



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, May 16, 2023, 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/549799933> - Please mute your microphone. [youtube.com/catv810](https://www.youtube.com/catv810) – click “live now”. If you are calling in from phone dial: (415) 762-9988 Type in the Room ID: 549-799-933 followed by # Press # a second time and Press *9 to raise your hand for public comment

- I. Call to Order the Selectboard Meeting (6:00)
- II. Pledge of Allegiance
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda
- VI. Selectboard
 1. Public Comment (6:05)
 2. Selectboard Comments and Announcements
 3. Appointments: None
 4. Town Manager and Significant Activity Report (6:30)
 5. Board Reports, Motions & Ordinances
 - a. Community Safety Review RFP Discussion; finalize 5/30/23(6:35)
 - b. Open Container/Outside Consumption (7:05)
 - c. Town Website Update (7:15)
 - d. Parks & Recreation Ordinance Revision (7:30)
 - Break (7:35-7:40)
 - e. March 31, 2023 Financial Update (7:40)
 - f. Bugbee Senior Center Capital Assessment Contract Award (7:55)
 - g. Wilder Park & Ride Closure (8:05)
 - h. Draft Hartford Boards & Commissions Vacancy Posting Policy and Appointment Policy (8:15)
 - i. Pride Flag Request 7/22/23 3pm- 7/29/23 3pm (8:40)
- VII. Commission Reports: (8:50)
- VIII. Consent Agenda (9:00)

Approve Payroll Ending: 5/13/2023
Approve Meeting Minutes of: 5/2/2023
Approve A/P Manifest of: 5/12/2023 and 5/18/2023
Approve Selectboard Meetings of: 6/13/2023; 6/20/2023 and 6/27/2023
Already Approved: 5/30/2023
- IX. Executive Session: (9:00) I move that we enter executive session to discuss the evaluation of a public officer and the employment of a public officer pursuant to Title 1, Section 313(a)(3) of the Vermont Statutes.
- X. Adjourn the Selectboard Meeting

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 Town Manager's office no later than 5pm on the 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.

SIGNIFICANT ACTIVITY REPORT

May 16, 2023

Assessor

- Conducted property inspections throughout town for building permits and data entry;
- Reviewed Utilities and Solar valuations;
- Reviewed complex properties changes;
- Reviewed TIF impact due to boundary change;
- Reviewed budget and spending practices for end of FY 2023;
- Touched base with attorney on matter of Civil suit on previous year Grievance procedure;
- Touched base with District Adviser on 2023 Tax Exempt properties;
- Attending NH IAAO 452 Workshop (required for certification purpose)

Assistant Assessor

- Used the State's new system to process homestead declarations (2554 new total) and Current Use Applications (76 total);
- Working close with State's new system (AXIOMATIC) and legacy program (NEMRC) regarding conversion and production of the 2023 Grand List;
- Assisting Assessor with review of 2023 Grand List procedures;

Town Clerk

1. The Department of Liquor Control has provided extensions for license holders whose application(s) process had not been completed by the April 30th expiration date. This is largely due to the challenges at every level of the new DLL online licensing portal. **Excerpt from Martin Prevost, DLL E-mail:** *As we did to accommodate the COVID-19 Pandemic, the Department of Liquor and Lottery (DLL) plans on extending Valid After Expiration status to facilitate the transition to our new online licensing portal. Any licensees that have at the very least, begun the renewal process, by logging into our new online portal, claiming their business, and starting the renewal process will be considered Valid After Expiration. DLL has engaged in an extensive amount of outreach to ensure that licensees are informed of this, and take the correct actions to begin or complete renewing their licenses. We are happy to report that the bulk majority of our licenses have successfully accomplished this.*
2. The Clerk will attend the May Secretary of State Clerk's Advisory Council Meeting on Tuesday, May 16th. VSARA will be on hand to discuss record retention, archives, standard practices, etc. as it pertains to Clerk Offices.
3. The Clerk attended two more virtual demos by online land record vendors; the Assistant Clerk has also viewed the recordings of the presentations. The demos were geared largely toward E-Recording. The legislature passed a bill in 2022 to permit E-recording in VT. Currently the VT State Archives and Records Administration (VSARA) are exploring vendors and establishing rules surrounding the implementation of E-Recording. VSARA will provide a report to the Legislature

in January 2024. We continue to examine the pros and cons of the various vendors who provide online record access. Although all our documents are digitized/scanned, they are not available online; they are accessible in our office at four public terminals. We also e-mail documents upon request however we will not conduct in depth research/title search for liability reasons. The Clerk has contacted Vermont Clerks utilizing an online system as well as researchers/attorneys/real estate agents for input on their experiences with the primary vendors in VT. Next steps include going to several Clerks' offices to see the various systems day-to-day functionality from a Clerk's perspective; inviting vendors to the office to see our current system, answer our questions and ultimately request a quote, timeline and if/how our current indexes and scanned documents could be migrated to a new system. This is a major project, and we are taking the care to gather all the necessary information to make an informed and prudent decision. Although it will be a long process, it will be worth the effort and time in the end (we do not want to rush to failure).

Finance

Participating in Calendar Year 2022 Work Comp Audit
 Completed Interim Audit Testing the week of May 1st
 Completing quarterly / annual reports to external parties
 Assisting staff with executing the approved ARPA funds
 Assisting staff with grant review requests and reporting
 Bank Reconciliations and Monthly Financial Reporting
 Exploring the availability of utilizing credit card machines at department windows for the ease of payment
 Financial Review Discussions with staff

Police

Nature of Incident -----	Total Incidents -----
911 Hangup Call	15
Abdominal Pain	1
Agency Assistance	17
Animal Problem	6
Assault	1
Burglary Alarm	17
Citizen Assist	26
Citizen Dispute	9
Condition of Release Violation	1
Court Time	1
Traffic Accident with Damage	8
Custodial Dispute	1
Untimely	1
Directed Patrol	130
Controlled Substance Problem	1
Family Fight/Domestic	4
Foot Patrol	10
Found Property	2
Fraud	3
Harassment	1
Information Report	1
Juvenile Problem	7
Litter/Pollution/Public Health	3

Lost Property	1
Mental Health Emergency	2
Missing Person	1
Motor Vehicle Complaint	18
Noise Disturbance	2
Overdose	3
Paperwork Service	13
Parking Problem	4
Phone Problem /Harassment	1
Property Damage, Non-Vandalism	1
Runaway Juvenile	3
Sex Offender Registry	1
Sexual Assault	1
Special Detail	1
Attempted Suicide	1
Suspicious Person	7
Suspicious Person/Circumstance	25
Theft	7
Theft of Motor Vehicle	1
Threatening	1
Traffic Hazard	3
Traffic Violation	1
Training	2
Unresponsive Person	2
Unlawful Mischief	2
Wanted Person	3
Welfare Check	9

Total Incidents for This Report: 382

IT

- Fixed licensing issue with new VPN server
- Took feedback back to the team for website update
- fixed Firewall issue on CAD server
- setup new DPW Director – PC, phone, server, drive, copier/printer, cell phone
- investigated SOC alert
- setup HVAC system for vendor

Hartford Parks & Recreation

- Maxfield continues to be busy this spring with a variety of programs and uses. Between spring baseball and softball for parks and recreation, we have Hartford High School baseball/softball along with Hartford lacrosse. In addition, Hanover High School is utilizing the tennis courts along with Hartford High School. Pickleball continues to be busy at the facility as well.
- Park reservations and permits continue to keep us busy with facility use. We are working on the Cal Ripken tournament scheduled in June along with the Vermont State Pickleball Tournament

- Parks crews continue to mow and catch up after all the wet weather. We have been working on a few projects over the past two weeks. Knotweed removal at Lyman Park and multiple tree removals in various locations.
- After school programs continue with Lego Club, After School in the Parks and Dungeons & Dragons.
- We have had multiple complaints regarding unleashed dogs in Kilowatt. We are working with the Police Department on a solution.
- Staffing for the summer is near complete. We still have a few openings with the pool operation and summer camp. Still looking for seasonal park maintenance as well.
- The Parks & Recreation Commission met on May 11th. They continue to discuss the concept of a community center and working to form a committee of interested individuals.
- The Department supported the Hartford Tree Board Tree and Shrub Sale on May 6th at the Hartford Town Hall.
- Over 100 Rootstock Trees were planted in containers at the Tree Board's Nursery located at Maxfield.
- Installation of 70ft basepaths at one of the baseball fields at Maxfield is near complete. The basepaths had to be extended due to Cal Ripken rule changes.
- Staff attended the Vermont Recreation and Parks Association Conference May 10th in Montpelier. At the VRPA Conference, the Sherman Manning Aquatic Facility received the VRPA Facility of Merit and was recognized at the luncheon banquet.

Department of Planning and Development Highlights

- Home Creators Expo on May 6th – Over 130 people came to the Expo focused on the “To Dos on ADUs” (Accessory Dwelling Units) with an array of workshops and resource experts. The halls and classroom at the Hartford Area and Technology were full for 7 hours as people went to workshops and engaged with an array of technical experts from town, regional, state, and private sectors. Thank you to our partners, Vital Communities, Two Rivers Ottauquechee Regional Commission and the Hartford Area Career and Technology Center, in making this very successful event possible.
- TIF District Program –The Town’s request to extend the TIF District’s deadlines to incur debt and to collect tax increment by two years has been approved by the State Legislature.
- Town Plan Housing Chapter Update – Staff consolidated the public information gathered at second community discussion on the chapter update into goals and strategies in preparation for a third housing community discussion in June. Look for more information on this at the *Home for Hartford* Page on the Town Website.
- Homes For Hartford Multimedia Station/Town Plan Update - Join the conversation about the current and future of housing needs in Town. Come to the newly launched *Homes for Hartford* multimedia station at the Junction Arts and Media center (JAM, formerly CATV) center in Downtown White River Junction. The Multimedia Station will rotate to different locations in Town over the next several months.
- Annual Green-Up Day, May 6th - The weather broke just in time for Green-Up Day. We had a total of 324 volunteers who participated including five businesses and three organizations. A total of 700 Green-Up bags were distributed. Items included 51 tires, scrap metal and wood, furniture,

and a refrigerator. A big Thank You to the Hartford community!! A final tally of materials is pending and will be released in the coming weeks.

- Hartford Salamander Team - On April 29th, the Conservation Commission partnered with the Vermont Center for Ecostudies and the Hartford Salamander Team for the Town Forest Annual Vernal Pool Walk. 35 people attended.
- Upcoming Conservation Event – Staff are working with the Conservation Commission for a community bird walk in the Town Forest on Saturday, May 20th at 5:30 a.m.
- Upcoming Conservation Event – Staff are working with the Resilient Hartford committee to organize a community work party at the Clifford Park Food Forest on Saturday, May 20th and Sunday, May 21st from 9:00 a.m.- Noon.
- Ongoing Planning and Development: Staff continued assisting the community on inquiries about the development and permitting process, and conducting inspections of completed projects for issuance of Certificates of Occupancy.

Environmental Sustainability Coordinator

-2 bids were received in response to the RFP for a feasibility study of the Bugbee Senior Center. Hartford staff have reviewed these bids and recommend Studio Nexus for the project.

- Members of the Hartford Energy Commission and the Environmental Sustainability Coordinator participated in the Bugbee Senior Center's recent resource fair and tabled to sign people up for window inserts through HEC's Window Dresser Build happening this fall.

-The ESC attended the recent ADU event, Place Maker's, which was put on by the Hartford Planning and Development Department, Vital Communities, and Two Rivers-Ottawaquechee Regional Commission to talk to potential builders about the states Residential Building Energy Standards and how to meet those requirements. The event was well attended and there was a lot of interest around making ADU's and homes as energy efficient as possible.

- Norwich Solar presented to the Hartford Energy Commission on a proposed solar array that will require "preferred site designation". The Energy Commission has voted to support this project and is drafting a letter of support. Preferred Siting is required for any solar array over 150 kWh and requires a town's Planning Commission, Select Board, and the Regional Planning Commission to find that a site is in compliance with the towns energy plan and approve the array.

-The ESC worked with Hartford Department Heads to update the State's information on cooling centers in Hartford. We have asked that Clifford Park be removed from the list of cooling centers since there are not really any amenities at that location to help people deal with heat and we've asked that the West Hartford Library be added to the list.

Department of Public Works

DPW welcomed Bryan Gazda as our new Public Works Director.

Jeremy Delisle attended the spring conference at lake Morey Resort.

Kim, Chris, Bryan and Jeremy completed 2023/2024 fee schedule.

White River Junction Wastewater:

Sent in April 2023 state reports to the State of Vermont.

Dewatered 250,000 gallons of sludge.

Dewatered 24,000 gallon of sludge brought in from Quechee treatment plant.

Worked with Quechee crew cleaning sludge drying beds.

Hauled two loads of Quechee sludge from drying beds to Lebanon land fill.

Mowed and weed wacked treatment plant lawn.

Locate request marked out sewer lines. (Dig Safe/ Power Company/ Bridge project)

Checked problem sewer manholes around town. (Cleaned TP out of manholes)

Dry weather CSO checks and paperwork for the month of May.

Wet weather CSO checks and paperwork for the month of May.

Call on Beech/Ash Street, jetted sewer main.

Call on Gifford Road, checked sewer main.

Call on Hanover Street, checked sewer main.

Call on 456 Christian Street, problem is on homeowner.

Call on Truell Road, checked sewer main.

Glenn McNall attended spring conference at Lake Morey Resort.

Highway Department:

Almost finished springtime sweeping.

Washed bridges.

Cleaning up trees from winter storm damage.

Ditching and culvert cleaning, Jericho area and Hillside in Quechee.

Grading gravel roads.

Water Department:

Evan Eccher, Michael Martin and Michael Griswold attended spring conference at Lake Morey Resort.

Michael Martin took his water license exam.

Fixed broken valve at treatment plant.

Lost Communication at Quechee Well.

Read meters for Wilder Village.

Fixed leak on Lexington Avenue.

Fixed leak at the intersection of Hazen and Barnes.

Flushing Hydrants, we are 99.9% completed.

Marked out Water Mains for GMP.

Quechee Wastewater:

Training new employee Oscar Garcia.

Took the jetter out to clear known problem manholes.

Repaired process water pump system.

Changed out one of the new Actuators on the SBR - Finally. All tested and adjusted.

Repair of Auto Transfer Switch at Whitman Brook PS.

Service small Kubota tractor, mount mower deck, mow plant.

Drained Sludge tank 2B again to repair broken pipe.

Annual leach field inspections - and prep flow summary for inspections.

Composite samples and process composites.

clean trucks.

Jeff Lord attended spring conference at Lake Morey Resort.



**AGENDA
MEMORANDUM**

May 2, 2023

Town Selectboard Item: 5n

Submitted by: Gail Ostrout

Subject: **Community Safety Review RFP**

Background:

In January 2022 the Hartford Committee on Racial Equity and Inclusion recommends that the Town of Hartford contract with a qualified consultant to produce a Community Review of Public Safety. This review process should include a focused examination of how Town resources, non-profit organizations, social service agencies and other community services are currently utilized and can be optimized to ensure equitable community health, wellness, and safety. It should also incorporate the perspectives of community members most impacted by these services. On 9/8/2022 a RFP was released and only one response was received in the amount of \$600,000.

Discussion:

This will be the first of three discussions, with residents, board members, and staff. The next discussion will be held at the 5/16/2023 board meeting. Staff will then review and consider the recommendations as they design an RFP to be finalized at the final session at the 5/30/2023 board meeting. The RFP will be released and managed by staff in June.

Financial Impact: \$50,000 approved in the FYE 2024 Budget

Recommendation: N/A

Gail Ostrout

Acting Town Manager /Finance Director



Hartford Committee on Racial Equity & Inclusion





Recommendation for Community Review of Public Safety

The Hartford Committee on Racial Equity and Inclusion recommends that the Town of Hartford contract with a qualified consultant to produce a Community Review of Public Safety. This review process should include a focused examination of how Town resources, non-profit organizations, social service agencies and other community services are currently utilized and can be optimized to ensure equitable community health, wellness and safety. It should also incorporate the perspectives of community members most impacted by these services.

ATTENDANCE SHEET

BID/DATE: 10/28/2022 Community Health / Safety @ 1pm

	Printed Name	Company	Signature
1	KIM SOOZHA	TOH	
2	Lana Luningston	TOH	
3			
4			
5			
6			
7			
8			
9			
10			

TOWN OF HARTFORD
171 BRIDGE STREET
WRI, VT 05001

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

Bid For: *Comm-Health / Safety*
DEPARTMENT: *S/B*
DATE: *10/28/2022 2:12pm*
Tabulated BY: *Kem Souza*

Name & Address of Bidder		Bid			
1 <i>IMEG - Ryan T. Scamler</i> <i>4630 N. Loop 1604W, 5201</i> <i>San Antonio, TX 78249</i>		<i>400,000.00</i>			
2					
3					
4					
5					
6					
7					
8					
9					

REQUEST FOR PROPOSALS

FOR

**Assessment on Community
Safety**

COPY

ISSUED BY:

**TOWN OF HARTFORD
171 Bridge Street
White River Junction VT 05001**

**Date of Issue
September 8, 2022**

**Due Date for Proposal
October 24, 2022**

I. INTRODUCTION

The Town of Hartford, Vermont is seeking proposals for a consultant to examine our community safety in the context of the many ways different people of all backgrounds experience a sense of security attributable to the delivery of specific public services. The review will examine (but is not limited to): the Hartford Police Department, Hartford Fire Department, Town support for non-profit organizations, social service agencies and other community resources, as well as identifying currently unmet community needs. This open process will invite in the wealth of knowledge and life experiences that our community holds about police, fire, social services, and other topics related to feeling safe in Hartford.

II. SCOPE OF WORK

The scope of services to be provided:

What types and level of services does Hartford want to provide for community safety? Are the Town's current resources being used efficiently, effectively, and equitably?

- The Consultant will prepare a draft public engagement strategy designed to provide broad public input on a vision for a healthy and safe community in Hartford. Appropriate tools may include online surveys, listening sessions and public meetings.
- Consultant(s) will summarize all material gathered through the approved public engagement strategy and provide insights and conclusions to the Town Manager, Fire Chief, and Police Chief or their designee(s).
- The consultant(s) may draft a strategy or program for continuous community input into a public safety program that delivers services aligned with the values and vision of the community. The strategy or program must be cost-effective and cognizant of the rural New England region where Hartford is located.
- A review of current systems, social service providers, and stakeholders along with an assessment of current Hartford Fire and Hartford Police interactions with those systems and providers.

III. STANDARDS and DELIVERABLES:

1. All documents should be provided in digital format (MS Word, MS PowerPoint, MS Excel).
2. All data, databases, reports, designs and materials, in digital format created under this project shall be transferred to the Town of Hartford upon completion of the project and become the property of the Town.
3. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.

Project Milestones. Proposals shall include timetable for each of the following items. Timetable should reflect how many weeks after the notice to proceed is given that each item will be completed.

- Data collection, review, and analysis

- Preliminary findings meeting with the Town of Hartford Town Manager, Fire Chief, and Police Chief or their designee(s).
- Final comments delivered to the Consultant
- Final Report delivered to the Town of Hartford

Community Meetings and Engagement Standards

Community engagement meetings shall be open, accessible, and affirmatively engage public participation in accordance with the Vermont Open Meeting Law. Virtual meeting access will be a requirement. Meetings should be scheduled at various times convenient to working residents and will be recorded and available for viewing at times convenient to interested Hartford residents.

A process may be instituted to anonymously collect community members' actual and feared experiences with first responders, including mental health crisis services. These experiences should include both perceived positive and negative experiences and include, any and all Hartford residents who wish to contribute, and welcoming interactions experienced by groups historically marginalized (e.g., BIPOC, LGBTQ+). Consultant(s) will confirm any needed legal considerations or obligations following the collection of anonymous reports or surveys that disclose legal, medical or other protected or sensitive information. A process will be developed for obtaining and hearing, anonymously or otherwise, the thoughts, concerns, and obstacles to policing as experienced by the Hartford police officers and staff. Consultant(s) will confirm any needed legal considerations or obligations following the collection of anonymous reports or surveys that disclose legal, medical or other protected or sensitive information. Should the need for childcare services or interpreter services be identified, recommendations will be presented to the full Selectboard for consideration on how to address these needs.

IV. ADMINISTRATIVE INSTRUCTIONS

A timely response to the deadline identified must be received for the SOLICITATION to be considered. Interested parties are required to submit information requests and/or questions in writing either by mail, or email, to:

Tracy Yarlott-Davis
Hartford Town Manager
171 Bridge St
White River Junction VT 05001
Tyarlott-davis@hartford-vt.org
802-478-1100

The deadline for submission is October 12, 2022 at 3:00 PM. Submittals received after this deadline will not be considered. Please write on the outside of the **sealed envelope or box**: "Proposal for Community Safety Assessment" and the name of the entity proposing. Three (3) copies of your submittal are required. Proposals will be opened at the Hartford Town Hall at 3:05pm on October 12, 2022. **An electronic copy of the proposal shall be submitted after the proposal opening. Electronic copies will not be accepted prior to the proposal opening.**

Proposals must remain valid for at least 60 days.

Mailing Address

Hartford Town Manager
171 Bridge St.
White River Junction VT 05001

Physical Address for Delivery

171 Bridge St.
White River Junction VT 05001

V. PROPOSAL REQUIREMENTS

The Proposal should demonstrate that the Proposer understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed in the course of supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated. In order to assist in the evaluation process, please include the following information in the technical proposal.

A. Cover Letter

B. Statement of Qualifications

- 1. Contact Information** - List the name of the firm, address, contact person, phone number, and e-mail address.
- 2. Professional Qualifications** – List the names of the principals of the firm and the qualifications of the project manager and key staff assigned to the project
- 3. Firm's Capabilities** - Briefly describe three similar projects, which your firm has completed in the past three years. List the members of each project team and the role played by each member. Please provide references for each project.

C. Methodology

Please provide a detailed explanation of how your firm would approach the work. It may include a description of tasks, products, milestones, and timetables. Task descriptions should fully discuss the steps to be followed in carrying out the work. Sufficient detail should be presented to show a clear understanding of the work and the proposed approach. A timetable should accompany the work description showing the expected sequence of tasks and resource requirements for both the contractor and the Town of Hartford.

D. Cost Proposal Requirements

This is to be a lump sum proposal.

The work shall not be assigned or sublet without previous consent of the Town of Hartford. The contractor shall not either legally or equitable assign any of the moneys payable under this

agreement, unless by and with the consent of the Town of Hartford.

VI. CONTRACTOR SELECTION PROCEDURE

The contractor will be evaluated based on the following factors. These factors are not listed in any order of priority:

1. Approach - Respondents will be evaluated as to their understanding of the work, how well the proposed work and schedule to complete the work address the project requirements, and the completeness and innovation evident in the approach to the project and the proposed work.
2. Experience and Capability - Respondents will be evaluated with respect to the experience both in terms of past efforts in this type of work and the level of commitment to this project.
3. Project Cost - The cost will be an important consideration in the selection, although it will not be the sole determining factor.
4. Other value-added tools and services - Responses will be evaluated on the inclusion of other related information that will produce a better product.

The Town of Hartford reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

All proposals become the property of the Town of Hartford upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the contractor.

The Town of Hartford Rights

The Town of Hartford reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP.

The Town of Hartford also reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Town of Hartford. This solicitation of proposals in no way obligates the Town of Hartford to award a contract.

VII. ADDITIONAL REQUIREMENTS

Equal Employment Opportunity

The contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations (41DFR Part 60). The Contractor shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment

practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

Insurance

The Contractor shall take out and maintain during the life of this project, such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall protect them and any employee for personal injury, including accidental death, as well as, from claims for property damage, which may arise from operations under this project, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The contractor shall have minimum umbrella coverage or \$1,000,000 per occurrence.



TOWN OF HARTFORD
POLICE DEPARTMENT
&
Emergency Communications Center
Chief Gregory Sheldon



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

To: Hartford Select Board
From: Chief Greg Sheldon
RE: Outside Consumption Permits vs Open Container Ordinance
Date: May 11, 2023

Select Board Members,

I was asked to review the Outside Consumption Permits (OCP) and the Town of Hartford Open Container Ordinance to determine if the two are in conflict. This stems from concerns that the OCPs for outdoor seating approved by the Select Board for downtown restaurants conflict with the Town of Hartford's ordinances, specifically, Open Container.

Items reviewed and resources used:

1. Town of Hartford OCP process
2. Town of Hartford Open Container ordinances
3. Vermont Department of Liquor and Lottery (DL&L)

The OCPs approved by the Hartford Select Board allowing restaurants to use public sidewalks to extend their service area do not conflict with the town ordinances on open containers.

According to Vermont DL&L any licensee granted an OCP approved by local control, and DL&L would not be in violation of town ordinances for open containers. The OCP is an extension of the indoor liquor license. The licensee must have physical barriers (i.e., rope, stringed lights, potted flowers, etc.) in place to delineate the outdoor seating area (See Gen. Reg. 42 outlined below).

The Town of Hartford Open Container ordinance states: “. . . it shall be unlawful for any person to consume any of the above beverages or to have in his possession any opened container containing any quantity of spirituous liquor, malt or vinous beverages as defined herein on, under or above any public place within the Town of Hartford”.

Once a licensee establishes a designated outside area and, with physical barriers, segregates it using rope, stringed lights, potted flowers, etc., this area is no longer considered a public area. Therefore, not covered under the Open Container ordinance.

General Regulation 42, which governs outdoor consumption permits- No licensee shall allow consumption of alcoholic beverages in any open area, on or in connection with licensed premises, without first obtaining an outside consumption permit from the local control commissioners and approval by the Liquor Control Board. Licensees shall control and define such area with a physical barrier unless the area is segregated from the general public and used

for a private group event open to invited attendees only, such as a wedding or banquet. If an event is attended by 200 people or more, the Department may require a licensee to place a double barrier no less than six feet inside of the outer boundary of the defined area to prevent attendees from handing alcoholic beverages to any individual outside of the licensed area.

Vermont Statute Annotated - § 227. Outside consumption permits; first-, third-, and fourth-class licenses Pursuant to the rules of the Board of Liquor and Lottery, the Division of Liquor Control may grant an outside consumption permit to the holder of a first-class, first- and third-class, or fourth-class license for all or part of the outside premises of the license holder if the permit is approved by the local control commissioners and the Board. (Added 1993, No. 181 (Adj. Sess.), § 1, eff. June 11, 1994; amended 1997, No. 158 (Adj. Sess.), § 2; 2011, No. 115 (Adj. Sess.), § 5; 2017, No. 83, § 44; 2018, No. 1 (Sp. Sess.), § 43.)



Hartford VT Website Update

May 2023



Background



- Issues:
 - Hard to use:
 - Tiling of menus
 - Number of news items limitation
 - Content:
 - Is the content too old? Misplaced?
 - Not utilizing full-power of website:
 - Newsletters, calendars (training), etc.



Plan: Design



- Poll Department heads & staff members
 - Experts in their data/information, collector of feedback from public, selectboard/committees, etc.
- Work with vendor art director
 - Future proof the website
- Goal: main page is landing page for majority of needs



Plan: Content



- Hard cutover time
- IT: set time to meet with each department after for initial clean-up
- Key staff members trained to do most of the day-to-day edits (agendas, minutes, flyers, etc).
 - Be ready to make bigger changes as needed, make style uniform
 - Have the proper infrastructure to align with communication goals (newsletters, alerting system etc).



AGENDA MEMORANDUM
May 16, 2023
Town Selectboard Meeting
Submitted by: Scott Hausler, CPRP
Director of Parks & Recreation

Subject: Park Ordinance Edits and Additions

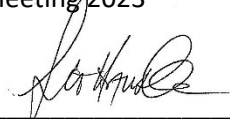
Background: The Parks & Recreation Commission reviewed and approved of updates to the Town of Hartford Park Ordinance updating language related to cannabis and smokeless tobacco use in public parks. Vermont League of Cities and Towns reviewed the Hartford Park Ordinance and added the required language consistent with Vermont State Law into the ordinance under Article V. In addition, Section 1 was edited to include tobacco substitutes and cannabis products. As well, the definition "Tobacco Products" was added to Article II as defined by Vermont State Law and Article II Section 2 included additions of Quechee Falls Park and Maxfield Sports Complex.

Discussion: To review the additions and changes to the current park ordinance as recommended by the Vermont League of Cities and Towns and the Hartford Parks & Recreation Commission and Hartford Parks & Recreation Department.

Financial Impact: Current estimate for the rule's signage is approximately \$1800- FY24.

Recommendation: The Parks & Recreation Department recommends to the Selectboard that they make the amendments to the Hartford Park Ordinance as presented in the attached requested revision and follow the statutorily prescribed procedures set forth in [24 V.S.A. §§ 1972 et seq.](#) for adopting, amending, or repealing an ordinance.

Attachments: Parks Ordinance Revision for Selectboard Meeting 2023



Scott Hausler, CPRP
Director of Parks & Recreation

**TOWN OF HARTFORD, VERMONT
PARKS ORDINANCE**

ARTICLE I	PURPOSE
ARTICLE II	DEFINITIONS
ARTICLE III	AUTHORITY AND ADMINISTRATION
ARTICLE IV	NO PERSON IN A PARKS SHALL
ARTICLE V	BEHAVIOR – NO PERSON IN A PARK SHALL
ARTICLE VI	MERCHANDISING – ADVERTISING – SIGNS
ARTICLE VII	BICYCLE, SNOW VEHICLES AND MOTORBIKES
ARTICLE VIII	VIOLATION and PENALTIES
ARTICLE IX	EFFECTIVE DATE
ARTICLE X	NO PREEMPTION OF PRIVATE REMEDY

ARTICLE I PURPOSE

The purpose of this article shall be to preserve the public peace and maintain order on lands owned and managed by the Town of Hartford, Vermont, and to contribute to the safety and enjoyment of the users of such parklands by regulating the use of the property.

