policy (FIPP) in Executive Session I

Selectboard Vice Chair, Mike Hoyt made the motion to find the premature general knowledge would clearly place this body and/or persons involved at a substantial disadvantage, pursuant to 1 V.S.A. Section 313 (a)(1).
and Move to discuss a potential contract, personnel matters and legal advice, pursuant to 1 V.S.A. Section 131 subsections (a)(1)(A); (a)(1)(B); (a)(1)(E) and (a)(1)(F). Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed at 9:00PM.

Selectboard Clerk, Ashley Andreas made the motion to close the Executive Session at 10:48PM. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.

Motions:
Selectboard Clerk, Ashley Andreas made the motion that the Selectboard ratify the Collective Bargaining Agreement (with Side Letter to Michelle Wheatley) that has been negotiated between the Town and the Union and which has been ratified by the Union's membership. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

Selectboard Clerk, Ashley Andreas made the motion to task the Town Manager with continuing to explore ways to align the Welcoming Hartford Ordinance with the Town's Fair and Impartial Policing Policy. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.

X. Adjourn the Selectboard Meeting

Selectboard Member, Erik Kauss made the motion to Adjourn the meeting at 10:56P.M. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.

_____
Ashley Andreas, Clerk
October 14, 2025 Selectboard Meeting

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund / Acct	Invoice Amt / Disc. Amt	Net Amt.
13-0200	**TIF TAX REVENUE**			
500952	PRIMMER PIPER EGGLESTON & CRAMER P		10/24/2025	1041
B04982-00013-318173	LEGAL - TIF DISTRICT	0.00	$124.00 / 0.00	124.00
Desc: TIF District Related Costs for Debt		Acct: 13-500-101-8060	MISC - Direct Pay From Tax Revenue	
	Vendor Total:		124.00 / 0.00	124.00
13-0200	**K-9**	**Bank Total:**		**124.00**
25-0126	**K-9**			
010355	CLOVERFIELD K9, LLC		10/24/2025	120
100625-2a	K9 BOARDING	0.00	$400.00 / 0.00	400.00
Desc: K9 BOARDING		Acct: 25-985-211-0127	HPD K-9 Stanton Foundation	
	Vendor Total:		400.00 / 0.00	400.00
25-0126	**Local Option Tax - Meals & Room**	**Bank Total:**		**400.00**
25-0500	**Local Option Tax - Meals & Room**			
024465	JAMES LAMONTAGNE LANDSCAPE CO, INC	JAMES LAMONTAGNE LANDSCAPE CO, INC	10/24/2025	2012
3400	BEAUTIFICATION SEPT PORTION	0.00	$240.00 / 0.00	240.00
Desc: Wilder, Quechee, Hartford, W. Hartf		Acct: 25-985-316-0521	LOT - Beautification Project	
	Vendor Total:		240.00 / 0.00	240.00
25-0500	**Quechee Garden Project**	**Bank Total:**		**240.00**
73-0100	**Quechee Garden Project**			
024465	JAMES LAMONTAGNE LANDSCAPE CO, INC	JAMES LAMONTAGNE LANDSCAPE CO, INC	10/24/2025	1036
3412	QUECHEE FLOWERS	0.00	$360.00 / 0.00	360.00
Desc: Watering of friends group planters		Acct: 73-516-318-0100	QUECHEE GARDEN PROJECT	
	Vendor Total:		360.00 / 0.00	360.00
73-0100	**GENERAL FUND - MASCOMA**	**Bank Total:**		**360.00**
FUND 1 0	**GENERAL FUND - MASCOMA**			
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS	10/24/2025	96804
6084528781634	BATTERY	0.00	$337.66 / 0.00	337.66
Desc: AMB 22		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI	
	Vendor Total:		337.66 / 0.00	337.66
001170	AIRGAS, INC.	AIRGAS USA, LLC	10/24/2025	96805
9165531937	PARTS	0.00	$97.23 / 0.00	97.23
Desc: PARTS		Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN	
9165396375	MED 02	0.00	$55.80 / 0.00	55.80
Desc: MED O2		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL	
9165396390	PARTS	0.00	$88.60 / 0.00	88.60
Desc: PARTS		Acct: 10-221-331-0100	HFD -FIRE SUPPRESSION EQUIPMEN	
	Vendor Total:		241.63 / 0.00	241.63
001580	ALLAN'S VENDING SERVICE, LLC		10/24/2025	96806

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.
495642	WATER JUGS		0.00	$31.20	0.00	31.20
Desc: WATER JUGS		Acct: 10-524-318-0000		PR -CONTRACTED SERVICES		
	Vendor Total:			31.20	0.00	31.20
001642	ALLARD'S PORTABLE TOILETS LLC				10/24/2025	96807
13307	HANDICAP UNIT PARKS		0.00	$250.00	0.00	250.00
Desc: Handicap units for parks		Acct: 10-521-318-0000		PR -CONTRACTED SERVICES		
13308	PORTABLE UNITS PARKS		0.00	$925.00	0.00	925.00
Desc: Portable units for parks		Acct: 10-521-318-0000		PR -CONTRACTED SERVICES		
13338	PORTABLE TOILETS - LYMAN PARK		0.00	$250.00	0.00	250.00
Desc: PORTABLE TOILETS - LYMAN PARK		Acct: 10-521-318-0000		PR -CONTRACTED SERVICES		
	Vendor Total:			1,425.00	0.00	1,425.00
001645	ALLIANCE MECHANICAL	ALLIANCE GROUP INC.			10/24/2025	96808
92493	Service contract Waba		0.00	$1,350.00	0.00	1,350.00
Desc: Service Contract for WABA Mechanica		Acct: 10-530-318-0000		PR -CONTRACTED SERVICES		
92586	2ND & 3RD FL. SYSTEMS SERVICE		0.00	$355.00	0.00	355.00
Desc: 2ND & 3RD FL. SYSTEMS SERVICE		Acct: 10-161-321-0000		TH -REPAIRS & MAINT		
	Vendor Total:			1,705.00	0.00	1,705.00
001646	ALLEGIANCE TRUCKS JERICHO	CORPORATE BILLING, LLC			10/24/2025	96809
X122041831:01	WORK LAMP LED TEMP CONTROL		0.00	$119.96	0.00	119.96
Desc: WORK LAMP LED TEMP CONTROL		Acct: 10-321-323-0000		DPW -MATERIAL & SUPPLIES		
	Vendor Total:			119.96	0.00	119.96
002852	ASB, LLC				10/24/2025	96810
TFS-001	ROOM RENTAL		0.00	$250.00	0.00	250.00
Desc: ROOM RENTAL		Acct: 10-111-318-0000		SB -CONTRACT SERVICES		
	Vendor Total:			250.00	0.00	250.00
002956	ASTRONAUT SECURITY TECHNOLOGIES LL				10/24/2025	96811
S2766	STATION #2 WIRING		0.00	$13,631.90	0.00	13,631.90
Desc: STATION #2 WIRING, SECURITY, ACCESS		Acct: 10-221-331-0020		HFD -EQUIPMENT STATION 2		
Desc: STATION #2 WIRING		Acct: 10-221-331-0020		HFD -EQUIPMENT STATION 2		
	Vendor Total:			13,631.90	0.00	13,631.90
004850	BEN'S UNIFORMS INC.				10/24/2025	96812
218664	UNIFORM POLOS		0.00	$200.92	0.00	200.92
Desc: Uniform polos		Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
	Vendor Total:			200.92	0.00	200.92
005039	BERGERON, ERIK J	ERIK J BERGERON			10/24/2025	96813
10.10.25	4 YEAR CDL LICENSE		0.00	$118.00	0.00	118.00
Desc: 4 Year CDL License		Acct: 10-325-317-0000		DPW -PERMITS AND LICENSES		
	Vendor Total:			118.00	0.00	118.00
006100	BMO FINANCIAL GROUP				10/24/2025	96814

