



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, June 23, 2026, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting will be conducted in person at Town Hall

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

- I. Call to Order the Selectboard Meeting (6:00)
- II. Pledge of Allegiance (6:01)
- III. Local Liquor Control Board: (6:02)
 1. Consider the (NEW) Application of TWO Bistro & Café, LLC, dba TWO Bistro & Café, 3 Quechee Main Street, Quechee, VT 05059 (1st Class, Outside Consumption)
 2. Consider the Renewal Application of The Skinny Pancake – Quechee, LLC, dba The Skinny Pancake, 7161 Woodstock Road, Quechee, VT 05059 (1st Class, 3rd Class, and Outside Consumption)
 3. Consider the Renewal Application of Crazy Chris's Elixir Corporation, dba Elixir, 188 South Main Street, White River Junction, VT 05001 (1st Class and 3rd Class)
 4. Consider the Renewal Application of Hua Teng Restaurant, Inc, dba China Moon Buffet, 96 Sykes Mountain Avenue, White River Junction, VT 05001 (1st Class)
 5. Consider the Renewal Application of River Roost Brewery, LLC, 230 South Main Street, White River Junction, VT 05001 (1st Class and Outside Consumption)
 6. Consider the Renewal Application of Cumberland Farms of Vermont ,dba Cumberland Farms 8007, 1167 Hartford Ave, White River Junction, VT 05001 (2nd Class , Tobacco License, Tobacco Substitute Endorsement)
- IV. Local Cannabis Control Board: None
- V. Order of Agenda
- VI. Selectboard
 1. Public Comment (6:11)

*The Selectboard welcomes public comments. In order to accommodate as many voices as possible, anyone making a comment will be given three minutes to speak. This is not a time for extended discussion, but the Selectboard is interested in hearing comments, concerns, and suggestions from the public.*¹
 2. Selectboard Comments and Announcements (6:21)
 3. Appointments:
 1. Consider the Re-Appointment of Crystal Pearson-Moses to the Hartford Business Revolving Loan Fund Committee for a three-year term beginning June 9, 2026 and ending June 7, 2029 (6:25)
 2. Consider the Re-Appointment of Dylan Kreis to the Planning Commission for a three-year term beginning June 23, 2026 and ending June 22, 2029 (6:30)
 3. Consider the Appointment of Anabella Fiorelli to the Hartford Committee for Racial Equity and Inclusion for a two-year term beginning June 23, 2026 and ending June 22, 2028 (6:35)
 4. Town Manager Report (6:40)

Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=569>
 5. Board Report, Motions & Ordinances
Committee/Commission Updates: None
Action Items:
 - a. Additional Interviews of Applicants for Opioid Fund Grant Review Committee (6:45)
 - b. Additional Interviews of Applicants for Twin Pines Housing Task Force (6:50)
- VII. Executive Session: Personnel (Discuss and Evaluate Opioid Fund Grant Review Committee Applicants and Twin Pines Housing Task Force Applicants) (6:55)
- VIII. Selectboard
 5. Board Report, Motions & Ordinances (Continued)
Action Items:
 - c. Appoint Additional Members to Opioid Grant Review Committee (7:05)
 - d. Appoint Additional Members to Twin Pines Housing Task Force (7:10)

- e. Consider Request to Hang Banners on Town Light Poles (7:15)
- f. Consider Approval of MOU for Field House Usage for Summer Pool Operations (7:20)
- g. Consider Designating Town Clerk as Records Officer for Vital Records Reporting (7:30)
- h. Consider Awarding Contract for Town Hall HVAC Consultant (7:35)
- i. Consider Purchase Policy Waiver for WABA Energy Efficiency Analysis (7:55)
- j. Consider Approval of Proposed Communications Policy (8:15)
- k. Consider Approval of Proposed Town Staff Social Media Policy (8:20)

Discussion Items (Action May be Taken):

- l. Finance Director Update (8:25)
- m. Review and Discuss Selectboard Work Plan (8:45)

IX. Commission Reports (9:05)

X. Consent Agenda (9:10)

Approve Payroll Ending: 6/20/2026

Approve A/P Manifest: 6/19/2026 & 6/25/2026

Approve Meeting Minutes of: 6/9/2026

Future Meetings Approved: 6/30/2026; 7/1/2026; 7/7/2026 and 7/21/2026

XI. Adjourn the Selectboard Meeting (9:15)

Public Comment:

Anyone making a comment can expect the Selectboard to respond in one of the following ways:

- a. Thank the person with no further action planned
- b. Provide an immediate response
- c. Direct the Town Manager to contact and respond to the person
- d. Seek clarification from the Town Manager at a specified meeting

Add the topic to a future Selectboard agendas

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.

Rec'd JUN 04 2026

Sent To: PS
EHE



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

HARTFORD LIQUOR/TOBACCO LICENSE-ADDITIONAL INFORMATION

All information must be completed (use a separate sheet, if needed)

****Incomplete applications will cause delays in processing***

*****Please be sure to provide Full/Legal Name(s) to ensure accuracy***

Date: 6/3/26 Applicant(s): Ana Paula Fernandes
ADRIAN Ulises ABATE
Business Entity Name: TWO BISTRO & cafe
Physical Location Name/D/B/A: TWO BISTRO & cafe
Physical Location Address: 3 Quechee main Street
Telephone Number(s): _____
E-mail Contact(s): _____
Other Contact Name(s), if applicable: _____

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

- *Please be sure to provide your Full/Legal Name to ensure accuracy*

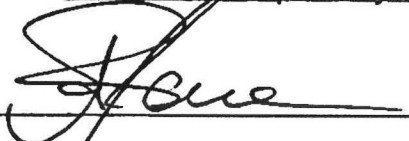
Full/Legal Name:	<u>Ana Paula Fernandes</u>	DOB:	_____
Full/Legal Name:	<u>ADRIAN Ulises Abate</u>	DOB:	_____
Full/Legal Name:	_____	DOB:	_____
Full/Legal Name:	_____	DOB:	_____
Full/Legal Name:	_____	DOB:	_____

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

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

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

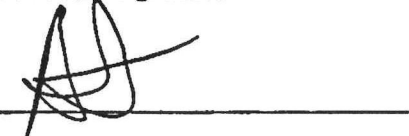
- Please be sure to provide your Full/Legal Name to ensure accuracy



Licensee's Signature

Ana Paula Fernandes 06/3/2026

Print (Full/Legal) Name Date



Licensee's Signature

ADRIAN Ulises Abate 06/3/2026

Print (Full/Legal) Name Date

Licensee's Signature

Print (Full/Legal) Name

Date

Licensee's Signature

Print (Full/Legal) Name

Date



JUN 01 2026

- sent Packet
6/4

Application ID: DLL - Application - 78035
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
T.W.O BISTRO & CAFE LLC

Business ID:
0467941

Business Address:
47 E Gilson Avenue,
White River Jct, Vermont 05001

Entity Type:
Limited Liability Corporation

Phone:
603-277-1111

Management Type if LLC:

Email:
a.paula.fernandes@icloud.com

People Information

- **Person:**
ANA FERNANDES

Business Role:
Business Principal

Email:
a.paula.fernandes@icloud.com

Business Address:
33 S MAIN STREET,
3, New Hampshire, 03755

US Citizen?

Political Position

Phone:

Name: ANA FERNANDES

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5984	5th circuit	speed ticket	Mon Apr 28 00:00:00 GMT 2025

- **Person:**
ADRIAN ABATE

Business Role:

Partner

Email:

adrian.abate@gmail.com

Business Address:343 MOUNT SUPPORT ROAD 117,
LEBANON, New Hampshire, 03766**US Citizen?**

Yes

Phone:

6032771045

Political Position

Name: ADRIAN ABATE

Office:**Jurisdiction:****Violations:**

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

TWO BISTRO AND CAFE

Do you lease this Premises:**Location Address:**1 Quechee Main Street,
Hartford, Vermont 05059**Health License:**

Food:#17223

Lodging:

Local Jurisdiction/ Town Clerk:

Hartford

Vermont Tax Department:

mrt 11394068-001

Education Details**Student Name:****Training Completion Date:****Mode of Training:****Type of Training:****Foundational License (if applicable)****License Type:****License Number:****Licensee Name:****License Status:****Licensee Address:****License Start Date:**

,

License End Date:

,

Documents Attached

Name	Document Type	Assosicated With
D-28681	Articles of Organization	T.W.O BISTRO & CAFE LLC

D-28685	Federal Employee Identification #	T.W.O BISTRO & CAFE LLC
D-28686	Articles of Organization	T.W.O BISTRO & CAFE LLC

Payment and Acknowledgement

Signed by:

ana paula fernandes

Date of Submission:

2026-05-26 17:09:00

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false

JUN 04 2026



Application ID: DLL - Application - 78476
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name:

T.W.O BISTRO & CAFE LLC

Business ID:

0467941

Business Address:

47 E Gilson Avenue,
White River Jct, Vermont 05001

Entity Type:

Limited Liability Corporation

Phone:

603-277-1111

Management Type if LLC:

Email:

a.paula.fernandes@icloud.com

People Information

• **Person:**

ANA FERNANDES

Business Role:

Business Principal

Email:

a.paula.fernandes@icloud.com

Business Address:

33 S MAIN STREET,
3, New Hampshire, 03755

US Citizen?

Political Position

Phone:

Name: ANA FERNANDES

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
CV-5984	5th circuit	speed ticket	Mon Apr 28 00:00:00 GMT 2025

• **Person:**

ADRIAN ABATE

Business Role:

Partner

Email:

adrian.abate@gmail.com

Business Address:343 MOUNT SUPPORT ROAD 117,
LEBANON, New Hampshire, 03766**US Citizen?**

Yes

Political Position**Phone:**

6032771045

Name: ADRIAN ABATE**Office:****Jurisdiction:****Violations:**

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

TWO BISTRO AND CAFE

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

Food:

Lodging:

Location Address:1 Quechee Main Street,
Hartford, Vermont 05059**Vermont Tax Department:****Local Jurisdiction/ Town Clerk:**

Hartford

Education Details**Student Name:****Training Completion Date:****Mode of Training:****Type of Training:****Foundational License (if applicable)****License Type:****License Number:****Licensee Name:****License Status:****Licensee Address:****License Start Date:**

,

License End Date:

,

Documents Attached

Name	Document Type	Assosicated With
D-28681	Articles of Organization	T.W.O BISTRO & CAFE LLC

D-28685	Federal Employee Identification #	T.W.O BISTRO & CAFE LLC
D-28686	Articles of Organization	T.W.O BISTRO & CAFE LLC

Payment and Acknowledgement

Signed by:

Date of Submission:

2026-06-03 20:13:10

Local Application Fee:

0

State of Vermont / DLL Application Fee:

20.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

true



HARTFORD POLICE DEPARTMENT

MEMO

To: Lisa O'Neil
Melinda Brooks
From: Chief Kelley *Kelley*
CC:
Date: 6/8/2026
Re: Liquor License

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

Two Bistro & Café

d/b/a Two Bistro & Café

3 Quechee Main Street

Ana Paula Fernandes
Adrian Ulises Abate



Fire Inspection Report

Hartford Fire Department

Inspection 13435



Inspection

Type Liquor License Inspection
 Status Open/In-progress
 Inspector Kenny Smith
 Unit Number HFCR3
 Shift DFM

Scheduled 06/08/2026 10:30
 Inspected On 06/08/2026 10:30
 Finished At 06/08/2026 11:00
 Next Inspection

Scheduled Smith
 Inspection Length 0.00

Occupant

Occupant Name Two Bistro and Cafe
 Building Name Restaurant
 Contact Name ANA PAULA FERNANDES
 Address 3 QUECHEE MAIN ST
 City, State and Zip Quechee, VT 05059-
 Phone 802-296-6646

Owner

Owner / Company Two Bistro and Cafe
 Contact Name ANA PAULA FERNANDES
 Address 3 Quechee Main St.
 City, State and Zip Quechee, VT 05059--
 Phone 603-277-1111

Comments

Liquor License Fire Inspection:
 Initial Inspection: 06/08/2026
 Final Inspection: TBD
 Occupancy Type: Assembly Occupancy - Restaurant
 Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 30 days - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-478-2724 or by email at ksmith@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

NFPA 101 (2021):

4.6.6 Time Allowed for Compliance:

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

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this Code, unless the following conditions exist:

- (1) A plan of correction has been approved.
- (2) The occupancy classification remains the same.
- (3) No serious life safety hazard exists as judged by the authority having jurisdiction.

Violation Summary

Status	Violation	Location
Open	1:4.5.8.7 - Periodic Inspection and Test of Fire Protection Systems (TQP) Inspections and tests of fire sprinkler (other than multipurpose piping systems), suppression, emergency electrical generation, alarm, detection and any other fire protection systems, devices and equipment shall be conducted for the owner by a certified technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Inspections and tests shall be conducted at least annually as required by a specific standard. Kitchen hood and Gas Island suppression systems shall be inspected semiannually as required by NFPA 96 & NFPA 17A respectively. Annual or semi-annual testing by a technically qualified person does not prohibit owner from inspection and testing at more frequent intervals. Household fire alarm systems in accordance with NFPA 72 Chapter 29 as adopted by these rules shall be inspected by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13 annually and be provided with proof of inspection in accordance with NFPA 1 Section 4.5.8.9. A technically qualified person shall file a written inspection report with the Division of Fire Safety within 14 days of completion of each inspection. The technically qualified person shall also file a duplicate copy of the written inspection report with the local AHJ in communities holding a current Municipal Inspection Agreement. Comments: Kitchen hood noted as not having TQP sticker for proof of hood inspection. Required Action:- Fire protection equipment shall be inspected by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Proof of inspection, approved by the AHJ shall be affixed by a technically qualified person to the hood after any required annual or semi-annual inspection has been completed as evidence of that inspection. NOTED VIOLATIONS ON THE SYSTEM SHALL BE ADDRESSED AND CORRECTED WITHIN THIRTY (30) DAYS.	Kitchen
Open	7.2.2.4.5 - Handrails Existing required handrails shall be not less than 30 in. and not more than 38 in. above the surface of the tread, measured vertically to the top of the rail from the leading edge of the tread. Required guards and handrails shall continue for the full length of each flight of stairs. At turns of new stairs, inside handrails shall be continuous between flights at landings. New handrail ends shall be returned to the wall or floor or shall terminate at newel posts. Handrails shall include the following features: (1) A circular cross section with an outside diameter of not less than 1¼ in. and not more than 2 in. (2) A shape that is other than circular with a perimeter dimension of not less than 4 in. but not more than 6¼ in., and with the largest cross-sectional dimension not more than 2¼ in. provided that graspable edges are rounded. Comments: Handrails noted as either missing and or non-compliant. - Broken bracket on handrail leading to basement. Required Action: Compliant Handrails shall be installed in all applicable areas.	Basement
Open	1:11.5.1.7.1 - Periodic Inspection of Heating Appliances All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions, and shall be inspected at least once during any 2 year	Building

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

Comments: Fuel fired heating appliances noted and operational.
- 2 Rinnai gas heaters

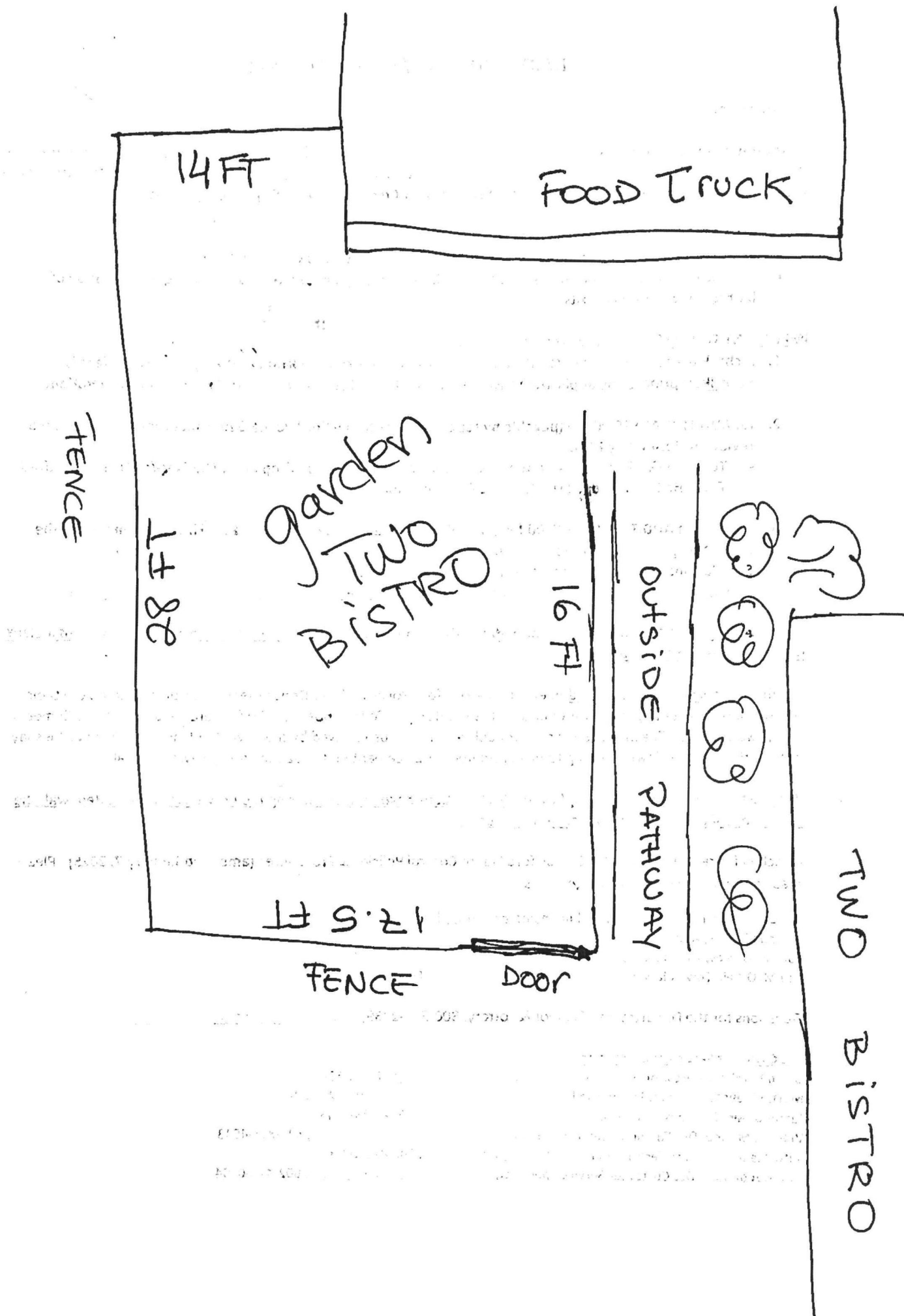
Required Action:- Provide supporting documentation of appliance inspection and compliance.

Open	9.9 - Portable Fire Extinguishers Portable fire extinguishers shall be located, installed, inspected and maintained in accordance with NFPA 1 section 13.6.	Building
Comments: Fire extinguishers noted as not being mounted throughout the building.		
Required Action: Building shall have an all purpose fire extinguisher (ABC) Dry Chemical installed; one near each exit and one in basement. The bottom of the extinguisher needs to be at least 4in off the ground and the top not more than 5ft from the ground.		

Open	10.18.1 - Storage of Combustible Materials Storage of combustible materials shall be orderly.	Basement
Comments: Excessive storage of combustible materials noted in basement under stairs.		
Required Action: Remove excessive storage from underneath stairs in basement.		

Actions History

Date	Type	Inspector	Narrative
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what will look like



JUN 03 2026

TO FIRE:

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.

TWO
Bistro & Cafe

3 QUECHEE MAIN STREET
QUECHEE, VT 05059
1-802-369-2114

54-153/114
RECEIVED BY
QUECHEE

DATE 06/03/26

PAY TO THE ORDER OF Fire Department Inspection. \$ 125.00

One hundred twenty five DOLLARS

Citizens

MEMO _____

⑆011401533⑆ 3319278802⑈ 0073

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.

TWO
Bistro & Cafe

3 QUECHEE MAIN STREET
QUECHEE, VT 05059
1-802-369-2114

54-153/114
RECEIVED BY
QUECHEE

DATE 06/3/26

PAY TO THE ORDER OF Town of Hartford \$ 115.00

One hundred fifteen DOLLARS

Citizens

MEMO 1st class license application

⑆011401533⑆ 3319278802⑈ 0072

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.

TWO
Bistro & Cafe

3 QUECHEE MAIN STREET
QUECHEE, VT 05059
1-802-369-2114

54-153/114
RECEIVED BY
QUECHEE

DATE 6/3/2026

PAY TO THE ORDER OF Hartford PD \$ 25.00

twenty five DOLLARS

Citizens

MEMO Background check

⑆011401533⑆ 3319278802⑈ 0048



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

APR 20 2026
4/23/26
[Signature]
[Signature]

HARTFORD LIQUOR/TOBACCO LICENSE-ADDITIONAL INFORMATION

All information must be completed (use a separate sheet, if needed)

Incomplete applications will cause delays in processing

Date: 04/16/26 Applicant(s): Thin Skinny Pancake - Quechee, LLC

Doing Business As: The Skinny Pancake

Business Address: 7161 Woodstock Road, Quechee VT 05059

Telephone Number(s): _____ E-mail: _____

Other Contact Name(s), if applicable: Jamie Kollar
office

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

Name: Benjamin Adler (owner)

DOB: _____

Name: Ami Gammell (Gm)

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

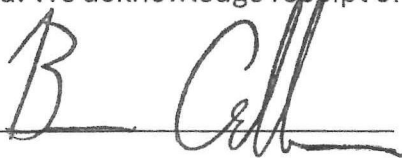
Please list violations for the past THREE years any licensee, director, owner, stockholder has been charged with(See Hartford Liquor Policy for Details). If no violations, please answer "None".

None

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

None

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



Licensee's Signature

BENJAMIN ADLER

Printed Name

04/16/26

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 75906
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Skinny Pancake - Quechee, LLC
Business ID: 349773
Business Address: 134 Archibald St,
Burlington, Vermont 05401
Entity Type: Limited Liability Corporation
Phone: 802-291-6111
Management Type if LLC:
Email: kate@skinnypancake.com

People Information

• **Person:**

Scott Noble

Business Role:
Member/Manager

Business Address:
4097 Hartland Hill Road,
Woodstock, Vermont, 05091

Phone:
802-369-6735

Email:
scottn@skinnypancake.com

US Citizen?
Yes

Political Position

Name: Scott Noble

Office:

Jurisdiction:

Violations:

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

Ami Gammell

Business Role:

Member/Manager

Email:

amig@skinnypancake.com

Business Address:1378 RT 4,
Canaan, New Hampshire, 03741**US Citizen?****Political Position****Phone:**

(603) 443-3784

Name: Ami Gammell**Office:****Jurisdiction:****Violations:**

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

Jamie Kollar

Business Role:

Business Principal

Email:

skinnyap@skinnypancake.com

Business Address:76 Sterling Vw,
West Elmore, Vermont, 05661**US Citizen?****Political Position****Phone:**

8029225693

Name: Jamie Kollar**Office:****Jurisdiction:****Violations:**

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

Kate Litke

Business Role:

Business Principal

Email:

kate@skinnypancake.com

Business Address:,
, ,**US Citizen?****Political Position****Phone:****Name:** Kate Litke**Office:****Jurisdiction:****Violations:**

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

Location Name:

Skinny Pancake Quechee

Location Address:

7161 Woodstock Road,
Quechee, Vermont 05059

Local Jurisdiction/ Town Clerk:

Hartford

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

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Scott Noble

Training Completion Date:

Tue May 28 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-020983

Licensee Name:

Skinny Pancake Quechee

License Status:

License issued-renewed application

Licensee Address:

7161 Woodstock Road ,
Quechee, Vermont 05059

License Start Date:**License End Date:**

Documents Attached

Name	Document Type	Assosicated With
D-02326	Other	LN-022775
D-02327	Other	LN-022775
D-02326	Other	LN-022775
D-02327	Other	LN-022775

Payment and Acknowledgement

Signed by:

Kate Litke

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2026-04-16 16:42:21

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 75916
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Skinny Pancake - Quechee, LLC
Business ID: 349773
Business Address: 134 Archibald St,
Burlington, Vermont 05401
Entity Type: Limited Liability Corporation
Phone: 802-291-6111
Management Type if LLC:
Email: kate@skinnypancake.com

People Information

- **Person:** Scott Noble

Business Role: Member/Manager
Email: scottn@skinnypancake.com
Business Address: 4097 Hartland Hill Road,
Woodstock, Vermont, 05091
US Citizen? Yes
Political Position
Phone: 802-369-6735
Name: Scott Noble
Office:
Jurisdiction:

Violations:

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

- **Person:** Ami Gammell

Business Role:

Member/Manager

Email:

amig@skinnypancake.com

Business Address:1378 RT 4,
Canaan, New Hampshire, 03741**US Citizen?****Political Position****Phone:**

(603) 443-3784

Name: Ami Gammell**Office:****Jurisdiction:****Violations:**

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

• Person:

Jamie Kollar

Business Role:

Business Principal

Email:

skinnyap@skinnypancake.com

Business Address:76 Sterling Vw,
West Elmore, Vermont, 05661**US Citizen?****Political Position****Phone:**

8029225693

Name: Jamie Kollar**Office:****Jurisdiction:****Violations:**

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

• Person:

Kate Litke

Business Role:

Business Principal

Email:

kate@skinnypancake.com

Business Address:,
, ,**US Citizen?****Political Position****Phone:****Name:** Kate Litke**Office:****Jurisdiction:****Violations:**

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

Location/ Premises Detail

Location Name:

Skinny Pancake Quechee

Location Address:

7161 Woodstock Road,
Quechee, Vermont 05059

Local Jurisdiction/ Town Clerk:

Hartford

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

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Scott Noble

Training Completion Date:

Tue May 28 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-020982

Licensee Name:

Skinny Pancake Quechee

License Status:

License issued-renewed application

Licensee Address:

7161 Woodstock Road ,
Quechee, Vermont 05059

License Start Date:**License End Date:**

Documents Attached

Name	Document Type	Assosicated With
D-02326	Other	LN-022775
D-02327	Other	LN-022775
D-02326	Other	LN-022775
D-02327	Other	LN-022775

Payment and Acknowledgement

Signed by:

Kate Litke

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2026-04-16 17:13:42

State of Vermont / DLL Payment Status:

Local Application Fee:
115

Local Control Payment Status:
false



Application ID: DLL - Application - 75919
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Skinny Pancake - Quechee, LLC	Business ID: 349773
Business Address: 134 Archibald St, Burlington, Vermont 05401	Entity Type: Limited Liability Corporation
Phone: 802-291-6111	Management Type if LLC:
Email: kate@skinnypancake.com	

Foundational License (if applicable)

License Type: First Class	License Number: LP-020984
Licensee Name: Skinny Pancake Quechee	License Status: License issued-renewed application
Licensee Address: 7161 Woodstock Road , Quechee, Vermont 05059	License Start Date: 2025-07-01
	License End Date: 2026-06-30

Event Contact/s

Person:

Business Role:	Phone:
Business Address:	Email:
,	
, ,	

Violations:

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

Event Details

Start date of event:

End date of event:

Physical Location Street 1

7161 Woodstock Road

Physical Location Name:

Skinny Pancake Quechee

Physical Location Street 2/Unit/Suite:

Physical Location State:

Vermont

Town Clerk/ Municipal Jurisdiction:

Hartford

Outside Side Consumption End time:

Physical Location City/Town:

Quechee

Landlord Name:

James Kerrigan-Jakes Quechee Market

Do you Lease the Premises:

Landlord Email:

Lease Expiration Date:

Business Location:

Outside Side Consumption Start time:

Approximate Number of Persons Expected:

Outside Side Consumption Hours Requested:

Outside Side Consumption Days Requested:

Physical Location Zip:

05059

Describe the type of event/ OCP Area:

20' x 40' area on the north west side o the building with barrie

Location:

LN-022775

Days or specific bingo date(s):

Documents Attached

Name	Document Type	Assosicated With
D-02326	Other	LN-022775
D-02327	Other	LN-022775
D-02326	Other	LN-022775
D-02327	Other	LN-022775

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2026-04-16 17:38:16

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



HARTFORD POLICE DEPARTMENT

MEMO

To: Lisa O'Neil
Melinda Brooks
From: Chief Constance Kelley
CC:
Date: 4/28/2026
Re: Liquor License

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

The Skinny Pancake - Quechee LLC

d/b/a The Skinny Pancake

7161 Woodstock Road

Benjamin Adler
Ami Gammell



Fire Inspection Report

Hartford Fire Department

Inspection 13439



Inspection

Type Liquor License Inspection
Status Open/In-progress
Inspector Kenny Smith
Unit Number HFCR3
Shift DFM

Scheduled 06/09/2026 10:00
Inspected On 06/09/2026 10:00
Finished At 06/09/2026 10:30
Next Inspection

Scheduled Smith

Inspection Length 0.00

Occupant

Occupant Name Skinny Pancake
Building Name Restaurant
Contact Name Ami Gammell
Address 7161 WOODSTOCK RD
City, State and Zip Quechee, VT 05059-
Phone 802-291-6111

Owner

Owner / Company ZERO WOODSTOCK LLC
Contact Name Ami Gammell
Address 227 MECHANIC STREET
City, State and Zip LEBANON, NH 03766-
Phone 603-443-3784

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/09/2026
Final Inspection: TBD
Occupancy Type: Assembly Occupancy - Restaurant/Bar
Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 30 days - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-478-2724 or by email at ksmith@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

NFPA 101 (2021):

4.6.6 Time Allowed for Compliance:

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

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this Code, unless the following conditions exist:

- (1) A plan of correction has been approved.
- (2) The occupancy classification remains the same.
- (3) No serious life safety hazard exists as judged by the authority having jurisdiction.

Violation Summary

Status	Violation	Location
Open	12.3.3.1 - Maintenance of Fire-Resistive Construction. Required fire-resistive construction, including fire barriers, fire walls, exterior walls due to location on property, fire-resistive requirements based on type of construction, draft-stop partitions, and roof coverings, shall be maintained and shall be properly repaired, restored, or replaced where damaged, altered, breached, penetrated, removed, or improperly installed. Comments: Exposed penetration in fire resistive construction material noted in these areas: - Kitchen - wall by walk in freezer Required Action: Where required, fire-rated gypsum wallboard walls or ceilings that are damaged to the extent that through openings exist, the damaged gypsum wallboard shall be replaced or returned to the required level of fire resistance using a listed repair system or using materials and methods equivalent to the original construction.	Kitchen

Actions History

Date	Type	Inspector	Narrative
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Fire Inspection Report

Hartford Fire Department

Inspection 13439



Inspection

Type Liquor License Inspection
Status Open/In-progress
Inspector Kenny Smith
Unit Number HFCR3
Shift DFM

Scheduled 06/09/2026 10:00
Inspected On 06/09/2026 10:00
Finished At 06/09/2026 10:30
Next Inspection

Scheduled Smith

Inspection Length 0.00

Occupant

Occupant Name Skinny Pancake
Building Name Restaurant
Contact Name Ami Gammell
Address 7161 WOODSTOCK RD
City, State and Zip Quechee, VT 05059-
Phone 802-291-6111

Owner

Owner / Company ZERO WOODSTOCK LLC
Contact Name Ami Gammell
Address 227 MECHANIC STREET
City, State and Zip LEBANON, NH 03766-
Phone 603-443-3784

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/09/2026
Final Inspection: TBD
Occupancy Type: Assembly Occupancy - Restaurant/Bar
Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 30 days - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-478-2724 or by email at ksmith@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

NFPA 101 (2021):

4.6.6 Time Allowed for Compliance:

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

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this Code, unless the following conditions exist:

- (1) A plan of correction has been approved.
- (2) The occupancy classification remains the same.
- (3) No serious life safety hazard exists as judged by the authority having jurisdiction.

Violation Summary

Status	Violation	Location
Open	12.3.3.1 - Maintenance of Fire-Resistive Construction. Required fire-resistive construction, including fire barriers, fire walls, exterior walls due to location on property, fire-resistive requirements based on type of construction, draft-stop partitions, and roof coverings, shall be maintained and shall be properly repaired, restored, or replaced where damaged, altered, breached, penetrated, removed, or improperly installed. Comments: Exposed penetration in fire resistive construction material noted in these areas: - Kitchen - wall by walk in freezer Required Action: Where required, fire-rated gypsum wallboard walls or ceilings that are damaged to the extent that through openings exist, the damaged gypsum wallboard shall be replaced or returned to the required level of fire resistance using a listed repair system or using materials and methods equivalent to the original construction.	Kitchen

Actions History

Date	Type	Inspector	Narrative
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The Skinny Pancake Inc.

Corporate Account
21 Bright Street
Burlington, VT 05401
802-540-0131

10-4/220

1028

PAY
TO THE
ORDER OF

DATE 04/16/26

\$ 115-

Town of Hartford
one hundred fifteen and xx/100

M&T Bank

MEMO 1st class renewal fee 2026

B. Cell
AUTHORIZED SIGNATURE

MP

⑈001028⑈ ⑆022000046⑆

9891657521⑈

The Skinny Pancake Inc.

Corporate Account
21 Bright Street
Burlington, VT 05401
802-540-0131

10-4/220

1026

PAY
TO THE
ORDER OF

DATE 04/16/26

\$ 25-

Hartford Police Department
twenty five and xx/100

M&T Bank

MEMO 2026 LIQUOR RENEWAL

B. Cell
AUTHORIZED SIGNATURE

MP

⑈001026⑈ ⑆022000046⑆

9891657521⑈

The Skinny Pancake Inc.

Corporate Account
21 Bright Street
Burlington, VT 05401
802-540-0131

10-4/220

1027

PAY
TO THE
ORDER OF

DATE 04/16/26

\$ 125-

Hartford Fire Dept.
one hundred twenty five and xx/100

M&T Bank

MEMO 2026 LIQUOR RENEWAL

B. Cell
AUTHORIZED SIGNATURE

MP

APR 24 2026

- Sent to HFD ✓

MB



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

✓ APR 22 2026
4/22/2026 sent
to: AD
6/12/2026
FINE

HARTFORD LIQUOR/TOBACCO LICENSE-ADDITIONAL INFORMATION

All information must be completed (use a separate sheet, if needed)

Incomplete applications will cause delays in processing

4/22/2026

Date: _____ Applicant(s): Christopher F. Brewer

Doing Business As: _____ Crazy Chris's elixir corporation, D/B/A
ELIXER

Business Address: _____ 188 South main st suite 104

Telephone Number(s): _____ E-mail: _____

Other Contact Name(s), if applicable: _____

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

Name: Christopher F. Brewer

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

Name: _____

DOB: _____

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

none

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

none

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

Christopher F. Brewer

Christopher F. Brewer

4/22/2026

Licensee's Signature

Printed Name

Date _____

Licensee's Signature

Printed Name

Date _____

Licensee's Signature

Printed Name

Date _____

Licensee's Signature

Printed Name

Date _____



Application ID: DLL - Application - 72636
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Crazy Chris's Elixir Corp.
Business Address: P.O. Box 405,
Wilder, Vermont 05088
Phone: 802-28197009
Email: info@elixirrestaurant.comcastbiz.net

Business ID: 0407803
Entity Type: Business Corporation
Management Type if LLC:

People Information

- **Person:**
Christopher Brewer

Business Role: Business Principal
Business Address: ,
, ,
Phone:

Email: chrstphrbwr@gmail.com
US Citizen?
Political Position
Name: Christopher Brewer
Office:
Jurisdiction:

Violations:

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

- **Person:**
Charles Symanski

Business Role:
Email:

Business Principal

info@elixirrestaurant.comcastbiz.net

Business Address:

US Citizen?

,
, ,

Political Position

Phone:

Name: Charles Symanski

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

Elixir

Do you lease this Premises:

Health License:

Food:

Lodging:

Location Address:

188 Main St.,
White River Jct, Vermont 05001

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Christopher Brewer

Training Completion Date:

Mon Jan 27 00:00:00 GMT 2025

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-023319

Licensee Name:

Elixir

License Status:

License issued-renewed application

Licensee Address:

188 Main St. ,
White River Jct, Vermont 05001

License Start Date:

License End Date:

Documents Attached

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

D-02511	Other	LN-023138
D-02511	Other	LN-023138

Payment and Acknowledgement

Signed by:

Christopher Brewer

Date of Submission:

2026-03-16 14:56:25

Local Application Fee:

115

State of Vermont / DLL Application Fee:

115.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Application ID: DLL - Application - 72638
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Crazy Chris's Elixir Corp.
Business ID: 0407803
Business Address: P.O. Box 405,
Wilder, Vermont 05088
Entity Type: Business Corporation
Phone: 802-28197009
Management Type if LLC:
Email: info@elixirrestaurant.comcastbiz.net

People Information

- **Person:**
Christopher Brewer

Business Role: Business Principal
Email: chrstphrbwr@gmail.com
Business Address: ,
, ,
US Citizen?
Political Position
Phone: **Name:** Christopher Brewer
Office:
Jurisdiction:

Violations:

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

- **Person:**
Charles Symanski

Business Role: **Email:**

Business Principal

info@elixirrestaurant.comcastbiz.net

Business Address:

US Citizen?

,
, ,

Political Position

Phone:

Name: Charles Symanski

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

Elixir

Do you lease this Premises:

Health License:

Food:

Lodging:

Location Address:

188 Main St.,

White River Jct, Vermont 05001

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Christopher Brewer

Training Completion Date:

Mon Jan 27 00:00:00 GMT 2025

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-023320

Licensee Name:

Elixir

License Status:

License issued-renewed application

Licensee Address:

188 Main St. ,

White River Jct, Vermont 05001

License Start Date:

License End Date:

Documents Attached

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

D-02511	Other	LN-023138
D-02511	Other	LN-023138

Payment and Acknowledgement

Signed by:

Christopher Brewer

Date of Submission:

2026-03-16 15:00:29

Local Application Fee:

0

State of Vermont / DLL Application Fee:

1095.00

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

false



HARTFORD POLICE DEPARTMENT

MEMO

To: Lisa O'Neil
Melinda Brooks *CRKelley*
From: Chief Constance Kelley
CC:
Date: 4/28/2026
Re: Liquor License

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

Crazy Chris's Elixir Corporation

d/b/a Elixir

188 South Main Street

Christopher Brewer

JUN 12 2026



Fire Inspection Report

Hartford Fire Department

Inspection 13445



Inspection

Type Liquor License Inspection
Status Open/In-progress
Inspector Kenny Smith
Unit Number HFCR3
Shift DFM

Scheduled 06/11/2026 12:00
Inspected On 06/11/2026 12:00
Finished At 06/11/2026 12:30
Next Inspection

Scheduled Smith
Inspection Length 0.00

Occupant

Occupant Name Elixir
Building Name Restaurant
Contact Name Chris Brewer
Address 188 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-281-7011

Owner

Owner / Company EXECUSUITE LLC
Contact Name Tim Sidore
Address 77 BANK ST
City, State and Zip LEBANON, NH 03766-
Phone 603-727-9024

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/11/2026
Final Inspection: TBD
Occupancy Type: Assembly Occupancy - Restaurant/Bar
Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 30 days - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-478-2724 or by email at ksmith@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

NFPA 101 (2021):

4.6.6 Time Allowed for Compliance:

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

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this Code, unless the following conditions exist:

- (1) A plan of correction has been approved.
- (2) The occupancy classification remains the same.
- (3) No serious life safety hazard exists as judged by the authority having jurisdiction.

Violation Summary

Status	Violation	Location
Open	1:4.5.8.7 - Periodic Inspection and Test of Fire Protection Systems (TQP) Inspections and tests of fire sprinkler (other than multipurpose piping systems), suppression, emergency electrical generation, alarm, detection and any other fire protection systems, devices and equipment shall be conducted for the owner by a certified technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Inspections and tests shall be conducted at least annually as required by a specific standard. Kitchen hood and Gas Island suppression systems shall be inspected semiannually as required by NFPA 96 & NFPA 17A respectively. Annual or semi-annual testing by a technically qualified person does not prohibit owner from inspection and testing at more frequent intervals. Household fire alarm systems in accordance with NFPA 72 Chapter 29 as adopted by these rules shall be inspected by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13 annually and be provided with proof of inspection in accordance with NFPA 1 Section 4.5.8.9. A technically qualified person shall file a written inspection report with the Division of Fire Safety within 14 days of completion of each inspection. The technically qualified person shall also file a duplicate copy of the written inspection report with the local AHJ in communities holding a current Municipal Inspection Agreement. Comments: Fire Alarm System noted as having violations on TQP sticker. Required Action:- Fire protection equipment shall be inspected by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Proof of inspection, approved by the AHJ shall be affixed by a technically qualified person to the control panel, control valve or riser of the fire protection system after any required annual or semi-annual inspection has been completed as evidence of that inspection. NOTED VIOLATIONS ON THE SYSTEM SHALL BE ADDRESSED AND CORRECTED WITHIN THIRTY (30) DAYS.	Building
Open	1:4.5.8.7 - Periodic Inspection and Test of Fire Protection Systems (TQP) Inspections and tests of fire sprinkler (other than multipurpose piping systems), suppression, emergency electrical generation, alarm, detection and any other fire protection systems, devices and equipment shall be conducted for the owner by a certified technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Inspections and tests shall be conducted at least annually as required by a specific standard. Kitchen hood and Gas Island suppression systems shall be inspected semiannually as required by NFPA 96 & NFPA 17A respectively. Annual or semi-annual testing by a technically qualified person does not prohibit owner from inspection and testing at more frequent intervals. Household fire alarm systems in accordance with NFPA 72 Chapter 29 as adopted by these rules shall be inspected by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13 annually and be provided with proof of inspection in accordance with NFPA 1 Section 4.5.8.9. A technically qualified person shall file a written inspection report with the Division of Fire Safety within 14 days of completion of each inspection. The technically qualified person shall also file a duplicate copy of the written inspection report with the local AHJ	Building

in communities holding a current Municipal Inspection Agreement.

Comments: Sprinkler System noted as having violations on TQP sticker.

Required Action:- Fire protection equipment shall be inspected by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Proof of inspection, approved by the AHJ shall be affixed by a technically qualified person to the control panel, control valve or riser of the fire protection system after any required annual or semi-annual inspection has been completed as evidence of that inspection. NOTED VIOLATIONS ON THE SYSTEM SHALL BE ADDRESSED AND CORRECTED WITHIN THIRTY (30) DAYS.

Open

11.11.1.2.3.4 - GFCI Existing Buildings

Ground Fault Circuit Interrupter shall be provided per NFPA 70:210.8A, as amended by the Vermont Electrical Safety Rules.

Kitchen

Comments: GFCI outlets NOT noted in these areas:

- Kitchen - By entrance to assembly area

Required Action:All 125-volt, single-phase, 15- and 20- ampere receptacles installed in the locations specified above shall have ground-fault circuit interrupter protection. Replace outlets with GFCI outlets in all noted applicable areas.

Open

11.1.8 - Covers - Electrical

All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.

Electric Panel

Comments: Cover plates noted as missing in these areas:

- Electric panel in assembly area

Required Action:Electric panel shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.

Actions History

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



TOWN OF HARTFORD

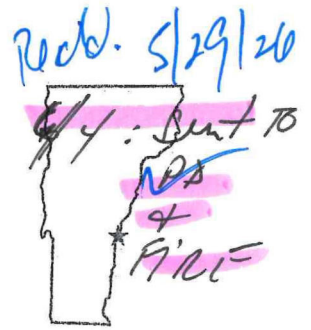
MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org

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



HARTFORD LIQUOR/TOBACCO LICENSE-ADDITIONAL INFORMATION

All information must be completed (use a separate sheet, if needed)

***Incomplete applications will cause delays in processing**

****Please be sure to provide Full/Legal Name(s) to ensure accuracy**

Date: 5/29/20 Applicant(s): Jin Fu, Chen

Business Entity Name: 1) Hua Teng Restaurant INC

Physical Location Name/D/B/A: China Moon Buffet

Physical Location Address: 96 Sykes Ave White River Junction VT 05001

Telephone Number(s): _____

E-mail Contact(s): _____

Other Contact Name(s), if applicable: _____

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

- Please be sure to provide your Full/Legal Name to ensure accuracy

Full/Legal Name: Jin Fu, Chen

DOB: _____

Full/Legal Name: _____

DOB: _____

Full/Legal Name: _____

DOB: _____

Full/Legal Name: _____

DOB: _____

Full/Legal Name: _____

DOB: _____

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

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

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

- Please be sure to provide your Full/Legal Name to ensure accuracy



Licensee's Signature

Jin Fa Chen

Print (Full/Legal) Name

5/29/26

Date

Licensee's Signature

Print (Full/Legal) Name

Date

Licensee's Signature

Print (Full/Legal) Name

Date

Licensee's Signature

Print (Full/Legal) Name

Date

JUN 04 2026

This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions or agreements.

12. Governing Law

This Agreement shall be governed by the laws of the State where the property is located.

LANDLORD

Sunny and Rain Property LLC

By: [Signature]

Name: Sin Chen

Title: owner of LLC

Date: 6/1/2026

TENANT

Chinamoon WRJ INC

By: Rain Lin

Name: Rain Lin

Title: owner

Date: 6/1/2026



Application ID: DLL - Application - 78473
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name:
CHINA MOON WRJ INC.

Business ID:
0458933

Business Address:
96 Sykes Mountain Avenue,
Hartford, Vermont 05001

Entity Type:
Business Corporation

Phone:
8022919088

Management Type if LLC:

Email:
67smainst@gmail.com

People Information

- **Person:**
Jin Chen

Business Role:
Business Principal

Email:
67smainst@gmail.com

Business Address:
96 Sykes Mountain Ave,
White River Junction, Vermont, 05001

US Citizen?

Political Position

Phone:

Name: Jin Chen

Office:

Jurisdiction:

Violations:

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

Location Name:

Do you lease this Premises:

96 Sykes Ave White River Junction VT 05001

Location Address:

96 Sykes Avenue,
White River Junction, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Health License:

Food:18518
Lodging:Restaurant

Vermont Tax Department:

MRT-11351241-001

Education Details

Student Name:

Jin Chen

Training Completion Date:

Fri Aug 02 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

License Number:

Licensee Name:

License Status:

Licensee Address:

License Start Date:

,
,

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-50523	Federal Employee Identification #	CHINA MOON WRJ INC.
D-50524	Federal Employee Identification #	CHINA MOON WRJ INC.
D-50525	Articles of Organization	LN-037945
D-50526	Meals & Rooms Tax Certificate	CHINA MOON WRJ INC.
D-50527	Federal Employee Identification #	CHINA MOON WRJ INC.
D-50528	Lease or proof of ownership	CHINA MOON WRJ INC.
D-50525	Articles of Organization	LN-037945

Payment and Acknowledgement

Signed by:

Jin Chen

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2026-06-03 19:22:55

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



HARTFORD POLICE DEPARTMENT

MEMO

To: Lisa O'Neil
Melinda Brooks
From: Chief Kelley *Kelley*
CC:
Date: 6/8/2026
Re: Liquor License

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

Hua Teng Restaurant Inc
d/b/a China Moon
96 Sykes Mountain Avenue

Chen Jin Fu



Fire Inspection Report

Hartford Fire Department

Inspection 13451



Inspection

Type Liquor License Inspection
Status Open/In-progress
Inspector Kenny Smith
Unit Number HFCR3
Shift DFM

Scheduled 06/15/2026 08:30
Inspected On 06/15/2026 08:30
Finished At 06/15/2026 09:00
Next Inspection

Scheduled Smith

Inspection Length 0.00

Occupant

Occupant Name China Moon
Building Name Restaurant
Contact Name Chen
Address 96 SYKES MOUNTAIN AVE
City, State and Zip White River Junction, VT 05001-
Phone 212-380-7899

Owner

Owner / Company VINTAR HOLDINGS LLC
Contact Name Chen
Address 121 Slayton Hill Rd
City, State and Zip Lebanon, NH 03766-
Phone 212-380-7899

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/15/2026
Final Inspection: TBD
Occupancy Type: Assembly Occupancy - Restaurant
Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 30 days - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-478-2724 or by email at ksmith@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

NFPA 101 (2021):

4.6.6 Time Allowed for Compliance:

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

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this Code, unless the following conditions exist:

- (1) A plan of correction has been approved.
- (2) The occupancy classification remains the same.
- (3) No serious life safety hazard exists as judged by the authority having jurisdiction.

Violation Summary

Status	Violation	Location
Open	1:11.5.1.7.1 - Periodic Inspection of Heating Appliances All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions and shall be inspected at least once during any 2-year period by person(s) certified in accordance with section 1.13. Inspections shall be in accordance with the standards and recommended procedures for inspection of existing appliances established under NFPA 31, 54 and 211, including the measurement of carbon monoxide in the flue gas. At the time of inspection, the appliance shall be marked with the date of the inspection and the name and certificate number of the person who performed the inspection. When the inspection determines the existing situation involves a distinct hazard to life or property and requires immediate action, the violation(s) shall be immediately corrected or the certified inspector conducting the inspection shall contact the AHJ and disconnect the heating appliance from operation. Comments: - Fuel fired heating appliance noted and operational. Required Action:- Provide supporting documentation of appliance inspection and compliance.	Building
Open	12.3.3.1 - Maintenance of Fire-Resistive Construction. Required fire-resistive construction, including fire barriers, fire walls, exterior walls due to location on property, fire-resistive requirements based on type of construction, draft-stop partitions, and roof coverings, shall be maintained and shall be properly repaired, restored, or replaced where damaged, altered, breached, penetrated, removed, or improperly installed. Comments: Exposed penetration in fire resistive construction material noted throughout building. Required Action:Where required, fire-rated gypsum wallboard walls or ceilings that are damaged to the extent that through openings exist, the damaged gypsum wallboard shall be replaced or returned to the required level of fire resistance using a listed repair system or using materials and methods equivalent to the original construction.	Building
Open	7.9.1.1 - Emergency Lighting Emergency lighting facilities for means of egress shall be provided in accordance with Section 7.9 for the following: (1) Buildings or structures where required in Chapters 11 through 43 (2) Underground and limited-access structures as addressed in Section 11.7 (3) High-rise buildings as required by other sections of this Code (4) Doors equipped with delayed-egress locks (5) Stair shafts and vestibules of smokeproof enclosures, for which the following also apply: (a) The stair shaft and vestibule shall be permitted to include a standby generator that is installed for the smokeproof enclosure mechanical ventilation equipment. (b) The standby generator shall be permitted to be used for the stair shaft and vestibule emergency lighting power supply. (6) New sensor-release of electrical locking systems in accordance with 7.2.1.6.2 Comments: Emergency exit sign in kitchen noted as having no battery back-up power. Required Action:- Emergency power equipment for egress illumination shall be in proper working order and properly maintained at all times.	Kitchen
Open	1:11.5.4.1 - Carbon Monoxide Alarms for Through the Wall Vent Termination In buildings other than where people sleep, carbon monoxide alarms shall be installed in	Building

areas adjacent to, but not outside of the distance established in the manufacturer's instructions, for all fuel burning appliances vented through the wall and terminating less than 7 feet above ground level.

Comments: Carbon monoxide alarms noted as expired/missing/non-compliant in restaurant assembly area.

Required Action:- Carbon monoxide alarms (Hardwired) shall be installed or replaced in the noted applicable areas.

Open

7.1.6.1.1 - Walking Surfaces

Kitchen

Walking surfaces in the means of egress shall comply with 7.1.6.2 through 7.1.6.4.

Comments: Floor in kitchen noted as having been dug up concrete and left exposed then covered with plywood.

Required Action: Walking surfaces shall comply with all of the following:

(1)

Walking surfaces shall be nominally level.

(2)

The slope of a walking surface in the direction of travel shall not exceed 1 in 20, unless the ramp requirements of 7.2.5 are met.

(3)

The slope perpendicular to the direction of travel shall not exceed 1 in 48.

Open

7.1.8.4 - Securing Compressed Gas Cylinders, Containers, and Tanks

Building

Compressed gas cylinders, containers, and tanks in use or in storage shall be secured to prevent them from falling or being knocked over by corralling them and securing them to a cart, framework, or fixed object by use of a restraint, unless otherwise permitted by 7.1.8.4.1 and 7.1.8.4.2.

Comments: CO2 cylinders noted as not being secured in restaurant.

Required Action: Compressed gas cylinders, containers, and tanks in use or in storage shall be secured to prevent them from falling or being knocked over by corralling them and securing them to a cart, framework, or fixed object by use of a restraint, unless otherwise permitted by 7.1.8.4.1 and 7.1.8.4.2.

Actions History

Date	Type	Inspector	Narrative
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TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org

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rec'd.
JUN 09 2026
6/10
to: PD
✓
FINE

HARTFORD LIQUOR/TOBACCO LICENSE-ADDITIONAL INFORMATION

All information must be completed (use a separate sheet, if needed)

*Incomplete applications will cause delays in processing

**Please be sure to provide Full/Legal Name(s) to ensure accuracy

Date: 6/9/26 Applicant(s): River Roast Brewery
MARK BARBSON
Business Entity Name: River Roast Brewery
Physical Location Name/D/B/A: _____
Physical Location Address: 230 S. Main St, WRTJ, VT 05001
Telephone Number(s): _____
E-mail Contact(s): _____
Other Contact Name(s), if applicable: _____

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

- Please be sure to provide your Full/Legal Name to ensure accuracy

Full/Legal Name: <u>MARK BARBSON</u>	DOB: _____
Full/Legal Name: _____	DOB: _____
Full/Legal Name: _____	DOB: _____
Full/Legal Name: _____	DOB: _____
Full/Legal Name: _____	DOB: _____

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

NONE

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

NONE

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

- Please be sure to provide your Full/Legal Name to ensure accuracy

M-B [Signature]

Licensee's Signature

MARK BARSON

Print (Full/Legal) Name

6/9/26

Date

Licensee's Signature

Print (Full/Legal) Name

Date

Licensee's Signature

Print (Full/Legal) Name

Date

Licensee's Signature

Print (Full/Legal) Name

Date



Application ID: DLL - Application - 78652
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: River Roost Brewery, LLC
Business ID: 0008826
Business Address: ,
,
Entity Type: Limited Liability Corporation
Management Type if LLC:
Phone:
Email: mark@riverroostbrewery.com

People Information

• **Person:**

Mark Babson

Business Role: Business Principal
Email: mark@riverroostbrewery.com
Business Address: ,
, ,
US Citizen?
Political Position
Name: Mark Babson
Office:
Jurisdiction:

Violations:

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

Location Name: River Roost Brewery
Do you lease this Premises:

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

Local Jurisdiction/ Town Clerk:
Hartford

Health License:

Food:
Lodging:

Vermont Tax Department:
MRT-10082819

Education Details

Student Name:

Training Completion Date:

Mode of Training:

Type of Training:

Foundational License (if applicable)

License Type:
First Class

License Number:
LP-018876

Licensee Name:
River Roost Brewery

License Status:
License Active - Renewal in Process

Licensee Address:
230 South Main Street ,
White Rive Junction, Vermont 05001

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-09476	Map/Area Sketch	River Roost Brewery, LLC
D-16449	Other	River Roost Brewery, LLC
D-26382	Certificate of Good Standing or equivalent	River Roost Brewery, LLC
D-28152	Map/Area Sketch	River Roost Brewery, LLC
D-28153	Map/Area Sketch	River Roost Brewery, LLC
D-28346	Map/Area Sketch	River Roost Brewery, LLC
D-28347	Map/Area Sketch	River Roost Brewery, LLC
D-29486	Map/Area Sketch	River Roost Brewery, LLC
D-29487	Map/Area Sketch	River Roost Brewery, LLC
D-49909	Map/Area Sketch	River Roost Brewery, LLC
D-50644	Map/Area Sketch	River Roost Brewery, LLC

Payment and Acknowledgement

Signed by:
MARK Babson

State of Vermont / DLL Application Fee:
115.00

Date of Submission:

State of Vermont / DLL Payment Status:

2026-06-08 14:31:25

Local Application Fee:
115

Local Control Payment Status:
false



Application ID: DLL - Application - 78654
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: River Roost Brewery, LLC
Business ID: 0008826
Business Address: ,
,
Entity Type: Limited Liability Corporation
Phone:
Management Type if LLC:
Email: mark@riverroostbrewery.com

Foundational License (if applicable)

License Type: First Class
License Number: LP-018877
Licensee Name: River Roost Brewery
License Status: License issued-renewed application
Licensee Address: 230 South Main Street ,
White River Junction, Vermont 05001
License Start Date: 2025-07-01
License End Date: 2026-06-30

Event Contact/s

Person:

Business Role:
Business Address: ,
, ,
Phone:
Email:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Details

Start date of event:

End date of event:

Physical Location Street 1

230 South Main Street

Physical Location Name:

River Roost Brewery

Physical Location Street 2/Unit/Suite:

Physical Location State:

Vermont

Town Clerk/ Municipal Jurisdiction:

Hartford

Outside Side Consumption End time:

Physical Location City/Town:

White River Junction

Landlord Name:

Landlord Email:

Do you Lease the Premises:

Business Location:

Lease Expiration Date:

Approximate Number of Persons Expected:

Outside Side Consumption Start time:

Outside Side Consumption Days Requested:

Outside Side Consumption Hours Requested:

Describe the type of event/ OCP Area:

Fenced patio area and front of the northern side of the building

Physical Location Zip:

05001

Days or specific date(s):

Location:

LN-020419

Documents Attached

Name	Document Type	Associated With
D-09476	Map/Area Sketch	River Roost Brewery, LLC
D-16449	Other	River Roost Brewery, LLC
D-26382	Certificate of Good Standing or equivalent	River Roost Brewery, LLC
D-28152	Map/Area Sketch	River Roost Brewery, LLC
D-28153	Map/Area Sketch	River Roost Brewery, LLC
D-28346	Map/Area Sketch	River Roost Brewery, LLC
D-28347	Map/Area Sketch	River Roost Brewery, LLC
D-29486	Map/Area Sketch	River Roost Brewery, LLC
D-29487	Map/Area Sketch	River Roost Brewery, LLC
D-49909	Map/Area Sketch	River Roost Brewery, LLC
D-50644	Map/Area Sketch	River Roost Brewery, LLC

Payment and Acknowledgement

Signed by:

State of Vermont / DLL Application Fee:

20.00

Date and time of Submission:

2026-06-08 14:36:47

State of Vermont / DLL Payment Status:

Local Application Fee:
0

Local Control Payment Status:
false



Fire Inspection Report

Hartford Fire Department

Inspection 13452



Inspection

Type Liquor License Inspection
Status Open/In-progress
Inspector Kenny Smith
Unit Number HFCR3
Shift DFM

Scheduled 06/15/2026 10:30
Inspected On 06/15/2026 10:30
Finished At 06/15/2026 11:00
Next Inspection

Scheduled Smith

Inspection Length 0.00

Occupant

Occupant Name RIVER ROOST BREWERY
Building Name Assembly
Contact Name Mark Babson
Address 230 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-698-8715

Owner

Owner / Company RIVER ROOST BREWERY
Contact Name MARK BABSON
Address 230 SOUTH MAIN ST
City, State and Zip WHITE RIVER JUNCTION, VT 05001-
Phone 802-734-8282

Comments

Liquor License Fire Inspection:
Initial Inspection: 06/15/2026
Final Inspection: TBD
Occupancy Type: Assembly Occupancy
Occupancy Status: Granted

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 30 days - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-478-2724 or by email at ksmith@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

NFPA 101 (2021):

4.6.6 Time Allowed for Compliance:

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

4.6.9.1 Conditions for Occupancy:

No new construction or existing building shall be occupied in whole or in part in violation of the provisions of this Code, unless the following conditions exist:

- (1) A plan of correction has been approved.
- (2) The occupancy classification remains the same.
- (3) No serious life safety hazard exists as judged by the authority having jurisdiction.