ARTICLE II DEFINITIONS

1. **“Town”** the governing entity consisting of the following villages: Quechee, Wilder, West Hartford, Hartford and White River Junction.
2. **“Park”** is any area in the Town under the direct jurisdiction of the Town Parks and Recreation Department and Conservation Commission. Parks and Conservation Lands include: Quechee Green Park, Watson Memorial Park, Erwin Clifford Park, George Ratcliffe Park, Hurricane Wildlife Refuge Park, Frost Park, Kilowatt North and South Parks, Veterans Park, Quechee Green Park, **Quechee Falls Park, Maxfield Sports Complex**, Meeting House Common, Lyman Point Park, Fred Briggs Park (Engine 494), Hurricane Town Forest, Maanawaka Conservation Area, David Chang Conservation Area and all open public properties managed by the Parks and Recreation Department and Conservation Commission.
3. **“Person”** is any individual, group, association, corporation, company or organization of any kind.
4. **“Vehicle”** is any conveyance, whether motor-powered, animal-drawn or self-propelled. The term shall include any trailer in tow of any size, kind or description.
5. **“Tobacco Products”** include cigarettes, little cigars, roll-your-own tobacco, snuff, cigars, new smokeless tobacco, and other tobacco products as defined in 32 V.S.A. § 7702.

ARTICLE III AUTHORITY AND ADMINISTRATION

The Department of Parks and Recreation is charged with the administration of this article and the posting of signs designating parkland within the town. The rules and regulations set forth herein shall apply to and be in effect in all parks under the control, supervision and jurisdiction of the department. Under authority granted in 24 V.S.A. §§ 2291 (4), 2291 (7), 2291 (14), 2291 (17), and 2291 (18), the Selectboard of the Town of Hartford, Vermont hereby adopts the following civil ordinance regulating the Parks.

ARTICLE IV NO PERSON IN A PARK SHALL

1. Buildings and grounds
 - a. Willfully mark, deface, disfigure, injure, tamper with, displace or remove, any building, bridges, tables, benches, grills, railings, paving/paving material, water lines, or other public utilities or parts or appurtenance thereof, signs, notices, or place cards (whether temporary or permanent), monuments, play equipment, facilities or park property or appurtenances whatsoever, either real or personal.
 - b. Dig or remove any soil, rock, stones, down timber or other wood or materials, or make any excavation by tool, equipment, blasting, or other means or agency.
 - c. Erect Structures: Construct or erect any building or structure of whatever kind, whether permanent or temporary in character, or run, or string public service utility into, upon or across such lands. Exception is here made as to any person acting by and under the authorization by permit of the Town.
2. Trees, Shrubbery, Lawns
 - a. Damage, cut, carve, transplant, or remove any tree, flower or plant or injure the bark, of any tree or plant. Nor shall any person attach any rope, wire or other mechanical device to a tree or plant. A person shall not dig in or otherwise disturb turf areas.

3. Hunt and Trap
 - a. Hunt or trap on Park Properties, with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan.
4. Sanitation
 - a. Pollute the natural waters located in and next to the Parks.
 - b. Bring in or shall dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, in or contiguous to any park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not provided, all such rubbish or waste shall be carried away from the Park by the person responsible for its presence, and properly disposed of elsewhere.
 - c. Keep a dog or dogs off leash. Owner or person having custody of any dog shall keep the dog on a leash at all times, unless in an off-leash designated area on the park grounds. A dog may not defecate on any park properties, unless said defecation is removed immediately and properly disposed of in a designated dog waste container. No dogs are allowed on athletic fields. *Cross reference Dog Ordinance Chapter Sections: 27-4, 27-5, 27-8, 27-9 & 27-10*
5. Traffic
 - a. Fail to comply with State laws, Town ordinances and with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan in regards to recreational equipment and operation of vehicle of any kind.
 - b. Operate any vehicle or recreational equipment on any area except the designated road / driveway areas and or trails.
 - c. Park a vehicle in other than established or designated parking areas
6. Recreational Activities
 - a. Frequent any waters or places of park grounds before or after park posted hours. Parks are open from dawn to dusk, unless said activity is approved by the Town to be conducted after park posted hours.
 - b. Discharge or have use of firearms of any description, or air rifles, spring-guns, paint-ball guns/rifles, bow and arrows, sling, knife, slingshot, dagger, or any other types a dangerous weapon(s), with the exception what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan.
 - c. Picnic Areas and Use
 - 1) Picnic or have large food serving stations in a place other than those designated for that purpose.
 - 2) Large groups are required to submit a Park Use Permit. A large group consists of ten or more people.
 - 3) Light and create open fires, and/or fire pits with the exception of what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan.
 - 4) Leave a picnic area before the fire is completely extinguished and before all trash, garbage and all other refuse is placed in the disposal receptacles. If no such trash receptacles are available, all refuse is to be taken out of park and properly disposed of elsewhere.
 - d. No person shall set up tents, shacks, or any other temporary shelter for the purpose of overnight camping, nor shall any person leave in a park after closing hours any movable structure or special vehicle to be used for, or that could be for, such purpose of overnight camping, with the exception of what may be permitted by the rules and regulations as outlined in the Hurricane Town Forest Recreation Management Plan or without permission from the Hartford Parks and Recreation Department.
 - e. Take part in organized athletic games without written permission of the Department of Parks and Recreation.
 - f. Ride a horse or any other animal in the parks, with the exception of what may be permitted by the regulations as outlined in the Hurricane Town Forest Recreation Management Plan.

ARTICLE V BEHAVIOR – NO PERSON IN A PARK SHALL:

1. Bring or possess alcohol beverages, **smoking** tobacco products, or any illegal drug, nor shall any person drink alcohol beverages, or use any **smoking** tobacco products, tobacco substitute products as defined in 7 V.S.A. § 1001(8), cannabis as defined in 7 V.S.A. § 831(2), cannabis products as defined in 7 V.S.A. § 831(3) or illegal drug at any time in

the park, except when allowed by the rules or regulations of the ordinance relating to the use of alcohol beverages. *Cross reference Open Container Ordinance*

- 2. Engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behavior tending to breach the public peace. *Cross reference Noise Ordinance.*

ARTICLE VI MERCHANDISING – ADVERTISING – SIGNS

- 1. Expose or offer for sale the article of thing, nor shall he/she station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing. Exception is here made as to any person acting by and under the authorization by permit of the Town.
- 2. Announce, advertise, or call the public attention in any way to any article or service or service for sale or hire – without written permission from the Town.
- 3. Paste, glue, tack or otherwise post any sign, placard, advertisement, or inscription, nor shall any person erect or cause to be erected any sign on park properties. Exception is here made as to any person acting by and under the authority by permit of the Town.

ARTICLE VII BICYCLE, SNOW VEHICLES AND MOTORBIKES

- 1. No person shall ride a bicycle upon the lawns, walks, or foot trails in the parks unless otherwise posted.
- 2. No motorized snow vehicles shall be permitted in the area of a park except where permitted by the Town.
- 3. No motorized vehicle shall be permitted in any area of the parks, with the exception of those permitted by the rules and regulations of each park.

ARTICLE VIII VIOLATION AND PENALTIES

A violation of this ordinance shall be subject to civil enforcement in accordance with the provisions of 24 VSA Section 1974a and 1977 et seq. A civil penalty of not more than \$500.00 may be imposed for a violation of this civil ordinance and the waiver fee shall be set at \$50.00 for the first offense, \$100.00 for the second offense within a six month period, and \$200.00 for all subsequent offenses within a six month period. Each day violation shall constitute a separate violation of this ordinance.

ARTICLE IX EFFECTIVE DATE

Effective Date: This ordinance shall take effective sixty days after the adoption by the Select Board for the Town of Hartford, Vermont.

ARTICLE X NO PREEMPTION OF PRIVATE REMEDY

Nothing in this ordinance shall be construed to limit or modify any remedy which may be available to any private person under existing common law or statute for abatement of nuisance, nor shall any enforcement process begun or completed by the Town of Hartford against any person be deemed or construed to exempt such person from imposition of liability resulting from pursuit of civil remedy by any other person.

Adopted this ____ day of _____ at Hartford, County of Windsor, State of Vermont all in accordance with Title 24 VSA (14) and 24 VSA Chapter 59 (Civil Enforcement).

Michael Hoyt, Chair

Daniel Fraser, Vice Chair

BOARD OF SELECTMEN HARTFORD SELECTOBARD:

Kim Souza, Clerk

Lannie J. Collins, Selectboard Member

Mary M Erdei, Selectboard Member

Rocket, Selectboard Member

Ally Tufenkjian, Selectboard Member

Town of Hartford, VT

3/31/2023 Financials <> 5/16/2023 Board Meeting

75% is the target glide path for this period

Respectfully Submitted:

Gail Ostrout, Finance Director

Green light when on target – no concerns



Yellow light when slightly outside target – explain (timing, exception, change in need, etc)



Red light when fully outside target – explain why (emergency, change in need, one time event, etc.)



General Fund - Fund 10

Glide Path 75% as of 3/31/2023



FYE 2023 APPROPRIATIONS:

FYE 2023 BUDGET	\$18,478,171	YTD	\$11,990,834	%65
FYE 2022 BUDGET	\$17,640,521	YTD	\$11,872,712	%68



FYE 2023 REVENUES:

FYE 2023 BUDGET	\$18,478,171	YTD	\$20,063,226	%108
FYE 2022 BUDGET	\$17,640,521	YTD	\$16,643,405	%94

*TAX BILLS MAILED ONCE A YEAR



DELINQUENT TAX BALANCES 3 YEARS

AS OF 03/31/2023	=	\$1,026,632.69
AS OF 03/31/2022	=	\$1,127,369.16
AS OF 03/31/2021	=	\$1,025,080.38

*Promoted all the state programs available to residents

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11:41AM

Expenditure Comparison Report

Page: 1
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ReportSortedExpComparisons

Town of Hartford
As Of: March, GL Year 2023

Account Number	2023				2022			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
General Fund								
Totals	General Fund							
	18,478,171.33	1,560,012.33	11,990,834.28	6,487,337.05	17,640,520.73	1,377,232.38	11,872,712.33	5,767,808.40



Encumbrances And Carry Forward Activity Not Included

Revenue Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number	2023				2022			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
General Fund								
Totals	General Fund							
	18,478,171.33	301,145.32	20,063,226.07	108.578	17,640,521.00	220,970.31	16,643,405.08	94.348



Local Option Tax

As of 3/31/2023

Balance was \$600,756.79



❖ Revenues:

	2023	2022	2021
February	\$77,093.37	\$77,093.37	\$45,741.45
May	\$78,634.15	\$65,088.90	\$48,726.83
August		\$86,029.10	\$67,275.69
November		\$111,803.98	\$105,257.99

❖ Summary

\$600,756.79

- 200,000.00 FYE 2022 Voter approved towards ambulance purchase

- 332,710.00 FYE 2023 Voter approved - cemeteries

\$ 68,046.79

*Should no other revenue be received there is
sufficient funding to cover the currently voter approved FYE 2024
expenses

American Recovery Funds

As of 3/31/2023

Balance was \$2,876,767.41



❖ Revenues:

8/20/21 \$500,198.08

9/10/21 \$928,070.49

9/9/22 \$500,198.08

10/18/22 \$928,070.48

\$2,856,537.13

Interest \$20,230.28

\$2,876,767.41

Second annual report due 4/30/23 was completed timely

Obligated Funds to Date = \$2,605,868.30

Balance available to obligate = \$270,899.11

SOLID WASTE: Fund 30

Glide Path 75% as of 3/31/2023



FYE 2023 APPROPRIATIONS:

FYE 2023 BUDGET	\$930,298	YTD	\$473,153	%51
FYE 2022 BUDGET	\$952,806	YTD	\$435,245	%46



FYE 2023 REVENUES:

FYE 2023 BUDGET	\$623,100	YTD	\$642,582	%103
FYE 2022 BUDGET	\$881,354	YTD	\$602,571	%68



ACCOUNTS RECEIVABLE BALANCE:

FYE 2023	\$14,414.32
FYE 2022	\$36,076.56

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11:44AM

Expenditure Comparison Report

Page: 1
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ReportSortedExpComparisons

Town of Hartford
As Of: March, GL Year 2023

Account Number		2023				2022			
		Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Solid Waste Fund									
Totals	Solid Waste Fund	930,298.07	51,720.69	473,152.99	457,145.08	952,806.46	53,045.30	435,244.63	517,561.83



Encumbrances And Carry Forward Activity Not Included

Revenue Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number	2023				2022			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Solid Waste Fund								
Totals	Solid Waste Fund							
	623,100.00	345,653.08	642,582.14	103.127	881,353.50	57,380.64	602,571.03	68.369



WHITE RIVER WATER: Fund 50

Glide Path 75% as of 3/31/23



FYE 2023 APPROPRIATIONS:

FYE 2023 BUDGET	\$1,169,821	YTD	\$1,032,237	% 88
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*Includes \$521,845 for capital projects

FYE 2022 BUDGET	\$1,133,420	YTD	\$464,497	% 41
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*Included \$54,171.29 for capital projects



FYE 2023 REVENUES:

FYE 2023 BUDGET	\$1,169,821	YTD	\$1,287,486	%110
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*Includes \$631,693 in capital loan reimbursements

FYE 2022 BUDGET	\$1,169,773	YTD	\$978,193	%84
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*Included \$133,021 in capital loan reimbursements



ACCOUNTS RECEIVABLE BALANCE:

FYE 2023 \$224,113.42

FYE 2022 \$208,927.50

Expenditure Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number		2023				2022			
		Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Water Fund									
Totals	Water Fund	1,169,821.30	152,891.38	1,032,237.38	137,583.92	1,133,420.44	48,107.05	464,497.30	668,923.14



Revenue Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number		2023				2022			
		Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Water Fund									
Totals	Water Fund	1,169,821.30	797.30	1,287,486.09	110.058	1,169,773.00	144,425.34	978,192.50	83.622



QUECHEE WATER: Fund 55
Glide Path 75% as of 3/31/2023



FYE 2023 APPROPRIATIONS:

FYE 2023 BUDGET	\$470,288	YTD	\$263,141	% 57
FYE 2022 BUDGET	\$472,138	YTD	\$267,060	% 63



FYE 2023 REVENUES:

FYE 2023 BUDGET	\$471,908	YTD	\$308,542	%65
FYE 2022 BUDGET	\$471,908	YTD	\$364,521	%77



ACCOUNTS RECEIVABLE BALANCE:

FYE 2023 \$98,033

FYE 2022 \$86,869

Expenditure Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number	2023				2022			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Quechee Water Fund								
Totals	Quechee Water Fund							
	470,288.51	18,419.29	263,141.28	207,147.23	472,138.21	18,983.07	267,059.83	205,078.38



Revenue Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number		2023				2022			
		Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Quechee Water Fund									
Totals	Quechee Water Fund	471,907.85	0.00	308,541.57	65.381	471,907.80	470.29	364,520.45	77.244



WHITE RIVER WASTEWATER: Fund 60

Glide Path 75% as of 3/31/2023



FYE 2023 APPROPRIATIONS:

FYE 2023 BUDGET	\$1,786,126	YTD	\$1,248,864	% 69
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*Includes \$371,994 in capital projects

FYE 2022 BUDGET	\$2,057,681	YTD	\$866,910	% 42
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*Includes \$25,614 in capital projects



FYE 2023 REVENUES:

FYE 2023 BUDGET	\$1,835,279	YTD	\$1,225,464	%67
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*Includes \$343,941 in capital loan reimbursement

FYE 2022 BUDGET	\$1,835,279	YTD	\$1,665,049	%91
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*Includes \$255,014 in capital loan reimbursement



ACCOUNTS RECEIVABLE BALANCE:

FYE 2023 \$319,616

FYE 2022 \$332,179

Expenditure Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number		2023				2022			
		Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Wastewater Fund									
Totals	Wastewater Fund	1,786,126.21	141,012.81	1,248,863.61	537,262.60	2,057,680.64	88,721.86	866,910.34	1,190,770.30



Revenue Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number	2023				2022			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Wastewater Fund								
Totals	Wastewater Fund							
	1,835,279.05	23.20	1,225,463.56	66.773	1,835,279.05	262,629.95	1,665,048.74	90.725



QUECHEE WASTEWATER: Fund 65

Glide Path 75% as of 3/31/2023



FYE 2023 APPROPRIATIONS:

FYE 2023 BUDGET	\$1,160,499	YTD	\$763,863	%66
FYE 2022 BUDGET	\$1,321,098	YTD	\$777,515	%59



FYE 2023 REVENUES:

FYE 2023 BUDGET	\$1,160,499	YTD	\$692,711	%59
FYE 2022 BUDGET	\$1,319,422	YTD	\$993,919	%75



ACCOUNTS RECEIVABLE BALANCE:

FYE 2023 \$229,182

FYE 2022 \$245,305

Expenditure Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number	2023				2022			
	Budget	MTD Trans	YTD Trans	Balance	Budget	MTD Trans	YTD Trans	Balance
Quechee Wastewater Fund								
Totals	Quechee Wastewater Fund							
	1,160,499.50	52,650.03	763,862.98	396,636.52	1,321,098.13	49,990.03	777,515.30	543,582.83



Revenue Comparison Report

Town of Hartford
As Of: March, GL Year 2023

Account Number	2023				2022			
	Est Rev	MTD Rev	YTD Rev	% Collected	Est Rev	MTD Rev	YTD Rev	% Collected
Quechee Wastewater Fund								
Totals	Quechee Wastewater Fund							
	1,160,499.50	0.00	692,711.03	59.691	1,319,422.43	8,846.62	993,919.37	75.330



Questions?

Concerns?

Follow up items?



AGENDA MEMORANDUM

May 16th, 2023

Town Selectboard Meeting Item: 5f

Submitted by: Dana Clawson, Environmental Sustainability Coordinator

Subject: Bugbee Senior's Center feasibility study proposal selection.

Background: On September 20th, 2022 the Hartford Select Board voted in favor of the Bugbee Senior Center receiving \$80,000 in ARPA funds for a feasibility study of the building and grounds in addition to making the front lobby ADA accessible. Town staff then worked with the Bugbee Senior Center to put together an RFP that was released on March 13th 2023 with bids being due April 12th by 3:00. Two bids were received, both from established architectural firms with proven track records. Bids were then rated on the firms understanding and approach to the project, work plan proposal and timeline for completion, demonstrated experience with projects of similar scope, qualifications and experience of proposed personnel, and total price to complete the project as proposed. Though the proposals were both really well done and staff was confident that either vendor could provide exactly what is needed, the vendors did differ in their timeline for completion and price, with one firm expecting to be able to complete the project in December at a total cost of \$85,267 and the vendor we recommend, Studio Nexus, having a completion date at the end of July at a total cost of \$27,552.

Discussion: The scope of the proposal.

Vendor selection process.

Next steps.

Financial Impact: The Studio Nexus proposal is \$27,552 which would be covered by ARPA funds already allocated for this purpose.

Recommendation: The Hartford Select Board authorize the Acting Town Manager to execute the contract with Studio Nexus and start the feasibility study process.



AIA® Document B102® – 2017

Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services

AGREEMENT made as of the Sixteenth day of May in the year Two Thousand Twenty Three
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Town of Hartford
171 Bridge Street
White River Junction, VT 05001

and the Architect:
(Name, legal status, address and other information)

Studio Nexus Architects + Planners, LLC
46 South Main Street
P.O. Box 275
White River Junction, VT 05001

for the following (hereinafter referred to as "the Project"):
(Insert information related to types of services, location, facilities, or other descriptive information as appropriate.)

Feasibility Study for Bugbee Senior Center
White River Junction, VT

The feasibility report will provide a comprehensive guide for long term capital planning of the

facility's building and grounds. The goal is to have a plan that prioritizes:

(1) Accessibility, preferably full compliance with ADA standards across the building and grounds.

(2) Modernizing mechanical systems and decommissioning old equipment

(3) Reconfiguring the building to better reflect today's uses.

Specific requirements are as outlined in the Request For Proposal, Exhibit A.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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

TABLE OF ARTICLES

1	ARCHITECT'S RESPONSIBILITIES
2	OWNER'S RESPONSIBILITIES
3	COPYRIGHTS AND LICENSES
4	CLAIMS AND DISPUTES
5	TERMINATION OR SUSPENSION
6	COMPENSATION
7	MISCELLANEOUS PROVISIONS
8	SPECIAL TERMS AND CONDITIONS
9	SCOPE OF THE AGREEMENT

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

§ 1.1 The Architect shall provide the following professional services:

(Describe the scope of the Architect's services or identify an exhibit or scope of services document setting forth the Architect's services and incorporated into this document in Section 9.2.)

As described in Exhibit B, "Proposal for Architectural Services"

§ 1.1.1 The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 1.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 1.3 The Architect identifies the following representative authorized to act on behalf of the Architect with respect to the Project.

(List name, address, and other contact information.)

Douglas Sonsalla or James Wasser, Principals
dougs@studionexusarch.com or jimw@studionexusarch.com
802-275-5110

§ 1.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 1.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 6.2.3.

§ 1.5.1 Commercial General Liability with policy limits of not less than one million (\$1,000,000) for each occurrence and one million (\$1,000,000) in the aggregate for bodily injury and property damage.

§ 1.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 1.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 1.5.1 and 1.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 1.5.4 Workers' Compensation at statutory limits.

§ 1.5.5 Employers' Liability with policy limits not less than one million (\$ 1,000,000) each accident, one million (\$ 1,000,000) each employee, and one million (\$ 1,000,000) policy limit.

§ 1.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million (\$ 1,000,000) per claim and one million (\$ 1,000,000) in the aggregate.

§ 1.5.7 **Additional Insured Obligations.** If requested by the Owner, to the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 1.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 1.5.

ARTICLE 2 OWNER'S RESPONSIBILITIES

§ 2.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 2.2 The Owner identifies the following representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

(List name, address, and other contact information.)

Gail Ostrout, Hartford Town Manager
gostrout@hartford-vt.org
802-295-3002

§ 2.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of

the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 2.4 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 2.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 2.6 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 3 COPYRIGHTS AND LICENSES

§ 3.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 3.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 3.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for the purposes of evaluating, constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 5 and Article 6. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 5.4, the license granted in this Section 3.3 shall terminate.

§ 3.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 3.3.1. The terms of this Section 3.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 5.4.

§ 3.4 Except for the licenses granted in this Article 3, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 3.5 Except as otherwise stated in Section 3.3, the provisions of this Article 3 shall survive the termination of this Agreement.

ARTICLE 4 CLAIMS AND DISPUTES

§ 4.1 General

§ 4.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 4.1.1.

§ 4.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 4.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 5.7.

§ 4.2 Mediation

§ 4.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 4.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 4.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 4.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 4.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

☒ [X] Arbitration pursuant to Section 4.3 of this Agreement

☐ [] Litigation in a court of competent jurisdiction

☐ [] Other *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 4.3 Arbitration

§ 4.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 4.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 4.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.4 Consolidation or Joinder

§ 4.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 4.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 4.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 4.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 4.4 The provisions of this Article 4 shall survive the termination of this Agreement.

ARTICLE 5 TERMINATION OR SUSPENSION

§ 5.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 5.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 5.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 5.6 If the Owner terminates this Agreement for its convenience pursuant to Section 5.5, or the Architect terminates this Agreement pursuant to Section 5.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 5.7 In addition to any amounts paid under Section 5.6, if the Owner terminates this Agreement for its convenience pursuant to Section 5.5, or the Architect terminates this Agreement pursuant to Section 5.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

\$0.00

.2 Licensing Fee, if the Owner intends to continue using the Architect's Instruments of Service:

\$0.00

§ 5.8 Except as otherwise expressly provided herein, this Agreement shall terminate
(Check the appropriate box.)

☒ One year from the date of commencement of the Architect's services

☐ One year from the date of Substantial Completion

☐ Other

(Insert another termination date or refer to a termination provision in an attached document or scope of service.)

If the Owner and Architect do not select a termination date, this Agreement shall terminate one year from the date of commencement of the Architect's services.

§ 5.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 3 and Section 5.7.

ARTICLE 6 COMPENSATION

§ 6.1 The Owner shall compensate the Architect as set forth below for services described in Section 1.1, or in the attached exhibit or scope document incorporated into this Agreement in Section 9.2.

(Insert amount of, or basis for, compensation or indicate the exhibit or scope document in which compensation is provided for.)

As described in the "Proposal for Architectural Services", Exhibit B

§ 6.2 Compensation for Reimbursable Expenses

§ 6.2.1 Reimbursable Expenses are in addition to compensation set forth in Section 6.1 and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling and delivery;
- .6

(Paragraphs deleted)

Init.

If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;

.7 All taxes levied on professional services and on reimbursable expenses;
(Paragraph deleted)

.8 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and

.9 Other similar Project-related expenditures.

§ 6.2.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 6.2.3 **Architect's Insurance.** If the types and limits of coverage required in Section 1.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 1.5, and for which the Owner shall reimburse the Architect.)

§ 6.3 Payments to the Architect

§ 6.3.1 Initial Payments

§ 6.3.1.1 An initial payment of zero (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 6.3.2 Progress Payments

§ 6.3.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid forty five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

one and one-half % per month

§ 6.3.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 6.3.2.3 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 7 MISCELLANEOUS PROVISIONS

§ 7.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 4.3.

§ 7.2 Except as separately defined herein, terms in this Agreement shall have the same meaning as those in AIA Document A201™-2017, General Conditions of the Contract for Construction.

§ 7.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 7.4 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building

Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 7.4.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 7.5 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 7.6 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 7.7 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 7.8 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 7.8 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 5.4.

§ 7.9 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 7.9.1. This Section 7.9 shall survive the termination of this Agreement.

§ 7.9.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 7.9.

§ 7.10 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 8 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

ARTICLE 9 SCOPE OF THE AGREEMENT

§ 9.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 9.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B102™–2017, Standard Form Agreement Between Owner and Architect
(Paragraphs deleted)

.2 Exhibits:

(Check the appropriate box for any exhibits incorporated into this Agreement.)

☐ AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204–2017 incorporated into this Agreement.)

☒ Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

Exhibit A, Request for Proposals for A Feasibility Study for Bugbee Senior Center
Exhibit B, Bugbee Senior Center Proposal for Architectural Services

.3 Other documents:

(List other documents, including the Architect's scope of services document, hereby incorporated into the Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Gail Ostrout, Hartford Town Manager
(Printed name and title)

ARCHITECT (Signature)

James Wasser, Managing Principal,
VT Lic# 2837
(Printed name, title, and license number, if required)

Init.

Additions and Deletions Report for

AIA® Document B102® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 09:46:53 ET on 05/11/2023.

PAGE 1

AGREEMENT made as of the Sixteenth day of May in the year Two Thousand Twenty Three

...

Town of Hartford
171 Bridge Street
White River Junction, VT 05001

...

Studio Nexus Architects + Planners, LLC
46 South Main Street
P.O. Box 275
White River Junction, VT 05001

...

(Insert information related to types of services, location, facilities, or other descriptive information as appropriate.)

Feasibility Study for Bugbee Senior Center
White River Junction, VT

The feasibility report will provide a comprehensive guide for long term capital planning of the facility's building and grounds. The goal is to have a plan that prioritizes:

- (1) Accessibility, preferably full compliance with ADA standards across the building and grounds.
- (2) Modernizing mechanical systems and decommissioning old equipment
- (3) Reconfiguring the building to better reflect today's uses.

Specific requirements are as outlined in the Request For Proposal, Exhibit A.

PAGE 2

As described in Exhibit B, "Proposal for Architectural Services"

...

Douglas Sonsalla or James Wasser, Principals
dougs@studionexusarch.com or jimw@studionexusarch.com
802-275-5110

PAGE 3

§ 1.5.1 Commercial General Liability with policy limits of not less than (~~\$—one million~~ (\$1,000,000)) for each occurrence and (~~\$—one million~~ (\$1,000,000)) in the aggregate for bodily injury and property damage.

§ 1.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

§ 1.5.5 Employers' Liability with policy limits not less than one million (\$ 1,000,000) each accident, one million (\$ 1,000,000) each employee, and one million (\$ 1,000,000) policy limit.

§ 1.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than one million (\$ 1,000,000) per claim and one million (\$ 1,000,000) in the aggregate.

...

Gail Ostrout, Hartford Town Manager
gostrout@hartford-vt.org
802-295-3002

PAGE 5

[X] Arbitration pursuant to Section 4.3 of this Agreement
PAGE 7

\$0.00

...

\$0.00

...

[X] One year from the date of commencement of the Architect's services

...

As described in the "Proposal for Architectural Services", Exhibit B

...

- ~~.6~~ Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- ~~.7~~ Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- ~~.8~~ If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- ~~.9~~ ~~.7~~ All taxes levied on professional services and on reimbursable expenses;
- ~~.10~~ Site office expenses;
- ~~.11~~ ~~.8~~ Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and
- ~~.12~~ ~~.9~~ Other similar Project-related expenditures.