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.
Lana 09/01-27/25	Livingston, Lana - Admin		0.00	$260.48	0.00	260.48
Desc: Cert. mail to John Handy		Acct: 10-121-322-0000		TM -POSTAGE		
Desc: Foxit Pro Editor		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
Lori 09/01-27/25	Hirshfield, Lori - Planning		0.00	$214.16	0.00	214.16
Desc: Registration 2025 Housing Conf		Acct: 10-622-311-0000		PDZ -TRAVEL & MEETINGS		
Desc: Reg Resilient VT Conf Matt Osborn		Acct: 10-622-311-0000		PDZ -TRAVEL & MEETINGS		
Desc: Reg Resilient VT Conf Sally Mansur		Acct: 10-627-311-0100		PDZ -Travel & Meetings		
Desc: Snacks Film showing		Acct: 10-115-101-0106		BC -HARTFORD COMMITTE HOUSING		
Nulty 09/01-27/25	Nulty, Paula - Admin		0.00	$860.44	0.00	860.44
Desc: Bathroom Supplies TH		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
Desc: Annual Membership		Acct: 10-121-313-0000		TM -MEMBERSHIP DUES		
Desc: FD Chief 30 Breakfast		Acct: 10-121-340-0000		TM -EMPLOYEEAPPRECIATION		
Desc: Online conf/training Media		Acct: 10-121-315-0000		TM -RECRUITMENT & TRAINING		
Desc: Office Supplies TMO		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
Desc: Town Membership		Acct: 10-121-313-0000		TM -MEMBERSHIP DUES		
Desc: Ergonomic Office Supplies		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
Desc: Office Supplies HR		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
O'Neil 09/01-27/25	O'Neil, Lisa - TC		0.00	$297.19	0.00	297.19
Desc: Certfied Mail		Acct: 10-151-322-0000		TC -POSTAGE		
Peltier 09/01-27/25	Peltier, Thomas - FD		0.00	$1,552.50	0.00	1,552.50
Desc: Fire Codes		Acct: 10-221-316-0000		HFD -FIRE SAFETY EDUCATION		
Ta 09/01-27/25	Clarke, Ta - PD		0.00	$377.22	0.00	377.22
Desc: Coffee & Donuts Lt. interview panel		Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
Desc: Coffee & Donuts Lt. interview panel		Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
Desc: Hotel for Training		Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
Desc: Vehicle Inspection		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
Desc: TV Mount		Acct: 10-211-323-0000		HPD -MATERIAL & SUPPLIES		
Tatum 09/01-27/25	Tatum, Barnes - REC		0.00	$3,981.49	0.00	3,981.49
Desc: Expenses for Camp Personnel		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
Desc: Expenses for Camp Personnel		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
Desc: Expenses for Camp Personnel		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
Desc: Expenses for Camp Personnel		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
Desc: Expenses for Camp Personnel		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
Desc: Expenses for Camp Personnel		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
Desc: Field Trips		Acct: 10-514-318-0000		PR -CONTRACTED SERVICES		
Desc: Afterschool Supplies		Acct: 10-514-323-0000		PR -MATERIAL & SUPPLIES		
Vincent 09/01-27/25	Vincent, Richard - VAL		0.00	$490.80	0.00	490.80
Desc: Hotel Reservations		Acct: 10-174-315-0000		ASE -RECRUITMENT & TRAINING		
Desc: Hotel Reservations		Acct: 10-174-315-0000		ASE -RECRUITMENT & TRAINING		
Desc: Support@sin2pdf		Acct: 10-174-330-0000		ASE -OFFICE EQUIPMENT		
Clawson 09/01-27/25	Clawson, Dana - Energy Coord		0.00	$395.82	0.00	395.82
Desc: Local Solutions Conf		Acct: 10-626-311-0100		TM -Travel & Meetings		
Desc: Coffee & Donuts		Acct: 10-626-626-0100		Donations - EV Expo		
Desc: Parking		Acct: 10-626-311-0100		TM -Travel & Meetings		
Cooney 09/01-27/25	Cooney, Scott - FD		0.00	$1,262.01	0.00	1,262.01
Desc: Key Board		Acct: 10-221-320-0000		HFD -EQUIP OPERATION/MAINT-OFFI		
Desc: Supplies & Shelving		Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
Desc: Ladder		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
Desc: Blower		Acct: 10-221-331-0100		HFD -FIRE SUPPRESSION EQUIPMEN		
Czora 09/01-27/25	Czora, Jason - FD		0.00	$665.25	0.00	665.25

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: Open house supplies		Acct: 10-221-316-0000	HFD -FIRE SAFETY EDUCATION			
Delisle 09/01-27/25	Delisle, Jeremy - DPW		261.96	$857.89	0.00	857.89
Desc: Registration Harold Jones & Book		Acct: 60-961-315-0000	RECRUITMENT & TRAINING			
Desc: Grease Gun		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES			
Desc: Commercial Trash Grabbers		Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES			
Desc: Underground Storage Tank Cleanup		Acct: 10-325-317-0000	DPW -PERMITS AND LICENSES			
Desc: Breakfast Pavement Training		Acct: 10-321-315-0000	DPW -RECRUITMENT & TRAINING			
Desc: Refective Waterproof Jacket		Acct: 10-325-326-0000	DPW -UNIFORMS			
Desc: Refective Waterproof Jacket		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN			
Desc: Refective Waterproof Jacket		Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN			
Desc: Rechargeable Flashlights		Acct: 50-955-323-0000	MATERIAL & SUPPLIES			
Desc: Rechargeable Flashlights		Acct: 55-955-323-0000	MATERIALS & SUPPLIES			
Gazda 09/01-27/25	Gazda, Bryan - DPW		42.50	$147.98	0.00	147.98
Desc: Replacement Plates H-8 H-1		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
Desc: Replacement Plates W-2		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES			
Desc: Copy paper		Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES			
Desc: Copy paper		Acct: 30-975-323-0000	MATERIAL & SUPPLIES			
Desc: Copy paper		Acct: 50-955-323-0000	MATERIAL & SUPPLIES			
Desc: Copy paper		Acct: 55-955-323-0000	MATERIALS & SUPPLIES			
Desc: Copy paper		Acct: 60-965-323-0000	MATERIAL & SUPPLIES			
Desc: Copy paper		Acct: 65-963-323-0000	MATERIALS & SUPPLIES			
Hannux 09/01-27/25	Hannux, Shawn - FD		0.00	$719.33	0.00	719.33
Desc: Ship E2 Turbo		Acct: 10-221-322-0000	HFD -POSTAGE			
Desc: Boots		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
Desc: Shipping		Acct: 10-221-322-0000	HFD -POSTAGE			
Desc: NREMT		Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
Hausler 09/01-27/25	Hausler, Scott - REC		1,167.08	$3,528.21	0.00	3,528.21
Desc: NRPA Conference		Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS			
Desc: Membership		Acct: 10-511-312-0000	PR -ADVERTISING			
Desc: Promotional Items		Acct: 25-985-511-0001	P & R Restricted - Covered Bridge			
Desc: Annual License Fee & Player		Acct: 10-511-312-0000	PR -ADVERTISING			
Desc: Promotional Items		Acct: 25-985-511-0001	P & R Restricted - Covered Bridge			
Desc: Parking for Conference		Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS			
Desc: Facility Membership		Acct: 10-511-313-0000	PR -MEMBERSHIP DUES			
Hedges 09/01-27/25	Hedges, C - FD		0.00	$1,766.40	0.00	1,766.40
Desc: Hazmat shelter repair kit		Acct: 10-221-331-0000	HFD -DEPARTMENT EQUIPMENT			
Desc: Cables		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
Desc: Apparatus repair		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
Desc: Gasket		Acct: 10-221-331-0000	HFD -DEPARTMENT EQUIPMENT			
Desc: Hazmat training		Acct: 10-221-331-0000	HFD -DEPARTMENT EQUIPMENT			
Desc: Office Supplies		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
Desc: Mallet		Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
Jay 09/01-27/25	McDonough, Jay - REC		0.00	$2,978.06	0.00	2,978.06
Desc: Flag football		Acct: 10-514-330-0000	PR -ATHLETIC SUPPLIES			
Desc: Team registration		Acct: 10-514-313-0000	PR -MEMBERSHIP DUES			
Desc: Afterschool Supplies		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
Desc: Flag Football		Acct: 10-514-330-0000	PR -ATHLETIC SUPPLIES			
Desc: Registering Teams		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
Desc: Nrpa Conference		Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS			
Desc: Air Pump Kit		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES			
Desc: Portable Score Board		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
Desc: Afterschool Supplies		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
Kelley 09/01-27/25	Kelley, Connie - PD	0.00	$249.86	0.00		249.86
Desc: Firearm Parts		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
Desc: Rubber Floor Mats		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES			
Desc: Evidence		Acct: 10-211-322-0000	HPD -POSTAGE			
Desc: Gas		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS			
006100	BMO FINANCIAL GROUP				10/24/2025	96906
Cooney 09/28-30/25	Cooney, Scoot - FD	0.00	$61.99	0.00		61.99
Desc: Amazon Lockout kit		Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
006100	BMO FINANCIAL GROUP				10/24/2025	96814
Kenison 09/01-27/25	Kenison, Corey - REC	0.00	$853.99	0.00		853.99
Desc: Truck Box Tractor Supply		Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES			
Desc: Field Paint		Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES			
006100	BMO FINANCIAL GROUP				10/24/2025	96906
Jay 09/28-30/25	McDonough, Jay - REC	0.00	$271.32	0.00		271.32
Desc: Amazon patch kit & sports equipment		Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES			
Desc: Amazon patch kit & sports equipment		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
Desc: Amazon Pickleball & mouse repellent		Acct: 10-515-323-0000	PR -MATERIAL & SUPPLIES			
Desc: Amazon Pickleball & mouse repellent		Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
Kelley 09/28-30/25	Kelley, Connie - PD	0.00	$38.50	0.00		38.50
Desc: Irving Gas		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS			
Ta 09/28-30/25	Clarke, Ta - PD	0.00	$447.55	0.00		447.55
Desc: Prescription destruction fee		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES			
006100	BMO FINANCIAL GROUP				10/24/2025	96814
Laliberty 09/01-27/2	Laliberty, W - FD	0.00	$584.00	0.00		584.00
Desc: License Renewal		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		22,862.44	0.00		22,862.44
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC			10/24/2025	96815
85938831	MEDICAL SUPPLIES	0.00	$8.38	0.00		8.38
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
85948188	MEDICAL SUPPLIES	0.00	$1,644.92	0.00		1,644.92
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
	Vendor Total:		1,653.30	0.00		1,653.30
006965	BRADY INDUSTRIES				10/24/2025	96907
10789497	CLEANING SUPPLIES	0.00	$98.49	0.00		98.49
Desc: CLEANING SUPPLIES		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES			
006965	BRADY INDUSTRIES				10/24/2025	96816
10780402	CLEANING SUPPLIES	0.00	$279.68	0.00		279.68
Desc: CLEANING SUPPLIES		Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES			
	Vendor Total:		378.17	0.00		378.17
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M			10/24/2025	96817
4245847867	SUPPLIES	0.00	$63.39	0.00		63.39
Desc: SUPPLIES		Acct: 10-325-326-0000	DPW -UNIFORMS			
4245847955	MECHANIC LAUNDRY	0.00	$45.00	0.00		45.00