Violation Summary

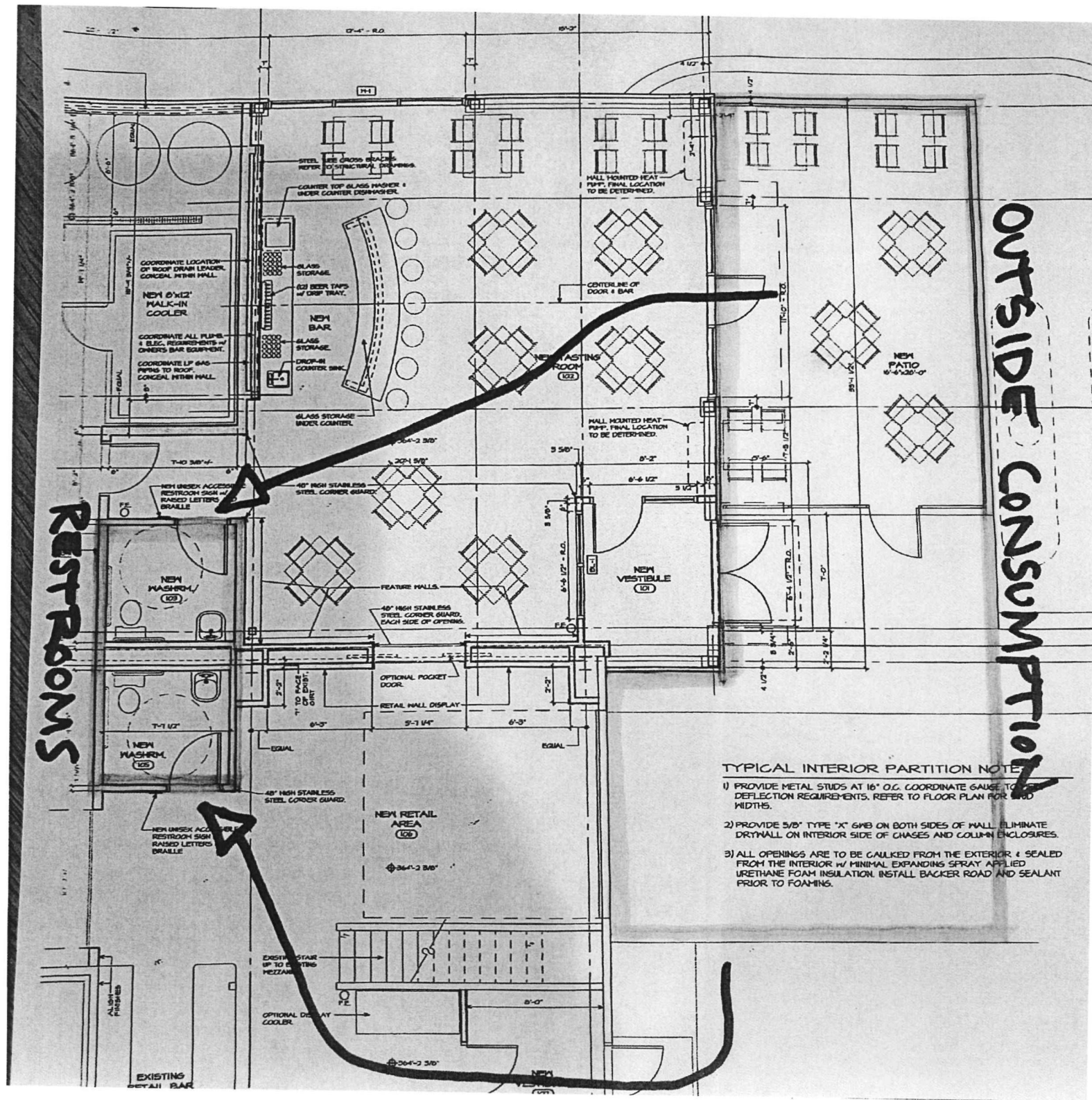
Status	Violation	Location
Open	1:11.5.1.7.1 - Periodic Inspection of Heating Appliances All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions and shall be inspected at least once during any 2-year period by person(s) certified in accordance with section 1.13. Inspections shall be in accordance with the standards and recommended procedures for inspection of existing appliances established under NFPA 31, 54 and 211, including the measurement of carbon monoxide in the flue gas. At the time of inspection, the appliance shall be marked with the date of the inspection and the name and certificate number of the person who performed the inspection. When the inspection determines the existing situation involves a distinct hazard to life or property and requires immediate action, the violation(s) shall be immediately corrected or the certified inspector conducting the inspection shall contact the AHJ and disconnect the heating appliance from operation. Comments: - Fuel fired heating appliance noted and operational. Required Action:- Provide supporting documentation of appliance inspection and compliance.	Building
Open	12.3.3.1 - Maintenance of Fire-Resistive Construction. Required fire-resistive construction, including fire barriers, fire walls, exterior walls due to location on property, fire-resistive requirements based on type of construction, draft-stop partitions, and roof coverings, shall be maintained and shall be properly repaired, restored, or replaced where damaged, altered, breached, penetrated, removed, or improperly installed. Comments: Exposed penetration in fire resistive construction material noted in these areas: - Utility room wall adjacent to brewing area Required Action:Where required, fire-rated gypsum wallboard walls or ceilings that are damaged to the extent that through openings exist, the damaged gypsum wallboard shall be replaced or returned to the required level of fire resistance using a listed repair system or using materials and methods equivalent to the original construction.	Utility Room

Actions History

Date	Type	Inspector	Narrative
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RESTROOMS



- 1) PROVIDE METAL STUDS AT 16" O.C. COORDINATE GAUGE TO DEFLECTION REQUIREMENTS. REFER TO FLOOR PLAN FOR END WIDTHS.
- 2) PROVIDE 5/8" TYPE "X" GMB ON BOTH SIDES OF WALL. ELIMINATE DRYWALL ON INTERIOR SIDE OF CHASES AND COLUMN ENCLOSURES.
- 3) ALL OPENINGS ARE TO BE CAULKED FROM THE EXTERIOR & SEALED FROM THE INTERIOR w/ MINIMAL EXPANDING SPRAY APPLIED URETHANE FOAM INSULATION. INSTALL BACKER BOARD AND SEALANT PRIOR TO FOAMING.



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

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

website: www.hartford-vt.org

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HARTFORD LIQUOR/TOBACCO LICENSE-ADDITIONAL INFORMATION

All information must be completed (use a separate sheet, if needed)

Incomplete applications will cause delays in processing

Date: 4/9/2026 Applicant(s): Cumberland Farms, Inc.
165 Flanders Rd. Westborough MA 01581
Doing Business As: Cumberland Farms 8007
Business Address: 1167 Hartford Ave. White River Junction VT 05001
Telephone Number(s): _____ E-mail: _____
Other Contact Name(s), if applicable: Alex Blank - retail licensing supervisor

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

Name: <u>John Carey - President</u>	DOB: _____
Name: <u>Nicholas Unkovic - Secretary</u>	DOB: _____
Name: <u>Lisa N'Chonon - Treasurer</u>	DOB: _____
Name: <u>Felisha Boisvert - Store Manager</u>	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____

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

None

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

2/19/25: Tobacco compliance check training violation; Employee not trained properly. VT Liquor Control issued \$100 penalty

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



Licensee's Signature

Alex Blank - retail licensing supervisor

Printed Name

APR 09 2026

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date

Licensee's Signature

Printed Name

Date



Application ID: DLL - Application - 75120
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Cumberland Farms of Vermont, Inc.
Business ID: 094949
Business Address: 165 Flanders Road,
Westborough, Massachusetts 01581
Entity Type: Business Corporation
Phone: 5082716674
Management Type if LLC:
Email: vt-retail-licensing@eg-america.com

People Information

• **Person:**

Robert Ramsden

Business Role:
Registered Agent

Email:
robert.ramsden@eg-america.com

Business Address:

US Citizen?

,
, ,

Political Position

Phone:

Name: Robert Ramsden

Office:

Jurisdiction:

Violations:

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

• **Person:**

Annie Thompson

Business Role:

Email:

Employee

columbianannie@gmail.com

Business Address:

433 Woodstock road,
woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

8024579147

Name: Annie Thompson

Office:

Jurisdiction:

Violations:

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

• **Person:**

Alex Blank

Business Role:

Registered Agent

Email:

alexandra.blank@eg-america.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Alex Blank

Office:

Jurisdiction:

Violations:

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

• **Person:**

John Carey

Business Role:

Business Principal

Email:

ega-corpservices@eg-america.com

Business Address:

165 Flanders Rd.,
Westborough, Massachusetts, 01581

US Citizen?

Political Position

Phone:

508-270-1400

Name: John Carey

Office:

Jurisdiction:

Violations:

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

- **Person:**
Lisa N'Chonon

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
eg-a-legaldepartment@eg-america.com

US Citizen?

Political Position

Name: Lisa N'Chonon

Office:

Jurisdiction:

Violations:

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

- **Person:**
Russell Colaco

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
alexandra.blank@cumberlandfarms.com

US Citizen?

Political Position

Name: Russell Colaco

Office:

Jurisdiction:

Violations:

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

- **Person:**
Mark Segal

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
paula.foley@cumberlandfarms.com

US Citizen?

Political Position

Name: Mark Segal

Office:

Jurisdiction:

Violations:

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

• Person:

Erik Chalut

Business Role:

Business Principal

Email:

alli.flanagan@cumberlandfarms.com

Business Address:

165 Flanders Rd.,
Westborough, Massachusetts, 01581

US Citizen?**Political Position****Phone:**

508-270-1400

Name: Erik Chalut

Office:**Jurisdiction:****Violations:**

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

• Person:

Bill Kenyon

Business Role:

Employee

Email:

noahbillk@gmail.com

Business Address:

,
, ,

US Citizen?**Political Position****Phone:**

Name: Bill Kenyon

Office:**Jurisdiction:****Violations:**

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

• Person:

Kaylyn Moquin

Business Role:

Member/Manager

Email:

kaylynm420@gmail.com

Business Address:

,
, ,

US Citizen?**Political Position****Phone:**

Name: Kaylyn Moquin

Office:

Jurisdiction:

Violations:

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

Location Name:

Cumberland Farms #8007

Do you lease this Premises:

Health License:

Food:

Lodging:

Location Address:

1167 Hartford Avenue,
Hartford, Vermont 05001

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Kristi Bonnell

Training Completion Date:

Thu Sep 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-011799

Licensee Name:

Cumberland Farms #8007

License Status:

License issued-renewed application

Licensee Address:

1167 Hartford Avenue ,
Hartford, Vermont 05641

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01882	Articles of Organization	Cumberland Farms of Vermont, Inc.
D-01883	Proof of Worker Compensation Insurance	Cumberland Farms of Vermont, Inc.
D-01884	Federal Employee Identification #	Cumberland Farms of Vermont, Inc.
D-01953	Other	Cumberland Farms of Vermont, Inc.
D-02240	Health License	LN-016044

D-02241	Other	LN-016044
D-02321	Health License	LN-016044
D-02323		LN-016044
D-02322		LN-016044
D-02324	Other	LN-016044
D-15550	Proof of Worker Compensation Insurance	Cumberland Farms of Vermont, Inc.
D-16528	Other	Cumberland Farms of Vermont, Inc.
D-16818	Other	Cumberland Farms of Vermont, Inc.
D-26893	Operating Agreement	Cumberland Farms of Vermont, Inc.
D-28102	Proof of Liquor Liability Insurance	Cumberland Farms of Vermont, Inc.
D-31304	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-31305	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34302	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34613	Other	Cumberland Farms of Vermont, Inc.
D-34786	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34789	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34799	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34808	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34819	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34822	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34826	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34829	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34831	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34833	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34841	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34842	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34843	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34844	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34845	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34846	Lottery License Agreement	LN-016044
D-39121	Other	Cumberland Farms of Vermont, Inc.
D-39145	Other	Cumberland Farms of Vermont, Inc.
D-39154	Other	Cumberland Farms of Vermont, Inc.
D-39155	Other	Cumberland Farms of Vermont, Inc.
D-39660	Other	Cumberland Farms of Vermont, Inc.
D-40236	Other	Cumberland Farms of Vermont, Inc.
D-40237	Other	Cumberland Farms of Vermont, Inc.
D-40616	Other	Cumberland Farms of Vermont, Inc.
D-43171	Other	Cumberland Farms of Vermont, Inc.
D-43174	Other	Cumberland Farms of Vermont, Inc.
D-43181	Other	Cumberland Farms of Vermont, Inc.

D-43566	Other	Cumberland Farms of Vermont, Inc.
D-43579	Other	Cumberland Farms of Vermont, Inc.
D-43582	Other	Cumberland Farms of Vermont, Inc.
D-44239	Other	Cumberland Farms of Vermont, Inc.
D-44243	Other	Cumberland Farms of Vermont, Inc.
D-44397	Other	Cumberland Farms of Vermont, Inc.
D-44399	Other	Cumberland Farms of Vermont, Inc.
D-44402	Other	Cumberland Farms of Vermont, Inc.
D-44404	Other	Cumberland Farms of Vermont, Inc.
D-47059	Proof of Liquor Liability Insurance	Cumberland Farms of Vermont, Inc.
D-02240	Health License	LN-016044
D-02241	Other	LN-016044
D-02321	Health License	LN-016044
D-02323		LN-016044
D-02322		LN-016044
D-02324	Other	LN-016044
D-34846	Lottery License Agreement	LN-016044

Payment and Acknowledgement

Signed by:

Alexandra Blank

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2026-04-10 12:25:28

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Application ID: DLL - Application - 75732
Application for: Tobacco License
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name: Cumberland Farms of Vermont, Inc.
Business ID: 094949
Business Address: 165 Flanders Road,
Westborough, Massachusetts 01581
Entity Type: Business Corporation
Phone: 5082716674
Management Type if LLC:
Email: vt-retail-licensing@eg-america.com

People Information

• **Person:**

Robert Ramsden

Business Role:
Registered Agent

Email:
robert.ramsden@eg-america.com

Business Address:

US Citizen?

,
, ,

Political Position

Phone:

Name: Robert Ramsden

Office:

Jurisdiction:

Violations:

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

Annie Thompson

Business Role:

Email:

Employee

columbianannie@gmail.com

Business Address:

433 Woodstock road,
woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

8024579147

Name: Annie Thompson

Office:

Jurisdiction:

Violations:

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

Alex Blank

Business Role:

Registered Agent

Email:

alexandra.blank@eg-america.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Alex Blank

Office:

Jurisdiction:

Violations:

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

John Carey

Business Role:

Business Principal

Email:

ega-corpservices@eg-america.com

Business Address:

165 Flanders Rd.,
Westborough, Massachusetts, 01581

US Citizen?

Political Position

Phone:

508-270-1400

Name: John Carey

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Lisa N'Chonon

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
eg-a-legaldepartment@eg-america.com

US Citizen?

Political Position

Name: Lisa N'Chonon

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Russell Colaco

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
alexandra.blank@cumberlandfarms.com

US Citizen?

Political Position

Name: Russell Colaco

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Mark Segal

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
paula.foley@cumberlandfarms.com

US Citizen?

Political Position

Name: Mark Segal

Office:

Jurisdiction:

Violations:

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

Erik Chalut

Business Role:

Business Principal

Email:

alli.flanagan@cumberlandfarms.com

Business Address:

165 Flanders Rd.,
Westborough, Massachusetts, 01581

US Citizen?**Political Position****Phone:**

508-270-1400

Name: Erik Chalut

Office:**Jurisdiction:****Violations:**

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

Bill Kenyon

Business Role:

Employee

Email:

noahbillk@gmail.com

Business Address:

,
, ,

US Citizen?**Political Position****Phone:**

Name: Bill Kenyon

Office:**Jurisdiction:****Violations:**

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

Kaylyn Moquin

Business Role:

Member/Manager

Email:

kaylynm420@gmail.com

Business Address:

,
, ,

US Citizen?**Political Position****Phone:**

Name: Kaylyn Moquin

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

Cumberland Farms #8007

Do you lease this Premises:

Health License:

Food:

Lodging:

Location Address:

1167 Hartford Avenue,
Hartford, Vermont 05001

Vermont Tax Department:

Local Jurisdiction/ Town Clerk:

Hartford

Education Details

Student Name:

Kristi Bonnell

Training Completion Date:

Thu Sep 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Tobacco

License Number:

LP-011800

Licensee Name:

Cumberland Farms #8007

License Status:

License issued-renewed application

Licensee Address:

1167 Hartford Avenue ,
Hartford, Vermont 05641

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01882	Articles of Organization	Cumberland Farms of Vermont, Inc.
D-01883	Proof of Worker Compensation Insurance	Cumberland Farms of Vermont, Inc.
D-01884	Federal Employee Identification #	Cumberland Farms of Vermont, Inc.
D-01953	Other	Cumberland Farms of Vermont, Inc.
D-02240	Health License	LN-016044

D-02241	Other	LN-016044
D-02321	Health License	LN-016044
D-02323		LN-016044
D-02322		LN-016044
D-02324	Other	LN-016044
D-15550	Proof of Worker Compensation Insurance	Cumberland Farms of Vermont, Inc.
D-16528	Other	Cumberland Farms of Vermont, Inc.
D-16818	Other	Cumberland Farms of Vermont, Inc.
D-26893	Operating Agreement	Cumberland Farms of Vermont, Inc.
D-28102	Proof of Liquor Liability Insurance	Cumberland Farms of Vermont, Inc.
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D-31305	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
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D-34808	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
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D-34842	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
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D-34844	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34845	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
D-34846	Lottery License Agreement	LN-016044
D-39121	Other	Cumberland Farms of Vermont, Inc.
D-39145	Other	Cumberland Farms of Vermont, Inc.
D-39154	Other	Cumberland Farms of Vermont, Inc.
D-39155	Other	Cumberland Farms of Vermont, Inc.
D-39660	Other	Cumberland Farms of Vermont, Inc.
D-40236	Other	Cumberland Farms of Vermont, Inc.
D-40237	Other	Cumberland Farms of Vermont, Inc.
D-40616	Other	Cumberland Farms of Vermont, Inc.
D-43171	Other	Cumberland Farms of Vermont, Inc.
D-43174	Other	Cumberland Farms of Vermont, Inc.
D-43181	Other	Cumberland Farms of Vermont, Inc.

D-43566	Other	Cumberland Farms of Vermont, Inc.
D-43579	Other	Cumberland Farms of Vermont, Inc.
D-43582	Other	Cumberland Farms of Vermont, Inc.
D-44239	Other	Cumberland Farms of Vermont, Inc.
D-44243	Other	Cumberland Farms of Vermont, Inc.
D-44397	Other	Cumberland Farms of Vermont, Inc.
D-44399	Other	Cumberland Farms of Vermont, Inc.
D-44402	Other	Cumberland Farms of Vermont, Inc.
D-44404	Other	Cumberland Farms of Vermont, Inc.
D-47059	Proof of Liquor Liability Insurance	Cumberland Farms of Vermont, Inc.
D-02240	Health License	LN-016044
D-02241	Other	LN-016044
D-02321	Health License	LN-016044
D-02323		LN-016044
D-02322		LN-016044
D-02324	Other	LN-016044
D-34846	Lottery License Agreement	LN-016044

Payment and Acknowledgement

Signed by:

Date of Submission:

2026-04-15 16:32:06

Local Application Fee:

0

State of Vermont / DLL Application Fee:

110.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Application ID: DLL - Application - 75733
Application for: Tobacco Substitute Endorsement
Category of Business: Tobacco

Business/ Entity Information

Business/ Entity Name: Cumberland Farms of Vermont, Inc.
Business ID: 094949
Business Address: 165 Flanders Road,
Westborough, Massachusetts 01581
Entity Type: Business Corporation
Phone: 5082716674
Management Type if LLC:
Email: vt-retail-licensing@eg-america.com

People Information

• **Person:**

Robert Ramsden

Business Role:
Registered Agent

Email:
robert.ramsden@eg-america.com

Business Address:

US Citizen?

,
, ,

Political Position

Phone:

Name: Robert Ramsden

Office:

Jurisdiction:

Violations:

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

Annie Thompson

Business Role:

Email:

Employee

columbianannie@gmail.com

Business Address:

433 Woodstock road,
woodstock, Vermont, 05091

US Citizen?

Yes

Political Position

Phone:

8024579147

Name: Annie Thompson

Office:

Jurisdiction:

Violations:

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

Alex Blank

Business Role:

Registered Agent

Email:

alexandra.blank@eg-america.com

Business Address:

,
, ,

US Citizen?

Political Position

Phone:

Name: Alex Blank

Office:

Jurisdiction:

Violations:

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

John Carey

Business Role:

Business Principal

Email:

ega-corpservices@eg-america.com

Business Address:

165 Flanders Rd.,
Westborough, Massachusetts, 01581

US Citizen?

Political Position

Phone:

508-270-1400

Name: John Carey

Office:

Jurisdiction:

Violations:

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

- **Person:**
Lisa N'Chonon

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
eg-a-legaldepartment@eg-america.com

US Citizen?

Political Position

Name: Lisa N'Chonon

Office:

Jurisdiction:

Violations:

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

- **Person:**
Russell Colaco

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
alexandra.blank@cumberlandfarms.com

US Citizen?

Political Position

Name: Russell Colaco

Office:

Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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- **Person:**
Mark Segal

Business Role:
Business Principal

Business Address:
165 Flanders Rd.,
Westborough, Massachusetts, 01581

Phone:
508-270-1400

Email:
paula.foley@cumberlandfarms.com

US Citizen?

Political Position

Name: Mark Segal

Office:

Jurisdiction:

Violations:

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

Erik Chalut

Business Role:

Business Principal

Email:

alli.flanagan@cumberlandfarms.com

Business Address:

165 Flanders Rd.,
Westborough, Massachusetts, 01581

US Citizen?**Political Position****Phone:**

508-270-1400

Name: Erik Chalut

Office:**Jurisdiction:****Violations:**

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

• Person:

Bill Kenyon

Business Role:

Employee

Email:

noahbillk@gmail.com

Business Address:

,
, ,

US Citizen?**Political Position****Phone:**

Name: Bill Kenyon

Office:**Jurisdiction:****Violations:**

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

• Person:

Kaylyn Moquin

Business Role:

Member/Manager

Email:

kaylynm420@gmail.com

Business Address:

,
, ,

US Citizen?**Political Position****Phone:**

Name: Kaylyn Moquin

Office:

Jurisdiction:

Violations:

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

Location/ Premises Detail

Location Name:

Cumberland Farms #8007

Location Address:

1167 Hartford Avenue,
Hartford, Vermont 05001

Local Jurisdiction/ Town Clerk:

Hartford

Do you lease this Premises:

Health License:

Food:

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Kristi Bonnell

Training Completion Date:

Thu Sep 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Tobacco

License Number:

LP-011801

Licensee Name:

Cumberland Farms #8007

License Status:

License issued-renewed application

Licensee Address:

1167 Hartford Avenue ,
White River Junction, Vermont 05641

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-01882	Articles of Organization	Cumberland Farms of Vermont, Inc.
D-01883	Proof of Worker Compensation Insurance	Cumberland Farms of Vermont, Inc.
D-01884	Federal Employee Identification #	Cumberland Farms of Vermont, Inc.
D-01953	Other	Cumberland Farms of Vermont, Inc.
D-02240	Health License	LN-016044

D-02241	Other	LN-016044
D-02321	Health License	LN-016044
D-02323		LN-016044
D-02322		LN-016044
D-02324	Other	LN-016044
D-15550	Proof of Worker Compensation Insurance	Cumberland Farms of Vermont, Inc.
D-16528	Other	Cumberland Farms of Vermont, Inc.
D-16818	Other	Cumberland Farms of Vermont, Inc.
D-26893	Operating Agreement	Cumberland Farms of Vermont, Inc.
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D-34613	Other	Cumberland Farms of Vermont, Inc.
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D-34808	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
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D-34843	Lottery License Agreement	Cumberland Farms of Vermont, Inc.
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D-34846	Lottery License Agreement	LN-016044
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D-39154	Other	Cumberland Farms of Vermont, Inc.
D-39155	Other	Cumberland Farms of Vermont, Inc.
D-39660	Other	Cumberland Farms of Vermont, Inc.
D-40236	Other	Cumberland Farms of Vermont, Inc.
D-40237	Other	Cumberland Farms of Vermont, Inc.
D-40616	Other	Cumberland Farms of Vermont, Inc.
D-43171	Other	Cumberland Farms of Vermont, Inc.
D-43174	Other	Cumberland Farms of Vermont, Inc.
D-43181	Other	Cumberland Farms of Vermont, Inc.

D-43566	Other	Cumberland Farms of Vermont, Inc.
D-43579	Other	Cumberland Farms of Vermont, Inc.
D-43582	Other	Cumberland Farms of Vermont, Inc.
D-44239	Other	Cumberland Farms of Vermont, Inc.
D-44243	Other	Cumberland Farms of Vermont, Inc.
D-44397	Other	Cumberland Farms of Vermont, Inc.
D-44399	Other	Cumberland Farms of Vermont, Inc.
D-44402	Other	Cumberland Farms of Vermont, Inc.
D-44404	Other	Cumberland Farms of Vermont, Inc.
D-47059	Proof of Liquor Liability Insurance	Cumberland Farms of Vermont, Inc.
D-02240	Health License	LN-016044
D-02241	Other	LN-016044
D-02321	Health License	LN-016044
D-02323		LN-016044
D-02322		LN-016044
D-02324	Other	LN-016044
D-34846	Lottery License Agreement	LN-016044

Payment and Acknowledgement

Signed by:

Date of Submission:

2026-04-15 16:33:17

Local Application Fee:

0

State of Vermont / DLL Application Fee:

50.00

State of Vermont / DLL Payment Status:

Local Control Payment Status:

false



Fire Inspection Report

Hartford Fire Department

Inspection 13357



Inspection

Type Liquor License Inspection
Status Completed/Closed
Inspector Amy Jerome
Unit Number HFCR2
Shift FM

Scheduled 04/15/2026 00:00
Inspected On 04/15/2026 10:00
Finished At 04/15/2026 10:30
Next Inspection

Scheduled Jerome
Inspection Length 0.00

Occupant

Occupant Name Cumberland Farms
Building Name
Contact Name Felisha Boivert
Address 1167 HARTFORD AVE
City, State and Zip White River Junction, VT 05001-
Phone 802-281-7001

Owner

Owner / Company Cumberland Farms
Contact Name Felisha Boivert
Address 1167 HARTFORD AVE
City, State and Zip White River Junction, VT 05001--
Phone 802-281-7001

Comments

Liquor License Fire Inspection:

Initial Inspection: 04/15/26
Final Inspection: N/a.

Occupancy Type: Mercantile

Occupancy Status: GRANTED

Follow-Up Inspection Notes:

Immediate life safety hazards have been addressed and corrected. A plan of corrective action has been reviewed and approved by the AHJ. Remaining previously noted violations shall be completed within 30 days - A final inspection shall be completed before a clear fire inspection report can be obtained.

NFPA 101 (2015):

4.6.6 Time Allowed for Compliance:

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

Violation Summary

Status	Violation	Location
Closed	4.5.8.7 - Periodic Inspection and Test of Fire Protection Systems TQP Inspections and tests of fire sprinkler (other than multipurpose piping systems), suppression, emergency electrical generation, alarm, detection and any other fire protection systems, devices and equipment shall be conducted for the owner by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Inspections and tests shall be conducted at least annually or semi-annually for kitchen hood suppression systems as required by a specific standard. Annual testing by a technically qualified person does not prohibit the owner from inspection and testing at more frequent intervals. A technically qualified person shall file a written inspection report with the AHJ within 14 days of completion of each inspection. Comments: Fire Protection Systems noted with active violations: - Fire Alarm System Required Action:- Fire protection equipment shall be inspected and evaluated by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. The fire protection system inspection report shall be submitted to the AHJ for review. All NOTED VIOLATIONS ON THE SYSTEM SHALL BE ADDRESSED AND CORRECTED WITHIN THIRTY (30) DAYS.	Building

Closed	17.15 - Manually Actuated Alarm-Initiating Devices. 17.15.9.2 Manual fire alarm boxes shall be installed so that they are conspicuous, unobstructed, and accessible. Comments: The manual fire alarm box in front entry observed to be obstructed by store merchandise. Required Action:All obstructions shall be removed to ensure the device remains readily accessible at all times.	Building
--------	--	----------

Actions History

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



HARTFORD POLICE DEPARTMENT

MEMO

To: Lisa O'Neil
Melinda Brooks
From: Chief Constance Kelley *CK*
CC:
Date: 4/28/2026
Re: Liquor License for

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

Cumberland Farms Inc

d/b/a Cumberland Farms #8007
1167 Hartford Ave

John Carey
Nicholas Unkovic
Lisa N'Chonon
Felisha Boisvert

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 re-appointment to: Hartford Revolving Loan Fund Committee

I. APPLICANT DATA:

Name: Crystal Pearson- Moses

Address: 186 Hillcrest Terrace White River Jct VT 05001

Telephone: _____

Email Address: _____

How long have you been a Hartford resident? 9.5 years

Are you a registered voter? Yes

II. EDUCATION:

High School: Mascoma Valley Regional High School

Year Graduated: 2001

College 1: N/A

Degree Earned: _____

Course of Study: _____

Year: _____

College 2: _____

Degree Earned: _____

Course of Study: _____

Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Wells River Savings Bank PO Box 645 Wells River VT			
March 2018- present		Vice President of Commercial Lending	

Banking professional with 24+ years of experience in:

- Commercial lending
- Mortgage lending
- Consumer lending
- Credit analysis and underwriting
- Portfolio management
- Project management
- Leadership and team development

Responsible for overseeing commercial loan relationships, evaluating credit risk, structuring financing solutions, and supporting business growth throughout the region.

03/10/2020

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings?
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute?
- c. What are your past experiences in Municipal, State or Federal Government?

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

V. REFERENCES: (Please list three)

Name: Frank Klymn

Telephone:

Name: Lacey Burleson

Telephone:

Name: Nicole Rodrigues

Telephone:



6/8/2026

APPLICANTS SIGNATURE

DATE

Crystal Pearson-Moses

Hartford Revolving Loan Fund Committee – Reappointment Summary

Professional Background

Vice President of Commercial Lending

Wells River Savings Bank (March 2018 – Present)

Banking professional with **24+ years of experience** in:

- Commercial lending
- Mortgage lending
- Consumer lending
- Credit analysis and underwriting
- Portfolio management
- Project management
- Leadership and team development

Responsible for overseeing commercial loan relationships, evaluating credit risk, structuring financing solutions, and supporting business growth throughout the region.

Committee Experience

Hartford Revolving Loan Fund Committee

- Current member
- Elected **Vice Chair**
- Reappointed based on lending and financial expertise
- Provides analysis and guidance on loan requests supporting local economic development

Community Involvement

Cohase Rotary

- Treasurer

Committed to supporting local businesses, economic development, and community growth throughout the Upper Valley.

Skills & Qualifications

- Commercial Credit Analysis
- Financial Statement Review
- Loan Structuring
- Risk Assessment
- Portfolio Management
- Small Business Lending
- Economic Development Financing
- Mortgage & Consumer Lending
- Strategic Planning
- Project Management

Why I Serve

I am passionate about supporting the economic vitality of Hartford and the surrounding communities. My lending background provides practical experience in evaluating credit risk, understanding business operations, and helping organizations access capital responsibly.

Serving on the Hartford Revolving Loan Fund Committee allows me to apply my professional expertise to support local businesses, encourage economic growth, and strengthen our community.

Areas of Focus for Hartford

- Small business development
- Workforce and affordable housing
- Downtown revitalization
- Access to capital for entrepreneurs
- Sustainable economic growth
- Community investment initiatives

References

- Frank Klynn
- Lacey Burleson
- Nicole Rodrigues

Crystal Pearson-Moses

Vice President of Commercial Lending

24+ Years of Banking Experience

Hartford Resident • Community Volunteer • Economic Development Advocate



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171 BRIDGE STREET
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ADVISORY BOARD/COMMISSION

REAPPOINTMENT APPLICATION TO: Hartford Planning Commission

I. APPLICANT DATA:

Name: **Dylan M. Kreis**

Address: **White River Jct., VT 05001**

Telephone:

Email Address:

How long have you been a Hartford resident? **35+ Years**

Are you a registered voter? **Yes**

II. EDUCATION:

High School: **The Putney School** Degree Earned: **Diploma** Year Graduated: **1998**

College 1: **University of New Brunswick** Degree Earned: **BSF** Year Graduated: **2006**
Course of Study: **Forestry & Environmental Management**

College 2: **SIT Graduate Institute** Degree Earned: **MA** Year Graduated: **2013**
Course of Study: **Sustainable Development**

III. WORK HISTORY:

Please see resume attached.

IV. PROFESSIONAL EXPERIENCE:

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

The current Hartford Planning Commission schedule works well for me.

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

I found my previous term serving on the Planning Commission very insightful and rewarding. My service has expanded my knowledge of the planning and development process, and has given me a greater appreciation for our zoning and land use policies. I

have more to learn, but my past education and work experiences have provided me the skills and ability to do just that.

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

Please see resume attached.

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

Please see resume attached.

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?

The most daunting challenge that I see the Town of Hartford facing is the implementation of the Hazard Mitigation and Climate Action Plans. This is, and will be compounded by the need to maintain existing infrastructure while continuing to provide high quality services to the Town's citizenry. This effort has been, and will continue to be impacted by unforeseen events such as those resulting from climate change and other human caused disasters.

I believe there is no single board, commission or department that can tackle this problem alone. This is an all-hands-on deck situation; especial considering the lack, and availability of resource at the state and federal levels. These plans should guide/influence/inform decision-making at every level of Town governance.

f. What might some solutions be?

I propose utilizing monies generated by the Local Options Tax as a source to receive matching funding from state and federal agencies, as well as other organizations. I believe this effort would be less arduous if multiple commission, boards and/or departments worked together to obtain them i.e., a common goal. I realize this is a relatively small reserve, but we have to start somewhere.

g. Other hobbies/interests:

I enjoy yoga, crosswords, being active in nature and spending time with loved ones.

V. REFERENCES: (Please list three)

Name: **Daniel Zorko** Telephone: Email:

Name: **Ally Tufenkjian** Telephone: Email:

Name: **Thomas Champlin** Telephone: N/A Email:

APPLICANTS SIGNATURE:



DATE: June 14, 2026

DYLAN MCKINSTRY KREIS

Hartford, Vermont

dylan.m.kreis@gmail.com

EXPERIENCE

DARTMOUTH COLLEGE, Hanover, NH

Current Employer

Communications Officer

- Manage incoming emergency calls via radio and telephone, initiate emergency protocols, and support Patrol Officers in the field
- Act as a point of contact for the public and campus community, especially after hours
- Look up and provide critical information to Patrol Officers to clarify on-campus situations

UPPER VALLEY HAVEN, Hartford, VT

Facilities Maintenance Coordinator

- Oversaw the day-to-day operations and upkeep of all buildings on UVH's main campus
- Performed routine maintenance, coordinated repairs with outside vendors/contracts, and tracked inventory to ensure the facility remained safe, functional, and up to code

TOWN OF HARTFORD, Hartford, VT

Superintendent of Parks & Facilities

- Managed a portfolio of municipal parks and recreational facilities including an ice arena and large, outdoor athletic facility
- Trained and supervised a staff of fulltime and seasonal employees in landscaping/park maintenance, ice arena and athletic facility operations while prioritizing safety and timely, high-quality services for users
- Coordinated with the Director and Superintendent of Programming to implement athletic and educational programming

RGS, INC, Montpelier, VT

Lead Solar Installer & Site Technician

- Gathered critical site data for the design and installation of residential and commercial solar PV systems
- Interacted with customers to ensure the highest quality of professional service
- Gave educational presentations to school groups and stakeholders interested in solar power
- Led crews in the proper installation of solar PV systems in accordance applicable laws and regulations

NATIONAL PARK SERVICE, Big Bend National Park, TX

Lead Forestry Technician

- Performed on-the-line wildland fire suppression duties as a lead member of an organized fire suppression crew
- Supervised and trained members of a wildland fire engine crew
- Responsible for daily maintenance of fire station and fire suppression equipment
- Directed crews during fuels management and fire suppression operations
- Taught wildland fire and safety training techniques, practices, and methods
- Participated in and supervised hazard fuel reduction projects

ALBERTA, CANADA DEPT OF AG & FORESTRY, Alberta, Canada

Division Supervisor, Helitack Crew Leader, Helitack Squad Leader

- Performed on-the-line wildland fire suppression duties as a lead member of a helitack crew
- Oversaw the use of aerial firefighting resources including air tankers and helitankers
- Administered routine aspects of the prescribed fire and fuels plan, ensuring that preparation, ignition, holding, mop-up, and rehabilitation were completed to the standards specified
- Assisted in resolving problem situations while performing a wide variety of nonstandard fire planning assignments

NATIONAL PARK SERVICE, Grant Teton & Carlsbad Caverns National Parks

Forestry Technician

- Performed on-the-line wildland fire suppression duties as a member of an engine crew
- Collected and compiled fuels management field inventory data where a variety of fuel variations were involved, inventoried fuel beds and prepared associated reports
- Participated in hazard fuel reduction projects including monitoring burning conditions, piling vegetation debris, and acted in assigned positions such as ignition or holding specialist

EDUCATION

SIT GRADUATE INSTITUTE, Brattleboro, VT

2013

M.A. in Sustainable Development

UNIVERSITY OF NEW BRUNSWICK

2006

B.S. in Forestry and Environmental Management

Minor in Environmental Studies

THE PUTNEY SCHOOL

1998

High School Diploma

NATIONAL & COMMUNITY SERVICE

Hartford Planning Commission, Hartford, VT – Member

2023 - Present

Community Resilience Organization of Hartford, VT – Chair & Vice Chair

2015-2024

Hartford Fire Department, Hartford, VT – On Call Firefighter/EMT

2016-2019

AmeriCorps with Twin Pines Housing Trust Hartford, VT - Project Assistant

2017

Student Conservation Association - Prescribed Fire Crew Member

1999-2000

- Mississippi Sandhill Crane Wildlife Refuge - US Fish & Wildlife Service, Gautier, MS
- Sequoia/Kings Canyon National Parks - National Park Service, Three Rivers, CA
- The Nature Conservancy - Vineyard Haven, MA



AGENDA MEMORANDUM
June 23, 2026
Town Selectboard Meeting
Submitted by: John Haverstock, Town Manager

- Subject:** HCoreI Appointment – Anabella Fiorelli
- Background:** Per the Charge for the Hartford Committee on Racial Equity and Inclusion (HCoreI), both the Hartford Selectboard and Hartford School Board must ratify every appointment.
- Discussion:** Pat Autilio, Chair of HCoreI, has recommended that Anabella Fiorelli be appointed to HCoreI as the Student Liaison.
- Recommendation:** Move to appoint Anabella Fiorelli to the Hartford Committee for Racial Equity and Inclusion for a two-year term beginning June 23, 2026 and ending June 22, 2028.
- Attachments:** Email from Pat Autilio recommending Anabella Fiorelli’s appointment.
HCoreI Charge
Redacted Application from Anabella Fiorelli

John Haverstock

From: Patrick Autilio <diversifiedpat@gmail.com>
Sent: Sunday, June 14, 2026 4:09 PM
To: Ida Griesemer; John Haverstock; Nancy Russell; SuttonC@hartfordschools.net
Subject: Select Board and School Board Approvals for Student Application to HCoreI
Attachments: Boards and Commissions Member Application - Fiorelli.pdf

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

Dear Ida and Nancy,

It is my pleasure to recommend that the School Board and Select Board approve Anabella Fiorelli's application to join the HCoreI committee. The application is attached.

I encourage you to move forward with the approval process as soon as convenient.

Thank you,

Pat Autilio, Chair – Hartford Committee On Racial Equity & Inclusion

2nd Charge for Hartford Committee on Racial Equity and Inclusion (HCOREI)

In addition to the universal human benefits of social equity and justice, the Town and School District recognize that in order to continue to prosper and maintain cultural relevance into the 21st Century, we must support a welcoming, inclusive environment for people of color living, working and/or served by the Town of Hartford and Hartford School District. To advance this goal, the Town and School District must continue to grow their level of cultural sensitivity and competency as well as their awareness of the experiences of people of color. For this purpose, the Hartford Committee on Racial Equity and Inclusion is constituted as a standing committee and charged as below.

HCOREI Mission

All people are accorded the right to live in a just, equitable and anti-racist community. This right is only possible if we embrace collective responsibility and support shared prosperity. We advocate for actions that raise the level of awareness within our institutions and promote municipal and school policies and practices that remediate systemic racism.

Purpose

- I. Work towards a welcoming environment and reduce racial disparities within municipal and school governance.
- II. Support a commitment to racial equity in the Town of Hartford and Hartford School District.
- III. Support the Town of Hartford and Hartford School District in cultivating greater understanding of the concepts of diversity, inclusion, equity, implicit bias, white privilege, white supremacy, systemic racism, and intersectionality.

Charge

HCOREI is charged with:

- 1. Seeking input from people of color living in, working in and/or served by the Town of Hartford and Hartford School District
- 2. Coordinating programming
- 3. Supporting the Town of Hartford and Hartford School District in implementing the *Equity and Inclusion Strategic Plan* prepared by Vermont Partnership for Diversity, delivered in April 2020
- 4. Identifying biased outcomes and disparities leading to social inequity. These include but are not limited to the following:
 - a. Affordable housing within the five villages
 - b. Application of laws and ordinances by police and court appointed officers

- c. Impact of Town bylaws, ordinances and policies on residents
 - d. Application of administrative action to school children and the impact of district and school policies on their families
 - e. Quality and affordability of childcare
 - f. Opportunities for employment
 - g. Fair hiring practices for employees and contractors of the Town and School District
5. Making recommendations to the School Board and Selectboard
6. Reporting annually on committee progress

Terms

Committee members shall serve two-year terms beginning on the date of appointment, which may be renewed at the discretion of the Selectboard and School Board. The Committee will be a standing committee of the Town of Hartford and the Hartford School District. The charge will be reviewed as needed but no less often than every 3 years.

Constitution

This advisory committee will be constituted of eleven members to include two Selectboard members, two School Board members, five community members and two Hartford High School student liaisons. Each member will have equal weight in discussion and voting. The Committee will elect its own Chair, Vice-Chair and Clerk. One member of HCoreI may reside outside of Hartford, notwithstanding student liaisons.

Selection Process

All vacancies, including those that result from an incomplete term, will be filled using the following process:

1a. Members of the Community interested in serving on the Committee apply through the town committee application process.

1b. Student Liaisons interested in serving on the committee shall apply with the town committee application through the District Equity Coordinator or HSD designee.

2. HCoreI will advise the Select Board and School Board of vacancies on the committee

3. HCoreI will interview applicants and recommend members to the boards.

4. The Selectboard and School Board will ratify or reject each new appointment to the HCoreI.

Statutory Requirements

As with all Hartford Committees, the Hartford Committee on Racial Equity and Inclusion must operate in accordance with the Statutes of the State of Vermont and the Ordinances and

Policies of the Town of Hartford. In particular, all meetings will be warned and open to the public and the minutes of these meetings will be recorded and posted in accordance with Vermont's Open Meeting Law.

2nd Charge Approved by Selectboard 2/21/23, Approved by Schoolboard 3/8/23

Submitted to both boards 2/2/23

Charge Renewal per original charge - Drafted 1/18/23, Approved by HCOEI 2/1/23

Approved by Schoolboard 10/12/22

- Resubmitted to Schoolboard 9/8/22, request to join meeting for discussion.
- Request for clarification from School board 6/29

Approved Selectboard with amendments "Hartford High School" and "nonwithstanding student members" in green - passed 7/12/22

Recommended changes submitted to Selectboard and School board on 6/10/22

Selectboard - August 22, 2018

Amended – January 29, 2019 (Constitution)

School Board - September 12, 2018

Amended – February 13, 2019 (Constitution)

TOWN OF HARTFORD
171 BRIDGE STREET
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ADVISORY BOARD/COMMISSION APPLICATION

Application for_HCOREI appointment(s) or_re-appointment to: Student Liason

I. APPLICANT DATA:

Name: Anabella Fiorelli

Address: White River Jct. Vermont

Telephone: (Home) (Work) N/A

Email Address:

How long have you been a Hartford resident? 15 Years

Are you a registered voter? N/A

II. EDUCATION:

High School: Hartford High School (Freshman) Year I Graduate: 2029

College 1: Degree Earned: _____ Year: _____

Course of Study: Degree Earned: _____ Year: _____

College 2:

Course of Study:

III. WORK HISTORY:

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

Concepts NREC, June 2025 - Present, as a Part time Administrative Intern. I Digitize files, help plan Catering + Logistics for company events, host guests, work with different programs and overall help the people working at the company in any way needed.

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?

I would be available nights and I am very flexible with which days out of the month we would meet. The only reason I would not be able to meet is if I had a school function I had to attend to.

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

I would like to serve on this committee because I find equity, in every capacity, to be an interesting and very important subject that impacts a lot of people. If I could help put policies in place for people who often don't get a voice to benefit their own lives, I think that would be a beneficial and important way to use my time. I have been a part of the Hartford District Equity meetings for about a year now as one of the student reps and I believe I have gained a multitude of different perspectives and knowledge that I believe may be beneficial to this committee. I also believe I possess an unique insight to how different people are impacted by equity at different ages and places in their lives.

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

N/A

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

I am a part of the Hartford District Equity Committee where I am a student representative. I am a part of our Student Council at Hartford where we strive to help out of the community and I hold the position of Secretary. I am also a member of quite a few other organizations at Hartford High School that involve public service in different ways.

- 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 believe there are definitely areas in the town that can be improved on such as better communication to the public on how the town plans on interpreting laws surrounding equity in Congress. I know I have been keeping up to date with different legislative bills being discussed in Congress and would like to be more aware on how the town plans on interpreting those laws based on the residents best interests. I believe this may be better achieved by having a couple of community nights with HCOREI and Hartford Residents, where people can ask questions they may have surrounding equity and the board can help provide insight where possible.

- f. Other hobbies/interests:

I enjoy many things that involve having a voice and being a part of making change. Like I had mentioned, I'm a part of my school's Student Council and I am also a part of Tri-M music honors society, an organization at many schools that is basically the music version of student council, Q.A.G- our school's version of Pride club and many other clubs involving music and or leadership. I am a part of Choir as well as I play the Flute in my school's band and I am also involved with our school's fall musical every year.

V. REFERENCES: (Please list three)

Name: Julia Lau Email: _____

Name: Emily Fiorelli Email: _____

Name: Catalina Ruiz Email: _____

Anabella M. Fiorelli

5/17/26

APPLICANTS SIGNATURE

DATE

Town Manager's Report

June 23, 2026

HR Director/Executive Assistant to the Town Manager

I am pleased to report that the Town has hired its new HR Director/Executive Assistant to the Town Manager, who will begin work on Monday, July 6. Details TBA.

Finance Department Hiring

The Finance Department has hired two Finance Specialists. The first, who has high-level Vermont municipal experience, began work on Tuesday, June 16. The other person, with a strong accounting background, will begin work on July 20. The Finance Department will then be fully staffed for the first time in many moons.

Tax Rates

The Selectboard will be needed to approve municipal tax rates sometime in early July, after the Grand List has been lodged by the Assessor's office and the State has announced education tax rates. The education tax rates come with little notice and we must send out tax bills no later than July 14 (30 days before the first payment due date of August 14), so advance notice of a special Selectboard meeting devoted to this purpose may be quite brief.

Independence Day Holiday

Town offices will be closed on Friday, July 3 in observance of the Independence Day holiday.

Agenda Memorandum

Submitted By: Ida Griesemer

Subject: Opioid Settlement Funds Grant Selection Committee

Background: The Town is currently soliciting proposals for programs that prevent opioid misuse, reduce overdose deaths, expand treatment access, and support recovery. The deadline for the first cycle of applications is July 1, 2026.

We are forming a committee to review the applications and decide where to allocate funds. In the June 23 Selectboard meeting, we will continue to interview applicants and discuss committee appointments in executive session.

Proposed Grant Review Committee structure:

- 2 Selectboard members
- 3 affected community members (lived experience with substance use disorder or supporting a loved one with substance use disorder)
 - Both adults and youth are welcome to apply
- 3 public health professionals (e.g., community nurse, social worker, mental health professional, state public health agency employee)

Summary of applications:

Name	Affected community member?	Public health professional?	Key points from application (including any potential conflicts of interest)
Caitlin Sabans	X	X	• Outreach and Engagement Coordinator with Connecticut Valley Addiction Recovery (CVAR) in White River Junction, VT • CVAR may apply for funds (recusal required) • Multiple families members with opioid addictions
Nalah Taylor	X		• Lost her mother to opioid addition • Involved in Getting to Y Program and OVX at Hartford Memorial Middle School
Janet Potter	X	X	• Student Assistance Program Counselor – Hartford Memorial Middle School • Therapist at Clara Martin Center • Drug Recognition Expert trained • Lost multiple family members to opioid addition • May apply for funds (recusal required)
Brian Lukowitz	X		• Very involved in AA community and has relationships with many in opioid recovery (no personal use of opioids)
Charlotte Martin		X	• Mental Health Therapist at DHMC adult inpatient psych unit • Formerly a Clinical Case Manager at Clara Martin Center
Dottie Moffitt		X	• Drug and Alcohol Counselor for Counseling Associates • Former employee of VT Department of Corrections

List of Appointees for Opioid Grant Review Committee and possible applicants

Caitlin Sabins (L.E. and P.H.)

Janet Potter – Hartford Schools (L.E. and P.E.)

Charlotte Martin (P.H.)

Brian Lukowitz (L.E.)

Dottie Moffitt (P.E.)

Nalah Taylor – 6th Grader (Youth) (L.E.)

Selectboard Member (x2):

L.E.: Lived Experience

P.H.: Public Health

Agenda Memorandum

Submitted By: Ida Griesemer

Subject: Twin Pines Housing Task Force

Background: We are forming a committee to serve as a space for collaboration, accountability, open communication, and relationship building for all parties involved, but particularly the Town, Twin Pines Housing staff and board, and Twin Pines Housing tenants to address challenges residents are facing. The task force will give 2 presentations to the Selectboard at the 1-year and final 2-year mark, and dissolve thereafter.

In the June 23 Selectboard meeting, we will continue to interview applicants and discuss committee appointments in executive session.

Proposed Task Force structure:

- 1 Selectboard liaison (non-voting)
- 5 TPH tenants (residents of Hartford)
- 2 TPH staff members
- 1 TPH board member
- 1 Housing & Homelessness Committee representative
- 3 social service providers (e.g., Haven, HCRS/HPD, 2HRC)
- 1 staff member liaison

Summary of applications:

Name	Tenant?	Social Service Provider?	Key points from application (including any potential conflicts of interest)
Donna DeCoff	X		• 3 months as resident • Daughter is a resident of Riverwalk for 2+ years • 25 years in Finance at Dartmouth College
Katy Daigle	X		• 2 years as resident • Wish to improve community • Previously lived in HOA's
Erin Brown	X		• 1.5 years as resident • Certified Recovery Coach

Alison Cassidy

From: noreply@civicplus.com
Sent: Thursday, May 21, 2026 4:23 PM
To: JD Hawks; Alison Cassidy
Subject: Online Form Submittal: Twin Pines Task Force Tenant Application

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

Twin Pines Task Force Tenant Application

First Name	ERIN
Last Name	BROWN
Address1	
Address2	
City	WHITE RIVER JUNCTION
State	VT
Zip	05001
Phone Number	
Email Address	
How long have you lived at a Twin Pines property?	1.5 years
Why are you interested in joining this committee?	I am a twin pines tenant as well as a certified recovery coach. As I am currently out of work. I am more than pleased to assist twin pines, the board and the tenants with an outlook that may not have been seen without me there. My life's endeavors good and bad have left me with a knowledge that can't be taught.
What personal or professional experience would you bring?	I feel that I could bring an outlook that is not the norm. A fresh way of thinking and an ease of helping without being obvious. Having been trained in open ended questions and embrace the methods of CBT to help and reinforce the positive.

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

From: [John Haverstock](#)
To: [White River Junction Pride](#)
Cc: [Alison Cassidy](#)
Subject: RE: Request to hang lamp pole banners for WRJ Pride
Sent: 6/15/2026 8:53:36 AM

Thanks, Danny.

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

From: White River Junction Pride <wrjpride@gmail.com>
Sent: Thursday, June 11, 2026 11:21 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Alison Cassidy <acassidy@hartford-vt.org>
Subject: Re: Request to hang lamp pole banners for WRJ Pride

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

I've just received the banner design from our artist. Here it is. I've attached the request form as well, so everything is together.
Danny



On Thu, Jun 4, 2026 at 4:53 PM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Yes, correct.

June 23rd it is, with us receiving everything by June 18.

Thanks, Danny.

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

From: White River Junction Pride <wrjpride@gmail.com>
Sent: Thursday, June 4, 2026 4:52 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Re: Request to hang lamp pole banners for WRJ Pride

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

Hello John,
Here's a copy of the application. Coco is still working on the art so we'll have to shoot for the 6/23 meeting. I presume you'll need that by 6/18?
Thanks for your help with this.
Danny

On Thu, Jun 4, 2026 at 9:47 AM John Haverstock <jhaverstock@hartford-vt.org> wrote:

Just following up with you, Danny.
Please let me know when and how you would like to proceed.

Thanks.

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

From: John Haverstock
Sent: Monday, June 1, 2026 9:40 AM
To: 'White River Junction Pride' <wrjpride@gmail.com>
Subject: RE: Request to hang lamp pole banners for WRJ Pride

Hi Danny.

First, we would need you to fill in the Form (see Policy and form, attached). We would also need to see photos or images of the banners you plan to hang.
If you wish to seek approval at the June 9 Selectboard meeting, I must have this material from you by Thursday of this week. Otherwise, we can shoot for the June 23 meeting.

Thanks.