§ 6.2.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

PAGE 8

§ 6.3.1.1 An initial payment of zero (\$ 0.00) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

...

§ 6.3.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid forty five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

one and one-half % per month

PAGE 10

~~.2~~ AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203 2013 incorporated into this Agreement.)

~~.3~~

.2 Exhibits:

...

☒ Other Exhibits incorporated into this Agreement:

...


Exhibit A, Request for Proposals for A Feasibility Study for Bugbee Senior Center
Exhibit B, Bugbee Senior Center Proposal for Architectural Services

~~.4~~ .3 Other documents:

...

...

Gail Ostrout, Hartford Town Manager


James Wasser, Managing Principal,
VT Lic# 2837

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 09:46:53 ET on 05/11/2023 under Order No. 2114432561 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B102™ – 2017, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

Town Manager's Office Bugbee RFP scoring matrix

										0
										100

Parks and Recreation Department Bugbee RFP scoring matrix

Qualifications & experience of proposed personnel										
Total price to complete the project as proposed										
Demonstrated experience with projects of similar scope										
Work plan proposal & timeline for completion										
Understanding & approach to the project										
Category Weights	30		10		30		20		10	

Studio Nexus

Architects +

Planners	25	10	30	15	10	90
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MA+KE

Architects	28	5	30	5	10	78
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Executive Summary

Proposal	Understanding and approach to the project 30%	Work plan proposal and timeline for completion 10%	Demonstrated experience with projects of similar scope 30%	Qualifications and experience of proposed personnel 20%	Total price to complete the project as proposed 10%	FINAL SCORE
Studio Nexus	81%	76%	72%	65%	100%	77%
MA+KE Architects	65%	84%	80%	100%	14%	73%

In our assessment, Studio Nexus offers the better fit for this Request. Their proposal demonstrates a better understanding of the project's context and takes a more strategic approach towards assessing the facility's needs. Their methodology will better incorporate the present and future needs of older adults, administrative requirements of the Town, and Bugbee operations.

More generally, Studio Nexus's approach resembles an 'a la carte' menu, and is led through a ground up process, with flexibility as the study gathers information. MA+KE's proposal is more like a 'prix fixe' menu, and while stakeholders are incorporated where necessary, the design process itself takes the lead. Either firm would produce a quality study, but we believe Studio Nexus's approach fits our collective needs better, and the final product will be more useful for planning because it includes recommendations on construction sequencing.

We would like to thank both Studio Nexus and MA+KE Architects for taking the time to prepare and offer these proposals. We fully trust Town staff to select wisely and appreciate your care for the building and its beneficiaries.

Scoring Methodology

Under each of the RFP's five criteria, we added sub-criteria using question sets to create a rubric. The attached notes provide the qualitative rationale and scoring. Maximum point scores provide the weighting for each sub-criterion. Scores were tallied and then weighted according to the evaluation criteria from the RFP.

Understanding and approach to the project – 30%

Points were given if the proposals met the requirements from the RFP, along with qualitative assessments of the firms' understanding of the project. We also asked: does the proposal acknowledge and understand that multiple stakeholder groups are involved in the project?

Both firms understand the scope of the report, but we concluded that Studio Nexus had a better approach because it will more thoroughly include different stakeholder groups, and offered more resources towards ensuring the plan fits the needs of the building's users, administrative structure, and stakeholder relationships. The bulk of Phase II consists of this work. This is more likely to result in a rich building program and potentially a better-fit design concept. There is also evidence that Studio Nexus has experience with a variety of fundraising and financing models with other projects.

Work plan proposal and timeline for completion – 10%

Points were given if the proposals met the requirements from the RFP, along with qualitative assessment of the quality of the firms' work plan. Both proposals' methodology covers similar grounds: assessment of the building & grounds, iterative design concepts and building program, and a final concept plan with preliminary cost estimates.

We ranked MA+KE Architects' proposal higher because of the implementation details offered in Part V. Their budget also offered greater detail on the role of their design team and includes deeper work into cost estimating. Studio Nexus's took a different approach, with the final product including recommendations for construction sequencing, but fewer details on costing and implementation. Their plan is potentially more flexible and affords the addition of services to fast-track priority projects, but is less comprehensive and punts some design & estimating work to later parts of the renovation.

Demonstrated experience with projects of similar scope – 30%

Points were given if the proposals met the requirements from the RFP, along with qualitative assessment of the portfolios in each. We did not consider information outside of these proposals (e.g. from their websites or other marketing) in this ranking, and we did not contact references to avoid appearing as representatives of the Town. MA+KE Architects scored narrowly higher, as an older firm with a longer track record. Studio Nexus provided more examples of completed feasibility/evaluation studies, including some very similar to this one, so it was close to a draw.

Qualifications and experience of the proposed personnel – 30%

The personnel at each firm are qualified to complete a feasibility study. We ranked MA+KE Architects higher because they offer a pre-assembled design team to provide detailed surveys, design & engineering work, construction costing services, and other planning work.

Studio Nexus's proposal includes some of these services but did not outline those details. The proposal provides enough evidence that they have a network of consultants to draw from. Overall, their approach is different – consulting firms may be hired as-needed and with available funding, meaning a lower startup cost for the feasibility study, but potentially more design & costing work needed for subsequent construction phases.

Total price to complete the project as proposed – 10%

Studio Nexus's budget provides ample space and flexibility within the ARPA allocation from the Town. MA+KE's proposal would require additional financing. For implementation, both proposals require additional services, construction drawings, project management, permitting, procurement, etc., for construction contracts, but we expected that. We will defer to Finance's expertise with the Town's procurement policy, but subcontracting for the feasibility study is likely to be straightforward and did not see any cost estimates that would require additional bidding just to complete the report.

Bugbee Senior Center Feasibility Study

White River Junction, VT



Proposal for Architectural Services

April 12, 2023

CONNECT
802.275.5110 • studionexusarch.com



STUDIO NEXUS
ARCHITECTS + PLANNERS

Studio Nexus Architects + Planners

April 12, 2023

Gail Ostrout, Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

RE: Request for Proposals for
A Feasibility Study of Bugbee Senior Center

Dear Ms. Ostrout,

We greatly appreciate the opportunity to provide you with this proposal for architectural and planning services. Projects for social service/governmental agencies and non-profits that make a difference is primary to Studio Nexus Architects' core mission and we would enthusiastically take on this project. Our experience with feasibility studies, renovations, affordable housing, codes, and community review processes make our team well-suited to be a creative, efficient, yet distinctive project partner. We have partnered extensively with governmental, non-profit and public finance agencies including the towns of Lebanon (NH), Groton (NH), West Fairlee (VT) and Concord (MA), Twin Pines Housing, the Upper Valley Haven, Visions for Creative Housing, New Hampshire Housing, and Rural Development and have a substantial portfolio of community development projects.

Our work with feasibility and master planning studies includes assessments of Twin Pines' Scattered Sites and Crafts Hill multi-family developments, an extensive evaluation of the Hanover Co-op prior to undertaking a full scale renovation, an on-going feasibility study for the redevelopment of Dartmouth's farm and greenhouses, and a master planning study for the Upper Valley Haven looking at both short and long term development options. In addition, we have considerable experience in food service, office and interior design. Like that requested for the Senior Center, we recently completed a feasibility study for the renovation and repurposing of the historic W. Fairlee Community Clubhouse. The study was well received and we are currently wrapping up construction documents to implement many of the recommendations.

We understand the need to assemble a responsive team and to stretch every resource to achieve the greatest outcome for the Bugbee Senior Center and the specific needs of the people it serves. Our firm is local, smaller and well-suited to be responsive, collaborative and cost effective. The personnel we have assigned have decades of experience and will be directly involved throughout the entire project.

We look forward to the opportunity to further review with you our firm, our work, and our staff.

Sincerely,



Doug Sonsalla, AIA and James Wasser, AIA, Principals



STATEMENT OF QUALIFICATIONS

Contact Information

Studio Nexus Architects + Planners, LLC
P.O. Box 275
White River Junction, VT 05001

Contact: Doug Sonsalla, AIA
802-275-5110 Ext. 102
dougs@studionexusarch.com

About Studio Nexus

Since our founding in 2012 by Jim Wasser and Doug Sonsalla, the essence and strength of Studio Nexus Architects + Planners, LLC (SNAP) is the connection between our clients, our studio, and our consultants. We provide our clients with thoughtful, innovative, and sustainable architectural design solutions using strategic partnerships, specialized expertise, active and honest communication, and timely project delivery. Building trust, listening, and thoroughly understanding the nature of your architectural challenge is at the core of our architectural process. We use those communication, interpersonal and leadership skills to imagine, evaluate, and deliver creative, yet appropriate, responses answering the challenge. We embrace and build from precedent to explore structure, materials, light, and memory to bring freshness and openness into the architecture process. Our objective is to inject an invigorating, humane, and authentic spirit to architecture; solving your functional needs, while demanding the highest aesthetic design standards and considering the project's impact on nature and the surrounding community.



Professional Qualifications

Our firm consists of a staff of six, including three architects licensed in the state of Vermont, an experienced project manager, an interior designer and an administrator. Our staff provides comprehensive architectural services including feasibility studies, design, construction documents, construction administration and post occupancy evaluations. Project types include renovations and new construction of residential, commercial, and municipal buildings.



Doug Sonsalla (principal) will be Studio Nexus' partner-in-charge. He will serve as the primary contact and overall planner for the team, coordinating work and attending all primary project meetings. Doug has undertaken numerous feasibility studies including (among others) those for the West Fairlee Community Clubhouse, for the redevelopment of Dartmouth's farm and greenhouses, and for the Sawyer Chapel in Bradford, VT. He has lead a variety of complex institutional projects and renovations, several requiring historic review. His training in construction management will prove invaluable in helping to develop plan implementation strategies. Doug has practiced architecture nearly 30 years and is licensed in Vermont, New Hampshire and Maryland.



Jim Wasser, (principal) will lend his 35 years of experience in support of the study to assure an accurate, comprehensive and successful outcome to the project. Jim has extensive experience undertaking master planning, feasibility studies and assessments, both with Studio Nexus and his previous firm in Portland, Ore. He will provide Principal level planning and design support and code/zoning analysis. Jim is licensed in five states including Vermont.



William Nartowicz, (project manager) celebrating his 10-year anniversary with Studio Nexus, will provide considerable technical knowledge, management skills and 20+ years of experience to the effort. William has managed many of Studio Nexus' largest projects including a 5-story apartment tower in White River Junction and the Byrne and Blunt Hall renovations for Dartmouth College. He will manage the day-to-day project operations and the internal team coordination.



Mike Purvis and Breanna Gillam will lend their experience in support of the project to assure an accurate, comprehensive and successful outcome. **Mike**, a registered architect licensed in Vermont, New Hampshire, Massachusetts and New York and has worked closely with municipal officials on numerous projects, as well as with the Department of Justice and the Vermont Access Board to address and correct accessibility issues. **Breanna**, our in-house interior designer and newest member of our firm, will provide drafting support and lead any efforts related to finishes, materials, colors, furniture and furnishings.



Firm Capabilities: Similar Projects

Studio Nexus has undertaken numerous feasibility studies and master plans in its 11 year history. A sampling includes the list below. Three additional studies are described in depth on the following pages.

Hartford Scattered Sites Feasibility Study

2012

This study examined the overall project feasibility of renovating seven Hartford area Twin Pines buildings. The work included determining the scope of work for the rehabilitation of these badly deteriorated buildings, arriving at a construction cost estimate, and assessing tenant relocation needs. The work complied with the Vermont Housing Finance Agency energy conservation and construction standards and addressed issues of sustainability, fire and life safety and accessibility.

Hanover Consumer Cooperative, Park Street Store Assessment & Feasibility Study

2013

The intent of this study was to gain a greater understanding of the existing store—the condition and continued viability of the building and its systems—undertake an energy audit and develop a well-defined list of needs and generate a project program and, at the schematic level, create a design that addressed both those needs and the program. The design, in turn, was used to develop a project cost estimate and a construction-phasing plan for the next four years.

Crafts Hill Apartments Feasibility Study

2015

This study examined a 100-unit apartment complex in West Lebanon, NH, reviewing its suitability for acquisition by Twin Pines Housing into its portfolio. Working with USDA's Rural Development, Studio Nexus and its team of consultants reviewed the buildings and site for the condition of the building envelopes, their structural integrity, the viability of the mechanical, plumbing and electrical systems, and developed design options for creating accessible units. The complex was purchased by Twin Pines and renovations designed by Studio Nexus were completed in 2021.

Parkhurst Street Housing Evaluation

2017

This study examined two buildings in Lebanon, NH, reviewing their suitability for acquisition by Twin Pines Housing into its portfolio. The study examined all aspects of the buildings, from parking and landscaping, to structural integrity, mechanical /electrical system viability and fire/life safety. One of the two buildings, that at 10 Parkhurst, an 1890's 18-unit apartment building, was eventually purchased, renovations designed by Studio Nexus, and is a thriving home today for 18 single adults in transition.

14 Main Street Building Evaluation

2020

This study evaluated an existing 3-story, 8,000 SF building in West Lebanon, NH, for its suitability as a social service center and homeless shelter, working with both the Upper Valley Haven and Twin Pines Housing. It examined the condition of the existing building and systems and explored programming options, eventually settling on a schematic plan, which was then tested in an application for approval to the Lebanon planning and zoning boards.



Dartmouth Greenhouse Feasibility Study

2022

- Project Description:

This feasibility study for Dartmouth College investigated whether to renovate an existing greenhouse or add a new greenhouse on the college's property in Hanover, NH, approximately three miles north of the main campus. The study reflects the college's desire to meet its current and evolving research and academic needs.

This evaluation was a team effort and the result of collaboration with civil, structural and MEP engineers. It identifies building problems and deficiencies and analyzes their causes, implications, and solutions. However, the primary intent of the study is to provide a comprehensive review of the buildings and site, with an eye to identifying significant deficiencies that would impact the course of and budget for the renovation and redevelopment of the property over the next several years. The study focused on the greenhouses' ability to accommodate renovation or as an alternative, provides options for locating and programming new greenhouses.



- Project Team:

- Partner-in-Charge: Doug Sonsalla
- Project Manager: Mike Purvis

- Reference:

- Jason Rouillard, Project Manager
Dartmouth College Campus Services
4 Currier Place
Hanover, NH 03755
Jason.A.Rouillard@dartmouth.edu
603-646-2431



The Upper Valley Haven Feasibility Study and Master Plan

2022 and on-going

- Project Description:

This study began with a thorough investigation of the Haven's physical plant and site, followed by an assessment of the Haven's current uses and projected needs. After analyzing those programmatic requirements in conjunction with the existing campus, we worked with Haven staff and the board to develop a master plan that would provide the Haven with a road map for short term and long term planning and redevelopment.

Our services included multiple meetings with the Executive Director, the Haven Board and designated Haven staff and other stakeholders, both individually and in groups. These meetings helped to both document the Haven's current challenges and needs, while codifying its aspirations and goals. These efforts provided the groundwork for generating conceptual options for repurposing and more effectively utilizing campus buildings and site.



- Project Team:

- Partner-in-Charge: Jim Wasser
- Project Architect: Doug Sonsalla
- Project Support: Breanna Gillam, William Nartowicz
- Design Support: Mike Purvis

- Reference:

- Michael Redmond, Executive Director
Upper Valley Haven
713 Hartford Avenue
White River Junction, VT 05001
mredmond@uppervalleyhaven.org
802-478-1802



West Fairlee Community Club

2020

- Project Description:

Partially funded by the Preservation Trust of Vermont, this feasibility study reviewed the general condition, fire and life safety, and accessibility of the 1804 historic Community Club building. It provided options to create fully accessible circulation into and throughout the building. Specifically, it explored adding a new, accessible entry foyer, revising the site plan to provide accessible parking, and upgrading the restroom and kitchen to make them fully accessible.

In addition, the study evaluated the condition of the exterior envelope of the building, including the foundation, structure and siding. We developed strategies to mitigate water infiltration through the windows using solutions, including window repair and the addition of awnings and storm windows.



- Project Team:
 - Partner-in-Charge: Doug Sonsalla
- Reference:
 - Nikki Darling, President
West Fairlee Community Club
2859 Blood Brook Road
West Fairlee, VT 05045
nikkiinct@gmail.com



METHODOLOGY

Overview

The work plan we have outlined below derives from the RFP, our experience undertaking previous feasibility studies, and our tour of the Bugbee facility. We propose beginning the process with a thorough review of the physical plant and site, followed by an assessment of the Senior Center's current uses and projected needs. After analyzing those uses and needs in conjunction with the existing campus, we would work with Bugbee staff and board to develop a master plan that would provide the Senior Center with a road map for short term and long term planning and redevelopment.

Our services include five regularly scheduled, bi-weekly meetings with designated Bugbee staff, board members and other stakeholders. One smaller breakout meeting with selected staff and a meeting with the Town of Hartford are also included. These meetings would help to both document the Senior Center's current challenges and needs, while codifying its aspirations and goals. These efforts will provide the groundwork for generating conceptual options for repurposing and more effectively utilizing the building and the site. Research, drawings and conclusions will be collated in a final document suitable for distribution to the stakeholders.

Following is a work plan for all project phases:

Work Plan Phase I

I. EXISTING CONDITIONS ASSESSMENT

A. Project Initiation

1. Begin with a kickoff meeting to clearly identify the project methodology, timeline and goals.
2. Generate a more detailed schedule for the project, including individual and group meetings with stakeholders, building and site assessments, needs assessment and master planning.
3. Gather all available information on the Bugbee site and building, including: engineering & survey reports/ drawings, plans, photographs, etc. to facilitate the planning.
4. Gather available information on the surrounding neighborhood.
5. Review local, state and federal codes, regulations and statutes that pertain, including: Americans with Disabilities Act (ADA), IBC (International Building Code), IECC (International Energy Conservation Code), Fire Codes, historic preservation issues (if any), and in particular Hartford Planning and Zoning Codes; document limitations and opportunities for Haven reconfiguration/expansion.

Product: A project schedule, a library of information on the site and surrounding neighborhood, and a summary of applicable codes.



B. Site Evaluation

1. Using existing survey (if any) and site information as a base, prepare a site plan in CAD to create a complete description of the campus. It will serve as a base drawing for additional drawings generated throughout the feasibility study process.
2. Include building footprints and major site and landscape features, existing vehicular and pedestrian circulation, parking, loading, trash and recycling.
3. Meet with Hartford town officials to review zoning and planning issues.

Product: A site plan identifying and describing the existing features listed in items #1 - 3.

C. Existing Building Evaluation

1. Photograph and measure the existing Senior Center building as necessary to supplement existing information. Include room size and use, major materials, and general condition. Generate an as-built drawing of the facility.



2. Undertake an evaluation of the building for structural integrity, electrical and mechanical systems condition and longer term viability, envelope integrity and energy efficiency, sustainability, fire and life safety.

3. Evaluate the parking, entries, circulation, restrooms, community and staff spaces for accessibility and conformance with the Americans with Disabilities Act (ADA).

4. Distill information gathered in one through

three above and create a summary of the building describing the building systems and their functional capabilities both short and long term.

5. Review as-built information, code constraints and building evaluations with Bugbee staff, board members and other designated interested parties.

Product: A report with photographs, plans, charts and narrative descriptions summarizing the salient facts and features of the Senior Center relevant to the feasibility study and planning process.

Duration: 3 weeks for the entirety of Phase I



Work Plan Phase II

II. ESTABLISHMENT OF PROGRAMMATIC REQUIREMENTS

A. Program Infrastructure Evaluation

1. Survey and document building usage: including function, efficiency, space allocation per function, staff and volunteers provided, and number of clients served.
2. Meet with designated staff and board members individually and/or in groups to review findings from 1 above and define program needs moving forward. Identify functional, regulatory and aesthetic requirements. Assume 2 meetings. Understand:
 - a) Bugbee philosophy and goals—present and future
 - b) Current uses and staffing
 - c) Projected needs and staffing.
3. Organize information gathered in 1 and 2 above and compare the existing infrastructure against current and projected client and staff needs.

Product: A report cataloging and evaluating the information listed in items 1 through 3.

Duration: 1-1/2 weeks

B. Needs Assessment and Programming

1. Interpret data collected in part A above, conduct one additional meeting with staff and board members and evaluate the assembled information in terms of present and future physical plant requirements. Develop feasibility study objectives for:
 - a) Administrative requirements
 - b) Program needs
 - c) Support space requirements
 - d) Physical Plant maintenance and upgrade requirements
2. Define general building programs to satisfy needs identified in #1 above. Review program with the appropriate decision-makers and adjust it as required to respond to feedback generated.



Product: A written report summarizing the programmatic needs and describing the space requirements for the various functions listed in 1a through 1d, and the final building programs.

Duration: 1-1/2 weeks



Work Plan Phase III

III. DEVELOPMENT OF THE MASTER PLAN

A. Define Short and Long Term Development Priorities

1. Based on the programmatic needs defined in Part II, identify potential areas of renovation and new construction on campus; evaluate their relative merits.
2. Identify changes to pedestrian and vehicular circulation and parking that complement building and site development scenarios.
3. Generate two unique sketch plans for the building and site describing potential redevelopment options
4. Meet with appropriate staff and board members to review these options and select the one best suited to Bugbee's vision and current and future resources.
5. Develop the sketch option into final schematics, with floor plans, elevations and outline specifications suitable for preliminary pricing
6. Generate cost per square foot estimates for the options selected in item #3 above.
7. Establish development priorities, sequencing/phasing and methods of implementation.

Product: Schematic drawings describing potential building changes and additions, both physical and programmatic, cost per square foot estimates and charts or matrices documenting development priorities and sequencing.

Duration: 3 weeks

B. Create a Final Presentation Product

1. Generate conceptual building/site renderings for any proposed new development or substantial remodel to lend a heightened sense of realism and achievability to the development goals; and to aid as a tool in community outreach, grants, and fund-raising.

Product: Up to three sketch building/site renderings.

Duration: 1-1/2 weeks

C. Create the Feasibility Study Report

1. Assemble a draft report incorporating the documents created in Phases I – III and present to appropriate staff and the Bugbee board for review and approval.
2. Assemble the final report.

Product: A draft and final report summarizing and evaluating the information gathered in Phases I and II and the development recommendations put forth in Phase III.

Duration: 1-1/2 weeks



Estimated Timeline Summary

Phase I Duration: 3 weeks – Existing conditions assessment

Phase II Duration: 3 weeks - Establishment of programmatic requirements

Phase III Duration: 6 weeks - Development of the master plan

We are available to begin your project within 7 days of acceptance of this proposal and contract signing. Anticipated Completion Date: end of July*.

*This date is an estimate only and could be accelerated or lengthened depending on the Bugbee Senior Center's and Town's review and response times.

Estimated Fee

Item	Fee
Phase I	\$10,495.00
Phase II	\$7,320.00
Phase III	\$14,105.00
Sub-Total	\$31,920.00
Bugbee Non-Profit Discount of 40%	(\$12,768.00)
TOTAL FEE	\$19,152.00
Total Expenses (Estimated)	\$400.00
Consultant Allowance Mechanical, Electrical, Plumbing, and Structural	\$8,000.00

Assumptions and Exclusions

- Services not included above are excluded from the Scope of Services.
- The consultant allowance assumes assessment work by a mechanical, electrical, and/or structural engineers in project support. Fire protection review will be design/build through the Town. Sitework will be reviewed and coordinated by the Hartford Department of Public Works, or a civil engineer hired directly by the Town.
- This proposal includes attendance at 7 meetings, 5 meetings with the entire team, 1 with the Town and 1 additional with selected staff and stakeholders. Additional meetings will be billed on an hourly basis at the rates quoted that follow.
- Pricing/estimating by Architect will be on a cost/SF basis. If further clarity is required a Cost Estimator can be hired by SNAP, Bugbee, or the Town separately.



- Surveys will be provided by Owner, if required.
- Expenses do not include professional printing of the final Feasibility Study document.

Hourly Billing Rates*

Principal.....\$130.00/hour

- Design Services
- Project Management
- Technical Services

Project Manager.....\$105.00/hour

- Project Management
- Technical Services

Draftsperson or Intern.....\$85.00/hour

- Production Services

Clerical.....\$50.00/hour

* As members of a smaller office, Studio Nexus principals and staff wear many different hats and bill at hourly rates appropriate to the task.

Reimbursable Expenses

- Project related expenses that are reimbursable include: reproduction, printing, postage, delivery, and project related travel. These expenses are billed at cost plus 10%.
- Out of town travel is billed at 1/2 time plus travel expenses.

Policies

- We bill monthly at a percentage of work complete.
- A finance charge of 1 1/2% per month is applied to accounts unpaid 45 days after billing date.

Insurance

- Our firm is fully insured and carries the following insurance coverage limits:
 - \$2,000,000 per occurrence/ \$4,000,000 aggregate Commercial General Liability
 - \$3,000,000 per occurrence/ \$3,000,000 aggregate Umbrella Excess Liability
 - \$2,000,000 per occurrence/ \$2,000,000 aggregate Professional Liability
 - \$1,000,000 Automobile Liability
 - \$1,000,000 ea. Accident, each Employee, policy limit Workers Compensation and Employers' Liability

Copies of Certificates of Liability insurance are available upon request.



BUGBEE SENIOR CENTER FEASIBILITY STUDY

Hartford, Vermont

Project Proposal

Prepared for: Gail Ostrout, Hartford Town Manager

Prepared by: Christopher Kennedy, AIA, LEED AP

Date: April 12, 2023

Town Manager Ostrout,

Choosing an Architect for your project is a big decision and we are pleased to have been included for consideration.

You are embarking on a Feasibility Study process that will assist the Town of Hartford in making decisions about the future of the Bugbee Senior Center and essentially about the relationship of the Town to it's seniors for the foreseeable future and possibly beyond. The Town will be developing a vision for a project that will have lasting value to the community. The Feasibility Study should not only address the current needs of the seniors in the community but be able to adapt to future needs.

In order to achieve lasting value it is important that the building be sustainable. Sustainability is much more than technical adherence to energy efficiency and responsible use of resources.



Buildings and places that are carefully designed will be cared for and sustained, extending their useful life and therefore their value.

Integrating the physical, environmental and cultural connections from the larger community will also foster durability, adaptability and permanence, resulting in a truly sustainable project.

To facilitate life long care your project should be easy to maintain and operate, providing a modest and pleasing place to live while incorporating sustainable design at every level.

Any building project will be complicated and require experienced guidance in order to realize your vision. You and your community deserve a smooth project process that leads to a successful outcome.

At MA+KE Architects, we understand that the design should not only provide creative solutions for your specific needs, but the design should be looking to the future by being flexible and resilient. We focus on creating buildings and places that serve our clients' needs and provide benefits beyond the boundaries of the actual project.

Attached is our proposal for your project. Thank you for considering MA+KE Architects for your project, as the Town of Hartford and the Bugbee Senior Center seek a better future.

A handwritten signature in black ink, reading "Chris Kennedy". The signature is written in a cursive, flowing style.

Christopher P. Kennedy, AIA, LEED AP
Principal

MA+KE Architects Values

Community

We place the human experience at the center of our design process in order to create a positive impact, and our team is dedicated—professionally and personally—to the people and places that enrich our community, and to active participation in it.

Collaboration

We pride ourselves on a culture of collaboration, cooperation, and inclusion—and we believe in aligning the strengths of every member of the team to realize our goals.

Sustainability

We believe that carefully designed buildings and places provide real value and will be cared for over the long-term. Much more than technical adherence to energy efficiency and the responsible use of resources—sustainable practices are now simply best practices.

Feasibility Study Contents

I - Project Description

- Project Description
- Project Design Objectives
- Sustainability & Energy Efficiency Objective

II - Statement of Qualifications

- Project Contact
- Professional Qualifications
 - MA+KE Architects
 - Consultants

III - Methodology

Phase I Discovery

- Existing Conditions Documentation (plans and photographs)
- Site Analysis (may require obtaining a current site survey)
- Project Program
- Evaluation of Regulatory Constraints

Phase II Exploration

- Design Concepts for building
- Design Concepts for site

Phase III Reality Check

- Cost Estimates for Design Concepts

Phase IV Project Closeout

- Final Report
- Public Presentation

Additional Services

- Brief Description of the likely next steps for the project

IV - Professional Fees

- Fees listed by Phase, Tasks and Consultants
- Total Fees for the project

V - Follow On and Additional Services

- Sample list of additional services for consideration

Outline of Services typically provided once a determination is made to move forward with a project

VI - Appendix

- MA+KE Architects
 - Firm Information
- Consultants
 - Firm Information

I - Project Description *(slightly adapted from the RFP)*

The Town of Hartford, Vermont is requesting a feasibility study for renovations of Bugbee Senior Center to evaluate the viability of renovations to improve accessibility, modernize mechanical systems, and adapt the program of the building to better fit the current needs of the seniors who use the facility. The feasibility study will analyze and develop desired alternatives for renovations and improvements, considering both the building and grounds.

Bugbee Senior Center is located at 262 North Main Street in White River Junction. The facility was built in 1978 and has been repaired and modified over the years. The building houses White River Council on Aging, which operates the senior center. The mission of the Council on Aging is to help adults age 60 and older remain independent and involved members of the community. The Center offers lunches, Meals on Wheels, senior activities, classes, social events, social services, and other programs for older adults. The building is also available to the community for bookings as a meeting space, outside of senior center operations.