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
Desc: MECHANIC LAUNDRY		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
4246584908	MECHANIC LAUNDRY	0.00	$45.00	0.00		45.00
Desc: MECHANIC LAUNDRY		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
4246584928	UNIFORMS	0.00	$63.39	0.00		63.39
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS			
	Vendor Total:		216.78	0.00		216.78
010355	CLOVERFIELD K9, LLC			10/24/2025		96818
100625-2	K9 BOARDING	400.00	$400.00	0.00		400.00
Desc: K9 BOARDING		Acct: 25-985-211-0127	HPD K-9 Stanton Foundation			
	Vendor Total:		400.00	0.00		400.00
010683	COLE, ESME	ESME COLE		10/24/2025		96819
10.06.25	UMPIRE 9.24.25 10.06.25 10.15.25	0.00	$180.00	0.00		180.00
Desc: UMPIRE 9.24.25 10.06.25 10.15.25		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		180.00	0.00		180.00
010832	COMCAST			10/24/2025		96908
0042221NOV'25	INTERNET - LIB	0.00	$59.88	0.00		59.88
Desc: INTERNET - LIB		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF			
	Vendor Total:		59.88	0.00		59.88
012868	SBA TOWERS II, LLC			10/24/2025		96909
IN13905243	TOWER RENTAL	0.00	$1,102.50	0.00		1,102.50
Desc: TOWER RENTAL		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC			
	Vendor Total:		1,102.50	0.00		1,102.50
013653	DENNISON LUBRICANTS INC			10/24/2025		96820
3879799	DIESEL EXHAUST FLUID	0.00	$577.66	0.00		577.66
Desc: Diesel Exhaust Fluid		Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS			
	Vendor Total:		577.66	0.00		577.66
014028	DIRIGO SAFETY, LLC			10/24/2025		96821
2025-0889	TRAINING	6,386.13	$7,200.00	0.00		7,200.00
Desc: TRAINING		Acct: 72-211-211-0323	LEMHWA - 15JCOPS-23-GG-01863			
Desc: TRAINING		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
	Vendor Total:		7,200.00	0.00		7,200.00
014423	DUBOIS & KING, INC			10/24/2025		96822
1025046	361 South Street Slope Stabilizatio	34,143.42	$34,143.42	0.00		34,143.42
Desc: 361 South Street Slope Stabilizatio		Acct: 12-622-622-0010	State of VT Hazard Mitigatiion #02140-3			
725145	Professional Services 6/27-7/10/25	2,381.96	$2,381.96	0.00		2,381.96
Desc: Professional Services 6/27/25 to 7/		Acct: 70-623-318-7022	CONTRACTED SERVICE(STP EH10(18			
Desc: Professional Services 6/27/25 to 7/		Acct: 25-985-622-0025	Grant Match Rte 5 Bike Ped 2021			
930962P	HRTD STP EH10(18) SIDEWALK	43,175.97	$43,175.97	0.00		43,175.97
Desc: Professional Service 7/11/25 to 8/3		Acct: 70-623-318-7022	CONTRACTED SERVICE(STP EH10(18			
Desc: Professional Services 7/11/25 - 8/3		Acct: 25-985-622-0025	Grant Match Rte 5 Bike Ped 2021			

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Vendor ID	Vendor Name	Payee Name				Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund		Invoice Amt	Disc. Amt	Net Amt.
		Vendor Total:			79,701.35	0.00	79,701.35
015001	EAGLE POINT GUN/T.J.MORRIS&SON					10/24/2025	96823
159427	AMMO		0.00		$1,425.00	0.00	1,425.00
Desc: AMMO		Acct:	10-211-315-0000	HPD -RECRUITMENT & TRAINING			
		Vendor Total:			1,425.00	0.00	1,425.00
015500	ENDYNE, INC					10/24/2025	96824
552268	TESTING		90.00		$90.00	0.00	90.00
Desc: TESTING		Acct:	60-961-318-0000	CONTRACTED SERVICES			
552687	TESTING		144.00		$144.00	0.00	144.00
Desc: TESTING		Acct:	50-954-318-0000	CONTRACTED SERVICES			
552829	TESTING		46.00		$46.00	0.00	46.00
Desc: TESTING		Acct:	50-954-318-0000	CONTRACTED SERVICES			
553191	TESTING		36.00		$36.00	0.00	36.00
Desc: TESTING		Acct:	55-954-318-0000	CONTRACTED SERVICES			
		Vendor Total:			316.00	0.00	316.00
015805	EUROFINS ENVIRONMENT TESTING					10/24/2025	96825
4750011310	TESTING		190.40		$190.40	0.00	190.40
Desc: TESTING		Acct:	65-963-318-0000	CONTRACTED SERVICES			
4750001441	Quechee Wastewater		29.40		$29.40	0.00	29.40
Desc: Quechee Wastewater		Acct:	65-963-318-0000	CONTRACTED SERVICES			
		Vendor Total:			219.80	0.00	219.80
016080	CONSOLIDATED COMMUNICATIONS					10/24/2025	96826
111020181918OCT'25	QUE WW PLANT - INTERNET		52.96		$52.96	0.00	52.96
Desc: QUE WW PLANT - INTERNET		Acct:	65-963-324-0000	TELEPHONE			
8022957049639OCT'25	INTERNET-SPORTS PARK PUMP		59.85		$59.85	0.00	59.85
Desc: INTERNET-SPORTS PARK PUMP		Acct:	60-965-324-0000	TELEPHONE			
8022959708618OCT'25	INTERNET-MAXFIELD PUMP HOUSE		66.95		$66.95	0.00	66.95
Desc: INTERNET-MAXFIELD PUMP HOUSE		Acct:	60-964-324-0000	TELEPHONE			
		Vendor Total:			179.76	0.00	179.76
016390	FASTENAL COMPANY					10/24/2025	96827
nhcla147251	NUTS/BOLTS		0.00		$237.48	0.00	237.48
Desc: NUTS/BOLTS		Acct:	10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
Desc: NUTS/BOLS		Acct:	10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI			
		Vendor Total:			237.48	0.00	237.48
016445	FBI - LEEDA					10/24/2025	96828
200135381	TRAINING		0.00		$795.00	0.00	795.00
Desc: Training- PD portion		Acct:	10-211-315-0000	HPD -RECRUITMENT & TRAINING			
Desc: Training FD Portion		Acct:	10-221-315-0000	HFD -RECRUITMENT & TRAINING			
200135438	TRAINING		0.00		$795.00	0.00	795.00
Desc: TRAINING		Acct:	10-211-315-0000	HPD -RECRUITMENT & TRAINING			
		Vendor Total:			1,590.00	0.00	1,590.00

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
016540	FERGUSON ENTERPRISES, LLC	FERGUSON ENTERPRISES,LLC #591 #576			10/24/2025	96829
1302180	MUD PLUG W/HARDHAT		56.94	$56.94	0.00	56.94
Desc: MUD PLUG W/HARDHAT		Acct: 50-954-326-0000		UNIFORMS-PURCHASE/LEASE/CLEAI		
1303226	SUPPLIES		0.00	$291.83	0.00	291.83
Desc: SUPPLIES		Acct: 10-311-323-0000		DPW -MATERIAL & SUPPLIES		
	Vendor Total:			348.77	0.00	348.77
017110	FISHER AUTO PARTS, INC				10/24/2025	96830
301-250821	AMB 19 CREDIT		0.00	$-30.04	0.00	-30.04
Desc: AMB 19 CREDIT		Acct: 10-221-321-0200		HFD -REPAIRS & MAINT EMS VEHICLI		
301-253603	ANTIFREEZE		0.00	$90.00	0.00	90.00
Desc: ANTIFREEZE		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
301-253967	GATES HYDRAULIC		0.00	$52.47	0.00	52.47
Desc: GATES HYDRAULIC		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
301-254110	CHAIN BINDER		0.00	$96.56	0.00	96.56
Desc: CHAIN BINDER		Acct: 10-321-323-0000		DPW -MATERIAL & SUPPLIES		
301-254311	CAR-4		0.00	$109.99	0.00	109.99
Desc: C4		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
301-2545228	ENGINE 1		0.00	$681.80	0.00	681.80
Desc: E1		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
301-364100	SUSPENSION KNUCKLE		0.00	$895.98	0.00	895.98
Desc: SUSPENSION KNUCKLE		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
301-364205	CHASIS		0.00	$118.52	0.00	118.52
Desc: CHASIS		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
301-364285	CAR-4		0.00	$887.10	0.00	887.10
Desc: C4		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
301-364428	CAR-4		0.00	$27.80	0.00	27.80
Desc: C4		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
301-364526	WASHER SOLVENT		0.00	$109.99	0.00	109.99
Desc: WASHER SOLVENT		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
301-364584	ENGINE 1		0.00	$5.62	0.00	5.62
Desc: E1		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
301253968	WILMAR POWER PULLER		0.00	$121.75	0.00	121.75
Desc: WILMAR POWER PULLER		Acct: 10-321-323-0000		DPW -MATERIAL & SUPPLIES		
	Vendor Total:			3,167.54	0.00	3,167.54
017301	FOGG'S LUMBER AND HARDWARE				10/24/2025	96831
372392/6	FELT PAPER		0.00	$29.95	0.00	29.95
Desc: FLT PAPER		Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
375822/6	SUPPLIES		5.98	$5.98	0.00	5.98
Desc: SUPPLIES		Acct: 60-964-323-0000		MATERIAL & SUPPLIES		
376188/6	SUPPLIES		26.98	$26.98	0.00	26.98
Desc: SUPPLIES		Acct: 60-964-323-0000		MATERIAL & SUPPLIES		
376293/6	SUPPLIES		71.98	$71.98	0.00	71.98
Desc: SUPPLIES		Acct: 60-961-321-0000		REPAIRS & MAINT-VEHICLES		
376672/6	SUPPLIES		37.97	$37.97	0.00	37.97
Desc: SUPPLIES		Acct: 50-954-323-0000		MATERIAL & SUPPLIES		
376696/6	SUPPLIES		0.00	$56.98	0.00	56.98