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

From: White River Junction Pride <wrjpride@gmail.com>
Sent: Sunday, May 31, 2026 11:52 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Request to hang lamp pole banners for WRJ Pride

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

Hello John,
I'm writing on behalf of WRJ Pride to request to hang up to 10 lamp pole banners during the last two weeks of July. The White River Junction Downtown Business Association has generously offered to fund their printing and we would hang them ourselves. The art would be a rainbow graphic with a nature theme by Coco Fox, who has done the WRJ Pride poster art for the past three years and include "WRJ Pride" as text. I understand from WRIF and the Gory Daze crew that we should make our initial request to you and then in person at a Selectboard meeting, similar to the flag request?
Thank you so much!
Danny

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

Organization Name: WRJ Pride
Mailing Address: 1317 Hartford Ave; WRJ, VT 05001
Contact Person: Danny Brzozowski
Phone: 845-702-7160 Email: wrjpride@gmail.com
Location of Light Poles: (Specify Village(s)) White River Junction
Number of Banners to be hung in each village 9
Dates Banners will be hung: 7/10/26 Date removed: 7/26/26
7/25/26 7/26/26

Organization/Responsible Person hanging the Banners: WRJ Pride
Phone: 845-702-7160 Email: wrjpride@gmail.com
Equipment to be used to hang/remove Banners: Ladder from JAH,
hanging hardware that comes w/ banner,
wraps but does not modify or harm pole

I undersigned, understand that it is my responsibility to:

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

Signature: [Signature] Date: 6/5/26

FOR OFFICIAL USE ONLY

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

Selectboard Decision: Approved _____ Denied _____ Approved with Modifications _____

Reason Denied: _____

Modifications: _____

Town of Hartford Volunteer Service Agreement/Release of Liability

Municipal contact in charge of volunteer: _____

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

Volunteer will install 9 banners on Hartford light poles, as approved by the Hartford Selectboard.

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

Volunteer Acknowledgement

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

In performing the specified volunteer service, I acknowledge that:

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

Volunteer: Danny Brzozowski

Date: 6-4-26

Address: _____

Phone: _____

Email: _____

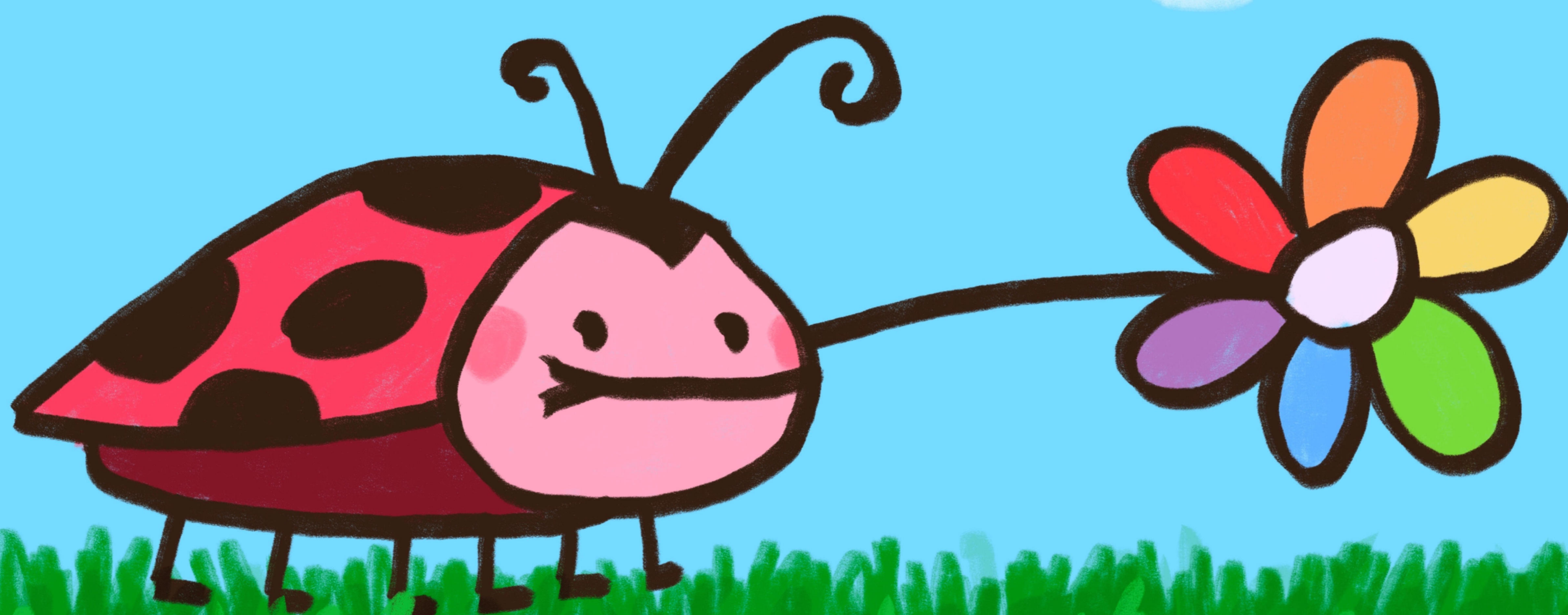
Attest: _____

Date: _____

(municipal representative)



WRJ PRIDE



WWW.WRJPRIDE.COM



Hartford

Policy ID: 2401

Effective Date: 06/04/2024

Approved: 06/04/2024

Last Revised: 06/04/0024

Expiration: 00/00/0000

Owner: Selectboard

Policy Area: Town Manager

Hartford Light Pole Banner Policy

POLICY STATEMENT

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

PURPOSE

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

PROCEDURE

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

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

Once approval has been issued by the Selectboard:

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

Light pole Banner Specifications:

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

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

REFERENCE

Attachments:

Permit Application
Waiver of Liability



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

Organization Name: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ Email: _____

Location of Light Poles: (Specify Village(s)) _____

Number of Banners to be hung in each village _____

Dates Banners will be hung: ____/____/____
____/____/____

Date removed: ____/____/____
____/____/____

Organization/Responsible Person hanging the Banners: _____

Phone: _____ Email: _____

Equipment to be used to hang/remove Banners: _____

I undersigned, understand that it is my responsibility to:

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

Signature: _____ Date: ____ / ____ / ____

FOR OFFICIAL USE ONLY

Application Reviewed by: _____ Date: / /

Selectboard Decision: Approved Denied Approved with Modifications

Reason Denied: _____

Modifications:

Town of Hartford Volunteer Service Agreement/Release of Liability

Municipal contact in charge of volunteer: _____

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

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

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

Volunteer Acknowledgement

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

In performing the specified volunteer service, I acknowledge that:

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

Volunteer: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Attest: _____

Date: _____

(municipal representative)



AGENDA MEMORANDUM

June 23, 2026

Town Selectboard Meeting

Submitted by: Scott Hausler, Director of Parks & Recreation

Subject: **Agreement between Town and School District – Field House Access for Pool Operation**

Background: For the past three years users of the pool, operated by the Town during the summer months, have been permitted to enter the Hartford School District Field House / Fitness Center building through an electronically-controlled door between the facility and the fenced-in pool deck, in order to use the restroom facilities. The Town operates the pool facility under an occupancy permit which requires the use of toilet facilities available in the Field House. The Field House, built in 2015, replaced a locker room facility with office space that served the old Sherman Manning Pool for decades. The new Field House replaced this old structure. This agreement addresses the needs of both parties for facility usage.

Discussion: The School District and the Parks & Recreation Department have come to an agreement related to the usage and access controls. The Town Manager needs authorization to enter into this MOU agreement with the School District.

Financial Impact: None

Recommendation: MOTION: The Hartford Selectboard authorizes the Town Manager to enter into an agreement with the Hartford School District for usage of the School Districts Field House during summer pool operations as outlined in the agreement.

Attachments: Agreement

Town Manager

AGREEMENT

This Agreement by and between The Hartford School District (“HSD”) and the Town of Hartford Parks & Recreation Department (“Town”) is entered into for the purpose of formalizing the parties’ agreement to permit limited use of HSD’s Fitness Center bathroom facilities by users of the Town pool during the 2026 summer season, under conditions specified herein.

WHEREAS, for three years users of the pool, operated by the Town during the summer months, have been permitted to enter the HSD Fitness Center building through an electronically-controlled door between the Fitness Center and the fenced-in pool deck, in order to use the restroom facilities therein, based on the understanding that the Town operates the pool facility under an occupancy permit which requires that 6 to 8 toilets be available to the pool users, but only two toilets are located in a bathhouse situated on the pool deck.

WHEREAS, the parties acknowledge there are significant risks of harm and liability associated with the shared use of the facilities, based on the facts that users of the pool have access to the Fitness Center at times when students will be using the Fitness Center with limited or no supervision, and students using the Fitness Center may have access to the pool and pool deck.

WHEREAS, the fitness/field house was originally constructed to replace a preceding locker room structure that had supported the pool facility for several decades;

WHEREAS, said fitness/field house was designed and built specifically to serve as support infrastructure for the Sherman Manning pool;

WHEREAS, the original design specifications for the fitness/field house included provisions to house the filtration system for the pool;

WHEREAS, while subsequent budget reductions and design modifications permitted the continued use of existing infrastructure for the filtration system, the fitness/field house remained intended for use as a support facility for the pool; and

WHEREAS, it was only following the closure of the old pool and the subsequent planning and construction of a new pool facility that the School began implementing restrictions on the use of the fitness/field house.

NOW THEREFORE, the parties agree as follows:

1. Users of the Town pool will have access to the Fitness Center only during the period June 20, 2026 through August 16, 2026, and during the following hours:
Sunday: 11:30am – 5:30pm
Monday: 9:30am – 7:30pm
Tuesday: 9:30am – 7:30pm
Wednesday: 9:30am – 7:30pm
Thursday: 9:30am – 8:00pm
Friday: 9:30am – 8:00pm
Saturday: 10:00am – 8:00pm
2. HSD shall ensure that the door between the Fitness Center and pool deck will be unlocked during the times set forth above, with an additional half-hour on each end.
3. Users of the pool may enter the Fitness Center only for the purpose of using the restrooms therein and only when the restroom facilities located on the pool deck are occupied.
4. The Town acknowledges there are risks of loss, damage, and injury associated with use of the pool and the pool deck, and with access by users of the pool to the Fitness Center and its facilities. The Town voluntarily assumes all such risks, including those arising from the fault or negligence of others.
5. The Town, on behalf of itself and its officers, representatives, and agents, agrees to release, indemnify, and hold harmless HSD, and its officers, representatives, employees, and agents, from any and all claims, lawsuits, demands, causes of action, penalties, and liability, of any kind whatsoever, arising out of or relating to any person's access to or use of the pool and the pool deck, or to access by users of the pool to the Fitness Center and its facilities, regardless of the fault or negligence of any party, to the extent authorized by Vermont law.

6. HSD, on behalf of itself and its officers, representatives, and agents, agrees to release, indemnify, and hold harmless the Town, and its officers, representatives, employees, and agents, from any and all claims, lawsuits, demands, causes of action, penalties, and liability, of any kind whatsoever, arising out of or relating to any HSD student's or staff's use of the Fitness Center and its facilities, regardless of the fault or negligence of any party.
7. Either party may terminate this Agreement for any reason by notifying the other party in writing no less than 30 days in advance of the date of termination. For just cause, the Agreement may be terminated immediately.
8. This Agreement may be executed in counterparts and conveyed by email transmission.

Hartford School District

_____ Date : _____
Duly authorized agent

Print name: _____

Hartford Parks & Recreation Department

_____ Date : _____
Duly authorized agent

Print name: _____

AGENDA MEMORANDUM
June 23, 2026
Town Selectboard Meeting
Submitted by: Lisa O'Neil, Town Clerk

Subject: Hartford Birth & Death records transfer to Vermont State Archives & Record Administration (VSARA)-State Records Center

Background: In 2019, the VT Department of Vital Records created a portal to access vital records (birth & death only) for records from 1909 forward. Clerks are required to produce copies from the portal only. Clerks may no longer produce copies from the original documents stored in the vault; this is an effort to control the amount of personal information available to the public and reduce cases of identity theft.

In September 2023, the Town Clerk visited VSARA as a member of the Secretary of State's Clerk Advisory Council and learned Towns may transfer Birth & Death records to the State for permanent storage. The clerk wanted to ensure all the records had been scanned and indexed accurately for historic reference prior to initiating the transfer. Due to staff and time limitations, this project was pushed to the back burner until we had increased staffing. Assistant Clerk, Rachael Garvey, has completed the record verification process for this project and we are poised to transfer the death and birth records to create much needed vault space (112 volumes including 70 death and 42 birth volumes).

Discussion: VSARA requires a Records Officer (RO) to sign off on the transfer. In municipalities with an appointed Clerk the Selectboard Chair can serve as RO or the Selectboard can authorize the Town Clerk to act as Records Officer. Once the RO is established, VSARA will be notified. VSARA will then prepare and submit the paperwork to the RO for signature via DocuSign when the records are ready for delivery to VSARA in Middlesex. (VSARA requires use of a specific box style & labeling; we have procured the boxes).

VSARA is exploring whether we can use the State Records Center transfer/courier service to transfer Hartford's documents, however they only do this several times a year and it may only be available for State Offices, not municipalities. Regardless, if we use a courier service for transport, we will use a State approved vendor to transfer the records for an estimated fee of \$500. We are also considering the Clerk transporting the documents using a personal vehicle; given the # of volumes it may not be a practical option.

Financial Impact: The Town Clerk Restoration Reserve Fund (GL #25-080-151-0151) for preservation of documents will be utilized for any related expenses. The estimated shipping/courier fee is \$500. Twenty-eight boxes have been procured for \$274.12 utilizing the reserve fund. (The Restoration Reserve is funded from a portion of recording fees collected as required by state statute).

Recommendation: The recommendation is for the Selectboard to authorize the Town Clerk to act as Records Officer (RO) allowing for an efficient and timely process.

Attachments: E-mail exchanges (#1 & #2) between Assistant Clerk, Rachael Garvey & VSARA
Draft Motion



Lisa O'Neil, CVC
Town Clerk

1

From: Greaves, Jenne <Jenne.Greaves@vermont.gov>
Sent: Tuesday, January 13, 2026 12:30 PM
To: Rachael Garvey <rgarvey@hartford-vt.org>
Subject: RE: Town of Hartford - Records transfer of Birth and Death

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

I wanted to follow up with you about more logistics about the transfer now that we're past the holidays. On the paperwork side of things, there are a few forms – a couple for our Records Center so they know what's coming and one transferring the custody of the records to VSARA. The accession agreement is signed by the records officer (RO), in the case of towns with an appointed clerk, which I believe Hartford is, the selectboard chair would be considered the RO. Alternatively, the selectboard can authorize the clerk to sign off on the transfer - we've had another town go this route. Once the records are all set to go and we know who will be signing off, I'll prepare the form to get sent through DocuSign. *

I asked our State Records Center (SRC) team if we had a way to pick up the boxes from the town, but we apparently do not have box pick up available, so when the boxes are ready either someone from the town can drop them off or you can use a delivery company. On our Forms & Procedures page you can find the VSARA-05: Box Transfer List (Simplified) and the VSARA-28: Records Delivery Request (RDR). When these are complete the Box Transfer List will get sent to the SRC team at SOS.RecordsCenter@vermont.gov, and the RDR will travel with the records.

For the box transfer list (VSARA-005):

- Series ID number will be 1176.1102.021
- User Box Number will start with THD-00001 and go sequentially, THD-00002, THD-00003 for the number of boxes you'll be transferring
- Box title example: Hartford, Town of: Vital certificates (birth), 1919 – 1984.

If you run into questions about the transfer list or delivery request, you can reach out the SRC team directly and I'm happy to help with any other questions or concerns that may come up.

Thanks,
Jenne

Jenne Greaves | Records & Information Management Specialist
Vermont State Archives & Records Administration
1078 US Rte. 2, Middlesex | Montpelier, VT 05633-7701
802-828-5216 | jenne.greaves@vermont.gov

From: Flora, Chris <chris.flora@vermont.gov>
Sent: Thursday, June 11, 2026 11:16 AM
To: Rachael Garvey <rgarvey@hartford-vt.org>
Subject: FW: Town Office Pickup

#2

[EXTERNAL EMAIL: DO NOT CLICK on links or open attachments unless you are sure the content is safe.]
Actions estimate is \$470.00, see below

Christopher Flora, State Records Center Supervisor
Vermont State Archives and Records Administration (VSARA)
1078 US Route 2 Middlesex
Montpelier, VT. 05633-7701
Phone (802) 828-3280
Chris.flora@vermont.gov

From: CARL LAROE <actionczl@aol.com>
Sent: Thursday, June 11, 2026 11:14 AM
To: Flora, Chris <chris.flora@vermont.gov>
Cc: Kehne, Richard <Richard.Kehne@vermont.gov>
Subject: Re: Town Office Pickup

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

The estimated cost is \$470.00
Carl Laroe
President
Action Moving & Storage, Inc.
(802)893-1234

On Jun 11, 2026, at 11:01 AM, Flora, Chris <chris.flora@vermont.gov> wrote:

I wanted to add she just told me they have a meeting with the board on the 23rd and she would like to try for the July pickup, thanks.

Chris

Christopher Flora, State Records Center Supervisor
Vermont State Archives and Records Administration (VSARA)
1078 US Route 2 Middlesex
Montpelier, VT. 05633-7701
Phone (802) 828-3280
Chris.flora@vermont.gov

From: Flora, Chris
Sent: Thursday, June 11, 2026 10:31 AM
To: Carl Laroe <actionczl@aol.com>; Kehne, Richard <Richard.Kehne@vermont.gov>
Subject: Town Office Pickup

Hey Guys, the Town of Hartford is still looking to get a price for picking up 28 boxes and bringing them here, they would like to use the same date as the district runs, their billing code is NS324, they need to have a cost to bring to the select board to get the money, let me know what you think? Thanks

Chris

Christopher Flora, State Records Center Supervisor
Vermont State Archives and Records Administration (VSARA)
1078 US Route 2 Middlesex
Montpelier, VT. 05633-7701
Phone (802) 828-3280
Chris.flora@vermont.gov

DRAFT MOTION:

Consider the appointment of Lisa O'Neil, Hartford Town Clerk, as Records Officer (RO) for the purposes of transferring Vital Records (Birth & Death records) to the Vermont State Archives & Record Administration for permanent storage.



AGENDA MEMORANDUM

June 23rd, 2026

Town Selectboard Meeting Item:

Submitted by: Dana Clawson, Environmental Sustainability Coordinator

Subject: Town Hall HVAC consultant selection.

Background: On May 1, 2026 an RFP was issued to solicit proposals for a consultant to assess the heat pump system currently in place, make recommendations for replacing the system, help guide the Town through selecting an installer, overseeing the install, and commissioning the system. Following this process we will still need to put out an RFP for an installer and pay for the cost of installing the system. The cost of installing a new HVAC system will depend on what type of system is chosen. Proposals were due on June 3rd by noon and four firms submitted proposals.

Richard Ottis, a member of the Hartford Energy Commission and a facilities engineer, has also offered to provide guidance in the RFP selection process, his analysis is attached.

Discussion: The four proposals that we received offer different levels of involvement and oversight. Dubois & King will assess the current system and commission the replacement system for a cost of \$10,900, CX Associates will assess the current system, review construction documents, and commission the system that gets installed for a cost of \$28,975, and LN Consulting and CES take a much more hands on role in the planning and design of the system as well as overseeing the install and commissioning the system for \$159,000 and \$197,000 respectively. Key components of the RFP, the project, and what each vendor is proposing are outlined in the grid below:

Company	Assess current system	Evaluate options for new system	Design new system	Provide life cycle cost analysis	Includes navigating incentives	Provide RFP & construction oversight	Commission New System
CES	Yes	Yes	Yes	Yes	No	Yes	Yes
CX	Yes	Yes	Will provide Design Review	Yes	No	RFP & vendor selection, no oversight	Yes
DuBois & King	Yes	No	No	No	No	No	Yes
LN Consulting	Yes	Yes	Yes	Yes	Yes	Yes	No

Company	Cost	Hourly Rate
CES	\$197,000	Principal \$345 Project Manager \$290
CX	\$28,975	Not listed
Dubois & King	\$10,900	Not listed
LN Consulting	\$159,000	Principal \$235 Project Manager \$210

It is important to note that each proposal differs in how involved in the process each firm is and that the work being done in the more hands on proposals is work that needs to be performed either by the consulting firm or the company that we hire to install the system. If we choose one of the firms taking a “lighter touch” the design work that makes the LN Consulting and CES proposals more expensive will be incorporated into the work scope of the company chosen to install the system and increase their cost.

Each of these firms have a wealth of experience in designing and overseeing HVAC projects in Vermont and New England and are familiar with our climate and the challenges it brings. The question is how involved in the process we would like for the consultant to be.

I am recommending that the Town go with LN Consulting. LN Consulting has a wealth of experience, their proposal includes almost all of the items outlined in the RFP including designing the system and walking the Town through financial incentives. They would not however commission the system, they explain in their proposal that because commissioning the system is a form of quality control it is a best practice to have this done by a third party. The cost of commissioning would likely be an additional \$3,500.

Financial

Impact: Each vendor has stated their cost in their proposal. Most, if not all, of this cost will be covered by the “Town Hall HVAC Overhaul” fund, GS Code 10-921-544-0161. This fund currently has approximately \$115,000 in it and another \$50,000 going towards it in the 2027 budget. Additional funding may need to be identified depending on the firms chosen.

Recommendation: A motion is made that the Hartford Selectboard authorize the Town Manager to sign the proposal for HVAC replacement consulting with LN Consulting \$159,000.

Hartford Town Hall HVAC Replacement

HVAC Replacement Consultant Evaluation Memo

Prepared for: Town of Hartford, VT Selectboard

Prepared by a volunteer member of the Town of Hartford Energy Commission to support review of four consultant proposals received June 3, 2026

Evaluation approach: Proposals were reviewed for delivery model, scope, fee, commissioning, Vermont/municipal experience, contract terms, and key risks or unknowns.

Suggested action for the Selectboard: Review this memo as a decision aid, confirm whether the Town wants a design-build or design-bid-build project, and identify whether any funding source requires stamped construction documents before selecting a consultant.

Executive Summary

The decision in one sentence:

The key decision is the project delivery model: design-build or design-bid-build. Once that is chosen, the firm selection is much clearer. The fees range from \$10,900 to \$197,000 largely because the firms are proposing different scopes and delivery models, not the same product at different prices.

Two valid paths:

- Design-build: Cx writes the performance-based scope, the design-build contractor develops and stamps the detailed design, installs the system, and Cx commissions the final installation. This path does not rely on Cx to produce stamped drawings.
- Design-bid-build: LN or CES produces stamped drawings and specifications, the Town bids the construction separately, and the engineer or commissioning provider verifies that the installed system performs as intended.

Headline recommendation:

Cx Associates (\$28,975) appears to offer the strongest value if the Town chooses design-build. If stamped engineering drawings are required, LN Consulting appears to be the stronger fit. CES would require contract clarification and likely negotiation before selection.

Quick comparison of the four proposals:

Green, yellow, and red compare each firm on that specific criterion. Grey marks a structural delivery-model difference, not a quality judgment.

Criterion	Cx Associates	D&K	LN Consulting	CES
DELIVERABLES (structural difference, not a quality judgment)	Owner rep + commissioning. Performance spec for design-build contractor. NO stamped CDs (by design).	Diagnostic study only. NO stamped CDs (defers VRF design to manufacturer).	Stamped 50% + 100% MEP construction documents.	Stamped MEP construction documents.
Stamped engineering drawings produced	No (by design - design-build path)	No (assessment only)	Yes	Yes
Suitable if grant requires stamped CDs	No, unless paired with a stamping engineer	No	Yes	Yes
Total fee (consultant only)	\$28,975 all-in	\$10,900 (assessment only)	\$159,000 + ~\$3,500 reimb. + separate Cx	\$197,000 + 15% reimb. markup
Scope matches "replacement" decision	Yes (design-build owner rep + Cx)	No (assessment only; defers design)	Yes (full A/E)	Yes (full A/E)
Pre-proposal site visit with Dana	Yes (per Town confirmation)	Yes (per Town confirmation)	Yes (per Town confirmation)	Yes (per Town confirmation)
Site visit documented in proposal	Yes (May 13, 2026, Wilson Yandell)	Not documented in writing	Not documented in writing	Not documented in writing
VT municipal track record	50+ buildings evaluated under Vermont BGS/MERP	Strong (Wilmington, Bennington, Flynn)	Strong (Williston, Shelburne, Waterbury)	Moderate (Flynn, Warren, S. Burlington)
LG VRF-specific experience	Yes (Montpelier Police multi-split)	Defers VRF design to manufacturer	Yes (multiple VRV/VRF)	Yes (Portsmouth Hist. Soc. LG VRF)
Commissioning included in fee	Yes (functional testing in-house)	No (priced separately later)	Advisory only; recommends separate Cx (cost not quoted)	Yes (in-house)
Reimbursables	Included, no markup	Not specified	At cost, ~\$3,500 add-on	15% admin markup
Liability cap (T&Cs)	No cap stated	Not provided	Not stated, verify	Lesser of fee paid or \$50,000
Governing law	Vermont	Not provided	Vermont	Engineer's home state (CT/NH)

How to read the table:

- Grey = structural difference, not a quality judgment. Cx is grey on "deliverables" because it does NOT produce stamped CDs, but that is the point of design-build delivery, not a flaw.
- Green = strength on that criterion compared to the others.
- Yellow = unclear, partial, or needs verification before signing.
- Red = a real concern (cost, contract risk, scope mismatch, missing deliverable that the project actually needs).

Takeaways:

- Cx Associates: lowest-cost path, strongest VT municipal track record, cleanest contract. Right answer if the Town accepts design-build delivery.
- LN Consulting: strong VT firm with stamped CDs. Right answer if the Town needs stamped drawings, but the headline \$159K does not include the third-party commissioner LN itself recommends (cost not quoted in their proposal).
- CES: highest-cost option and several contract clauses that warrant legal review and possible negotiation before selection.
- D&K: scope mismatch. Their proposal is for a study, not a replacement.

What We Don't Know (Open Questions to Resolve Before Contracting)

This memo is based on the four submitted proposals and the Town's confirmation that all four firms toured the building with Dana. The following items could not be confirmed from the proposal text alone and should be clarified before contract award.

- LN's standard agreement appears to include a fee-based liability cap of \$100,000 at this fee level. The Town should confirm that this same agreement would govern the final contract.
- LN recommends a separate third-party commissioner but does not quote that fee. The Town should request a written quote before comparing LN's all-in cost to CES.
- LN's fee table includes a lump-sum energy modeling line item, while the reimbursables schedule also lists energy modeling at cost. LN should confirm whether that reimbursables item is generic boilerplate or whether any separate energy-modeling charges could apply.
- D&K: no separate standard agreement or terms exhibit was included in the proposal materials reviewed. The Town should request D&K's standard agreement before contracting.
- D&K: their proposal explicitly excludes the energy recovery unit and ventilation system from scope.
- All firms: although all four toured with Dana, only Cx documented the site visit (date and attendee) in writing. Worth noting because documented site visits are a basic professional standard for fixed-fee proposals.
- All firms: reference contacts and phone numbers should be re-verified before calling.
- Funding: it is not stated whether Efficiency Vermont, Green Mountain Power, or any state/federal grant requires stamped construction documents. This determines whether design-build is viable at all.
- Cx Associates: proposal validity is 45 days from June 1, 2026. After approximately July 16, 2026, the fee may need to be re-confirmed.

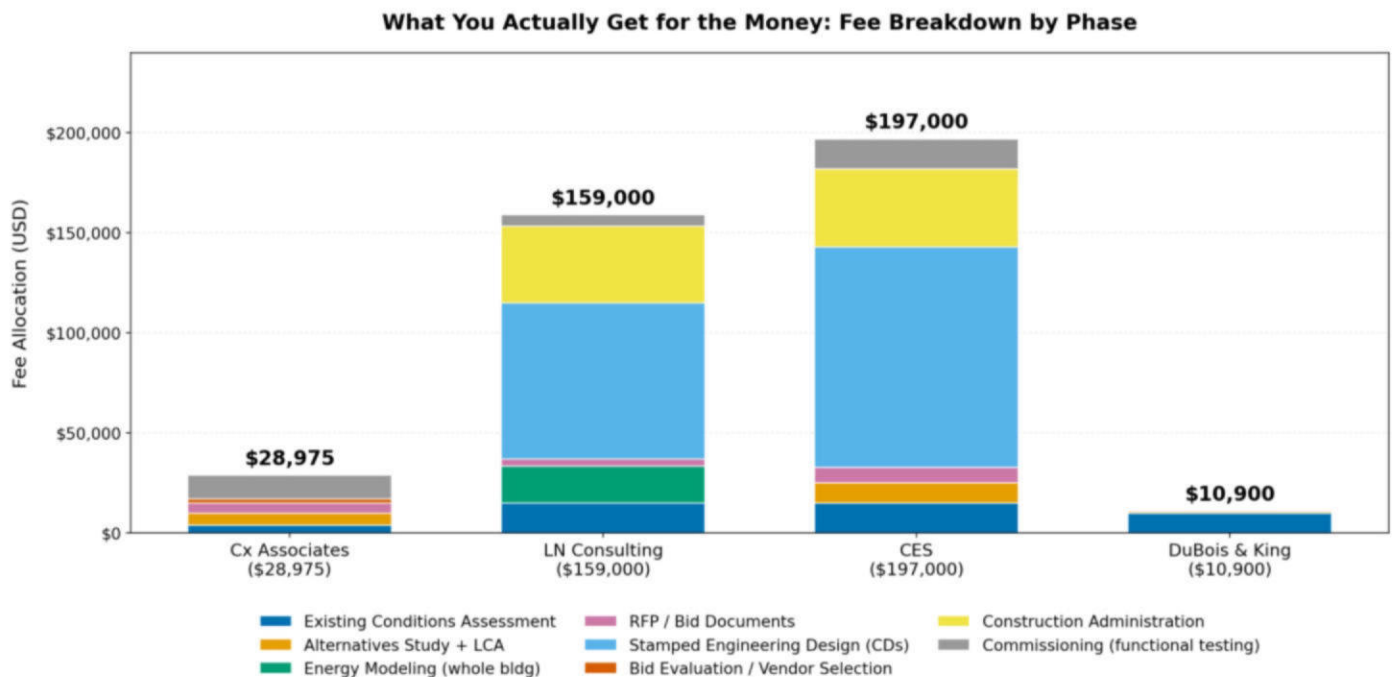
1. Cost Comparison

The chart below shows where each firm's fee actually goes by phase. The large gap between Cx (\$28,975) and the design-bid-build firms (LN \$159K design plus CA and advisory commissioning

support, CES \$197K) is almost entirely the cost of in-house stamped engineering plus construction administration: services that do not exist in a design-build delivery model.

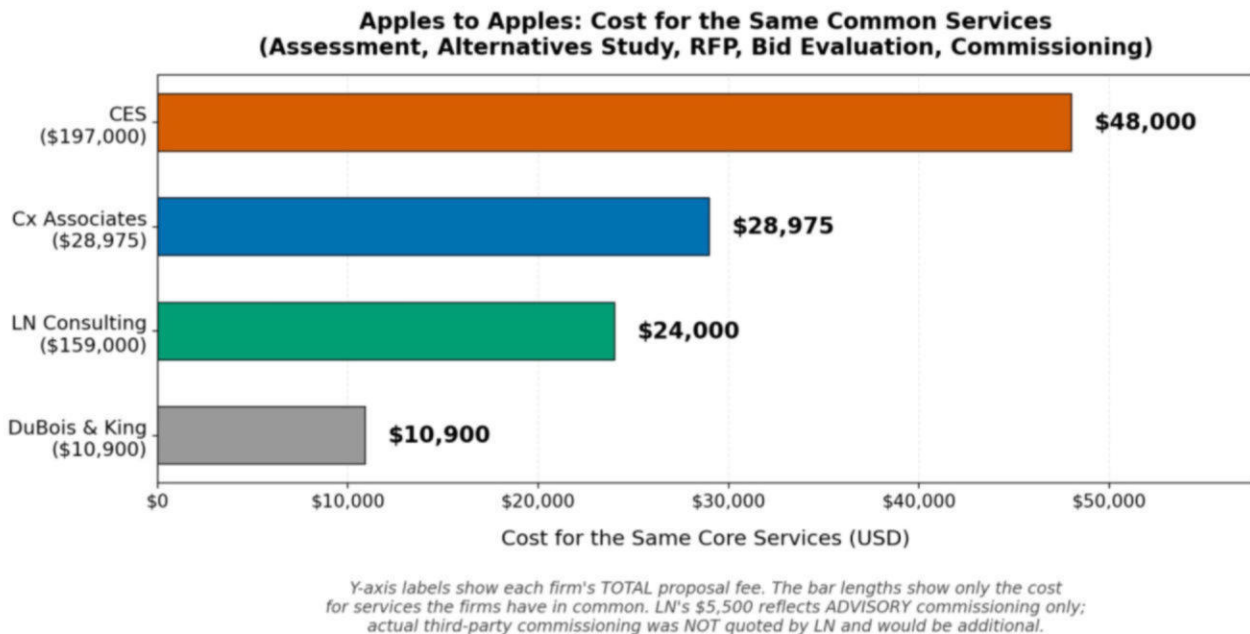
Important caveats on this chart:

- Phase allocations are reviewer estimates from each firm's narrative. Only LN itemizes by phase. The total fees (\$28,975, \$10,900, \$159,000, \$197,000) are exact from each proposal.
- LN's \$5,500 commissioning bar covers ADVISORY support only. LN explicitly recommends a separate third-party commissioner whose cost was NOT quoted in their proposal. That separate cost is therefore not shown on the chart.
- Cx and CES include functional commissioning in their lump sums; LN does not.



Bar totals match each firm's submitted fee. LN's \$159,000 = lump-sum design + construction services (does NOT include ~\$3,500 reimbursables LN lists separately, and does NOT include the third-party commissioner LN recommends — LN did NOT quote that cost). Phase allocations are reviewer estimates; only LN itemizes by phase. Cx, CES, and D&K totals are exact from each proposal.

Apples-to-Apples: Cost for Common Services



2. The Delivery-Model Decision (the gating choice)

The Town has two realistic paths forward. Choosing between them matters more than choosing between firms within the same path.

Option A: Design-Build (Cx Associates as owner's rep)

How it works:

- Cx Associates assesses the existing system and helps the Town decide on two preferred system alternatives.
- Cx writes a performance-based RFP describing what the new system must do.
- Mechanical design-build contractors bid the design and construction together as a single package.
- The winning contractor's engineer produces and stamps the design.
- Cx Associates commissions the installed system to verify it meets the spec.

Pros: lower soft cost (\$28,975), single point of accountability, faster overall schedule, proven Cx playbook on 50+ VT MERP buildings, independent commissioning protects the Town.

Cons: less Town control over the specific design until the contractor is selected, design quality depends on the bidding contractor (mitigated by performance spec and Cx commissioning), and some grant programs require stamped CDs.

Option B: Design-Bid-Build (LN or CES)

How it works:

- The engineering firm produces stamped 100% construction documents.

- The Town bids the construction work to mechanical contractors using those drawings.
- The engineering firm provides construction administration.
- A commissioner verifies the install (third-party for LN, in-house for CES).

Pros: fully engineered design before committing to a contractor, easier to compare construction bids, better suited to grant applications that require completed drawings.

Cons: 5x to 7x the soft cost, longer schedule, change-order risk, contract terms vary widely.

3. Technical Approach Comparison

Firm	Problem Diagnosis	Proposed Approach
Cx Associates	Will assess via site visit, staff interviews, and testing; will determine whether life-extension or full replacement is warranted.	Develop two replacement alternatives with pros/cons, ROM costs, energy/LCA, BAS integration; engage Efficiency Vermont and GMP for incentives; performance-based RFP for design-build.
DuBois & King	Will assess current HVAC and controls; explicitly excludes the ERU and ventilation system from scope.	Provide proposed system configuration and OPCC; defers the actual VRF design to a VRF manufacturer; commissioning priced separately after the evaluation.
LN Consulting	Will observe existing conditions and identify 2 to 3 replacement options.	Energy model each option for LCA and incentives; experienced with geothermal, VRF, and air-to-water heat pumps; will work with Efficiency Vermont; recommends third-party commissioner.
CES	Has a strongly relevant comparable project: Portsmouth Historical Society 21,000 SF LG VRF system with persistent compressor failures and inability to maintain conditions.	Phased approach: interior winter / exterior spring; will evaluate complete replacement plus phased life-extension options; commissioning in-house.

4. Schedule and Timing

The schedule information below reflects what each firm stated in its proposal or, where not stated directly, the schedule implications of the proposed delivery model.

Firm	Available Start	Project Completion	Schedule Risk
Cx Associates	On execution	All consulting and Cx field work complete by 06/30/2027 (firm assumption)	Low. Fee re-opens if construction schedule slips significantly.
DuBois & King	June 8, 2026	Not stated (assessment phase only)	Low for the assessment; uncertain afterward because they would not be the design firm.
LN Consulting	Not stated explicitly	Not stated explicitly; design schedule defines bidding timing	Medium. Design-bid-build inherently longer.
CES	Immediately upon award	Not stated explicitly; phased construction implied	Medium. Same as LN. CES terms allow fee growth up to 10% before additional written approval is required in non-lump-sum contexts.

5. Risk Register

The risk summary below compares the main delivery and contract risks of the most realistic project paths.

Risk	Design-Build (Cx)	Design-Bid-Build (LN)	Design-Bid-Build (CES)
Soft cost overruns	Low. Lump sum; reimbursables included.	Low for LN itself; third-party commissioning fee still unknown.	Medium. 15% markup plus 10% pre-authorized overrun.
Construction change orders	Lower. One design-build contractor is accountable.	Medium. LN remains liable under normal standards.	Medium. Section 12.4 limits claims for design-error change orders.
Design quality risk	Mitigated by performance spec and commissioning.	Low. LN produces stamped CDs.	Low, but liability capped at \$50,000.
Schedule risk	Lower. No separate design phase.	Higher. Design phase precedes bidding.	Higher. Same as LN.
Commissioning gap	Low. Cx commissions the project.	High. Separate commissioner required and not priced.	Low. CES commissions in-house.
Contract-dispute risk	Low. VT law and Burlington arbitration.	Low. VT law and mediation only.	High. CT/NH law, \$50K cap, markup, and claim limits.

6. Firm-by-Firm Detail

Cx Associates: \$28,975

Delivery model: Owner's representative plus commissioning agent for a design-build project.

Verified facts:

- Founded 1994; firm size 18 staff including 12 engineers (3 P.E.s, 1 AIA).
- PM Walker Calderwood, P.E. (VT), BCxP, CEM. Managing Principal Matthew Napolitan, P.E. licensed in VT, NH, ME, NY, CT, RI; CCP, BCxP, LEED AP BD+C.
- Site visit: confirmed by Town that all four firms toured with Dana. Cx is the only firm to document the visit in writing (May 13, 2026, Wilson Yandell).
- Has evaluated 50+ buildings (~427,000 SF total) under Vermont MERP from 2023 to 2024.
- Has developed performance-based scopes of work for 7 VT municipalities covering 13 buildings.
- Reference: Harry Falconer, TRORC, hfalconer@trorc.org (Hartford's own regional planning commission).
- Reference: Eric Pope, Town of Morgan, eric.pope122505@gmail.com.
- Most relevant prior project: Montpelier Police Station design-build VRF/multi-split conversion.

Strengths:

- Lowest fee of any full-scope proposal; reimbursables included; no admin markup.
- Strongest VT municipal track record by direct comparison.
- Commissioning is core business: design review through functional testing on the CxAlloy platform.
- Vermont law, AAA arbitration in Burlington, terminable at any time.

Weaknesses:

- Does not produce stamped engineering drawings; the Town must accept design-build delivery.
- Smaller firm (18 staff) means bench-depth concern if key personnel become unavailable.
- Proposal valid only 45 days from June 1, 2026.

DuBois & King: \$10,900

Delivery model: assessment only; replacement design deferred to a VRF manufacturer.

Verified facts:

- Firm size 170 staff across six Vermont offices.
- PM Jason Parkhurst, P.E. (VT), 26 years HVAC and plumbing experience.
- Commissioning Agent: Steve Dumas, P.E., CxA, BCxP, LEED AP, 43 years experience.
- Site visit: confirmed by Town that all four firms toured with Dana. D&K did not document the visit in writing.
- Available start date: June 8, 2026.

Strengths:

- Largest VT footprint of any bidder.
- Strong VT HVAC project list (Wilmington Town Hall, Bennington Free Library, Flynn Center).
- In-house structural, electrical, civil, and survey if scope grows.
- Honest about scope: clearly states this is an evaluation, not a replacement project.

Weaknesses:

- Scope mismatch with the Town's replacement decision.
- Explicitly excludes evaluation of the existing ventilation system and energy recovery unit.
- No RFP development, bid evaluation, construction administration, or commissioning in the base fee.
- Field commissioning priced separately AFTER the evaluation.
- No separate standard agreement or terms exhibit was included in the proposal materials reviewed.

"The design of the VRF system will come from a VRF manufacturer and is not a part of the scope of work."

"Evaluation of the ventilation system and current energy recovery unit in the attic is not a part of the scope of work."

LN Consulting: \$159,000 + ~\$3,500 reimbursables + separate commissioner (cost not quoted)

Delivery model: Full A/E (design-bid-build). Stamped MEP construction documents.

IMPORTANT: LN's \$5,500 "Commissioning Support" line is for ADVISORY support only. LN explicitly recommends a separate third-party commissioner be hired (LN suggests Cx

Associates or Ben Fowler Consulting). LN did NOT quote a price for the third-party commissioner, so the true LN all-in cost is unknown until that fee is solicited separately.

Verified facts:

- Firm established in VT in 1999. 12 full-time engineers. Burlington, VT plus Northampton, MA office.
- Key personnel: George D. Martin, P.E., CGD (PM); M. Scott Alexander, P.E.; Ian Donahue, P.E.; John Askew, P.E.
- Has designed 25+ LEED, Passive House, or Green Globes certified buildings (6 Platinum, 11 Gold, 9 Silver).
- Strong references: Michael Moser at Middlebury College (20-year client); Lee Krohn at Shelburne; Tom Christiana at Rutland Regional Medical Center.
- Most relevant project: Shelburne Pierson Library and Historic Town Hall (net-zero ready, MEP design and CA).
- Site visit: confirmed by Town that all four firms toured with Dana. LN did not document the visit in their proposal.

Itemized fee breakdown (LN is the only firm that itemizes):

- MEP Existing Conditions and Basis of Design: \$15,000
- Energy Modeling Services: \$18,500
- MEP 50% Construction Documents: \$28,500
- MEP 100% Construction Documents: \$49,500
- Bidding and Negotiation: \$3,500
- Total Design Fees: \$115,000
- MEP Submittal Review: \$9,000
- MEP Construction Administration: \$29,500
- Total Construction Fees: \$38,500
- Commissioning Support (advisory only): \$5,500
- GRAND TOTAL from LN: \$159,000 (excluding ~\$3,500 reimbursables)
- Plus separate third-party commissioner: cost NOT quoted by LN. The Town must request a written commissioning fee from Cx Associates and Ben Fowler Consulting before comparing LN to other firms on all-in cost.

Strengths:

- Strong VT-based firm with deep municipal experience.
- Whole-building energy modeling is a discrete itemized service (\$18,500); strongest energy modeling capability of any bidder.
- Detailed phase-by-phase fee breakdown allows the Town to descope after specific milestones.
- Honest about commissioning conflict-of-interest (recommends third party).
- Vermont law, mediation-only dispute resolution.

Weaknesses:

- True all-in cost is unknown because LN did not quote the third-party commissioner.
- LN's fee table includes a lump-sum energy modeling line item, while the reimbursables schedule also lists energy modeling at cost. LN should clarify whether that reimbursables item is generic boilerplate or whether any separate energy-modeling charges could apply.
- Long exclusions list: no LEED, no alternative energy feasibility, no telecom/security/AV, no testing & balancing.
- 10-day termination notice plus reasonable termination expenses.
- LN's standard agreement appears to include a fee-based liability cap of \$100,000 at this fee level; the Town should confirm that the same agreement would govern the final contract.

CES (Consulting Engineering Services): \$197,000 plus 15% reimbursables markup

Delivery model: Full A/E (design-bid-build) with in-house commissioning.

Verified facts:

- Firm size: 200 people across 8 national offices (CO, CT, FL, MA, MT, NH, NY, TX); approximately 180 engineers.
- PM Curtis Chase, Associate, based in Chelsea, VT. Norwich University BS Electrical Engineering. 21 years experience.
- Founding Principal Delbert Smith, P.E., CEM, licensed in 16 states including VT; 30+ years experience.
- Site visit: confirmed by Town that all four firms toured with Dana. CES did not document the visit in their proposal.
- Available start date: immediately upon award.

Most directly relevant project (verified from CES proposal):

"Portsmouth Historical Society [21,000 SF]... The primary focus of the study addressed ongoing mechanical system deficiencies associated with the existing LG VRF system and central energy recovery ventilator. The existing system has experienced persistent compressor failures and has been unable to consistently maintain required temperature and humidity conditions..."

This is a strongly relevant comparable project for Hartford Town Hall, though not necessarily identical in every technical respect.

Strengths:

- Largest firm by staff; deepest bench.
- Most directly relevant LG VRF project (Portsmouth Historical Society).
- Strong municipal town hall track record (Oak Bluffs MA Net Zero Ready, Suffield CT, Wilmington VT, Newington Police, Rockingham County NH).
- Phased construction approach (interior winter / exterior spring) shows occupied-building experience.
- In-house specialists: LEED AP, Passive House (CPHC), HERS, NABCEP, geothermal (IGSHPA), CCP.

Weaknesses:

- Most expensive option: approximately \$38K more than LN, \$168K more than Cx.
- Vermont presence is largely through PM Curtis Chase only.
- Technical proposal is light on Hartford-specific content for the price.
- Several contract clauses warrant legal review and possible negotiation before selection (see below).

Direct quotes of four contract clauses that warrant legal review and possible negotiation:*Section 6.1.3 (Reimbursable Expenses):*

"Client shall pay ENGINEER for Reimbursable Expenses incurred by ENGINEER and Engineer's Consultants as set forth herein plus fifteen percent for administration costs."

Section 6.2.5 (Pre-authorized fee overrun):

"The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client."

Section 12.1 (Limitation of Liability):

"The total liability in the aggregate, of ENGINEER and ENGINEER's Consultants... shall not exceed the total compensation received by ENGINEER under this Agreement or \$50,000.00, whichever is of the lesser amount."

Section 12.4 (Change Order Claim Limitation):

"Client agrees not to sue and otherwise to make no claim directly or indirectly against ENGINEER on the basis of professional negligence, breach of contract or otherwise with respect to the costs of approved Covered Change Orders unless the costs of such approved Covered Change Orders exceed 15% of Construction Cost..."

Section 16.1 (Governing Law):

"This Agreement is to be governed by the law of the principal place of business of ENGINEER."

7. Recommendation

Primary recommendation for consideration: Cx Associates (\$28,975), design-build delivery.

- Cost: saves \$130K to \$168K versus the alternatives.
- Track record: Cx has performed 50+ Vermont municipal building evaluations under BGS/MERP and has also developed implementation scopes of work for multiple Vermont municipalities.
- Independence: as owner's rep + commissioning agent, Cx has no incentive to oversell scope or favor any equipment vendor.
- Commissioning rigor: catches problems before they become the Town's problems.
- Local references the Selectboard can call directly.
- Clean, owner-friendly contract terms: VT law, no liability caps, no admin markups, reimbursables included.

Alternative recommendation for consideration: LN Consulting (stamped design with separate third-party commissioning), design-bid-build delivery.

Choose LN over Cx only if one or more of the following is true:

- A funding source requires stamped CDs before disbursement.
- The project scope grows beyond a VRF replacement (e.g., adding ventilation upgrades, electrical service rebuild, geothermal).
- The Selectboard has a strong policy preference for design-bid-build.

Before signing with LN, get a written commissioning quote from at least one of LN's recommended commissioning firms (Cx Associates, Ben Fowler Consulting). Without that quote, the Town cannot fairly compare LN's all-in cost to CES's \$197K.

D&K is not a strong fit for the Town's stated replacement decision because the submitted scope is primarily diagnostic rather than replacement-focused.

CES would require substantial comfort with a higher fee and negotiation of several contract terms before it would be competitive with the other options.

Next Steps

- 1. Decide whether the preferred delivery model is design-build or design-bid-build before allowing price alone to drive the decision.
- 2. Verify with funding sources whether stamped CDs are required.
- 3. If considering LN: solicit a written commissioning fee from Cx Associates and Ben Fowler Consulting before final selection.
- 4. Reference checks: at minimum, call Harry Falconer at TRORC, Eric Pope at Town of Morgan, and Lee Krohn at Shelburne.
- 5. Send the top one or two finalists clarification questions before a final selection meeting (Appendix A).
- 6. Confirm Cx Associates' proposal validity (45 days from June 1, 2026; expires approximately July 16, 2026).
- 7. Have Town counsel review the chosen firm's Terms and Conditions before signing.

Appendix A: Clarification Questions to Send Each Finalist

To Cx Associates

- If the Town's funder requires stamped engineering drawings, do you have a partner mechanical engineer who can stamp the design-build contractor's submission, and at what fee?
- Can you provide a sample performance-based RFP from a comparable MERP project?
- What is your experience specifically with LG VRF systems, and would you recommend staying with VRF or transitioning to a different system type?

- In the event the existing system can be extended rather than replaced, what would the revised fee be?
- Will you waive or reduce the 5% minimum monthly invoicing clause?

To LN Consulting

- Please provide a written commissioning fee quote (or referrals) for the third-party commissioner you recommend.
- Please clarify whether the reimbursables schedule line listing energy modeling at cost is generic boilerplate or whether any separate energy-modeling charges could apply beyond the lump-sum fee table.
- Please confirm that your standard agreement for this project includes the fee-based liability cap that appears to be \$100,000 at this fee level, and confirm whether that same agreement would govern the final contract.
- What is your experience with LG VRF systems specifically?

To CES

- Will you remove or reduce the 15% reimbursables markup (Section 6.1.3)?
- Will you raise the liability cap from \$50,000 / fee paid to at least the contract value (Section 12.1)?
- Will you remove or modify Section 12.4 (the change-order claim limitation)?
- Will you change the governing law to Vermont (Section 16.1)?
- Will you remove the 10% fee overrun pre-authorization in Section 6.2.5?
- Can you provide a Hartford-specific scope addendum given the price point?

To DuBois & King

- Will you provide your standard Terms and Conditions exhibit?
- If hired, what would a follow-on contract for the replacement design and commissioning cost?
- What is your liability cap and governing law preference?

Appendix B: Key Personnel Reference Sheet

Firm	Key Lead	Role / Credentials	Notes
Cx Associates	Walker Calderwood	Project Manager; P.E. (VT), BCxP, CEM	Managing Principal Matthew Napolitan, P.E., CCP, BCxP, LEED AP BD+C
DuBois & King	Jason Parkhurst	Project Manager; P.E.	Commissioning lead Steve Dumas, P.E., CxA, BCxP, LEED AP
LN Consulting	George D. Martin	Project Manager; P.E., CGD	Senior support from Scott Alexander, P.E. and John Askew, P.E.
CES	Curtis Chase	Associate / Project Manager	Principal oversight from Scott Sullivan, P.E. and Delbert Smith, P.E., CEM

Appendix C: Side-by-Side Contract Terms Comparison

Term	Cx Associates	LN Consulting	CES	D&K
Governing law	Vermont	Vermont	Engineer's home state	No separate standard agreement or terms exhibit included in reviewed materials
Liability cap	No cap stated	Fee-based cap appears to be \$100,000 at this fee level	Lesser of fee paid or \$50,000	No separate standard agreement or terms exhibit included in reviewed materials
Reimbursables	Included	At cost, approx. \$3,500	At cost + 15% admin	Not specified
Late payment / stop work	1.5%/mo after 30 days; may stop work	1.5%/mo after 60 days; collection costs recoverable	1.5%/mo after 30 days; may suspend	No separate standard agreement or terms exhibit included in reviewed materials
Dispute resolution	AAA arbitration in Burlington	Non-binding mediation	Mediation, then arbitration or litigation	No separate standard agreement or terms exhibit included in reviewed materials
Special concern	5% minimum monthly invoice may apply on slow months	Separate commissioner required but not priced	Change-order claim limits, 15% markup, and home-state law.	No separate standard agreement or terms exhibit included in reviewed materials

Appendix C note: See **Appendix D** for direct quote excerpts with section numbers from the reviewed terms and conditions.

Appendix D: Key Terms and Conditions Quotes

This appendix provides direct quote excerpts from the reviewed terms and conditions so Selectboard members can quickly cross-reference the summary table in Appendix C, the proposal discussion sections in the memo, and the follow-up questions in Appendix A to the source language.

CES

Section 6.1.3 (Reimbursable Expenses): *"Client shall pay ENGINEER for Reimbursable Expenses ... plus fifteen percent for administration costs."*

Section 12.1 (Limitation of Liability): *"... shall not exceed the total compensation received by ENGINEER under this Agreement or \$50,000.00, whichever is of the lesser amount."*

Section 12.4 (Covered Change Orders): *"Client agrees not to sue ... unless the costs of such approved Covered Change Orders exceed 15% of Construction Cost ..."*

Section 16.1 (Controlling Law): *"This Agreement is to be governed by the law of the principal place of business of ENGINEER."*

LN Consulting

Risk Allocation: *"... the Client agrees ... to limit L.N. Consulting Inc. total liability ... to the total amount indicated in the following table ... \$100,001 or more = \$100,000."*

Dispute Resolution / Governing Law: *"Any claim or dispute ... shall be submitted to non-binding mediation ... Unless otherwise specified, this agreement shall be governed by the laws of the State of Vermont."*

Cx Associates

Payment: *"Invoices are due and payable upon presentation ... In the event an account is not paid within 30 days, Cx Associates reserves the right to stop work on any job."*

Governing Law and Disputes: *"The interpretation of the terms and conditions of this contract shall be governed by the laws of the State of Vermont ... The arbitration shall take place in Burlington, Vermont, USA."*

Appendix E: Glossary

A/E: Architecture and Engineering. A firm that produces stamped design drawings.

BAS: Building Automation System. The computerized controls that run the HVAC system.

BCxP: Building Commissioning Professional. ASHRAE certification.

CA: Construction Administration. Engineer's services during construction.

CCP: Certified Commissioning Professional. Building Commissioning Association credential.

CDs: Construction Documents. The stamped drawings and specifications used to bid and build the project.

CEM: Certified Energy Manager.

Cx / CxA: Commissioning / Commissioning Authority. Independent verification that systems work as designed.

Design-Bid-Build: Traditional delivery: engineer designs, contractor bids and builds.

Design-Build: Single-contract delivery: one team designs and builds.

ERU: Energy Recovery Unit. Captures heat from exhaust air to pre-condition incoming air.

LCA: Life-Cycle Cost Analysis. Total cost of ownership over the system's useful life.

MEP: Mechanical, Electrical, Plumbing.

MERP: Municipal Energy Resilience Program. VT state program funded through ARPA.

OPCC: Opinion of Probable Construction Cost.

P.E.: Professional Engineer. State-licensed credential.

PSA: Professional Services Agreement.

RFP: Request for Proposals.

TRORC: Two Rivers-Ottawquechee Regional Commission. Hartford's regional planning commission.

VRF / VRV: Variable Refrigerant Flow / Volume. Multi-zone heat pump technology installed in the Town Hall in approximately 2017.



June 3, 2026

Dana Clawson
Environmental Sustainability Coordinator
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Re: Town of Hartford – Town Hall Comprehensive HVAC Assessment and Replacement Mechanical, Electrical, and Plumbing, Consulting Services Proposal

Dear Dana,

LN Consulting, Inc., would like to thank you for the opportunity to provide a proposal regarding the Hartford Town Hall HVAC Upgrades located in Hartford, VT. We pride ourselves on developing creative, cost effective, energy efficient, and renewable energy assisted systems designs for many building types. Our experience spans from apartment buildings to intensive laboratories.

We have completed multiple municipal projects and are excited to assist the Town with a highly efficient, low maintenance, and zero carbon solution for the town hall. Below you will find some information regarding our firm. Please let us know if you have any questions or comments.

Sincerely,

George D. Martin



Firm Overview

LN Consulting is located at 208 Flynn Avenue, #2J in Burlington, VT with a satellite office at 32 Masonic Street in Northampton, MA. The manager of LN Consulting is George D. Martin, P.E. The company was established in Vermont and has been in business since 1999. We are a dedicated and experienced firm staffed with twelve full-time engineers. LN Consulting provides mechanical, plumbing, electrical, and fire protection design and consulting services, and energy consulting services. We provide engineering services for the following industries: Educational, hotel/hospitality, resorts, sustainable/renewable/energy efficient, K-12, university, residential, healthcare, laboratory, historical, commercial, municipal, institutional, pharmaceutical, and restaurant.



University of Vermont Wing Davis Wilks – Burlington, VT

to ensure quality of materials, installation, and systems operation. We are very personable engineers with a keen ability to ask good questions and develop creative and diverse solutions. We are very well versed in the construction environment due to our hands-on experience in the mechanical and electrical trades. We provide complete master planning, energy modeling, design, and consulting services.