The Bugbee Center remains busier than ever as the Hartford area's median age continues to rise. Built in the 1970's before ADA, accessibility was not always prioritized, and the building and grounds can be challenging to navigate for people with mobility issues.

The way the building is being used has changed, as well. As capacity continues to rise, storage space has become a premium. Meal counts are higher than they ever have been before and existing storage space and kitchen workspace is inadequate.

Activity programming and technology has also changed and most areas are now being used as flexible, multipurpose spaces regardless of each room's original intention. The lobby and office area would also benefit from a reconfiguration that is more welcoming and that improves traffic flow during peak hours.

Additionally, much can be done to improve the energy efficiency of the building's envelope, insulation and mechanical systems. The Town has been implementing recommendations from a 2015 Energy Audit, but these have not been part of any formal plan and have resulted in some layers of defunct or unused equipment. The grounds around the building also present opportunities for greater accessibility and better use for senior center programming.

The Feasibility Study should include and develop a capital improvement plan to aid maintenance in the future.

Project Design Objectives

The Town of Hartford intends for the Feasibility Study to provide a comprehensive guide for long term capital planning of the facility's building and grounds. The goal is to have a plan that prioritizes:

- A fully accessible facility
- Improved allocation of space in order to reflect current needs and future uses
- Improving the functionality and efficiency of the building systems including the thermal envelope, mechanical systems, electrical systems and plumbing systems.
- Modifications to improve the life safety of the building.

Sustainability & Energy Efficiency Objectives

Throughout the Feasibility Study process, we'll consider site, orientation, proportion, structure, materials and mechanical systems to ensure thermal comfort, water efficiency, and waste reduction.

II - STATEMENT OF QUALIFICATIONS

CONTACT

Christopher Kennedy, AIA, LEED AP

MA+KE Architects

53 South Main St, Suite 204

Hanover, NH 03755

603/643-8868 x 102

www.ma-ke-arch.com

ckennedy@ma-ke-arch.com

PROFESSIONAL QUALIFICATIONS

PRINCIPALS

Christopher Kennedy, AIA, LEED AP

42 years of Work Experience in Architecture

Bachelor of Architecture, University of Notre Dame

Sloane Mayor, AIA

30 years of Work Experience in Architecture

Masters of Architecture, University of Pennsylvania

PROJECT MANAGERS

Rebekkah Soule, AIA

10 Years of Work Experience in Architecture

Masters of Architecture, Boston Architectural College

Kristina Hebert, AIA

7 years of Work Experience in Architecture

Bachelor of Science in Architecture, Norwich University

CONSULTANTS

Civil Engineer - Engineering Ventures, PC

Nicholas Fiore, P.E.

25 Years Experience

Bachelor of Science in Civil Engineering

University of Vermont

Kevin Worden, P.E.

28 Years Experience

Bachelor of Science in Civil Engineering, Bachelor of Science in Humanities

Worcester Polytechnic Institute

Landscape Architect - Park Architecture

Paul Simon, Principal

25 years of work experience in landscape architecture and planning

Bachelor of Science in Landscape Architecture, University of Kentucky

Structural Engineer - Engineering Ventures, PC

Miles Stetson, P.E.

16 Years Experience

Master of Science in Civil Engineering, Bachelor of Science in Mechanical Engineering

University of New Hampshire

Clark Agnew, P.E.

12 Years Experience

Bachelor of Science in Architectural Engineering Technology

Vermont Technical College

Marc Nummelin, E.I.T.

4 Years Experience

Bachelor of Science in Civil Engineering

University of Utah

Mechanical & Plumbing Engineer - Lacey Engineering

Ryan Lacey, PE, CPHC, CEM, LEED AP BD+C, QCxP

16 years of work experience in mechanical engineering and energy consulting

Bachelor of Science in Architecture - Keene State College

Master of Science in Architectural Engineering – University of Colorado, Boulder

Electrical Engineer - DuBois & King

Elijah Daniels - Project Engineer

25 years of work experience in electrical engineering

Wilbur Horton - Project Manager

35 years of work experience in electrical engineering

Cost Estimator - VIS Construction Consultants

Mark Blanchard, Owner/Senior Estimator

30 years of work experience in Construction and Cost Estimating

Owner's Representative

Construction Consultant

Document review and estimating

Specialist in HVAC, Controls, Electrical Power & Lighting, Security Systems, Telephone

& Data Systems

Quality Assurance for all divisions of construction

MA+KE CAPABILITIES

MA+KE Architects is a Generalist Design Firm focused on Community, Collaboration and Sustainability. We do not specialize in specific types of projects. We prefer to work on a wider range of projects and bring a design perspective relatively free of preconceived notions.

Over the course of 30+ years MA+KE Architects has developed designs for Libraries, Classrooms, Community Markets, Senior Living, Affordable Housing, Housing for Residents with Special Needs, Retail Spaces, Adaptive Reuse of Historic Buildings, Religious Buildings, Recreational Facilities, Multifamily Housing, Accessory Dwelling Units and Single Family Residences.

FEASIBILITY STUDY & SCHEMATIC DESIGN - CORNISH, NH STOWELL LIBRARY RENOVATION/EXPANSION SCHEMATIC DESIGN (2022)

Chris Kennedy - Principal in Charge

Reference: Dillon Gallagher, Chair of Cornish, NH Selectboard (dillgallagher2@gmail.com)

The Town of Cornish has an existing library built in the very early part of the 20th Century. The library is not accessible and does not have any plumbing. The library and the adjacent Historical Society do not have any off-street parking and they do not have enough land to install a septic system and a well.

The Town of Cornish hired MA+KE Architects to assist with the evaluation of renovating and expanding the existing library to make it accessible, add restrooms and expand the program spaces to accommodate a modern small town library.

Simultaneously, the Town of Cornish was also evaluating relocating the library to another location and worked with a separate design firm.

FEASIBILITY STUDY, SCHEMATIC DESIGN & FULL DESIGN SERVICES - RANDOLPH, VT CHILD CARE CENTER (2021 - 2023)

Chris Kennedy - Principal in Charge

Rebekkah Soule - Project Manager

Reference: Tom Appel, New England Management Company - Owner's Project Manager for the Randolph Child Care project (NEMCO@nemco.org)

The Town of Randolph and Green Mountain Economic Development Corporation hired MA+KE Architects to assist them with the evaluation of an existing two story office building originally constructed +/- 1990 to become a Child Care Center for approximately 100 children ranging in age from infants to pre-k.

The existing building was found to be suitable to accommodate the project program and an initial cost estimate was prepared based on concept plans. This allowed the Owners to develop a financial pro forma and bring in a regional child care operator to eventually operate the project.

The next step was the development of a refined schematic design which was reviewed by the State of Vermont's Child Care Agency and the State of Vermont's Division of Fire Protection.

The resulting schematic design has been approved for a variety of funding sources including USDA Rural Development.

This project is ready to move forward with Construction Documents and the Owner anticipates starting construction in January of 2024.

FEASIBILITY STUDY & FULL PROJECT DESIGN - VISIONS FOR CREATIVE HOUSING SOLUTIONS, GREEN STREET COMMONS - HOUSING FOR DEVELOPMENTALLY CHALLENGED ADULTS (2019 - 2021)

Chris Kennedy - Principal in Charge

Reference - Sylvia Dow, Executive Director at Visions (sdow@visionsnh.org)

Visions for Creative Housing Solutions (Visions) develops supportive housing for developmentally challenged adults. Visions hired MA+KE Architects to evaluate two existing multifamily residential buildings near the Lebanon Green to see if they could be renovated to be four 2 bedroom apartments, three single bedrooms and shared group common areas for 11 residents, and a full time manager.

The existing buildings were not accessible. They were very worn out and required all new systems and structural intervention. As part of the proposed renovations we replaced all the windows and exterior doors, designed ramps to provide access to both buildings, completed a deep energy retrofit that included an enhanced thermal envelope and air to air heat pumps for heating and cooling.

This project was completed in October of 2021

III - METHODOLOGY

Based on the outline provided in the Request For Proposal, we propose to develop the Feasibility Study as follows.

Additionally we are proposing a Project Schedule starting May 15, 2023 and completing December 1, 2023. This schedule is based on the Owner selecting the Design Team by May 8, 2023.

PHASE I - DISCOVERY

The first step is to gather all the information about your vision, the site, and any regulatory constraints before we get started on the design. This effort will include:

- Visit the building and the site in order to become familiar with the existing conditions
- Develop a list of the current building and site deficiencies
- Develop base plans of the existing conditions to utilize in the development of design concepts
- Obtain a survey of the site, including topography, utilities, extent of pavement and location of the building on the site.
- Analyze the site
- Meet with the relevant stakeholders to understand the needs of the town's seniors and the community in general.
- Develop a project program for review and approval by the stakeholders
- Evaluate the Building Code, Life Safety Code and Accessibility Regulations as they apply to the anticipated scope of the project.
- Evaluate the Town of Hartford's Zoning Code and Planning Regulations as they apply to the anticipated scope of the project.

Deliverables

- Documentation of Existing Conditions
- Site Analysis
- Project Program
- Evaluation of Regulatory Constraints

Schedule (May 15 to July 21, Assumes Design Team Selection by May 8, 2023)

- Documentation of Existing Conditions - May 15 to June 12
 - Kickoff Meeting - week of May 15
 - Existing Conditions Measuring - week of May 15
 - Create base Plans Elevations and 3D Massing Model of Existing Building May 15 to June 12
- Site Analysis - May 15 to June 30
 - Survey - May 15 to June 12
 - Site Analysis - June 12 to June 30
- Project Program - June 12 to June 30
 - Stakeholder Meeting +/- June 12
 - Program Document and Owner Review - June 12 to June 30
- Evaluation of Regulatory Constraints - July 5 to July 14
 - Develop Initial Code Review July 5 to July 13
 - Review with Authority Having Jurisdiction +/- July 14
- Issue Discovery documents to Owner +/- July 21

PHASE II - EXPLORATION

The next step in developing the Feasibility Study is to evaluate the Project Program against the existing building in order to determine what deficiencies need to be addressed from a design perspective.

Based on the information gathered in Discovery, design concepts will be developed for your review. The concept design process establishes the general scope, and defines the scale and relationships among the components of your project. During this process the project program is clarified. The final concept designs will be utilized to analyze the project costs.

The following tasks will be included in the Exploration process:

- Develop Building Concept Diagrams
- Develop Site Concept Diagrams
- Review of Concept Diagrams with stakeholders
2 hr meeting + meeting minutes
- Obtain stakeholder review comments
- Revise Building & Site Concept Diagrams based on stakeholder input
- Provide 2 Concept Diagram Packages including
 - Concept Floor Plans and Site Plans (identifying potential phases)
 - Concept 3D Massing Models of Building and Site
- Review of Concept Diagrams with stakeholders
2 hr meeting + meeting minutes

Deliverables

- Initial Design Concept Diagrams (Building and Site)
- Revised Design Concept Diagrams (Building and Site) (identifying potential phases)
- Concept 3D Massing Models (Building and Site)

Schedule (July 24 to September 22)

- Initial Design Concept Diagrams (Building and Site) - July 24 to August 28
 - *Design Team develops concepts - July 24 to August 14*
 - *Issue Concepts to Stakeholders in preparation for Design Review Meeting - August 14*
 - *Review Design Concepts with Stakeholders - August 21*
 - *Obtain Stakeholder Review Comments - August 28*
- Revised Design Concept Diagrams (Building and Site) - August 29 to September 8
 - *Update Concept Designs - August 28 to September 8*
 - *Issue updated concepts to Stakeholders in preparation for Design Review Meeting September 8*
 - *Review Updated Design Concepts with Stakeholders - September 15*
- Concept 3D Massing Models (Building and Site)
 - *Develop 3D Massing Models - August 28 to September 8*
 - *Issue 3D Massing Models to Stakeholders in preparation for Design Review Meeting September 8*
 - *Review 3D Massing Models with Stakeholders - September 15*
- Issue Exploration Documents to Owner +/- September 22

PHASE III - REALITY CHECK

The 2 Concept Designs are put through a *constructability review*, which includes an initial cost estimate and potential construction schedule. This allows you to make informed decisions about the scope of the project and determine a reasonable budget for moving forward.

- Convene a Cost Estimating Kickoff Meeting with Design Team, Cost Estimator and Stakeholders
 - 2 hr meeting + meeting minutes
- Cost Estimator develops Cost Estimates for both Design Concept Options
- Cost Estimator presents Cost Estimates to Design Team and Stakeholders
 - 2 hr meeting + meeting minutes
- Stakeholders provide review and comment on Cost Estimates
- Minor adjustments are made to the Concept Designs and the Cost Estimates based on Stakeholder input.

Deliverables

- Initial Cost Estimates for each Concept Design
- Updated Concept Designs based on feedback from Stakeholders regarding the Cost Estimates

Schedule (September 25 to November 22)

- Initial Cost Estimates for each Concept Design - September 25 to October 30
 - *Estimate Kickoff Meeting September 25*
 - *Estimating Period September 25 to October 16*
 - *Issue Estimate to Stakeholders in preparation for Estimate Review Meeting - October 16*
 - *Estimate Review meeting with Stakeholders - October 23*
 - *Obtain review comments from Stakeholders - October 30*
- Updated Concept Designs based on feedback from Stakeholders regarding the Cost Estimates
 - *Update Estimates - October 31 to November 10*
 - *Issue updated estimates to Stakeholders in preparation for final estimate review meeting - November 10*
 - *Updated Estimate Review Meeting November 17*
- Issue Estimate documents to Owner - November 22

PHASE IV - PROJECT CLOSEOUT

Once the adjustments are made to the Design Concepts and the Cost Estimates, the Design Team will finalize the Feasibility Study. The final Feasibility Study package will include the following: **Deliverables**

- Package including all Issued Documents from Discovery, Exploration and Reality Check
- Description of the Design Concepts including pros and cons for each concept.
- Appendix that includes all meeting minutes and other documents developed during the Feasibility Study
- The Design Team will be available for up to two public presentations of the Feasibility Study
2 hrs each

Schedule (November 27 to December 1)

- Package including all Issued Documents from Discovery, Exploration and Reality Check - December 1
- Description of the Design Concepts including pros and cons for each concept - December 1
- Appendix that includes all meeting minutes and other documents developed during the Feasibility Study - December 1
- The Design Team will be available for up to two public presentations of the Feasibility Study
2 hrs each - TBD

PROJECT SCHEDULE - Assumes Design Team Selection by May 8, 2023

Phase I Discovery - May 15 to July 21, 2023

Phase II Exploration - July 24 to September 22, 2023

Phase III Reality Check - September 25 to November 22, 2023

Phase IV Project Closeout - November 27 to December 1, 2023

Public Presentation - TBD

IV - Professional Fees

The Town of Hartford will compensate MA+KE Architects, PC, for the WORK listed in the Scope of Services as indicated below. Fees listed are stipulated sums (fixed fees) unless otherwise noted.

DISCOVERY			Fee/Task	Cost
Discovery - MA+KE Architects				
Existing Conditions Documentation	hourly	estimated	\$6,006	
Site Analysis			\$1,331	
Programming			\$1,441	
Code Review			\$1,826	
Project Set Up			\$655	
Meeting Allowance (3) 2hr Meetings @ 2 Staff = 12 hrs	hourly	estimated	\$1,298	
				\$12,557
Discovery - Consultants				
Surveyor		estimated	\$2,500	
Civil Engineer			\$2,214	
Landscape Architect			\$5,083	
Structural Engineer			\$3,364	
Mechanical/Plumbing Engineer			\$5,060	
Electrical Engineer			\$1,380	
				\$19,601
SUBTOTAL FEES				\$32,158
Reimbursables Estimate				\$2,500
TOTAL				\$34,658

EXPLORATION			Fee/Task	Cost
Exploration - MA+KE Architects				
2 Initial Concept Designs			\$6,083	
2 Revised Concept Designs			\$3,113	
3D Digital Massing Models			\$2,283	
Consultant Coordination	hourly	estimated	\$1,441	
Meeting Allowance (2) 2hr Meetings @ 2 Staff = 8 hrs	hourly	estimated	\$1,298	
				\$14,218
Exploration - Consultants				
Civil Engineer			\$2,846	
Landscape Architect			\$4,945	
Structural Engineer			\$1,035	
Mechanical/Plumbing Engineer			\$5,520	
Electrical Engineer			\$2,530	
				\$16,876
SUBTOTAL FEES				\$31,094
Reimbursables Estimate				\$1,200
TOTAL				\$32,294

REALITY CHECK			Fee/Task	Cost
Reality Check - MA+KE Architects				
Concept Design Estimate Support			\$913	
Concept Design Scope Adjustments	hourly	estimated	TBD	
Updated Concept Design Estimate Support			\$325	
Meeting Allowance (3) 2hr Meetings @ 2 Staff = 12 hrs	hourly	estimated	1,947	
				\$3,185
Reality Check - Consultants				
Civil Engineer			\$949	
Landscape Architect			\$1,495	
Structural Engineer			\$518	
Mechanical/Plumbing Engineer			\$1,610	
Electrical Engineer			\$1,380	
Cost Estimator			\$5,175	
				\$11,126
SUBTOTAL FEES				\$14,311
Reimbursables Estimate				\$500
TOTAL				\$14,811

PROJECT CLOSEOUT			Fee/Task	Cost
Project Closeout - MA+KE Architects				
Project Documents, Pros & Cons and Appendix			\$2,355	
Meeting Allowance (1) 2hr Meeting @ 2 Staff = 4 hrs	hourly	estimated	\$649	
				\$3,004
Project Closeout - Consultants				
Civil Engineer			\$316	
Landscape Architect			\$1,196	
Structural Engineer			\$259	
Mechanical/Plumbing Engineer			\$1,150	
Electrical Engineer			\$1,840	
Cost Estimator			\$575	
				\$5,336
Public Presentation Meeting (each meeting)	\$1,200	2	\$2,400	\$2,400
SUBTOTAL FEES				\$10,740
Reimbursables Estimate				\$500
TOTAL				\$11,240

SUBTOTAL MA+KE Architects				\$32,964
SUBTOTAL Consultants				\$47,603
Reimbursables Estimate				\$4,700
TOTAL				\$85,267

RETAINER

No retainer is required for this project.

INVOICING

Invoices for services shall be submitted every four weeks, and where applicable, shall be in proportion to services performed on the basis set forth in this Agreement. Payment of invoices is due within thirty days of the invoice date. Amounts unpaid Thirty (30) days after the invoice date shall bear interest from the date payment is due at the legal rate prevailing at the principal place of business of the Architect.

HOURLY RATES

If during the course of the project additional services are requested or the project scope changes the fee amounts will most likely be based on the following hourly rates.

Position	Rate per Hour	Position	Rate per Hour
Principal	\$175	Tech 2	\$105
Designer	\$160	Tech 1	\$95
Manager 2	\$120	Intern	\$90
Manager 1	\$110	Admin	\$90

CONSULTANTS

All consultant fees included in this proposal or added to the project at a later date, that are under agreement directly to the Architect will be marked up by 15%. Fees shown in this proposal for Consultants are shown with the markup included.

SCHEDULE OF REIMBURSABLES

Item	Unit Cost
Copies / Prints (8.5 x 11)	\$0.25/Sheet (\$0.50/Sheet for 12 x 18 Sheet)
Bond Plots (24 x 36)	Cost +15%
Plots from 3rd Party Service	Cost + 15%
Travel Mileage	Current IRS Rate
Travel Time	Current Hourly Rates
Postage & Delivery (FedEx, UPS, etc)	Cost + 15%
Energy Modeling Software	\$500 per structure
3rd Party Existing Conditions Scanning	Cost + 15%
BLK 360 Scanner	\$500 per structure
Miscellaneous Expenses	Cost + 15%
Web Meetings	No charge for use of MA+KE system

Rates are subject to change with notice

V - Next Steps and Additional Services

Services not explicitly included above can be added to the project as Additional Services. Examples of some value added additional services include:

- Energy Modeling
- Sun Studies
- Net Zero Energy Planning

Below are services that are not currently included in the scope of work for this project. The services listed below are anticipated to be needed if the project moves forward following the Feasibility Study

SCHEMATIC DESIGN

Based on the results of the Feasibility Study the design concepts will be refined and a schematic design set will be developed for your review. The schematic design process establishes the general scope and concept, and defines scale and relationships among the components of your project. We clarify the program, explore the most promising design solutions, and provide a reasonable basis for checking the construction cost.

DESIGN DEVELOPMENT

During design development, the project team will prepare drawings and outline specifications that refine and begin the detailing of the design. At the completion of design refinement, your construction manager will prepare an updated project cost estimate and perform a second constructability review of the project.

CONSTRUCTION DOCUMENTS

Once a design has been developed and approved, the architect will prepare the drawings and specifications that set forth the requirements for construction of the project and assist the owner in preparing the necessary contractual information for construction. The construction documents are an extension of the design process. Decisions on design details, materials, products, finishes, and the many fine points of construction contracts all serve to reinforce the design and begin the process of translating it into reality.

The construction documents serve multiple purposes:

- They communicate in detail to the owner what the project involves.
- They establish the contractual obligations the owner and contractor owe each other during the project.
- They lay out the responsibilities of the Architect administering or managing construction contracts for the owner.
- They communicate the quantities, qualities, and configuration of the work required to construct the project.
- They are used by the contractor to solicit bids or quotations from subcontractors and suppliers.

It is important to understand that construction documents are not intended to be a complete set of instructions on how to build the project. Construction means, methods, techniques, sequences, procedures, and site safety precautions are assigned as responsibilities of the contractor to permit full latitude on preparing bids and constructing the project.

CONSULTANT COORDINATION

The preparation of construction documents requires a systematic review process to ensure that all discipline packages are coordinated and properly integrated. Other disciplines can include structural engineers, mechanical engineers, electrical engineers, lighting consultants, hardware and plumbing consultants, interior designers, landscape architects, civil engineers, etc. Each discipline will regularly review its own drawings for adherence to the documentation standards of the discipline, and will coordinate with the work of other disciplines.

If you prefer, you may directly retain the necessary project consultants. The architect will have no contractual responsibility for such consultants unless the architect specifically agrees in writing to accept such responsibility. When the Architect is assigned coordination responsibilities for Owner-retained Consultants, Owner-retained Consultants should be required by contract to coordinate their efforts with the Architect, to submit to the Architect's authority, and to look to the Owner only if they have claims with respect to the Architect as the Owner's agent.

Consultants anticipated to be included in this project:

- Civil Engineer
- Landscape Architect
- Structural Engineer
- Mechanical/Plumbing Engineer
- Electrical Engineer
- Cost Estimator

APPROVALS

Permitting Support

At the completion of the construction documents, we will assist you with the submission of the application for a building permit.

Bidding Support

At the completion of Construction Documents, MA+KE Architects will distribute the Issued for Permitting and Bidding set of Construction Documents to the prequalified list of Construction Managers for bidding on the project. The Construction Managers will utilize the Construction Documents to obtain bids from subcontractors, vendors and material suppliers in order to develop a construction cost to be included in the Owner/Construction Manager Contract.

CONSTRUCTION CONTRACT ADMINISTRATION

The construction phase brings all the pre-design, design, documentation, bidding, and negotiation services to realization. While one or more building contractors assume responsibility for the construction work, the architect remains involved to:

- Observe the construction work for conformance to drawings and specifications.
- Process the Contractor's shop drawings, product data, and samples.
- Review the results of construction tests and inspections.
- Evaluate contractor requests for payment.
- Handle requests for changes during construction.
- Address and resolve claims brought by the owner or the contractor
- Administer the completion and closeout process for the owner

While we cannot foresee or forestall every problem in construction, we look out for your interests, answer questions, resolve ambiguities, and in general, protect the integrity of the design and your investment in it.

This collaboration is an important, if not essential, factor in the success of the project.

The Owner is typically responsible for:

- Selecting the contractor(s) and awarding the construction contracts.
- Providing the contractor with a variety of information relating to the project and the site.
- Purchasing and maintaining various forms of construction insurance.
- Reporting any defects or deficiencies noted in the work.
- Compensating the Contractor(s) as required in the agreements.
- Making decisions on matters as diverse as subcontractor selection, acceptance of non-conforming construction changes in the work, settlement of claims involving the owner, decisions to stop work, and (possibly) termination of the construction contract(s).
- Coordinating the Owner/Architect Agreement with the Owner/Construction Manager Agreement.
- Documenting and sharing all direct communication between the owner and construction manager with the architect.
- Allowing direct contact between the architect and the construction manager with the understanding that the owner will be copied on relevant communications.

The Construction Manager(s) have responsibility for supervising the work required to achieve a complete project. They discharge this duty by:

- Studying and following the contract documents and laws and regulations affecting construction, and cooperating with the architect and other contractors and subcontractors to the extent necessary to accomplish the work.
- Selecting the construction means, methods, techniques, sequences, and safety procedures for coordinating and constructing the work on time and within budget.
- Supervising and coordinating the construction of the work with their best skill and attention, using their own forces or those of subcontractors.
- Paying for all the labor, materials, equipment, utilities, and services necessary to accomplish the work.
- Fulfilling a host of contractual responsibilities for permits, bonds, certificates, and other written notices, authorizations, approvals, objections, and submittals.
- Creating and maintaining a safe work environment.
- Adhering to Code Requirements and applicable regulations.

BUILDING ENVELOPE COMMISSIONING & MOVE IN SERVICE

Building Envelope Commissioning

During construction, the building envelope will be tested by an independent third party consultant using blower door testing and infrared imaging. The consultant will coordinate with the construction manager regarding schedule and site conditions required for successful testing. Following the testing a report identifying the test results and any envelope deficiencies will be submitted to the owner, architect and CM.

Move In

As the construction period nears completion, the Architect will coordinate with the Owner and Construction Manager to facilitate project closeout activities.

FOLLOW UP

After the project has been occupied for approximately nine months, a follow up walkthrough will be scheduled in order to develop a list of warranty items that need to be addressed by the construction manager. Additionally, any feedback regarding the satisfaction with the project will be collected.

EXCLUDED SERVICES

Hazardous material identification or abatement

V - Appendix

Attached please find information about MA+KE Architects and the Consultants that are being proposed for your Feasibility Study.



Agenda Memorandum

May 16th, 2023

Submitted by: Ally Tufenkjian, Selectboard Member

Subject: Town Committee, Commission & Board Vacancy Notification Policy
Town Committee, Commission & Board Appointment Policy

Background: The Selectboard has received inquiries and feedback from the community regarding policies and procedures for notifying the public of committee vacancies and for handling committee appointments. Such policies and procedures have not yet been formally documented by the Selectboard. Doing so will offer more clarity and transparency to the public, town administration, and current and future Selectboards on committee processes and will support more equitable community participation in these Town bodies.

Discussion: These are drafts of two policies, one that addresses how the public will be notified of board vacancies and another that addresses how board appointments and reappointments should occur.

The draft policies are structured in the following manner with a standardized template:

- Policy Title and Keywords (for digital searchability)
- Purpose of the Policy
- Policy Scope
- Definitions
- Policy Statement
- Records Table of approvals, amendments, and associated policies

General feedback, revisions and questions about the policies are welcome with attention to clarity, fairness, and if the policies promote the community's ability to access and participate in committees.

Impact: Adopting these policies means the Selectboard and Town are accountable to following them. Ideally, these policies have the positive impact of promoting transparency of process and procedure and more equitable participation in Town committees.

Recommendations:

- 1) The Selectboard approve and adopt the Hartford Committee, Commission & Board Vacancy Notification Policy, effective May __, 2023. Following adoption, the Selectboard will notify all boards accordingly.
- 2) The Selectboard approve and adopt the Hartford Committee, Commission & Board Appointment Policy, effective May __, 2023. Following adoption, the Selectboard will notify all boards accordingly.



Policy Title	DRAFT: Hartford Committee, Commission & Board Vacancy Notification Policy
Keywords	Committees, Commissions, Boards, Vacancies, Openings, Applications

Purpose of Policy

This policy describes how, when and where the Town of Hartford will notify the public of Committee, Commission and Board vacancies. The intention of this policy is to offer a clear and standardized process for notifying the public of vacancies and to promote more equitable engagement in the Town of Hartford's Committees, Commissions and Boards.

Policy Scope

This policy pertains to all Committees, Commissions and Boards in the Town of Hartford.

Definitions

Committees, Commissions and Boards shall be referred to as "committees."

Policy Statement

The Town of Hartford will notify the public of committee vacancies in the following manner:

- On the 15th of each month, committee Chairs share any vacancies or anticipated vacancies by emailing them to the Town of Hartford's Administrative Assistant and corresponding Selectboard liaison(s). Information in this notification email should include:
 - The name of the Committee, Commission or Board, the number of open positions, and if the vacancies are current or anticipated. If anticipated, they should include the term expiration date.

- At minimum, on the first and third Wednesday of each month, the Town of Hartford will post the openings list on the Hartford listserv, Town website, official Town Facebook and Twitter accounts, and on the Selectboard agendas sent to the Valley News.
The openings list should include a hyperlink or website address to the corresponding committee webpage on the Town of Hartford website.
 - Additional outreach may occur by word-of-mouth, email outreach and by other appropriate channels as determined by the Selectboard.
- Committees include all members' names, roles, term end dates, and any vacancies at the bottom of all meeting minutes.
- Selectboard liaisons report committee vacancies during the Commission Reports section of Selectboard meetings.