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: SUPPLIES		Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES			
376842/6	RANGE SUPPLIES	0.00	$11.98	0.00		11.98
Desc: RANGE SUPPLIES		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
377383/6	SUPPLIES	0.00	$13.04	0.00		13.04
Desc: SUPPLIES		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
377478/6	SUPPLIES	12.72	$12.72	0.00		12.72
Desc: SUPPLIES		Acct: 50-954-323-0000	MATERIAL & SUPPLIES			
377483/6	SUPPLIES	60.55	$60.55	0.00		60.55
Desc: SUPPLIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES			
377779/6	HAMMER DRILL BIT SET	0.00	$32.99	0.00		32.99
Desc: HAMMER DRILL BIT SET		Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES			
377945/6	MATERIALS	13.99	$13.99	0.00		13.99
Desc: MATERIALS		Acct: 50-952-323-0000	MATERIAL & SUPPLIES			
D77490/6	RETURN	-6.36	$-6.36	0.00		-6.36
Desc: RETURN		Acct: 50-954-323-0000	MATERIAL & SUPPLIES			
	Vendor Total:		368.75	0.00		368.75
017590	FURNARI, WILLIAM R	WILLIAM R FURNARI			10/24/2025	96832
11.17.25-11.21.25	MEAL REIMBURSEMENT	0.00	$347.00	0.00		347.00
Desc: MEAL REIMBURSEMENT		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Vendor Total:		347.00	0.00		347.00
017850	GALLS, LLC	GALLS, LLC			10/24/2025	96833
032661759	UNIFORMS	0.00	$473.67	0.00		473.67
Desc: BOOTS, HANDCUFFS, CUFF POUCH, HANDC		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
032669350	UNIFORMS	0.00	$121.98	0.00		121.98
Desc: UNIFORM PANTS, SHIRT		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
032669564	HEADLAMP	0.00	$89.99	0.00		89.99
Desc: HEADLAMP		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
032680382	UNIFORM PANTS	0.00	$225.00	0.00		225.00
Desc: UNIFORM PANTS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI			
	Vendor Total:		910.64	0.00		910.64
018135	GENERAL PACIFIC, INC				10/24/2025	96834
1528155	DRONE	3,500.00	$3,500.00	0.00		3,500.00
Desc: Drone		Acct: 72-211-211-0290	Grant : Family Place SIU FYE 2025			
	Vendor Total:		3,500.00	0.00		3,500.00
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP			10/24/2025	96835
74872200006OCT'25	LAKE PINNEO WELL	420.68	$420.68	0.00		420.68
Desc: LAKE PINNEO WELL		Acct: 55-953-329-0000	ELECTRICITY			
74972200005OCT'25	WHEELOCK RD SEC 2	31.70	$31.70	0.00		31.70
Desc: WHEELOCK RD SEC 2		Acct: 55-954-329-0000	ELECTRICITY			
01013200009OCT'25	1299 QUECHEE MAIN	134.30	$134.30	0.00		134.30
Desc: 1299 QUECHEE MAIN		Acct: 65-964-329-0000	ELECTRICITY			
04013200003OCT'25	BENTLY RD PUMP	56.38	$56.38	0.00		56.38
Desc: BENTLY RD PUMP		Acct: 65-964-329-0000	ELECTRICITY			
08303200003OCT'25	DEWEY FAMILY RD	51.33	$51.33	0.00		51.33

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Desc: DEWEY FAMILY RD		Acct:	65-964-329-0000	ELECTRICITY		
11013200008OCT'25	HENDEE WAY		32.44	$32.44	0.00	32.44
Desc: HENDEE WAY		Acct:	65-964-329-0000	ELECTRICITY		
13414587553OCT'25	120 LESLE DR UNIT A		0.00	$531.18	0.00	531.18
Desc: 120 LESLE DR UNIT A		Acct:	10-528-329-0000	PR -ELECTRICITY		
27333200007OCT'25	ALDEN PARTRIDGE RD		52.51	$52.51	0.00	52.51
Desc: ALDEN PARTRIDGE RD		Acct:	65-964-329-0000	ELECTRICITY		
39135140109OCT'25	120 LESLE DR UNIT C		0.00	$163.37	0.00	163.37
Desc: 120 LESLE DR UNIT C		Acct:	10-528-329-0000	PR -ELECTRICITY		
41082200001OCT'25	291 SUGAR HILL LN		203.74	$203.74	0.00	203.74
Desc: 291 SUGAR HILL LN		Acct:	55-954-329-0000	ELECTRICITY		
43382200004OCT'25	EASTMAN HILL PUMP		248.52	$248.52	0.00	248.52
Desc: EASTMAN HILL PUMP		Acct:	55-954-329-0000	ELECTRICITY		
48832000003OCT'25	ARBORETUM LN		117.61	$117.61	0.00	117.61
Desc: ARBORETUM LN		Acct:	60-964-329-0000	ELECTRICITY		
48933200007OCT'25	VILLAGE GREEN BALLOON FEST		0.00	$29.53	0.00	29.53
Desc: VILLAGE GREEN BALLOON FEST		Acct:	10-521-329-0000	PR -ELECTRICITY		
49662156394OCT'25	SYKES MNT AVE		0.00	$145.34	0.00	145.34
Desc: SYKES MNT AVE		Acct:	10-314-329-0000	DPW -ELECTRICITY		
57303200000OCT'25	HIGH ST MAIN ST		102.69	$102.69	0.00	102.69
Desc: HIGH ST MAIN ST		Acct:	60-964-329-0000	ELECTRICITY		
62592200000OCT'25	WOODSTOCK RD		0.00	$68.76	0.00	68.76
Desc: WOODSTOCK RD		Acct:	10-314-329-0000	DPW -ELECTRICITY		
62713200004OCT'25	WOODSTOCK RD HEAT TAPE		27.87	$27.87	0.00	27.87
Desc: WOODSTOCK RD HEAT TAPE		Acct:	55-954-329-0000	ELECTRICITY		
67003200002OCT'25	STATION 2		0.00	$606.89	0.00	606.89
Desc: STATION 2		Acct:	10-221-329-0000	HFD -ELECTRICITY		
87303200007OCT'25	QUECHEE HARTLAND RD		75.05	$75.05	0.00	75.05
Desc: QUECHEE HARTLAND RD		Acct:	65-964-329-0000	ELECTRICITY		
67303200009OCT'25	78 MURPHYS RD		135.46	$135.46	0.00	135.46
Desc: 78 MURPHYS RD		Acct:	65-964-329-0000	ELECTRICITY		
67399084366OCT'25	120 LESLE DR UNIT B		0.00	$318.24	0.00	318.24
Desc: 120 LESLE DR UNIT B		Acct:	10-528-329-0000	PR -ELECTRICITY		
71013200002OCT'25	WHITMAN BOOK PUMP		182.21	$182.21	0.00	182.21
Desc: WHITMAN BOOK PUMP		Acct:	65-964-329-0000	ELECTRICITY		
74713200009OCT'25	WOODSTOCK RD		0.00	$31.74	0.00	31.74
Desc: WOODSTOCK RD		Acct:	10-314-329-0000	DPW -ELECTRICITY		
77303200008OCT'25	LAKE PINNEO WW PUMP		48.68	$48.68	0.00	48.68
Desc: LAKE PINNEO WW PUMP		Acct:	65-964-329-0000	ELECTRICITY		
78840100008OCT'25	RAILRD ROW - ENGINE 494		0.00	$28.83	0.00	28.83
Desc: RAILRD ROW - ENGINE 494		Acct:	10-521-329-0000	PR -ELECTRICITY		
80082200009OCT'25	NOYES LN KINGSWOOD		133.97	$133.97	0.00	133.97
Desc: NOYES LN KINGSWOOD		Acct:	55-954-329-0000	ELECTRICITY		
84443200005OCT'25	WATERMAN HL COVERED BRIDGE		0.00	$48.43	0.00	48.43
Desc: WATERMAN HL COVERED BRIDGE		Acct:	10-314-329-0000	DPW -ELECTRICITY		
	Vendor Total:			4,027.45	0.00	4,027.45
019901	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP			10/24/2025	96836

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525672	POLE RENT-STREET LIGHTS OCT-DEC'25		0.00	$1,272.00	0.00	1,272.00
Desc:	POLE RENT-STREET LIGHTS OCT-DEC'25	Acct:	10-314-329-0000	DPW -ELECTRICITY		
	Vendor Total:			1,272.00	0.00	1,272.00
020400	HACH COMPANY				10/24/2025	96837
14706085	M-COLIBLUE24 BROTH, 100ML		567.20	$567.20	0.00	567.20
Desc:	M-Coliblue24 Broth, 100ML	Acct:	60-961-340-0000	CHEMICALS		
	Vendor Total:			567.20	0.00	567.20
021784	HAWKS III, JOHN D	JOHN D HAWKS III			10/24/2025	96838
11.17.25-11.21.25	MEAL/TRAINING REIMBURSEMENT		0.00	$347.00	0.00	347.00
Desc:	Meal reimbursement training	Acct:	10-211-311-0000	HPD -TRAVEL & MEETINGS		
Desc:	Meal Reimbursement	Acct:	10-221-315-0000	HFD -RECRUITMENT & TRAINING		
	Vendor Total:			347.00	0.00	347.00
022440	HERNANDEZ, CHRISTIAN	CHRISTIAN HERNANDEZ			10/24/2025	96839
10.19.25-10.21.25	MEAL REIMBURSEMENT		0.00	$162.00	0.00	162.00
Desc:	MEAL REIMBURSEMENT	Acct:	10-211-311-0000	HPD -TRAVEL & MEETINGS		
JUL-SEPT'25	GYM MEMBERSHIP		0.00	$103.86	0.00	103.86
Desc:	HERNANDEZ- JULY GYM MEMBERSHIP	Acct:	10-211-313-0000	HPD -MEMBERSHIP DUES		
Desc:	HERNANDEZ- AUGUST GYM MEMBERSHIP	Acct:	10-211-313-0000	HPD -MEMBERSHIP DUES		
Desc:	HERNANDEZ- SEPT GYM MEMBERSHIP	Acct:	10-211-313-0000	HPD -MEMBERSHIP DUES		
	Vendor Total:			265.86	0.00	265.86
023121	HONEYWELL INTL. INC - FIRE/VIDEO/AC				10/24/2025	96840
5270790198	CONTRACT JUL'25-JUL'26		0.00	$5,852.71	0.00	5,852.71
Desc:	ANNUAL CONTRACT	Acct:	10-221-318-0000	HFD -CONTRACTED SERVICES		
	Vendor Total:			5,852.71	0.00	5,852.71
023425	IDS/SHERRI GILMORE	SHERRI GILMORE			10/24/2025	96841
26-277	DOG LICENSE TAGS		0.00	$324.79	0.00	324.79
Desc:	2026 Dog License Tags	Acct:	10-151-323-0000	TC -MATERIAL & SUPPLIES		
	Vendor Total:			324.79	0.00	324.79
023449	LEGACY POWER, LLC				10/24/2025	96842
INV-ISI-003009	SOLAR ARRAY - SEPT'25		5,166.61	$5,166.61	0.00	5,166.61
Desc:	September 2025 solar electricity	Acct:	65-963-329-0000	ELECTRICITY		
	Vendor Total:			5,166.61	0.00	5,166.61
023473	INGRAM LIBRARY SERVICES LLC				10/24/2025	96843
91113304	BOOKS		0.00	$27.40	0.00	27.40
Desc:	BOOKS	Acct:	10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:			27.40	0.00	27.40
024465	JAMES LAMONTAGNE LANDSCAPE CO, INC	JAMES LAMONTAGNE LANDSCAPE CO, INC			10/24/2025	96844
3413	QUECHEE PERENNIEALS FALL		0.00	$375.00	0.00	375.00
Desc:	Quechee Falls Park Perennieals fall	Acct:	10-521-318-0000	PR -CONTRACTED SERVICES		