We have experience with multiple geothermal and radiant heating/cooling technologies, solar thermal technologies, PV technologies, fuel cell technologies, and can provide insight into the most energy efficient and cost-effective technologies/methods available for any project. We have designed multiple solar water heating systems, geothermal systems, PV electric generation systems, and have extensive experience with successful direct digital controls systems (energy management systems). Our experience with the implementation of these systems on multiple projects has provided us with an understanding of available grants and incentives. We have also designed lake water cooled buildings that provide extremely high efficiency for building air conditioning. We have completed the design of over twenty-five buildings that have LEED, Passive House, or Green Globes certification including six platinum, eleven gold, and nine silver.

A majority of our projects encompass sustainable, renewable, and energy efficient design techniques and systems. Our niche is providing highly detailed consulting and design services for complicated projects. We excel in highly energy efficient buildings, educational facilities, laboratories, commercial structures, hospitals, historical renovation/expansion, and renewable energy type projects. Our company goals are to provide detailed consulting, master planning, and high-quality bidding and construction documentation to assist the owner/design team in developing a successful project within budget. We provide vigilant construction administration on all of our projects



All Souls Interfaith Gathering – Shelburne, VT



Key Personnel Resumes

GEORGE D. MARTIN, P.E., CGD – PRESIDENT MASTER PLANNING

Academic Qualifications:

- University of Vermont, B.S. of Electrical Engineering, 2005
- University of Vermont, Minor in Mathematics, 2005

Licenses:

- Professional Engineer - Vermont

Experience:

- LN Consulting, Inc. Burlington, VT - 2005 to present
- Vermont Board of Professional Engineering
- Certified Geothermal Designer, IGSHPA



JOHN ASKEW, P.E. – ELECTRICAL SENIOR ENGINEER

Academic Qualifications:

- Clarkson University, B.S. of Electrical Engineering, 1985

Licenses:

- Professional Engineer - Vermont, New York, New Hampshire, Maine, Massachusetts, Connecticut, Florida, New Jersey, South Carolina, Ohio, Rhode Island
- Lighting Certified - National Council on Qualifications for the Lighting Professions (NCQLP)

Experience:

- LN Consulting, Inc. Burlington, VT - 2008 to present
- Burlington Electric Department, Burlington, VT - 1995 to 2008
- Thermo Consulting Engineers, Williston, VT - 1989 to 1995
- Hertzberg Consulting Engineers, Burlington, VT - 1988 to 1989
- Florida Power and Light Company, Cocoa, FL - 1985 to 1988





SCOTT ALEXANDER, P.E. – MECHANICAL SENIOR ENGINEER

Academic Qualifications:

- Master of Engineering with specialization in Mechanical Engineering
Bachelor of Science in Engineering Science
University of Louisville, Speed Scientific School, Louisville, Kentucky, 1989

Licenses:

- Professional Engineer – Vermont, New York, New Hampshire, Maine, Massachusetts, Connecticut, Ohio, Rhode Island

Experience:

- L.N. Consulting, Inc. Burlington, VT - 2006 to present
- Stantec, So. Burlington, VT - 2002 to 2006
- Fluor Daniel, Cincinnati, OH - 1994 -2002
- Ralph M. Parsons Co., Pasadena, CA - 1990 to 1994



GREG ESTEP – ENERGY MODELING & LIGHTING DESIGN

Academic Qualifications:

- University of Colorado at Boulder, M.S. in Architectural Engineering, 2011
- University of Colorado at Boulder, B.A. in Environmental Studies, 2004
- University of Colorado at Boulder, Minor in Atmospheric and Oceanic Studies, 2004

Licenses:

- Lighting Certified - National Council on Qualifications for the Lighting Professions (NCQLP)

Experience:

- LN Consulting, Inc. Burlington, VT – 2021 to present
- Lighting Systems, Berkley, CA – 2016 to 2020
- Randall Lamb Consulting Engineers, San Francisco, CA – 2013 to 2016
- FLUOR, Boulder, CO – 2010 to 2013
- ACZ Laboratory, Steamboat Springs, CO – 2005 to 2008





Team

LN Consulting, Inc. has an experienced team of engineers and technicians that are capable of providing thoughtful master planning, highly accurate and detailed documents within a short period of time. We specialize in rapid document production with highly refined & coordinated detail.

Project Manager and Master Planning
Mechanical/Plumbing Senior Engineers
Electrical Senior Engineer
Mechanical/Plumbing Technical Assistance
Controls and Energy Audits
Electrical Technical Assistance
Energy Modeling

George D. Martin, P.E.
M. Scott Alexander, P.E., Ian Donahue, P.E.
John Askew, P.E.
John Magnant, Aaron Welch, Jacob Remillard, P.E.
Steve St Hilaire, P.E.
Cooper Bolduc, Myles Aja
Greg Estep, Sadie Hoechner, LEED AP, Jon Watts

References

- Michael Moser, Director of Facilities, Middlebury College, mmoser@middlebury.edu
Provide Mechanical and Electrical engineering design and support services to the College for the past 20 years, including design services for a new Biomass Plant which was utilized for cogeneration and was integrated into the central campus heating and distribution system.
- Bruce Becker, Principal, Becker and Becker, bruce@beckerandbecker.com
Provided MEPFP services for three 27+ story buildings located in Connecticut and New York which included fuel cell cogeneration integrated into each building. Provide services for the first passive house certified hotel in the United States. The hotel was also net-zero and achieved LEED platinum certification.
- Tom Christiana, Rutland Regional Medical Center, tjchristiana@rrmc.org
Provide Mechanical and Electrical engineering design and support services to the hospital, including over 70 projects over the past 20 years.

Approach

LN Consulting believes that a successful project requires a strong team. LN Consulting is dedicated to work holistically with the ownership, community, design team, and construction team to ensure that the project energy goals, budget, and schedule are met to provide a successful project. We have attached more information on our company approach in our services matrix attached at the end of this proposal.

Experience

LN Consulting and its staff have over 150 combined years of experience designing and overseeing the construction, master planning and commissioning of highly efficient mechanical and electrical systems for many building types. Below is a portion of our experience with municipalities and commercial electrification:



Project Name: Williston Public Safety Complex

Contact: Steve Smith, SAS Architects, (802) 863-2227

Scope: LN Consulting completed the design and construction administration of a new public safety facility in Williston, VT. The project consists of approximately 22,000 sq. ft and includes a 911 call center, dispatchers, secure holding, archives, state police special teams, and garages to support the program spaces. The project HVAC systems included a closed loop geothermal system with water-water heat pumps to support building ducted and ductless fan-coil units. Demand controlled ventilation using energy recovery ventilators was utilized to support the space indoor air quality. The facility was designed around 24/7 operation with back-up power generation.



Project Name: Shelburne Pierson Library and Historic Town Hall

Architect: Vermont Integrated Architecture

Contract Type: Design-Bid-Build

Reference: Lee Krohn – lkrohn@shelburnevt.com

Scope: LN Consulting completed the MEP design and construction administration for the renovation and addition of the existing historical town hall and library. The project encompassed approx. 19,221 sq. ft. and consisted of high performance, net-zero ready construction with electrified heating and cooling systems and energy recovery ventilation to promote building indoor air quality.



Project Name: HULA Lakeside – Burlington, VT
Architect: SAS Architects

LN Consulting completed the MEP design and construction administration for the renovation of an approximate 132,000 sq. ft of existing factory space to high efficiency commercial space. The building design included an open loop geothermal system to provide all heating and cooling needs through high efficiency geothermal water source heat pumps, demand-controlled ventilation through energy recovery units, and 800kW of roof mounted solar panels. The lighting design included LED fixtures with occupancy and daylighting controls. Some unique design features included MEP systems to support an indoor koi pond as well as indoor palm trees. The space also included a commercial kitchen and restaurant space and a state of the art conference space.



Project Name: Waterbury Municipal Office Complex Project and Historic Renovation – Waterbury, VT
Architect: Vermont Integrated Architecture

LN Consulting completed the design for the renovation and construction of new town offices and library. The existing historic town office building had been damaged during flooding caused by hurricane Irene. The project included the renovation of the existing historic Jane's house and the addition of new town offices and two story library building with a total gross area of approximately 15,950 sq. ft. The design utilized a high efficiency variable refrigerant volume (VRV) heat recovery heat pump system for heating and air conditioning. The system was provided with a hot water backup system utilizing high efficiency condensing boilers. Ventilation systems are variable volume, energy recovery, demand control systems. The electrical design includes high efficiency LED lighting with day lighting and occupancy controls. All systems were designed to be located above the 100 year flood level.



Scope of Work
We understand the scope of work to include the mechanical, electrical, and plumbing, (MEP/FP) systems design, construction administration, and commissioning for the existing Hartford Town Hall located in Hartford, VT. The existing town hall consists of 3-story building with a basement totaling approximately 16,500 sq. ft.

We would recommend that the HVAC systems design be selected based on project budget, existing system conditions, energy goals, system maintenance and energy model results. We have experience with geothermal, VRF heat pump systems, and Air-to-Water heat pumps which can provide fully electrified heating and cooling throughout the facility.

The proposed design would include existing conditions observation and working with the owner to understand the current system concerns and to identify 2 to 3 options for replacing the existing HVAC system. This will include energy modeling to determine operational costs of each option so that a life cycle costs analysis can be provided. The energy model can also be used for project incentive purposes. We will



work with Efficiency Vermont and local utilities to determine project incentives. We have experience with the Federal ITC credits for geothermal systems for municipalities which could benefit the project if a geothermal system is desired.

The proposal also includes providing an RFP for contractor bidding and construction administration.

The project asks for commissioning of the systems. Typically, it is not advised to commission your own design so we are proposing a third party commissioning agent be hired to commission the project. LN Consulting will assist with the commissioning from an advisory standpoint. LN Consulting will develop and RFP for commissioning once a system is selected and designed. We typically have worked with CX Associates and Ben Fowler Consulting for these commissioning services.

All of our systems design will be to five feet outside the building foot-print with the exception of the electrical design which will include site power and lighting design. All drawings will be completed utilizing AUTOCAD or REVIT software unless directed otherwise.

Deliverables

We intend to deliver the following services:

- MEP Existing Conditions and Assessment
- HVAC Basis of Design to support 2-3 options for energy modeling
- MEP System Energy Modeling and Life Cycle Analysis
- MEP 50% Construction Documents
- MEP 100% Construction Documents
- MEP Bidding RFP and Assistance
- MEP Construction Administration
- MEP Submittal Review
- MEP Punch List
- MEP Commissioning Assistance
- Design meetings with the project team (Maximum of 4)
- Construction site visits (Maximum of 12)
- Testing and balancing report review.

Exclusions

The following is excluded from our services:

- Architectural Design Services
- Renewable Energy Systems Feasibility Studies
- Site/Civil utility Consulting Services
- Reimbursable Expenses.
- Building/Site/Civil Permitting Services
- Site lighting photometric design services.
- Site plumbing design services.
- Site fire protection design services.
- Telecommunications systems design services.
- Security systems design services.
- Audio/Visual systems design.
- Closed circuit television (CCTV) systems design services.
- Transferring as-built drawings to electronic format.
- Alternative energy feasibility studies.
- LEED services
- LEED energy modeling service
- MEP/FP Systems Commissioning



Fees

L.N. Consulting Inc. proposes to complete the aforementioned design and consulting services on a lump sum basis as indicated below:

Design

MEP Existing Conditions and Basis of Design	\$ 15,000.00
Energy Modeling Services:	\$ 18,500.00
MEP 50% Construction Documents	\$ 28,500.00
MEP 100%Construction Documents	\$ 49,500.00
<u>Bidding and Negotiation</u>	<u>\$ 3,500.00</u>
Total Design Fees:	\$ 115,000.00

Construction

MEP Submittal Review:	\$ 9,000.00
<u>MEP Construction Administration:</u>	<u>\$ 29,500.00</u>
Total Construction Fees:	\$ 38,500.00

Post Construction

<u>Commissioning Support</u>	<u>\$ 5,500.00</u>
Total:	\$ 5,500.00

LN Consulting Inc. proposes to complete the aforementioned design and consulting services for a lump sum fee. Additional services for energy modeling can be completed on a lump sum basis as indicated above. The fees listed above do not include reimbursable expenses, transferring contractor as-built to electronic format, production of AutoCAD record drawings, or items specifically excluded. Our estimate of reimbursable expenses is approximately \$ 3,500.00.

If you have any questions or require additional information, please contact our office.

Sincerely,

L.N. Consulting, Inc.

George D. Martin, CGD, P.E.

Encl. 2026 LN Consulting Rate Schedule
LN Consulting Design Matrix
LN Consulting Energy Modeling Matrix
LN Consulting Standard Agreement



LN Consulting Rate Schedule – 2026

Design Engineering Service Rates:

Principal	\$235.00
Project Manager.....	\$210.00
Design/Consulting Technician Experience Level One	\$185.00
Design/Consulting Technician Experience Level Two	\$150.00
Energy Modeling	\$190.00

Reimbursable Expenses:

Finish Plots	\$10.00 per sheet
Prints	\$1.25 per sheet
Telephone	At Cost
FAX	At Cost
Mileage	\$0.70 per mile or Current IRS rate
Energy Modeling	At Cost
Miscellaneous Costs	At Cost

A WHOLE NEW APPROACH TO ENGINEERING DESIGN

PLANNING

ENERGY MODELING / LIFE CYCLE COST ANALYSIS

Our Building Energy Modeling Services (BEM) allow us to provide yearly energy usage of any architectural, mechanical and electrical systems.

METHODOLOGY

- Building envelope optimization to achieve the most effective building performance.
- Energy modeling data utilization to develop multiple options for the building envelope, mechanical, and electrical systems.
- Options formulation consisting of a minimum code baseline model (this can also be used for incentive purposes), a cost-effective approach that exceeds code, and a highly efficient option.
- Pricing development for each option with our design team and construction managers.
- Providing life cycle costs analysis for each system through pricing coupled with the energy model, equipment service life, and maintenance data.

BENEFITS

This approach gives our clients actual data to make informed decisions based on each individual project's budget and energy goals.

DESIGN

SYSTEMS OPTIMIZATION

We work with our clients, design team, and construction team partners to further develop our mechanical, electrical, plumbing, and fire protection systems.

CLIENT PERSPECTIVE

From a client perspective, this means identifying preferred vendors and materials, ensuring appropriate equipment clearances for equipment maintenance, and reviewing the design documents to ensure the design meets the owner's requirements.

ARCHITECTURE PERSPECTIVE

From an architectural perspective, this entails coordinating the MEP/FP systems with the architectural team to ensure all systems can be installed properly while not taking away from the building aesthetics and character.

STRUCTURAL, CIVIL, ACOUSTICAL PERSPECTIVE

From a structural, civil, and acoustic consultant perspective, this means making sure that all the various trades are integrated appropriately to ensure a sound and healthy environment for each space and its occupants.

CONSTRUCTION MANAGER PERSPECTIVE

From a construction team perspective, this means working with the estimators and the construction management team to modify the design approach as needed through each phase of the design process. Our goal is to ensure the project is on track to meet the construction budget.

A WHOLE NEW APPROACH TO ENGINEERING DESIGN

CONSTRUCTION

CONSTRUCTED AS DESIGNED

A successful design is contingent on how it is constructed. This is why we truly value the relationships between our design and construction team partners.

ON-SITE COORDINATION & OBSERVATIONS

We work with the design and construction team through site observations at appropriate intervals in order to observe the progress and quality of the MEP/FP work installed. Our objective is to determine in general if it is proceeding per the contract documents.

FIELD REPORTING

When there are questions or concerns during construction, we provide timely, clear, and concise field reports to ensure items are addressed promptly.

TEAM APPROACH TO PROBLEM SOLVING

We also utilize the expertise of our construction team to assist in these solutions as we feel a team approach is the best way to solve these obstacles quickly while maintain project schedule and budget. We strive at building relationships based on mutual trust and respect, enhanced by our commitment to quality and integrity.

OCCUPANCY

POST CONSTRUCTION VERIFICATION

Our services do not stop after construction. The most important part of the project is ensuring the building performs and operates as designed for our clients once it is occupied.

CLIENT & DESIGN TEAM FOLLOW-UP

We follow-up with our clients and design team partners to discuss the project successes and challenges to continually advance our design approach. We believe all aspects of a building's construction must seamlessly coexist as one complete unit.

OCCUPIED BUILDING ENERGY PERFORMANCE

In addition, we work with our clients to monitor and observe the occupied building energy performance to compare against the original energy modeling results.

ENERGY MODEL VALIDATION

This monitoring process allows us to troubleshoot and flag any significant deviations from the energy model and to assist with further building optimization and performance.

Our ultimate mission is to reach one goal - yours - by providing the right MEP design solution centered around flexibility, efficiency, sustainability, and safety.



COMPREHENSIVE ENERGY MODELING SERVICES

PLANNING

PROJECT PLANNING

During the planning phase, LN Consulting works with the owner and architect to develop high level building energy modeling for a single building or multiple buildings within an entire campus or site. During the planning stage, the models are utilized to determine the best approach for building geometry and thermal envelope to maximize energy reduction of the building while maintaining the ultimate project program goals. A high level sensitivity analysis is performed by varying and optimizing the following:

- *Building Orientation*
- *Building geometry*
- *Window-to-wall ratio*
- *Window solar heat gain coefficient and/or shading*
- *Thermal performance of the envelope and structure*
- *Existing Building and Campus Master Planning*

LN Consulting has extensive experience in master planning for facilities and campuses. LN Consulting has the ability to provide and calibrate energy models to existing building operating conditions. We then can model the proposed building modifications and/or upgrades to predict fossil fuel reduction/elimination and overall building energy reduction versus the existing building conditions. Some of the proposed modeling options would include the following:

- *Building Insulation*
- *Building Glazing*
- *Infiltration Sealing*
- *Mechanical upgrades and modifications*
- *Ventilation Upgrades*
- *HVAC Controls*
- *Lighting and Controls*
- *Domestic Hot Water*
- *Power Distribution*

We can implement these energy model master plans in order to prioritize the renovation of each building based on total energy reduction. In addition, we can determine the low-cost/high-energy reduction opportunities for each building in order to achieve the greatest energy savings with the lowest initial costs.

DESIGN

CONCEPTUAL DESIGN MODELING

During conceptual design phase, LN Consulting provides energy modeling based on the proposed architectural design concepts. We can model multiple building envelope and HVAC scenarios based on each architectural concept. These typically range from a code minimum baseline envelope and HVAC system, an improved envelope with a more robust HVAC option, and a highly efficient envelope and HVAC option. We then determine the life cycle cost for each envelope and HVAC option based on initial construction costs, building operating costs, maintenance costs, and equipment service life.

HVAC SYSTEM SELECTION

We would utilize the proposed modeling data from the conceptual design phase to select an HVAC system that best meets the owner's program requirements and energy goals of the project.

DESIGN REFINEMENT

As the design process moves through design development, we will optimize and refine the model based on the following:

- *Program Spaces*
- *Occupancy Schedules*
- *Lighting Power Densities*
- *Lighting Occupancy and daylighting controls*
- *Process-and-Plug Loads*
- *Domestic Hot Water Heating Systems*
- *HVAC Controls*
- *Ventilation*
- *Internal Equipment Loads*
- *Changes to Infiltration and Envelope Design*

INCENTIVE MODELING

We work with local utilities and energy efficiency partners to provide the modeling of a code minimum baseline building versus the proposed project building. This provides the necessary energy data so that incentives can be calculated based on the improved building performance of the proposed building versus the code baseline building. In our experience, we have found that greater incentives are achieved with the use of the energy modeling data.

RENEWABLE ENERGY MODELING

The energy model can also be utilized to size renewable energy systems for the project. We utilize the simulated building energy consumption to accurately design solar, battery, wind, and micro hydro technologies for standalone, load shedding, or net metering applications.

COMPREHENSIVE ENERGY MODELING SERVICES

CONSTRUCTION

AS-DESIGNED ENERGY PERFORMANCE

During the construction phase, LN Consulting will develop an energy model with inputs representing the as-designed configuration.

CHANGE ORDERS

Prior to initiating construction, we will identify and document the process for addressing Change Orders. The process will address, at minimum, the following topics:

- *Designated parties and responsibilities.*
- *Written description of whether the CO will increase or decrease metrics.*
- *Revise the latest proposed design energy model inputs to represent the CO configuration and reports quantitative estimates of how the CO will increase or decrease metrics.*

AS-BUILT ENERGY PERFORMANCE

LN Consulting develops an energy model to represent the as-built project in order to compare as-built performance to project goals.

This modeling cycle applies only after construction is complete and as-built drawings and contractor submittals are complete.

Our engineers develop an energy model with inputs representing the as-built conditions, including new design information determined during construction, including, at a minimum, as-built drawings and contractor submittals.

Occupant and process dependent schedules and loads will reflect design phase inputs or will be adjusted to reflect new information.

OCCUPANCY

OCCUPANCY ENERGY PERFORMANCE

During the post occupancy phase, LN Consulting will compare the modeled performance of the last design or construction-phase energy model to the actual measured energy use and weather conditions of the building in operation.

This comparison is intended to inform future energy model assumptions and potentially identify operational energy savings opportunities. The scope of this section does not include adjusting model inputs to calibrate the energy model to the measured energy use, though the comparison described is a fundamental first step to any proposed calibration.

This modeling cycle is performed no sooner than twelve months after initial occupancy. The comparison year shall include twelve consecutive months of building operations.

Input data sources include:

- *Typical Weather Year Simulation Results*
- *Actual Weather Year Simulation Results*
- *Weather Data*
- *Energy Consumption and Demand Data*

The analysis steps involving measured and simulated energy data is performed using the typical weather year simulation results. The same analysis is also performed using actual weather year simulation results.

The energy modeling process and deliverables can be in compliance with ASHRAE 90.1 Appendix G PRM, ASHRAE 209, and any local utility incentive guideline standard.



STANDARD AGREEMENT

L.N. Consulting, Inc. shall perform the services outlined in this agreement for the stated fee arrangement.

Standard of Care: In providing services under this Agreement, L.N. Consulting, Inc. will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to L.N. Consulting, Inc. and by mutual Agreement between the parties, L.N. Consulting, Inc. will without additional compensation, correct those services not meeting such a standard.

Access to Site: Unless otherwise stated, L.N. Consulting, Inc. will have access to the site for activities necessary for the performance of the services. L.N. Consulting, Inc. will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Fee: The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.

Billings/Payments: Invoices for services and reimbursable expenses shall be submitted, at L.N. Consulting, Inc. option, either upon completion of the services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. A service charge of 1.5% (or the legal rate) per month will be applied to the unpaid balance after 60 days. Retainers shall be credited on the final invoice. The Client agrees to pay all costs of collection, including reasonable attorneys' fees.

Hidden Conditions and Hazardous Materials: A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If L.N. Consulting, Inc. has reason to believe that such a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition. If (1) the Client fails to authorize such investigation after due notification, or (2) L.N. Consulting, Inc. has no reason to believe that such a condition exists, L.N. Consulting, Inc. shall not be responsible for the existing condition or any resulting damages to persons or property. L.N. Consulting, Inc. shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form.

Defects In Service: The Client shall promptly report to the Consultant any defects or suspected defects in the Consultant's services of which the Client becomes aware, so that the Consultant may take measures to minimize the consequences of such a defect. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like requirement. Failure by the Client and the Client's contractors or subcontractors to notify the Consultant shall relieve the Consultant of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.



Risk Allocation: In recognition of the relative risks and benefits of the project to both the Client and L.N. Consulting, Inc., the Client agrees, to the fullest extent permitted by law, to limit L.N. Consulting Inc. total liability to the Client, for any and all damages or claim expenses (including attorneys' fees) arising out of this agreement, from any and all causes, to the total amount indicated in the following table:

Paid Fee to L.N. Consulting, Inc.	Limit of Total Liability
\$ 0 – \$ 5,000	\$ 25,000
\$ 5,001 or more	\$ 50,000
\$ 100,001 or more	\$ 100,000

Termination of Services: This agreement may be terminated upon 10 days written notice by either party should the other fail to perform his obligations hereunder. In the event of termination, the Client shall pay L.N. Consulting, Inc. for all services, rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

Ownership of Documents: All documents produced by L.N. Consulting, Inc. under this agreement shall remain the property of L.N. Consulting, Inc. and may not be used by this Client for any other purpose without the written consent of L.N. Consulting, Inc.

Dispute Resolution: Any claim or dispute between the Client and L.N. Consulting, Inc. shall be submitted to non-binding mediation, subject to the parties agreeing to a mediator(s). Unless otherwise specified, this agreement shall be governed by the laws of the State of Vermont.

Construction Observation: L.N. Consulting, Inc. shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and L.N. Consulting, Inc., in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow L.N. Consulting, Inc., as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

When construction observation or review of the Contractor's performance or any other construction phase services is excluded from L.N. Consulting, Inc. scope of services, it is understood and agreed that the Client assumes all responsibility for interpretation of the instruments of service and for construction observation, and the Client waives any claims against L.N. Consulting, Inc. that may be in any way connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless L.N. Consulting, Inc., its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the instruments of service to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the L.N. Consulting, Inc.

If the Client requests in writing that the L.N. Consulting, Inc. provide any specific construction phase services and if L.N. Consulting, Inc. agrees in writing to provide such services, then they shall be compensated for as Additional Services.

Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers,



directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

Jobsite Safety: Neither the professional activities of L.N. Consulting, Inc., nor the presence of L.N. Consulting, Inc. or its employees and sub-consultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequence, techniques, or procedures necessary for performing, superintending, or coordinating all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies.

Photographic and Artistic Representations: L.N. Consulting, Inc. shall have the right to use photographic and artistic representations of the project for promotional and professional purposes. L.N. Consulting, Inc. shall endeavor to exclude proprietary or confidential information. The Client and Owner agree to notify L.N. Consulting, Inc. in writing of specific proprietary or confidential information to be excluded.

Acceptance: The Client accepts this Agreement and hereby directs L.N. Consulting, Inc. to proceed with the work. It also acknowledges that it has the budgeted and approved financial resources for this project and intends to pay for satisfactory completion of the services rendered in accordance with the conditions stated herein. Finally, Client warrants that the signature below represents the Client and the signatory possess the full legal authority to execute this contract on behalf of the company.

Signature - Client

Signature - LNC

Typed/Printed

Typed/Printed

Position/Title

Position/Title

Date

Date

TOWN OF HARTFORD COMPREHENSIVE HVAC ASSESSMENT & REPLACEMENT CONSULTANT

Technical & Cost Proposal

June 3, 2026





531530X
June 3, 2026

Dana Clawson, Environmental Sustainability Coordinator
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001

Subject: Comprehensive HVAC Assessment Consultant

Dear Mr. Clawson and members of the selection committee,

Please find enclosed DuBois & King's (D&K) qualifications to provide comprehensive consulting services for HVAC assessments and replacements for the Town of Hartford's (Town) Town Hall. Supported by a staff of 170 professionals, our team can complete the evaluation and provide design and construction contract administration and oversight that may be requested. D&K has previous project experience conducting HVAC system assessments throughout New England. We are skilled in the service areas necessary to complete this project and look forward to applying our skills to this project.

I will serve as D&K's Project Manager and point-of-contact for this project. I am a mechanical engineer with 28 years of experience. I have extensive experience providing mechanical design services for municipal, academic, commercial, industrial, manufacturing, housing, federal government, and senior living facilities. I am supported by Commissioning Agent Steve Dumas, PE, CxA, BCxP, LEED AP. He has 43 years of experience and has provided commissioning services on municipal, state, and federal buildings.

Please consider what D&K offers the Town:

- **A Highly Qualified Team.** A Project Manager supported by 40+/- building services engineers and designers with experience providing MEP design services for facility projects.
- **Local Knowledge.** Services for this contract will be managed and supported from our Vermont, offices. The D&K team includes additional disciplines necessary to support the project, including structural, electrical, civil engineering and survey, all available in-house to provide the Town with comprehensive project services and deliverables.
- **Design Management.** Experience managing design services for municipal buildings, state agencies, and large commercial entities, primarily focusing on HVAC and specialty ventilation systems.
- **Quality Assurance/Quality Control.** I will serve as D&K's QA/QC Manager for the duration of this contract. I utilize my broad depth of MEP and building controls experience to understand both Owner and Contractor expectations relative to system evaluation and design package deliverables.

On behalf of our team, we appreciate your consideration of our qualifications. The D&K team has a strong interest in working with the Town on this project. I can be contacted at jparkhurst@dubois-king.com or at 802.214.4909.

Sincerely,
DuBois & King, Inc.

Jason Parkhurst, PE
Project Manager

QUALIFICATIONS

FIRM OVERVIEW

Established in 1962, D&K is a multidisciplinary consulting firm that provides engineering, planning, and construction phase services to state, federal, and municipal clients. Our firm has offices in Springfield, Randolph, Rutland, Montpelier, Waterbury, and South Burlington, Vermont, as well as New Hampshire, Maine and New York. D&K employs 170 professional engineers, surveyors, technicians, environmental and permitting specialists, wetland scientists, landscape architects, and support staff. We provide professional services in structural, mechanical, electrical, and civil engineering and maintain a Building Services Division that comprises focused professionals who specialize in providing engineering services related to the assessment and design of building systems infrastructure.

BUILDING SYSTEMS

D&K's mechanical engineers specialize in the design of building heating, cooling, and ventilation systems. D&K mechanical professionals understand the special considerations and challenges inherent in building systems, including environmental controls, physical limitations imposed by building configurations, process details and code requirements, the safeguard of building occupants and equipment, energy efficiency, and the cost effectiveness of design alternatives.

MECHANICAL ENGINEERING

D&K's professional engineers and designers are qualified to provide a broad range of mechanical-HVAC engineering services, including HVAC system analysis and assessments; forensic evaluations, commissioning (Cx) and retro-commissioning (RCx) of systems; new facility designs and existing system upgrades; and energy calculations and modeling. Each project is staffed with senior licensed engineers whose experience matches the scope, nature, and demands of each project, from small area renovations to large-scale HVAC airside and waterside installations. Our staff are experienced in DDC sequences, system analysis, and commissioning to establish and improve facility operations and have a deep understanding of ASHRAE guidelines, NFPA requirements, LEED, and federal and state energy code standards.

Our mechanical engineers are also plumbing engineers experienced in new systems designs (both municipal and well); water distribution and DWV design; storm drain filtration; and water conservation measures. System assessments and analysis include hot water generator assessments, sizing and distribution analysis, and plumbing system forensic reviews. Specialty systems include gas (both natural and LP) and compressed air systems.

COMMISSIONING

In addition to evaluation, design, and construction phase services, D&K also provides commissioning services. These services provide a level of insight into a system's operation that improves our evaluations and designs through future-focused optimization.



KEY STAFF

A brief description of D&K's key staff follows. Resumes for each staff member are attached to the end of the proposal.



JASON PARKHURST, PE
Project Manager

Jason has 26 years of HVAC and plumbing design experience. Over his career, Jason's responsibilities have included the design of several different types of HVAC and

plumbing systems; development of construction documents; energy modeling for energy audits or design purposes; load calculations (using Trane Trace 700); and development of Revit and AutoCADMEP templates. He has provided HVAC and plumbing design services for schools, offices, nursing homes, hospitals, housing and childcare facilities and retail spaces throughout New England. Jason's skills include AutoCAD MEP, Revit, Trane Trace 700, Carrier HAP, and HVAC Systems Solutions (Taco HSS)



**STEVE DUMAS, PE,
CXA, BCXP, LEED AP**
Senior Commissioning Agent

Steve has more than 40 years of experience as a mechanical engineer and commissioning agent.

His broad base of experience includes municipal scale district heating, public electric utility and hydroelectric power projects, healthcare, school, military, and other large campus institutional projects. He has been directly involved in all areas of project administration: initial client need definition, proposal, basis of design definition, design development, construction administration services, start-up/commissioning support, and operational verification. Steve provides commissioning services to a wide range of clients and facilities primarily focusing on HVAC and specialty ventilation systems and beginning with Owner Project Requirements (OPR) development and through post-occupancy operational verification.



ELIJAH DANIELS
Senior Electrical Designer

Elijah has 28 years of experience providing mechanical and electrical project management and drafting and design for local, state, and private facilities,

including healthcare, schools, resorts, hydroelectric plants, telecommunications sites, high-security facilities, airports, and athletic facilities. Elijah has significant experience using AutoCAD, MicroStation, Revit, and SKM Powertools software.



PHILIP MARKS
Mechanical Engineer

Philip has 6 years of experience as a mechanical engineer coordinating systems with clients, architects, contractors and other trades. He is proficient in AutoCAD, Revit, and

Taco Hydronic Systems Solutions software to aid in the sizing and layout of various building systems components. He has worked on municipal, state, and federal projects upgrading HVAC and plumbing systems to meet code standards, ADA requirements, and energy needs.



PROJECT EXPERIENCE

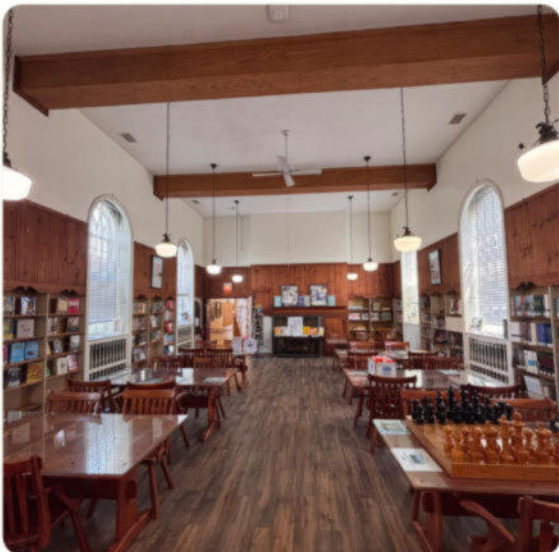
The following projects were completed by D&K and by D&K staff prior to joining the firm.

HVAC ASSESSMENT & UPGRADES BENNINGTON FREE LIBRARY Bennington, VT



D&K provided an assessment of the existing building's HVAC systems. The old HVAC system was a mix of steam and hydronic heating while several split-unit type air conditioning systems provided cooling. The old systems were operating with R-22 refrigerant that is no longer used. The previous

heating system had been in service for decades and was operating inefficiently. D&K performed heating and cooling evaluations on the mechanical systems and ventilation requirements that included a basic space zoning description and heating/cooling load calculations. Our team compiled a summary report of findings and made recommendations for replacement of the existing system, ventilation improvements, and upgrades to system controls. The summary included any observed items for potential HVAC system optimizations beyond any equipment replacement. The assessment also included an evaluation of the existing electrical infrastructure available to support new mechanical systems.



HVAC & PLUMBING DESIGN SNOW BLOCK Brattleboro, VT



Prior to joining D&K, Project Manager Jason Parkhurst, PE, provided HVAC and plumbing design of an air-source heat pump system for a downtown apartment block. The HVAC design brought the existing ventilation up to code through energy recovery units and provided backup heat by electric heating coils in the ductwork. The plumbing system included an Aermec air-to-water heat pump system that tempered the water before being heated to the required storage temperature with an electric water heater. The project also incorporated wastewater heat recovery from the showers. The project was completed without using any on-site fossil fuels.

HVAC & PLUMBING DESIGN SPRINGFIELD AREA PARENT CHILD CENTER Springfield, VT



Prior to joining D&K, Project Manager Jason Parkhurst, PE, provided HVAC and plumbing system design for a new childcare facility. The new facility uses air source heat pumps for cooling and heating for most of the building, including daycare spaces and offices. The daycare spaces use a radiant floor heating system as a backup heat source. The ventilation is provided through an energy recovery unit. The project included plumbing system design and construction phase services.



PROJECT UNDERSTANDING

The Town is looking for an evaluation and recommendations to either fix or replace the existing LG VRF systems in the Town Hall. The building has experienced several issues with its LG Variable Refrigerant Flow (VRF) system that was installed around 2017. The envelope is believed to be very tight. Currently, the building is served by two VRF heat pump systems that were sized to heat and cool the building, and it does not have any form of backup heating. An energy recovery unit located in the attic is equipped with a VRF heating coil, and our understanding is that the energy recovery unit has not been an issue.

PROJECT APPROACH

D&K will assess the current HVAC and controls systems, summarize findings, and make recommendations for improvements. The project will be limited to an assessment to include a proposed system configuration. If requested, our firm's Commissioning Agent will provide a design review and functional testing of any new or modified VRF systems at the completion of construction for an additional fee. Our staff will provide an opinion of probable construction cost (OPCC), any in-depth estimates can be provided to the Town at an additional fee. We will also provide limited construction administration services.

Assumptions

- The design of the VRF system will come from a VRF manufacturer and is not a part of the scope of work.
- Evaluation of the ventilation system and current energy recovery unit in the attic is not a part of the scope of work.

COST

D&K's fee estimate is below. The pricing for the field commissioning of the system will be provided separately after the evaluation is complete.

MEP Services: \$9,900
Commissioning Services (review and comment on the evaluation only): \$1,000

Total: \$10,900

FORM

D&K's signed RFP form is on the following page.

TOWN OF HARTFORD
Comprehensive HVAC Assessment & Replacement Consultant

6. GENERAL INFORMATION

Proposals shall be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Town of Hartford
Attn: Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
Clearly mark sealed envelopes "Town Hall HVAC assessment"

Jason Parkhurst 06/03/26
(Signature of Bidder & Date)

Project Manager
(Title of Bidder)

DuBois & King, Inc.
(Contractor)

28 North Main Street
(Street/P.O. Box)

Randolph, Vermont, 05060
(Town, State, Zip)

802.728.3376
(Phone # / email#)

Competent Contract Supervisor: Jason Parkhurst years exp. 26

AVAILABLE START DATE June 8, 2026

NOTE:

All proposals must be received no later than June 3rd, 2026 at 12:00 noon. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile-machine produced proposals will NOT be accepted.

Questions about the project should be directed to Dana Clawson at:
Telephone: 802-295-9353 ext. 223
E-mail: dclawson@hartford-vt.org

All proposals become the property of the Town of Hartford upon submission. The expense of preparing and submitting a proposal is the responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.

RFP Town Hall HVAC assessment & replacement



JASON PARKHURST, PE

Project Manager

EDUCATION

A.S., Mechanical Engineering
Technology, Vermont Technical
College, 1998

REGISTRATION

Professional Engineer: VT 135112,
NH 20705

HVAC Assessment, Hollis-Brookline School District, NH. Mechanical Engineer to assess the heating and ventilation systems and controls at four schools. The project included reviewing and testing each terminal device for ventilation control and filtration during the height of COVID at the district's elementary, middle, high schools, and a mobile classroom.. Systems included several rooftop units, air handling units, and unit ventilators. Provided HVAC and control system upgrade recommendations, tested controls, and inspected each device's central air handling HVAC system filters. Developed a deficiencies report for each school and made recommendations.

Heating, Ventilation, Cooling System Design, Ann Wilder Richards Building, West Brattleboro, VT. Designer/Engineer responsible for the design of a heating, ventilation, cooling, and plumbing system for an office building that was converted into housing. The project included the reworking of an existing water source heat-pump heating and cooling system. Ventilation was provided through energy recovery units. The plumbing system included a solar domestic hot water heating system.

Heating, Ventilation, and Cooling Design, Central Square Terrace, Keene, NH. Designer/Engineer responsible for the design of a heating, ventilation and cooling system for a multi-story residential building in a downtown urban area. The project included the design of an air-source heat-pump heating and cooling system. Energy recovery units were designed to handle ventilation for the building.

Heating, Ventilation, and Cooling, Putnam Block, Bennington, VT. Designer/Engineer responsible for the design of a heating, ventilation, cooling, and plumbing system for three large buildings in the Downtown Bennington Historic District. The project included 65,000 SF of renovations to commercial spaces on the lower levels and residential spaces on the upper levels. Two of the buildings date back to the 1870s, while the third dates to approximately 1910. The design consisted of air source heat pumps and an energy recovery system for ventilation. Commercial spaces included planning for future commercial kitchens, offices, and retail spaces. All three buildings incorporated an elevator for ADA access to the upper levels.

HVAC and Plumbing Design, Springfield Area Parent Child Center, Springfield, VT. Designer/Engineer responsible for the design of heating, ventilation, cooling, and plumbing system for th facility. The project involved the use of air source heat pumps for cooling and heating the majority of the building, which included daycare spaces and offices. The daycare spaces were also provided with a radiant floor heating system for backup heating. Ventilation was provided through an energy recovery unit. The project included plumbing system design and construction phase services.



ELIJAH DANIELS

Senior Electrical Designer

EDUCATION

Drafting and Design, Springfield
Technical Center, 1997

Manufacturing Technology,
Springfield Technical Center, 1997

Rockingham County Municipal Complex New Construction, Brentwood, NH. Project Manager for the electrical engineering design of a \$72M, 110,000-SF municipal complex to house the administrative offices of the County Attorney; Department of Community Corrections; Registry of Deeds; Sheriff's Department and Dispatch Headquarters; and an auditorium to accommodate 100+ patrons. The auditorium will hold public and private meetings, conferences, ceremonies, training and education sessions. Design considerations included acoustics, lighting, and AV technology. D&K's services include multi-phased design and construction administration services. Responsible for overseeing and coordinating the project's electrical budget and schedule; electrical, fire alarm, and security system designs, including exit signage and lighting circuiting; attend meetings; review of RFIs and submittals.

Teago Grange Hall Renovation, South Pomfret, VT. Electrical Designer to support electrical design services for the renovation and adaptive reuse of a 1,300-SF two-story, wood-framed structure, formerly the Teago Grange Hall, now the Grange Theatre (keeping the Grange name due to a special agreement with the National Grange Association). D&K designed the power, fire alarm, and lighting systems. Project renovations included the installation of a new steel frame so that the second-floor framing could be removed to create a theater space to seat 90 people. Responsible for the electrical design development.

MEP Improvements, North Country Union Junior High School, Derby, VT. Electrical Designer for an assessment of existing mechanical, electrical, and plumbing systems for the school, which summarized existing conditions to define needed capital improvements. The assessment resulted in a design project to upgrade heating system zoning, distribution to the classroom and public spaces, ventilation requirements, temperature controls, and pumping strategies for energy conservation. The project also included upgrades to restroom facilities and relocation of the school's below-slab water distribution system to the ceilings. Performed site evaluation and documentation, coordination with mechanical services, and production of electrical plans for construction.

Repairs & Renovations to Englesby House, University of Vermont, Burlington, VT. Electrical Designer/CADD Technician for renovations to the historic ca. 1914 President's residence. Engineering services included electrical and mechanical upgrades, structural improvements, heating system replacement, central air conditioning system, and centralized controls. Electrical design included lighting upgrades and changes associated with HVAC upgrades. Provided electrical layout design and CADD support to create construction documents.



PHILIP MARKS

Mechanical Engineer

EDUCATION

Architectural Engineering Technology,
Vermont Technical College, May 2018

MEP Improvements, Moretown Town Hall, Moretown, VT.

Mechanical Engineer for the improvements to a two-story community building to accommodate additional exits as well as circulation improvements. The existing kitchen is being redesigned and moved, and restrooms are being modified to accommodate ADA access. Plumbing fixtures are being supplied to comply with code requirements, as well as convenience. An assessment of the current plumbing layout determined the capacity of the existing distribution system and concluded that a near full demolition of the plumbing system was required to accommodate the new layout and additional fixtures. The building's mechanical systems were not configured to supply fresh ventilation air, and existing air distribution was designed in a manner that did not meet current standards. Energy Recovery Ventilators were selected to provide fresh air to the existing furnaces. Demolition plans were created to remove most of the existing flexible ductwork and replace it with new hard ducts. The new layout will assist with fan efficiencies and occupant comfort. Responsible for assessing the current plumbing layout, drafting, and code implementation.

MEP Improvements, UVM Royall Tyler Theater, Burlington, VT.

Mechanical Engineer providing plumbing improvements to the main level of the building, including renovations to the box office, dressing room, and restroom areas. Two public restrooms are provided for guests while two group restrooms are provided on either side of the stage area to serve the dressing room areas. Existing plumbing fixtures will be removed and replaced and ADA fixtures will be specified where necessary. Two private ADA compliant restrooms, a staff shower, and a new janitors closet will be provided in addition to the renovation of the group restrooms. The existing emergency fixture and drinking fountain will also be required to be removed due to the new architectural layout. Responsible to assemble demolition and proposed sanitary and domestic plumbing drawings, determine the capacity of existing distribution and waste piping, and reconfigure the layout of the piping to accommodate the new fixtures.

Redevelopment of 173 South Main St., Barre, VT.

Mechanical Engineer for mechanical and plumbing improvements of a two-story motel. A site evaluation determined that the building needed to replace and upgrade the mechanical and plumbing systems for reconfigured dwelling units to meet ADA requirements both architecturally and relating to plumbing systems. The restrooms have been altered to satisfy the needs of ADA clearances, with specialty fixtures specified to accommodate these needs and the exhaust has been included or modified to meet current mechanical code. Many pieces of mechanical equipment were found to be insufficient in meeting heating loads. Calculations were performed to determine that a capacity increase was necessary for occupant comfort in staff offices. Several heating and cooling units have been replaced with new, more efficient models. Responsible for trade coordination, code implementation, and calculations.



STEVE DUMAS, PE, CxA, BCxP, LEED AP

Senior Commissioning Agent

Mechanical Systems and Controls Retro-Commissioning, The Hermitage Club at Haystack Mountain, Wilmington, VT.

Commissioning Agent to provide Retro-Commissioning (RCx) services for the mechanical and DDC controls systems. This multi-purpose members-only facility comprises four stories and 90,000 SF of space. The building has not been fully utilized since the original construction or subsequent addition was completed in the 2015–2017 timeframe. As a result, the RCx effort steps back to include mechanical equipment performance and BMS control sequence operation from both original design and subsequent Owner control adjustments made during the extended unoccupied period.

ARPA Supreme Court Building, NHDAS, Concord, NH. Commissioning Agent to provide Cx for Type C services for a building-wide mechanical systems upgrade project for a three-floor facility, which replaces outdated equipment with modern, efficient equipment. Project tasks include reviewing equipment submittals, generating the Cx Plan–Construction Phase, and developing and executing functional testing. Provided quality control review, HVAC evaluations; testing, adjusting, and balancing (TAB) reports; commissioning testing and reports; issue logs; project, client, and subconsultant coordination; and project oversight.

ARPA Spaulding Building, NHDAS, Concord, NH. Commissioning Agent to provide Cx for Type C services for a heat pump replacement and cooling tower replacement and upgrade project at a four-story office building. Project tasks include reviewing equipment submittals, generating the Cx Plan – Construction Phase, and developing and executing functional testing. HVAC equipment and DDC controls include more than 80 water-to-air heat pumps (WAHP) and new heat pump loop cooling equipment. Provided quality control review, HVAC evaluations; TAB reports; commissioning testing and reports; issue logs; project, client, and subconsultant coordination; and project oversight.

Concord Circuit Court HVAC Upgrades Commissioning, NHDAS, Concord, NH. Project Manager/Commissioning Agent to provide commissioning services for the HVAC system and DDC controls, which includes two rooftop air handling units (AHU), three indoor AHUs with outdoor condensers, a reheat coil, nine exhaust fans, and 48 variable air volumes (VAV) to include new controls and balancing. Provided project coordination, commissioning plan and documents, pre-functional checklists (PFC), and quality control review.

Health and Human Services (HHS) and DES Facility Mechanical Replacements, NHDAS, Concord, NH. Commissioning Agent providing Cx-related services for the replacement of 19 air handler units, modifying the heating and cooling systems, and upgrading building controls and controls devices. The air handlers are a mix of multi-zone and single-zone units. Systems to be commissioned included the HVAC system and DDC controls.

EDUCATION

M.S., Mechanical Engineering,
Rensselaer Polytechnic Institute, 1995

B.S., Mechanical Engineering,
University of Vermont, 1982

REGISTRATION

Professional Engineer: VT 7355, NH
16216, CT 16137, ME 17382, NM
27555, NY 108296

NCEES: 18-348-64

LEED Accredited Professional
(LEED AP)

Certified Commissioning
Authority (CxA)

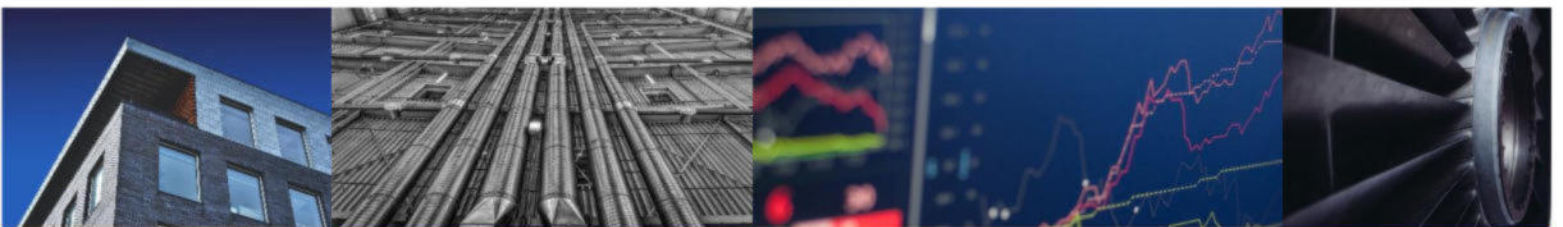
Building Commissioning
Professional (BCxP)

June 1, 2026

Consulting Services Proposal

Town of Hartford, VT

**Town Hall HVAC Assessment and
Replacement**



209 Battery Street
Burlington, VT 05401

info@cx-associates.com
www.cx-associates.com

Burlington, VT 802.861.2715 | Portland, ME 207.805.3718 | Keene, NH 603.338.9295

110 Main Street, Studio 1B, Burlington, VT 05401
VT 802.861.2715 | ME 207.805.3718 | NH 603.338.9295

June 1, 2026

Dana Clawson
Town of Hartford, VT
171 Bridge Street
White River Junction, VT
05001
dclawson@hartford-vt.org

Dear Dana,

Thank you for the opportunity to provide a proposal for the Town of Hartford Town Hall HVAC Assessment and Replacement project. At Cx Associates, our approach combines deep technical expertise with responsiveness and a commitment to delivering solutions that work in practice. We would welcome the opportunity to support the Town as you evaluate next steps for improving the HVAC systems at your Town Hall.

- › Cx Associates was founded in 1994 solely as a commissioning firm, and over the past 30+ years we have expanded to provide a broad range of building performance and engineering services. We have worked in more than 50 million square feet of facilities ranging from small municipal and office buildings to large healthcare campuses. That experience gives us the practical perspective needed to assess existing systems and recommend solutions that make sense for the building and the people who use it every day.
- › **Cx Associates knows municipalities.** We understand the realities municipalities face including balancing budgets, aging infrastructure, limited staff resources, and long-term planning priorities. Our goal is to provide clear, actionable recommendations that help communities make informed decisions and get the most value from their investment. We focus on improvements that support comfort, efficiency, maintainability, and long-term performance.
- › Our staff of 18 includes 12 engineers with expertise in HVAC, electrical, envelope, fire, security, controls, and renewable energy systems, three of whom are registered **Professional Engineers (P.E.s)** and all of whom perform building commissioning. We also employ one **licensed Architect (AIA)** with experience in high performance design who supports our building enclosure division. As a small Vermont-based firm, our senior staff stay actively involved, providing hands-on technical support throughout the process.

We appreciate your consideration of our proposal and look forward to the opportunity to work with the Town of Hartford as a trusted partner in this effort.

Sincerely,



Walker Calderwood, P.E., BCxP, CEM
Associate

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INTRODUCTION

Cx Associates proposes to provide engineering consulting services for the Town of Hartford, VT Town Hall HVAC Assessment and Replacement project.

Cx Associates helps building owners navigate complex HVAC and energy projects with practical guidance, clear communication, and hands-on technical support from start to finish. Through a combination of field assessment, technical analysis, and stakeholder input, we will provide an independent evaluation of the system's condition and viable paths forward. Whether that means extending the life of the current system or pursuing replacement, we will help the Town navigate each stage of the process, including evaluating alternatives, identifying available incentives, assist in selecting contractors, and completing final commissioning.

We appreciate that Cx Associates does a thorough analysis job, and then provides actionable measures that make sense, and bring results for the customer. This level of service is not easy to find just anywhere.

JAKE YANULAVICH
BURLINGTON ELECTRIC DEPARTMENT

We understand that replacing or upgrading major building systems can feel overwhelming, especially when balancing budgets, operational needs, occupant comfort, and long-term planning goals. When planned well, system retrofits represent a major opportunity to **wring out energy use reductions simply and pragmatically, add redundancy and resiliency, and increase end user satisfaction**. By understanding how to take advantage of the opportunities retrofits present, Cx Associates delivers upgrades that meet the current facility requirement and allow for future flexibility while saving energy, reducing maintenance and operations cost, and earning you the maximum available energy efficiency rebates.

As a small Vermont-based firm, our clients work directly with experienced senior staff who stay involved throughout the project. We take pride in being approachable and responsive partners who can translate technical information into clear recommendations and actionable next steps.

QUALIFICATIONS AND EXPERIENCE

Cx Associates' technical staff have multidisciplinary expertise spanning mechanical and electrical design and engineering, building commissioning and retrocommissioning, energy analysis, direct digital controls (DDC) optimization, measurement and verification, statistical analysis, and cost-benefit assessment. This integrated skill set allows us to evaluate HVAC, electrical, and control systems holistically. Our combination of design and commissioning experience also provides a unique perspective on what drives successful engineering outcomes.

With 30 years of experience working in the built environment, Cx Associates also has extensive experience working with a wide range of design-build contractors across commercial, institutional, and municipal projects. This breadth of experience gives our team a strong understanding of how different contractors coordinate design and construction responsibilities and deliver systems that meet performance goals. As a result, we are well positioned to provide objective and technically grounded evaluations of design-build competing bids.

The following qualifications provide detailed descriptions of some recent relevant project experience.

VERMONT BUILDINGS AND GENERAL SERVICES (BGS) MUNICIPAL BUILDING ENERGY ASSESSMENTS

Cx Associates was contracted with Vermont Buildings and General Services from 2023-2024 to perform comprehensive ASHRAE Level I and II Energy Audits for municipal facilities, systematically evaluating energy use and resiliency opportunities. Our audits assess key components such as the building enclosure, HVAC systems, lighting, battery storage potential, electric vehicle charging station potential, on-site renewable energy potential, and the feasibility of transitioning from fossil fuel systems to renewable sources. Baseline conditions are documented, and historical energy consumption is analyzed to identify detailed energy conservation measures (ECMs), delivering cost-effective solutions. Our technical expertise ensures that the proposed ECMs are both actionable and tailored to improve energy efficiency, reduce operational costs, and enhance overall facility resilience.

The scope of work for these audits was developed and conducted as part of the Municipal Energy Resilience Program (MERP) which was created in response to funding provided to the state of Vermont through the American Rescue Plan Act (ARPA).

To date, Cx Associates has evaluated over 50 buildings, which make up over 427,000 square feet. Notable projects in your region include:

TOWN/CITY	BUILDING(S)
Newbury	Bailey Club
Fair Haven	Town Hall
Reading	Reading Stone School House
Windsor	Windsor Municipal Building
Reading	Robinson Hall, Library, Fire Station
Bradford	Bradford Academy
Pittsfield	Town Offices

MERP SCOPE OF WORK DEVELOPMENT AND IMPLEMENTATION

Cx Associates has supported municipalities across Vermont in advancing their Municipal Energy Resilience Program (MERP) goals by serving as a technical partner in the early scoping and procurement phases. Building on the assessment work that was completed under MERP, our team developed performance-based Scope of Work (SoW) documents that enabled municipalities to solicit qualified bidders and pursue impactful energy and resilience upgrades. Our work included drafting SoWs for seven municipalities, covering thirteen buildings with diverse mechanical, electrical, and enclosure needs. Cx Associates prepared performance specifications tailored to each facility and served as a technical resource throughout the bidding process.

PROJECT HIGHLIGHTS

- › **Town of Morgan:** The Town of Morgan used MERP implementation funding to advance enclosure upgrades at the Morgan School, engaging Cx Associates to translate assessment

findings into a clear path for improving air tightness and insulation performance. Our team provided technical guidance through installation and conducted post-work verification, including a whole-building blower door test. The project achieved a 33% reduction in air infiltration, approximately \$1,700 in annual fuel-oil savings from improved air tightness, and additional heating-cost reductions from enhanced insulation.

- › **Town of Stannard:** Cx Associates developed MERP-ready scopes of work for both the Town Garage and Town Hall, translating third-party assessment findings into clear and actionable building enclosure and MEP improvements.
- › **Two Rivers-Ottawaquechee Regional Commission:** Cx Associates provided consulting support during the MERP implementation phase by responding to technical questions from bidding contractors and participating in virtual meetings with municipalities, contractors, and the Two Rivers-Ottawaquechee Regional Commission to review scopes of work and clarify project requirements for seven buildings.