Responsible Owner:	Selectboard	
Approved By:	Selectboard: Michael Hoyt Dan Fraser Kim Souza Lannie Collins Mary Erdei Rocket Ally Tufenkjian	
Date Policy in Effect:	05/__/23	Version #1
Amendment Dates:	N/A	N/A
Related Policies & Procedures:	Hartford Selectboard Rules of Procedure	
Attachments/Links	Hartford Selectboard Rules of Procedure	



Hartford
Vermont

Policy Title	DRAFT: Hartford Committee, Commission & Board Appointment Policy
Keywords	Committees, Commissions, Boards, Vacancies, Openings, Appointment, Applications

Purpose of Policy

The Hartford Selectboard is responsible for making appointments to Town Committees, Commissions, and Boards. This policy supports the Selectboard in making these appointments with the following objectives:

1. To appoint qualified members who will do the best possible job to serve and act on behalf of the best interests of the Town.
2. To appoint members with a mix of identities, backgrounds and experiences in an effort to represent the diversity of the community.
3. To appoint members who reside in differing villages within the Town whenever possible.
4. To appoint members who are willing to make a commitment to understand the laws, regulations and procedures necessary to fulfill the membership role.
5. To appoint members who will respect and follow the Town of Hartford's Conflict of Interest Policy.

Policy Scope

This policy pertains to all Committees, Commissions and Boards in the Town of Hartford.

Definitions

Committees, Commissions and Boards shall be referred to as "committees."

Those serving on any of the aforementioned bodies shall be referred to as "members."

Policy Statement

Residency Requirements: Each committee's charge dictates the specific residency requirements of its members. Generally, the Selectboard should make every effort to recruit and appoint Hartford residents for committee positions. However, the Selectboard acknowledges that Hartford is part of an interconnected region with other neighboring municipalities. Residents of those municipalities who are employed in, own a business in, or receive services from Hartford may wish to contribute their time and expertise to a Hartford committee. The candidacy of non-Hartford residents will be considered at the discretion of the Selectboard and in alignment with a committee's charge.

Applications for New Members:

- When there is a current or anticipated committee vacancy, candidates may submit an application to the Town Manager's office by email or hard copy.
- Unless the Selectboard pursues an extension of the application period, applications will be reviewed by the Selectboard after a thirty (30) day application period commencing upon the date of posting.
- Applicants will be notified and invited to a Selectboard meeting for a brief interview.
- Should any committee require additional steps in the application process, such steps will be detailed in the committee's charge and candidates will be notified accordingly.

Note: The Selectboard should also consult 24 V.S.A. § 4323 regarding Planning Commission appointments.

Expiring Terms for Existing Members:

- On the 15th of each month, committee Chairs share any vacancies or anticipated vacancies by emailing them to the Town of Hartford's Administrative Assistant and corresponding Selectboard liaison(s).
- Members whose terms are expiring shall inform the Town of Hartford's Administrative Assistant and Selectboard in writing of their intention to seek or not seek reappointment along with an application for reappointment if applicable. Members should inform the Selectboard as soon as possible, preferably within thirty (30) days of their term's end date. Others interested in the position may also submit an application to the Selectboard.
- Following their submission, applications for reappointment will be reviewed by the Selectboard at a subsequent meeting.

Note: the Selectboard should also consult 24 V.S.A. § 4323 regarding Planning Commission terms and vacancies.

Term Limits: There is no legal requirement that establishes the number of terms that can be served. The Selectboard recognizes that it can be difficult to get qualified individuals and those with important lived experience to serve volunteer positions; therefore, an arbitrary term limit might not be in the best interest of the Town. The Town also recognizes the benefits of term limits to promote accessible and inclusionary government. The Selectboard strives to attract and involve as many interested, diverse, qualified, and knowledgeable members as it can to participate in Town government.

Ultimately, it is the responsibility of the Selectboard to evaluate the contribution of each member or candidate and determine whether that member should continue serving. In making these determinations, the Selectboard will consider the opinion of the committee members, the performance of the body, and the level of voter confidence in the committee's decisions and operations. In a case where two or more individuals of equal preference and ability wish to serve, one of which is a member who has already served at least one term, the Selectboard can cite their preference to enforce a term limit.

Resignations: Members may resign at any time if they feel they cannot perform their duties. Members must notify the Selectboard of their decision to resign in writing. Unless otherwise noted by the member, their resignation will be effective immediately upon the Selectboard's receipt of their resignation notice.

Removals: While the Town should make every effort to retain members, there may be occasions in which it is in the Town's best interest to remove a member from a committee. Members may be removed from their positions by a majority-vote decision of the Selectboard for the following reasons:

1. Violations of the Town of Hartford's Conflict of Interest Policy
2. Consistent failure to perform the duties of the position
3. Consistent absenteeism that prohibits productive committee operations (such as an inability to meet quorum)
4. Misrepresentation and other abuse of the authority of the position
5. Promotion of hostility amongst the other members of the committee and/or the general public
6. Any other reason deemed fair and valid by a majority-vote of the Selectboard that supports the Town's best interests. Note: Selectboard members cannot vote to remove a member based on personal bias or dislike and in such instances should recuse themselves.

A three letter documentation process shall be used in cases of removal:

1. An initial letter shall be sent by the Chairperson of the member's committee or Selectboard outlining concerns with the member and inviting the member's response and plan to rectify said concerns.
2. If the situation is not resolved by this action within thirty (30) days of the first letter's send date, a second letter shall be sent by the Selectboard requiring that the member meet with the Selectboard. Though not required, a probationary period may be instituted at the Selectboard's discretion.
3. If the situation remains unresolved after the meeting, a third letter shall be sent by the Selectboard removing the member from the committee. The member's removal will be effective immediately upon the letter's send date.

Note: the Selectboard should also consult 24 V.S.A. § 4323 regarding Planning Commission removals.

Responsible Owner:	Selectboard	
Approved By:	Selectboard: Michael Hoyt Dan Fraser Kim Souza Lannie Collins Mary Erdei Rocket Ally Tufenkjian	
Date Policy in Effect:	05/__/23	Version #1
Amendment Dates:	N/A	N/A
Related Policies & Procedures:	Hartford Committee, Commission & Board Vacancy Notification Policy Hartford Selectboard Rules of Procedure Hartford Conflict of Interest Policy	
Attachments/Links	Hartford Selectboard Rules of Procedure Town of Hartford Conflict of Interest Policy Town of Hartford Advisory Board/Commission Application For reference: Richmond, VT's Appointment Policy	

From: MSM Info <info@mainstreetmuseum.org>

Sent: Monday, May 8, 2023 3:59 PM

To: Gail Ostrout <gostrout@hartford-vt.org>; Michael Hoyt <mhoyt@hartford-vt.org>; Dan Fraser <dfraser@hartford-vt.org>

Cc: Danny Birch <dannybirch1123@gmail.com>; Kim Souza <djangomiles@gmail.com>

Subject: WRJ Pride Flag request

You don't often get email from info@mainstreetmuseum.org. [Learn why this is important](#)

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

Hello,

I am writing to ask to be included at an upcoming meeting in May or June for the SB to consider the WRJ Pride Committee request for the Town of Hartford to fly the PRIDE flag from July 22nd 3pm-July 29th 3pm. For the last 4 years we have run the WRJ Pride events during this last week in July. Last year we were denied our request because there was no policy in place. There is now a Flag Policy in place. We hope you will consider our request.

Thank you.

Joie Finley (WRJ Pride and the MSM)

--

*Joie Finley, (she/her)
Volunteer*

The Main Street MUSEUM

58 Bridge Street
White River Junction, Vermont 05001

www.mainstreetmuseum.org

"This is the PLACE!"

9/6/22 adopted

Town Hall Flagpole Policy

PURPOSE

It is the intent of the Town of Hartford to establish a Town-wide policy which follows the United States and State of Vermont provisions governing the display of flags, including the United States flag, the State flag, and special flags. Any additions must be approved by the Hartford Selectboard.

REFERENCE

United States and State of Vermont provisions governing the display of flags. These can be found in the United States Code, Title 4, Chapter 1¹ and the Vermont Statutes, Title 1, Chapter 11² (hereinafter "Flag Code and Protocol").

APPLICATION

This Policy applies to all buildings owned or controlled by the Town of Hartford and all individuals employed by or who volunteer with the Town of Hartford, unless a provision of the policy conflicts with a contract or statute (e.g., Collective Bargaining Agreement, Civil Service Rule, or Memorandum of Understanding).

GUIDANCE

Display and Care of Flags

The Town of Hartford follows the Federal and State of Vermont Flag Code and Protocol governing the display and care of flags, including the United States flag, and the State flag.

Display of Additional Flags Indoors or Outdoors

In addition to the above flags, other "Special Flags or Banners" may be displayed on the flagpole located on the right side of the front door of Town Hall. Such Special Flags or Banners may only be displayed upon approval from the Hartford Selectboard.

Examples of Special Flags or Banners include, but are not limited to, Sister Town flags, Heritage Month flags (e.g., Black History Month, Pride Month, Asian/Pacific American History, National Hispanic Heritage, and Indigenous peoples' heritage), POW/MIA flags received in recognition of awards, flags received from visiting groups, or flags designating an event or accomplishment.

When selecting or approving a request for flying a Special Flag, the Selectboard shall consider and determine that the Special Flag meets at least one or more of the following criteria:

¹United States Code Title 4, Chapter 1

²VSA Title 1 Chapter 11

- Whether the United States or State of Vermont has recognized the flag through statute or proclamation;
- Whether the flag represents an organization dedicated to the public good for the Town of Hartford;
- Whether the flag represents a National, State, or Town interest;
- Whether the flag is an historic American flag that has or continues to have a primary positive message of American history and unity;
- Whether the flag promotes unity and community with another Town, state, country, or other jurisdiction; or
- Whether the flag represents a positive interest or value worthy of public recognition.

Unless otherwise stated or determined by the Selectboard, all Special Flags or Banners shall be flown or displayed for a limit of thirty (30) calendar days after their approval.

Any Special Flag or Banner flown from a flagpole at Town Hall must not be larger than the flag of the United States of America and must be located beneath the flag of the United States of America when flown on the same staff.



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, May 2, 2023, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Michael Hoyt, Chair; Dan Fraser, Vice-Chair; Kim Souza, Clerk; Lannie Collins, Member; Rocket, Member; Lana Livingston; Gail Ostrout; Chris Holzwarth; Scott Hausler; Scott Cooney; Greg Sheldon; Mark Bradley; Heidi Duto; Gabrielle Lucke; Aaron Warner; Christina Cooper Warner; Patrick Adrian; Paula Nulty; Steven Pomije.

Present Via Zoom: Ally Tufenkjian, Member

Absent: Mary Erdei, Member

Zoom Participants: Marie Alvin; Mike Morris; Michele Boleski

JAM Link:

<https://www.youtube.com/watch?v=va21WXpal7A&list=PLAdkf9ugxof7FGsvb7b8PHLFaNfKZbq-g&index=1>

- I. **Call to Order the Selectboard Meeting** by Selectboard Chair, Mike Hoyt at 6pm.
- II. **Pledge of Allegiance** was recited and led by Rocket.
- III. **Local Liquor Control Board:** None
- IV. **Local Cannabis Control Board:** None
- V. **Order of Agenda:** There were no changes to the order of agenda.
- VI. **Selectboard**

1. **Public Comment**

Steven Pomije from WRJ addressed the Board about his comments at the last Selectboard Meeting on April 18th. He asked at the last meeting and at this meeting if the Board, as the governing body of this Town, can address and remedy the situation at Big Fatty's BBQ, 186 So. Main Street concerning the amplified noise as noise nuisance. This is on the agenda this evening, item 5.I and will be discussed then. Mr. Pomije handed out to the board suggestions to remedy the situation.

Heidi Duto from WRJ spoke to the Board about emails she sent to the Board concerning the Planning Board Opening. She has not heard back from anyone and is still waiting for a response. She would like to know why no one has answered her email and what we are doing concerning that position. Mike Hoyt apologized that he didn't get back to her and that position will be addressed later in the agenda. She emphasized that communication and transparency and respect is needed.

Aaron Warner from WRJ and the Vermont Daily Chronicle asked the Board if DEI training is now being done in the Town. Kim Souza

explained what training is scheduled for the Board this year. All training is equity based. He also asked about the safety review scheduled. Mr. Warner said that DEI training is highly controversial especially in California at this time and asked if the Board was aware of that. The Board was not aware.

Mike Morris from Hartford called to comment of previous zoom sessions he was able to see everyone and also had a live chat. He wanted to know why we are not still seeing these. Kim Souza explained that a while ago the chat function was on for Selectboard meetings. It became increasingly difficult to monitor and ultimately record the chat conversations along with the Board room conversations. So the chat was disabled. He noted that at HCOREI meetings the chat is on as well as he can see everyone in the room. He would like the selectboard go back to these functions.

Marie Alvin from WRJ reviewed the last meeting minutes and she would like added that she brought up the overflow Haven parking. Where are those people going to go? Suggestions were by the Tea House and across the street by the old 25,000 gifts. This needs to be looked at – where are the overflow people going to go besides the park and rides which are not ideal. She also brought up the idea of the Town donating land for the homeless to camp on which has been discussed in the past and if there is anymore discussion of a campground for them. She would like an update on these. Marie also is concerned with the job posting for the Planning Commission. Her last recommendation is for Michelle Boleski to help the Town out concerning policies and procedures. She would be a benefit to the Board.

Michelle Boleski thanked Marie for volunteering her. The board does have the policy and procedures on the agenda for tonight.

2. Selectboard Comments and Announcements

Rocket commented that the Board is being distracted and there are so many obvious material issues that need to be addressed in our own Town.

Ally Tufenkjian hopes that they can find common ground to move forward with the issues.

Kim Souza was able to tour DPW departments as well as a ride-a-long with PD. She was impressed with all that they do.

3. Appointments:

Openings - Process Discussion led by Kim Souza and the email she sent to the Committee Chairs. It was suggested that the Boards, Commissions and Committee openings be published monthly on the 15th to include listserv, Facebook and twitter and they will stay open for 30 days prior to the Selectboard appointments.

4. Town Manager and Significant Activity Report

Significant Activity Report link:

<https://cms5.revize.com/revize/hartfordvt/Total%20for%20May%202,%202023.pdf>

5. Board Reports, Motions & Ordinances

- a. GovHR Compensation Study Presentation by Paula Nulty and Rachael Skaggs. Information only.
- b. Arbor Day Proclamation: **Selectboard Member, Rocket made the motion to approve the Arbor Day Proclamation. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**
- c. Older Americans Month Proclamation: **Selectboard Member, Rocket made the motion to approve the Older American Month Proclamation. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**
- d. Personnel Policy: Adoption of Amendment
Selectboard Vice Chair, Dan Fraser made the motion That the amendment to add Juneteenth Freedom Day as an official holiday, and to add Indigenous Peoples' Day as an official holiday in place of Columbus Day, to the Town of Hartford General Personnel Policy be adopted. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.
- e. Town Hall Condenser Warranty Information update presented by Gail Ostrout. Information only.
- f. FYE 2023 Ambulance Write Off
Background: The fire department currently bills for patient transports. The current rates are: ALS 1 \$900.00, ALS 2 \$1200.00, BLS \$650.00, Loaded miles \$16.25 per mile, Paramedic Intercepts \$375.00 plus procedures. Uncollected debt accrues annually, from Medicaid and Medicare mandatory write-offs and uncollectable debt from untraceable patients or refusal/inability to pay.
Discussion: The finance department and the fire department have developed a process to only record two years of uncollectable debt. The third year is written off each calendar year. This year the total write-off required for the 07/01/2019-06/30/2020 period is \$148,910.49.
Motion: **Selectboard Vice Chair, Dan Fraser made the motion to authorize the Town Manager to direct the Finance Director and the fire department to write-off \$148,910.49 as uncollectable ambulance debt. Selectboard member, Rocket seconded the motion. All were in favor and the motion passed.**
- g. Financial Plan TA 60
Background: The TA-60 is a form that the State requires completion and submittal on an annual basis and establishes a budget for

activities in the municipality for the year. It demonstrates the town is raising appropriate funds to support infrastructure.

Discussion: DPW administrative staff completed this form with approved FY 24 budgeted amounts. The form assists the State in determining grant amounts (regular state funds, infrastructure grants, and emergency grants).

Motion: **Selectboard Member, Lannie Collins made the motion that the Selectboard endorse the Annual Financial Plan. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

h. Re-Allocation of ARPA Funds

Discussion:

Removing the Quechee Main Street Water Main project from the ARPA list and Re-allocating \$240,000 to the Quechee Main Street Culvert project and \$20,000 to the Fairview Terrace Water Main project for immediate construction and dedicating the remaining \$140,000 to the Nutt Lane water main project for construction across the railroad in the spring of 2024. Moving the \$140,000 to the Nutt Lane project is necessary to overcome the current market conditions and inflationary pressures going into next year caused by the amount of stimulus in the marketplace.

Impact:

The Quechee Main Street Culvert and the Fairview Terrace Water Main projects will have adequate funds for immediate construction and the Nutt Lane Water Main will have funding to cross the railroad and provide a fire hydrant to the eastern side of the tracks.

The Quechee Main Street Water Main and remainder of the Nutt Lane Water Main project will need additional funds appropriated through FY 25 funding, loans, or bonds.

Motion:

Selectboard Member, Lannie Collins made the motion that the board approve re-allocating the \$400,000 of ARPA funds previously approved for the Quechee Main Street Water Main project as follows; \$240,000 to the Quechee Main Street Box Culvert project, \$20,000 to the Fairview Terrace Water Main project, and \$140,000 to the Nutt Lane Water Main project. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

i. Fairview Terrace Water Main Replacement Award of Contract and Approval of Engineers Amendment

Background:

The project replaces the ageing and undersized cast iron water main along Fairview Terrace and connects it to the main in Gates Street at Maplewood Terrace. This project enhances fire protection capabilities in the vicinity of larger historic homes, some of which are converted to apartments, and abandons the water main in Gates Street along the failing retaining wall.

Discussion:

The bid from Nott's totaled \$352,765, Hebert's totaled \$360,850, and Issacs totaled \$348,975. The engineers have recommended awarding the bid to Issacs. The contract amendment to incorporate the remaining engineering oversight through construction and required post construction services is \$32,280. A minimum 10% contingency fund is recommended for this project due to the unknown conditions subsurface conditions that may be encountered.

Impact:

The Issacs and DG contracts will expend \$381,255 of the dedicated ARPA funds leaving an approximate contingency of 10% for unforeseen items.

Motion:

Selectboard Member, Rocket made the motion that the board authorize the Director of Public Works or the Acting Town Manager to execute an amendment to the DG contract for completing the engineering services through the construction and post construction phases, a contract to Issacs for construction of the water main, and to execute any necessary change orders within the project budget of \$420,000. Emergency or other expenses beyond the project budget shall follow the purchasing policy procedures. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.

- j. Quechee Main Street Box Culvert Award of Contract and Approval of Engineers Amendment

Discussion:

The bid from Nott's totaled \$698,497.00. The contract amendment for the remaining engineering oversight through construction and required post construction services is \$43,000. A minimum 10% contingency fund is recommended for this project due to its complexities and the unpredictable nature of stream work.

Impact:

Funding includes Grant #BC1965 which is for \$175,000, Purchase Order #6734 which has \$300,000, \$100,000 from FY 23 account #10-313-318-000, \$225,000 of previously allocated ARPA funds transferred to Highway Reserves, and \$240,000 of ARPA funds about to be reallocated to the project totaling \$1,040,000. The Scituate contracted work, Nott's contract, DG's contract amendment, and the landscape mitigation will expend \$945,024 of the dedicated funds leaving an approximate contingency of 10% for unforeseen items.

Motion:

Selectboard Clerk, Kim Souza made the motion that the Selectboard authorize the Director of Public Works or Acting Town Manager to execute a contract amendment with DG to complete the engineering services through construction and post construction phases, execute a contract to Notts for

construction of the project, and to execute any necessary change orders within the project budget of \$1,040,000. Emergency or other expenses beyond the project budget shall follow the purchasing policy procedures. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.

k. Solid Waste Feasibility / Assessment Award of Contract

Discussion:

RFQ Renewal: In advance of FY24 beginning July 1st, 2023, the RFQ rankings should be renewed to facilitate a seamless transition into the new year.

Facility Assessment & Feasibility Study: Selectboard approval of this expense of more than \$20,000 which integrates the services provided to date by Sanborn Head and represents an extension of their valued services is required. Approval of the board to waive section 3.6 of the purchasing policy for these negotiated services is also required as allowed by section 3.7 of said policy. It should be noted that with all professional services requiring an invasive service, there could be some unforeseen or hidden expenses.

Impact: The project is anticipated to be completely funded by ARPA funds

Motion:

Selectboard Member, Lannie Collins made the motion:

- 1. That the board approve renewing the RFQ rankings for solid waste consulting, engineering, and environmental monitoring service providers with Sanborn Head recognized as the highest ranked firm.**
- 2. That the board waive section 3.6 of the purchasing policy for this project as allowed by section 3.7 of said policy.**
- 3. That the board authorize the Director of Public Works or Acting Town Manager to execute a contract with Sanborn Head to complete the facility assessment and feasibility study in the amount of \$87,500, and to execute any necessary change orders within the project budget of \$100,000. Emergency or other expenses beyond the project budget shall follow the purchasing policy procedures. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

l. South Main Street Noise Complaint: presented by Police Chief Greg Sheldon. Information only. No action taken.

m. Adopt 2023 Local Emergency Plan

Background:

In accordance with 20 VSA 6 and the 2-13 Emergency Operations plan, "each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan". A current local emergency plan is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF).

Discussion:

Municipalities should review and update the emergency plans annually and readopt them after Town Meeting every year. Municipalities report adoption of LEMPs through their Regional Planning Commission with the LEMP adoption form.

Motion:

Selectboard Member, Lannie Collins made the motion that the Selectboard adopt the 2023 Local Emergency Management Plan. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- n. Community Safety Review RFP Discussion present by Gail Ostrout, Fire Chief, Scott Cooney and Police Chief, Greg Sheldon.

*1st meeting of 3, next discussion 5/16/23, finalize 5/30/23

Background: In January 2022 HCOREI recommended the the Town of Hartford contract with a qualified consultant to produce a Community Review of Public Safety. This review process should include a focused examination of how Town resources, no-profit organizations, social service agencies and other community services are currently utilized and can be optimized to ensure equitable community health, wellness, and safety. IT should also incorporate the perspectives of community members most impacted by these services. On 9/8/0222 an RFP was release and only one response was received in the amount of \$600,000.

Discussion: This will be the first of three discussions, with residents, board members and staff. The next discussion will be held at the 5/16/2023 board meeting. Staff will then review and consider the recommendations as the design an RFP to be finalized at the final session at the 5/20/2023 board meeting. The RFP will be released and managed by staff in June.

Financial Impact: \$50,000 approved in the FY24 Budget.

The next discussion on this will be held at the 5/16/2023 Selectboard meeting.

VII. Commission Reports

Mary Erdei:

Parks and Recreation

Director Hausler reported a few issues of note: the robotic, precision painting at Kilowatt and Maxfield Parks striping was in error necessitating that it be done again or wait for the grass to grow and then cut the painted grass down. Normally this is the most efficient way to measure for sports' boundaries, taking one day versus 2-3 days manually. We have a new kayak trailer for Kilowatt North with replacement docks "down the road" for Kilowatt South, have been pruning street trees with the Tree Board's help, advertised for a full time administrative assistant and received 32 applications, and had good evaluation of the pool to use as a base or template moving forward. Lastly, of note, Director Hausler talked about Goal #9 of the 2022 Department Goals in that we have been very successful in raising money for the Brian Hanson Scholarship Fund, but have had more difficulty in getting applications to use this fund. Regarding Public Health, Parks and Rec. have purchased 3 AEDs with 2 being placed at Maxfield Park. Also, of note and under new business, was the discussion led by

Brett Mayfield that 8 needles were found at Watson Park. Usually that amount may be discovered over the full year and from Parks like Kilowatt and Radcliff. Concerns were over possible health issues affecting children and dogs. Current canisters for used needles are located at the Haven and at the Police Department. Where else should we locate such canisters?

Ally Tufenkjian:

Resilient Hartford:

- There is work being done on a rain gutter system to support irrigation for the Clifford Park Food Forest. The Growing Team is planning a work outing in the coming weeks.
- The Quechee Abenaki Garden and the Wilder School food forest continue to progress; the Wilder School project will hopefully have a design by June.
- There are two open Committee seats.

Hartford Committee on Racial Equity & Inclusion:

- The Committee discussed topics that could be included as part of the joint School Board and Selectboard meeting as well as possible late May dates. This info was shared with the Superintendent, School Board Chair and Selectboard Chair.
- The Committee discussed the Public Information Officer position, which is budgeted for FY24, and if they could support drafting a job description.
- A draft of a resolution to honor late committee and community member Ann Raynolds is in progress.
- There is one open Committee seat.

Hartford Committee on Housing and Homelessness:

- The Committee has continued to refine its work plan, categorizing work into short, medium and long term categories.
- Members agreed that some of the initial work should involve reaching out to other local housing committees to learn from their work; compiling information on current housing developments, programs, and initiatives in Town and the Upper Valley; and identifying how the Committee's work fits in with other housing-related Town boards and commissions.
- Members are reaching out to local housing groups to hear about their work, successes and challenges and logging those responses into a database system in development.

Kim Souza:

Town Manager Search Committee met on April 27. Members who facilitated listening sessions in 4 villages and virtually reported to the group and all are summarizing their notes for the committee's reference. An electronic survey is being produced to give community members another opportunity to share their thoughts about an ideal Town Manager. That should be available for town-wide distribution later this week. It was reported that Dominic Cloud of VLCT has been doing outreach with various stakeholders and should have some profile and marketing materials ready to share with the group by the next meeting on May 11th.

- VIII. **Consent Agenda: Selectboard Vice Chair, Dan Fraser made the motion to approve the Consent Agenda. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 4/29/2023

Approve Meeting Minutes of: 4/18/2023

Approve A/P Manifest of: 4/28/2023 and 5/4/2023

Approve Selectboard Meetings **Already Approved:** 5/16/2023, 5/30/2023

- IX. **Executive Session:** Pending litigation 1VSA 313(a)(1); Evaluation of public employee(s) 1 VSA 313(a)(3)

Selectboard Clerk, Kim Souza made the motion move to find that premature general public knowledge of current litigation will clearly place the Town at a substantial disadvantage by disclosing litigation details. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.

Selectboard Clerk, Kim Souza made the motion to move that we enter into executive session to discuss current litigation under the provisions of 1VSA 313(a)(1); and to discuss the evaluation of a public employee(s) under 1 VSA 313(a)(3). Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed at 9:35 pm.

Selectboard Member, Rocket made the motion to Close the Executive Session at 9:50 PM. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.