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		Vendor Total:		375.00	0.00	375.00
025055	JONES, HAROLD	HAROLD JONES			10/24/2025	96845
09.25.25	REIMBURSEMENT DOMESTIC CERT		275.00	$275.00	0.00	275.00
Desc:	Domestic 1 Certification	Acct:	60-965-315-0000	RECRUITMENT & TRAINING		
		Vendor Total:		275.00	0.00	275.00
025585	KENISON, COREY	COREY KENISON			10/24/2025	96846
10.16.25	PETTY CASH FOR RINK		0.00	$150.00	0.00	150.00
Desc:	petty cash for rink	Acct:	10-013-100-0000	EXCHANGES PAYABLE		
		Vendor Total:		150.00	0.00	150.00
025600	KENNEY, RICHARD	RICHARD KENNEY			10/24/2025	96847
10.17.25	RET REIMBURSEMENT SEPT-OCT'25		1,549.72	$1,549.72	0.00	1,549.72
Desc:	Ret reimb Sept Oct 2025	Acct:	50-954-418-0100	RETIREE HEALTH INSURANCE		
		Vendor Total:		1,549.72	0.00	1,549.72
025745	KEY GOVERNMENT FINANCE, INC				10/24/2025	96848
5139221	P&R VAN LEASE PAYMENT		0.00	$8,679.87	0.00	8,679.87
Desc:	P&R VAN - LEASE PAYMENT 7/7	Acct:	10-912-542-0009	TM -Lease P- PR Van #1800128452		
Desc:	P&R VAN - LEASE PAYMENT 7/7 INTERES	Acct:	10-912-542-0018	TM -Lease I- PR Van #1800128452		
		Vendor Total:		8,679.87	0.00	8,679.87
026051	KOLOSKI PLUMBING & HEATING, LLC				10/24/2025	96849
3240	URINAL REPLACEMENT PAVILION		0.00	$788.55	0.00	788.55
Desc:	Urinal replacment at Pavilion	Acct:	10-528-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		788.55	0.00	788.55
026778	LAMONTAGNE, JAMES LANDSCAPING CO,II	JAMES LAMONTAGNE LANDSCAPING CO,INC			10/24/2025	96850
3408	POOL LANDSCAPE PHASE II		0.00	$1,200.00	0.00	1,200.00
Desc:	Pool landscape plan phase II	Acct:	10-512-318-0000	PR -CONTRACTED SERVICES		
3407	SHERMAN POOL LANDSCAPE		0.00	$5,570.00	0.00	5,570.00
Desc:	Pool landscape phase II	Acct:	10-512-323-0000	PR -MATERIAL & SUPPLIES		
		Vendor Total:		6,770.00	0.00	6,770.00
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY			10/24/2025	96851
4935943,87794	SERVICE CALL REGULATOR GAS PRESURE		0.00	$177.95	0.00	177.95
Desc:	SERVICE CALL REGULATOR GAS PRESURE	Acct:	10-421-321-0100	SEN -REPAIRS & MAINT-BUILD & GRC		
		Vendor Total:		177.95	0.00	177.95
027755	LEONARD, TIMOTHY A	TIMOTHY A. LEONARD			10/24/2025	96852
10.01.25	UMPIRE 09.17.25 - 10.01.25		0.00	$120.00	0.00	120.00
Desc:	UMPIRE	Acct:	10-514-318-0000	PR -CONTRACTED SERVICES		
		Vendor Total:		120.00	0.00	120.00
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS			10/24/2025	96853
INV-2025-127	FORKLIFT		0.00	$340.00	0.00	340.00

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
Desc: FORKLIFT		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
INV-2025-132	STATION 2	0.00	$444.00	0.00		444.00
Desc: STATION 2		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING			
	Vendor Total:		784.00	0.00		784.00
028848	MADISON NATIONAL LIFE INSURANCE CO,				10/24/2025	96854
NOV'25	LIFE INS - NOV'25	365.97	$2,882.11	0.00		2,882.11
Desc: LIFE INS - NOV25		Acct: 10-121-240-0000	TM -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-151-240-0000	TC -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-171-240-0000	FIN -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-174-240-0000	ASE -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-175-240-0000	DEL -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-171-240-0000	FIN -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-211-240-0000	HPD -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-221-240-0000	HFD -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-271-240-0000	DISP -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-312-240-0000	DPW -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-325-240-0000	DPW -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-511-240-0000	PR -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-514-240-0000	PR -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-530-240-0000	PR -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-621-240-0000	PDZ -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 10-622-240-0000	PDZ -LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 30-974-240-0000	LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 30-975-240-0000	LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 50-954-240-0000	LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 50-955-240-0000	LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 55-955-240-0000	LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 60-961-240-0000	LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 60-965-240-0000	LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 65-963-240-0000	LIFE INSURANCE			
Desc: LIFE INS - NOV25		Acct: 65-965-240-0000	LIFE INSURANCE			
	Vendor Total:		2,882.11	0.00		2,882.11
029745	DARTMOUTH HITCHCOCK	DARTMOUTH HITCHCOCK			10/24/2025	96855
0925-03	MEDICAL SUPPLIES	0.00	$437.32	0.00		437.32
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			
	Vendor Total:		437.32	0.00		437.32
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK			10/24/2025	96910
700005551,237238703	HEALTH EXAMS	0.00	$270.00	0.00		270.00
Desc: PRE EMPLOYMENT HEALTH EXAMS		Acct: 10-151-315-0000	TC -Recruitment & Training			
Desc: HEALTH EXAMS DOT		Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES			
	Vendor Total:		270.00	0.00		270.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			10/24/2025	96856
257094403	WATER	18.00	$18.00	0.00		18.00
Desc: WATER		Acct: 30-971-328-0000	WATER			
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			10/24/2025	96911