MONTPELIER, VT POLICE STATION HVAC UPGRADES

The City of Montpelier retained Cx Associates to provide commissioning and HVAC control consulting services for a design-build cooling system upgrade for the 6,500 SF Montpelier Police Station. CxA developed a scope of work for the city to attain design/building contractor pricing outlining the requirements for a new multi-split cooling system and conversion of the existing system hydronic two-pipe heating and cooling system to heating only. Detailed controls design and sequences were developed by Cx Associates to allow for each zone of the building to provide both heating or cooling, which was not possible with the previous system. The controls design also integrated the new multi-split systems to continue using the existing BAS thermostats, enabling the general staff to use the new system without the need for additional training.

After the design-build contractor was selected, Cx Associates then performed construction phase commissioning services for the upgrade. This included submittal review, prefunctional verification, and functional performance testing. During testing, a discrepancy between the space temperature sensors and a calibrated test instrument was discovered, that would have led to spaces not meeting cooling setpoints with the new cooling system. CxA worked with the control contractor to identify offsets within the program to ensure the system would perform as designed.

PROJECT TEAM

Full resumes can be found in Appendix A.

MATT NAPOLITAN, P.E., CCP, BCXP, LEED AP, MANAGING PRINCIPAL will be the Principal-in-Charge for the project. Matt draws on nearly 30 years of experience, during which he has built strong technical expertise that drives practical energy efficiency and sustainability in the built environment. Known for his approachable style, he has led successful commissioning, retro-commissioning, facility upgrade and energy optimization projects for a diverse clientele, on buildings ranging from a 600,000-square-foot hospital expansion to small municipal facilities. A sampling of clients includes MaineHealth Network, University of Vermont Health Network, Dartmouth Hitchcock Medical Center, University of Vermont, Champlain College, Middlebury College, and Burlington School District. His work not only improves system performance and occupant comfort but also helps clients avoid recurring operational challenges, while supporting long-term savings and environmental impact.

Passionate about aligning engineering solutions with real-world needs, Matt is a trusted partner to facility managers and design teams.

WALKER CALDERWOOD, P.E., BCXP, CEM, ASSOCIATE will be Project Manager and Lead Engineer for the project. Walker's career spans over a decade with a focus on mechanical commissioning, retrocommissioning, energy analysis, and measurement and verification. His collaborative approach allows him to communicate comfortably across project teams, from facilities staff to design professionals, making him a valued team member. He is also skilled in MEP design review, bringing technical insight to help ensure system designs align with the owner's requirements, equipment maintenance requirements, operational intent, energy goals, and code requirements. Walker has successfully managed commissioning projects for Lamoille County Courthouse, East Montpelier Town Garage, and the University of Vermont. His experience also includes extensive retrocommissioning work, where he is adept at diagnosing system issues and guiding teams toward effective, practical solutions, as demonstrated in his work at the Montpelier Police Station, Vermont State University's Castleton Boiler Plant and at the White River Junction VA Medical Center.

WILSON YANDELL, EIT, SENIOR ENGINEER will be an Engineer for this project. Wilson brings seven years of experience in commissioning, energy efficiency, and project management for commercial, healthcare, and higher education facilities. He originally joined Cx Associates (2019–2023), providing design and construction phase commissioning services on projects for the South Burlington Library and Community Center, the Greater Burlington YMCA as well as healthcare projects at Maine Medical Center and UVM Medical Center. After 2023, Wilson worked in New York City, gaining further experience in functional and integrated systems testing, critical infrastructure verification, field performance testing, and coordination of multidisciplinary teams on large institutional and critical-infrastructure projects such as data centers, hospitals, laboratories, and academic facilities. He has since returned to Cx, bringing expanded expertise and field experience to support complex commissioning projects.

REFERENCES

NAME	ORGANIZATION	CONTACT INFORMATION
Harry Falconer	Two Rivers-Ottawaquechee Regional Commission	802-457-3188 x3013 hfalconer@trorc.org
Carter Finegan	Northeastern Vermont Development Association	802-227-2506 cfinegan@nvda.net
Eric Pope	Town of Morgan	Eric.pope122505@gmail.com

WORK PLAN

EXISTING CONDITIONS ASSESSMENT

Cx Associates will conduct a site visit to assess the existing VRF heat pump system through visual inspection, interviews with facility staff, and testing where appropriate. The outcome of the site visit will be a determination of whether the life of the existing system can be extended or if a full system replacement is warranted at this time.

DELIVERABLES

- › Memo describing findings from site assessment with recommendation on next steps

EVALUATE SYSTEM ALTERNATIVES

If it is determined that system replacement is the best option, Cx Associates will develop concepts for two system alternatives in consultation with the Town, including the following:

- › Narrative description of each option, including pros and cons
- › Rough order of magnitude implementation costs
- › Estimated annual energy consumption and cost, including life-cycle cost analysis¹
- › Recommendations on integrating systems into existing building automation system to allow for remote monitoring and control
- › Identification of challenges for Town Hall staff and operations related to removal of old systems and installation of new systems, including recommendations on potential project phasing

As part of this task, we will also contact Efficiency Vermont and Green Mountain Power to identify any available incentives or rebates that the project would qualify for.

DELIVERABLES

- › Report describing system alternatives and life-cycle cost analysis
- › Meeting with Town stakeholders to discuss report

RFP DEVELOPMENT AND VENDOR SELECTION

If it is determined that replacing the existing mechanical system is the best option, Cx Associates will assist with developing an RFP to solicit appropriate bids for the two system alternatives. This includes developing scopes of work that can be inserted into an RFP issued by the Town. The scopes of work will be at a level of detail that can be used by a mechanical design-build contractor to provide a proposal.

Cx Associates will review proposals received by the Town, assess the quality of the proposals, and make a recommendation regarding which proposal to accept.

DELIVERABLES

- › Scopes of work suitable for a mechanical design-build contractor to provide proposal
- › Meeting with Town to assist with vendor selection

¹ Some aspects of the life-cycle cost analysis will need to be informed by the Town, including preferred discount rate and in-house maintenance costs

COMMISSIONING

If it is determined that replacing the existing mechanical system is the best option, Cx Associates will provide commissioning services for the system replacement project, including the following tasks, described below:

- › Design review
- › Submittal review
- › Pre-Functional verification
- › Functional performance testing

DESIGN REVIEW

Cx Associates will perform a design review to ensure the proposed systems and sequence of operations will optimally fulfill the objectives. The Owner is responsible for ensuring the design schedule allows for the additional time required to conduct a meaningful review process.

The process proceeds as follows:

- › Cx Associates collects all design documents and records review comments in a Design Review matrix on CxAlloy.
- › The design team responds in writing to Cx Associates' comments in the matrix on CxAlloy.
- › Cx Associates and Owner review the responses.
- › The team meets with the Owner and building operators to discuss varying perspectives on issues and agree on approach.
- › Agreed upon changes are incorporated in the design and documented in the matrix on CxAlloy.
- › Cx Associates performs a final back-check to verify that the agreed upon changes have been incorporated into the plans and specifications.

Recognizing that all parties at the table have unique perspectives and areas of knowledge and experience, we approach the design review process collaboratively with an interest in developing solutions that best meet the Owner's needs. The scope of work includes:

- › Complete review at 100% Construction Documents
- › Design review meeting to discuss review comments
- › Follow-up to ensure agreed upon modifications are incorporated into the design documents

In the event that the agreed upon changes are not included in the 100% construction documents, further review to verify changes will be provided as an additional service.

SUBMITTAL REVIEW

Cx Associates will review submittals of equipment to be commissioned for compliance with the design documents, commissioning requirements, and service access needs. Our review will be concurrent with the design team's review, and a member of the design or construction team will be responsible for integrating review comments.

PRE-FUNCTIONAL VERIFICATION

Cx Associates will develop pre-functional verification checklists to ensure that all components and systems are properly installed, provide feedback on installation progress, help identify potential problems early and pursue their timely resolution. The pre-functional checklists will be completed by contractors via CxAlloy. Cx Associates will verify the contractors' completion of checklists against the actual installed equipment with the assistance of qualified contractors.

We will issue a field visit report after each site visit summarizing the verification results.

FUNCTIONAL PERFORMANCE TESTING

Cx Associates will coordinate and supervise functional testing to ensure all components and systems work together as intended, verifying that the performance of building systems conforms to the design intent and the construction documents.

We develop the functional tests on CxAlloy based on the approved controls sequences after the submittal phase. Functional tests will be executed by the controls contractor and/or manufacturer's representative (if applicable) after targeted systems are installed, started, and construction checklists completed. Cx Associates will then field verify the functional tests with the help of the controls contractor and any applicable manufacturer reps. Having the controls contractor complete these first helps ensure systems are truly complete and ready for final testing when we arrive. **The controls contractor and manufacturer's representative (if applicable) must be involved with functional testing, and this proposal does not include their time.**

Control sequences including operational modes and alarms are fully tested. Conditional variations are also reviewed, such as occupancy schedules, load, seasonal, and emergency situations. For DDC systems, trend log data is the final element of the functional testing, including points trended, accuracy, timeline of trending, season, graphical display, and sampling rate. Test procedures are structured to be repeatable and obtain consistent results.

Functional tests result in Pass, Fail, or Incomplete. The controls contractor enters test results directly into CxAlloy confirming the systems and equipment are functioning per the design sequences. For test failures, we will assist the team in determining potential causes and remedies. If a test is incomplete or results in a failure, additional testing will be performed at the contractor's expense.

We will issue a field visit report after each site visit summarizing the functional testing results.

DELIVERABLES

- › Field visit reports following Pre-Functional Verification and Functional Performance Testing
- › Commissioning Issues Log documenting each deficiency identified and recommended approach to resolve the issue
- › Commissioning report summarizing systems commissioned and final status of all commissioned building components

BASIS FOR PROPOSAL, ASSUMPTIONS, EXCLUSIONS, AND COMPENSATION

BASIS FOR PROPOSAL

This proposal is based on the RFP dated May 1, 2026 as well as a site visit attended by Wilson Yandell (CxA) on May 13, 2026. This proposal is valid for 45 days.

This proposal is also based on the assumption that all consulting and commissioning field work will be complete by 06/30/2027. If the construction schedule changes significantly, our fee will be impacted.

ASSUMPTIONS

- › Full documentation of all systems to be assessed (including detailed plans, specifications and sequences of operation for all equipment and systems) will be provided to Cx Associates.
- › Contractors will complete construction check lists and execute the pre-functional testing of equipment with coordination, verification, and documentation provided by Cx Associates. Documentation shall be completed on Cx Alloy.
- › Contractors will execute the functional testing of equipment with coordination, verification, and documentation provided by Cx Associates
- › Contractors will advise Cx Associates when systems are ready for verification or testing.
- › Cx Associates will coordinate our work through a single representative of the Owner.
- › Client or its representatives will provide the necessary ladders, lifts, or other equipment to facilitate safe access to systems or equipment where necessary.
- › Client will make every reasonable effort to ensure facilities engineering staff are available as needed to assist with accessing spaces or locating specific systems or equipment.

EXCLUSIONS

- › Cx Associates is not responsible for compliance with codes, design or general construction scheduling, or construction management.
- › Additional work due to failed tests:
 - We will witness one test typical of representative system executed by appropriate contractor.
 - If the test fails, or if there is wait time during the test to enable the contractor to complete work, then the costs associated with failed testing and wait time will be documented and billed back directly to the non-performing contractor via the Owner.
 - Our specifications include a provision for this additional service to be paid for by the responsible contractor.

- Any additional re-testing of equipment or controls, whether due to installation deficiencies or design errors and omissions, will be conducted as additional services.
- › Commissioning of any systems or equipment not listed under “Systems to be Commissioned” above
- › Commissioning, testing or verification of performance of existing systems. Additional commissioning of existing systems can be provided as an additional service with prior approval.
- › Additional engineering consultation time required to assist the project team in resolution of issues identified during the commissioning process, or other issues identified during the construction process by the design/build team. Recommendations for issue resolution will be provided in the commissioning issues log as part of the commissioning process, however, it is expected that the design and construction team will be responsible for coordinating and completing the resolution of issues. Additional engineering consultation can be provided by Cx Associates to assist in resolution of issues as an additional service.
- › Additional site visits (beyond those described above) if needed to support the commissioning of the project.
- › Work during non-standard business hours. Any work requested to be performed during non-standard business hours will be subject to an increased rate for services. Standard business hours are 7AM-6PM, Monday through Friday.
- › LEED Credit documentation/certification.
- › Environmental testing, abatement, or contaminant related IAQ issues.

COMPENSATION

We propose to provide the services identified above for a lump sum fee of **\$28,975, (twenty-eight-thousand-nine-hundred-seventy-five-dollars)**. Reimbursable expenses are included in this fee. Appendix A outlines other requirements for the contract.

PROFESSIONAL SERVICES AGREEMENT

Authorization and Agreement to Proceed

By signing below, the Client acknowledges and agrees that this Proposal, including the scope(s) of work selected and the Terms and Conditions attached hereto as Appendix B, constitutes the entire agreement between the parties with respect to the described services.

The Client's signature (whether digital, facsimile, or ink) confirms both acceptance of the Proposal and authorization for Cx Associates to proceed with the selected services. **The Client further acknowledges that this signature constitutes an agreement to pay for the services described in this Proposal.**

No additional contract or agreement shall be required or binding unless mutually agreed to in writing, nor shall any such agreement be required for Cx Associates to receive payment for services rendered.

Any conflicting terms provided by the Client after execution shall have no effect unless expressly accepted in writing by Cx Associates.

Client-Supplied Agreements

If the Client requires the use of its own contract form or has additional contractual terms, this requirement must be communicated in writing before execution of this Agreement. Unless otherwise agreed in writing, this Proposal and its attached Terms and Conditions shall constitute the entire agreement between the parties. Any terms or conditions submitted by the Client after execution shall be null and void unless expressly accepted in writing by Cx Associates.

Cx Associates does not accept any retainage.

Please sign to authorize commencement of services.

Authorized agent of Town of Hartford, VT

Signature

Date

Printed Name

Client Purchase Order Number



Matthew Napolitan, P.E. CCP, BCxP, LEED AP_{BD+C}
Authorized agent of Cx Associates, LLC

June 1, 2026
Date



Appendix A

Resumes

MATTHEW NAPOLITAN, P.E. CCP, BCXP, LEED AP BD+C
MANAGING PRINCIPAL

PROJECT EXPERIENCE

COMMISSIONING

- › University of Vermont Medical Center
 - Miller Building Inpatient Bed Building (180,000 SF)
 - McClure Air Handler Controls Upgrade
 - Baird 7 Mothers and Babies Unit (14,000 SF)
 - Baird 2 Phlebotomy Renovations
 - Medical Education Center (13,400 SF)
- › Stephens Memorial Hospital Medical Office Building (19,000 SF)
- › Shelburne Pierson Library and Town Center (16,000 SF)
- › Hypertherm Heater Road Facility (154,000 SF)
- › Fanny Allen Hospital BAS Upgrades
- › Rutland Regional Medical Center AHU and Chiller Plant Upgrades
- › University of Vermont
 - Davis Center (186,000 SF)
 - On Campus Multipurpose Center (371,000 SF)
- › Bennington State Office Building (65,000 SF)

RETROCOMMISSIONING

- › Maine Medical Center Campus Wide Building Automation Upgrade
- › Spruce Camp Boiler Controls (63,000 SF)
- › Courthouse Plaza
- › Northwestern Medical Center Air Handling Units
- › Southwestern Vermont Medical Center Chiller (241,000 SF)
- › Burton Snowboards (152,000 SF)
- › Fanny Allen Hospital Comprehensive Facility HVAC Controls Upgrade

ENERGY EFFICIENCY CONSULTING AND MEASUREMENT & VERIFICATION (M&V)

- › Main Street Landing (92,000 SF)
- › Montpelier Municipal Building Energy Audits (77,150 SF Combined)
- › Northwestern Medical Center Energy Consulting
- › University of Vermont Medical Center McClure 5 Energy Audit

PROFESSIONAL EXPERIENCE

2006 – Present	Cx Associates, Burlington, VT Managing Principal (2020 – Present) Principal (2013 – 2020) Senior Engineer (2006 – 2013)
Prior Experience	Matt Napolitan worked as an engineer and PM at several New York City engineering firms. Most recently he was an Associate at Buro Happold Consulting Engineers where he managed a team of 12 engineers in multiple disciplines, served as the primary client contact for multiple projects, and managed projects with over \$4.5M in M&E fees.

CERTIFICATIONS AND LICENSING

- › Professional Engineer (P.E.), Mechanical Engineering
Vermont, New Hampshire, Maine, New York, Connecticut, and Rhode Island.
- › Certified Commissioning Professional (CCP), Building Commissioning Association (BCxA)
- › Building Commissioning Professional (BCxP), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)
- › LEED Accredited Professional, Building Design and Construction (LEED AP BD+C), U.S. Green Building Council (USGBC)
- › OSHA 10 Certified

EDUCATION

- › **Bachelor of Engineering, Mechanical Engineering**
State University of New York at Stony Brook, Stony Brook, New York

AFFILIATIONS

- › American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), Member
- › U.S. Green Building Council (USGBC), Member
- › Vermont Energy Investment Corp (VEIC) Design Professionals Advisory Group, Member

PAPERS AND PRESENTATIONS

"ASHRAE Guideline 36 – Advanced HVAC Control Sequences;" Rick Stehmeyer and Matt Napolitan, Presented at the Better Buildings by Design Conference, 2017, Burlington, Vermont.

"Better Than Before – HVAC System Improvements via Engineered Retrofits;" Matt Napolitan and Brent Weigel, Presented at the Better Buildings by Design Conference, 2016, Burlington, Vermont, and at the Northern New England Chapter of the Eastern Region of APPA conference in 2016.

"Design Phase Commissioning – The Advantage of Quality Assurance Before Construction;" Matt Napolitan and Brent Weigel, Presented at the Better Buildings By Design Conference, 2016, Burlington, Vermont.

Panelist, "Whose Role Is It Anyway?" National Conference on Building Commissioning (NCBC), 2015, St. Louis, Missouri.

"Maximizing the Efficiency of Condensing Boilers;" Matt Napolitan and Brent Weigel, Presented at the Better Buildings By Design Conference, 2014, Burlington, Vermont.

Condensing Boilers: Maximizing Benefits; Matt Napolitan, Brent Weigel, Engineered Systems, June 2013.

Panelist, "Efficiency Vermont Roundtable – From Vision to Projects: How Can High Performance Become Standard Practice?" Green and Sustainable Vermont 2013, Burlington, Vermont.

"Commissioning: Process and Benefits"; Thomas Anderson and Matt Napolitan, Presented at the Better Buildings by Design Conference, 2010, Burlington, Vermont.

WALKER CALDERWOOD, P.E., BCXP, CEM
ASSOCIATE

PROJECT EXPERIENCE

COMMISSIONING

- › UVM Hills Agricultural Center (Leahy Building)
- › White River Junction VA Inpatient Renovation
- › Franklin Memorial Hospital Emergency Department Renovation
- › Dartmouth Hitchcock Medical Center
 - MHT ASC Expansion Cx (88,500 SF)
 - USP 800 Pharmacy Upgrades
- › UVM On Campus Multipurpose Center (371,000 SF)
- › Shelburne Pierson Library and Town Center (16,000 SF)
- › UVM Alumni House (18,260 SF)
- › Champlain College
 - Eagles Landing Apartments (179,450 SF)
 - Center for Creative Media (42,000 SF)
- › Lamoille County Courthouse (8,500 SF)
- › Energy Futures Group New Office (3,400 SF)
- › Northwestern Medical Center
 - E29 Chiller Replacement
 - New Chiller Addition
 - Medical Office Building
 - Clinics Facility Addition
 - Medical and Surgical Expansion and Renovation

RETROCOMMISSIONING, ENERGY CONSULTING, AND PROBLEM SOLVING

- › Vermont State University Castleton Boiler Plant
- › White River Junction VA AC-1 and AC-2 Retrocommissioning
- › LGC Clinical Diagnostic AHU Dehumidification Problem Solving
- › Rutland Regional Medical Center (340,000 SF)
- › Northwestern Medical Center AHUs 1-9
- › King Street Center
- › Maine Medical Center AHU Replacements
- › Montpelier Police Station Upgrades
- › Jay Peak Resort Heat Recovery Design and Commissioning

PROFESSIONAL EXPERIENCE

2014 – Present	Cx Associates, Burlington, VT Associate (2022 – Present) Senior Engineer (2019 – 2022) Engineer (2014 – 2019) Engineering Technician (2014)
Prior Experience	Prior to joining Cx Associates, Walker worked as a commercial sales engineer at Meier Supply Company where he specified products and assisted in design. He also worked at the Eastman Kodak Company as part of their mechanical engineering co-op where he contributed to early phase development of a prototype design for a new multi-function behind-the-counter kiosk.

CERTIFICATIONS AND LICENSING

- › Professional Engineer (P.E.), Vermont
- › Certified Energy Manager (CEM), Association of Energy Engineers (AEE)
- › Building Commissioning Professional (BCxP), American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)
- › OSHA 10 Certified

EDUCATION

- › Master of Science, Manufacturing and Mechanical Systems Integration
Rochester Institute of Technology, Rochester, NY
- › Bachelor of Science, Electrical/Mechanical Engineering Technology (Mechanical Focus)
Rochester Institute of Technology, Rochester, NY

AFFILIATIONS

- › American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE), Member
- › Association of Energy Engineers (AEE), Member

PAPERS, PRESENTATIONS, AND AWARDS

“Electric Heat and Grid Interactive Buildings in Vermont – Jay Peak, an Example of the Future;” Walker Calderwood, Andy Stenger, Rick Stehmeyer, Presented at Better Building by Design Annual Conference, 2025, Burlington, VT

“Delivering Healthy, Energy-Frugal Facility with Real-Time Data and HVAC Retrocommissioning;” Walker Calderwood, Brett Green, and Lois Sechrist, Presented at the CleanMed Conference, 2018, San Diego, California.

WILSON YANDELL, EIT

SENIOR ENGINEER

PROJECT EXPERIENCE

COMMISSIONING

- › Maine Medical Center - Malone Family Tower 6th Floor Fitout
- › South Burlington Library and Community Center (24,600 SF)
- › Greater Burlington YMCA (52,000 SF)
- › UVM On Campus Multipurpose Center (371,000 SF)
- › UVM Medical Center Essex Primary Care (12,500 SF)
- › Unilever Seventh Generation LEED Renovation (36,600 SF)
- › Southwestern Vermont Medical Center
 - Cancer Center USP 800 Upgrades
 - ICU Exhaust Upgrades
 - Emergency Department Expansion
 - Chilled Water Capacity Investigation
 - Facility BAS Upgrade
- › Northwestern Medical Center
 - Chiller Upgrade
 - NMC IT, BioMed & HVAC Upgrades
- › 1549 VT Transco Pinnacle HVAC Optimization

RETROCOMMISSIONING, ENERGY AUDITS, AND PROBLEM-SOLVING

University of Vermont Medical Center McClure 5 Energy Audit

VT Transco Pinnacle Retrocommissioning

PROFESSIONAL EXPERIENCE

2026 – Present	Cx Associates, Burlington, VT Senior Engineer (2026 – present) Engineer (2019 – 2023)
Prior Experience	During his hiatus from Cx Associates, Wilson worked for multiple engineering firms obtaining further experience in project management and commissioning of complex MEP systems for healthcare, higher education, commercial, industrial, and mission-critical facilities. He gained experience on large-scale projects such as data centers, hospitals, laboratories, and academic facilities.

CERTIFICATIONS AND LICENSING

- › Engineer-in-Training (EIT), New York State

EDUCATION

- › Bachelor of Science, Mechanical Engineering
McGill University, Montreal, QC



Appendix B

Terms and Conditions

CONFIDENTIALITY NOTICE

This proposal and any accompanying materials are intended solely for the recipient(s) listed and contain proprietary information of Cx Associates. This information may not be shared, distributed, or used without prior written consent from Cx Associates. Unauthorized use or disclosure is strictly prohibited.

PAYMENT

Cx Associates' rates will be adjusted annually to reflect operating costs. The proposed fees include assumed escalation for the project. Any additional services provided on a time and materials basis will be provided at the rates in effect at the time the services are provided.

Invoicing will be monthly for payment of services performed within that month based on percent completion and project-related reimbursable expenses as outlined in the previous section. Cx Associates reserves the right to invoice a minimum monthly amount equal to 5% of the total contract amount, with a minimum of \$500 and a maximum of \$1,500, for projects under lump sum fee arrangements. This minimum may be applied during periods of limited project activity and will be applied toward the total lump sum project fee. This financial arrangement is made on the basis of prompt payment of our invoices. Invoices are due and payable upon presentation. A service charge of 1.5% per month will be assessed for late payments extending beyond 30 days from the invoice date. In the event an account is not paid within 30 days, Cx Associates reserves the right to stop work on any job. The client agrees to pay for all costs of collection, including but not limited to, collection agencies, court costs, sheriff's fees, legal fees, and interest.

Any applicable state or local taxes are not included in this fee. At any point during or after the project, if any of our services are found to be subject to any sales or other tax, our fee will be increased by the amount of tax due. The client will be notified in writing and the client agrees to pay this amount within 30 days from the date of notification. Any late payments by Client for taxes due will be subject to the same terms as noted above.

TERMINATION

This agreement may be terminated by either party at any time with the understanding that any work performed up to receipt of a written termination notice will be paid in full at the time of termination. The Consultant or the Client shall be considered in default under this agreement by failing to comply with the provisions of this agreement unless both parties have signed a written deviation agreement.

GOVERNING LAW AND DISPUTES

The interpretation of the terms and conditions of this contract shall be governed by the laws of the State of Vermont in the United States of America.

Any disputes or differences arising out of this contract that cannot be amicably settled between the parties shall be finally settled under the Rules of Conciliation and Arbitration of the American Arbitration Association by one or more arbitrators appointed in accordance with said Rules. The arbitration shall take place in Burlington, Vermont, USA. The resulting award shall be final and binding on the parties and shall be in lieu of any other remedy.

AMENDMENTS

This contract may only be amended in writing with the authorization of both parties. This contract may not be assigned without Cx Associates' written permission.



Proposal

Comprehensive HVAC Assessment + Replacement Hartford Town Hall

Due: June 3rd, 2026 @ 12PM

Consulting Engineering Services Inc.

Curtis Chase, Associate
35A Pleasant Street
Concord NH 03301
603 688.5925
cchase@ceseng.com

Consulting Engineering Services Inc.



June 3rd, 2026

John Haverstock, Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Re: Comprehensive HVAC Assessment + Replacement at Hartford Town Hall

Dear John,

Thank you for the opportunity to provide our proposal for the Hartford Town Hall HVAC Assessment + Replacement. At CES, we provide mechanical, electrical, plumbing, and fire protection (MEP/FP) engineering services throughout New England, including Vermont municipalities and occupied public facilities. Our experience evaluating aging HVAC systems, developing phased replacement strategies, and supporting clients through implementation positions us to deliver an efficient and collaborative process from day one.

About CES | Company Expertise

CES is a full-service MEP/FP and commissioning engineering firm with eight national offices and a team of over 180 engineers. Our unique structure eliminates traditional departmental silos; instead, we operate in interdisciplinary teams of 6-8 engineers from all core disciplines. Each team is led by a Team Leader and overseen by an assigned Principal, allowing for fluid communication, collaborative problem-solving, and high-touch client service. As our firm grows, we continue to prioritize internal connectivity and culture to retain a small company feel for both our clients and our employees.

CES Team

Curtis Chase, based in Chelsea, Vermont, will serve as Project Manager and your primary point of contact throughout the project, leading a multidisciplinary team of MEP/FP professionals from CES with extensive experience in occupied municipal and institutional facilities where maintaining operations is critical. He will also lead commissioning efforts to support system performance, coordination, and successful project delivery. Our team is available immediately and prepared to meet the project schedule identified in the RFP.

Our team is experienced in assessing underperforming VRF and heat pump systems in occupied municipal, educational, and institutional buildings, including projects involving refrigerant leakage, controls issues, equipment replacement planning, and phased implementation.

Our Experience | Existing Building HVAC Assessments + Replacements

When evaluating and replacing HVAC systems in existing facilities, we consider factors such as long-term operational cost, owner familiarity with system technology, constructability, available space, controls integration, equipment accessibility, and future maintenance requirements. As part of our assessment process, we review building automation systems and operating sequences to understand zoning, temperature control, ventilation performance, occupancy schedules, and current operational challenges. We also coordinate directly with facility personnel to better understand historical issues, maintenance concerns, and occupant comfort trends.

Our licensed engineers develop practical, implementable recommendations that improve reliability, energy efficiency, indoor air quality, and long-term operational resilience. We understand the importance of providing municipalities with clear, actionable guidance that supports informed decision-making and realistic implementation planning.

Thank you for the opportunity to submit our response for this project. It would be our pleasure to support the Town of Hartford as it evaluates and plans improvements to its Town Hall HVAC systems. If you have any questions as you review our materials, please feel free to contact me anytime.

Sincerely,

Curtis Chase
Associate, Project Manager
cchase@ceseng.com | 603 688.5925

6. GENERAL INFORMATION

Proposals shall be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Town of Hartford
Attn: Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
Clearly mark sealed envelopes "Town Hall HVAC assessment"

 06/03/26
(Signature of Bidder & Date)

Associate
(Title of Bidder)

Consulting Engineering Services Inc.
(Engineer)

35A Pleasant Street
(Street/P.O. Box)

Nashua NH 03301
(Town, State, Zip)

603 688.5925 / cchase@ceseng.com
(Phone # / email#)

Competent Contract Supervisor: Curtis Chase years exp. 21

AVAILABLE START DATE Immediately upon award.

NOTE:

All proposals must be received no later than June 3rd, 2026 at 12:00 noon. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile-machine produced proposals will NOT be accepted.

Questions about the project should be directed to Dana Clawson at:
Telephone: 802-295-9353 ext. 223
E-mail: dclawson@hartford-vt.org

All proposals become the property of the Town of Hartford upon submission. The expense of preparing and submitting a proposal is the responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.



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- 04 Project Understanding

01 Firm Profile





Firm Profile

Sustainable + Practical Solutions for the Built Environment

Who We Are

Engineering a Brighter Tomorrow, for People + the Planet

For more than 30 years, CES has transformed the built environment as trusted MEP/FP engineers—and as stewards of a sustainable future. With offices nationwide and a hands-on, interdisciplinary approach, we design systems that power spaces and uplift people. Grounded in strong relationships and technical excellence, our work drives lasting impact and moves us toward a carbon-free future.

What We Do

Designing Systems that Serve Life Sustainably

At CES, sustainability is more than just a buzzword. We design MEP/FP systems that are both technically precise and deeply human-centered. From schools and hospitals to libraries and housing, our work prioritizes energy efficiency, climate resilience, and occupant well-being. Whether new construction or revitalizing infrastructure, we build smarter, greener places to live, learn, heal, and connect.

Our Expertise

200 People, One Qualified Team

Geothermal Certified Designers (IGSHPA)
LEED AP Certified Engineers
Certified Home Energy Raters (HERS)
NABCEP PV Professionals (PVIP/PVA)
Passive House Specialists (CPHD, CPHC)
Certified Commissioning Professional (CCP)
Certified Energy Manager (CEM)
High Performance Building Design Prof. (HBDP)

Services

Mechanical
Electrical
Plumbing
Fire Protection
Commissioning
Net Zero Design

Sustainable Stats



2 million+

kWh Solar PV +
Hot Water



9,000+

Tons Geothermal



30+

Net Zero / Net Zero
Ready Buildings



Learn more at ceseng.com



Sensible Sustainability

At CES, sustainability is integrated into the everyday decisions that shape building systems. As MEP/FP engineers, we understand that mechanical, electrical, plumbing, and fire protection systems play a significant role in a building's long-term performance, energy use, and environmental impact. Our role is to help clients navigate these decisions with practical, informed solutions.

We approach sustainable design as a collaborative, performance-driven process. Working closely with architects, owners, and project teams, we evaluate system strategies early in design to understand how they influence energy performance, occupant comfort, resilience, and long-term operational costs. Tools such as early energy modeling, system comparisons, and envelope coordination help teams make thoughtful decisions before critical design choices are locked in.

Many of our projects pursue ambitious sustainability goals, including Net Zero and Net Zero Ready performance. Achieving these outcomes often involves strategies such as system electrification, heat recovery, low-temperature heating systems, and renewable energy integration. At the same time, successful sustainable design must balance performance with reliability, constructability, and long-term maintainability.

Our work also considers the broader carbon impacts associated with building systems. By evaluating systems through a lifecycle lens, from manufacturing and installation through operation and replacement, we help clients make decisions that support long-term environmental and economic value.

Ultimately, our goal is to design building systems that perform efficiently, support healthy environments, and help our clients move toward a lower-carbon future.

Sustainable Design Strategies

Fossil Fuel-Free HVAC

Electrified HVAC systems can reduce or eliminate fossil fuels through heat pumps, geothermal systems, and heat recovery technologies.

Passive House Principles

Collaboration with architects to optimize envelope performance, ventilation strategies, and high efficiency systems that support Passive House goals.

Low Temperature Hot Water

Lower supply temperatures improve heat pump performance and reduce energy use while supporting electrified heating systems.

Net Zero Buildings

Early energy modeling and system comparisons help teams design Net Zero or Net Zero Ready performance.

High Efficiency MEP Systems

Efficient equipment selection, controls optimization, and integrated design strategies reduce overall building energy consumption.

Lifecycle Carbon Analysis

System evaluation considers lifecycle impacts including manufacturing, installation, operation, and replacement to support lower carbon outcomes.

02 Relevant Experience





Municipal Building Experience

Abington Fire + DPW

40,000 sf | New Construction
Abington MA

Acton Town Wide

19 Building Study
Acton MA

Agawam Town Hall

Study
Agawam MA

Aquinnah Town Hall

Study + SD
Aquinnah MA

Ashford Town Wide

4 Building Study
Ashford CT

Bedford Town Wide

10 Building Study
Bedford MA

Beeville City Hall

3,000 sf | Renovation
Beeville TX

Berlin Community Center

Study
Berlin CT

Bolton Town Hall

Boiler Replacements
Bolton CT

Boxford Town Hall + Library Cx

14,000 sf | Renovation
Boxford MA

Brimfield Town Hall

8,000 sf | Reno + Addition SD
Brimfield MA

Brimfield Town Wide

6 Building Study
Brimfield MA

Bristol Community Center

29,500 sf total | Reno + Addition
Bristol CT

Brookfield Town Hall

Fire Alarm System Addition
Brookfield MA

Cameron Senior Center

HVAC System Upgrades
Westford MA

Canton Town Wide

19 Building Study
Canton MA

Chaplin Library + Senior Center

13,250 sf | Renovation
Chaplin CT

Cheshire Senior Center

13,000 sf | Reno + Addition
Cheshire CT

Chester Town Hall

3,600 sf | Renovation
Chester CT

City Hall Plaza

200,000 sf | Reno + Planning
Boston MA

Clinton Town Hall

4,000 sf | Renovation
Clinton CT

Colchester Town Hall

HVAC Study
Colchester CT

Comstock Community Center

30,000 sf | Energy Modeling
Wilton CT

Cromwell Municipal Complex

32,500 sf | Renovation
Cromwell CT

Danbury Town Hall

Signage Addition
Danbury CT

DEEP Western Headquarters

12,000 sf | New Construction
Watertown CT

East Haddam Community Ag. Center

2,320 sf | New Construction
East Haddam CT

East Haddam Sr. Center

4,500 sf | Renovation
East Haddam CT

East Hartford Town Hall

20,000 sf | Renovation
East Hartford CT

Edmond Town Hall

Boiler Replacement
Newtown CT

Elmwood Community Center

82,000 sf | New Construction
West Hartford CT

Farmington Town Hall

37,000 sf | Renovation
Farmington CT

Franklin Town Hall

6,200 sf | Renovation
Franklin CT

Glastonbury Town Hall

EV Chargers + Generator
Replacement
Glastonbury CT

Golden Isles Park

5 Acres | New Construction
Hallandale Beach FL

Greenwich Senior Center

Study
Greenwich CT

Griswold Senior Center Cx

4,000 sf | Renovation
Griswold CT

Groton Community Center

HVAC Review + Boiler Replacement
Groton CT



Municipal Building Experience

Haddam Town Wide

4 Building Study
Haddam CT

Hadley Town Wide

7 Building Study
Hadley MA

Hallandale Beach City Hall

Renovation
Hallandale Beach FL

Hampton Collaborative Community Center

26,700 sf | Schematic Design
Hampton NH

Hatfield Town Hall

Study
Hatfield MA

Hebron Municipal Buildings

Site Lighting
Hebron CT

Hicks Memorial Municipal Center Cx

12,000 sf | Renovation
Tolland CT

Hill Country Village Town Hall

7,715 sf | New Construction
Hill Country Village TX

Hyland Recreation Center

Study
Hartford CT

Killingworth Town Hall

Study
Killingworth CT

Lincoln Community Center

20,500 sf | New Construction
Lincoln MA

Longmeadow Town Wide

15 Building Study + Masterplan
Longmeadow MA

Lyme Town Hall + Library

Study
Lyme CT

Madison Town Wide

18 Building Study
Madison CT

Malden City Hall Cx

45,000 sf | New Construction
Malden MA

Marshfield Senior Center

11,500 sf | Addition
Marshfield MA

Monroe Community Center

Feasibility Study
Monroe CT

Monson Town Hall + Police Station

23,000 sf | New Construction
Monson MA

Montville Community Center

1,500 sf | Schematic Design
Montville CT

Nantucket Town Wide

24 Building Study
Nantucket MA

New Britain YWCA

13,000 sf | Study, Masterplan,
Renovation + Addition
New Britain CT

New Canaan YMCA

50,600 sf | Renovation + Addition
New Canaan CT

New Haven City Hall

Data Closets
New Haven CT

Newington DPW Garage

Study
Newington CT

Newington Senior Center

Roof Replacement + SD
Newington CT

New London Town Wide

16 Building Study
New London CT

Newmarket Town Wide

9 Building Study
Newmarket NH

New Milford Town Hall

Study + CD
New Milford CT

Newtown Community Center

35,200 sf | Renovation
Newtown CT

Newtown Town Wide

3 Building Study
Newtown CT

North Brookfield Town Hall, DPW + Fire

17,547 sf | Renovation
North Brookfield MA

Oak Bluffs Town Hall

Study + New Construction
Oak Bluffs MA

Oakland Park City Hall

Fitout in Sky Building
Oakland Park FL

Oakland Park DPW

47,950 sf | New Construction
Oakland Park FL

Orleans Community Center

4,850 sf | Renovation
Orleans MA

Pittsfield State Office Building

Renovation
Pittsfield MA

Pompey Park Community Center

52,000 sf | New Construction
Delray Beach FL

Rockingham County Complex

HVAC Replacement
Brentwood NH

Rockport Town Wide

27 Buildings Study + Masterplan
Rockport MA



Municipal Building Experience

Salem Old Town Hall

Study
Salem MA

Senior Center

Schematic Design
Newington CT

Shelton Town Hall

Renovation
Shelton CT

Sherborn Historical Society Museum

Renovation
Sherborn MA

Shrewsbury Town Hall

Study + Renovation
Shrewsbury MA

Simsbury Town Hall

Renovation
Simsbury CT

Simsbury Town Wide

66 Building Study + Masterplan
Simsbury CT

Southbury Town Hall

Study
Southbury CT

South End Community Center

29,000 sf | New Construction
Springfield MA

South Windsor Town Hall

Study
South Windsor CT

Springfield Cyber Security Center

Renovation
Springfield MA

Springfield Forestry Building

Renovation
Springfield MA

Stoughton Town Hall

Study + Renovation
Stoughton MA

Stoughton Town Wide

19 Building Study + Masterplan
Stoughton MA

Sturbridge Senior Center

13,775 sf | Renovation + Addition
Sturbridge MA

Suffield Senior Center

Study + Renovation
Suffield CT

Suffield Town Wide

11 Building Study + Masterplan
Suffield CT

Sullivan Senior Center

Study
Torrington CT

Sutton Highway Department

Study
Sutton MA

Taunton City Hall Cx

HVAC
Taunton MA

Tri County YMCA

11,000 sf | Study + Renovation
Southbridge MA

Warren Highway Garage

New Construction
Warren VT

Warren Town Offices

Renovation
Warren CT

Washington Depot Town Hall

Masterplan
Washington CT

Waterbury City Hall Cx

Renovation
Waterbury CT

Wayland Town Wide

3 Building Study
Wayland MA

Westbrook YMCA

Boiler Conversion + Study
Westbrook CT

Westford Town Wide

9 Building Study
Westford MA

Weston Community Center

36,000 sf | Design for New Constr.
Weston FL

Weston Data Center

Cooling Design
Weston FL

Weston Town Hall

Study
Weston CT

Weston Town Wide

37 Building Study + Masterplan
Weston CT

Westport Weston YMCA

71,120 sf total | Reno + New Constr.
Westport CT

Wilmington Town Hall

HVAC Study
Wilmington VT

Windsor Community Center

Generator Replacement
Windsor CT

Windsor Locks Town Hall

Study + Renovation
Windsor Locks CT

Windsor Town Hall + Senior Center

3,800 sf | Renovation
Windsor CT

YMCA Hartford

AHU Replacement
Hartford CT



Vermont Experience

1062 Bragg Hill

9,850 sf | New Construction
Main House, Guest House, Garage
Structure
Norwich VT

230 College Street

1,600 sf | Study + Renovation
Burlington VT

266 College Street

110,130 sf | 98 Units | Multifamily
New Construction + Renovation
Burlington VT
3 MEP Facility Assessments
Warren VT

63 Main Street

Light Observation
Brattleboro VT

Bay Ridge Apartments

Solar PV System
Shelburne VT

Bed Bath + Beyond

24,000 sf | New Construction
Rutland VT

CVD Facility

47,000 sf | New Construction
Milton VT

Doubletree Hotel

29,000 sf | 64 Unit | Addition
South Burlington VT

Flynn Center

HVAC Replacement
Burlington VT

Flynn Cntr. for the Performing Arts

HVAC, Chiller, Cooling Tower,
Pumps, Air Handler, Fan
Replacement in Historic Theater
Burlington VT

Grassroots Vermont

On Call Services
Brandon CT

Greenhouse

100,000 sf | Renovation
Middlebury VT

Hermitage Club

5,000 sf | Maintenance Bldg
800 sf | Pump House
New Construction
Wilmington VT

Marriott Autograph Collection

95,000 sf | Renovation
Burlington VT

Private Residence

5,300 sf | New Construction
Norwich VT

Private Residence

8,400 sf | New Construction
Stowe VT

South Burlington Fire Station One

2,300 sf | Addition
South Burlington VT

Sugarbush Village Condominiums

30 units | Assessment
Warren VT

Town of Warren, Highway Garage

12,000 sf | New Construction
Warren VT

Ulla Beauty

6,500 sf | Renovation
Rutland VT

UVM Medical Center

80,000 sf | Design for New Constr.
South Burlington VT

Woodstock Union High + Middle School

165,000 sf | Master Plan + Design for
New Construction
Woodstock VT





Sustainable Design Experience

Nearly every CES project integrates sustainable design — from high-performance building strategies to LEED-certified and Net Zero facilities. We continually invest in understanding emerging technologies, certifications, and renewable energy systems to stay at the forefront of sustainable innovation. Our in-house expertise includes LEED Accredited Professionals, Certified Commissioning Professionals, Thermographers, HERS Raters, Certified Passive House Designers, Certified Geothermal Designers, and specialists in High-Performance Building Design — all committed to shaping a more efficient, resilient, and sustainable built environment.

Net Zero Buildings

Cambridge Fire Headquarters

Cambridge MA
Net Zero pending

Department of Energy and Environmental Protection (DEEP)

Watertown CT

Eaglebrook School Dining Hall

Deerfield MA

Footprint Power

Salem MA

Lexington Police Station

Lexington MA

Lincoln Community Center

Lincoln MA

Manchester Public Library

Manchester CT
Net Zero pending

Rutgers University Student Project Studio

Piscataway NJ

The Watkinson School, Center for Science and Global Studies

Hartford CT

Zero Carbon + Net Zero Ready

Bullard Havens Tech. High School

Bridgeport CT

Charles Barrows STEM Academy

Windham CT

Greenfield Fire Station

Greenfield MA

Lexington Fire Station

Lexington MA

Oak Bluffs Town Hall

Oak Bluffs MA

Orleans Community Center Design

Orleans MA

Nashoba Regional High School

Bolton MA

Peabody Police Station

Peabody MA

South Shore Regional Vocational Technical High School

Hanover MA

Spaziano Elementary School

Providence RI

State Street School

Westerly RI

The Frederick Gunn School Arts + Community Center

Washington CT

Passive House

Lincoln Community Center

Lincoln MA

Private Residence

Pawcatuck CT

The Slate School

North Haven CT

LEED Platinum

Mary M Hooker Environ. Studies Magnet School

LEED Platinum
Hartford CT

Net Zero Energy Home

LEED Platinum
Killingworth CT

LEED Gold

Belimo Headquarters

LEED Gold
Danbury CT

Groton Middle School

LEED Gold
Groton CT

Kingswood Oxford School Chase Tallwood Center

LEED Gold
West Hartford CT

Mabelle M Burrell Elementary School

LEED Gold
Foxborough MA

Mountain View PreK-8 School

LEED Gold
Easthampton MA

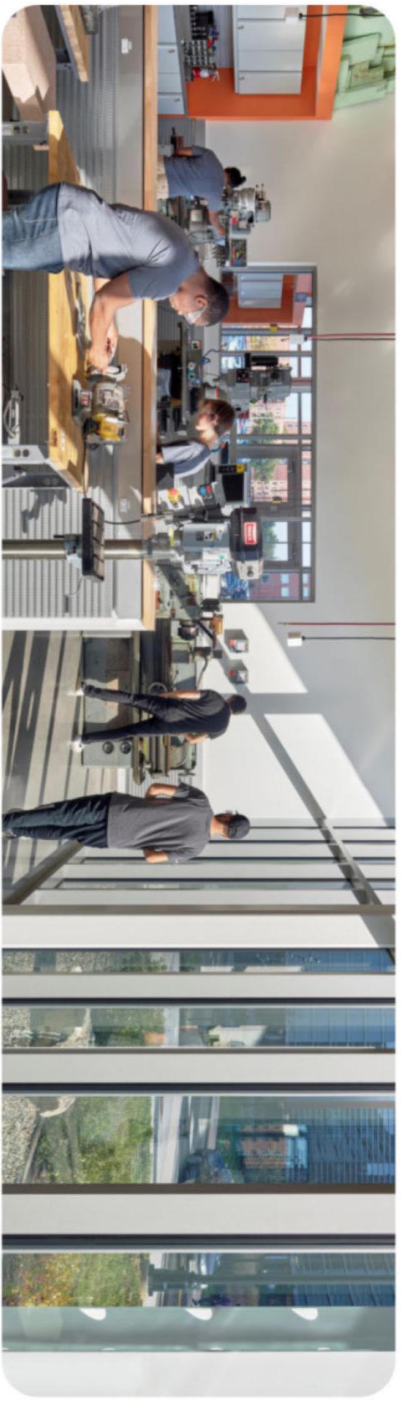
Robinson + Cole LLP

LEED Gold CI
Hartford CT

Rutgers University Lighting Design

LEED Gold CI
New Brunswick NJ





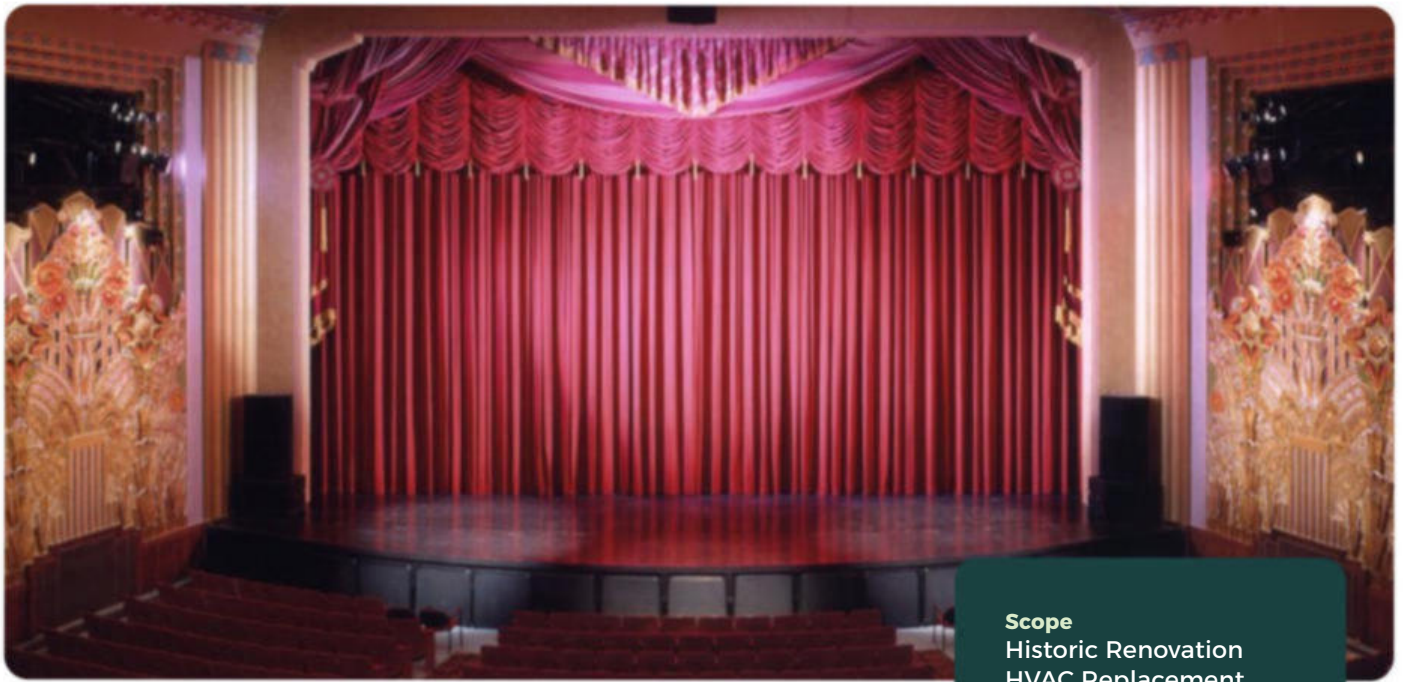
Sustainable Design Experience

SCSU - Southern CT State University School of Business LEED Gold New Haven CT	Oswegatchie Elementary School LEED Silver Waterford CT	LEED Pending Franklin Avenue Elementary School LEED Silver Pending Westfield MA
Stoughton High School LEED Gold Stoughton MA	Great Neck Elementary School LEED Silver Waterford CT	Lake Worth Beach DPW LEED Pending (expected 2026) Lake Worth Beach FL
Swampscott Elementary School LEED Gold Swampscott MA	Shrewsbury Police Station LEED Silver Shrewsbury MA	Lyons Elementary School LEED Silver Pending Randolph MA
UMASS Police Headquarters LEED Gold Amherst MA	The Fay School LEED Silver Southborough MA	LEED Equivalent Lenox Public Safety LEED Silver Equivalent Lenox MA
Waterbury Career Academy LEED Gold Waterbury CT	Thomas Perakos Arts + Community Center, The Frederick Gunn School v4 BD+C: SC, LEED Silver Washington CT	Berman Middle School LEED Silver Equivalent Middletown CT
LEED Silver Attleboro High School LEED Silver Attleboro MA	LEED Certified Charter Oak Health Care LEED Certified Hartford CT	
Coburn Elementary School LEED Silver West Springfield MA	Dupont Middle School LEED Certified Chicopee MA	
Golden Isles Park LEED Silver Hallandale Beach FL	ECSU - Eastern CT State University South Residential Village LEED 2.1 Certified Willimantic CT	
Hotel Hershey LEED Silver Hershey PA	ECSU - Eastern CT State University Student Center LEED NC 2.2 Certified Willimantic CT	
Middleborough High School LEED Silver Middleborough MA	Johnston Elementary School LEED Certified Johnston RI	
Mount Greylock Regional High LEED Silver Williamstown MA	Quaker Hill Elementary School LEED Certified Waterford CT	
Northampton Police Department LEED Silver Northampton MA		



Flynn Center

Burlington VT



Comfort Behind the Curtain

The Flynn Center, a historic downtown Burlington theater and community arts venue since 1930, has recently faced challenges with temperature regulation due to its aging mechanical systems. To address this, CES is replacing the existing split chiller and remote condenser with a modern water-cooled chiller and cooling tower, along with an upgraded air handler designed to support 100% outside air while maintaining full heating and cooling capabilities.

Because of the building's unique configuration, the project required exceptionally tight coordination. The chiller room is tucked into the basement of an old hardware store—now serving as the theater's prep, maintenance, and set workshop—while the cooling tower sits on the third floor of the same building, relatively inaccessible from the ground. These constraints demanded precise planning and execution to minimize disruption and maximize long-term reliability.

Through this effort, CES not only replaced failing equipment but also enhanced system controllability, improved energy efficiency, and reduced overall energy consumption. The result is a more comfortable and reliable environment for both performers and patrons, supporting the Flynn's mission as a vital performance hub in Vermont.

Scope

Historic Renovation
HVAC Replacement

Construction Cost

\$1 million

Size

14,500 sf

Completion

2025

Services

Mechanical
Electrical

References

Deb Vandergrift
General Manager
dvandergrift@
flynnvt.org
802 652.4573



Portsmouth Historical Society

Portsmouth NH



Climate Control for Collections

CES provided an existing conditions assessment and recommendations study for a 21,000-square-foot regional art museum consisting of two occupied floors, basement areas, and multiple attic mechanical spaces. The facility houses exhibit galleries, offices, and a museum shop, with future consideration for archival storage within portions of the building. CES surveyed the existing MEP/FP systems and developed recommendations for equipment replacement and system upgrades. The primary focus of the study addressed ongoing mechanical system deficiencies associated with the existing LC VRF system and central energy recovery ventilator. The existing system has experienced persistent compressor failures and has been unable to consistently maintain required temperature and humidity conditions critical for occupant comfort and preservation of artwork and artifacts. The study evaluated multiple paths forward, including complete system replacement as well as phased improvement options intended to extend operation of portions of the existing system where feasible. A key challenge involved developing mechanical system solutions capable of meeting strict environmental control requirements within a historic building envelope originally constructed in 1810.

Scope
Existing Conditions Study

Size
21,000 sf

Completion
2026

Services
Mechanical
Electrical
Plumbing
Fire Protection
Lighting
Sustainable Details
Energy Recovery



Norwood Public Safety

Norwood MA



HVAC Systems Upgrade

As prime contractor, CES completed a comprehensive study and schematic design for the MEP/FP systems at the 52,300 SF Norwood Public Safety Facility. The effort included verification of existing record documentation, evaluation of system performance—including airflow efficiency and heating and cooling operations—and the development of targeted recommendations to improve reliability, efficiency, and operational performance. The project received voter approval through a referendum in October 2021 and subsequently advanced into design.

The project scope includes a major mechanical renovation of the entire facility, with selective plumbing and electrical system upgrades to support long-term performance and maintainability. Key improvements include:

- Replacing existing roof top units
- Replacing existing water heaters
- Adding a gas booster pump
- Replacing the existing boiler plant
- Providing new BAS (Building Automation System)
- Replacing general use exhaust fans
- Replacing make up air units for firing range and apparatus bay
- Providing a new minisplit for supplemental heating + cooling in dispatch
- Rebalancing of the building's hydronic systems

Scope
Study + HVAC Upgrade

Construction Cost
\$3.5 million

Size
52,300 sf

Completion
2023

Services
Mechanical
Electrical
Plumbing
Fire Protection



Burlington Town Hall

Burlington MA



Modernizing Municipal Infrastructure

This multi-phase mechanical and electrical engineering project encompasses the Burlington Town Hall and its adjacent Annex building totaling 32,000 sf of renovated municipal space. The project involves a full HVAC replacement, including the installation of a new chiller, fan coil units, energy recovery ventilators (ERV), as well as a new generator.

The Town Hall houses the town's tax and accounting departments, while the Annex accommodates the DPW and engineering departments, along with a community hearing room and municipal offices.

The team recently participated in a public meeting to address community concerns about the new chiller and generator enclosure's visual impact. To ensure compatibility with the building's historic character, we are designing the enclosure with a brick exterior to match the existing facade.