- X. **Adjourn the Selectboard Meeting: Selectboard Member, Rocket made the motion to adjourn the Selectboard meeting at 9:51PM. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.**

Kim Souza, Clerk
May 2, 2023 Meeting

Report Date: 5/12/23
11:27AM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 5/12/2023 - 5/12/2023

Page: 1
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
10-0300	Christian Street Cemetery					
028470	LULLS BROOK LANDSCAPING, LLC				5/12/2023	104
05.17.2023	MOWING @ CHRISTIAN ST CEMETER\		0.00	\$2,000.00	0.00	2,000.00
Desc: MOWING @ CHRISTIAN ST CEMETERY	Acct: 10-341-318-0100			CEM -Christian St Cemetery - Contracte		
Vendor Total:				2,000.00	0.00	2,000.00
10-0300	AMERICAN RECOVERY FUNDS			Bank Total:		2,000.00
25-0121	AMERICAN RECOVERY FUNDS					
021175	HARTFORD, TOWN OF		TOWN OF HARTFORD		5/12/2023	1002
21169	PROJ 758 DESIGN DEVEL/PERMITTINC		0.00	\$2,190.00	0.00	2,190.00
Desc: PROJ 758 DESIGN DEVEL/PERMITTING	Acct: 25-985-121-0117			ARPA - Fund 60 -Nutt Lane,Harrison, La		
21573	PROJ 758 DESIGN DEVEL/PERMITTINC		0.00	\$1,278.75	0.00	1,278.75
Desc: PROJ 758 DESIGN DEVEL/PERMITTING	Acct: 25-985-121-0117			ARPA - Fund 60 -Nutt Lane,Harrison, La		
Vendor Total:				3,468.75	0.00	3,468.75
25-0121	Quechee Garden Project			Bank Total:		3,468.75
73-0100	Quechee Garden Project					
017591	FRYE LANDSCAPING, LLC				5/12/2023	1026
05012023	SIMON PIERCE EMBANKMENT CLEAN		0.00	\$985.00	0.00	985.00
Desc: SIMON PIERCE EMBANKMENT CLEAN UP	Acct: 73-516-318-0100			QUECHEE GARDEN PROJECT		
Vendor Total:				985.00	0.00	985.00
73-0100	Dog Park			Bank Total:		985.00
73-7302	Dog Park					
035002	CASELLA WASTE MANAGEMENT, INC		CASELLA WASTE SERVICES		5/12/2023	1098
9600044482APR'23	TRASH PICK UP		0.00	\$159.29	0.00	159.29
Desc: TRASH PICK UP	Acct: 73-511-318-7302			CONTRACTED SERVICES(DOG PARK		
Vendor Total:				159.29	0.00	159.29
73-7302	GENERAL FUND - MASCOMA			Bank Total:		159.29
FUND 1 0	GENERAL FUND - MASCOMA					
000870	ADVANCE AUTO PARTS		ADVANCED AUTO PARTS		5/12/2023	79820
6084311502406	PARTS		0.00	\$129.49	0.00	129.49
Desc: E 3 PARTS	Acct: 10-221-321-0000			HFD -REPAIRS & MAINT-VEHICLES		
6084308760899	PARTS		0.00	\$229.99	0.00	229.99
Desc: PARTS	Acct: 10-321-321-0000			DPW -REPAIRS & MAINT-VEHICLES		
6084308760910	PARTS		0.00	\$112.18	0.00	112.18
Desc: BRAKE ROTOR	Acct: 10-211-321-0000			HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:				471.66	0.00	471.66
000884	ADVANCED ELECTRONIC DESIGN, INC				5/12/2023	79821
8276101	BATTERY		0.00	\$258.60	0.00	258.60
Desc: REPLACEMENT BATTERY	Acct: 10-211-320-0000			HPD -EQUIP OPERATION/MAINT-OFFI		

Report Date: 5/12/23
11:27AM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 5/12/2023 - 5/12/2023

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			258.60	0.00	258.60
001170	AIRGAS, INC.	AIRGAS USA, LLC		5/12/2023	79822
9137264533	MED SUPP	0.00	\$81.08	0.00	81.08
Desc: MED SUPP		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:			81.08	0.00	81.08
001642	ALLARD'S PORTABLE TOILETS LLC			5/12/2023	79823
6315	PORTABLE TOILETS - PARKS	0.00	\$1,370.00	0.00	1,370.00
Desc: PORTABLE TOILETS - PARKS		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			1,370.00	0.00	1,370.00
002260	AMERICAN TOWER CORPORATION			5/12/2023	79824
4201245	TOWER RENT - CRAFTS HILL	0.00	\$2,080.00	0.00	2,080.00
Desc: TOWER RENT - CRAFTS HILL		Acct: 10-271-331-0100	DISP -DEPT EQUIP-REIM BY RESERV		
4227717	RENT	0.00	\$2,080.00	0.00	2,080.00
Desc: TOWER RENTAL		Acct: 10-271-331-0100	DISP -DEPT EQUIP-REIM BY RESERV		
Vendor Total:			4,160.00	0.00	4,160.00
002690	ANYTIME, LLC			5/12/2023	79825
8422	COVER SPORTS FIELDSAVER/VINYL F	0.00	\$3,181.00	0.00	3,181.00
Desc: COVER SPORTS FIELDSAVER/VINYL RAIN		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:			3,181.00	0.00	3,181.00
003450	AUTOZONE			5/12/2023	79826
5120133122	PARST	0.00	\$128.97	0.00	128.97
Desc: PARTS AMB 11		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
5120118054	RETURNED PARTS	0.00	\$-68.99	0.00	-68.99
Desc: RETURNED PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
Vendor Total:			59.98	0.00	59.98
003930	BAKER LUMBER CO			5/12/2023	79827
1-142738	MATERIALS	0.00	\$22.20	0.00	22.20
Desc: MATERIALS		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
1-142815	MATERIALS	0.00	\$17.76	0.00	17.76
Desc: MATERIALS		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:			39.96	0.00	39.96
004338	BARNES, SHANE	SHANE BARNES		5/12/2023	79828
APRIL 2023	MILEAGE REIMBURSEMENT	0.00	\$140.17	0.00	140.17
Desc: MILEAGE REIMBURSEMENT		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Desc: MILEAGE REIMBURSEMENT		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			140.17	0.00	140.17
004580	BARTLETT TREE EXPERTS			5/12/2023	79829
40855561	TREE REMOVAL	1,800.00	\$1,800.00	0.00	1,800.00
Desc: Fallen Tree Removal_319 Latham Work		Acct: 60-961-318-0000	CONTRACTED SERVICES		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			1,800.00	0.00	1,800.00
004850	BEN'S UNIFORMS INC.			5/12/2023	79830
108475	UNIFORMS	0.00	\$76.00	0.00	76.00
Desc: POLO-HOWELL		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
108702	UNIFORMS	0.00	\$95.00	0.00	95.00
Desc: L/S SHIRT - HOWELL		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
108761	UNIFORM	0.00	\$194.00	0.00	194.00
Desc: GOLD TIE CLIPS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			365.00	0.00	365.00
004854	BENISTAR/HARTFORD	BESTCO HARTFORD		5/12/2023	79831
06012023	RETIREEES HEALTH INS	0.00	\$2,672.85	0.00	2,672.85
Desc: Retirees Benefits		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Desc: Retirees Benefits		Acct: 10-271-418-0100	DISP -RETIREE HEALTH INSURANCE		
Desc: Retirees Benefits		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Desc: Retirees Benefits		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			2,672.85	0.00	2,672.85
005525	BIG TEX TRAILER WORLD			5/12/2023	79832
PI449034	PARTS	0.00	\$448.20	0.00	448.20
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			448.20	0.00	448.20
006905	BP HARTFORD LLC			5/12/2023	79833
62	SOLAR ARRAY MARCH 2023	876.81	\$1,252.58	0.00	1,252.58
Desc: SOLAR ARRAY MARCH 2023		Acct: 10-321-329-0000	DPW -ELECTRICITY		
Desc: SOLAR ARRAY MARCH 2023		Acct: 60-961-329-0000	ELECTRICITY		
Vendor Total:			1,252.58	0.00	1,252.58
006995	R.C. BRAYSHAW & COMPANY, INC	R.C. BRAYSHAW & COMPANY, INC		5/12/2023	79834
L111655	500 Permit Signs	0.00	\$667.00	0.00	667.00
Desc: 500 Permit Signs		Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
L111663 A	Homes for Hartford Foam Core Poster	58.50	\$58.50	0.00	58.50
Desc: Homes for Hartford Foam Core Poster		Acct: 70-622-318-7071	Municipal Planning #7710-MO-2022-Har		
L111663 B	Homes for Hartford Foam Core Poster	0.00	\$6.50	0.00	6.50
Desc: Homes for Hartford Foam Core Poster		Acct: 10-622-318-0000	PDZ -CONTRACTED SERVICES		
Vendor Total:			732.00	0.00	732.00
007329	BROOKS, AIDAN	AIDAN P BROOKS		5/12/2023	79835
05.09.2023	AFTERSCHOOL PROG	0.00	\$45.00	0.00	45.00
Desc: AFTERSCHOOL PROG		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			45.00	0.00	45.00
007580	BSN/SPORT SUPPLY GROUP YOUTH DIV	BSN SPORTS INC.		5/12/2023	79836
921260946	Spring Athletic Equipment	0.00	\$2,312.41	0.00	2,312.41
Desc: Spring Athletic Equipment		Acct: 10-514-330-0000	PR -ATHLETIC SUPPLIES		

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Vendor Total:			2,312.41	0.00	2,312.41
007745	BURGESS LOSS PREVENTION ASSOCIATE		5/12/2023		79837
2978	INVESTIGATION SERVICES	0.00	\$1,955.40	0.00	1,955.40
Desc:	INVESTIGATION SERVICES	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Vendor Total:			1,955.40	0.00	1,955.40
007760	BURLINGTON COMMUNICATIONS		5/12/2023		79838
BCS12595	RADIO MAINTENANCE CONTRACT	0.00	\$140.00	0.00	140.00
Desc:	RADIO MAINTENANCE CONTRACT	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
BCS12596	AVETEC EQUIPMENT MAINTENANCE (0.00	\$450.00	0.00	450.00
Desc:	AVETEC EQUIPMENT MAINTENANCE CONTRA	Acct: 10-271-318-0000	DISP -CONTRACTED SERVICES		
Vendor Total:			590.00	0.00	590.00
008038	BUTLER'S BUS SERVICE		5/12/2023		79839
103-012315	FIELD TRIP KRAZY KIDS	0.00	\$341.25	0.00	341.25
Desc:	FIELD TRIP KRAZY KIDS	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			341.25	0.00	341.25
008244	CAMPBELL, NATHAN		5/12/2023		79840
05.09.2023	AFTERSCHOOL PROG	0.00	\$84.00	0.00	84.00
Desc:	AFTERSCHOOL PROG	Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			84.00	0.00	84.00
008560	CARAHSOFT TECHNOLOGY CORPORATION		5/12/2023		79841
38838616INV	CELLBRITE SUBSCRIPTION	0.00	\$6,450.00	0.00	6,450.00
Desc:	CELLBRITE SUBSCRIPTION	Acct: 10-211-314-0000	HPD -BOOKS & PERIODICALS		
Vendor Total:			6,450.00	0.00	6,450.00
008775	CAI TECHNOLOGIES		5/12/2023		79842
16602	TAX MAP MAINTENANCE - QUARTER	0.00	\$925.00	0.00	925.00
Desc:	TAX MAP MAINTENANCE - QUARTER	Acct: 10-174-318-0000	ASE -CONTRACTED SERVICES		
Vendor Total:			925.00	0.00	925.00
008823	CATV, INC		5/12/2023		79843
'22/23-2	FY23 Soc Svc Approp	0.00	\$2,500.00	0.00	2,500.00
Desc:	FY23 Soc Svc Approp	Acct: 10-425-316-0110	GAS -APPROP - COMMUNITY ACCES		
Vendor Total:			2,500.00	0.00	2,500.00
009075	CENTRAL VERMONT COMMUNICATIONS		5/12/2023		79844
222-2953622	PAGERS	6.56	\$6.56	0.00	6.56
Desc:	PAGERS	Acct: 50-954-324-0000	TELEPHONE		
Vendor Total:			6.56	0.00	6.56
009120	CHADWICK-BAROSS INC		5/12/2023		79845
C59656	PARTS	0.00	\$158.44	0.00	158.44
Desc:	PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		

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Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				158.44	0.00	158.44
009140	CENTRAL VERMONT PROPERTIES			5/12/2023		79846
9500250522	PIPE CROSSING RENTAL	50.00		\$50.00	0.00	50.00
Desc: PIPE CROSSING RENTAL		Acct: 50-955-317-0000		PERMITS & LICENSES		
9500250580	PIPE CROSSING RENTAL	15.00		\$15.00	0.00	15.00
Desc: PIPE CROSSING RENTAL		Acct: 50-955-317-0000		PERMITS & LICENSES		
Vendor Total:				65.00	0.00	65.00
009818	CINTAS CORPORATION NO. 2		CINTAS LOC. #68M, 71M	5/12/2023		79847
4149380215	MATS	0.00		\$40.22	0.00	40.22
Desc: MATS		Acct: 10-530-318-0000		PR -CONTRACTED SERVICES		
4150087823	MATS	0.00		\$40.22	0.00	40.22
Desc: MATS		Acct: 10-530-318-0000		PR -CONTRACTED SERVICES		
4151508802	UNIFORMS	0.00		\$40.22	0.00	40.22
Desc: UNIFORMS		Acct: 10-530-318-0000		PR -CONTRACTED SERVICES		
4152201097	UNIFORMS	135.17		\$135.17	0.00	135.17
Desc: UNIFORMS		Acct: 60-961-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
4152201098	UNIFORMS	80.52		\$80.52	0.00	80.52
Desc: UNIFORMS		Acct: 55-954-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
4152201180	UNIFORMS	28.14		\$350.45	0.00	350.45
Desc: UNIFORMS		Acct: 30-974-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
Desc: UNIFORMS		Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
Desc: UNIFORMS		Acct: 10-325-326-0000		DPW -UNIFORMS		
4152497623	UNIFORMS	58.79		\$58.79	0.00	58.79
Desc: UNIFORMS		Acct: 65-963-326-0000		UNIFORMS PURCHASE/LEASE		
4152898032	UNIFORMS	135.17		\$135.17	0.00	135.17
Desc: UNIFORMS		Acct: 60-961-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
4152898053	UNIFORMS	80.52		\$80.52	0.00	80.52
Desc: UNIFORMS		Acct: 55-954-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
4152898073	UNIFORMS	28.14		\$350.45	0.00	350.45
Desc: UNIFORMS		Acct: 30-974-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
Desc: UNIFORMS		Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
Desc: UNIFORMS		Acct: 10-325-326-0000		DPW -UNIFORMS		
4153610701	UNIFORMS	80.52		\$80.52	0.00	80.52
Desc: UNIFORMS		Acct: 55-954-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
4153610742	UNIFORMS	135.17		\$135.17	0.00	135.17
Desc: UNIFORMS		Acct: 60-961-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
4153610798	UNIFORMS	28.14		\$350.45	0.00	350.45
Desc: UNIFORMS		Acct: 30-974-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
Desc: UNIFORMS		Acct: 10-221-326-0000		HFD -PURCHASE/RENTAL UNIFORMS		
Desc: UNIFORMS		Acct: 10-325-326-0000		DPW -UNIFORMS		
4153899450	UNIFORMS	58.79		\$58.79	0.00	58.79
Desc: UNIFORMS		Acct: 65-963-326-0000		UNIFORMS PURCHASE/LEASE		
4154298467	UNIFORMS	135.17		\$135.17	0.00	135.17
Desc: UNIFORMS		Acct: 60-961-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		
4154298525	UNIFORMS	80.52		\$80.52	0.00	80.52
Desc: UNIFORMS		Acct: 55-954-326-0000		UNIFORMS-PURCHASE/LEASE/CLEARANCE		

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4154298612	UNIFORMS	28.14	\$350.45	0.00	350.45
Desc: UNIFORMS		Acct: 30-974-326-0000	UNIFORMS-PURCHASE/LEASE/CLEARANCE		
Desc: UNIFORMS		Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Desc: UNIFORMS		Acct: 10-325-326-0000	DPW -UNIFORMS		
4154672284	UNIFORMS	58.79	\$58.79	0.00	58.79
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
Vendor Total:			2,561.59	0.00	2,561.59
010285	CLIFFORD, ERIC	ERIC CLIFFORD	5/12/2023		79848
05.02.2023	UNIFORM REIMBURSEMENT	0.00	\$93.19	0.00	93.19
Desc: HOLSTER-CLOTHING ALLOWANCE		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEARANCE		
Vendor Total:			93.19	0.00	93.19
010420	COATES, THOMAS	THOMAS COATES	5/12/2023		79849
MAY'23	Ret Reimb May 2023	229.75	\$229.75	0.00	229.75
Desc: Ret reimb May 23		Acct: 65-963-418-0100	RETIRE HEALTH INSURANCE		
Vendor Total:			229.75	0.00	229.75
010832	COMCAST		5/12/2023		79850
0042221MAY'23	INTERNET - LIB	0.00	\$54.80	0.00	54.80
Desc: INTERNET - LIB		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRARY		
0134242MAY'23	INTERNET - LF	91.90	\$91.90	0.00	91.90
Desc: INTERNET - LF		Acct: 30-971-324-0000	TELEPHONE		
0262894MAY'23	INTERNET-142 IZZO PL	121.14	\$121.14	0.00	121.14
Desc: INTERNET-142 IZZO PL		Acct: 65-964-324-0000	TELEPHONE		
0273164MAY'23	200 CRANBERRY LN	262.36	\$262.36	0.00	262.36
Desc: 200 CRANBERRY LN		Acct: 50-952-324-0000	TELEPHONE		
Vendor Total:			530.20	0.00	530.20
012295	D&M PETROLEUM, INC	D&M PETROLEUM, INC	5/12/2023		79851
16984	SERVICE CALL : GAS PUMP	0.00	\$417.00	0.00	417.00
Desc: SERVICE CALL : GAS PUMP		Acct: 10-325-318-0000	DPW -CONTRACT SERVICES		
Vendor Total:			417.00	0.00	417.00
012665	DANIELS, WANDA	WANDA DANIELS	5/12/2023		79852
MAY'23	Ret Reimb May 2023	0.00	\$229.17	0.00	229.17
Desc: Ret reimb May 23		Acct: 10-211-418-0100	HPD -RETIREE HEALTH INSURANCE		
Vendor Total:			229.17	0.00	229.17
012868	SBA TOWERS II, LLC		5/12/2023		79853
13790665	TOWER RENTAL - TAFTSVILLE	0.00	\$1,000.00	0.00	1,000.00
Desc: TOWER RENTAL - TAFTSVILLE		Acct: 10-271-331-0100	DISP -DEPT EQUIP-REIM BY RESERVE		
13794562	RENT	0.00	\$1,000.00	0.00	1,000.00
Desc: TOWER RENTAL - TAFTSVILLE		Acct: 10-271-331-0100	DISP -DEPT EQUIP-REIM BY RESERVE		
Vendor Total:			2,000.00	0.00	2,000.00
013200	DEAN, DAVID	DAVID DEAN	5/12/2023		79854

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APR'23	Ret reimb Apr 23	0.00	\$411.83	0.00	411.83
Desc: Ret reimb Apr 23		Acct: 10-521-418-0100	PR -RETIREE HEALTH INSURANCE		
Vendor Total:			411.83	0.00	411.83
013575	DELL MARKETING L.P.			5/12/2023	79855
10667884600	COMPUTER	0.00	\$1,605.81	0.00	1,605.81
Desc: COMPUTER		Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
Vendor Total:			1,605.81	0.00	1,605.81
014423	DUBOIS & KING, INC			5/12/2023	79856
627943L,123273	GATES STR & FAIRVIEW TERRACE	0.00	\$12,753.80	0.00	12,753.80
Desc: GATES STR & FAIRVIEW TERRACE		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF		
627943L,323326	GATES STR & FAIRVIEW TERRACE	0.00	\$33,694.00	0.00	33,694.00
Desc: GATES STR & FAIRVIEW TERRACE		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF		
627943L,423278 A	GATES STR & FAIRVIEW TERRACE	0.00	\$12,469.32	0.00	12,469.32
Desc: GATES STR & FAIRVIEW TERRACE		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF		
Vendor Total:			58,917.12	0.00	58,917.12
014447	DUFRESNE GROUP			5/12/2023	79857
17581	FAIRVIEW WM PERMIT	0.00	\$1,749.00	0.00	1,749.00
Desc: FAIRVIEW WM PERMIT		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF		
17582	FAIRVIEW WM FD A1 100%	0.00	\$2,280.00	0.00	2,280.00
Desc: FAIRVIEW WM FD A1 100%		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF		
17587	FAIRVIEW WM BID A1 25%	0.00	\$492.50	0.00	492.50
Desc: FAIRVIEW WM BID A1 25%		Acct: 10-311-318-0100	DPW -CONTRACTED SERVICES - CAF		
Vendor Total:			4,521.50	0.00	4,521.50
015375	ELECTRICAL INSTALLATIONS, INC			5/12/2023	79858
22SC085-01	SCADA COMPUTER & SOFTWARE WW	14,765.00	\$14,765.00	0.00	14,765.00
Desc: SCADA COMPUTER & SOFTWARE WW PL		Acct: 65-964-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			14,765.00	0.00	14,765.00
015500	ENDYNE, INC			5/12/2023	79859
443128	WSID 5319	72.00	\$72.00	0.00	72.00
Desc: WSID 5319		Acct: 50-954-318-0000	CONTRACTED SERVICES		
443183	WSID 5319	55.00	\$55.00	0.00	55.00
Desc: WSID 5319		Acct: 50-954-318-0000	CONTRACTED SERVICES		
443319	WRJ MONTHLY	220.00	\$220.00	0.00	220.00
Desc: WRJ MONTHLY		Acct: 60-961-318-0000	CONTRACTED SERVICES		
443320	QUE WW	180.00	\$180.00	0.00	180.00
Desc: QUE WW		Acct: 65-964-318-0000	CONTRACTED SERVICES		
443321	WASID 5319	82.50	\$82.50	0.00	82.50
Desc: WASID 5319		Acct: 50-954-318-0000	CONTRACTED SERVICES		
443728	WSID 21296	0.00	\$18.00	0.00	18.00
Desc: WSID 21296		Acct: 10-528-318-0000	PR -CONTRACTED SERVICES		
443779	HARTFORD BIOSOLIDS	365.00	\$365.00	0.00	365.00
Desc: HARTFORD BIOSOLIDS		Acct: 60-961-318-0000	CONTRACTED SERVICES		
443780	QUE WW	180.00	\$180.00	0.00	180.00

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: QUE WW	Acct: 65-964-318-0000	CONTRACTED SERVICES		
443781	WRJ WEEKLY	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY	Acct: 60-961-318-0000	CONTRACTED SERVICES		
444334	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
445381	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
445382	WSID 5319 HTFD W	72.00	\$72.00	0.00	72.00
	Desc: WSID 5319 HTFD W	Acct: 50-954-318-0000	CONTRACTED SERVICES		
445461	WSID 5319 HTFD W	18.00	\$18.00	0.00	18.00
	Desc: WSID 5319 HTFD W	Acct: 50-954-318-0000	CONTRACTED SERVICES		
445462	WSID 5320 QUECHEE	18.00	\$18.00	0.00	18.00
	Desc: WSID 5320 QUECHEE	Acct: 50-954-318-0000	CONTRACTED SERVICES		
445600	WSID 5319 HTFD W TC	28.00	\$28.00	0.00	28.00
	Desc: WSID 5319 HTFD W TC	Acct: 50-954-318-0000	CONTRACTED SERVICES		
445601	WSID 211296	0.00	\$18.00	0.00	18.00
	Desc: WATER TESTING	Acct: 10-528-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			1,596.50	0.00	1,596.50
015815	EVANS MOTOR FUELS	EVANS GROUP INC.		5/12/2023	79860
7293352	FUEL	0.00	\$642.95	0.00	642.95
	Desc: CRUISER FUEL 04.24.23-04.30.23	Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
Vendor Total:			642.95	0.00	642.95
016080	CONSOLIDATED COMMUNICATIONS			5/12/2023	79861
111020181918APR'23	QUECHEE WW PLANT	52.96	\$52.96	0.00	52.96
	Desc: QUECHEE WW PLANT	Acct: 65-963-324-0000	TELEPHONE		
122569096956APR'23	TELEPHONE - LF	59.03	\$59.03	0.00	59.03
	Desc: TELEPHONE - LF	Acct: 30-971-324-0000	TELEPHONE		
14362366935APR'23	HEMLOCK RIDGE	77.98	\$77.98	0.00	77.98
	Desc: HEMLOCK RIDGE	Acct: 50-952-324-0000	TELEPHONE		
8022957049639APR'23	SPORTS PARK PUMP STN	55.73	\$55.73	0.00	55.73
	Desc: SPORTS PARK PUMP STN	Acct: 60-961-324-0000	TELEPHONE		
8022959708618APR'23	MAXFIELD PUMP HOUSE	58.66	\$58.66	0.00	58.66
	Desc: MAXFIELD PUMP HOUSE	Acct: 60-964-324-0000	TELEPHONE		
Vendor Total:			304.36	0.00	304.36
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576		5/12/2023	79862
1151124-1	MATERIALS	0.00	\$14.26	0.00	14.26
	Desc: MATERIALS	Acct: 10-325-326-0000	DPW -UNIFORMS		
1155281	PARTS	270.02	\$270.02	0.00	270.02
	Desc: PARTS	Acct: 60-962-323-0000	MATERIALS & SUPPLIES		
1156818	MATERIALS	31.52	\$31.52	0.00	31.52
	Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
1157470	PARTS	0.00	\$38.30	0.00	38.30
	Desc: PARTS	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
1157512	PARTS	0.00	\$279.40	0.00	279.40
	Desc: PARTS	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		

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1158667	MATERIALS	71.24	\$71.24	0.00	71.24
Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			704.74	0.00	704.74
017110	FISHER AUTO PARTS, INC			5/12/2023	79863
301-146133	PARTS	0.00	\$13.38	0.00	13.38
Desc: PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-146253	PARTS	0.00	\$448.41	0.00	448.41
Desc: PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-146297	PARTS	0.00	\$21.56	0.00	21.56
Desc: PARTS		Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
301-146310	PARTS	383.36	\$383.36	0.00	383.36
Desc: PARTS		Acct: 60-964-321-0000	REPAIRS & MAINT-VEHICLES		
301-146491	PARTS	0.00	\$54.84	0.00	54.84
Desc: AIR FLO CLEANER		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
301-146518	PARTS	0.00	\$40.76	0.00	40.76
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-146580	PARTS	0.00	\$4.86	0.00	4.86
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-146616	PARTS	0.00	\$2.00	0.00	2.00
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-146891	PARTS	0.00	\$30.11	0.00	30.11
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-146931	PARTS	0.00	\$153.24	0.00	153.24
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-147125	PARTS	0.00	\$23.49	0.00	23.49
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-147412	PARTS	0.00	\$39.59	0.00	39.59
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-147429	PARTS	0.00	\$46.98	0.00	46.98
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-147443	PARTS	0.00	\$5.00	0.00	5.00
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-147534	PARTS	42.03	\$42.03	0.00	42.03
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-342587	RETURNED PARTS	0.00	\$-125.72	0.00	-125.72
Desc: RETURNED PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-342691	PARTS	0.00	\$-116.00	0.00	-116.00
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-342699	PARTS	14.50	\$14.50	0.00	14.50
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-144069	PARTS	0.00	\$16.00	0.00	16.00
Desc: LIGHT BULBS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
301-144322	PARTS	172.63	\$172.63	0.00	172.63
Desc: PARTS		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-144394	PARTS	15.22	\$15.22	0.00	15.22
Desc: PARTS		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-144450	RETURNED PARTS	0.00	\$-22.05	0.00	-22.05

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	Desc: RETURNED PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-144456	PARTS		0.00	\$17.47	0.00	17.47
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-144473	PARTS		0.00	\$98.99	0.00	98.99
	Desc: PARTS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301-144543	PARTS		0.00	\$5.00	0.00	5.00
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-144570	PARTS		0.00	\$125.72	0.00	125.72
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-144572	PARTS		0.00	\$106.40	0.00	106.40
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-144616	PARTS		0.00	\$61.92	0.00	61.92
	Desc: PARTS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
301-144649	PARTS		0.00	\$55.58	0.00	55.58
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-145471	PARTS		0.00	\$157.15	0.00	157.15
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-145472	PARTS		0.00	\$157.15	0.00	157.15
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-145807	PARTS		23.86	\$23.86	0.00	23.86
	Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-145913	PARTS		977.84	\$977.84	0.00	977.84
	Desc: S-601 Brakes & Rotors		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-145934	PARTS		10.06	\$10.06	0.00	10.06
	Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-145937	PARTS		0.00	\$12.66	0.00	12.66
	Desc: PARTS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
301-146031	PARTS		0.00	\$157.15	0.00	157.15
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
301-146122	PARTS		0.00	\$479.92	0.00	479.92
	Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:				3,711.06	0.00	3,711.06
017301	FOGG'S LUMBER AND HARDWARE			5/12/2023		79864
	185066/6	HARDWARE	0.00	\$11.19	0.00	11.19
	Desc: HARDWARE		Acct: 10-211-321-0100	HPD -REPAIRS & MAINT-BUILDING		
	185075/6	MATERIALS	0.00	\$190.13	0.00	190.13
	Desc: MATERIALS		Acct: 10-316-323-0000	DPW -MATERIALS AND SUPPLIES		
	185914/6	MATERIALS	0.00	\$21.99	0.00	21.99
	Desc: MATERIALS		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
	186610/6	MATERIALS	19.58	\$19.58	0.00	19.58
	Desc: MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	187192/6	MATERIALS	11.58	\$11.58	0.00	11.58
	Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	187243/6	MATERIALS	15.99	\$15.99	0.00	15.99
	Desc: MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	187357/6	MATERIALS	0.00	\$84.99	0.00	84.99
	Desc: MATERIALS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		

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187358/6	RETURNED MATERIALS	0.00	\$-15.00	0.00	-15.00
Desc: RETURNED MATERIALS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
187951/6	MATERIALS	43.97	\$43.97	0.00	43.97
Desc: MATERIALS		Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
188392/6	LIGHTS	0.00	\$29.98	0.00	29.98
Desc: LIGHT BULBS		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
188742/6	MATERIALS	9.59	\$27.17	0.00	27.17
Desc: MATERIALS		Acct: 10-321-323-0000	DPW -MATERIAL & SUPPLIES		
Desc: MATERIALS		Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
189016/6	MATERIALS	14.58	\$14.58	0.00	14.58
Desc: MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
189055/6	MATERIALS	0.00	\$9.59	0.00	9.59
Desc: MATERIALS		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
189956/6	MATERIALS	0.00	\$40.98	0.00	40.98
Desc: MATERIALS		Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
189981/6	MATERIALS	0.00	\$43.98	0.00	43.98
Desc: MATERIALS		Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:			550.70	0.00	550.70
017850	GALLS, LLC			5/12/2023	79865
024118659	UNIFORM	0.00	\$135.30	0.00	135.30
Desc: STAR INSIGNIA		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
024208924	UNIFORM	0.00	\$30.55	0.00	30.55
Desc: STAR INSIGNIA		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
024307961	UNIFORM	0.00	\$55.75	0.00	55.75
Desc: CLOTHING ALLOWANCE-CYRAN		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			221.60	0.00	221.60
019390	GRAINGER			5/12/2023	79866
9339842297	MATERIALS	0.00	\$310.88	0.00	310.88
Desc: MATERIALS		Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES		
9339969744	MATERIALS	0.00	\$54.89	0.00	54.89
Desc: MATERIALS		Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES		
9340893875	MATERIALS	0.00	\$37.79	0.00	37.79
Desc: MATERIALS		Acct: 10-512-323-0000	PR -MATERIAL & SUPPLIES		
9529332836	MATERIALS	0.00	\$92.62	0.00	92.62
Desc: MATERIALS		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
9696141176	Solenoid Valve	1,076.10	\$1,076.10	0.00	1,076.10
Desc: Solenoid Valve		Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,572.28	0.00	1,572.28
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		5/12/2023	79867
13611000004MAY'23	HARTFORD VILLAGE STLGHT	0.00	\$70.27	0.00	70.27
Desc: HARTFORD VILLAGE STLGHT		Acct: 10-314-329-0000	DPW -ELECTRICITY		
33490000008MAY'23	DEPOT ST	0.00	\$50.29	0.00	50.29
Desc: DEPOT ST		Acct: 10-314-329-0000	DPW -ELECTRICITY		
34591000004MAY'23	RADIO TOWER	0.00	\$190.47	0.00	190.47
Desc: RADIO TOWER		Acct: 10-271-329-0000	DISP -ELECTRICITY		