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
257698823	LABELS		0.00	$23.08	0.00	23.08
Desc: LABELS		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
257706764	2 CS PAPER		0.00	$29.22	0.00	29.22
Desc: 2 CS PAPER		Acct: 10-511-323-0000		PR -MATERIAL & SUPPLIES		
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC			10/24/2025	96856
257296866	CLEANING SUPPLIES		0.00	$314.01	0.00	314.01
Desc: CLEANING SUPPLIES SOAP		Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
257308200	SUPPLIES		0.00	$103.03	0.00	103.03
Desc: CLEANING SUPPLIES BATH TISSUE		Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
257325562	BATH TISSUE		0.00	$23.78	0.00	23.78
Desc: BATH TISSUE		Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
257393591	GLASS CLEANER		0.00	$62.99	0.00	62.99
Desc: GLASS CLEANER		Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
257433198	CLEANING/OFFICE SUPPLIES		0.00	$110.66	0.00	110.66
Desc: CLEANING/OFFICE SUPPLIES		Acct: 10-325-323-0000		DPW -MATERIAL & SUPPLIES		
257449368	CLEANING/OFFICE SUPPLIES		0.00	$23.68	0.00	23.68
Desc: CLEANING/OFFICE SUPPLIES		Acct: 10-325-323-0000		DPW -MATERIAL & SUPPLIES		
2576000053	TC OFFICE SUPPLIES		0.00	$279.86	0.00	279.86
Desc: TC Office Supplies		Acct: 10-151-323-0000		TC -MATERIAL & SUPPLIES		
257620260	BATTERIES		0.00	$87.17	0.00	87.17
Desc: BATTERIES		Acct: 10-171-323-0000		FIN -MATERIAL & SUPPLIES		
257666885	BATTERIES		0.00	$45.16	0.00	45.16
Desc: BATTERIES		Acct: 10-121-323-0000		TM -MATERIAL & SUPPLIES		
257542980	OFFICE SUPPLIES		0.00	$88.46	0.00	88.46
Desc: OFFICE SUPPLIES		Acct: 10-171-323-0000		FIN -MATERIAL & SUPPLIES		
257365226	SUPPLIES		0.00	$87.99	0.00	87.99
Desc: SUPPLIES		Acct: 10-221-323-0000		HFD -MATERIAL & SUPPLIES		
	Vendor Total:			1,297.09	0.00	1,297.09
029822	MASSACHUSETTS ASSOCIATION OF CRIME				10/24/2025	96912
02611	CONFERENCE FEE		0.00	$600.00	0.00	600.00
Desc: CONFERENCE FEE		Acct: 10-211-315-0000		HPD -RECRUITMENT & TRAINING		
	Vendor Total:			600.00	0.00	600.00
031625	MOODY, SCOTT	SCOTT MOODY			10/24/2025	96857
10.19.25-10.21.25	MEAL REIMBURSEMENT		0.00	$162.00	0.00	162.00
Desc: MEAL REIMBURSEMENT		Acct: 10-211-311-0000		HPD -TRAVEL & MEETINGS		
	Vendor Total:			162.00	0.00	162.00
032103	MVP HEALTH - HRA / DCRA				10/24/2025	96858
SEPT'25	FSA/HRA - SEPT 2025		1,975.41	$6,556.04	0.00	6,556.04
Desc: Employee Select Care		Acct: 10-012-200-0510		SECTION 125 HEALTH CARE ACCT		
Desc: Employee Select Care		Acct: 10-121-225-0000		TM -HRA/CHOICECARE CARD		
Desc: Employee Select Care		Acct: 10-151-225-0000		TC -HRA/CHOICECARE CARD		
Desc: Employee Select Care		Acct: 10-171-225-0000		FIN -HRA/CHOICECARE CARD		
Desc: Employee Select Care		Acct: 10-174-225-0000		ASE -HRA/CHOICECARE CARD		
Desc: Employee Select Care		Acct: 10-211-225-0000		HPD -HRA/CHOICECARE CARD		
Desc: Employee Select Care		Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Employee Select Care	Acct: 10-221-225-0000		HFD -HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
	Desc: Employee Select Care	Acct: 10-271-225-0000		DISP -HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 10-311-225-0000		DPW -HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 10-325-225-0000		DPW -HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 10-511-225-0000		PR -HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 10-514-225-0000		PR -HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 30-975-225-0000		HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 50-954-225-0000		HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 50-955-225-0000		HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 55-955-225-0000		HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 60-961-225-0000		HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 60-965-225-0000		HRA/CHOICECARE CARD		
	Desc: Employee Select Care	Acct: 65-965-225-0000		HRA/CHOICECARE CARD		
		Vendor Total:		6,556.04	0.00	6,556.04
032106	MVP HEALTH CARE, INC - UNDER 65	MVP HEALTH CARE, INC			10/24/2025	96859
NOV'25	HEALTH INS NOV 2025		30,912.00	$191,987.15	0.00	191,987.15
	Desc: MVP November 2025	Acct: 10-121-220-0000		TM -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-151-220-0000		TC -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-171-220-0000		FIN -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-174-220-0000		ASE -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-181-220-0000		IT -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-211-220-0000		HPD -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-221-220-0000		HFD -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-271-220-0000		DISP -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-312-220-0000		DPW -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-325-220-0000		DPW -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-511-220-0000		PR -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-514-220-0000		PR -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-530-220-0000		PR -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 10-622-220-0000		PDZ -HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 30-975-220-0000		HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 50-954-220-0000		HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 50-955-220-0000		HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 55-955-220-0000		HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 60-961-220-0000		HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 60-965-220-0000		HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 65-963-220-0000		HEALTH INSURANCE		
	Desc: MVP November 2025	Acct: 65-965-220-0000		HEALTH INSURANCE		
		Vendor Total:		191,987.15	0.00	191,987.15
033986	NEW HAMPSHIRE RECYCLES				10/24/2025	96860
144950	FREON-UNITS		264.00	$264.00	0.00	264.00
	Desc: FREON-UNITS	Acct: 30-971-318-0000		CONTRACTED SERVICES		
		Vendor Total:		264.00	0.00	264.00

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
034785	NORTHEAST COMMUNITY SOLAR LLC			10/24/2025	96861
5312	SOLAR ARRAY - OCT'25	894.83	$1,278.33	0.00	1,278.33
Desc:	September 2025 solar electricity	Acct: 60-961-329-0000	ELECTRICITY		
Desc:	September 2025 solar electricity	Acct: 10-321-329-0000	DPW -ELECTRICITY		
	Vendor Total:		1,278.33	0.00	1,278.33
034800	NORTHEAST DELTA DENTAL			10/24/2025	96862
NOV'25	DENTAL INS - NOV 2025	1,576.69	$10,527.21	0.00	10,527.21
Desc:	DENTAL INS - NOV25	Acct: 10-121-230-0000	TM -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-151-230-0000	TC -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-171-230-0000	FIN -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-174-230-0000	ASE -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-175-230-0000	DEL -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-181-230-0000	IT -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-211-230-0000	HPD -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc:	DENTAL INS - NOV25	Acct: 10-221-230-0000	HFD -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-271-230-0000	DISP -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-312-230-0000	DPW -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-325-230-0000	DPW -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Desc:	DENTAL INS - NOV25	Acct: 10-511-230-0000	PR -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-514-230-0000	PR -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-530-230-0000	PR -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-621-230-0000	PDZ -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 10-622-230-0000	PDZ -DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 30-975-230-0000	DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 50-954-230-0000	DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 50-955-230-0000	DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 55-955-230-0000	DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 60-961-230-0000	DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 60-965-230-0000	DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 65-963-230-0000	DENTAL		
Desc:	DENTAL INS - NOV25	Acct: 65-965-230-0000	DENTAL		
	Vendor Total:		10,527.21	0.00	10,527.21
035002	CASELLA WASTE SYSTEMS, INC	CASELLA WASTE SYSTEMS, INC		10/24/2025	96863
1081798	TRASH SERVICES	0.00	$495.39	0.00	495.39
Desc:	TRASH SERVICES	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Desc:	TRASH SERVICES	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Desc:	TRASH SERVICES	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	Vendor Total:		495.39	0.00	495.39
035040	NORTHERN NE PARKS & RECREATION	NORTHERN NE PARKS & RECREATION		10/24/2025	96864
10.20.2025	NNERPC Conference Registration	0.00	$1,365.00	0.00	1,365.00
Desc:	NNERPC Conference Registration	Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS		
	Vendor Total:		1,365.00	0.00	1,365.00
035545	NUCAR FORD OF LEBANON			10/24/2025	96865

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.
105812	SERVICE		0.00	$220.50	0.00	220.50
Desc: SERVICE		Acct: 10-221-321-0200		HFD -REPAIRS & MAINT EMS VEHICLI		
105809	AMB 22		0.00	$183.00	0.00	183.00
Desc: AMB 22		Acct: 10-221-321-0200		HFD -REPAIRS & MAINT EMS VEHICLI		
105791	C4		0.00	$369.60	0.00	369.60
Desc: C4		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
105675	VEHICLE REPAIR		0.00	$408.81	0.00	408.81
Desc: VEHICLE REPAIR		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			1,181.91	0.00	1,181.91
035780	O'REILLY AUTO PARTS				10/24/2025	96866
5698-391629	SHIFTS AND CONTROL ARMS		0.00	$616.41	0.00	616.41
Desc: SHIFTS AND CONTROL ARMS		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
5698-391609	ABS SENSOR		0.00	$86.74	0.00	86.74
Desc: ABS SENSOR		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
5698-392214	CAR-4		0.00	$24.99	0.00	24.99
Desc: C4		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
5698-392615	CAR-4		0.00	$20.27	0.00	20.27
Desc: C4		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
5698-391568	AXEL AND HUBS		0.00	$442.04	0.00	442.04
Desc: AXEL AND HUBS		Acct: 10-211-321-0000		HPD -REPAIRS & MAINT-VEHICLES		
5698-392238	C4		0.00	$1,934.74	0.00	1,934.74
Desc: C4		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
5698-392727	CAR-4		0.00	$43.37	0.00	43.37
Desc: C4		Acct: 10-221-321-0000		HFD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			3,168.56	0.00	3,168.56
036187	OTTER CREEK ENGINEERING, INC.				10/24/2025	96867
25054	Construction Administration		1,324.60	$1,324.60	0.00	1,324.60
Desc: Construction Administration		Acct: 60-965-544-0110		Capital Reserve - Nutt Lane - Otter Cree		
24946	Independent Testing Services		1,381.20	$1,381.20	0.00	1,381.20
Desc: Independent Testing Services		Acct: 60-965-544-0110		Capital Reserve - Nutt Lane - Otter Cree		
24945	Resident Project Representative		1,013.90	$1,013.90	0.00	1,013.90
Desc: Resident Project Representative		Acct: 60-965-544-0110		Capital Reserve - Nutt Lane - Otter Cree		
24944	Construction Admn.		4,489.40	$4,489.40	0.00	4,489.40
Desc: Construction Administration		Acct: 60-965-544-0110		Capital Reserve - Nutt Lane - Otter Cree		
25055	Resident Project Representative		1,172.50	$1,172.50	0.00	1,172.50
Desc: Resident Project Representative		Acct: 60-965-544-0110		Capital Reserve - Nutt Lane - Otter Cree		
24947	Record Drawing & Cert. Package		1,215.00	$1,215.00	0.00	1,215.00
Desc: Record Drawings & Cert. Package		Acct: 60-965-544-0110		Capital Reserve - Nutt Lane - Otter Cree		
	Vendor Total:			10,596.60	0.00	10,596.60
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE			10/24/2025	96868
74,110271	INSPECTIONS - MAY'25		0.00	$2.26	0.00	2.26
Desc: INSPECTIONS - MAY'25		Acct: 10-321-321-0000		DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			2.26	0.00	2.26
039510	RC CLEANING LLC	RC CLEANING LLC			10/24/2025	96869