Scope
HVAC Replacement

Construction Cost
\$5 million

Size
18,000 sf Town Hall
14,000 sf Annex

Completion
Est. 2026

Services
Mechanical
Electrical



Town of Newmarket

Newmarket NH



A Planning Tool for Newmarket

CES evaluated the mechanical, electrical, plumbing, fire protection, electrical power, lighting, and fire alarm system existing conditions throughout Newmarket town buildings. After a report detailing the existing conditions, a masterplan was developed detailing a long term plan for systems maintenance and upgrade recommendations. The project included the following 9 buildings, with a more detailed analysis of the Police Department and Town Hall:

Beech Street Community Building

Community Center

Historical Fire House

Police Department

Public Library

Public Works/Fire Department

Sunset Senior Center

Town Hall

Wastewater Treatment Facility

Scope

Existing Conditions
Study + Masterplan

Size

9 Buildings

Completion

2023

Services

Mechanical
Electrical
Plumbing
Fire Protection



03 Project Team



Scott Sullivan

PE, LEED AP, MCPPO

Principal in Charge



Contact

ssullivan@ceseng.com

Experience

Consulting Engineering Services
2003-present
Prior: 11 years

Education

BS Electrical Engineering
Worcester Polytechnic Institute
Worcester MA

MBA Master of Business
Administration
Rensselaer Polytechnic Institute
Hartford CT

Licenses

Professional Engineer
Electrical
AZ CA CO CT ID MA ME MT NE
NC NH NJ NV OR RI TX VT WY

Certifications

LEED Accredited Professional

MA Certified Public
Purchasing Official (MCPPO)

Electrical questions on a project often make their way to Scott. His work ranges from power distribution and controls to larger infrastructure planning, where clear system alignment keeps projects operating reliably from day one. He enjoys working through complicated projects where many disciplines must work together to support reliable building performance.

Over the years, Scott has built long-standing relationships with clients across the industry through steady communication and a deep familiarity with their campuses and operations. He helps project teams stay coordinated and focused so electrical systems support larger project goals. Outside of work, Scott spends much of his time outdoors, often sprinting to keep up with his children on local ski slopes and bike trails.

Eno Memorial Hall | Simsbury CT

Geothermal + HVAC Replacement Feasibility Study

Greyhound Facilities | Boston MA

HVAC Upgrades

Marriott Autograph Hotel | Burlington VT

95,000 sf | Renovation

Norwood Public Safety | Norwood MA

52,300 sf | HVAC Systems Study + Upgrade

Oak Bluffs Town Hall | Oak Bluffs MA

17,320 sf | Renovation | Fossil Fuel-Free + Net Zero Ready

Rockingham County Complex | Brentwood NH

2 Buildings | HVAC System Replacement

Stoughton Town Hall | Stoughton MA

Renovation | Great Hall Ceiling + Offices

Tufts University | Medford MA

6,400 sf | HVAC Upgrades | Bookstore

Westfield Water Treatment Facility | Westfield MA

HVAC Upgrades

Curtis Chase

Associate // Project Manager



Contact

cchase@ceseng.com

Experience

Consulting Engineering Services
2013-present
Prior: 8 years

Education

BS Electrical Engineering
Norwich University
Northfield VT

Memberships

Illuminating Engineering Society

Colleagues often turn to Curtis when a problem needs attention and persistence to solve. A natural tinkerer, he likes working through problems and finding practical solutions when equipment or controls refuse to cooperate. As a senior electrical engineer and associate at CES, Curtis supports design and coordination of electrical systems for a wide range of building projects. People bring technical questions and tricky challenges to him knowing he will dig in until a clear path forward emerges.

Curiosity drives much of Curtis's work. He studies how equipment operates and looks for small adjustments that improve long term performance. Away from the office, Curtis maintains a strong connection to the natural world and spends time exploring the outdoors, hiking mountain trails, wandering through the woods, and identifying bird songs along the way.

Flynn Center for the Performing Arts | Burlington VT

14,500 sf | Historic Renovation + HVAC Chiller Replacement

Marriott Autograph Hotel | Burlington VT

95,000 sf | Renovation

Newmarket Municipal Facilities | Newmarket NH

9 Buildings | Assessment + Masterplan

Portsmouth Historical Society | Portsmouth NH

21,000 sf | Existing Conditions Assessment

Rockingham County Complex | Brentwood NH

2 Buildings | HVAC Replacement

South Burlington Fire Station | South Burlington VT

2,300 sf | Addition

Sugarbush Inn | Warren VT

2,700 sf | Renovation

University of New Hampshire | Durham NH

HVAC Replacement | Morse Hall

University of Vermont | Burlington VT

Chiller Study + Replacement

Warren Highway Garage | Warren VT

12,000 sf | New Construction



Delbert Smith, Jr

PE, CEM

Principal // Senior Mechanical Engineer



Contact

dsmith@ceseng.com

Experience

Consulting Engineering Services
1995-present
Prior: 8 years

Education

BS Mechanical Engineering
Syracuse University
Syracuse NY

Licenses

Professional Engineer
Mechanical
AZ CA CT FL
KY MA ME MN MO NY
OH PA RI VA VT

Fire Protection
AZ MA RI TX

Memberships

American Society of Plumbing
Engineers (ASPE)

National Fire Protection
Association (NFPA)

Association of Energy Engineers

Certifications

Certified Energy Manager (CEM)

ASSE 6060 Designer

Del is a founding principal of CES and brings more than three decades of experience in mechanical system design. An early interest in both architecture and engineering led him to study mechanical engineering at Syracuse University, where a fascination with solar thermal systems first sparked his interest in building performance. His work continues to centers on HVAC, plumbing, and fire protection systems, with a long standing interest in heat transfer and system performance.

Project teams often turn to Del when projects hit a roadblock or systems refuse to cooperate. He enjoys digging into complex problems and working through the details until a clear solution emerges. Outside of work, Del enjoys surfing and snowboarding and has earned a seventh degree black belt in karate.

Beeville City Hall | Beeville TX

3,000 sf | Renovation

Cheshire Jail | Cheshire CT

1,000,000 sf | MEP System Renovation

Flynn Center for the Performing Arts | Burlington VT

14,500 sf | Historic Renovation + HVAC Chiller Replacement

Marriott Autograph Hotel | Burlington VT

95,000 sf | Renovation

Newington Police Department | Newington CT

HVAC Replacement

Oak Bluffs Town Hall | Oak Bluffs MA

17,320 sf | Renovation | Fossil Fuel-Free + Net Zero Ready

One Exchange | Waterbury CT

74,000 sf | Renovation | Municipal Offices

Suffield Town Hall | Suffield CT

13,000 sf | Renovation

Warren Highway Garage | Warren VT

12,000 sf | New Construction



Nicholas Fair

PE, HERS, CPHC

Principal // Senior Electrical Engineer



Contact

nfair@ceseng.com

Experience

Consulting Engineering Services
2006-present
Prior: 1 years

Education

BS Electrical Engineering
Norwich University
Northfield VT

Licenses

Professional Engineer
Fire Protection
NH

Memberships

RESNET

Passive House Institute

American Highland Cattle Association
(AHCA)

AIA RI Public Director

Certifications

Home Energy Rating
System (HERS) Rater

Certified Passive
House Consultant (CPHC)

Nick grew up in the mountains of New York State surrounded by people who valued curiosity and problem solving. Raised by a teacher and a naval diver, he learned early on how persistence and creative thinking help unravel intricate challenges. Today, as a Principal at CES with more than two decades of experience, Nick helps guide electrical design for building systems and infrastructure. He works closely with project teams and clients, providing oversight on electrical systems while strengthening long-standing client relationships and identifying collaboration opportunities.

Nick maintains an interest in energy performance and enjoys exploring practical ways to improve efficiency within project constraints. Much of his work involves helping teams work through complicated challenges and evaluate options supporting long term building performance. Outside of work, Nick spends much of his time with his children tending their herd of Scottish Highland cattle in southern New Hampshire.

Flynn Center for the Performing Arts | Burlington VT

14,500 sf | Historic Renovation + HVAC Chiller Replacement

Marriott Autograph Hotel | Burlington VT

95,000 sf | Renovation

North Attleborough Police Station | North Attleborough MA

HVAC Upgrade

Norwood Public Safety | Norwood MA

52,300 sf | HVAC Systems Study + Upgrade

Rockland Town Hall | Rockland MA

Existing Conditions + HVAC Assessment

Rockingham County Complex | Brentwood NH

2 Buildings | HVAC Replacement

Tufts University | Medford MA

6,400 sf | HVAC Upgrades | Bookstore

University of New Hampshire | Durham NH

HVAC Replacement | Morse Hall

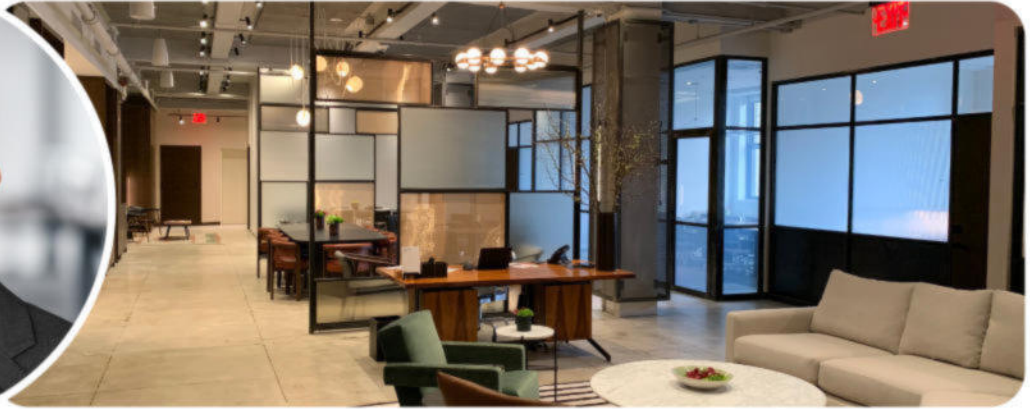
Wilmington Town Hall | Wilmington VT

HVAC Assessment

Patrick Crilly

PE, HERS

Plumbing + Fire Protection Engineer



Contact
pcrilly@ceseng.com

Experience
Consulting Engineering Services
2017-present

Education
BS Mechanical Engineering
Rochester Institute of Technology
Rochester NY

MS Engineering Management
Northeastern University
Boston MA

Licenses
Professional Engineer
Mechanical
NH

Certifications
Home Energy Rating
System (HERS) Rater

An outgoing personality and approachable style make Patrick a natural fit for project management and HVAC design. Clients appreciate his ability to connect with people and keep conversations productive as projects move from early design through construction.

Complex mechanical systems often bring design questions and coordination challenges. Patrick approaches those moments with curiosity and a practical mindset that helps teams sort through options and keep progress steady. Based in Nashua, he remains closely connected to the local community where CES continues to support a wide range of projects.

Berwick Public Library | Berwick ME
3,500 sf | Renovation + Addition

Concord City Hall Campus | Concord NH
5 Buildings | Feasibility Assessment

Flynn Center for the Performing Arts | Burlington VT
14,500 sf | Historic Renovation + HVAC Chiller Replacement

Marriott Autograph Hotel | Burlington VT
95,000 sf | Renovation

Newmarket Municipal Facilities | Newmarket NH
9 Buildings | Assessment + Masterplan

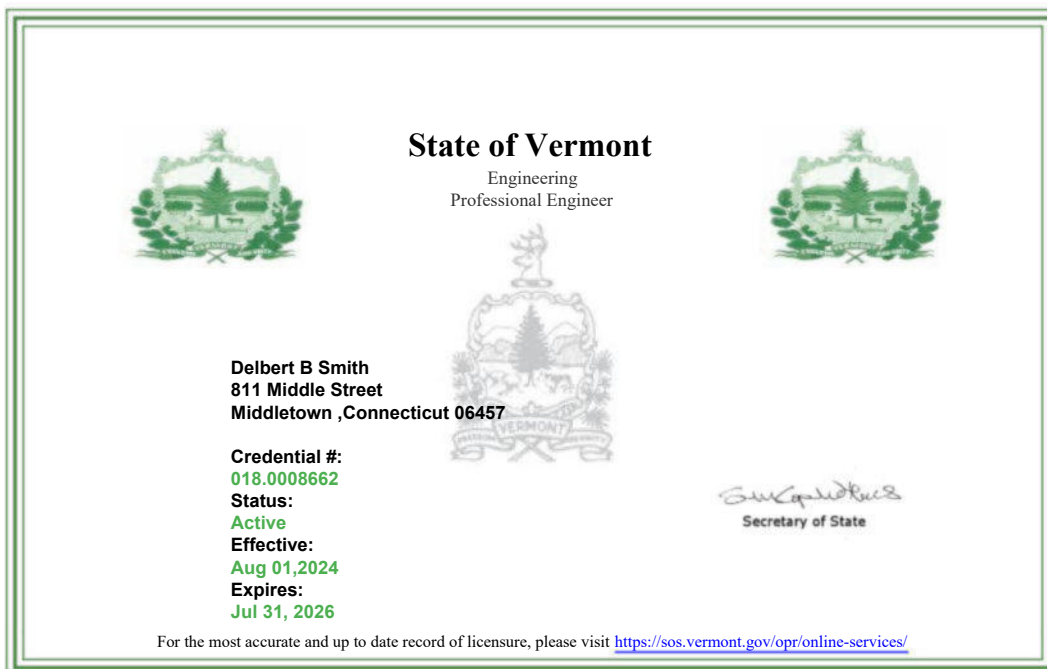
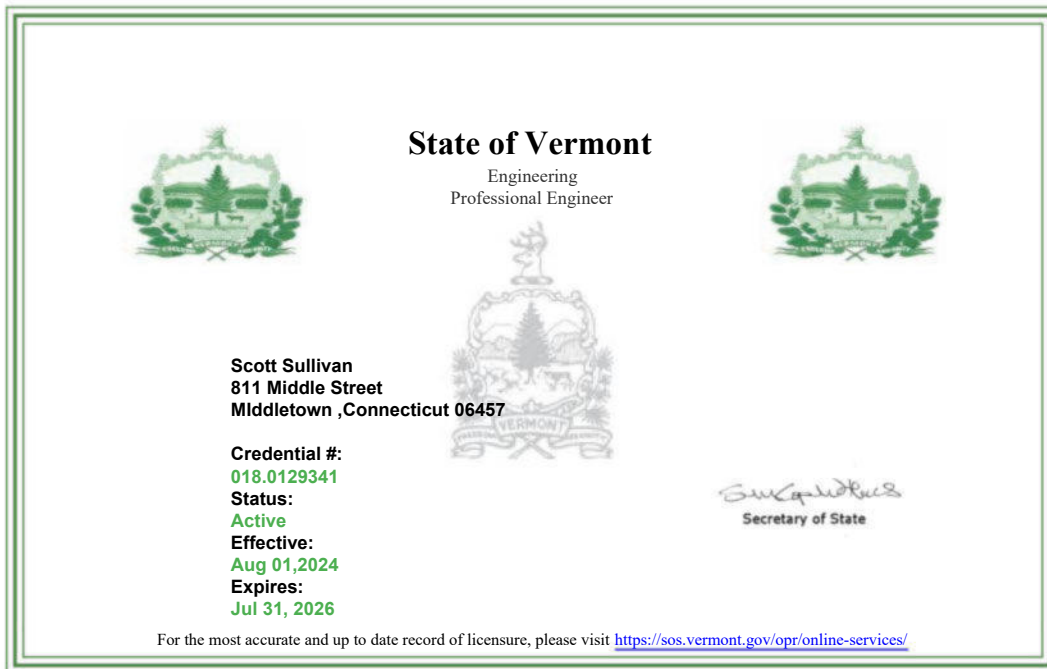
Portsmouth Historical Society | Portsmouth NH
HVAC Facilities Assessment

Rockingham County Complex | Brentwood NH
2 Buildings | HVAC Replacement

University of New Hampshire | Durham NH
HVAC Replacement | Morse Hall

Warren Highway Garage | Warren VT
12,000 sf | New Construction

Licenses



04 Project Understanding





Project Approach

Project Understanding

Our primary focus on municipal HVAC replacement projects is delivering a design that not only meets performance requirements, but also meaningfully incorporates input from key stakeholders throughout the process. These stakeholders include the selectboard, energy committee, facilities personnel, building occupants, and residents. Each brings a unique perspective that helps guide the project toward a successful and well-supported outcome.

Involving everyone starts early. We interview building users to understand what works, what doesn't work, and listen to ensure the project vision is fully realized. Our approach is centered on gathering input, organizing it, and presenting in a clear and approachable manner.

We understand this project has a relatively short timeline. The existing system has exhibited multiple failures over its relatively short life. We want to make sure we don't repeat the past, but also need to respect the Town Hall is an essential hub – one that can't be closed for weeks for renovations. Our design will account for the Town Hall's ongoing daily operations and prioritize maintaining a functional, accessible, and comfortable environment for staff and visitors.

Initial Investigation + Schematic Design Process

The goal of this phase is to achieve a shared direction for the project incorporating key interests of all stakeholders. By conclusion of schematic design, the design team and Town should be aligned on system concept, schedule, and overall budget.

The elements we anticipate discussing and reviewing include:

1. Reviewing the previous design to verify limitations, concerns, and improvements to meet the town's expectations.
2. Determining methods to simplify maintenance and design a robust, low-maintenance, reliable system.
3. Addressing system redundancy if needed. The current system has no backup source of heat which is something to discuss when presenting alternate system options.

4. Ensuring ease of construction and phasing throughout the process, as the current design lacks any phasing considerations in its documentation.

5. Prioritizing the health and well-being of staff and visitors during and after construction.

Within Schematic Design Phase, we anticipate the following tasks:

1. Existing Energy/Facilities Review – Understanding current usage patterns and seasonal variations to establish a baseline for performance improvements and assess how these changes will impact overall town facility needs.
2. Schematic Design – We will explore options for system replacement, ranging from “like-kind” to creative alternatives that may meet more of the project requirements. During this phase, we will also evaluate options to enhance performance, redundancy, and reliability.
3. Estimating/Review – The proposed schematic design, with some refinements, will undergo formal review and cost estimation by a third-party professional estimator. Both design and estimate will be presented to the town for feedback and questions.
4. Incentives and Rebates Review – We will work with the utility company and Efficiency Vermont to determine available incentives and see how they fit in with the project.
5. Life Cycle Cost Analysis – We will create a matrix with system options, including pros and cons associated with each option and a basic life cycle cost analysis to help in the decision making process.



Project Approach

Contract Documentation Process

Upon confirming construction methodology and system selection during Review/Schematic Design phase, our focus shifts to coordinating system installation and preparing contract documentation for bidding and contractor retention. When this phase ends, contractors will be under GMP contracts, and permits will be in place to begin construction. The Construction Documentation (CD) phase includes two key milestones:

50% CD Submission - centers on a new round of estimating, focused on project's detailed labor requirements, taking into account existing infrastructure and scheduling needs.

100% CD Submission - delivers final detailed plans and specifications used for formal GMP, contractor bidding and permitting. We have allocated time in the schedule for bidding and contract-related questions to ensure immediate mobilization once permits are received.

Construction Process

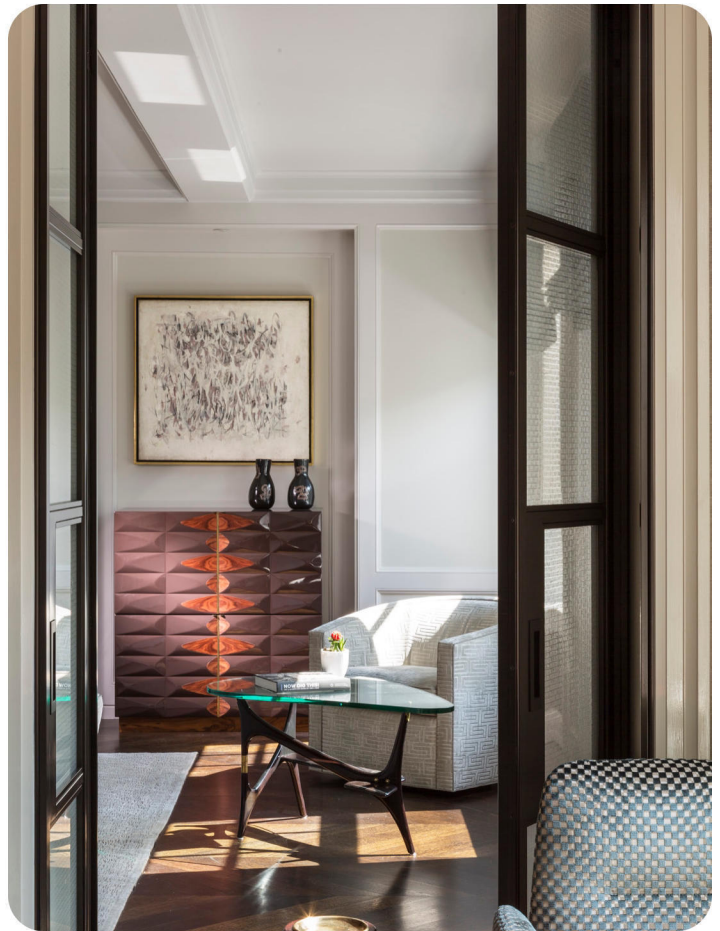
All time spent on the project up to this point has been theoretical, with minimal impact on the building and its staff. Once construction begins, however, user groups will be impacted through completion. Our goal is to develop a plan to make the process as smooth and minimally disruptive as possible.

To maintain momentum, we propose organizing the work into four distinct elements: exterior upgrades/replacements, interior work, and overall controls integration. Designing in defined groups allows the building to remain actively in use during construction and enable close-out and punch list activities for specific systems as they are replaced and turned over to users. This approach also allows fast-turnaround interior work to be completed over the winter, so exterior elements with longer lead times can be installed in the spring/summer, facilitating a quicker overall turnover.

During each close-out phase, CES will conduct walkthroughs with the town and any interested user groups to verify final operations and address comments directly, which will then be relayed to the construction team for completion. We look forward to a successful turnover of a system that Hartford can be proud of—and that faculty and residents can enjoy.

Commissioning

Our goal with the commissioning process is to ensure all new systems undergo a complete functional testing. In addition to our normal checks and reviews during construction, we will be on site to witness startup, testing, adjusting, and balancing, and assemble



a complete turnover package. We will develop a maintenance schedule, operate the systems to ensure they are working to design, and work with the installing contractors to take any corrective action.

Conclusion

At CES, we realize all buildings and projects are unique. We apply our 30+ years experience in to every project. We stay nimble and adaptable to each individual environment, while maintaining a watchful eye on project budget and schedule during the process.

Consulting Engineering Services Inc.

Curtis Chase, Associate
35A Pleasant Street
Concord NH 03301
603 688.5925
cchase@ceseng.com

CO | CT | FL | MA | MT | NH | NY | TX

ceseng.com





May 20, 2026

Dana Clawson
Environmental Sustainability Coordinator
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Re: Comprehensive HVAC Assessment and Replacement Project

Dear Dana,

We are very pleased to have this opportunity to provide to you this proposal for professional engineering services. It is our understanding that the project is best described as the replacement of the existing heating and cooling system at the Hartford, VT Town Hall. To complete this work, the following items shall be considered as our “Scope of Services” (hereinafter called the “Project”) and will be provided by our firm.

SCOPE OF SERVICES -- INCLUDED

1. Initial Investigation, Study and Report:
 - A. We will field survey the existing facility to determine the existing condition of the mechanical systems.
 - B. We will review the existing blueprints for the existing building’s mechanical systems and determine the general accuracy of the prints.
 - C. We will prepare a report that includes the following:
 - 1) Our findings of the building’s existing mechanical systems and preliminary design alternatives to correct the deficiencies within the building, including up to 2 options with pros and cons for each option.
 - 2) An order of magnitude construction cost estimate.
 - 3) A life cycle cost analysis.
 - D. We will engage Efficiency Vermont and Green Mountain Power to determine if any incentives or rebates may apply to either of the options and incorporate that information into the report.
 - E. We will present our findings to the Selectboard.
2. Contract Documents: We will prepare Contract Documents that shall illustrate the installation of the following systems. These documents will be completed so that the owner can present them to contractors for bidding purposes. We will not proceed into this phase of design until a single option for replacement has been decided upon by the Town based on our report and subsequent discussion.
 - A. Project Management

- 1) We will work with the Town to identify impacts to the building operations that will be required during the removal of the existing system and installation of the new system. This may include phasing demolition or construction, or working to better understand space utilization to determine work hours.
- 2) We will assist in developing an RFP to solicit bids for the project.
- 3) We will assist in the review of bids and the qualifications of vendors.
- 4) We will assist the Town in preparing any applications required for rebate and incentive programs and will provide any technical information required relative to the systems in our scope of work.

B. HVAC Systems

- 1) We will prepare plans and specifications for the installation of a new heating and air conditioning system. We have based our scope of work on the understanding that the existing ventilation system is in good condition, is code compliant, and is not included in this project. This system will include all necessary heat generation equipment, air handling equipment, cooling equipment, distribution ductwork, and associated controls. We understand that the Town has a desire for remote monitoring and control, and this will be incorporated into the design.

C. Electrical Systems

- 1) We will utilize the existing electrical service within the building to service the new HVAC system.
- 2) We will prepare plans and specifications for the installation of a new electrical distribution system throughout the building to support mechanical equipment.

- D. We will attend periodic progress job meetings with the Town for coordination and progress review. We will be limiting the quantity of our progress job meetings to 4 meetings. Progress job meetings, which are above and beyond the stated number of visits, will be charged out at the hourly rate of the specific employees attending the meeting.

3. Bid Period and Construction Administration Services: We will provide the following bid period and construction administration services:

- A. Attend a Pre-bid conference and walk through with the contractors.
- B. Attend the Bid opening and assist in the evaluation of the subsequent bids and selection of the most qualified contractor.
- C. Shop Drawing review and comment.
- D. Attend periodic job site visits to observe the progress of construction. We will be limiting the quantity of job site visits to 8 meetings. Construction administration job site visits, which are above and beyond the stated number of visits, will be charged out at the hourly rate of the specific employees attending the meeting.
- E. Prepare a punch list with a follow-up field observation to confirm that the contractor has completed the necessary work.
- F. Evaluate applications for payment on a periodic basis.

- G. We will provide commissioning services to assure the owner that all of the systems are operational and functioning properly.

SCOPE OF SERVICES -- EXCLUDED

It is our understanding that the following items, in general, are not required by us and have therefore been excluded from our "Scope of Services". Any of these items can be added to our Scope of Services if you so desire.

1. We will not be providing a whole building energy model.
2. We will not provide testing, adjusting and balancing services.
3. We will not be providing consulting services or attending meetings for public forums such as public hearings, planning and zoning, environmental impact assessment, etc.

SCHEDULE FOR COMPLETION OF SCOPE OF SERVICES

It is very important that we meet your schedule, and provide to you the project in a timely manner. It is our understanding that the project schedule is as follows:

- | | |
|--|--------------------------------|
| 1. Current System Assessment | Complete before July 15, 2026 |
| 2. Schematic Design Options, Preliminary Cost Estimate | Complete before August 1, 2026 |
| 3. Issue Draft RFP | August 5, 2026 |

FEES FOR SCOPE OF SERVICES

To complete the scope of work required for the Project as outlined above, we propose a lump sum fee of \$197,000.00.

In addition to the services listed above, reimbursable expenses incurred by CES, Inc. for this project, plus fifteen percent for administration costs shall be added to the monthly invoice. Items that are considered reimbursable expenses are listed within the attached "Standard Form of Agreement Between Client and Engineer".

BILLING TERMS FOR SERVICES RENDERED

CES, Inc. shall invoice monthly for all services rendered, as a percentage complete of overall scope, and shall include reimbursable expenses monthly. Invoices shall be generated by the end of each month, and shall be directly mailed to the accounts payable department (or other entity assigned). Invoices are due and payable upon receipt.

PROFESSIONAL SERVICES AGREEMENT – TERMS & CONDITIONS

Finally, we have attached to this Scope of Services our "Professional Services Agreement – Terms & Conditions" that details specific contractual items. Please review this carefully and acknowledge your acceptance of our "Professional Services Agreement – Terms & Conditions" by signing the last page of the document and returning one copy to our office. Once we have received the signed copy of the Professional Services Agreement – Terms & Conditions, we will consider this to be your acceptance of this "Scope of

Services” and “Professional Services Agreement – Terms & Conditions”. This shall constitute as our notice to proceed on the Project.

Thank-you very much for the opportunity to provide you with this proposal. In the meantime, if we can be of any assistance to you, please feel free to call.

Sincerely yours,

CONSULTING ENGINEERING SERVICES, INCORPORATED

Curtis Chase
Associate

Cc:

PROFESSIONAL SERVICES AGREEMENT – TERMS & CONDITIONS

SECTION 1-GENERAL

1.1. Standard of Care: ENGINEER may employ other such consultants as ENGINEER deems necessary to assist in the performance or furnishing of professional engineering and related services hereunder. The standard of care for all professional engineering and related services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of Engineer's profession practicing under similar conditions at the same time and in the same locality. ENGINEER makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with ENGINEER'S services.

1.2. Definitions. Wherever used in this Agreement the following terms shall apply:

1.2.1. Additional Services. Additional Services means the services to be performed for or furnished to Client by ENGINEER which go beyond the "Scope of Work" as indicated in the proposal.

1.2.2. Reimbursable Expenses. Reimbursable Expenses means the expenses incurred directly in connection with the performance or furnishing of Basic and Additional Services for the Project for which Client shall pay ENGINEER.

SECTION 2-BASIC SERVICES OF ENGINEER

2.1 See Proposal under "Scope of Work" for basic services which are to be provided.

2.2. Construction Phase. When included in the Scope of Work, the following will apply:

2.2.1. General Administration of Construction Contract. ENGINEER shall consult with and advise Client and act as Client's representative. The engineer of record is responsible for review of shop drawings and observing the work during construction. If the CLIENT does not engage the ENGINEER for such services during construction, it is agreed that the Client thereby releases/indemnifies and holds the ENGINEER harmless from any claims arising from the design and construction.

2.2.2. Visits to Site and Observation of Construction.

2.2.2.1. ENGINEER shall make visits to the site at intervals appropriate to the various stages of construction as ENGINEER deems necessary in order to view the work in progress. Involved detailed inspections of the work is beyond the responsibilities specifically assigned to ENGINEER in this Agreement, but rather are to be limited to spot checking, selective sampling and similar methods of general observation of the work based on Engineer's exercise of professional judgment.

2.2.2.2. Shop Drawings. ENGINEER shall review and approve (or take other appropriate action in respect of) Shop Drawings, Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

2.2.2.3. Limitation of Responsibilities. ENGINEER shall not be responsible for the acts or omissions of any Contractor, or of any subcontractor, any supplier, or of any other person or organization performing or furnishing any of the work.

SECTION 3-ADDITIONAL SERVICES OF ENGINEER

3.1. Additional Services Requiring Authorization in Advance. If authorized in writing by Client, ENGINEER shall furnish or obtain from others Additional Services of the types listed in this section, inclusive, as amended and supplemented as indicated. These services are not included as part of Scope of Work except to the extent stated. These services will be paid for by Client as an additional cost to the base agreement as indicated in Section 6.

3.1.1. If additional services are required and thus requested by the ENGINEER to the Client resulting from significant changes in the scope, extent or character of the portions of the Project designed or specified by ENGINEER or its design requirements including, but not limited to, changes in size, complexity, Client's schedule, character of construction or method of financing; and revising previously accepted studies, reports, Drawings, Specifications or Contract Documents. Such revisions may also be required and billed to the Client as additional services when there are enacted changes in laws, rules, regulations, ordinances, codes or orders enacted subsequent to the preparation of such studies, reports, drawings, specifications, or Contract Documents, or due to any other cause beyond ENGINEER's control.

3.1.2. Preparing to serve or serving as a consultant or witness for Client in any litigation, arbitration or other legal or administrative proceeding involving the project.

3.1.3. Prepare a set of reproducible record drawings known as "As-Built" showing record information. ENGINEER will not be responsible for any errors in or omissions in the information provided by Contractor that is incorporated in the record drawings or other record documents.

SECTION 4-CLIENT'S RESPONSIBILITIES

Except as otherwise noted, Client shall do the following in a timely manner so as not to delay the services of ENGINEER and shall bear all costs incident thereto:

4.1. Provide all criteria as to requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which Client will require to be included in the Drawings and Specifications.

4.2. Give prompt written notice to ENGINEER whenever Client observes or otherwise becomes aware of any development that affects the scope or time of performance or furnishing of Engineer's services, or any defect or non-conformance in ENGINEER's services or in the work of any Contractor.

4.3 If Client provides any technical information to the ENGINEER, ENGINEER shall be reasonably allowed to rely upon that information, without having to independently confirm it.

SECTION 5-TIMES FOR RENDERING SERVICES

5.1. ENGINEER's services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the Construction Phase.

5.2 The Parties have, or shall in the following the execution of this agreement, mutually agree upon a project schedule that incorporates all key Project dates.

SECTION 6-PAYMENTS TO ENGINEER FOR SERVICES AND Reimbursable EXPENSES

6.1. Methods of Payment for Services and Expenses of ENGINEER.

6.1.1. For Services as described in the "Scope of Work" the Client shall pay ENGINEER for Services performed or furnished.

6.1.2. For Additional Services the Client shall pay ENGINEER for Additional Services on an hourly rate basis in accordance with the hourly rate schedule listed below.

6.1.3. For Reimbursable Expenses. In addition to payments provided above, Client shall pay ENGINEER for Reimbursable Expenses incurred by ENGINEER and Engineer's Consultants as set forth herein plus fifteen percent for administration costs.

6.1.3.1. Portal to Portal automobile expenses for personal or company vehicles at the published Internal Revenue Service standard mileage rate for business use plus toll charges.

6.1.3.2. Portal to Portal travel expenses, car rentals, train charges, plane charges and hotel accommodations.

6.1.3.3. Out of state long distance telephone calls and faxes.

6.1.3.4. Federal Express, UPS, etc. mailing charges.

6.1.3.5. Printing of contract documents inclusive of drawings and specifications.

6.1.4. Where compensation is based on an hourly rate, the ENGINEER current hourly rates are as follows:

<u>Description of Position</u>	<u>Hourly Rates For Services Rendered</u>	<u>Description of Position</u>	<u>Hourly Rates For Services Rendered</u>
Principal-In-Charge	\$345/hr	Senior Engineering Designer	\$185/hr
Associate/Team Leader	\$315/hr	Engineering Designer	\$165/hr
Project Manager	\$290/hr	Draftsperson	\$145/hr
Senior Engineer	\$260/hr	Clerical/Secretarial	\$110/hr
Engineer	\$230/hr		

6.2. Invoices.

6.2.1. Preparation of Invoices. Invoices for Basic and Additional Services and Reimbursable Expenses will be prepared in accordance with ENGINEER'S standard invoicing practices and will be submitted to Client by ENGINEER at least monthly.

6.2.2. Preparations of Invoices for Lump Sum Contracts: The portion of the amount billed for ENGINEER's services which is on account of the Lump Sum will be based upon ENGINEER's estimate of the proportion of the total services actually completed at the time of billing. The portion related to services rendered on a Salary Cost basis will be billed based on the Salary Cost (multiplied by a factor, if any, as stated above) incurred at the time of billing.

6.2.3. Preparation of Invoices for the Hourly Rate Cost Contract. The amount billed for ENGINEER's services will be based on the billing hourly rate, incurred at the time of billing.

6.2.4. Unpaid Invoices. If Client fails to make any payment due to the ENGINEER for services and expenses within thirty days after receipt of Engineer's invoice therefore, the amounts due ENGINEER will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; and, in addition, ENGINEER may, after giving seven days written notice to Client, suspend services under this Agreement until ENGINEER has been paid in full all amounts due for services, expenses and charges. Payments will be credited first to interest and then to principal. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. In the event a lawsuit is filed to enforce overdue payments, reimbursement of all court costs & reasonable attorney's fees will be payable to the ENGINEER by the Client.

6.2.5 The total fee, except stated lump sum, shall be understood to be an estimate, based upon Scope of Services, and shall not be exceeded by more than ten percent, without written approval of the Client. Where the fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Reimbursable expenses are in addition to the Scope of Services Fee Arrangement. Reimbursable expenses include: Portal to Portal mileage at the published Internal Revenue Service standard mileage rate for business use, toll charges: travel expenses, car rentals, plane charges and hotel accommodations: FedEx, UPS, etc. mailing charges. Photos for recording project conditions. Printing of contract documents inclusive of drawings and specifications

SECTION 7-OPINIONS OF COST

7.1. Opinion of Probable Order of Magnitude Construction Cost.

ENGINEER's opinions of probable Construction Cost provided for herein are to be made on the basis of ENGINEER's experience and qualifications and represent ENGINEER's best judgment as an experienced and qualified professional engineer generally familiar with the construction industry. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids or actual Construction Costs will not vary from Opinions of Probable Order of Magnitude Construction Cost prepared by ENGINEER.

SECTION 8-OWNERSHIP AND RE-USE OF DOCUMENTS

8.1 All documents including Drawings and Specifications provided or furnished by ENGINEER (or ENGINEER's Consultants) pursuant to this Agreement are instruments of service in respect of the Project, and ENGINEER and Engineer's Consultants, as appropriate, shall retain property interest therein (including the right of reuse by and at the discretion of ENGINEER and Engineer's Consultants, as appropriate) whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the use and occupancy (e.g. maintenance requirements) of the Project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others on future modifications or additions to the Project or on any other project. Any such reuse without written authorization by ENGINEER and Engineer's Consultants, as appropriate, for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to ENGINEER, or to ENGINEER's Consultants, and Client shall indemnify, defend and hold harmless ENGINEER and Engineer's Consultants from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Client shall release ENGINEER and Engineer's Consultants from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by Client and ENGINEER.

SECTION 9-INSURANCE

9.1 ENGINEER shall maintain the following insurances for the duration of the project until completion: workers' compensation insurance as required under the laws of the state in which the services will be performed; commercial general liability insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, including death and property damage and professional liability with a per claim limit of no less than \$2,000,000. Professional liability insurance must remain in force (with no less than the stated limits) for two years after substantial completion of the project.

SECTION 10-INDEMNIFICATION

10.1 The Client shall indemnify and hold harmless ENGINEER, its consultants and all of their personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except the Engineer) or anyone for whose acts any of them may be liable.

10.2 PURSUANT TO THIS SECTION, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

SECTION 11-DISPUTE RESOLUTION

11.1 The Client and ENGINEER agree to negotiate any claim, dispute or other matter in question arising out of or related to this agreement in good faith for a period of thirty days. If negotiations are unsuccessful, the Client and ENGINEER shall endeavor to resolve claims, disputes and other matters in question between them by mediation which shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Claims disputes, and other matters in question between parties that are not resolved by mediation shall be decided by either arbitration or litigation. Arbitration shall only commence if it is mutually agreed upon by each of the parties. All arbitrations

shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. ENGINEER shall have the right to join any of its subconsultants, suppliers or other entities retained for the Project to any arbitration or mediation.

SECTION 12-LIMITATION OF LIABILITY AND WAIVER OF CONSEQUENTIAL DAMAGES

12.1 ENGINEER'S Limited Liability: To the fullest extent permitted by law, the total liability in the aggregate, of ENGINEER and ENGINEER's Consultants, and any of them, to Client and anyone claiming by, through or under Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Project or the Agreement from any cause, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty express or implied of ENGINEER or ENGINEER's officers, directors, partners, employees, agents or Engineer's Consultants or any of them, shall not exceed the total compensation received by ENGINEER under this Agreement or \$50,000.00, whichever is of the lesser amount.

12.2 Consequential Damages: Notwithstanding any other provision of this Agreement, neither Party shall be liable to the other for any consequential damages incurred due to the fault of the other Party, regardless of the nature of this fault or whether it was committed by the Client or ENGINEER, their employees, consultants, or agents. Consequential damages include, but are not limited to, loss of use, financing and loss of profit.

12.3 Limitation of Claims: The Client acknowledges and agrees that this Agreement is between the Client and ENGINEER. As such, the Client further acknowledges and agrees that it shall not commence any claims against the ENGINEER and/or its consultants' members, employees, consultants, agents and/or representatives arising out of or resulting from the performance of the services for this project. Should any such claims arise, all claims shall be commenced by the Client against the ENGINEER only.

12.4 Agreement Not to Claim for Cost of Certain Change Orders: CLIENT recognizes and expects that certain Change Orders may be required to be issued as the result in whole or part of imprecision, incompleteness, errors, omissions, ambiguities, or inconsistencies in the Drawings, Specifications and other design documentation furnished by ENGINEER or in the other professional services performed or furnished by ENGINEER under this Agreement whether caused by professional negligence or by imperfections that are within professional standards ("Covered Change Orders"). Accordingly, Client agrees not to sue and otherwise to make no claim directly or indirectly against ENGINEER on the basis of professional negligence, breach of contract or otherwise with respect to the costs of approved Covered Change Orders unless the costs of such approved Covered Change Orders exceed 15% of Construction Cost, and then only for an amount in excess of such percentage. Any responsibility of ENGINEER for the costs of Covered Change Orders in excess of such percentage will be determined on the basis of applicable contractual obligations and professional liability standards. For purposes of this paragraph, the cost of Covered Change Orders will not include any costs that CLIENT would have incurred if the Covered Change Order work had been included originally in the Contract Documents without any imprecision, incompleteness, error, omission, ambiguity, or inconsistency in the Drawings, Specifications and other design documents furnished by ENGINEER or in Engineer's other professional services related thereto. Nothing in this provision creates a presumption that, or changes the professional liability standard for determining if ENGINEER is liable for the cost of Covered Change Orders in excess of the percentage of Construction Cost stated above or for any other Change Order.

SECTION 13-JOBSITE SAFETY

13.1 Neither ENGINEER nor its consultants shall be responsible for jobsite safety. Neither the professional activities of the ENGINEER, nor the presence of the ENGINEER, or the ENGINEER's employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordination all portions of the work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The ENGINEER and the ENGINEER's consultants and personnel have no authority to exercise any control over any construction contractor or their entity or their employees in connection with their work or any health or safety precautions. The Client agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the Client's agreement with the General Contractor. The Client also agrees that the ENGINEER and the ENGINEER's consultants shall be indemnified and shall be made additional insureds under the General Contractor's general liability insurance policy.

SECTION 14-TERMINATION OR SUSPENSION

14.1 If the Client fails to make payments to the ENGINEER in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the ENGINEER's option, cause for suspension of performance of services under this Agreement. If the ENGINEER elects to suspend services, prior to suspension of services, the ENGINEER shall give seven days written notice to the Client. In the event of a suspension of services, the ENGINEER shall have no liability to the Client for delay or damage caused the Client because of such suspension of services. Before resuming services, the ENGINEER shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the ENGINEER's services. The ENGINEER's fees for the remaining services and the time schedules shall be equitably adjusted.

14.2 If the Project is suspended for more than 90 consecutive days by either party, the ENGINEER may terminate this Agreement by giving not less than seven days' written notice.

14.3 In the event of termination not the fault of the ENGINEER, the ENGINEER shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

14.4 Suspension/Termination of Services by Engineer for Nonpayment. For past due accounts, ENGINEER may, at its sole discretion, suspend its performance of services for the project until all outstanding fees have been paid in full. ENGINEER shall not be responsible for any damages arising from, or relating to, its suspension of its services. Furthermore, upon the commencement of the project after the suspension, ENGINEER shall be compensated for any reasonable costs associated with the delay. Alternatively, ENGINEER reserves its rights to terminate the project for non-payment of fees instead of suspending its services in accordance with the following paragraph. The choice of suspension or termination shall be at ENGINEER's sole discretion.

SECTION 15 ACCESS TO SITE

15.1 Unless otherwise stated, ENGINEER will have access to the site for activities necessary for the performance of the services, ENGINEER will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage, unless otherwise agreed upon.

SECTION 16-MISCELLANEOUS

16.1 Controlling Law. This Agreement is to be governed by the law of the principal place of business of ENGINEER.

16.2 Severability. Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and ENGINEER, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

16.3 Hidden Conditions. A condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If CES, LLC has reason to believe that such a condition may exist, ENGINEER shall notify the Client who shall authorize and pay for all costs associated with the investigation of such a condition, and, if necessary, all costs necessary to correct said condition. If (1) the Client fails to authorize such investigation or correction after due notification, or (2) ENGINEER has no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and shall not be responsible for the existing condition nor any resulting damages to persons or property.

16.4 Independent Contractor. ENGINEER shall perform all work covered by this Agreement as an independent contractor, maintaining full and complete control over ENGINEER's employees and all of ENGINEER's subconsultants. The Client shall have no control or right to control such employees and subcontractors, except as herein provided.

16.5 Permits and Approvals. The Client shall be responsible for applying for and securing necessary permits and approvals for the project. ENGINEER shall assist the Client in applying for applicable permits and approvals typically required for the work performed by ENGINEER.

16.6 No Warranty. The Client agrees that services provided shall be rendered without any warranty, expressed or implied.

16.7 Codes and Standards Compliance. ENGINEER shall put forth reasonable professional efforts to comply with applicable codes, regulations and laws in effect as of the date of submission to the authorities relating to its work.

16.8 Force Majeure. Except for Client's obligation to pay for services rendered, no liability shall attach to either party from delay in performance or nonperformance caused by circumstances or events beyond the reasonable control of the party affected including but not limited to, acts of God, fire, flood, unanticipated site or subsurface conditions, explosion, war, terrorism, epidemics, quarantine restrictions, request or intervention of a governmental authority (foreign or domestic), court order (whether at law or in equity), labor relations, accidents, delays or inability to obtain materials, equipment fuel or transportation.

16.9 Assignability. Neither the Client nor ENGINEER shall assign this Agreement without the written consent of the other.

16.10 Entire Agreement. This Agreement represents the entire and integrated agreement between the Client and ENGINEER and supersedes all prior negotiations, representations or agreement, either written or oral. This Agreement may be amended only by written instrument signed by both the Client and ENGINEER.

16.11 Third-Party Beneficiaries. Nothing contained in this Professional Services Agreement shall create a contractual relationship with or a cause of action in favor of a third-party against either the Client or ENGINEER.

16.12 Applicable Law. Unless otherwise specified, this agreement shall be governed by the laws of the principal place of business of ENGINEER.

16.13 Authority of Signing Parties: The individuals signing this contract as CLIENT and ENGINEER warrant that he/she each has the authority to sign such an agreement.

EXHIBITS (incorporated by reference):

A. Scope of Services

This Professional Services Agreement, including all Exhibits, represents the entire understanding between the ENGINEER and the Client with respect to the Project.

CLIENT

Signature

By: _____
Name

Its: _____
Title

Duly Authorized

Date

ENGINEER

Consulting Engineering Services, Inc.

Signature

By: _____
Name

Its: _____
Title

Duly Authorized

Date



AGENDA MEMORANDUM

June 23rd, 2026

Town Selectboard Meeting Item:

Submitted by: Scott Haulser, Director of Parks and Recreation and Dana Clawson, Environmental Sustainability Coordinator

Subject: Wendel A. Barwood Arena Capital Improvement Analysis

Background: Wendel A. Barwood Arena's (WABA) structural and energy issues have been a topic of conversation for some time. Each fall the process of laying ice begins and the facility's electricity bills increase to around \$8,000 or more per month and stay in that range until spring when the ice season ends. The facility is then used for summer camps and other activities but is often uncomfortably hot. To start addressing these issues, in 2023 WABA was enrolled in Vermont's Municipal Energy Resiliency Program and received a Level 2 ASHREA audit. ASHREA is the American Society of Heating, Refrigeration, and Airconditioning Engineers, they are the body that sets the requirements for those industries. The audits provide a list of deficiencies, suggestions for improvements, the cost estimate of improvements and the potential energy and financial savings. This audit also makes the arena eligible for the Energy Efficiency & Renewable Energy Program being administered by the Vermont Bond Bank. During this process, there was also a search for firms that specialize in ice rinks. Ice rinks are unique facilities and there are not a lot of engineers and architects that specialize in them. After over a year of looking for a firm familiar with ice rinks, in 2024 we connected with FRIAR Architects, an architectural firm in Farmington Connecticut that has staff specializing in ice rinks. In 2025 FRIAR created a master plan that further identified and documented issues with arena. The cost of the master plan was around \$10,000. We are now ready to move on to the next step in the process, working with FRIAR to create a Capital Improvement Analysis which will identify solutions and provide schematic level plans. The cost of creating this study is \$56,700.

Discussion: Moving forward with addressing issues at WABA will help lower the facility's energy costs and make the building function better year round. We would like to enter the next phase in addressing issues with WABA and work with FRIAR architects to create a Capital Improvement Analysis. We request that the Selectboard wave the requirement for putting out an RFP, two reasons: 1. We've started the process with FRIAR and it would not be a best practice to work with another vendor at this point. 2. There's not another firm that we are aware of that specializes in ice rinks.

Financial Impact: The cost of creating a Capital Improvement Analysis with FRIAR is \$56,700. This cost will be covered by the WABA reserve account, A/C#8432, which currently has a balance of \$136,612.95

Recommendation: A motion is made that the Hartford Selectboard wave the requirement for multiple bids for ice rink consultants and authorize the Town Manager to sign the proposal from FRIAR Architects for creating a Capital Improvement Analysis for a cost of \$56,700.

May 22, 2026

Scott Hausler
Parks & Recreation - Director
Hartford, VT
171 Bridge Street
White River Junction, VT 05001

Re: Wendell A. Barwood Arena – Capital Improvement Analysis
451 Highland Avenue
White River Junction, VT 05001
Friar Project #: 2024-049B

Dear Scott:

Thank you for inviting us to provide a professional services proposal. Friar Architecture looks forward to continuing our relationship with the Hartford Parks and Recreation Department and is pleased to submit this proposal for the Wendell A. Barwood Arena Capital Improvement Analysis.

PROJECT DESCRIPTION

Expanding on our previous overall facility masterplan, we will work with the Parks and Recreation Department to develop strategies to address the ongoing facility issues identified within the previous report. Proposed schematic level solutions will be developed to reconfigure existing locker room areas, address existing building envelope air leakage, provide adequate insulation to meet current Building Code requirements and propose replacement mechanical systems to address excessive interior humidity and lack of adequate ventilation where required. In addition, existing structural systems will be evaluated to determine capacity of the existing building frame to accommodate the proposed envelope upgrades and potential future addition of supplemental energy conservation systems.

SCOPE OF WORK

The following specific project goals have been defined:

Existing Locker Room Layout

- Schematic demolition and proposed floor plans will be provided to show an additional locker room within the southeast corner of the building. All proposed renovations will be limited to the area within the existing building footprint.

Existing Site/Parking Layout

- Schematic level site plans will be developed to illustrate the reorganization of the area immediately surrounding the existing facility in order to provide additional parking and improved vehicular circulation.

Existing Building Envelope

- Replacement or supplementary exterior wall systems will be recommended to limit exterior air infiltration that was identified in the previous report. Proposed systems will be designed to comply with all local and state regulations.

- Replacement or supplementary roofing systems will be recommended. Proposed systems will be designed to comply with all local and state regulations.

Existing Mechanical Systems

- Existing equipment will be reviewed in further detail, and schematic narratives will be provided to identify proposed modifications to existing equipment, infrastructure and controls or replacement/addition of new equipment to address ongoing ventilation and humidity concerns. The feasibility of utilizing waste heat from the existing rink refrigeration system will be considered.

Existing Structural Systems

- Existing structural systems will be evaluated to confirm capacity to accommodate proposed roof and exterior wall systems as well as the possible addition of supplemental energy conservation systems.

Budget Development

- All recommended building improvements outlined above will be reviewed by a professional cost estimator and schematic budgets for individual enhancements or tasks will be produced. We will work with the Owner to develop a proposed construction schedule, and escalation will be applied to each individual task accordingly.

Project Team

We have assembled a project team that we feel is the best qualified to provide the professional services required. These sub-consultants are committed team members experienced in all areas of facility evaluations. Our proposed sub-consultants include:

- Hallam-ICS - South Burlington, VT (Mechanical)
- DeWolfe Engineering – Montpelier, VT (Structural)

FEE

Based on the aforementioned project scope, we propose the following lump sum fee for services in the amount of **fifty-six thousand, seven hundred dollars (\$56,700)**.

Invoicing

Client will be invoiced monthly as a percentage complete for services and reimbursable expenses. Payment will be due 30 days from date of invoice.

Reimbursable Expenses

Reimbursable expenses are in addition to compensation for Basic, Supplemental and Additional services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project. Reimbursable expenses shall be billed at 1.1 times the expense incurred and include the following:

- Printing, reproductions, plots and standard form documents. In House prints will be charged based upon the attached schedule of reimbursable expenses.

- Postage, handling and delivery.
- Two site visits by Friar Architecture are included in the fee identified above. Additional transportation above and beyond, including but not limited to travel to and from the job site, meetings and authorized out-of-town travel and subsistence will be billed as an additional service. Mileage shall be charged at a rate not to exceed the standard mileage rate issued by the IRS.
- All taxes levied on professional services and on reimbursable expenses.
- Expense of Professional Liability Insurance coverage limits in excess of that normally maintained by the Architect or the Architect's consultants, if required by the Owner, and with the Owner's prior written approval when those excess limits are dedicated exclusively to the project.

Scope of Services – Excluded from Fee

It is our understanding that the following services are not required as part of the scope of work for this project and have been excluded from the fee listed above. Any of these items can be included within the scope of work if requested and agreed upon, in writing, by the Owner.

- Architectural design, detailing and production of contract documents for bid including:
 - Civil Engineering
 - MEP/FP Engineering
 - Structural Engineering
 - Acoustical Design
 - Data and Communication Design
- 3-Dimensional Modeling and Renderings

ADDITIONAL SERVICES

At the request of the owner, the Architect shall provide additional services not included as part of the deliverable for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified as part of the deliverables, BIM Modeling, development of furnishing, fixtures or equipment, additional meetings beyond those outlined.

If the project is suspended for more than three months or abandoned in whole or in part, Friar Architecture shall be paid for services performed prior to receipt of written notice of this fact, together with reimbursable expenses due and all terminal expenses resulting from such suspension or abandonment. If the project is resumed after being suspended for more than three months, our fee shall be subject to renegotiation.

AGREEMENT

If you agree with the terms of this proposal, you may authorize our office to proceed by signing and returning one copy of this proposal to our office. It will then constitute, in principle, the agreement between Hartford Parks and Recreation and Friar Architecture.

Thank you for approaching Friar Architecture as your design professionals. We look forward to being part of your design team and assisting you in bringing this project to a successful conclusion. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Bryce Sens, AIA
Associate Principal
Friar Architecture Inc.

Accepted:

Scott Hausler
Parks & Recreation - Director
Hartford, VT

2026 Hourly Billing Rates

Architectural Fees:

Principal	\$205.00 / hour
Associate Principal	\$185.00 / hour
Associate	\$155.00 / hour
Senior Project Manager	\$145.00 / hour
Project Architect / Project Manager	\$135.00 / hour
Project Leader	\$115.00 / hour
Project Designer	\$105.00 / hour
Intern	\$100.00 / hour
AutoCAD Operator	\$100.00 / hour

Interior Design Fees:

Associate	\$155.00 / hour
Senior Interior Designer	\$145.00 / hour
Interior Design Project Manager	\$135.00 / hour
Designer	\$100.00 / hour
Intern	\$85.00 / hour

Support Personnel Fees:

Administrative	\$ 85.00 / hour
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Note: These rates are subject to change.

2026 Reimbursable Expense Rates

Effective: 1/1/2026

In- House Printing Charges

Large Format

Black & White Prints

- 24"x36" Prints of Drawings \$1.20 / Sheet
- 30"x42" Prints of Drawings \$1.75 / Sheet

Color Prints

- 24 "x 36" Prints of Drawings \$3.00 / Sheet
- 30" x 42" Prints of Drawings \$3.50 / Sheet

Small Format

Black & White

- 8-1/2 x 11 copies (plain paper) \$0.10 / Sheet
- 11 x 17 copies (plain paper) \$0.20 / Sheet
- 8-1/2 x 11 copies (high quality paper) \$0.15 / Sheet
- 11 x 17 copies (high quality paper) \$0.25 / Sheet

Color

- 8-1/2 x 11 copies (plain paper) \$0.30 / Sheet
- 11 x 17 copies (plain paper) \$1.00 / Sheet
- 8-1/2 x 11 copies (high quality paper) \$0.55 / Sheet
- 11 x 17 copies (high quality paper) \$1.25 / Sheet

Scans & Presentation Boards

- Scans (Large Format) cost per sheet \$ 2.50 Each
- Foam presentation boards \$12.00 Each

Travel

- Mileage Not to exceed IRS standard mileage rate.
- Tolls, Meals, Lodging, Transportation Invoiced at cost plus 10% handling charge

Shipping and Postage

Outside Printing Charge

These rates cover in-house charges only. Expenses incurred for items reproduced outside the office shall be charged in the amount of invoices issued plus a 10 percent handling charge.

MEMO

Submitted by: JD Hawks, Communications & Media Specialist

Subject: Proposed Social Media and Communications Policy

At its previous meeting, the Selectboard reviewed the proposed Social Media and Communications Policies and authorized the policy to be posted for employee review as required [under § 350-5 of the Town's General Personnel Policies](#). The policies have been posted for the required 10-day review period.

The next step is Selectboard adoption.

The proposed policies establish standards and expectations for the Town's communications practices across digital platforms and other public-facing channels. It provides guidance on the use and management of official Town communication channels, defines roles and responsibilities related to public communications, and establishes standards for social media engagement, content moderation, records retention, and public access.

The policies were developed using guidance from the Vermont League of Cities and Towns and policies from municipalities throughout Vermont and the region. The document has been reviewed and approved by the Executive Assistant to the Town Manager and the Town Manager.

Adoption of this policy will formalize the Town's communications practices and provide a consistent framework for communicating with residents across all Town departments and platforms.