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36340000003MAY'23	FROST PARK	0.00	\$22.28	0.00	22.28
Desc: FROST PARK		Acct: 10-521-329-0000	PR -ELECTRICITY		
44390000006MAY'23	BILLINGS FARM	0.00	\$62.83	0.00	62.83
Desc: BILLINGS FARM		Acct: 10-314-329-0000	DPW -ELECTRICITY		
59511000008MAY'23	CAMPBELL ST	86.51	\$86.51	0.00	86.51
Desc: CAMPBELL ST		Acct: 50-954-329-0000	ELECTRICITY		
67700100000MAY'23	RT 5 POLE 95	0.00	\$30.32	0.00	30.32
Desc: RT 5 POLE 95		Acct: 10-314-329-0000	DPW -ELECTRICITY		
77700100009MAY'23	POLE 1 PLEASANT VIEW	0.00	\$49.51	0.00	49.51
Desc: POLE 1 PLEASANT VIEW		Acct: 10-314-329-0000	DPW -ELECTRICITY		
87700100008MAY'23	CHRISTIAM ST POLE 72-50	0.00	\$26.00	0.00	26.00
Desc: CHRISTIAM ST POLE 72-50		Acct: 10-314-329-0000	DPW -ELECTRICITY		
89290000002MAY'23	HEMLOCK RIDGE	33.46	\$33.46	0.00	33.46
Desc: HEMLOCK RIDGE		Acct: 50-954-329-0000	ELECTRICITY		
91611000000MAY'23	FERRY RD	161.14	\$161.14	0.00	161.14
Desc: FERRY RD		Acct: 60-964-329-0000	ELECTRICITY		
98340000003MAY'23	A ST PUMP STN	37.95	\$37.95	0.00	37.95
Desc: A ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY		
98490000001MAY'23	ELM/GILLETTE	52.05	\$52.05	0.00	52.05
Desc: ELM/GILLETTE		Acct: 60-964-329-0000	ELECTRICITY		
Vendor Total:			873.08	0.00	873.08
020000	GREEN MOUNTAIN WATER ENVIRONMENT	GMWEA		5/12/2023	79868
04.18.2023	EVENT FEE	240.00	\$240.00	0.00	240.00
Desc: EVENT FEE		Acct: 50-955-311-0000	TRAVEL & MEETINGS		
Desc: EVENT FEE		Acct: 55-955-311-0000	TRAVEL & MEETINGS		
04.18.2023 -	EVENT FEE	300.00	\$300.00	0.00	300.00
Desc: EVENT FEE		Acct: 50-955-313-0000	MEMBERSHIP DUES		
Desc: EVENT FEE		Acct: 55-955-313-0000	MEMBERSHIP DUES		
Desc: EVENT FEE		Acct: 60-965-313-0000	MEMBERSHIP DUES		
Desc: EVENT FEE		Acct: 65-965-313-0000	MEMBERSHIP DUES		
Vendor Total:			540.00	0.00	540.00
020701	HANOVER, TOWN OF	TOWN OF HANOVER		5/12/2023	79869
01528	ELAN FEES	0.00	\$688.61	0.00	688.61
Desc: ELAN FEES MARCH 30 - APRIL 29		Acct: 10-271-320-0100	DISP -EQUIP OPERATION-COMMUNIC		
Vendor Total:			688.61	0.00	688.61
021099	HARTFORD, TOWN OF	TOWN OF HARTFORD		5/12/2023	79870
2023 TRANSFERS	FYE23 Approved Reserve TRANSFERS	0.00	\$488,994.00	0.00	488,994.00
Desc: FYE23 Approved Reserve TRANSFERS		Acct: 10-921-181-0100	RES -Capital - Information Technology		
Desc: FYE23 Approved Reserve Deposit - Pa		Acct: 10-921-521-0100	RES -TRANSFER OUT - PARKS & REC		
Desc: FYE23 Approved Reserve Deposit - Fi		Acct: 10-921-544-0221	RES -TRANSFER - FIRE/AMB RESERV		
Desc: FYE23 Approved Reserve Deposit - Hi		Acct: 10-921-544-0321	RES -TRANSFER - HIGHWAY RESERV		
Desc: FYE23 Approved Reserve Deposit - WA		Acct: 10-921-544-0530	RES -TRANSFER - WABA		
Desc: FYE23 Approved Reserve Deposit - Co		Acct: 10-921-544-0611	RES -TRANSFER - CONSERVATION C		
Desc: FYE23 Approved Reserve Deposit - WR		Acct: 10-921-544-0627	RES -TRANSFER - WRJ REVITALIZATI		
Vendor Total:			488,994.00	0.00	488,994.00

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021450	HARTFORD, TOWN OF		TOWN OF HARTFORD		5/12/2023	79871
312650,00394937	812 VA CUTOFF ROAD		0.00	\$1,087.30	0.00	1,087.30
Desc:	812 VA CUTOFF ROAD		Acct: 10-221-328-0000	HFD -WATER		
	812 VA CUTOFF ROAD		Acct: 10-211-328-0000	HPD -WATER		
410265,00395615	131 WILLARD RD - STN#2		0.00	\$330.43	0.00	330.43
Desc:	131 WILLARD RD - STN#2		Acct: 10-221-328-0000	HFD -WATER		
410266,00395616	131 WILLARD RD		0.00	\$225.41	0.00	225.41
Desc:	131 WILLARD RD		Acct: 10-221-328-0000	HFD -WATER		
411270,00395614	142 IZZO PL		97.19	\$97.19	0.00	97.19
Desc:	142 IZZO PL		Acct: 65-963-328-0000	WATER		
Vendor Total:				1,740.33	0.00	1,740.33
021500	HARTFORD SCHOOL, TOWN OF		TOWN OF HARTFORD SCHOOL		5/12/2023	79872
2023 TAXES#6	FYE 2023 TAXES PYMT #6		0.00	\$2,500,000.00	0.00	2,500,000.00
Desc:	FYE 2023 TAXES PYMT #6		Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		
Vendor Total:				2,500,000.00	0.00	2,500,000.00
022440	HERNANDEZ, CHRISTIAN		CHRISTIAN HERNANDEZ		5/12/2023	79873
05.11.2023	REIMBURSEMENT		0.00	\$385.67	0.00	385.67
Desc:	MILEAGE REIMBURSEMENT-TRAINING		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
Desc:	TOLLS TO TRAINING		Acct: 10-211-311-0000	HPD -TRAVEL & MEETINGS		
Desc:	MEALS		Acct: 10-211-319-0000	HPD -EQUIPMENT OPERATION-GAS		
Desc:	BIKE SHORTS		Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:				385.67	0.00	385.67
022703	HILL, MARY		MARY HILL		5/12/2023	79874
MAY'23	Ret Reimb May 23		0.00	\$343.48	0.00	343.48
Desc:	Ret Reimb May 23		Acct: 10-151-418-0100	TC -Retirees		
Vendor Total:				343.48	0.00	343.48
022810	HOCKEY BOARD DOCTOR				5/12/2023	79875
3807	DASHER BOARD CLEANING		0.00	\$625.00	0.00	625.00
Desc:	DASHER BOARD CLEANING		Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:				625.00	0.00	625.00
023473	INGRAM LIBRARY SERVICES LLC				5/12/2023	79876
75669736	BOOKS		0.00	\$10.96	0.00	10.96
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
74563448	BOOKS		0.00	\$33.75	0.00	33.75
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
74563449	BOOKS		0.00	\$21.87	0.00	21.87
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
74563450	BOOKS		0.00	\$68.85	0.00	68.85
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
75581541	BOOKS		0.00	\$158.95	0.00	158.95
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
75669734	BOOKS		0.00	\$16.41	0.00	16.41
Desc:	BOOKS		Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			310.79	0.00	310.79
024185	INTERSTATE FIRE PROTECTION, LLC			5/12/2023	79877
12461218	Inspection TC Safe Annual	0.00	\$547.50	0.00	547.50
Desc:	Inspection TC Safe Annual	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			547.50	0.00	547.50
024410	JACK OF ALL BLADES			5/12/2023	79878
4326	PARTS	1,300.00	\$5,450.00	0.00	5,450.00
Desc:	Landfill Loader Repair & Shipping	Acct: 30-971-321-0000	REPAIRS & MAINT-VEHICLES		
Desc:	Sweeper Attachments	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			5,450.00	0.00	5,450.00
024800	JOE'S EQUIPMENT SERVICE			5/12/2023	79879
4-101624	Backpack blower for park maintenanc	0.00	\$513.99	0.00	513.99
Desc:	Backpack blower for park maintenanc	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
2-148710	Brushcutting attachment	0.00	\$109.99	0.00	109.99
Desc:	Brushcutting attachment	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
Vendor Total:			623.98	0.00	623.98
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON	5/12/2023		79880
55473,147455	PARTS	0.00	\$16.48	0.00	16.48
Desc:	PARTS	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
55062,148584	PARTS	0.00	\$66.15	0.00	66.15
Desc:	AMB 16 PARTS	Acct: 10-221-321-0200	HFD -REPAIRS & MAINT EMS VEHICLI		
55473,146198	WIPERS	0.00	\$8.74	0.00	8.74
Desc:	WIPERS	Acct: 10-521-321-0000	PR -REPAIRS & MAINT - VEHICLES		
55473,147406	PARTS	0.00	\$8.10	0.00	8.10
Desc:	PARTS	Acct: 10-521-320-0000	PR -EQUIP OPERATION & MAINT		
Vendor Total:			99.47	0.00	99.47
025218	KDT ENTERPRISES			5/12/2023	79881
19008	RV Camper Storage APR 2023	0.00	\$2,400.00	0.00	2,400.00
Desc:	RV Camper Storage APR 2023	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
Vendor Total:			2,400.00	0.00	2,400.00
027100	LAVALLEY BUILDING SUPPLY, INC			5/12/2023	79882
WL4618582	MATERIALS	0.00	\$63.96	0.00	63.96
Desc:	MATERIALS	Acct: 10-528-321-0100	PR -REPAIRS & MAINT-BUILD & GRO		
Vendor Total:			63.96	0.00	63.96
027250	LAWSON PRODUCTS INC			5/12/2023	79883
9600138368	MATERIALS	0.00	\$189.25	0.00	189.25
Desc:	MATERIALS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			189.25	0.00	189.25
027380	LEBANON FORD			5/12/2023	79884

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436495	REPAIR POLICE CRUISER	0.00	\$5,552.03	0.00	5,552.03
Desc:	REPAIR POLICE CRUISER	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			5,552.03	0.00	5,552.03
027402	LEBANON, CITY OF	CITY OF LEBANON		5/12/2023	79885
MAR'23	TIPPING FEES	6,078.18	\$6,078.18	0.00	6,078.18
Desc:	Tipping Fees from 03/02/23 - 03/28/	Acct: 30-974-318-0000	CONTRACTED SERVICES		
Vendor Total:			6,078.18	0.00	6,078.18
027403	LEBANON, CITY OF	CITY OF LEBANON		5/12/2023	79886
APR'23	GRIT DISPOSAL	6,940.68	\$6,940.68	0.00	6,940.68
Desc:	Grit Disposal 04/01/23 - 04/30/23	Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			6,940.68	0.00	6,940.68
027700	DE LAGE LANDEN	DE LAGE LANDEN		5/12/2023	79887
79602934	LEASE COPIER - MAY'23 - PD	0.00	\$67.17	0.00	67.17
Desc:	LEASE COPIER - MAY'23 - PD	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
79328401	LEASE COPIER - APR'23 - LF	37.81	\$37.81	0.00	37.81
Desc:	LEASE COPIER - APR'23 - LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
79328394	LEASE COPIER - APR'23 - PD	0.00	\$67.17	0.00	67.17
Desc:	LEASE COPIER - APR'23 - PD	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
69602943	LEASE COPIER - MAY'23 - REC	0.00	\$63.11	0.00	63.11
Desc:	LEASE COPIER - MAY'23 - REC	Acct: 10-511-318-0000	PR -CONTRACTED SERVICES		
79328397	LEASE COPIER - APR'23 - FD	0.00	\$79.78	0.00	79.78
Desc:	LEASE COPIER - APR'23 - FD	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
79328399	LEASE COPIER - APR'23 - REC	0.00	\$63.11	0.00	63.11
Desc:	LEASE COPIER - APR'23 - REC	Acct: 10-511-318-0000	PR -CONTRACTED SERVICES		
79328400	LEASE COPIER - APR'23 - PLANN/VAL	0.00	\$63.11	0.00	63.11
Desc:	LEASE COPIER - APR'23 - PLANN/VAL	Acct: 10-174-320-0000	ASE -EQUIP OPERATION/MAINT-OFFI		
Desc:	LEASE COPIER - APR'23 - PLANN/VAL	Acct: 10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI		
79328508	LEASE COPIER - MAY'23 - TM	0.00	\$200.02	0.00	200.02
Desc:	LEASE COPIER - MAY'23 - TM	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
79328510	LEASE COPIER - APR'23 - FIN	0.00	\$173.42	0.00	173.42
Desc:	LEASE COPIER - APR'23 - FIN	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
79383906	LEASE COPIER - APR'23 - STN2	0.00	\$55.00	0.00	55.00
Desc:	LEASE COPIER - APR'23 - STN2	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		
79602947	LEASE COPIER - MAY'23 - PLANN/VAL	0.00	\$63.11	0.00	63.11
Desc:	LEASE COPIER - MAY'23 - PLANN/VAL	Acct: 10-174-320-0000	ASE -EQUIP OPERATION/MAINT-OFFI		
Desc:	LEASE COPIER - MAY'23 - PLANN/VAL	Acct: 10-622-320-0000	PDZ -EQUIP OPERATION/MAINT-OFFI		
79602951	LEASE COPIER - MAY'23 - LF	37.81	\$37.81	0.00	37.81
Desc:	LEASE COPIER - MAY'23 - LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
79603374	LEASE COPIER - MAY'23 - TM	0.00	\$200.02	0.00	200.02
Desc:	LEASE COPIER - MAY'23 - TM	Acct: 10-121-318-0000	TM -CONTRACT SERVICES		
79603376	LEASE COPIER - MAY'23 - FIN	0.00	\$173.42	0.00	173.42
Desc:	LEASE COPIER - MAY'23 - FIN	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
79670928	LEASE COPIER - MAY'23 - STN2	0.00	\$53.95	0.00	53.95
Desc:	LEASE COPIER - MAY'23 - STN2	Acct: 10-221-320-0000	HFD -EQUIP OPERATION/MAINT-OFFI		

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Vendor Total:			1,398.01	0.00	1,398.01
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		5/12/2023	79888
4935943,72197	PROPANE 511.7G@\$1.53 WABA	0.00	\$793.13	0.00	793.13
Desc: PROPANE 511.7G@\$1.53 WABA		Acct: 10-530-327-0000	PR -BUILDING HEAT		
4333626,3356	#2 OIL 42G@\$3.86 BUGBEE	0.00	\$163.38	0.00	163.38
Desc: #2 OIL 42G@\$3.86 BUGBEE		Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
4333626,66473	#2 OIL 125G@\$3.86 VA CUTOFF	0.00	\$486.25	0.00	486.25
Desc: #2 OIL 125G@\$3.86 VA CUTOFF		Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Desc: #2 OIL 125G@\$3.86 VA CUTOFF		Acct: 10-211-327-0000	HPD -BUILDING HEAT		
4935943,83921	PROPANE 44.7G@\$1.53 VA CUTOFF	0.00	\$69.28	0.00	69.28
Desc: PROPANE 44.7G@\$1.53 VA CUTOFF		Acct: 10-221-327-0000	HFD -BUILDING HEAT		
Vendor Total:			1,512.04	0.00	1,512.04
028850	MAGEE OFFICE EQUIPMENT INC.			5/12/2023	79889
C-01184534 A	WIDE COPIER LEASE MAY'23-AUG'23	0.00	\$317.64	0.00	317.64
Desc: WIDE COPIER LEASE MAY'23-AUG'23		Acct: 10-151-320-0000	TC -EQUIP OPERATION/MAINT-OFFIC		
C-01184534 B	WIDE COPIER LEASE MAY'23-AUG'23	0.00	\$55.61	0.00	55.61
Desc: WIDE COPIER LEASE MAY'23-AUG'23		Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
Vendor Total:			373.25	0.00	373.25
029010	MAINE OXY ACETYLENE SUPPLY CO	MAINE OXY		5/12/2023	79890
3002709188	CALIBRATION	0.00	\$281.99	0.00	281.99
Desc: C-10 REFILLS/ISOB AIR		Acct: 10-221-331-0300	HFD -HAZMAT EQUIPMENT		
Vendor Total:			281.99	0.00	281.99
029649	MARTEL, SERENITEE	SERENITEE MARTEL		5/12/2023	79891
05.06.2023	BASEBALL OFICIAL	0.00	\$80.00	0.00	80.00
Desc: BASEBALL OFICIAL		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			80.00	0.00	80.00
029746	DARTMOUTH-HITCHCOCK	DARTMOUTH - HITCHCOCK		5/12/2023	79892
700005551,04092023	PRE EMP EXAMS	0.00	\$242.00	0.00	242.00
Desc: PRE EMP EXAMS BROOKS & MOORE		Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING		
Vendor Total:			242.00	0.00	242.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		5/12/2023	79893
237946362	WATER	13.98	\$13.98	0.00	13.98
Desc: WATER		Acct: 30-974-328-0000	WATER		
238237367	OFFICE SUPPLIES	283.00	\$346.57	0.00	346.57
Desc: OFFICE SUPPLIES		Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Desc: OFFICE SUPPLIES		Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
Desc: OFFICE SUPPLIES		Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
Desc: OFFICE SUPPLIES		Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
Desc: OFFICE SUPPLIES		Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
238184882	OFFICE SUPPLIES	0.00	\$230.85	0.00	230.85
Desc: OFFICE SUPPLIES		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
237667828	OFFICE SUPPLIES	0.00	\$22.74	0.00	22.74

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	Desc: OFFICE SUPPLIES	Acct: 10-622-323-0000	PDZ -MATERIAL & SUPPLIES		
237726394	OFFICE SUPPLIES	0.00	\$36.24	0.00	36.24
	Desc: OFFICE SUPPLIES	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
237760435	5 CS PAPER	0.00	\$172.45	0.00	172.45
	Desc: 5 CS PAPER	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
238077954	SUPPLIES	0.00	\$42.00	0.00	42.00
	Desc: SUPPLIES	Acct: 10-511-323-0000	PR -MATERIAL & SUPPLIES		
237315375	FILE CABINET - CHIEF	0.00	\$565.89	0.00	565.89
	Desc: FILE CABINET - CHIEF	Acct: 10-211-320-0000	HPD -EQUIP OPERATION/MAINT-OFFI		
238113062	OFFICE SUPPLIES	0.00	\$144.12	0.00	144.12
	Desc: OFFICE SUPPLIES	Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
236520753	MARKERS	0.00	\$9.49	0.00	9.49
	Desc: MARKERS	Acct: 10-325-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:			1,584.33	0.00	1,584.33
030040	MCDONOUGH, JAY	JAY MCDONOUGH	5/12/2023		79894
05.06.2023	MILEAGE REIMBURSEMENT	0.00	\$150.65	0.00	150.65
	Desc: MILEAGE REIMBURSEMENT	Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS		
	Desc: MILEAGE REIMBURSEMENT	Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS		
Vendor Total:			150.65	0.00	150.65
030180	LOWELL MCLEODS, INC		5/12/2023		79895
76079	PARTS	0.00	\$492.70	0.00	492.70
	Desc: PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			492.70	0.00	492.70
030200	MCMASTER-CARR SUPPLY COMPANY	MCMASTER-CARR SUPPLY CO	5/12/2023		79896
96599020	MATERIALS	19.11	\$19.11	0.00	19.11
	Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
96545867	MATERIALS	19.11	\$19.11	0.00	19.11
	Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			38.22	0.00	38.22
031390	MODERN CLEANERS & TAILORS, INC		5/12/2023		79897
MAR'23	DRYCLEANING	0.00	\$474.25	0.00	474.25
	Desc: MONTHLY DRYCLEANING	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
APR'23	DRY CLEANING	0.00	\$393.25	0.00	393.25
	Desc: MONTHLY DRYCLEANING	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Desc: MONTHLY DRYCLEANING	Acct: 10-221-326-0000	HFD -PURCHASE/RENTAL UNIFORMS		
Vendor Total:			867.50	0.00	867.50
031441	MONAGHAN SAFAR DUCHAM PLLC		5/12/2023		79898
21397	LEGAL: IAFF NEG 2022	0.00	\$2,272.50	0.00	2,272.50
	Desc: LEGAL: IAFF NEG 2022	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
21399	LEGAL: EMP ISSUES	0.00	\$180.00	0.00	180.00
	Desc: LEGAL: EMP ISSUES	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
21529	LEGAL: GENERAL MATTERS	0.00	\$292.50	0.00	292.50
	Desc: LEGAL: PRR and DMV RV	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES		

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21530	LEGAL: IAFF NEG 2022	0.00	\$3,402.90	0.00	3,402.90
Desc: LEGAL: IAFF NEG 2022	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
21531	LEBAL: CBA NEG 2022	450.00	\$562.50	0.00	562.50
Desc: CBA Negotiations_2022	Acct: 10-325-318-0200		DPW -LEGAL SERVICES		
Desc: CBA Negotiations_2022	Acct: 50-955-318-0000		CONTRACTED SERVICES		
Desc: CBA Negotiations_2022	Acct: 55-955-318-0000		CONTRACTED SERVICES		
Desc: CBA Negotiations_2022	Acct: 60-965-318-0000		CONTRACTED SERVICES		
Desc: CBA Negotiations_2022	Acct: 65-965-318-0000		CONTRACTED SERVICES		
21534	LEGAL: PW EMP	0.00	\$405.00	0.00	405.00
Desc: LEGAL: PW EMP	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
21107	LEGAL : UNION NEG	0.00	\$2,385.00	0.00	2,385.00
Desc: UNION NOGTIATIONS	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
21108	LEGAL : EMP ISSUE	0.00	\$180.00	0.00	180.00
Desc: LEGAL : EMP ISSUE	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
21532	LEGAL: EMP ISSUES	0.00	\$697.50	0.00	697.50
Desc: LEGAL: EMP ISSUES	Acct: 10-221-318-0000		HFD -CONTRACTED SERVICES		
21533	LEGAL: FD PERSONNEL	0.00	\$915.00	0.00	915.00
Desc: LEGAL: FD PERSONNEL	Acct: 10-141-318-0000		LEG -CONTRACTED SERVICES		
Vendor Total:			11,292.90	0.00	11,292.90
031625	MOODY, SCOTT	SCOTT MOODY		5/12/2023	79899
05.12.2023	UNIFORMS REIMBURSEMENT	0.00	\$436.19	0.00	436.19
Desc: DRESS CLOTHES	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
Desc: HOLSTER	Acct: 10-211-326-0000		HPD -PURCHASE UNIFORMS & CLEAI		
Vendor Total:			436.19	0.00	436.19
032104	MVP SELECT CARE INC.			5/12/2023	79900
2023-04	MVP Administrative Fees	29.87	\$227.50	0.00	227.50
Desc: MVP Administrative Fees	Acct: 10-121-220-0000		TM -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-151-220-0000		TC -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-171-220-0000		FIN -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-174-220-0000		ASE -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-181-220-0000		IT -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-211-220-0000		HPD -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-211-418-0100		HPD -RETIREE HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-221-220-0000		HFD -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-221-418-0100		HFD -RETIREE HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-271-220-0000		DISP -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-312-220-0000		DPW -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-325-220-0000		DPW -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-325-418-0100		DPW -RETIREE HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-514-220-0000		PR -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-511-220-0000		PR -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-530-220-0000		PR -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-530-418-0100		PR -RETIREE HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 10-622-220-0000		PDZ -HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 30-974-220-0000		Health Insurance		
Desc: MVP Administrative Fees	Acct: 30-975-220-0000		HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 50-954-220-0000		HEALTH INSURANCE		
Desc: MVP Administrative Fees	Acct: 50-955-220-0000		HEALTH INSURANCE		

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	Desc: MVP Administrative Fees	Acct: 55-955-220-0000	HEALTH INSURANCE		
	Desc: MVP Administrative Fees	Acct: 60-961-220-0000	HEALTH INSURANCE		
	Desc: MVP Administrative Fees	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MVP Administrative Fees	Acct: 60-965-220-0000	HEALTH INSURANCE		
	Desc: MVP Administrative Fees	Acct: 65-963-220-0000	HEALTH INSURANCE		
	Desc: MVP Administrative Fees	Acct: 65-965-220-0000	HEALTH INSURANCE		
Vendor Total:			227.50	0.00	227.50
032701	NATIONAL RECREATION & PARK ASSOC	NATIONAL RECREATION & PARK ASSOC	5/12/2023		79901
20177327	CAPRA 2023 ANNUAL ACCRED FEE	0.00	\$325.00	0.00	325.00
	Desc: CAPRA 2023 ANNUAL ACCRED FEE	Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS		
Vendor Total:			325.00	0.00	325.00
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS	5/12/2023		79902
0813744	MSW/COMPOST APR'23	2,999.24	\$2,999.24	0.00	2,999.24
	Desc: April 2023 MSW Transport	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Desc: April 2023 Compost/Clean Wood	Acct: 30-971-318-0000	CONTRACTED SERVICES		
0813796	CURBSIDE RECYCLING	20,832.41	\$20,832.41	0.00	20,832.41
	Desc: April 2023 Curbside Recycling	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Vendor Total:			23,831.65	0.00	23,831.65
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	5/12/2023		79903
9600291752APR'23	TRASH PICK UP	0.00	\$269.08	0.00	269.08
	Desc: TRASH PICK UP	Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
9600004155APR'23	TRASH PICK UP	0.00	\$264.80	0.00	264.80
	Desc: TRASH PICK UP	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
	Desc: TRASH PICK UP	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
	Desc: TRASH PICK UP	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
	Desc: TRASH PICK UP-STATION 2	Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
9600004148APR'23	TRASH PICK UP - APR'23 - BUGBEE	0.00	\$287.70	0.00	287.70
	Desc: TRASH PICK UP - APR'23 - BUGBEE	Acct: 10-421-318-0000	SEN -CONTRACTED SERVICES		
9600004122APR'23	TRASH PICK UP - APR'23 - TH	0.00	\$263.10	0.00	263.10
	Desc: TRASH PICK UP - APR'23 - TH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			1,084.68	0.00	1,084.68
035050	NORTHERN NURSERIES INC		5/12/2023		79904
127915	MOUND CLAY	0.00	\$130.00	0.00	130.00
	Desc: MOUND CLAY	Acct: 10-527-323-0000	PR -MATERIAL & SUPPLIES		
131401	COMPOST/TOP SOIL	0.00	\$124.00	0.00	124.00
	Desc: COMPOST/TOP SOIL	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:			254.00	0.00	254.00
035550	NUNEZ, JOHN T	JOHN T NUNEZ	5/12/2023		79905
MAY'23	Ret Reimb May 2023	0.00	\$208.39	0.00	208.39
	Desc: Ret reimb May 23	Acct: 10-511-418-0100	PR -Retiree Health Insurance		
Vendor Total:			208.39	0.00	208.39
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE	5/12/2023		79906