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
508	OFFICE CLEANING	0.00	$1,680.00	0.00		1,680.00
Desc: OFFICE CLEANING		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
Desc: OFFICE CLEANING		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF			
	Vendor Total:		1,680.00	0.00		1,680.00
039710	REED TRUCK SERVICES INC	SG REED TRUCK SERVICES INC,			10/24/2025	96870
31153	NANONET LUBE FILTER	0.00	$219.80	0.00		219.80
Desc: NANONET LUBE FILTER		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		219.80	0.00		219.80
040375	RICKER, ALLYN	ALLYN RICKER			10/24/2025	96871
10.21.2025	RET REIMBURSEMENT NOV'25	0.00	$792.90	0.00		792.90
Desc: Ret reimb Nov 2025		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
	Vendor Total:		792.90	0.00		792.90
040460	RINK SERVICES GROUP LLC				10/24/2025	96872
10.09.25	ICE PAINTING OF RINK SHEET	0.00	$3,325.00	0.00		3,325.00
Desc: ICE PAINTING OF RINK SHEET		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		3,325.00	0.00		3,325.00
041450	SABIL & SONS, INC	SABIL & SONS, INC			10/24/2025	96873
48830	ENGINE 1	0.00	$591.06	0.00		591.06
Desc: E1		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES			
	Vendor Total:		591.06	0.00		591.06
041857	PITNEY BOWES GLOBAL FINANCIAL	PITNEY BOWES GLOBAL FINANCIAL			10/24/2025	96913
3321501187	POSTAGE MACHINE LEASE SEP-NOV 2025	110.40	$138.00	0.00		138.00
Desc: POSTAGE MACHINE LEASE SEP-NOV 2025		Acct: 10-325-318-0000	DPW -CONTRACT SERVICES			
Desc: POSTAGE MACHINE LEASE SEP-NOV 2025		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: POSTAGE MACHINE LEASE SEP-NOV 2025		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: POSTAGE MACHINE LEASE SEP-NOV 2025		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: POSTAGE MACHINE LEASE SEP-NOV 2025		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
	Vendor Total:		138.00	0.00		138.00
042699	SIMPLE ENERGY				10/24/2025	96874
17443	#2 OIL 167.10G@$2.66 2590 N Hartlan	444.49	$444.49	0.00		444.49
Desc: #2 OIL 167.10G@$2.66 2590 N Hartlan		Acct: 30-971-327-0000	BUILDING HEAT			
	Vendor Total:		444.49	0.00		444.49
043876	STANTEC CONSULTING SERVICES, INC				10/24/2025	96875
2460469	Bill No. 70	1,504.36	$1,504.36	0.00		1,504.36
Desc: Bill No: 70		Acct: 70-623-318-7022	CONTRACTED SERVICE(STP EH10(18			
	Vendor Total:		1,504.36	0.00		1,504.36
043943	JPS OVERHEAD DOOR				10/24/2025	96876
1603	WASH BAY DOOR INSTALLATION	0.00	$1,760.87	0.00		1,760.87
Desc: Wash bay door opening installation		Acct: 10-321-321-0100	DPW -REPAIRS & MAINT-BUILDING			
1637	REPAIR GARAGE BAY DOOR	0.00	$650.00	0.00		650.00

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Vendor ID	Vendor Name	Payee Name			Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt		Net Amt.
Desc: Repair garage bay door		Acct: 10-321-321-0100	DPW -REPAIRS & MAINT-BUILDING			
	Vendor Total:		2,410.87	0.00		2,410.87
044612	STROHMAN ENTERPRISE INC				10/24/2025	96877
252721	LESS THAN LETHAL AMMO	0.00	$3,938.66	0.00		3,938.66
Desc: LESS THAN LETHAL AMMO		Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
	Vendor Total:		3,938.66	0.00		3,938.66
044850	SVE ASSOCIATES	SVE ASSOCIATES			10/24/2025	96878
0049682	PERMIT INSPECTION WORK	0.00	$638.00	0.00		638.00
Desc: Permit inspection work		Acct: 10-527-318-0000	PR -CONTRACTED SERVICES			
	Vendor Total:		638.00	0.00		638.00
045484	TELEPHONE & NETWORK TECHNOLOGIES				10/24/2025	96879
848038	CUTOVER COPPER TO CELLULAR	510.00	$510.00	0.00		510.00
Desc: Cutover from Copper to Cellular_Cra		Acct: 50-952-324-0000	TELEPHONE			
848291	CUTOVER COPPER TO CELLULAR	636.00	$636.00	0.00		636.00
Desc: Cutover from Copper to Cellular_Cra		Acct: 50-952-324-0000	TELEPHONE			
847814	CUTOVER COPPER TO CELLULAR	960.00	$960.00	0.00		960.00
Desc: Cutover from Copper to Cellular_Hem		Acct: 50-952-324-0000	TELEPHONE			
	Vendor Total:		2,106.00	0.00		2,106.00
045555	THEBODO, KERRI	KERRI THEBODO			10/24/2025	96880
10.09.25-10.20.25	FINANCIAL SERVICES	0.00	$380.00	0.00		380.00
Desc: FINANCIAL SERVICES 10.09.25-10.20.2		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
	Vendor Total:		380.00	0.00		380.00
045559	THE WHEEL HOUSE LLC				10/24/2025	96881
080625112348763	MARLIN +	7,699.98	$7,699.98	0.00		7,699.98
Desc: E-BIKES		Acct: 72-211-211-0107	HPD: Donation Community Bank - EBike			
100325162528108	MONORAIL PLATFORM HITCH	1,079.97	$1,079.97	0.00		1,079.97
Desc: EBIKE HITCH		Acct: 72-211-211-0107	HPD: Donation Community Bank - EBike			
	Vendor Total:		8,779.95	0.00		8,779.95
045730	THOMSON REUTERS - WEST				10/24/2025	96882
852647761	CLEAR SUBSCRIPTION	0.00	$331.97	0.00		331.97
Desc: CLEAR SUBSCRIPTION		Acct: 10-211-314-0000	HPD -BOOKS & PERIODICALS			
	Vendor Total:		331.97	0.00		331.97
047297	UNITED STATES POSTAL SERVICE				10/24/2025	96883
10.10.25	POSTAGE	0.00	$200.00	0.00		200.00
Desc: HFD		Acct: 10-221-322-0000	HFD -POSTAGE			
Desc: HPD		Acct: 10-211-322-0000	HPD -POSTAGE			
	Vendor Total:		200.00	0.00		200.00
048300	VALLEY NEWS	VALLEY NEWS			10/24/2025	96884
125911,4449501	SB AGENDA 10.14.25	0.00	$221.40	0.00		221.40

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: SB AGENDA 10.14.25	Acct: 10-111-312-0000		SB -ADVERTISING		
		Vendor Total:		221.40	0.00	221.40
048575	VERIZON WIRELESS				10/24/2025	96885
6124933422	CELL PHONES - SEP'25		2,817.86	$7,522.16	0.00	7,522.16
	Desc: Cell Phones Sep2025	Acct: 10-121-324-0000		TM -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-171-324-0000		FIN -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-174-324-0000		ASE -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-181-324-0000		IT -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-221-324-0000		HFD -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-211-324-0000		HPD -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-271-324-0000		DISP -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-325-324-0000		DPW -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-511-324-0000		PR -TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-512-318-0000		PR -CONTRACTED SERVICES		
	Desc: Cell Phones Sep2025	Acct: 30-971-324-0000		TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 50-955-324-0000		TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 55-955-324-0000		TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 60-965-324-0000		TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 65-965-324-0000		TELEPHONE		
	Desc: Cell Phones Sep2025	Acct: 10-121-330-0000		TM -OFFICE EQUIPMENT		
	Desc: Cell Phones Sep2025	Acct: 50-955-330-0000		OFFICE EQUIPMENT		
	Desc: Cell Phones Sep2025	Acct: 55-955-330-0000		OFFICE EQUIPMENT		
	Desc: Cell Phones Sep2025	Acct: 60-965-330-0000		OFFICE EQUIPMENT		
	Desc: Cell Phones Sep2025	Acct: 65-965-330-0000		OFFICE EQUIPMENT		
	Desc: Cell Phones Sep2025	Acct: 10-221-324-0000		HFD -TELEPHONE		
	Desc: VERIZON BROADBAND SEP'25 NORWICH	Acct: 10-005-100-0000		DUE FROM OTHER GOVERNMENTS		
	Desc: VERIZON BROADBAND SEP'25 WINDSOR	Acct: 10-005-100-0000		DUE FROM OTHER GOVERNMENTS		
	Desc: IPADS	Acct: 72-211-211-0291		Grant : Family Place SIU FYE 2026		
6124870810	VERIZON BROADBAND - SEP'25		0.00	$951.50	0.00	951.50
	Desc: VERIZON BROADBAND - SEP'25	Acct: 10-221-324-0000		HFD -TELEPHONE		
	Desc: VERIZON BROADBAND - SEP'25	Acct: 10-211-320-0100		HPD -EQUIP OPERATION/COMMUNIC		
	Desc: VERIZON BROADBAND - SEP'25 WINDSOR	Acct: 10-005-100-0000		DUE FROM OTHER GOVERNMENTS		
	Desc: VERIZON BROADBAND - SEP'25 NORWICH	Acct: 10-005-100-0000		DUE FROM OTHER GOVERNMENTS		
		Vendor Total:		8,473.66	0.00	8,473.66
049649	VERMONT, STATE OF	VERMONT DEPT OF PUBLIC SAFETY			10/24/2025	96886
93206/1	FINGERPRINTING		0.00	$12.00	0.00	12.00
	Desc: FINGERPRINTING	Acct: 10-221-315-0000		HFD -RECRUITMENT & TRAINING		
		Vendor Total:		12.00	0.00	12.00
050510	VERMONT MECHANICAL, INC.				10/24/2025	96887
52300	BOILER CLEANING		0.00	$1,535.54	0.00	1,535.54
	Desc: HFD BOILER CLEANING	Acct: 10-221-321-0100		HFD -REPAIRS & MAINT-BUILDING		
	Desc: HPD BOILER CLEANING	Acct: 10-211-321-0100		HPD -REPAIRS & MAINT-BUILDING		
		Vendor Total:		1,535.54	0.00	1,535.54
052650	WEST LEBANON FEED & SUPPLY				10/24/2025	96888
09.30.2025	K9 FOOD		15.99	$15.99	0.00	15.99
	Desc: K9 FOOD	Acct: 25-985-211-0127		HPD K-9 Stanton Foundation		