Minor Updates

After input from the Board, I made a minor update to the Hartford News section of the Communications Policy. It is highlighted in yellow in the full document:

- Only Town-related news, events, initiatives, programs, and similar information will be included. Only in rare and compelling circumstances will requests for an exception be considered, and approval may only be granted by the Town Manager.

Recommended Action

I respectfully request that the Selectboard adopt the Social Media and Communications Policies as presented.

Suggested Motion Language

That the amendment to add the Social Media Policy to the Town of Hartford General Personnel Policy be adopted.

That the amendment to add the Communications Policy to the Town of Hartford General Personnel Policy be adopted.

Next Steps

Upon approval, staff will receive copies of the updated policy to include in their copy of the Town's General Personnel Policies. It goes into effect then.

Town of Hartford Communications Policy - Draft

Adopted:

Approved by: Town Manager, John Haverstock

Purpose:

The purpose of this Communications Policy is to establish clear, consistent guidelines for the Town of Hartford's use of public-facing communication tools to ensure clear and consistent communication with our community. This policy ensures communications reflect the Town's values of integrity, transparency, clarity, accuracy, and accessibility for all residents, businesses, and visitors of Hartford.

Scope:

This policy applies to all Town departments, employees, elected and appointed officials, and volunteers who engage in official communications on behalf of the Town through primary channels:

- The Town's official website (www.hartford-vt.org)
- Town-managed social media platforms
- Listserv
- Newspapers
- Email newsletter and warnings
- Press releases
- In-person meetings
- Phone calls
- The Digital Bulletin Board
- Video Screens
- Posters
- Other public communication tools or platforms as adopted

General Communication Principles

1. Consistency: Messaging shall be clear, concise, and aligned across platforms.
2. Accuracy: All communications must be factual and verified before posting. If a mistake is made, it should be corrected quickly.
3. Timeliness: Information should be released in a timely manner, particularly in matters of public interest or safety.
4. Accessibility: Town staff should use clear and professional language when speaking, in writing, or electronically.

5. Professionalism: Tone must remain courteous, objective, and free of bias or political opinion.

Communication Responsibilities

- Each Town department is responsible for maintaining its departmental communications, which should be coordinated through a department head or designated employee.
- The Communications and Media Specialist (CMS) assists departments in crafting effective messages.
- The Town will aim for a multimodal approach to messaging.

External Communications

- Any official external communications must be reviewed and approved by the department head or designated employee.
- News media inquiries that are not public-safety-related received by any Town employee should be referred immediately to their department head. Department heads may respond directly to such inquiries, but the Town Manager and CMS must be notified beforehand.
 - If inquiries are regarding controversial Town business, the Town Manager or CMS should respond instead of the individual department.
- The Selectboard Chair, or their designee, may provide information to the news media on behalf of the Town, per the Selectboard Code of Conduct Policy.

Press Releases

- Press releases may be composed by:
 - The Communications and Media Specialist
 - Department heads or their designee.
- All routine press releases must be submitted to the CMS for review, approval, and distribution. Distribution should include email, the Town website, and social media.
- Emergency or time-sensitive public safety, crime, and prevention press releases are coordinated and disseminated by the Police Chief, Fire Chief, Public Works Director, or their designees. The Police Chief, Fire Chief, or their designees shall blind copy the Town Manager, CMS, Department heads, and Selectboard members on all press releases.
- The CMS will maintain and update an email distribution list for press release recipients. This list will include local print and broadcast news media.

Hartford News

- Hartford News is the Town's email newsletter.
- Hartford News is compiled and published by the CMS. It is released every other Wednesday morning, coinciding with regular Selectboard meetings.
- Department heads should submit their significant Activity Report bi-weekly to the Town Manager's Administrative Assistant. The admin assistant will send it to the CMS.
 - Any submission may be included in Hartford News, but it could be edited by the CMS for length or clarity.
- Only Town-related news, events, initiatives, programs, and similar information will be included. Only in rare and compelling circumstances will requests for an exception be considered, and approval may only be granted by the Town Manager.

Website

- The Town of Hartford's website, www.Hartford-VT.org, is the Town's primary and predominant internet presence.
- The purpose of the Town's website is to share accurate information about the Town, such as projects, events, facilities, public notices, news, public meeting information, and other important information.
- The Town will not include ads, referrals, links, or promotional materials aimed at promoting individuals or businesses.
- Whenever possible, content shared on social media should also be published or linked on the Town website to ensure broad accessibility and consistency across platforms.
- Editing privileges are granted only to authorized staff.
- Use clear and concise language that is accessible to all residents.
- Always review and proofread content before publishing to ensure accuracy and readability.
- Report any errors, outdated links, or inappropriate content to the CMS for correction.

Emergency Communication

- For emergency communication, the PIO, Public Information Officer, or their designee shall serve as the official spokesperson for the Town. The PIO position is outlined in the Town's Emergency Operations Plan.

Use of Social Media

- See the Town of Hartford Social Media Policy. The purpose section is excerpted here:

The Town of Hartford utilizes social media websites primarily to inform residents about Town programs, events, and other important Town information. The Town's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but rather a limited public forum for the sharing of information regarding specific programs, events, and information. Courts have recognized that municipalities may create limited public forums for specific purposes and limit discussion on the forum to those specific purposes pursuant to 24 V.S.A. §§ 1121, 1122, and 872. The Town will remove content and postings not consistent with the specific purposes of the social media sites and these Guidelines.

The Town's use of social media networks shall serve the following purposes:

- *To disseminate time-sensitive information as quickly as possible;*
- *To increase the Town's ability to broadcast its messages to the widest possible audience; and*
- *To share information with the public, not to directly communicate with them (i.e. no response to posts, no answers to questions, comments, or concerns)*

Digital Bulletin Board (Electronic Sign)

- See the full digital bulletin board policy. A portion is summarized here:

The digital bulletin board, or digital sign, in front of Town Hall serves as a communication platform to provide timely and relevant information to the Hartford community. This policy and procedure outline ensures the sign is utilized exclusively for official Town of Hartford business to support public awareness and engagement. The CMS is responsible for implementation and adherence to this policy and procedure.

Eligible Content must relate to:

- *Government meetings, elections, and notices*
- *Emergency alerts (IPAWS, public safety)*
- *Town services, operations, or employment*
- *Parks and Recreation programs*
- *Town-sponsored events and achievements*

Training and Education

- The Town will offer ongoing guidance to employees to support effective communication practices and ensure familiarity with current procedures.

- All new employees will receive guidance on the Town's communication policies as part of their onboarding process.

Feedback and Continuous Improvement

- Employees are encouraged to share feedback regarding the clarity, effectiveness, and accessibility of the Town's communication efforts.
- This policy and its related procedures will be reviewed periodically to ensure they remain up to date, responsive to organizational needs, and aligned with best practices.

Policy Enforcement

- The CMS is responsible for monitoring compliance across platforms. Violations by employees, officials, or departments may be subject to:
 - Content removal
 - Account restrictions
 - Disciplinary procedures under the Personnel Policy

Approval

This communications procedure is hereby approved and adopted by the Town of Hartford on ____, 2026.

Town of Hartford Social Media Policy - Draft

Adopted:

Approved by: Town Manager, John Haverstock

Policy Statement:

This policy establishes clear guidelines for Town of Hartford personnel to distinguish between acceptable and unacceptable use of Town-owned social media platforms. As new and evolving digital tools continue to reshape how we communicate, the Town recognizes the value of social media in enhancing public engagement. The Town encourages its responsible use as a means to inform, connect with, and serve the community more effectively.

Purpose:

The Town of Hartford utilizes social media websites primarily to inform residents about Town programs, events, and other important Town information. The Town's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but rather a limited public forum for the sharing of information regarding specific programs, events, and information. Courts have recognized that municipalities may create limited public forums for specific purposes and limit discussion on the forum to those specific purposes pursuant to 24 V.S.A. §§ 1121, 1122, and 872. The Town will remove content and postings not consistent with the specific purposes of the social media sites and these Guidelines.

The Town's use of social media networks shall serve the following purposes:

- To disseminate time-sensitive information as quickly as possible;
- To increase the Town's ability to broadcast its messages to the widest possible audience; and
- To share information with the public, not to directly communicate with them (i.e. no response to posts, no answers to questions, comments, or concerns)

Scope:

Applies to all Town of Hartford employees when acting in their capacity representing the Town or contractors posting and contributing content to Hartford-vt.org or any other kind of Town-owned social media on behalf of or as a representative of the Town.

Definitions:

- **Social Media:** Includes but is not limited to Facebook, X formerly known as Twitter, Instagram, Snapchat, TikTok, YouTube, LinkedIn, blogs, and online forums.

- **Official Use:** Any social media activity conducted on behalf of the Town or representing the department's interests.
- **Personal Use:** Social media activity conducted by employees during personal time, not as representatives of the Town.

Detailed Procedure:

1. The official social media account for the Town of Hartford shall be maintained by the Town Manager's Office and/or their designee.
2. Employees using social networking tools as a function of their job must have prior approval to post content from their Department Head and the Communications and Media Specialist (CMS).
3. No new social media accounts representing the Town of Hartford, boards, commissions, or committees, or any of its departments may be created without permission from the CMS. Websites and social media accounts for individual departments or boards, commissions, or committees that are not appropriately monitored or maintained shall be discontinued by order of the Town Manager. The CMS shall hold an active password and/or administrator access to all social media accounts. All approved social media networks shall be identified as "an official Town of Hartford site," and shall include the Town Seal or approved logo. Any unapproved social media network is prohibited from identifying as an "official Town of Hartford site" and is prohibited from using the Town seal or logo.
4. All Town social media sites shall have a clear statement of the purposes of the social media site and include the following statement:
 "This social media site is not intended to be a traditional public forum for the general exchange of ideas and viewpoints, but rather a limited public forum for discussing...[insert the purpose of the social media site]. Courts have recognized that governmental entities, such as the Town, may create limited public forums for specific purposes and limit discussion on the forum to those specific purposes. The Town will remove content and postings not consistent with the specific purposes of the social media sites and these guidelines."
5. The Town of Hartford's website, www.Hartford-VT.org, will remain the Town's primary and predominant internet presence.
6. The Town of Hartford currently approves use of the following social media networks:
 - Facebook
 - Instagram
 - X (formerly known as Twitter)
 - LinkedIn

- YouTube

Any social network not on this list is considered unapproved and may not be used for Town business without first obtaining written approval from the CMS.

7. Creation of all approved social media networks requires advanced coordination between the department heads or their designees, the CMS, and Information Technology (IT).
8. Live Streaming: The use of live streaming (i.e., Facebook Live, YouTube Live Stream, etc.) on any of the Town's approved social media platforms must be approved by the CMS prior to broadcasting. This approval must be sought before each live streaming event. Approval for one live streaming event is not a blanket approval for future broadcasts.
9. Wherever possible, content posted to Town of Hartford social media platforms shall have originated or contain links directing users back to the official Town of Hartford website for more in-depth information, forms, documents, or online services necessary to conduct business with the Town of Hartford.
10. Social media communications should be professional, respectful, and reflective of the Town's values.
11. Be honest and accurate, and if you make a mistake, correct it quickly.
12. The Town Manager's office retains the authority to remove pages or close sites if necessary.
13. Recordkeeping and Legal Compliance:
 - I. **Public Records:** The Town's social media platforms are automatically backed up and archived using an online system. All content posted to official Town accounts is considered a public record under Vermont's Public Records Law and must be retained in accordance with the Town's records retention schedule. This includes posts, comments, messages, deleted content, and any related metadata.
 - II. **Open Meeting Law:** Town officials must not use social media to deliberate on public business. Posts, comments, or interactions by members of boards or committees that relate to matters within their jurisdiction may be subject to Vermont's Open Meeting Law and could constitute unlawful discussion outside of a warned meeting. For this reason, the Town does not use social media to engage in dialogue with residents or respond to comments on posts.
 - III. **Compliance:** The Town's social media sites shall be reviewed for compliance with the guidelines at least once a month.

14. Users and visitors to the Town's social media networks shall be notified that the intended purpose of the network is to serve as a mechanism for receiving information from the Town and that it is a limited public forum. Town of Hartford social media postings from visitors and Town staff may be subject to removal if they are not related to the specific purpose of the social media site.

The General Test: If a post's or comment's subject matter is not related to the purpose of the social media site, it is subject to removal.

Examples of posts that may be subject to removal:

- a. Comments, materials, or links not related to the specific purpose of the social media site.
- b. Comments in support of or opposition to political campaigns or ballot measures.
- c. Profane language. The Town intends for all members of the public, including minors and others sensitive to such language, to access and use its social media sites. To that end, any post containing such language will require increased scrutiny as to its ability to remain on the site.
- d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation shall be subject to removal.
- e. Sexual content or links to sexual content. Examples of sexual content are:
 - I. Graphic descriptions or depictions of sexual activity;
 - II. Graphic descriptions or depictions of sexual intercourse; and
 - III. Graphic descriptions or depictions of nudity.
- f. Solicitations of commerce. No advertisements for commercial services, products, or businesses shall be permitted on the Town's social media sites.
- g. Conduct or encouragement of illegal activity.
- h. Information that compromises the safety or security of the public or public systems. Examples of information that compromises the safety or security of the public or public systems are:
 - I. Threats of violence against Town officials, employees, or the public;
 - II. Personal identifying information of Town officials and employees; and
 - III. Login information for Town systems, such as usernames, passwords, and PIN numbers.

- i. Content that violates the intellectual property rights of any third party. The Town shall remove content infringing on the intellectual property rights of a third party upon receiving notice from said third party describing the alleged infringement and establishing the legal right of the third party to the alleged infringed material.
 - j. Any other content that violates local, State, or Federal laws, ordinances, or regulations.
- 15. Town of Hartford social media networks shall comply with all appropriate Town of Hartford policies and standards.
- 16. The Town shall remove any content or posts that violate this social media policy or any applicable law. If there is any doubt whether content or a post is removable, the CMS and/or the Town Manager should contact the Town's legal counsel prior to taking any action.
- 17. Any content or posts removed based on these guidelines must be retained, including the time, date and identity of the author when available.
 - a. Any removed content shall be printed out in hard copy as it appears on the social media site before it is removed.
 - b. Prior to the removal of any content or posts, the removing party shall create a removal record. The removal record shall include:
 - I. A statement explaining why the content or post was removed, including which provision of the Guidelines was violated;
 - II. Who removed the content or post;
 - III. When the content or post was removed; and
 - IV. Any other information relevant to the removal.

Personal Use by Employees:

- 1. Personal opinions must not be presented as official Town statements.
- 2. Employees may not disclose confidential or sensitive Town information.
- 3. Any personal social media use that interferes with job performance or violates the Town's conduct policies may be subject to review under the Personnel Policy.
- 4. Avoid posts that may undermine public trust or your ability to perform your duties impartially, especially if you hold a public-facing or leadership position.

Hartford Police Department:

- 1. For details on Hartford Police Department-specific guidelines, refer to Police Policy 426– social media.

Hartford Fire Department:

1. For details on Hartford Fire Department-specific guidelines, refer to Fire Policy 714 – social media.

Approval

This communications procedure is hereby approved and adopted by the Town of Hartford on ____, 2026.

MEMORANDUM

To: Selectboard

From: Finance Department

Date: June 23, 2026

Subject: Finance Department Update

The Finance Department is pleased to report that we will be fully staffed by July 21, 2026. Achieving full staffing will significantly improve our ability to address outstanding workload demands, strengthen internal controls, and restore timely financial reporting.

I joined the Town on March 30, 2026, at which time an Interim Finance Director was providing support remotely. Shortly after assuming my duties, I began a comprehensive review of the Town's financial records and identified an approximately seven- to nine-month backlog in financial reconciliations, reporting, and other key accounting functions.

Since that time, the department has been focused on bringing the Town's financial records current. Our primary goal is to complete the FY2026 financial statements for the fiscal year ending June 30, 2026, by September 2026, allowing sufficient time for review and resolution of any outstanding issues before the auditors arrive in October 2026.

Key efforts currently underway include:

- Completing bank and general ledger reconciliations.
- Reviewing and posting outstanding journal entries and year-end adjustments.
- Reconciling payroll, benefits, accounts payable, and receivable balances.
- Updating grant, debt, and fixed asset records.
- Preparing the Town's financial records for the annual audit.
- Restoring regular monthly financial reporting.

In addition, the Finance Department would like to restore the practice of presenting quarterly financial statements (also known as budget “glidepath” report) to the Selectboard. Reestablishing this reporting schedule will improve transparency, strengthen financial oversight, and provide the Selectboard with timely information regarding the Town's financial position throughout the year.

While there is still considerable work ahead, the department is making steady progress toward bringing financial records current and ensuring the Town is well prepared for the FY2026 audit.

We appreciate the Selectboard's continued support and will provide additional updates as significant milestones are achieved.

Agenda Memorandum

Submitted By: Erik Krauss (Selectboard Member)

Subject: Annual Work Plan Second-Quarter Update

Background: At its February workshop, the Selectboard developed an annual work plan to guide its priorities and activities for the year. The Board also committed to reviewing and updating the plan on a quarterly basis. This second-quarter update provides an opportunity for the Board to revise the plan in response to changing circumstances, available capacity, and emerging priorities.

Discussion: The table below is a proposed outline of upcoming workshops, meetings, and Board work expected to require significant Selectboard time. The Board should review this summary, discuss needed adjustments, select dates, and identify point persons as appropriate.

Workshop/Event	Timeframe	Est. Hours	Lead(s)	Notes
CIP Prioritization Workshop (included in CIP project plan)	Late July	3	RTL	Led by RTL for the Board (and potentially CIPC) to develop a defensible prioritization of capital projects.
FY28 Budget Prep	July	2	SB member/TM	Consider investing time in July to identify information and proposals the Board wants from staff to support decision making during FY28 budget development.
CIP Public Engagement (included in Engagement Plan)	August	2	RTL/Chair/TM	The focus would be information sharing with the public. Consider holding a single meeting in 2026 – consider village-based meetings in future years to gather public input to shape the CIP.
Braver Angels for community leaders (included in Engagement Plan)	August 25	3	Braver Angels, SB member	Invite formal and informal community leaders to build skills to help them be effective change-makers.
Public Safety Listening Session (included in Engagement Plan)	September	3	TM, SB member(s)	The focus is on how taxpayers want their tax dollars spent on public safety. Need a facilitator and assistance from staff to frame the discussion and prepare.
Affordability “Summit”	September	3	SB member	Special meeting approved by the Board on 6/9. Should include a review and discussion of Committee/Commission proposals as well as Board proposals.

Workshop/Event	Timeframe	Est. Hours	Lead(s)	Notes
				Designate an SB member as point person to receive and compile Board proposals.
Joint SB/School Board Meeting (included in SB calendar)	September or October	2	TM, SB member	Goals and agenda are not yet defined. This is on the SB Calendar in May. Consider changing to fall timeframe in future years.
Strategic Vision Workshop	January	7	SB members	Originally combined with CIP Prioritization then planned for late summer. Given its current workload the Board may be better prepared to do this work in January 2027.
Intro to Systems Thinking Tools for Leaders	January or February	6	SB member	The workshop facilitator is still open to working with the board and select staff members. Workshop overview and schedule pending.
Public Safety Service and Facility Needs Committee	January or February	Ongoing	SB members, TM, HPD, FM	Establish an Ad hoc Public Safety Committee to explore service delivery models best suited to Hartford and to address facility needs. The intent was to provide input for the FY28 budget cycle. Leadership transition, board capacity, and filling the Facilities Manager position are considerations in shifting this work.

Financial Impact:

Additional Board-approved meetings will result in additional compensation costs charged to account 10-111-101-0000. Because the number of meetings and the number of members seeking compensation are not known, no cost estimate is available currently.

Recommendation

That the Selectboard approves a finalized set of changes to incorporate into the Annual Work Plan.

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Bank ID	Bank Name	Payee Name	Check Date	Check No.		
Vendor ID	Vendor Name					
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0121	AMERICAN RECOVERY FUNDS					
024235	IPS GROUP, INC					6/18/20262071
	INV126373	MONTHLY GATEWAY FEE-PARKING METER	0.00	\$605.00	0.00	605.00
	Desc:	MONTHLY GATEWAY FEE-PARKING METER	Acct: 25-985-121-0108	ARPA - Planning - Parking Meters		
		Vendor Total:		605.00	0.00	605.00
25-0121	Highway Infastructure			Bank Total:		605.00
25-0311	Highway Infastructure					
043876	STANTEC CONSULTING SERVICES, INC					6/18/20262030
	179451179,2572240B	I-91 EXIT 11 SIDEWALK IMPROVEMENTS	1,659.57	\$1,659.57	0.00	1,659.57
	Desc:	I-91 EXIT 11 SIDEWALK IMPROVEMENTS	Acct: 11-316-018-2018	Town Match Funds 2018 - No Hartland F		
	179451179,2572240	I-91 EXIT 11 SIDEWALK IMPROVEMENTS	11.04	\$11.04	0.00	11.04
	Desc:	I-91 EXIT 11 SIDEWALK IMPROVEMENTS	Acct: 11-316-001-2015	Route 5/I-91 sidewalk/bike path		
		Vendor Total:		1,670.61	0.00	1,670.61
25-0311	Local Option Tax - Meals & Room			Bank Total:		1,670.61
25-0500	Local Option Tax - Meals & Room					
001645	ALLIANCE MECHANICAL					ALLIANCE GROUP INC.6/18/20262020
	100679	BUGBEE LIFE+SAFETY PROJECT	0.00	\$1,280.00	0.00	1,280.00
	Desc:	BUGBEE LIFE+SAFETY PROJECT	Acct: 25-985-100-0500	Local Option Tax Meals & Rooms		
		Vendor Total:		1,280.00	0.00	1,280.00
25-0500	PARKS - PLAYGROUND			Bank Total:		1,280.00
25-0522	PARKS - PLAYGROUND					
006896	BOWMAN CONSULTING GROUP LTD					6/18/2026108
	510074	LYMAN PARK - PROJ	0.00	\$475.00	0.00	475.00
	Desc:	LYMAN PARK - PROJ	Acct: 25-985-522-0055	PR -Lyman Point Park Playground		
		Vendor Total:		475.00	0.00	475.00
25-0522	PARKS - REC RESTRICTED			Bank Total:		475.00
25-8055	PARKS - REC RESTRICTED					
015422	ELLIS MUSIC COMPANY, INC					ELLIS MUSIC COMPANY, INC6/18/20262067
	1079337	MUSIC	0.00	\$247.75	0.00	247.75
	Desc:	MUSIC	Acct: 25-985-514-0002	P & R Restricted - Broadway Ventures (f		
		Vendor Total:		247.75	0.00	247.75
028131	VERMONT DISPLAY					6/18/20262068
	1113	BASKETBALL SCOREBOARD INSTALLATION	0.00	\$3,250.00	0.00	3,250.00
	Desc:	BASKETBALL SCOREBOARD INSTALLATION	Acct: 25-985-511-0001	P & R Restricted - Covered Bridge		
	Desc:	BASKETBALL SCOREBOARD INSTALLATION	Acct: 25-985-511-0006	P & R Restricted - Community Events		
		Vendor Total:		3,250.00	0.00	3,250.00
25-8055	WHITE RIVER WATER ENGINEERING			Bank Total:		3,497.75

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Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
50-0300	WHITE RIVER WATER ENGINEERING				
014447	DUFRESNE GROUP		6/18/2026		1007
2026-418	WILDER WATER MAIN - MAY'26	0.00	\$2,648.75	0.00	2,648.75
Desc:	WILDER WATER MAIN - MAY'26	Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE		
Desc:	WILDER WATER MAIN - MAY'26	Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE		
Vendor Total:			2,648.75	0.00	2,648.75
50-0300	Quechee WW Capital Reserve	Bank Total:			2,648.75
65-0100	Quechee WW Capital Reserve				
023466	INDUSTRIAL PUMP SALES &SERVICE, INC		6/18/2026		1005
0426279-IN B	ROOTS BLOWER SYSTEM	0.00	\$3,443.85	0.00	3,443.85
Desc:	ROOTS BLOWER SYSTEM - FREIGHT	Acct: 65-964-331-0100	DEPT EQUIP - CAPITAL RESERVE		
0426279-IN	ROOTS BLOWER SYSTEM	0.00	\$56,680.00	0.00	56,680.00
Desc:	ROOTS BLOWER SYSTEM	Acct: 65-964-331-0100	DEPT EQUIP - CAPITAL RESERVE		
0426280-IN	ROOTS BLOWER SYSTEM	0.00	\$985.00	0.00	985.00
Desc:	ROOTS BLOWER SYSTEM ACCESSORIES	Acct: 65-964-331-0100	DEPT EQUIP - CAPITAL RESERVE		
Vendor Total:			61,108.85	0.00	61,108.85
65-0100	Dog Park	Bank Total:			61,108.85
73-7302	Dog Park				
035002	CASELLA WASTE SYSTEMS, INC	CASELLA WASTE SYSTEMS, INC	6/18/2026		1155
9600044482MAY'26	TRASH REMOVAL - MAY'26 DOG PARK	0.00	\$117.62	0.00	117.62
Desc:	TRASH REMOVAL - MAY'26 DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
Vendor Total:			117.62	0.00	117.62
73-7302	GENERAL FUND - MASCOMA	Bank Total:			117.62
FUND 1 0	GENERAL FUND - MASCOMA				
000590	ACRISURE NEW ENGLAND PARTNERS		6/18/2026		99268
261356	Health Ins Advisory Apr-Jun 2026	594.90	\$4,410.00	0.00	4,410.00
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-175-220-0000	DEL -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-311-220-0000	DPW -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
Desc:	Health Ins Advisory Apr-Jun 2026	Acct: 10-521-220-0000	PR -HEALTH INSURANCE		

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: Health Ins Advisory Apr-Jun 2026	Acct: 65-965-220-0000	HEALTH INSURANCE		
	Vendor Total:		4,410.00	0.00	4,410.00
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS		6/18/2026	99167
6084616159484	PARTS	0.00	\$27.05	0.00	27.05
	Desc: AUTO PARTS	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	Vendor Total:		27.05	0.00	27.05
001028	AGRI-CYCLE ENERGY, LLC			6/18/2026	99168
49659	FEES - MAY'26	220.12	\$220.12	0.00	220.12
	Desc: FEES - MAY'26	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:		220.12	0.00	220.12
001303	ALDRICH + ELLIOTT, PC			6/18/2026	99169
22019.003,83879	HTFD WRJ CSO ABATEMENT-MAY'26	1,178.76	\$1,178.76	0.00	1,178.76
	Desc: HTFD WRJ CSO ABATEMENT-MAY'26	Acct: 60-964-540-0000	RF1-271-1 CSO Plan Services		
	Vendor Total:		1,178.76	0.00	1,178.76
001555	ALL TRAFFIC SOLUTIONS INC			6/18/2026	99170
1826003	TRAFFIC SUITE APP RENEWAL	0.00	\$1,500.00	0.00	1,500.00
	Desc: SPEED CART SUBSCRIPTIONS	Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
	Vendor Total:		1,500.00	0.00	1,500.00
001645	ALLIANCE MECHANICAL	ALLIANCE GROUP INC.		6/18/2026	99171
101879	STAIRWELL HEAT PUMP	0.00	\$375.00	0.00	375.00
	Desc: STAIRWELL HEAT PUMP	Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
	Vendor Total:		375.00	0.00	375.00
001650	ALLEN ENGINEERING, INC			6/18/2026	99172
1CS-503375-01	CHLORINE	3,550.00	\$3,550.00	0.00	3,550.00
	Desc: 840 Gal Chlorine @ \$3.50/Gallon w/D	Acct: 50-952-340-0000	CHEMICALS		
	Desc: 150 Gal Chlorine @ \$3.50/Gallon, pl	Acct: 55-953-340-0000	CHEMICALS		
1CS-503607-01	CHLORINE	3,550.00	\$3,550.00	0.00	3,550.00
	Desc: 840 Gal Chlorine @ \$3.50/Gallon, pl	Acct: 50-952-340-0000	CHEMICALS		
	Desc: 150 Gal Chlorine @ \$3.50/Gallon, pl	Acct: 55-953-340-0000	CHEMICALS		
1CS-503789-01	CHLORINE	3,550.00	\$3,550.00	0.00	3,550.00
	Desc: 840 Gallons Chlorine @ \$3.50/Gallon	Acct: 50-952-340-0000	CHEMICALS		
	Desc: 150 Gallons Chlorine @ \$ 3.50/Gallo	Acct: 55-953-340-0000	CHEMICALS		
220-125846	LIQUID CHLORINE	0.00	\$233.50	0.00	233.50

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Vendor ID	Vendor Name				Disc. Amt	Net Amt.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc:	LIQUID CHLORINE	Acct:	10-512-323-0000	PR -MATERIAL & SUPPLIES		
	Vendor Total:			10,883.50	0.00	10,883.50	
001801	AMAZON CAPITAL SERVICES, INC				6/18/2026	99173	
	1H94-VQGD-C7CJ	OFFICE SUPPLIES		0.00	\$72.94	0.00	72.94
	Desc:	PENS, TRASH BAGS	Acct:	10-271-323-0000	DISP -MATERIAL & SUPPLIES		
	1X3X-6P3X-X3WJ	OFFICE SUPPLIES		0.00	\$40.96	0.00	40.96
	Desc:	ENVELOPES, BATHROOM SUPPLIES	Acct:	10-211-323-0000	HPD -MATERIAL & SUPPLIES		
	Vendor Total:			113.90	0.00	113.90	
002065	AMERICAN FAMILY LIFE ASSURANCE		AFLAC - AMERICAN FAMILY LIFE		6/18/2026	99174	
	MAY'26	AFLAC INS - MAY 2026		0.00	\$1,530.41	0.00	1,530.41
	Desc:	AFLAC INS - MAY 2026	Acct:	10-012-300-0270	ACCRUED AD&D PAYABLE		
	Vendor Total:			1,530.41	0.00	1,530.41	
004850	BEN'S UNIFORMS INC.				6/18/2026	99175	
	229161	UNIFORMS		0.00	\$421.91	0.00	421.91
	Desc:	UNIFORMS	Acct:	10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	229162	UNIFORMS		0.00	\$154.95	0.00	154.95
	Desc:	UNIFORMS	Acct:	10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Vendor Total:			576.86	0.00	576.86	
005800	BLAKTOP INC.				6/18/2026	99176	
	35458	ASPHALT		632.79	\$960.16	0.00	960.16
	Desc:	Asphalt	Acct:	10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	Desc:	Asphalt	Acct:	50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	Vendor Total:			960.16	0.00	960.16	
006100	BMO FINANCIAL GROUP				6/18/2026	99269	
	Kelley 05/28-31/26	Kelley, Connie - PD		0.00	\$7.90	0.00	7.90
	Desc:	USPS - Evidence Mail	Acct:	10-211-322-0000	HPD -POSTAGE		
006100	BMO FINANCIAL GROUP				6/18/2026	99177	
	Delisle 05/01-27/26	Kelley, Connie - PD		557.57	\$1,814.03	0.00	1,814.03
	Desc:	BJ's - Paper	Acct:	10-325-323-0000	DPW -MATERIAL & SUPPLIES		
	Desc:	BJ's - Paper	Acct:	30-971-323-0000	MATERIAL & SUPPLIES		
	Desc:	BJ's - Paper	Acct:	50-955-323-0000	MATERIAL & SUPPLIES		
	Desc:	BJ's - Paper	Acct:	55-955-323-0000	MATERIALS & SUPPLIES		
	Desc:	BJ's - Paper	Acct:	60-965-323-0000	MATERIAL & SUPPLIES		
	Desc:	BJ's - Paper	Acct:	65-965-323-0000	MATERIALS & SUPPLIES		
	Desc:	VT Dec - Stormwater Permit 9335-905	Acct:	10-325-317-0000	DPW -PERMITS AND LICENSES		
	Desc:	Amazon - Tub O'Towels	Acct:	10-325-323-0000	DPW -MATERIAL & SUPPLIES		
	Desc:	Amazon - Tub O'Towels	Acct:	50-955-323-0000	MATERIAL & SUPPLIES		
	Desc:	Amazon - Tub O'Towels	Acct:	55-955-323-0000	MATERIALS & SUPPLIES		
	Desc:	Amazon - Machine Skate	Acct:	60-964-321-0100	REPAIRS & MAINT-BUILDING		
	Desc:	Amazon - Machine Skate	Acct:	65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	Desc:	White Cap - rebar	Acct:	60-964-323-0000	MATERIAL & SUPPLIES		
	Desc:	Vermontura-Spring Conf TL	Acct:	60-965-315-0000	RECRUITMENT & TRAINING		
	Desc:	Vermontura-Spring Conf TL	Acct:	65-965-315-0000	RECRUITMENT & TRAINING		

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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: Clutch Housing	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
Hannux 05/01-27/26	Hannux, Shawn - FD	0.00	\$999.07	0.00	999.07	
	Desc: Meals- Annual Banquet	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
Hausler 05/01-27/26	Hausler, Scott - REC	0.00	\$5,990.34	0.00	5,990.34	
	Desc: US Ice Rink - Subscription	Acct: 10-511-313-0000	PR -MEMBERSHIP DUES			
	Desc: Display Sales - Flags for Parks	Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: AED Batteries	Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES			
	Desc: NRPA Conference Fee	Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS			
	Desc: AMI Graphics - ParK Signs	Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: tractor Supply - TRAILER	Acct: 10-521-331-0000	PR -DEPARTMENT EQUIPMENT			
	Desc: HD - Cleaning Supplies	Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES			
Hedges 05/01-27/26	Hedges, Charles - FD	0.00	\$255.88	0.00	255.88	
	Desc: HD - Blind	Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING			
	Desc: Paramedic Student Shirt	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
	Desc: Paramedic Student CPR	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
Jay 05/01-27/26	McDonough, Jay - REC	0.00	\$383.04	0.00	383.04	
	Desc: Fishing Supplies	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: GSM - Game Cam Subscription	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: POOL Supplies	Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES			
John 05/28-31/26	Haverstock, John - TM	0.00	\$1,184.70	0.00	1,184.70	
	Desc: Trapp Fam Lodge - Conference	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS			
	Desc: Amazon - Light Pole Brackets	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
Kelley 05/01-27/26	Kelley, Connie - PD	453.95	\$1,129.80	0.00	1,129.80	
	Desc: Techvar - Adobe Pro	Acct: 10-211-314-0000	HPD -BOOKS & PERIODICALS			
	Desc: Ziggy's - Food Oral Board Panel	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Desc: Py Will Enterprises-Shirts for Athl	Acct: 72-211-318-7232	COMMUNITY ORIENTED POLICING			
	Desc: Ziggy's Pizza for Oral Board Panel	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Desc: Trijicon-Gun repair	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
	Desc: 55th Annual Spring-Awards Dinner Re	Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS			
	Desc: Gas	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS			
Kenison 05/01-27/26	Kenison, Corey - REC	0.00	\$3,578.08	0.00	3,578.08	
	Desc: Amazon - Park Supplies	Acct: 10-528-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Amazon - Park Supplies	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Amazon - Park Supplies	Acct: 10-515-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: HD - Park Supplies	Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: HD - Park Supplies	Acct: 10-528-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Amazon - Park Supplies	Acct: 10-516-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Amazon - Sports Equipment	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Amazon - Paddles	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Amazon - Life Vests	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: Amazon - Park Supplies	Acct: 10-528-323-0000	PR -MATERIAL & SUPPLIES			
Laliberty05/01-27/26	Laliberty, Will - FD	0.00	\$191.43	0.00	191.43	
	Desc: Dunkin - Lt Meals	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
	Desc: Cantores - Lt Meals	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
Law 05/01-27/26	Law, Todd - DPW	358.87	\$467.25	0.00	467.25	
	Desc: C&S Pizza - Lunch TS departure	Acct: 10-325-315-0000	DPW -RECRUITMENT & TRAINING			
	Desc: Microsoft Office 2024	Acct: 30-971-318-0000	CONTRACTED SERVICES			
	Desc: PSI Exams-Water Class 3 Certificati	Acct: 50-954-315-0000	RECRUITMENT & TRAINING			
	Desc: PSI Exams-Water Class 3 Certificati	Acct: 55-954-315-0000	RECRUITMENT & TRAINING			
	Desc: HPS Silicone Straighter Reducer	Acct: 60-964-323-0000	MATERIAL & SUPPLIES			

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc: Primer Bulbs	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
	Desc: Bearings+Gear	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
Lori 05/01-27/26	Hirshfield, Lori - Planning	0.00	\$1,104.82	0.00	1,104.82	
	Desc: Co-Op - Food Quechee Village Meetin	Acct: 10-622-312-0100	PDZ -MARKETING PROMOTION			
	Desc: Amazon-Wirless Transmitter/receiver	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES			
	Desc: Food - ADU Workshop	Acct: 10-115-101-0140	BC- HARTFORD COM HOUSING/ HOM			
Nulty 05/01-27/26	Nulty, Paula - TM	0.00	\$1,413.88	0.00	1,413.88	
	Desc: Amazon-Office Supplies	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES			
	Desc: Employee Appreciatiom Gift Cards	Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION			
O'Neil 05/01-27/26	O'Neil, Lisa - TC	274.12	\$274.12	0.00	274.12	
	Desc: Staples-Boxes Vital Record Transfer	Acct: 25-985-100-0151	Town Clerk Restoration			
Quillia 05/01-27/26	Quillia, Brett - FD	0.00	\$1,224.07	0.00	1,224.07	
	Desc: A+P COURSE PARAMEDICS	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING			
	Desc: Annual Appereciation Banquet	Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION			
Rollins 05/01-27/26	Rollins, F - FIN	0.00	\$947.79	0.00	947.79	
	Desc: Employee Apreciation Banquet TH	Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION			
Tatum 05/01-27/26	Barnes, Tatum - REC	0.00	\$2,944.00	0.00	2,944.00	
	Desc: CCI - Subscription	Acct: 10-511-320-0000	PR -EQUIP OPERATION/MAINT-OFFIC			
	Desc: TRIPS: VT State Parks/SkyZone Mance	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES			
Walsh 05/01-27/26	Walsh, Dillon - IT	0.00	\$329.27	0.00	329.27	
	Desc: Amazon - Laptop Fix IT	Acct: 10-181-315-0000	IT -RECRUITMENT & TRAINING			
	Desc: TechVar - Adobe	Acct: 10-211-314-0000	HPD -BOOKS & PERIODICALS			
	Desc: Syncro - Warranty Info Module	Acct: 10-181-318-0100	IT -CONTRACTED SERVICES - MANAC			
Clarke 05/01-27/26	Clarke, Ta - PD	1,346.00	\$1,593.00	0.00	1,593.00	
	Desc: RAD + CPR Certifications	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING			
	Desc: NENEOA Awards Dinner	Acct: 72-211-318-7231	POLICE ASSET FORFEITURE - Exp			
Clawson 05/01-27/26	Clawson, Dana - Energy	0.00	\$916.74	0.00	916.74	
	Desc: BJ's - West Hartford AC	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES			
	Desc: BJ's - TH AC	Acct: 10-161-321-0000	TH -REPAIRS & MAINT			
	Desc: Energy Action Conference	Acct: 10-626-311-0100	TM -Travel & Meetings			
006100	BMO FINANCIAL GROUP			6/18/2026	99269	
Cassidy 05/28-31/26	Cassidy, Alley - TM	0.00	\$829.13	0.00	829.13	
	Desc: TechVar - Zoom Subscription	Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
Delisle 05/28-31/26	Delisle, Jeremy - DPW	137.46	\$176.45	0.00	176.45	
	Desc: USPS-Postage	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES			
	Desc: Amazon - Construction hats for kids	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES			
	Desc: Amazon - Construction hats for kids	Acct: 30-971-323-0000	MATERIAL & SUPPLIES			
	Desc: Amazon - Construction hats for kids	Acct: 50-955-323-0000	MATERIAL & SUPPLIES			
	Desc: Amazon - Construction hats for kids	Acct: 55-955-323-0000	MATERIALS & SUPPLIES			
	Desc: Amazon - Construction hats for kids	Acct: 60-965-323-0000	MATERIAL & SUPPLIES			
	Desc: Amazon - Construction hats for kids	Acct: 65-965-323-0000	MATERIALS & SUPPLIES			
Hannux 05/28-31/26	Hannux, Shawn - FD	0.00	\$62.95	0.00	62.95	
	Desc: Meals Donation from Legion	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
006100	BMO FINANCIAL GROUP			6/18/2026	99177	
Cooney 05/01-27/26	Cooney, Scott - FD	0.00	\$2,647.67	0.00	2,647.67	
	Desc: Amazon -Printer Tape+Pens	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			
	Desc: Amazon - Name Plate	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES			
	Desc: Amazon-JohnsonEvinrude Pump	Acct: 10-221-331-0200	HFD -TECHNICAL/WATER EQUIPMEN			
	Desc: Amazon - HP Ink	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI			

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	Fireside-Meals Annual Banquet	Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION		
	Desc:	Amazon - Duty Boots	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
	Desc:	Meals - Retirement	Acct: 10-221-323-0000	HFD -MATERIAL & SUPPLIES		
	Desc:	Amazon - webcam	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
006100	BMO FINANCIAL GROUP				6/18/2026	99269
	Kenison 05/28-31/26	Kenison, Corey - REC	0.00	\$61.93	0.00	61.93
	Desc:	HD - Parks Supplies	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
	Vendor Total:			30,527.34	0.00	30,527.34
006700	BOUND TREE MEDICAL, LLC		BOUND TREE MEDICAL, LLC		6/18/2026	99178
	86222212	MEDICAL SUPPLIES	0.00	\$2,614.63	0.00	2,614.63
	Desc:	MEDICAL SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	Vendor Total:			2,614.63	0.00	2,614.63
006965	BRADY INDUSTRIES				6/18/2026	99179
	11815348	SMAF Supplies	0.00	\$633.26	0.00	633.26
	Desc:	SMAF Supplies	Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES		
	11852092	LINERS	0.00	\$99.96	0.00	99.96
	Desc:	LINERS	Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
	11852096	SUPPLIES	0.00	\$112.49	0.00	112.49
	Desc:	SUPPLIES	Acct: 10-528-323-0100	PR -MATERIAL & SUPPLIES - CUSTOI		
	Vendor Total:			845.71	0.00	845.71
007450	BROWN'S, CHARLIE		CHARLIE BROWN'S		6/18/2026	99180
	50252	PARTS	0.00	\$39.99	0.00	39.99
	Desc:	PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			39.99	0.00	39.99
007580	BSN/SPORT SUPPLY GROUP YOUTH DIV		BSN SPORTS LLC		6/18/2026	99181
	933916331	Youth Baseball hats	0.00	\$731.30	0.00	731.30
	Desc:	Youth Baseball hats	Acct: 10-514-323-0000	PR -MATERIAL & SUPPLIES		
	Vendor Total:			731.30	0.00	731.30
008650	CARGILL, INCORPORATED				6/18/2026	99182
	2912481600	DEICING SALT - JUNE 2026	0.00	\$4,142.12	0.00	4,142.12
	Desc:	Deicing Salt	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
	2912481600B	DEICING SALT - JUNE 2026	0.00	\$28,601.68	0.00	28,601.68
	Desc:	Tons Deicing Salt @ \$98.25/Ton	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
	Vendor Total:			32,743.80	0.00	32,743.80
009120	CHADWICK-BAROSS INC				6/18/2026	99183
	PSO022546-1	PARTS H-121	0.00	\$93.89	0.00	93.89
	Desc:	PARTS H-121	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			93.89	0.00	93.89
009818	CINTAS CORPORATION NO. 2		CINTAS LOC. #68M, 71M		6/18/2026	99184
	4259995807	MATTS	0.00	\$97.90	0.00	97.90

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	Desc: MATTS		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
4260742814	MATTS		0.00	\$97.90	0.00	97.90
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4261498050	MATTS		0.00	\$97.90	0.00	97.90
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4262238704	MATTS		0.00	\$97.90	0.00	97.90
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4257761839	MATTS		0.00	\$97.90	0.00	97.90
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4263001372	MATTS		0.00	\$97.90	0.00	97.90
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4263745063	MATTS		0.00	\$97.90	0.00	97.90
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4270600604	UNIFORMS		0.00	\$84.18	0.00	84.18
	Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS		
4271286855	UNIFORMS		0.00	\$62.13	0.00	62.13
	Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS		
4271286926	SUPPLIES		0.00	\$49.92	0.00	49.92
	Desc: HFD SHOP TOWELS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Desc: HPD SHOP TOWELS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
4272035793	UNIFORMS		0.00	\$62.13	0.00	62.13
	Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS		
4272035852	SUPPLIES		0.00	\$49.92	0.00	49.92
	Desc: HFD SHOP TOWELS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
	Desc: HPD SHOP TOWELS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
4254858721	MATTS		0.00	\$62.95	0.00	62.95
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4255509421	MATTS		0.00	\$62.95	0.00	62.95
	Desc: MATTS		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
4256999483	MATTS		0.00	\$77.90	0.00	77.90
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
4258484321	MATTS		0.00	\$97.90	0.00	97.90
	Desc: MATTS		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
4259240773	MATTS		0.00	\$97.90	0.00	97.90
	Desc: MATTS		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				1,393.18	0.00	1,393.18
010832	COMCAST				6/18/2026	99185
	0262894JUN'26	INTERNET-142 IZZO PL	293.81	\$293.81	0.00	293.81
	Desc: INTERNET-142 IZZO PL		Acct: 65-963-324-0000	TELEPHONE		
Vendor Total:				293.81	0.00	293.81
012868	SBA TOWERS II, LLC				6/18/2026	99186
	IN13934649	TOWER RENT - JUN'26	0.00	\$1,157.63	0.00	1,157.63
	Desc: TOWER RENTAL		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
Vendor Total:				1,157.63	0.00	1,157.63
013575	DELL MARKETING L.P.				6/18/2026	99187

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10859990257	NEW PC	1,312.11	\$1,574.53	0.00	1,574.53	
Desc: New PC_Highway Share of Invoice		Acct: 10-325-320-0000	DPW -EQUIPMENT OPER/MAINT - OFI			
Desc: New PC_Solid Waste Share of Invoice		Acct: 30-971-330-0000	OFFICE EQUIPMENT			
Desc: New PC_Hartford Water Share of Invo		Acct: 50-955-330-0000	OFFICE EQUIPMENT			
Desc: New PC_Quechee Water Share of Invoi		Acct: 55-955-330-0000	OFFICE EQUIPMENT			
Desc: New PC_WRJ WW Share of Invoice		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Desc: New PC_Quechee WW Share of Invoice		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE			
10873365165	MONITOR	0.00	\$456.74	0.00	456.74	
Desc: MONITOR		Acct: 10-511-330-0000	PR -OFFICE EQUIPMENT			
10876867620	DELL PC	0.00	\$1,258.00	0.00	1,258.00	
Desc: DELL PC		Acct: 10-511-330-0000	PR -OFFICE EQUIPMENT			
10877533855	PC POWER CORD ADAPTER	31.05	\$31.05	0.00	31.05	
Desc: PC POWER CORD ADAPTER		Acct: 65-963-320-0000	EQUIP OPERATION/MAINT-OFFICE			
Vendor Total:			3,320.32	0.00	3,320.32	
014578	DULTMEIER SALES LLC			6/18/2026	99188	
4335824	TUBING	293.00	\$293.00	0.00	293.00	
Desc: TUBING		Acct: 50-954-331-0000	DEPARTMENT EQUIPMENT			
Desc: TUBING		Acct: 55-954-331-0000	DEPARTMENT EQUIPMENT			
4362314	IMMERSION HEATER WITH CORD	196.15	\$196.15	0.00	196.15	
Desc: IMMERSION HEATER WITH CORD		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
Desc: IMMERSION HEATER WITH CORD		Acct: 55-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
Vendor Total:			489.15	0.00	489.15	
015500	ENDYNE, INC			6/18/2026	99189	
577825	TESTING	25.00	\$25.00	0.00	25.00	
Desc: TESTING		Acct: 65-963-318-0000	CONTRACTED SERVICES			
578080	TESTING	115.00	\$115.00	0.00	115.00	
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES			
579651	TESTING	115.00	\$115.00	0.00	115.00	
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES			
580102	TESTING	36.00	\$36.00	0.00	36.00	
Desc: TESTING		Acct: 55-954-318-0000	CONTRACTED SERVICES			
580245	TESTING	144.00	\$144.00	0.00	144.00	
Desc: TESTING		Acct: 50-954-318-0000	CONTRACTED SERVICES			
580363	TESTING	115.00	\$115.00	0.00	115.00	
Desc: TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES			
Vendor Total:			550.00	0.00	550.00	
015805	EUROFINS ENVIRONMENT TESTING			6/18/2026	99190	
4750022088	TESTING	190.40	\$190.40	0.00	190.40	
Desc: TESTING		Acct: 65-963-318-0000	CONTRACTED SERVICES			
4750022689	TESTING	29.40	\$29.40	0.00	29.40	
Desc: TESTING		Acct: 65-964-318-0000	CONTRACTED SERVICES			
Vendor Total:			219.80	0.00	219.80	
015815	EVANS GROUP INC	EVANS GROUP INC.		6/18/2026	99191	
11745348	FUEL - MAY 2026	1,717.39	\$2,552.67	0.00	2,552.67	

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	Desc: Fuel_Highway	Acct: 10-321-319-0000	DPW -EQUIPMENT OPERATION-GAS		
	Desc: Fuel_Landfill	Acct: 30-971-319-0000	EQUIPMENT OPERATION-GAS		
	Desc: Fuel_Hartford Water	Acct: 50-954-319-0000	EQUIPMENT OPERATION-GAS		
	Desc: Fuel_Quechee Water	Acct: 55-954-319-0000	EQUIPMENT OPERATION - GAS		
	Desc: Fuel_Hartford Wastewater	Acct: 60-961-319-0000	EQUIPMENT OPERATION-GAS		
	Desc: Fuel_Quechee Wastewater	Acct: 65-963-319-0000	EQUIPMENT OPERATION-GAS		
11745352	GAS - MAY 2026	0.00	\$4,128.16	0.00	4,128.16
	Desc: APPARATUS FUEL	Acct: 10-221-319-0000	HFD -EQUIPMENT OPERATION-GAS		
11745354	GAS - MAY'26	0.00	\$7,923.12	0.00	7,923.12
	Desc: FLEET GAS	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
Vendor Total:			14,603.95	0.00	14,603.95
016080	CONSOLIDATED COMMUNICATIONS			6/18/2026	99192
111020181918JUN'26	QUE WW PLANT - INTERNET	52.96	\$52.96	0.00	52.96
	Desc: QUE WW PLANT - INTERNET	Acct: 65-963-324-0000	TELEPHONE		
11833807752MAY'26	WRJ WATER TANKS	394.29	\$394.29	0.00	394.29
	Desc: WRJ WATER TANKS	Acct: 50-952-324-0000	TELEPHONE		
122569096956JUN'26	INTERNET - LF	64.60	\$64.60	0.00	64.60
	Desc: INTERNET - LF	Acct: 30-971-324-0000	TELEPHONE		
13444320594JUN'26	RADIO CIRCUITS	0.00	\$900.00	0.00	900.00
	Desc: RADIO CIRCUITS	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
13444320594MAY'26	RADIO CIRCUITS	0.00	\$900.00	0.00	900.00
	Desc: RADIO CIRCUITS	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
14362366935JUN'26	INTERNET - HEMLOCK RIDGE	200.00	\$200.00	0.00	200.00
	Desc: INTERNET - HEMLOCK RIDGE	Acct: 50-952-324-0000	TELEPHONE		
14362366935MAY'26	INTERNET - HEMLOCK RIDGE	200.00	\$200.00	0.00	200.00
	Desc: INTERNET - HEMLOCK RIDGE	Acct: 50-952-324-0000	TELEPHONE		
Vendor Total:			2,711.85	0.00	2,711.85
016390	FASTENAL COMPANY			6/18/2026	99193
NHCLA150856	PARTS	352.08	\$352.08	0.00	352.08
	Desc: PARTS	Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			352.08	0.00	352.08
016445	FBI - LEEDA			6/18/2026	99194
200141422	TRAINING 01.24.26	0.00	\$795.00	0.00	795.00
	Desc: TRAINING	Acct: 10-211-315-0000	HPD -RECRUITMENT & TRAINING		
Vendor Total:			795.00	0.00	795.00
017110	FISHER AUTO PARTS, INC			6/18/2026	99195
301-278702	PARTS	111.74	\$111.74	0.00	111.74
	Desc: PARTS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			111.74	0.00	111.74
017301	FOGG'S LUMBER AND HARDWARE			6/18/2026	99196
423794/6	PARTS	97.48	\$97.48	0.00	97.48
	Desc: PARTS	Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
424047/6	PARTS	60.98	\$60.98	0.00	60.98

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	Desc: PARTS		Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
424456/6	PARTS		41.57	\$41.57	0.00	41.57
	Desc: PARTS		Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
424892/6	WATER FILTER		25.99	\$25.99	0.00	25.99
	Desc: WATER FILTER		Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
426282/6	VLV GATE		0.00	\$41.99	0.00	41.99
	Desc: VLV GATE		Acct: 10-528-323-0000	PR -MATERIAL & SUPPLIES		
427669/6	RANGE SUPPLIES		85.69	\$85.69	0.00	85.69
	Desc: RANGE SUPPLIES		Acct: 72-211-211-0291	Grant : Family Place SIU FYE 2026		
427874/6	EX CORD OUTLET/SAW BLADE		0.00	\$49.98	0.00	49.98
	Desc: EX CORD OUTLET/SAW BLADE		Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:				403.68	0.00	403.68
017479	FREDRICKSON, ELISA			6/18/2026		99270
06.18.2026	REIMBURSEMENT - EMP APPRECIATION		0.00	\$68.30	0.00	68.30
	Desc: REIMBURSEMENT - EMP APPRECIATION		Acct: 10-171-311-0000	FIN -TRAVEL & MEETINGS		
APR-JUN'26	GYM REIMBURSEMENT APR-JUN 2026		0.00	\$61.50	0.00	61.50
	Desc: GYM REIMBURSEMENT APR-JUN 2026		Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
Vendor Total:				129.80	0.00	129.80
017850	GALLS, LLC		GALLS, LLC	6/18/2026		99197
034442684	UNIFORMS		0.00	\$72.80	0.00	72.80
	Desc: UNIFORM ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
034468315	UNIFORMS		0.00	\$37.78	0.00	37.78
	Desc: UNIFORM ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
035180650	UNIFORMS		0.00	\$46.49	0.00	46.49
	Desc: UNIFORM ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
035205088	UNIFORMS		0.00	\$108.50	0.00	108.50
	Desc: UNIFORM ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:				265.57	0.00	265.57
019500	GRASSLAND EQUIPMENT &			6/18/2026		99198
1413452	TIRE		0.00	\$278.55	0.00	278.55
	Desc: TIRE		Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
Vendor Total:				278.55	0.00	278.55
019850	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP	6/18/2026		99199
28933000003JUN'26	MAPLE ST SEWER PUMP		241.65	\$241.65	0.00	241.65
	Desc: MAPLE ST SEWER PUMP		Acct: 60-964-329-0000	ELECTRICITY		
39065357434JUN'26	CURRIER ST - LAMP POST		0.00	\$135.61	0.00	135.61
	Desc: CURRIER ST - LAMP POST		Acct: 10-314-329-0000	DPW -ELECTRICITY		
43833000003JUN'26	BRIDGE ST TRAFFIC LGT		0.00	\$97.93	0.00	97.93
	Desc: BRIDGE ST TRAFFIC LGT		Acct: 10-314-329-0000	DPW -ELECTRICITY		
44390000006JUN'26	BILLINGS FARM RD		0.00	\$66.46	0.00	66.46
	Desc: BILLINGS FARM RD		Acct: 10-314-329-0000	DPW -ELECTRICITY		
49662156394JUN'26	SYKES MTN AVE		0.00	\$116.88	0.00	116.88
	Desc: SYKES MTN AVE		Acct: 10-314-329-0000	DPW -ELECTRICITY		
49762000005JUN'26	BRIDGE ST PUMP STATION		170.31	\$170.31	0.00	170.31

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		Desc: BRIDGE ST PUMP STATION	Acct: 60-964-329-0000	ELECTRICITY		
50776120219JUN'26	1103 N MAIN ST		0.00	\$79.97	0.00	79.97
		Desc: 1103 N MAIN ST	Acct: 10-314-329-0000	DPW -ELECTRICITY		
59511000008JUN'26	CAMPBELL ST PUMP STN		95.72	\$95.72	0.00	95.72
		Desc: CAMPBELL ST PUMP STN	Acct: 50-954-329-0000	ELECTRICITY		
74856156851JUN'26	97 S MAIN ST CHARGING		0.00	\$503.55	0.00	503.55
		Desc: 97 S MAIN ST CHARGING	Acct: 10-314-329-0100	DPW -ELECTRICITY - CHARGING STA		
77700100009JUN'26	POLE 1 PLEASANTVIEW TERR		0.00	\$59.81	0.00	59.81
		Desc: POLE 1 PLEASANTVIEW TERR	Acct: 10-314-329-0000	DPW -ELECTRICITY		
78840100008JUN'26	RAILRD ROW - ENGINE 494		0.00	\$72.12	0.00	72.12
		Desc: RAILRD ROW - ENGINE 494	Acct: 10-521-329-0000	PR -ELECTRICITY		
13833000006JUN'26	LYMAN POINT PARK		0.00	\$44.28	0.00	44.28
		Desc: LYMAN POINT PARK	Acct: 10-521-329-0000	PR -ELECTRICITY		
87700100008JUN'26	CHRISTIAN ST POLE 72-50		0.00	\$32.50	0.00	32.50
		Desc: CHRISTIAN ST POLE 72-50	Acct: 10-314-329-0000	DPW -ELECTRICITY		
87833000000JUN'26	MAPLE ST TRAFFIC LGT		0.00	\$95.11	0.00	95.11
		Desc: MAPLE ST TRAFFIC LGT	Acct: 10-314-329-0000	DPW -ELECTRICITY		
89290000002JUN'26	HEMLOCK RIDGE		33.73	\$33.73	0.00	33.73
		Desc: HEMLOCK RIDGE	Acct: 50-954-329-0000	ELECTRICITY		
97762000004JUN'26	N MAIN ST HWY LGTS		0.00	\$59.07	0.00	59.07
		Desc: N MAIN ST HWY LGTS	Acct: 10-314-329-0000	DPW -ELECTRICITY		
98340000003JUN'26	A ST PUMP STN - WW		36.68	\$36.68	0.00	36.68
		Desc: A ST PUMP STN - WW	Acct: 60-964-329-0000	ELECTRICITY		
98490000001JUN'26	ELM/GILLETTE ST		67.68	\$67.68	0.00	67.68
		Desc: ELM/GILLETTE ST	Acct: 60-964-329-0000	ELECTRICITY		
34926000000JUN'26	PARK LEHMAN BRIDGE LGTS		0.00	\$108.18	0.00	108.18
		Desc: PARK LEHMAN BRIDGE LGTS	Acct: 10-314-329-0000	DPW -ELECTRICITY		
33490000008JUN'26	DEPOT ST SIDEWALK		0.00	\$59.81	0.00	59.81
		Desc: DEPOT ST SIDEWALK	Acct: 10-314-329-0000	DPW -ELECTRICITY		
34591000004JUN'26	RADIO TOWER		0.00	\$220.62	0.00	220.62
		Desc: RADIO TOWER	Acct: 10-271-329-0000	DISP -ELECTRICITY		
82948328248JUN'26	PROSPECT ST TEMP SERVICE		0.00	\$131.89	0.00	131.89
		Desc: PROSPECT ST TEMP SERVICE	Acct: 10-314-329-0000	DPW -ELECTRICITY		
36340000003JUN'26	FROST PARK A STREET		0.00	\$28.32	0.00	28.32
		Desc: FROST PARK A STREET	Acct: 10-521-329-0000	PR -ELECTRICITY		
91611000000JUN'26	FERRY RD - SEWER PUMP		195.88	\$195.88	0.00	195.88
		Desc: FERRY RD - SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY		
67700100000JUN'26	RT 5 POLE 95		0.00	\$38.65	0.00	38.65
		Desc: RT 5 POLE 95	Acct: 10-314-329-0000	DPW -ELECTRICITY		
04832000006JUN'26	1299 S MAIN ST PUMP STN		96.49	\$96.49	0.00	96.49
		Desc: 1299 S MAIN ST PUMP STN	Acct: 60-964-329-0000	ELECTRICITY		
09832000005JUN'26	BRIGGS PARK		0.00	\$58.69	0.00	58.69
		Desc: BRIGGS PARK	Acct: 10-521-329-0000	PR -ELECTRICITY		
13611000004JUN'26	HARTFORD VILLAGE ST LGT		0.00	\$110.98	0.00	110.98
		Desc: HARTFORD VILLAGE ST LGT	Acct: 10-314-329-0000	DPW -ELECTRICITY		
20822960512JUN'26	1732 QUECHEE MAIN		0.00	\$49.70	0.00	49.70
		Desc: 1732 QUECHEE MAIN	Acct: 10-314-329-0000	DPW -ELECTRICITY		
36637407697JUN'26	1400 MAPLE ST		0.00	\$61.50	0.00	61.50

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	Desc: 1400 MAPLE ST	Acct: 10-314-329-0000	DPW -ELECTRICITY		
37762000000JUN'26	N MAIN ST - TRAFFIC LIGHT - HWY	0.00	\$103.52	0.00	103.52
	Desc: N MAIN ST - TRAFFIC LIGHT - HWY	Acct: 10-314-329-0000	DPW -ELECTRICITY		
	Vendor Total:		3,273.29	0.00	3,273.29
020212	GUARINO'S SWIMMING POOL SERVICE INC		6/18/2026		99200
0565018-IN	POOL OPENNING	0.00	\$7,890.92	0.00	7,890.92
	Desc: POOL Commerical Opening	Acct: 10-512-318-0000	PR -CONTRACTED SERVICES		
	Desc: POOL Chemicals for start up	Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES		
	Vendor Total:		7,890.92	0.00	7,890.92
020701	HANOVER, TOWN OF	TOWN OF HANOVER	6/18/2026		99201
02977	ELAN FEES MAR 2026	0.00	\$549.43	0.00	549.43
	Desc: ELAN- March	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
03.09.2026	BUCKET PROGRAM	0.00	\$500.00	0.00	500.00
	Desc: BUCKET PROGRAM	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
03054	ELAN FEES	0.00	\$549.43	0.00	549.43
	Desc: ELAN - APRIL	Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
	Vendor Total:		1,598.86	0.00	1,598.86
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD	6/18/2026		99202
220715,00472217	120 SOUTH STREET - FROST PARK	0.00	\$50.45	0.00	50.45
	Desc: 120 SOUTH STREET - FROST PARK	Acct: 10-521-328-0000	PR -WATER		
211600,00472216	275 DEPOT ST - WATER	63.29	\$63.29	0.00	63.29
	Desc: 275 DEPOT ST - WATER	Acct: 60-962-328-0000	WATER		
	Vendor Total:		113.74	0.00	113.74
021500	HARTFORD SCHOOL, TOWN OF	TOWN OF HARTFORD SCHOOL	6/18/2026		99271
2026 TAXES FINAL	FYE 2026 TAXES FINAL PAYMENT	0.00	\$7,950,766.04	0.00	7,950,766.04
	Desc: FYE 2026 TAXES FINAL PAYMENT	Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		
	Vendor Total:		7,950,766.04	0.00	7,950,766.04
021783	HAVERSTOCK, JOHN S	JOHN S HAVERSTOCK	6/18/2026		99203
JUN'26	Mileage Reimbursement June 2026	0.00	\$333.33	0.00	333.33
	Desc: Mileage Reimbursement June 2026	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
	Vendor Total:		333.33	0.00	333.33
022785	HIRSHFIELD, LORI	LORI HIRSHFIELD	6/18/2026		99204
2026	DENTAL REIMBURSEMENT	0.00	\$50.00	0.00	50.00
	Desc: DENTAL REIMBURSEMENT	Acct: 10-622-230-0000	PDZ -DENTAL		
	Vendor Total:		50.00	0.00	50.00
022810	HOCKEY BOARD DOCTOR		6/18/2026		99205
4702	Dasher Board Cleaning	0.00	\$655.00	0.00	655.00
	Desc: Dasher Board Cleaning	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		655.00	0.00	655.00

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023473	INGRAM LIBRARY SERVICES LLC		6/18/2026		99206
97097526	BOOKS	0.00	\$33.60	0.00	33.60
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
97097527	BOOKS	0.00	\$70.11	0.00	70.11
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
97097528	BOOKS	0.00	\$222.75	0.00	222.75
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
97134252	BOOKS	0.00	\$26.73	0.00	26.73
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
97134253	BOOKS	0.00	\$13.29	0.00	13.29
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
97134251	BOOKS	0.00	\$130.42	0.00	130.42
Desc: BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
Vendor Total:			496.90	0.00	496.90
024465	JAMES LAMONTAGNE LANDSCAPE CO, INC	JAMES LAMONTAGNE LANDSCAPE CO, INC	6/18/2026		99207
3547	DOWNTOWN BEAUTIFICATION PROJ	2,500.00	\$5,597.50	0.00	5,597.50
Desc: WRJ Downtown Beautification		Acct: 70-622-318-7077	Downtown Vibrancy 2026 #07110-DVF-2		
Desc: Wilder, W Hartford, Hartford, and Q		Acct: 10-622-312-0100	PDZ -MARKETING PROMOTION		
Vendor Total:			5,597.50	0.00	5,597.50
025229	KEELING, SIMON	SIMON KEELING	6/18/2026		99208
06.17.26	CLOTHING ALLOWANCE+GYM MEMBERSHIP	0.00	\$992.00	0.00	992.00
Desc: GYM MEMBERSHIP		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Desc: CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc: CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc: CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc: CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			992.00	0.00	992.00
026778	LAMONTAGNE, JAMES LANDSCAPING CO,II	JAMES LAMONTAGNE LANDSCAPING CO,INC	6/18/2026		99209
3553	QUECHEE POCKET PARK	0.00	\$2,120.00	0.00	2,120.00
Desc: quechee falls park plant maint and		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Desc: 12 yard so bark mulch		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:			2,120.00	0.00	2,120.00
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY	6/18/2026		99210
4935943,557003	PROPANE 128.3G@\$1.6557 537PASSUMPIC	214.99	\$214.99	0.00	214.99
Desc: PROPANE 128.3G@\$1.6557 537PASSUMPIC		Acct: 50-952-327-0000	BUILDING HEAT		
Vendor Total:			214.99	0.00	214.99
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN	6/18/2026		99211
JUN'26	RETIREE HEALTH INS REIMB - JUN 2026	0.00	\$480.45	0.00	480.45
Desc: RETIREE HEALTH INS REIMB - JUN 2026		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:			480.45	0.00	480.45
029010	MAINE OXY ACETYLENE SUPPLY CO	MAINE OXY	6/18/2026		99212
3003561425	CO2 - POOL	0.00	\$285.64	0.00	285.64

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	Desc: CO2 - POOL	Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES		
	Vendor Total:		285.64	0.00	285.64
029100	MAPLE STREET CATERING, LLC	MAPLE STREET CATERING, LLC		6/18/2026	99213
19139	EMPLOYEE APPRECIATION PARTY	0.00	\$1,834.00	0.00	1,834.00
	Desc: EMPLOYEE APPRECIATION PARTY	Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION		
	Vendor Total:		1,834.00	0.00	1,834.00
029745	DARTMOUTH HITCHCOCK	DARTMOUTH HITCHCOCK		6/18/2026	99215
0526-03	MEDICAL SUPPLIES	0.00	\$207.18	0.00	207.18
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
029745	DARTMOUTH HITCHCOCK	DARTMOUTH HITCHCOCK		6/18/2026	99214
06.02.2026	NCCP QTR REFRESHER COURSE	0.00	\$2,500.00	0.00	2,500.00
	Desc: NCCP QTR REFRESHER COURSE	Acct: 10-221-315-0000	HFD -RECRUITMENT & TRAINING		
	Vendor Total:		2,707.18	0.00	2,707.18
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK		6/18/2026	99216
700005551,241134175	OCUPATIONAL HEALTH	140.00	\$830.00	0.00	830.00
	Desc: Occupational Health April and May 2	Acct: 10-531-101-0505	PR -Amtrak Staff		
	Desc: Occupational Health April and May 2	Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING		
	Desc: Occupational Health April and May 2	Acct: 10-311-318-0000	DPW -CONTRACTED SERVICES		
	Desc: Occupational Health April and May 2	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
	Desc: Occupational Health April and May 2	Acct: 30-971-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		830.00	0.00	830.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		6/18/2026	99217
262398564	OFFICE SUPPLIES	0.00	\$204.26	0.00	204.26
	Desc: OFFICE SUPPLIES	Acct: 10-174-323-0000	ASE -MATERIAL & SUPPLIES		
259919753	OFFICE SUPPLIES	21.10	\$21.10	0.00	21.10
	Desc: OFFICE SUPPLIES	Acct: 30-971-323-0000	MATERIAL & SUPPLIES		
262173530	WATER	16.98	\$16.98	0.00	16.98
	Desc: WATER	Acct: 30-971-328-0000	WATER		
262495757	OFFICE SUPPLIES	0.00	\$4.56	0.00	4.56
	Desc: OFFICE SUPPLIES	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
262459867	OFFICE SUPPLIES	0.00	\$112.13	0.00	112.13
	Desc: OFFICER SUPPLIES UPS BACKUP	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
260881936	WATER	16.98	\$16.98	0.00	16.98
	Desc: WATER	Acct: 30-971-328-0000	WATER		
261599058	OFFICE SUPPLIES	31.85	\$31.85	0.00	31.85
	Desc: OFFICE SUPPLIES	Acct: 30-971-323-0000	MATERIAL & SUPPLIES		
262526482	OFFICE SUPPLIES	0.00	\$13.99	0.00	13.99
	Desc: OFFICE SUPPLIES	Acct: 10-511-323-0000	PR -MATERIAL & SUPPLIES		
261599278	WATER	28.08	\$28.08	0.00	28.08
	Desc: WATER	Acct: 30-971-328-0000	WATER		
262341628	OFFICE SUPPLIES	0.00	\$3.84	0.00	3.84
	Desc: OFFICE SUPPLIES	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
	Vendor Total:		453.77	0.00	453.77

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
029825	MASSACHUSETTS MUNICIPAL ASSOC				6/18/2026	99218
MMA49758	TM JOB POSTING - MAY 2026		0.00	\$175.00	0.00	175.00
Desc:	TM JOB POSTING - MAY 2026		Acct: 10-121-318-0005	TM -Contract Services - Town Manager :		
Vendor Total:				175.00	0.00	175.00
029915	MAZIARZ, PETER D		PETER D MAZIARZ		6/18/2026	99219
APR-JUN'26	GYM MEMBERSHIP APR-JUN 26		0.00	\$123.00	0.00	123.00
Desc:	GYM APRIL-JUNE		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:				123.00	0.00	123.00
030005	MCCABE, MATTHEW		MATTHEW MCCABE		6/18/2026	99220
2026-2027	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
031438	MONAGHAN SAFAR PLLC				6/18/2026	99221
28713	LEGAL: 34 VERNA COURT		0.00	\$450.00	0.00	450.00
Desc:	LEGAL: 34 VERNA COURT		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
28715	LEGAL: J.T. EMP ISSUES		0.00	\$550.00	0.00	550.00
Desc:	LEGAL: J.T. EMP ISSUES		Acct: 10-325-318-0200	DPW -LEGAL SERVICES		
Vendor Total:				1,000.00	0.00	1,000.00
031625	MOODY, SCOTT		SCOTT MOODY		6/18/2026	99222
06.11.2026	CLOTHING ALLOWANCE		0.00	\$249.98	0.00	249.98
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:				249.98	0.00	249.98
031955	MES SERVICE COMPANY, LLC		MES SERVICE COMPANY, LLC		6/18/2026	99223
IN2504133	UNIFORMS		0.00	\$661.99	0.00	661.99
Desc:	CLASS A UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:				661.99	0.00	661.99
032104	MVP SELECT CARE INC.				6/18/2026	99224
CINV019890	HEALTH INS ADVISORY MAY 2026		42.17	\$353.50	0.00	353.50
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-121-220-0000	TM -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-151-220-0000	TC -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-171-220-0000	FIN -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-174-220-0000	ASE -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-175-220-0000	DEL -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-181-220-0000	IT -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-211-220-0000	HPD -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-221-220-0000	HFD -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-271-220-0000	DISP -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-312-220-0000	DPW -HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Desc:	HEALTH INS ADVISORY MAY 2026		Acct: 10-325-220-0000	DPW -HEALTH INSURANCE		

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 10-511-220-0000	PR -HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 10-514-220-0000	PR -HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 10-530-220-0000	PR -HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 10-622-220-0000	PDZ -HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 30-975-220-0000	HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 50-954-220-0000	HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 50-955-220-0000	HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: HEALTH INS ADVISORY MAY 2026	Acct: 65-965-220-0000	HEALTH INSURANCE		
Vendor Total:			353.50	0.00	353.50
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS	6/18/2026		99225
1152162	MSW TRANSPORT	7,143.95	\$7,143.95	0.00	7,143.95
	Desc: MSW Transport 05/01/26 - 05/31/26	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			7,143.95	0.00	7,143.95
035002	CASELLA WASTE SYSTEMS, INC	CASELLA WASTE SYSTEMS, INC	6/18/2026		99226
9600004148MAY'26	TRASH REMOVAL - MAY'26 BUGBEE	0.00	\$527.97	0.00	527.97
	Desc: TRASH REMOVAL - MAY'26 BUGBEE	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		
9600004155MAY'26	TRASH PICK UP	0.00	\$501.34	0.00	501.34
	Desc: TRASH SERVICES	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	Desc: TRASH SERVICES	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Desc: TRASH SERVICES	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
9600004122MAY'26	TRASH REMOVAL - MAY 2026	0.00	\$1,874.48	0.00	1,874.48
	Desc: Town Hall Trash Removal May 2026	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
	Desc: Green Up April 2026	Acct: 10-611-318-0000	PDZ -CONTRACT SERVICES		
Vendor Total:			2,903.79	0.00	2,903.79
035050	NORTHERN NURSERIES INC		6/18/2026		99227
294933	TURFACE	0.00	\$36.50	0.00	36.50
	Desc: TURFACE	Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:			36.50	0.00	36.50
035545	NUCAR FORD OF LEBANON		6/18/2026		99228
165307	FLEET SUPPLIES	0.00	\$51.20	0.00	51.20
	Desc: FLEET SUPPLIES	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			51.20	0.00	51.20
037475	PINE STATE ELEVATOR CO		6/18/2026		99229
60529338	SERVICE MAINTENANCE	0.00	\$241.51	0.00	241.51
	Desc: ELEVATOR SERVICE	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
	Desc: ELEVATOR SERVICE	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Vendor Total:			241.51	0.00	241.51
039510	RC CLEANING LLC	RC CLEANING LLC	6/18/2026		99230

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	631	CLEANING SERVICES - MAY 2026	0.00	\$412.00	0.00	412.00
	Desc:	CLEANING SERVICES - MAY 2026	Acct: 10-524-318-0000	PR -CONTRACTED SERVICES		
	630	CLEANING SRVICES	0.00	\$1,608.35	0.00	1,608.35
	Desc:	CLEANING SERVICES	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Desc:	CLEANING SERVICES	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	629	CLEANING SEVICES - MAY 2026 TH	0.00	\$2,678.00	0.00	2,678.00
	Desc:	CLEANING SEVICES - MAY 2026 TH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
	Vendor Total:			4,698.35	0.00	4,698.35
040375	RICKER, ALLYN		ALLYN RICKER		6/18/2026	99231
	JUN'26	RETIREE HEALTH INS - JUN'26	0.00	\$837.51	0.00	837.51
	Desc:	RETIREE HEALTH INS - JUN'26	Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
	Vendor Total:			837.51	0.00	837.51
040751	ROGERS, LARRY		LARRY ROGERS		6/18/2026	99232
	JUN'26 B	June ret reimb 2026 DIFFERENCE	7.00	\$7.00	0.00	7.00
	Desc:	June ret reimb 2026 DIFFERENCE	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:			7.00	0.00	7.00
041649	SCHAAL, ANNA		ANNA SCHAAL		6/18/2026	99233
	06.08.2026	Women's Mt. Biking Class	0.00	\$720.00	0.00	720.00
	Desc:	Women's Mt. Biking Class	Acct: 10-515-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:			720.00	0.00	720.00
041735	SCHWAAB INC				6/18/2026	99234
	5065319	TC Stamp Return Service Requested	0.00	\$50.19	0.00	50.19
	Desc:	TC Stamp Return Service Requested	Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES		
	Vendor Total:			50.19	0.00	50.19
041857	PITNEY BOWES GLOBAL FINANCIAL		PITNEY BOWES GLOBAL FINANCIAL		6/18/2026	99235
	3322689951 A	POSTAGE MACHINE LEASE MAY-JUN 26	0.00	\$398.00	0.00	398.00
	Desc:	POSTAGE MACHINE LEASE MAY-JUN 26	Acct: 10-121-320-0000	TM -EQUIP OPERATION/MAINT-OFFIC		
	Vendor Total:			398.00	0.00	398.00
042702	JOHNSON CONTROLS FIRE PROTECTION L		JOHNSON CONTROLS FIRE PROTECTION LP		6/18/2026	99236
	53551450	INSPECTIONS	403.00	\$403.00	0.00	403.00
	Desc:	INSPECTIONS	Acct: 65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	Vendor Total:			403.00	0.00	403.00
043190	SOLOMITA, DANIEL		DANIEL SOLOMITA		6/18/2026	99237
	APR-JUN'26	GYM REIMBURSEMENT	0.00	\$123.00	0.00	123.00
	Desc:	GYM REIMBURSEMENT	Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
	Vendor Total:			123.00	0.00	123.00
043315	NATIONAL CENTER FOR SAFETY INITIATI				6/18/2026	99238
	69780	BACKGROUND CHECKS	0.00	\$135.00	0.00	135.00
	Desc:	BACKGROUND CHECKS	Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING		

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	Desc: BACKGROUND CHECKS	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
	Vendor Total:		135.00	0.00	135.00
043876	STANTEC CONSULTING SERVICES, INC		6/18/2026		99239
179451179,2572240C	I-91 EXIT 11 SIDEWALK IMPROVEMENTS	15,035.50	\$15,035.50	0.00	15,035.50
	Desc: I-91 EXIT 11 SIDEWALK IMPROVEMENTS	Acct: 70-623-318-7027	STP 14(4) RT 5 @ I91 ENG & CONS SII		
	Vendor Total:		15,035.50	0.00	15,035.50
043930	STAPLES CONTRACT & COMMERCIAL	STAPLES ADVANTAGE	6/18/2026		99240
7010227554	OFFICE SUPPLIES	0.00	\$50.56	0.00	50.56
	Desc: OFFICE SUPPLIES	Acct: 10-271-323-0000	DISP -MATERIAL & SUPPLIES		
	Vendor Total:		50.56	0.00	50.56
045395	TAYLOR, DANIELLE	DANIELLE TAYLOR	6/18/2026		99241
2026	DENTAL REIMBURSEMENT	0.00	\$25.00	0.00	25.00
	Desc: DENTAL REIMBURSEMENT	Acct: 10-622-230-0000	PDZ -DENTAL		
	Vendor Total:		25.00	0.00	25.00
045730	THOMSON REUTERS - WEST		6/18/2026		99242
853703543	CLEAR SUBSCRIPTION	0.00	\$358.60	0.00	358.60
	Desc: CLEAR SUBSCRIPTION	Acct: 10-211-314-0000	HPD -BOOKS & PERIODICALS		
	Vendor Total:		358.60	0.00	358.60
046027	TILLOTSON, LEE		6/18/2026		99243
06.16.2026	UNIFORM REIMBURSEMENT	0.00	\$38.74	0.00	38.74
	Desc: UNIFORM REIMBURSEMENT	Acct: 10-325-326-0000	DPW -UNIFORMS		
	Vendor Total:		38.74	0.00	38.74
046035	TMDE CALIBRATION LABS INC		6/18/2026		99244
56560	WWTP CALIBRATION	225.00	\$225.00	0.00	225.00
	Desc: WWTP CALIBRATION	Acct: 60-961-318-0000	CONTRACTED SERVICES		
56561	WWTP CALIBRATION	375.00	\$375.00	0.00	375.00
	Desc: WWTP CALIBRATION	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	Vendor Total:		600.00	0.00	600.00
048300	VALLEY NEWS	VALLEY NEWS	6/18/2026		99245
125911,4454860	SB AGENDA 06.09.26	0.00	\$426.00	0.00	426.00
	Desc: SB AGENDA 06.09.26	Acct: 10-111-312-0000	SB -ADVERTISING		
	Vendor Total:		426.00	0.00	426.00
048575	VERIZON WIRELESS		6/18/2026		99246
6145023409	CELL PHONES - MAY 2026	534.97	\$4,812.21	0.00	4,812.21
	Desc: Verizon May 2026 Cell Phones	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc: Verizon May 2026 Cell Phones	Acct: 10-171-324-0000	FIN -TELEPHONE		
	Desc: Verizon May 2026 Cell Phones	Acct: 10-174-324-0000	ASE -TELEPHONE		
	Desc: Verizon May 2026 Cell Phones	Acct: 10-181-324-0000	IT -TELEPHONE		
	Desc: Verizon May 2026 Cell Phones	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: Verizon May 2026 Cell Phones	Acct: 10-211-324-0000	HPD -TELEPHONE		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	Desc: Verizon May 2026 Cell Phones	Acct: 10-271-324-0000	DISP -TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 10-325-324-0000	DPW -TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 10-511-324-0000	PR -TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 10-512-318-0000	PR -CONTRACTED SERVICES			
	Desc: Verizon May 2026 Cell Phones	Acct: 30-971-324-0000	TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 50-955-324-0000	TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 55-955-324-0000	TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 60-965-324-0000	TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 65-965-324-0000	TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 10-121-330-0000	TM -OFFICE EQUIPMENT			
	Desc: Verizon May 2026 Cell Phones	Acct: 50-955-330-0000	OFFICE EQUIPMENT			
	Desc: Verizon May 2026 Cell Phones	Acct: 55-955-330-0000	OFFICE EQUIPMENT			
	Desc: Verizon May 2026 Cell Phones	Acct: 60-965-330-0000	OFFICE EQUIPMENT			
	Desc: Verizon May 2026 Cell Phones	Acct: 65-965-330-0000	OFFICE EQUIPMENT			
	Desc: Verizon May 2026 Cell Phones	Acct: 10-221-324-0000	HFD -TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 10-211-324-0000	HPD -TELEPHONE			
	Desc: Verizon May 2026 Cell Phones	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS			
	Desc: Verizon May 2026 Cell Phones	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS			
6144960960	VERIZON BROADBAND - MAY 2026	0.00	\$948.12	0.00	948.12	
	Desc: VERIZON BROADBAND - MAY 2026	Acct: 10-221-324-0000	HFD -TELEPHONE			
	Desc: VERIZON BROADBAND - MAY 2026	Acct: 10-211-324-0000	HPD -TELEPHONE			
	Desc: VERIZON BROADBAND - MAY 2026 WIND	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS			
	Desc: VERIZON BROADBAND - MAY 2026 NORWIC	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS			
	Vendor Total:		5,760.33	0.00	5,760.33	
049649	VERMONT, STATE OF	VERMONT DEPT OF PUBLIC SAFETY	6/18/2026		99247	
94736	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	
050455	VERMONT LIFE SAFETY LLC		6/18/2026		99248	
57491	FIRE EXTINGUISHER SERVICE	0.00	\$55.75	0.00	55.75	
	Desc: FIRE EXTINGUISHER SERVICE	Acct: 10-121-318-0000	TM -CONTRACT SERVICES			
	Vendor Total:		55.75	0.00	55.75	
052650	WEST LEBANON FEED & SUPPLY		6/18/2026		99249	
05.31.2026	K9 FOOD	0.00	\$63.35	0.00	63.35	
	Desc: K9 FOOD	Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES			
	Vendor Total:		63.35	0.00	63.35	
054160	WITMER PUBLIC SAFETY, INC		6/18/2026		99250	
INV897738	DUTY BOOTS	0.00	\$300.00	0.00	300.00	
	Desc: DUTY BOOTS	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS			
	Vendor Total:		300.00	0.00	300.00	
055310	ZOLL MEDICAL CORPORATION		6/18/2026		99251	
4499491	MED SUPPLIES	0.00	\$870.27	0.00	870.27	
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL			

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Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				870.27	0.00	870.27
059743	HOWELL, THOMAS	THOMAS HOWELL			6/18/2026	99252
06.17.2026	CLOTHING ALLOWANCE+GYM MEMBERSHIP		0.00	\$1,212.23	0.00	1,212.23
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	GYM REIMBURSEMENT JUL'25-JUN'26		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:				1,212.23	0.00	1,212.23
059840	ATARA EQUIPMENT LTD	ATARA EQUIPMENT LTD			6/18/2026	99253
2512710	LINER INSTALLER		1,500.00	\$1,500.00	0.00	1,500.00
Desc:	LINER INSTALLER		Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:				1,500.00	0.00	1,500.00
059868	CARTER, WAYNE	WAYNE CARTER			6/18/2026	99254
183	YOUTH CARTOONING THEORY		0.00	\$480.00	0.00	480.00
Desc:	YOUTH CARTOONING THEORY		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				480.00	0.00	480.00
060110	NATIONAL - METER	NATIONAL BUSINESS TECHNOLOGIES LLC			6/18/2026	99255
IN735952	METER COPIER - DPW-C4791		28.96	\$28.96	0.00	28.96
Desc:	METER COPIER - DPW-C4791		Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:				28.96	0.00	28.96
060113	WELLS FARGO VENDOR FINANCIAL SERVIC				6/18/2026	99256
5038947790	LEASE COPIER - FD#2		0.00	\$91.13	0.00	91.13
Desc:	LEASE COPIER - FD#2		Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
Vendor Total:				91.13	0.00	91.13
060300	SANTAGATE, CORIANDER	CORIANDER R. SANTAGATE			6/18/2026	99257
06.14.2026	CLOTHING ALLOWANCE		0.00	\$222.22	0.00	222.22
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Desc:	CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:				222.22	0.00	222.22
500403	CHOQUETTE, RICK	CHOQUETTE INFLATABLES, LLC			6/18/2026	99258
2574	EMP APPRECIATION PARTY RENTAL		0.00	\$345.00	0.00	345.00
Desc:	EMP APPRECIATION PARTY RENTAL		Acct: 10-121-340-0000	TM -EMPLOYEEAPPRECIATION		
Vendor Total:				345.00	0.00	345.00
500660	JP PEST SERVICE				6/18/2026	99259
4436651	PEST SERVICES - JUNE 2026		0.00	\$94.00	0.00	94.00
Desc:	PEST SERVICES - JUNE 2026		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		

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Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			94.00	0.00	94.00
500894	SECURSHRED	SECURSHRED	6/18/2026		99260
532000	SHREDDING	0.00	\$25.00	0.00	25.00
Desc: SHRED SERVICE		Acct: 10-221-330-0000	HFD -OFFICE EQUIPMENT		
531991	SHREDDING SERVICES	0.00	\$25.00	0.00	25.00
Desc: SHREDDING SERVICES		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
522417	SHREDDING SERVICES	0.00	\$25.00	0.00	25.00
Desc: SHREDDING SERVICES		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Vendor Total:			75.00	0.00	75.00
502251	HAMILTON, CHRISTOPHER	CHRISTOPHER HAMILTON	6/18/2026		99261
05.27.2026	Lifeguarding Classes	0.00	\$775.00	0.00	775.00
Desc: Lifeguarding Classes		Acct: 10-512-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			775.00	0.00	775.00
502434	CHAPUT, PHILIP	PHILIP D. CHAPUT	6/18/2026		99262
05.19.2026	YOUTH SOFTBALL GAME	0.00	\$60.00	0.00	60.00
Desc: YOUTH SOFTBALL GAME		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			60.00	0.00	60.00
502623	SCOTT, KAYLEE C	KAYLEE C SCOTT	6/18/2026		99263
05.11-06.04.2026	YOUTH SOFTBALL GAME	0.00	\$300.00	0.00	300.00
Desc: YOUTH SOFTBALL GAME		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			300.00	0.00	300.00
502710	VIVEKANAND TIWARI		6/18/2026		99264
1659647	Camp Reimbursement	0.00	\$670.00	0.00	670.00
Desc: Camp Reimbursement		Acct: 10-514-325-0000	PR -REFUNDS		
Vendor Total:			670.00	0.00	670.00
502868	SCHAAL, MARCY	MARCY SCHAAL	6/18/2026		99265
APR-MAY'26	GYM REIMBURSEMENT	0.00	\$41.00	0.00	41.00
Desc: GYM REIMBURSEMENT		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:			41.00	0.00	41.00
503080	CRAY, HEATHER		6/18/2026		99266
887864	REFUND	0.00	\$40.00	0.00	40.00
Desc: REFUND		Acct: 10-514-325-0000	PR -REFUNDS		
Vendor Total:			40.00	0.00	40.00
503082	LAUNDRY, KRISTEN	KRISTEN LAUNDRY	6/18/2026		99267
887994	REFUND CAMP VENTURES WK 2	0.00	\$110.00	0.00	110.00
Desc: REFUND CAMP VENTURES WK 2		Acct: 10-514-325-0000	PR -REFUNDS		
887992	REFUND CAMP VENTURES WK 6	0.00	\$165.00	0.00	165.00
Desc: REFUND CAMP VENTURES WK 6		Acct: 10-514-325-0000	PR -REFUNDS		
887993	REFUND CAMP VENTURES WK 6	0.00	\$150.00	0.00	150.00

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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:	REFUND CAMP VENTURES WK 6	Acct:	10-514-325-0000	PR -REFUNDS		
		Vendor Total:			425.00	0.00	425.00
FUND 1 0	HRA / FSA / DCR			Bank Total:			8,147,780.25
FUND 1 0 HRA	HRA / FSA / DCR						
032103	MVP HEALTH - HRA / DCRA				6/18/2026		1086
05.17.26-06.06.2026	HRA/FSA 05.17.26-06.06.2026		955.89	\$12,917.21	0.00		12,917.21
Desc:	FSA 05.17.26-06.06.2026	Acct:	10-012-200-0510	SECTION 125 HEALTH CARE ACCT			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-121-225-0000	TM -HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-181-225-0000	IT -HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-211-225-0000	HPD -HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-211-418-0100	HPD -RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-221-225-0000	HFD -HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-221-418-0100	HFD -RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-271-225-0000	DISP -HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-311-225-0000	DPW -HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-325-418-0100	DPW -RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	10-514-225-0000	PR -HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	30-975-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	30-975-418-0100	RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	50-955-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	50-955-418-0100	RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	55-955-418-0100	RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	55-955-418-0100	RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	60-961-418-0100	RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	60-965-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	60-965-418-0100	RETIREE HEALTH INSURANCE			
Desc:	HRA 05.17.26-06.06.2026	Acct:	65-965-225-0000	HRA/CHOICECARE CARD			
Desc:	HRA 05.17.26-06.06.2026	Acct:	65-965-418-0100	RETIREE HEALTH INSURANCE			
		Vendor Total:		12,917.21	0.00		12,917.21
FUND 1 0 HRA				Bank Total:			12,917.21
		Holdback Total					8,232,101.04
	Batch Totals:	0.00	54,598.69		0.00		8,286,699.73

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Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.

_____ IDA GRIESEMER
_____ ERIK KRAUSS
_____ ASHLEY ANDREAS
_____ MIRANDA DUPRE
_____ MICHAEL EIGENBRODE
_____ MARY M. ERDEI
_____ TIMOTHY FARIEL
_____ JOHN HAVERSTOCK
_____ LIZA FREDRICKSON
_____ JOSEPH MAJOR

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Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name					
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
FUND 1 0	GENERAL FUND - MASCOMA					
000100	DEPARTMENT OF THE TREASURY		DEPARTMENT OF THE TREASURY		6/25/2026	99278
	FEDERAL TAX 062526	FEDERAL TAX P/E 062026	0.00	\$33,929.15	0.00	33,929.15
	Desc:	FEDERAL TAX P/E 062026	Acct:	10-012-200-0110	FEDERAL WITHHOLDING TAX PAYAB	
	FICA TAX 062526	FICA TAX P/E 062026	0.00	\$50,145.39	0.00	50,145.39
	Desc:	FICA TAX P/E 062026	Acct:	10-012-200-0120	FICA/MEDICARE TAXES PAYABLE	
	MEDICARE PD062526	MEDICARE TAX P/E 062026	0.00	\$11,727.55	0.00	11,727.55
	Desc:	MEDICARE TAX P/E 062026	Acct:	10-012-200-0120	FICA/MEDICARE TAXES PAYABLE	
	Vendor Total:			95,802.09	0.00	95,802.09
001985	AFSCME COUNCIL 93		AFSCME COUNCIL 93		6/25/2026	99279
	ADMIN DUES PD062526	UNION DUES-CLERICAL P/E 062026	0.00	\$214.56	0.00	214.56
	Desc:	UNION DUES-CLERICAL P/E 062026	Acct:	10-012-200-0410	WAGE ASSIGNMENT	
	Vendor Total:			214.56	0.00	214.56
020780	HARTFORD CAREER FIREFIGHTERS ASSO(				6/25/2026	99280
	JUN'26	UNION DUES JUN'26 FIREFIGHTERS	0.00	\$2,400.00	0.00	2,400.00
	Desc:	UNION DUES JUN'26 FIREFIGHTERS	Acct:	10-012-200-0410	WAGE ASSIGNMENT	
	Vendor Total:			2,400.00	0.00	2,400.00
023750	ICMA RETIREMENT TRUST-401		MISSIONSQUARE-#109316		6/25/2026	99281
	ICMA 8% PD062526	ICMA EMPLOYER CONTRIBUT P/E 062	0.00	\$1,583.07	0.00	1,583.07
	Desc:	ICMA EMPLOYER CONTRIBUT P/E 062026	Acct:	10-012-300-0260	ACCRUED RETIREMENT PAYABLE	
	ICMA LOAN PD062526	ICMA EMPLOYEE LOAN REPAY P/E 06	0.00	\$1,871.50	0.00	1,871.50
	Desc:	ICMA EMPLOYEE LOAN REPAY P/E 062026	Acct:	10-012-200-0310	PENSION CONTRIBUTIONS PAYABLE	
	Vendor Total:			3,454.57	0.00	3,454.57
023800	ICMA RETIREMENT TRUST-457		MISSIONSQUARE-#304085		6/25/2026	99282
	ICMA 457% PD062526	ICMA 457EMPLOYEE CONTRIB P/E 062	0.00	\$3,286.96	0.00	3,286.96
	Desc:	ICMA 457EMPLOYEE CONTRIB P/E 062026	Acct:	10-012-200-0310	PENSION CONTRIBUTIONS PAYABLE	
	Vendor Total:			3,286.96	0.00	3,286.96
023805	ICMA ROTH IRA - VANTAGE POINT		MISSIONSQUARE-#705953		6/25/2026	99283
	ICMA ROTH PD062526	ICMA ROTH EMPLOYEE CONT P/E 062	0.00	\$269.00	0.00	269.00
	Desc:	ICMA ROTH EMPLOYEE CONT P/E 062026	Acct:	10-012-200-0310	PENSION CONTRIBUTIONS PAYABLE	
	Vendor Total:			269.00	0.00	269.00
023970	INTERNATIONAL BROTHERHOOD OF				6/25/2026	99284
	DPW DUES PD062526	UNION DUES-DPW P/E 062026	0.00	\$260.88	0.00	260.88
	Desc:	UNION DUES-DPW P/E 062026	Acct:	10-012-200-0410	WAGE ASSIGNMENT	
	Vendor Total:			260.88	0.00	260.88
032785	NATIONWIDE RETIREMENT SOLUTIONS				6/25/2026	99285
	NW 457 PD062526	NATION WIDE RETIRE SOL P/E 062026	0.00	\$1,763.85	0.00	1,763.85
	Desc:	NATION WIDE RETIRE SOL P/E 062026	Acct:	10-012-200-0310	PENSION CONTRIBUTIONS PAYABLE	
	Vendor Total:			1,763.85	0.00	1,763.85

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
049700	VERMONT DEPARTMENT OF TAXES		6/25/2026		99286
VT TAX PD062526	VT DEP TAXES P/E 062026	0.00	\$12,571.55	0.00	12,571.55
Desc: VT DEP TAXES P/E 062026	Acct: 10-012-200-0210		VT WITHHOLDING TAXES PAYABLE		
Vendor Total:			12,571.55	0.00	12,571.55
049701	VERMONT DEPARTMENT OF TAXES		6/25/2026		99287
TN CCC TAX PD062526	TOWN VT CHILD CARE CONTRB W/E062026	0.00	\$1,572.71	0.00	1,572.71
Desc: TOWN VT CHILD CARE CONTRB W/E062026	Acct: 10-012-200-0215		VT CHILD CARE TAX		
Vendor Total:			1,572.71	0.00	1,572.71
050515	VMERS - DB	VMERS - DB	6/25/2026		99288
VMERS 10.500%062526	VMERS 10.500% EMPLOYEE P/E 062026	0.00	\$10,167.79	0.00	10,167.79
Desc: VMERS 10.500% EMPLOYEE P/E 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERS 1.250%062526	VMERS 1.250% TOWN/EMP P/E 062026	0.00	\$1,210.45	0.00	1,210.45
Desc: VMERS 1.250% TOWN/EMP P/E 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERSB 7.250%062526	VMERSB 7.250% TOWN P/E 062026	0.00	\$3,038.41	0.00	3,038.41
Desc: VMERSB 7.250% TOWN P/E 062026	Acct: 10-012-300-0260		ACCRUED RETIREMENT PAYABLE		
VMERS 9.000%062526	VMERS 9.000% TOWN P/E 062026	0.00	\$19,798.39	0.00	19,798.39
Desc: VMERS 9.000% TOWN P/E 062026	Acct: 10-012-300-0260		ACCRUED RETIREMENT PAYABLE		
VMERS U 11.75%062526	VMERS U 11.75% EMPLOYEE P/E 062026	0.00	\$13,757.60	0.00	13,757.60
Desc: VMERS U 11.75% EMPLOYEE P/E 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERSB 5.875%062526	VMERSB 5.875% EMPLOYEE P/E 062026	0.00	\$2,462.16	0.00	2,462.16
Desc: VMERSB 5.875% EMPLOYEE P/E 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERS WW11.75%062526	VMERS 11.75% EMP WW 062026	0.00	\$712.09	0.00	712.09
Desc: VMERS 11.75% EMP WW 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERSB 0.750%062526	VMERSB 0.750% TOWN/EMP P/E 062026	0.00	\$314.35	0.00	314.35
Desc: VMERSB 0.750% TOWN/EMP P/E 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERSD 13.100%062526	VMERSD 13.100% EMP 062026	0.00	\$11,980.01	0.00	11,980.01
Desc: VMERSD 13.100% EMP 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERSD 11.600%062526	VMERSD 11.600% TOWN 062026	0.00	\$10,608.22	0.00	10,608.22
Desc: VMERSD 11.600% TOWN 062026	Acct: 10-012-300-0260		ACCRUED RETIREMENT PAYABLE		
Vendor Total:			74,049.47	0.00	74,049.47
050516	VMERS - DC	VMERS - DC	6/25/2026		99289
VMERSDC 2.062%062526	VMERS DC 2.062% EMPLOYEE P/E 062026	0.00	\$419.19	0.00	419.19
Desc: VMERS DC 2.062% EMPLOYEE P/E 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERSDC 2.938%062526	VMERS DC 2.938% TOWN/EMP P/E 062026	0.00	\$597.26	0.00	597.26
Desc: VMERS DC 2.938% TOWN/EMP P/E 062026	Acct: 10-012-200-0310		PENSION CONTRIBUTIONS PAYABLE		
VMERSDC 6.000%062526	VMERS DC 6.000% TOWN P/E 062026	0.00	\$1,219.75	0.00	1,219.75
Desc: VMERS DC 6.000% TOWN P/E 062026	Acct: 10-012-300-0260		ACCRUED RETIREMENT PAYABLE		
Vendor Total:			2,236.20	0.00	2,236.20
050650	VERMONT OFFICE OF CHILD SUPPORT		6/25/2026		99290
06.25.2026	VT CHILD SUPPORT W/E 062026	0.00	\$2,278.36	0.00	2,278.36
Desc: CASE-ID:009760915-0 0913064	Acct: 10-012-200-0410		WAGE ASSIGNMENT		
Desc: CASE-ID:0427832450 25-DM-02344	Acct: 10-012-200-0410		WAGE ASSIGNMENT		
Desc: CASE-ID:0086625822 114-10-18 OEDM	Acct: 10-012-200-0410		WAGE ASSIGNMENT		
Desc: CASE-ID:0086625821 86-6-14 OEDM	Acct: 10-012-200-0410		WAGE ASSIGNMENT		

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Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.
Vendor Total:			2,278.36	0.00
				2,278.36
FUND 1 0			Bank Total:	200,160.20
			Holdback Total	200,160.20
Batch Totals:			0.00	0.00
			0.00	200,160.20

_____ IDA GRIESEMER
_____ ERIK KRAUSS
_____ ASHLEY ANDREAS
_____ MIRANDA DUPRE
_____ MICHAEL EIGENBRODE
_____ MARY M. ERDEI
_____ TIMOTHY FARIEL
_____ JOHN HAVERSTOCK
_____ LIZA FREDRICKSON
_____ JOSEPH MAJOR



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, June 9, 2026, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Chair, Ida Griesemer; Vice Chair, Erik Krauss; Clerk, Ashley Andreas; Michael Eigenbrode; Mary Erdei; Tim Fariel; John Haverstock; Margaret Emslie; Brian Lukowitz; Dottie Moffitt; Jill Aube; Faye Grearson; Charlotte Martin; Dan Severance; Caitlin Sabins; Andrew Winter; Janet Potter; David Briggs

Present on Zoom: Meghan Mullane, Victoria Brooks; Larry Blake Harvey; Matthew Terry

Absent: Miranda Dupre

JAM Link: [Hartford Selectboard 06/09/26](#)

- I. Selectboard Meeting Called to Order by Selectboard Chair Ida Griesemer at 6:00 PM.
- II. Pledge of Allegiance was recited and led by Selectboard Chair Ida Griesemer.
Selectboard Clerk Ashley Andreas arrived at the meeting.
- III. Local Liquor Control Board:
 1. Consider the Renewal Application of Maple Street Catering, LLC, dba Big Fatty's BBQ, 186 S. Main St., WRJ, VT. 05001 (1st Class, 3rd Class, Outside Consumption)
 2. Consider the Renewal Application of Fontinalis, LLC, dba Fontinalis, 27 N. Main St., WRJ, VT. 05001 (2nd Class)
 3. Consider the Renewal Application of Northern Hospitality, dba Hotel Coolidge, 3950 Main St., WRJ, VT. 05001 (1st Class, 3rd Class)
 4. Consider the Renewal Application of K-B Ventures Inc., dba Jake's Market & Deli, 1477 Maple St., Hartford, VT. 05047 (2nd Class, Tobacco License, Tobacco Endorsement)
 5. Consider the Renewal Application of Little Istanbul, dba Little Istanbul, 27 N. Main St., WRJ, VT. 05001 (2nd Class)
 6. Consider the Renewal Application of Hanover Consumer Cooperative Society, Inc., dba WRJ Co-op, 209 Maple St., WRJ, VT. 05001 (2nd Class)
 7. Consider the Renewal Application of Wolfree Hospitality, LLC, dba Wolf Tree, 40 Currier St., WRJ, VT. 05001 (1st Class, 3rd Class, Outside Consumption)
 8. Consider the Renewal Application of Global Montello Group Corp., d/b/a Jiffy Mart #439, 6800 Woodstock Rd., Quechee, VT. 05059 (2nd Class, Tobacco License, Tobacco Endorsement)

Selectboard Member Mary Erdei moved to approve the renewal application of Maple Street Catering, LLC, dba Big Fatty's BBQ, 186 S. Main St., WRJ, VT. 05001 (1st Class, 3rd Class, Outside Consumption), the renewal application of Fontinalis, LLC, dba Fontinalis, 27 N. Main St., WRJ, VT. 05001 (2nd Class), the renewal application of Northern Hospitality, dba Hotel Coolidge, 3950 Main St., WRJ, VT. 05001 (1st Class, 3rd Class), the renewal application of K-B Ventures Inc., dba Jake's Market & Deli, 1477 Maple St., Hartford, VT. 05047 (2nd Class, Tobacco License, Tobacco Endorsement), the renewal application of Little Istanbul, dba Little Istanbul, 27 N. Main St., WRJ, VT. 05001 (2nd Class), the renewal application of Wolfree Hospitality, LLC, dba Wolf Tree, 40 Currier St., WRJ, VT. 05001 (1st Class, 3rd Class, Outside Consumption), the renewal application of Global Montello Group Corp., d/b/a Jiffy Mart #439, 6800 Woodstock Rd., Quechee, VT. 05059 (2nd Class, Tobacco License, Tobacco Endorsement). Selectboard Clerk Ashley Andreas seconded the motion. All were in favor and the motion passed.

Selectboard Member Mary Erdei moved to approve the renewal application of Hanover Consumer Cooperative Society, Inc., dba WRJ Co-op, 209 Maple St., WRJ, VT. 05001 (2nd

Class) Selectboard Clerk Ashley Andreas seconded the motion. 5 were in favor (Eigenbrode abstained) and the motion passed.

- IV. Local Cannabis Control Board: None
- V. Order of Agenda: There were no changes
- VI. Selectboard
 - 1. Public Comment: None
 - 2. Selectboard Comments and Announcements

Mary Erdei spoke on June 20th, Wilder Public Library session with Esme Cole on legislative updates.

Ida Griesemer welcomed people to the Juneteenth Celebration at Town Hall on June 20th and requested the Selectboard members cc her on emails that respond to residents to acknowledge receipt.

Tim Fariel spoke on the tone of emails and the common goals.

- 3. Appointments: None
- 4. Town Manager Report Significant Activity Reports

HR Director/Executive Assistant to Town Manager

The Town has received a good number of applicants for the HR Director/Executive Assistant to the Town Manager position and interviews are ongoing.

Juneteenth Holiday

Town offices will be closed on Friday, June 19 in observation of the Juneteenth holiday.

Planning Director

Planning Director Lori Hirschfield announced her retirement.

Town Manager Selection Committee

The Selectboard will meet with candidates on June 30th and July 1st.

- 5. Board Report, Motions & Ordinances
 - Committee/Commission Updates: None
 - Action Items:

- a. Interviews of Applicants for Opioid Fund Grant Review Committee

Applicants (Caitlin Sabins, Janet Potter, Brian Lukowitz, Charlotte Martin, and Dottie Moffitt) were interviewed by the Selectboard

- b. Additional Interviews of Applicants for Twin Pines Housing Task Force

Applicants (Jill Aube, Victoria Brooks, Margaret Emslie, Larry Blake Harvey, Brian Lukowitz, Meghan Mullane, Janet Potter, Tim Severance, Faye Gearson) were interviewed by the Selectboard

- VII. Executive Session: Legal (Discuss Potential Litigation); Personnel (Discuss and Evaluate Opioid Fund Grant Review Committee Applicants and Twin Pines Housing Task Force Applicants)

Selectboard Clerk Ashley Andreas moved to find that there are legal matters involving the Town and premature general public knowledge would clearly place the Town and/or persons at a substantial disadvantage, moved that the Selectboard go into executive session to discuss a matter in which the Town may become involved in litigation and which may involve attorney-client communications made for the purpose of providing professional services, as set forth in 1 V.S.A. Section 3133 (a)(1)(E) and (F), and moved that the Selectboard go into executive session to discuss and evaluate applicants to serve on the Opioid Fund Grant Review Committee and Twin Pines Housing Task Force, pursuant to 1 V.S.A. Section 3133 (a)(3). Selectboard Member Mary Erdei seconded the motion. All were in

favor and the motion passed.

VIII. Selectboard

5. Board Report, Motions & Ordinances (Continued)

Action Items:

- c. Appoint Members to Opioid Grant Review Committee

Selectboard Chair Ida Griesemer moved to appoint Caitlin Sabins, Janet Potter, Charlotte Martin, Brian Lukowitz, and Dottie Moffitt to the Opioid Fund Grant Review Committee. Selectboard Vice Chair Erik Krauss seconded the motion. All were in favor and the motion passed.

- d. Appoint Members to Twin Pines Housing Task Force

Selectboard Chair Ida Griesemer moved to appoint as tenant representative Jill Aube, Brian Lukowitz, Meghan Mullane, and Time Severance and for social service providers, move that we appoint Victoria Brooks, Larry Blake Harvey and Faye Grearson to the Twin Pines Housing Task Force. Selectboard Member Tim Fariel seconded the motion. All were in favor and the motion passed.

Selectboard Chair Ida Griesemer moved to appoint Ashley Andreas as the Selectboard Liaison. Selectboard Vice Chair Erik Krauss seconded the motion. 5 were in favor (Andreas abstained) and the motion passed.

- e. Consider Approving the Proposed DPW Purchase of a 4X4 Truck

Selectboard Member Mary Erdei moved that the Hartford Selectboard approve the purchase of a 2026 Ford Maverick Hybrid via state contract for \$35,235 and approve the Town Manager to sign any relevant documents. Selectboard Clerk Ashley Andreas seconded the motion. All were in favor and the motion passed.

- f. Review and Consider Approval of Town Fees and Charges

Selectboard Clerk Ashley Andreas moved that the proposed FY 2027 Fee Schedule be adopted by the Selectboard and implemented by Staff, with any new rates becoming effective on July 1, 2026. Selectboard Member Tim Fariel seconded the motion. All were in favor and the motion passed.

- g. Consider Approval of Capital Improvement Plan Committee Charge

Selectboard Clerk Ashley Andreas moved that the Town's Selectboard approve and adopt the proposed Charge for the Capital Improvement Plan Committee including the additions or edits provided by Erik Krauss in the email exchanges about this topic. Selectboard Member Tim Fariel seconded the motion. All were in favor and the motion passed.

- h. Appoint a Town Official as Voting Delegate to Special Meeting of VLCT

Selectboard Member Mary Erdei moved that the Town's Selectboard appoint John Haverstock, our current Town Manager to serve as the Town's delegate to participate at the VLCT special meeting of Monday, June 22. Selectboard Member Tim Fariel seconded the motion. All were in favor and the motion passed.

Discussion Items (Action May be Taken):

- i. Review and Discuss Proposed Town Staff Social Media Policy

Selectboard Member Mary Erdei moved that the Town of Hartford General Personnel Policy

be amended to add the Social Media Policy as presented to the Selectboard, with such amendment being posted as required, and considered for adoption at the next regular Selectboard meeting. Selectboard Clerk Ashley Andreas seconded the motion. All were in favor and the motion passed.

j. Review and Discuss Proposed Town Communications Policy

Selectboard Member Tim Fariel moved that the Town of Hartford General Personnel Policy be amended to add the Communications Policy as presented to the Selectboard, with such amendment being posted as required, and considered for adoption at the next regular Selectboard meeting. Selectboard Member Mary Erdei seconded the motion. All were in favor and the motion passed.

k. Continued Discussion of Affordability Initiatives

Selectboard Clerk Ashley Andreas moved that the Selectboard replace the existing updates for Resilient Hartford, the Energy Commission, Committee on Housing and Homelessness and Hartford Business Revolving Loan Fund with a joint update from those four committees that will be scheduled for September for that meeting to be focused on affordability and that the Selectboard direct its liaisons to the Energy Commission, Committee on Housing and Homelessness, Resilient Hartford and Hartford Business Revolving Loan Fund to communicate the request for proposals to the respective Chairs immediately. Selectboard Member Tim Fariel seconded the motion. 5 were in favor, one opposed (Erdei) and the motion passed.

IX. Commission Reports

Tim Fariel spoke on the Historic Committee is working on updating the Veterans kiosk.

Ashley Andreas spoke on the Committee on Housing and Homelessness doing a build day with Habitat for Humanity.

Erik Krauss reported on Conservation Commission

At their June 1 meeting, the Conservation Commission reviewed nominations for the Conservator of the Year award - someone who acts to protect wildlife habitat or watersheds, works to increase conservation awareness or education about the natural world and generally advances the Conservation Commission's mission of protecting Hartford's natural resources. The award presentation for this year's finalist will be conducted during the annual HCC Block Party.

The Conservation Commission held a well-attended trail work day on June 6 at the Town Forest in collaboration with the Upper Valley Mountain Bike Association. A new trail bridge was constructed, another was improved, trail makings and other routine maintenance was completed.

Lastly, during its June 1 meeting the Conservation Commission began a preliminary discussion about the rights of nature for the Ottaquechee River. A group of citizens has approached the five towns through which the river passes about adopting an ordinance to protect the water quality of the river. This would strengthen protections under the Federal Clean Water act which offer minimal protection. The Commission has not yet decided how it wishes to proceed and will continue to research and discuss the matter.

Mary Erdei spoke on Design Review Committee reviewed proposal for new awning for Tuckerbox.

Ida Griesemer spoke on the Energy Commission attended regional meetup.

X. Consent Agenda

Selectboard Member Mary Erdei moved to approve the Consent Agenda including new meetings added on 6/30/2026 and 7/1/2026. Selectboard Member Tim Fariel seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 6/6/2026

Approve A/P Manifest: 6/5/2026 & 6/11/2026

Approve Meeting Minutes of: 5/26/2026

Future Meetings Approved: 6/30/2026, 7/1/2026, 6/23/2026 and 7/7/2026

XI. Adjourn the Selectboard Meeting

Selectboard Vice Chair Erik Krauss moved to adjourn the meeting at 10:00 PM. Selectboard Member Tim Fariel seconded the motion. All were in favor and the motion passed.

Ashley Andreas, Selectboard Clerk
June 9, 2026