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
	Vendor Total:		15.99 / 0.00	15.99
053040	WHITE RIVER CAR WASH		10/24/2025	96889
09.30.2025	CARWASH	0.00	$231.53 / 0.00	231.53
Desc: FLEET CARWASH		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		231.53 / 0.00	231.53
053220	WHITMARSH, CLAYTON	CLAYTON WHITMARSH	10/24/2025	96890
10.15.25	2 YEAR CDL RENEWAL	33.00	$33.00 / 0.00	33.00
Desc: 2 Year CDL Renewal		Acct: 60-961-317-0000	PERMITS & LICENSES	
	Vendor Total:		33.00 / 0.00	33.00
053650	WILSON TIRE INC		10/24/2025	96891
552681	TPMS SENSOR BALANCE	0.00	$309.36 / 0.00	309.36
Desc: TPMS SENSOR, BALANCE		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES	
552412	MOUNT TIRE BALANCE	0.00	$269.32 / 0.00	269.32
Desc: MOUNT TIRE BALANCE		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES	
552731	TIRE ROTATION - LEAF	0.00	$169.00 / 0.00	169.00
Desc: TIRE ROTATION - LEAF		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES	
552649	MOUNT TIRE BALANCE	0.00	$1,141.48 / 0.00	1,141.48
Desc: MOUNT TIRE BALANCE		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES	
	Vendor Total:		1,889.16 / 0.00	1,889.16
053695	WIND RIVER ENVIRONMENTAL LLC		10/24/2025	96892
7041613	NUTT LANE SLIP LINING	32,250.00	$32,250.00 / 0.00	32,250.00
Desc: Nutt Lane Slip Lining		Acct: 60-965-544-0100	Capital Reserve - Nutt Lane - Wind Rive	
7043954	Pump Truck, Fuel Energy Recovery	4,000.00	$4,000.00 / 0.00	4,000.00
Desc: Pump Truck, Fuel Energy Recovery		Acct: 60-965-544-0100	Capital Reserve - Nutt Lane - Wind Rive	
	Vendor Total:		36,250.00 / 0.00	36,250.00
054150	WISDOM & POWER LLC		10/24/2025	96893
SEPT'25	SOLAR ARRAY - SEPT'25	1,965.11	$1,965.11 / 0.00	1,965.11
Desc: September 2025 solar electricity		Acct: 50-952-329-0000	ELECTRICITY	
	Vendor Total:		1,965.11 / 0.00	1,965.11
054815	WORKSAFE TCI INC		10/24/2025	96894
38675	STREET SIGN	0.00	$61.05 / 0.00	61.05
Desc: STREET SIGN		Acct: 10-315-323-0000	DPW -MATERIAL & SUPPLIES	
	Vendor Total:		61.05 / 0.00	61.05
055310	ZOLL MEDICAL CORPORATION		10/24/2025	96895
4341903	MEDICAL SUPPLIES	0.00	$315.70 / 0.00	315.70
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL	
4340212	MEDICAL SUPPLIES	0.00	$225.50 / 0.00	225.50
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL	
	Vendor Total:		541.20 / 0.00	541.20

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.
059704	CLARKE, MARTHA	MARTHA CLARKE			10/24/2025	96896
10.06.2025	PETTY CASH	0.00	$3.00	0.00		3.00
Desc: PETTY CASH		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Vendor Total:		3.00	0.00		3.00
059743	HOWELL, THOMAS	THOMAS HOWELL			10/24/2025	96897
10.19.25-10.21.25	MEAL REIMBURSMENT	0.00	$162.00	0.00		162.00
Desc: MEAL REIMBUREMENT		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Vendor Total:		162.00	0.00		162.00
059882	CARY, SANDRA	SANDRA CARY			10/24/2025	96914
2026-2	POSTAGE/OFFICE SUPPLIES	0.00	$72.13	0.00		72.13
Desc: POSTAGE/OFFICE SUPPLIES		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF			
	Vendor Total:		72.13	0.00		72.13
060111	NATIONAL - LEASES	NATIONAL BUSINESS TECHNOLOGIES			10/24/2025	96898
592621518	LEASE KOICERA COPIERS - NOV'25	285.96	$1,119.02	0.00		1,119.02
Desc: LEASE COPIER - NOV'25 DPW 13420152		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE COPIER - NOV'25 DPW 13420152		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE COPIER - NOV'25 DPW 13420152		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE COPIER - NOV'25 DPW 13420152		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE COPIER - NOV'25 PD 13420152		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
Desc: LEASE COPIER - NOV'25 PLAN H552X158		Acct: 10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - NOV'25 VAL H552X1588		Acct: 10-174-320-0000	ASE -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - NOV'25 REC H55332063		Acct: 10-511-318-0000	PR -CONTRACTED SERVICES			
Desc: LEASE COPIER - NOV'25 FD#H553320726		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
Desc: LEASE COPIER - NOV'25 FIN W9S2Z1415		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
Desc: LEASE COPIER - NOV'25 TM W9S2Z14336		Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
592621609	LEASE KOICERA COPIERS - NOV'25	378.06	$597.93	0.00		597.93
Desc: LEASE KOICERA - NOV'25 DIS V1183		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF			
Desc: LEASE KOICERA - NOV'25 TC V1179		Acct: 10-151-318-0000	TC -CONTRACTED SERVICES			
Desc: LEASE FOLDING MACHINE - NOV'25		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES			
Desc: LEASE FOLDING MACHINE - NOV'25		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE FOLDING MACHINE - NOV'25		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE FOLDING MACHINE - NOV'25		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE FOLDING MACHINE - NOV'25		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE KOICERA - JUL'25 DPW V1178		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE KOICERA - JUL'25 DPW V1178		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE			
Desc: LEASE KOICERA - JUL'25 DPW V1178		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: LEASE KOICERA - JUL'25 DPW V1178		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
592685400	PRINTER LEASE NOV'25	0.00	$107.71	0.00		107.71
Desc: PRINTER LEASE NOV'25 - DIS		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF			
Desc: PRINTER LEASE JUL'25 - PD ADMIN		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
592685659	PRINTER LEASE NOV'25 CID	0.00	$22.64	0.00		22.64
Desc: PRINTER LEASE NOV'25 CID		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES			
	Vendor Total:		1,847.30	0.00		1,847.30
060113	WELLS FARGO VENDOR FINANCIAL SERVI(				10/24/2025	96899
5036043539	LEASE COPIER - OCT'25 FD#2	0.00	$91.13	0.00		91.13

Bank ID / Vendor ID	Bank Name / Vendor Name	Payee Name	Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt / Disc. Amt	Net Amt.
	Desc: LEASE COPIER - OCT'25 FD#2	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI	
	Vendor Total:		91.13 / 0.00	91.13
060305	SANTANDER LEASING LLC	SANTANDER BANK, N.A.	10/24/2025	96900
18111172	MOTOROLA REPEATER LEASE	0.00	$25,125.30 / 0.00	25,125.30
	Desc: MOTOROLA REPEATER LEASE	Acct: 10-912-542-0013	TM -Lease P- Simulcast #002-0026562-(	
	Desc: MOTOTOLA REPEATER LEASE	Acct: 10-912-542-0022	TM -Lease I- Simulcast #002-0026562-0	
	Vendor Total:		25,125.30 / 0.00	25,125.30
062095	WEBSTER, ALEXIS	ALEXIS WEBSTER	10/24/2025	96901
10.16.2025	Meal reimbursement	0.00	$111.20 / 0.00	111.20
	Desc:	Acct: 10-622-311-0000	PDZ -TRAVEL & MEETINGS	
	Vendor Total:		111.20 / 0.00	111.20
500387	EXECUSUITE, LLC		10/24/2025	96902
40254	WRJ PARKING LOT RENT - NOV'25	0.00	$400.00 / 0.00	400.00
	Desc: WRJ PARKING LOT RENT - NOV'25	Acct: 10-121-318-0600	TM -CONTRACT SERVICES - PARKIN(	
	Vendor Total:		400.00 / 0.00	400.00
501020	ULINE, INC	ULINE	10/24/2025	96903
198591344	TABLE+STOOLS @ RINK LOBBY	0.00	$1,228.35 / 0.00	1,228.35
	Desc: TABLE+STOOLS @ RINK LOBBY	Acct: 10-530-323-0000	PR -MATERIAL & SUPPLIES	
	Vendor Total:		1,228.35 / 0.00	1,228.35
501942	MIKE GUAY ELECTRIC LLC	MG ELECTRIC COMPANY LLC	10/24/2025	96904
6440	LIBRARY LIGHTS - TROUBLESHOOT	0.00	$675.80 / 0.00	675.80
	Desc: LIBRARY LIGHTS - TROUBLESHOOT	Acct: 10-524-318-0000	PR -CONTRACTED SERVICES	
	Vendor Total:		675.80 / 0.00	675.80
502361	WUNDERLICH, MAX	MAX WUNDERLICH	10/24/2025	96905
OCT'25-SEP'26	GYM MEMBERSHIP	0.00	$370.00 / 0.00	370.00
	Desc: GYM MEMBERSHIP	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES	
	Vendor Total:		370.00 / 0.00	370.00

FUND 1 0 **Bank Total:** **524,393.08**

	Holdback Total			
				525,517.08
Batch Totals:	0.00	203,363.68	0.00	728,880.76

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.

_____ MARY M. ERDEI

_____ MICHAEL HOYT

_____ ASHLEY ANDREAS

_____ MIRANDA DUPRE

_____ TIMOTHY FARIEL

_____ IDA GRIESEMER

_____ ERIK KRAUSS

_____ JOHN HAVERSTOCK

_____ GAIL OSTROUT

_____ JOSEPH MAJOR