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83608	INSPECTION STICKERS	0.00	\$11.30	0.00	11.30
Desc: INSPECTION STICKERS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
84217	INSPECTIONS	0.00	\$11.30	0.00	11.30
Desc: HFD NSPECTIONS		Acct: 10-221-321-0000	HFD -REPAIRS & MAINT-VEHICLES		
Desc: HPD INSPECTIONS		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			22.60	0.00	22.60
037276	PETE'S TIRE BARNS, INC			5/12/2023	79907
276834	TIRES H-11	0.00	\$372.34	0.00	372.34
Desc: TIRES H-11		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			372.34	0.00	372.34
037450	PIKE INDUSTRIES INC			5/12/2023	79908
1224538	STONE	0.00	\$414.70	0.00	414.70
Desc: STONE		Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
Vendor Total:			414.70	0.00	414.70
037475	PINE STATE ELEVATOR CO			5/12/2023	79909
30294034	SERVICE CALL	0.00	\$212.66	0.00	212.66
Desc: SERVICE PER CONTRACT		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
Desc: SERVICE PER CONTRACT		Acct: 10-221-318-0000	HFD -CONTRACTED SERVICES		
Vendor Total:			212.66	0.00	212.66
037500	PIONEER MANUFACTURING CO			5/12/2023	79910
INV870803	Paint for spring sports fields	0.00	\$1,735.70	0.00	1,735.70
Desc: Paint for spring sports fields		Acct: 10-521-323-0000	PR -MATERIAL & SUPPLIES		
Vendor Total:			1,735.70	0.00	1,735.70
037551	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC		5/12/2023	79911
APR'23	POSTAGE	1,085.85	\$1,654.81	0.00	1,654.81
Desc: postage		Acct: 10-121-322-0000	TM -POSTAGE		
Desc: postage		Acct: 10-171-322-0000	FIN -POSTAGE		
Desc: postage		Acct: 10-151-322-0000	TC -POSTAGE		
Desc: postage		Acct: 10-511-322-0000	PR -POSTAGE		
Desc: postage		Acct: 10-622-322-0000	PDZ -POSTAGE		
Desc: postage		Acct: 10-175-322-0000	DEL -POSTAGE		
Desc: postage		Acct: 10-174-322-0000	ASE -POSTAGE		
Desc: postage		Acct: 50-955-322-0000	POSTAGE		
Desc: postage		Acct: 55-955-322-0000	POSTAGE		
Desc: postage		Acct: 60-965-322-0000	POSTAGE		
Desc: postage		Acct: 65-965-322-0000	POSTAGE		
Desc: postage		Acct: 10-221-322-0000	HFD -POSTAGE		
Desc: postage		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Vendor Total:			1,654.81	0.00	1,654.81
038495	PRIORITY EXPRESS, INC.			5/12/2023	79912
81722313	INTERLIBRARY PROG - MAR'23	85.16	\$85.16	0.00	85.16
Desc: INTERLIBRARY PROG - MAR'23		Acct: 80-711-318-8046	Grant - 2023 Courier 01130.LSTA22 202		

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81722318	INTERLIBRARY PROG - APR'23	90.64	\$90.64	0.00	90.64
Desc: INTERLIBRARY PROG - APR'23		Acct: 80-711-318-8046	Grant - 2023 Courier 01130.LSTA22 202		
8172239	INTERLIBRARY PROG - FEB'23	85.16	\$85.16	0.00	85.16
Desc: INTERLIBRARY PROG - FEB'23		Acct: 80-711-318-8046	Grant - 2023 Courier 01130.LSTA22 202		
Vendor Total:			260.96	0.00	260.96
039510	RC CLEANING LLC	RC CLEANING LLC		5/12/2023	79913
87 B	CLEANING SEV	0.00	\$929.40	0.00	929.40
Desc: CLEANING SERV		Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
88	CLEANING SERVICES - LIB	0.00	\$318.28	0.00	318.28
Desc: CLEANING SERVICES - LIB		Acct: 10-521-318-0000	PR -CONTRACTED SERVICES		
86	Town Hall Cleaning	0.00	\$2,505.24	0.00	2,505.24
Desc: Town Hall Cleaning		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
87 A	CLEANING SEV	0.00	\$309.80	0.00	309.80
Desc: MONTHLY JANITORIAL CLEANING		Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
Vendor Total:			4,062.72	0.00	4,062.72
039710	REED TRUCK SERVICES INC	SG REED TRUCK SERVICES INC,		5/12/2023	79914
21554	PARTS	0.00	\$410.58	0.00	410.58
Desc: PARTS		Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
Vendor Total:			410.58	0.00	410.58
040250	RICHARD ELECTRIC, INC.			5/12/2023	79915
48959	Electrical work Town Hall 1st floor	0.00	\$5,600.00	0.00	5,600.00
Desc: Electrical work Town Hall 1st floor		Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
Vendor Total:			5,600.00	0.00	5,600.00
040375	RICKER, ALLYN	ALLYN RICKER		5/12/2023	79916
MAY'23	REIMBURSEMENT	0.00	\$660.87	0.00	660.87
Desc: Ret Reimb Sp May 23		Acct: 10-325-418-0100	DPW -RETIREE HEALTH INSURANCE		
Vendor Total:			660.87	0.00	660.87
040425	RIESEBERG, HUNTER	RIESEBERG, HUNTER		5/12/2023	79917
MAY'23	Ret Reimb May 2023	126.70	\$362.00	0.00	362.00
Desc: Ret Sp reimb May 23		Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE		
Desc: Ret Sp reimb May 23		Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Sp reimb May 23		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Sp reimb May 23		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Sp reimb May 23		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Sp reimb May 23		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			362.00	0.00	362.00
040751	ROGERS, LARRY	LARRY ROGERS		5/12/2023	79918
MAY'23	Ret Reimb May 2023	164.90	\$164.90	0.00	164.90
Desc: Ret reimb May 23		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			164.90	0.00	164.90
041450	SABIL & SONS, INC	SABIL & SONS, INC		5/12/2023	79919

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	44365	PARTS	0.00	\$7.90	0.00	7.90
	Desc:	PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	44382	PARTS	0.00	\$503.50	0.00	503.50
	Desc:	PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	97284	TAHOE TOWED TO KEY CHEVY	0.00	\$175.00	0.00	175.00
	Desc:	TAHOE TOWED TO KEY CHEVY	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	44449	MATERIALS	0.00	\$282.93	0.00	282.93
	Desc:	MATERIALS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	97770	PARTS	0.00	\$175.00	0.00	175.00
	Desc:	TAHOE TOWED TO KEY CHEVY	Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
	44323	PARTS	0.00	\$104.00	0.00	104.00
	Desc:	PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	44368	PARTS	0.00	\$304.31	0.00	304.31
	Desc:	PARTS	Acct: 10-321-321-0000	DPW -REPAIRS & MAINT-VEHICLES		
	Vendor Total:			1,552.64	0.00	1,552.64
042400	SHERWIN WILLIAMS CO		SHERWIN WILLIAMS CO	5/12/2023		79920
	52832	PAINT	0.00	\$212.28	0.00	212.28
	Desc:	PAINT	Acct: 10-530-321-0100	PR -REPAIRS & MAINT-BUILD & GROL		
	Vendor Total:			212.28	0.00	212.28
043190	SOLOMITA, DANIEL		DANIEL SOLOMITA	5/12/2023		79921
	05.05.2023	UNIFORM REIMBURSEMENT	0.00	\$226.98	0.00	226.98
	Desc:	CLOTHING ALLOWANCE	Acct: 10-211-326-0000	HPD -PURCHASE UNIFORMS & CLEAI		
	Vendor Total:			226.98	0.00	226.98
043215	SOLUTIONS-II, INC			5/12/2023		79922
	59820	SUPPORT/MAINTENANCE RENEWALS	0.00	\$6,762.23	0.00	6,762.23
	Desc:	SUPPORT/MAINTENANCE RENEWALS	Acct: 10-181-318-0000	IT -CONTRACTED SERVICES		
	Vendor Total:			6,762.23	0.00	6,762.23
043315	NATIONAL CENTER FOR SAFETY INITIATI			5/12/2023		79923
	33038	BACKGROUND CHECK	0.00	\$30.00	0.00	30.00
	Desc:	BACKGROUND CHECK	Acct: 10-514-315-0000	PR -RECRUITMENT & TRAINING		
	Desc:	BACKGROUND CHECK	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
	Vendor Total:			30.00	0.00	30.00
043878	STANARD & ASSOCIATES, INC			5/12/2023		79924
	SA000053663	TESTING	0.00	\$212.00	0.00	212.00
	Desc:	DISPATCH TESTING	Acct: 10-271-315-0000	DISP -RECRUITMENT & TRAINING		
	SA000053636	TESTING	0.00	\$212.00	0.00	212.00
	Desc:	DISPATCH TESTING	Acct: 10-271-315-0000	DISP -RECRUITMENT & TRAINING		
	Vendor Total:			424.00	0.00	424.00
044204	STEARNS SEPTIC SERVICE, LLC			5/12/2023		79925
	6130041923	SERVICES	1,800.00	\$1,800.00	0.00	1,800.00
	Desc:	RFP 2022-S2 Sludge Hauling Services	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	6676042423	Emergency Vac Services_Abbey Road/G	2,585.00	\$2,585.00	0.00	2,585.00

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	Desc: Emergency Vac Services_Abbey Road/G	Acct: 60-964-318-0000	CONTRACTED SERVICES		
	Vendor Total:		4,385.00	0.00	4,385.00
044220	STERICYCLE, INC		5/12/2023		79926
1012409817	MED DISPOSAL	0.00	\$30.32	0.00	30.32
	Desc: MED DISPOSAL	Acct: 10-221-331-0500	HFD -MEDICAL EQUIPMENT & SUPPL		
	Vendor Total:		30.32	0.00	30.32
044560	STRATUS TELECOM LLC		5/12/2023		79927
12698	FAX SERVICE MAY'23	0.00	\$99.81	0.00	99.81
	Desc: FAX SERVICE MAY'23	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc: FAX SERVICE MAY'23	Acct: 10-221-324-0000	HFD -TELEPHONE		
	Desc: FAX SERVICE MAY'23	Acct: 10-211-324-0000	HPD -TELEPHONE		
	Desc: FAX SERVICE MAY'23	Acct: 10-271-324-0000	DISP -TELEPHONE		
	Vendor Total:		99.81	0.00	99.81
044700	SULLIVAN ASSOCIATES	SULLIVAN ASSOCIATES	5/12/2023		79928
41739	New pH Meter_Quechee Water	671.64	\$671.64	0.00	671.64
	Desc: New pH Meter_Quechee Water	Acct: 55-953-331-0000	DEPARTMENT EQUIPMENT		
	Desc: New pH Meter_Quechee Water	Acct: 55-953-331-0000	DEPARTMENT EQUIPMENT		
	Vendor Total:		671.64	0.00	671.64
046950	TWIN STATE SAND AND GRAVEL CO		5/12/2023		79929
108416	MATERIALS - POT HOLES	0.00	\$241.78	0.00	241.78
	Desc: MATERIALS - POT HOLES	Acct: 10-312-323-0000	DPW -MATERIAL & SUPPLIES		
	Desc: MATERIALS - POT HOLES	Acct: 10-311-323-0000	DPW -MATERIAL & SUPPLIES		
	Vendor Total:		241.78	0.00	241.78
047190	USABBLUEBOOK	USABBLUEBOOK	5/12/2023		79930
331346	MATERIALS	292.44	\$292.44	0.00	292.44
	Desc: MATERIALS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
344845	MATERIALS	179.02	\$179.02	0.00	179.02
	Desc: MATERIALS	Acct: 65-963-340-0000	CHEMICALS		
328604	Filter Element Paper_WRJ Treatment	509.82	\$509.82	0.00	509.82
	Desc: Filter Element Paper_WRJ Treatment	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		981.28	0.00	981.28
047300	UNITED STATES POSTAL SERVICE		5/12/2023		79931
04.20.2023	PERMIT#97 ANNUAL FEE 06.02.23	290.00	\$290.00	0.00	290.00
	Desc: PERMIT#97 ANNUAL FEE 06.02.23	Acct: 50-955-322-0000	POSTAGE		
	Desc: PERMIT#97 ANNUAL FEE 06.02.23	Acct: 55-955-322-0000	POSTAGE		
	Vendor Total:		290.00	0.00	290.00
048300	VALLEY NEWS	VALLEY NEWS	5/12/2023		79932
125977,401367	AD#401367 ZBA 05.17.23	0.00	\$172.80	0.00	172.80
	Desc: AD#401367 ZBA 05.17.23	Acct: 10-621-312-0000	PDZ -ADVERTISING		
125911,396811	AD#396811 RFP SECURITY CAM SYS	0.00	\$30.60	0.00	30.60
	Desc: AD#396811 RFP SECURITY CAM SYS	Acct: 10-181-330-0000	IT -OFFICE EQUIPMENT		

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125977,401658	AD#401658 PLANN COMM AGEND 05.2	0.00	\$216.00	0.00	216.00	
Desc: AD#401658 PLANN COMM AGEND 05.22	Acct: 10-622-312-0000		PDZ -ADVERTISING			
125717,401965	AD#401965 RFP TYPE 1 AMB	0.00	\$50.40	0.00	50.40	
Desc: AD#401965 RFP TYPE 1 AMB	Acct: 10-221-312-0000		HFD -ADVERTISING			
125911,405789	AD#405789 SB AGENDA 05.16.23	0.00	\$214.20	0.00	214.20	
Desc: AD#405789 SB AGENDA 05.16.23	Acct: 10-111-312-0000		SB -ADVERTISING			
125911,396052	AD#396052 SB AGENDA 04.03.23	0.00	\$246.60	0.00	246.60	
Desc: AD#396052 SB AGENDA 04.03.23	Acct: 10-111-312-0000		SB -ADVERTISING			
125911,402326	AD#402326 SB AGENDA 05.02.2023	0.00	\$232.20	0.00	232.20	
Desc: AD#402326 SB AGENDA 05.02.2023	Acct: 10-111-312-0000		SB -ADVERTISING			
Vendor Total:			1,162.80	0.00	1,162.80	
048575	VERIZON WIRELESS			5/12/2023	79933	
9933791744	VERIZON BROADBAND - APR'23	0.00	\$1,439.26	0.00	1,439.26	
Desc: VERIZON BROADBAND - APR'23	Acct: 10-221-324-0000		HFD -TELEPHONE			
Desc: VERIZON BROADBAND - APR'23	Acct: 10-211-320-0100		HPD -EQUIP OPERATION/COMMUNIC			
Desc: VERIZON BROADBAND - APR'23	Acct: 10-005-100-0000		DUE FROM OTHER GOVERNMENTS			
Desc: VERIZON BROADBAND - APR'23 NORWICH	Acct: 10-005-100-0000		DUE FROM OTHER GOVERNMENTS			
048575	VERIZON WIRELESS			5/12/2023	79934	
9933854748	CELL PHONES - APR'23	192.25	\$2,740.38	0.00	2,740.38	
Desc: telephone	Acct: 10-121-324-0000		TM -TELEPHONE			
Desc: telephone	Acct: 10-171-324-0000		FIN -TELEPHONE			
Desc: telephone	Acct: 10-181-324-0000		IT -TELEPHONE			
Desc: telephone	Acct: 10-221-324-0000		HFD -TELEPHONE			
Desc: telephone	Acct: 10-211-324-0000		HPD -TELEPHONE			
Desc: telephone	Acct: 10-271-324-0000		DISP -TELEPHONE			
Desc: telephone	Acct: 10-325-324-0000		DPW -TELEPHONE			
Desc: telephone	Acct: 10-511-324-0000		PR -TELEPHONE			
Desc: telephone	Acct: 50-955-324-0000		TELEPHONE			
Desc: telephone	Acct: 55-955-324-0000		TELEPHONE			
Desc: telephone	Acct: 60-965-324-0000		TELEPHONE			
Desc: telephone	Acct: 30-971-324-0000		TELEPHONE			
Desc: telephone	Acct: 10-174-324-0000		ASE -TELEPHONE			
Desc: telephone	Acct: 65-965-324-0000		TELEPHONE			
Desc: telephone	Acct: 10-411-318-0000		HEA -CONTRACTED SERVICES			
Desc: telephone	Acct: 10-512-318-0000		PR -CONTRACTED SERVICES			
Vendor Total:			4,179.64	0.00	4,179.64	
048595	VERMONT AGENCY OF AGRICULTURE,			5/12/2023	79935	
2023	License#385 VT ID:0009WG 2022	175.00	\$175.00	0.00	175.00	
Desc: License#385 VT ID:0009WG 2022	Acct: 30-974-317-0000		PERMITS & LICENSES			
Vendor Total:			175.00	0.00	175.00	
048600	VERMONT AGENCY OF TRANSPORTATION			5/12/2023	79936	
BO 1444 060MAR'23	VA CUTOFF BRIDGE MAR'23	0.00	\$55.79	0.00	55.79	
Desc: VA CUTOFF BRIDGE FEB'23	Acct: 10-313-318-0000		DPW -CONTRACTED SERVICES			
Vendor Total:			55.79	0.00	55.79	
048950	VERMONT ASSOC OF CHIEFS OF POLICE	VERMONT ASSOC OF CHIEFS OF POLICE	5/12/2023		79937	

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04.26.2023	ANNUAL DUES	0.00	\$100.00	0.00	100.00
Desc: ANNUAL DUES - KELLEY, HOWELL		Acct: 10-211-313-0000	HPD -MEMBERSHIP DUES		
Vendor Total:			100.00	0.00	100.00
050250	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS	5/12/2023		79938
P02852023 E5	INSURANCE NEW VEHICLES	0.00	\$706.00	0.00	706.00
Desc: 2022 FORD EXP 7600 VIN: NNA02081		Acct: 10-211-418-0000	HPD -PROPERTY & LIABILITY INSURA		
Desc: 2022 DUMP TRUCK VIN:PN263082		Acct: 10-325-418-0000	DPW -PROPERTY & LIABILITY INSUR/		
P02852022 E15	2021 FORD EXPLORER VIN: MNA22210	0.00	\$107.00	0.00	107.00
Desc: 2021 FORD EXPLORER VIN: MNA22210		Acct: 10-211-418-0000	HPD -PROPERTY & LIABILITY INSURA		
P02852023 E4	2023 MAGNETA 12 PLACE KAYAK TRAILER	0.00	\$51.00	0.00	51.00
Desc: 2023 MAGNETA 12 PLACE KAYAK TRAILER		Acct: 10-514-418-0000	PR -PROPERTY & LIABILITY INSURANCE		
P02852022 E16	DELETING VEHICLE 2014 FUSION 137689	0.00	\$-210.00	0.00	-210.00
Desc: DELETING VEHICLE 2014 FUSION 137689		Acct: 10-211-418-0000	HPD -PROPERTY & LIABILITY INSURANCE		
Vendor Total:			654.00	0.00	654.00
050455	VERMONT LIFE SAFETY LLC		5/12/2023		79939
47346	STN2 FIRE ALARMS	0.00	\$290.00	0.00	290.00
Desc: STATION 2 FIRE ALARM TEST		Acct: 10-221-321-0100	HFD -REPAIRS & MAINT-BUILDING		
47283	SERVICE CALL	320.00	\$320.00	0.00	320.00
Desc: SERVICE CALL		Acct: 60-965-318-0000	CONTRACTED SERVICES		
47350	Town Hall Fire Alarm Inspection	0.00	\$738.60	0.00	738.60
Desc: Town Hall Fire Alarm Inspection		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			1,348.60	0.00	1,348.60
050965	VERMONT RURAL WATER ASSOCIATION		5/12/2023		79940
11246	2023 CONF FEE - MCNALL G	55.00	\$55.00	0.00	55.00
Desc: 2023 CONF FEE - MCNALL G		Acct: 60-965-315-0000	RECRUITMENT & TRAINING		
11281	2023 CONF FEE - LORD J	55.00	\$55.00	0.00	55.00
Desc: 2023 CONF FEE - LORD J		Acct: 65-965-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			110.00	0.00	110.00
051926	VINCENT, RICHARD A	RICHARD A VINCENT	5/12/2023		79941
04.26.2023	MILEAGE REIMBURSEMENT	0.00	\$88.43	0.00	88.43
Desc: Mileage Reimbursement - 4/3/2023 To		Acct: 10-174-311-0000	ASE -TRAVEL & MEETINGS		
Vendor Total:			88.43	0.00	88.43
052300	WEBB, F W COMPANY	F.W. WEBB COMPANY	5/12/2023		79942
80601930	MATERIALS	128.39	\$128.39	0.00	128.39
Desc: MATERIALS		Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			128.39	0.00	128.39
052650	WEST LEBANON FEED & SUPPLY		5/12/2023		79943
220000540315	50# ORGANIC FIELD	0.00	\$84.99	0.00	84.99
Desc: 50# ORGANIC FIELD		Acct: 10-627-323-0000	PDZ -Materials & Supplies		
Vendor Total:			84.99	0.00	84.99

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053040	WHITE RIVER CAR WASH			5/12/2023	79944
MAR'23	CRUISER CAR WASHES	0.00	\$200.00	0.00	200.00
Desc: CRUISER CAR WASHES		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
APR'23	CRUISER CAR WASHES	0.00	\$502.00	0.00	502.00
Desc: CRUISER CAR WASHES		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			702.00	0.00	702.00
053150	SWISH WHITE RIVER LTD			5/12/2023	79945
W558621-A	SUPPLIES	0.00	\$88.53	0.00	88.53
Desc: JANITORIAL SUPPLIES		Acct: 10-271-323-0000	DISP -MATERIAL & SUPPLIES		
W557586	VACCUM	0.00	\$528.25	0.00	528.25
Desc: VACCUM		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
W556914	CLEANING SUPPLIES	0.00	\$82.75	0.00	82.75
Desc: CLEANING SUPPLIES		Acct: 10-421-323-0000	SEN -MATERIAL & SUPPLIES		
W559999 B	SUPPLIES	0.00	\$202.30	0.00	202.30
Desc: SUPPLIES		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
W560001	CLEANING SUPPLIES	0.00	\$163.10	0.00	163.10
Desc: CLEANING SUPPLIES		Acct: 10-421-323-0000	SEN -MATERIAL & SUPPLIES		
W558621-B	SUPPLIES	0.00	\$265.57	0.00	265.57
Desc: Filter Element Paper_WRJ Treatment		Acct: 10-211-323-0000	HPD -MATERIAL & SUPPLIES		
W559999 A	SUPPLIES	0.00	\$159.25	0.00	159.25
Desc: JANITORIAL SUPPLIES		Acct: 10-271-323-0000	DISP -MATERIAL & SUPPLIES		
Vendor Total:			1,489.75	0.00	1,489.75
053215	WHITEWAY II, GRANT H	GRANT WHITEWAY		5/12/2023	79946
04.22.2023	LACROSSE CAMP/CLINIC	0.00	\$1,729.00	0.00	1,729.00
Desc: Boys Lacrosse Camp		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Desc: Youth Clinics		Acct: 10-514-318-0000	PR -CONTRACTED SERVICES		
Vendor Total:			1,729.00	0.00	1,729.00
053650	WILSON TIRE INC			5/12/2023	79947
522527	TIRES	0.00	\$791.48	0.00	791.48
Desc: TIRES PD6		Acct: 10-211-321-0000	HPD -REPAIRS & MAINT-VEHICLES		
Vendor Total:			791.48	0.00	791.48
054150	WISDOM & POWER LLC			5/12/2023	79948
FEB-APR'23	SOLAR ARRAY FEB-APR'23	5,895.33	\$5,895.33	0.00	5,895.33
Desc: SOLAR ARRAY FEB-APR'23		Acct: 50-952-329-0000	ELECTRICITY		
Vendor Total:			5,895.33	0.00	5,895.33
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR		5/12/2023	79949
MAY'23	Ret Reimb May 2023	0.00	\$164.90	0.00	164.90
Desc: Ret Reimb May 2023		Acct: 10-221-418-0100	HFD -RETIREE HEALTH INSURANCE		
Vendor Total:			164.90	0.00	164.90
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC		5/12/2023	79950
21387	ZAMBONI KNIFE	0.00	\$41.00	0.00	41.00

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	Desc: ZAMBONI KNIFE	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
21403	ZAMBONI KNIFE	0.00	\$41.00	0.00	41.00
	Desc: ZAMBONI KNIFE	Acct: 10-530-318-0000	PR -CONTRACTED SERVICES		
	Vendor Total:		82.00	0.00	82.00
059847	COUTERMARSH, TOM	TOM COUTERMARSH	5/12/2023		79951
MAY'23	Ret Reimb May 2023	916.80	\$916.80	0.00	916.80
	Desc: Ret sp reimb May 23	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret sp reimb May 23	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret sp reimb May 23	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret sp reimb May 23	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		916.80	0.00	916.80
059882	CARY, SANDRA	SANDRA CARY	5/12/2023		79952
2023-15	WALMART/AMAZON/COMCAST/USPS	0.00	\$368.67	0.00	368.67
	Desc: WALMART/AMAZON/COMCAST/USPS	Acct: 10-712-316-0500	LIB -APPROP - W. HARTFORD LIBRAF		
	Vendor Total:		368.67	0.00	368.67
060110	NATIONAL BUSINESS TECHNOLOGIES LLC		5/12/2023		79953
IN545356	METER COPIER - APR'23 - PD	0.00	\$21.29	0.00	21.29
	Desc: METER COPIER - APR'23 - PD	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
IN545358	FOLDING MACHINE SITE VISIT APR'23	7.00	\$7.00	0.00	7.00
	Desc: FOLDING MACHINE SITE VISIT APR'23	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE SITE VISIT APR'23	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE SITE VISIT APR'23	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE SITE VISIT APR'23	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
IN545359	METER COPIER - APR'23 - DPW	77.79	\$97.24	0.00	97.24
	Desc: METER COPIER - APR'23 - DPW	Acct: 10-325-330-0000	DPW -OFFICE EQUIPMENT		
	Desc: METER COPIER - APR'23 - DPW	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - APR'23 - DPW	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - APR'23 - DPW	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - APR'23 - DPW	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
IN546784	METER COPIER - APR' 23 - FIN	0.00	\$70.18	0.00	70.18
	Desc: METER COPIER - APR' 23 - FIN	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
	Vendor Total:		195.71	0.00	195.71
060111	NATIONAL BUSINESS TECHNOLOGIES		5/12/2023		79954
79328627-2	KOYCERA COPIER & FOLDING MACHII	254.32	\$349.46	0.00	349.46
	Desc: FOLDING MACHINE - APR'23	Acct: 10-171-330-0000	FIN -OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
	Desc: KOYCERA COPIER APR'23 - DIS	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
79603639-2	LEASE COPIER - MAY'23	254.32	\$349.46	0.00	349.46
	Desc: FOLDING MACHINE - MAY'23	Acct: 10-171-330-0000	FIN -OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE - MAY'23	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE - MAY'23	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: FOLDING MACHINE - MAY'23	Acct: 60-965-330-0000	OFFICE EQUIPMENT		

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	Desc: FOLDING MACHINE - MAY'23	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
	Desc: LEASE COPIER - MAY'23	Acct: 10-271-320-0000	DISP -EQUIP OPERATION/MAINT-OFF		
79328627-1	LEASE COPIER - APR'23	0.00	\$391.89	0.00	391.89
	Desc: LEASE COPIER - APR'23 - DPW	Acct: 10-325-330-0000	DPW -OFFICE EQUIPMENT		
	Desc: LEASE COPIER - APR'23 - TC	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
79603639-1	LEASE COPIER - MAY'23	0.00	\$391.89	0.00	391.89
	Desc: LEASE COPIER - MAY'23	Acct: 10-325-330-0000	DPW -OFFICE EQUIPMENT		
	Desc: LEASE COPIER - MAY'23	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
Vendor Total:			1,482.70	0.00	1,482.70
060124	GREEN MAPLE, LLC	GREEN MAPLE, LLC	5/12/2023		79955
2423185	SOLAR ARRAY - MAR'23	3,393.40	\$14,440.00	0.00	14,440.00
	Desc: March 2023 PV electricity	Acct: 10-530-329-0000	PR -ELECTRICITY		
	Desc: March 2023 PV electricity	Acct: 10-161-329-0000	TH -ELECTRICITY		
	Desc: March 2023 PV electricity	Acct: 10-221-329-0000	HFD -ELECTRICITY		
	Desc: March 2023 PV electricity	Acct: 10-211-329-0000	HPD -ELECTRICITY		
	Desc: March 2023 PV electricity	Acct: 10-271-329-0000	DISP -ELECTRICITY		
	Desc: March 2023 PV electricity	Acct: 55-953-329-0000	ELECTRICITY		
	Desc: March 2023 PV electricity	Acct: 60-962-329-0000	ELECTRICITY		
	Desc: March 2023 PV electricity	Acct: 10-421-329-0000	SEN -ELECTRICITY / GAS		
	Desc: March 2023 PV electricity	Acct: 30-971-329-0000	ELECTRICITY		
	Desc: March 2023 PV electricity	Acct: 65-964-329-0000	ELECTRICITY		
Vendor Total:			14,440.00	0.00	14,440.00
061582	M & T BANK / WILMINGTON TRUST		5/12/2023		79958
TH18 RF1-202 050323	RF1-202 MAPPING REV LOAN	1,568.70	\$1,568.70	0.00	1,568.70
	Desc: RF1-202 Principal	Acct: 65-019-100-0100	RF1-202-1.0 Qucheer W/W Mapping Lo:		
061582	M & T BANK / WILMINGTON TRUST		5/12/2023		79956
TH09 AR1-099 050323	TH09 AR1-099 WWTF REV LOAN	426,602.62	\$426,602.62	0.00	426,602.62
	Desc: AR1-099 Admin Fee	Acct: 60-961-542-0102	DEBT ADMIN FEES- AR1-099		
	Desc: AR1-099 Principal	Acct: 60-961-542-0100	DEBT PRINCIPAL- AR1-099		
061582	M & T BANK / WILMINGTON TRUST		5/12/2023		79957
2023 HT02 RF3-069	RF3-069 WILDER WELL LOAN	173,936.58	\$173,936.58	0.00	173,936.58
	Desc: RF3-069 Interest	Acct: 50-954-542-0100	DEBT INTEREST RF3-069		
	Desc: RF3-069 Principal	Acct: 50-954-542-0101	DEBT PRINCIPAL RF3-069		
	Desc: RF3-069 Admin Fee	Acct: 50-954-542-0102	DEBT ADMIN FEE RF3-069		
Vendor Total:			602,107.90	0.00	602,107.90
500660	JP PEST SERVICE		5/12/2023		79959
3481465	MONTHLY SERVICE	0.00	\$88.00	0.00	88.00
	Desc: MONTHLY SERVICE	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			88.00	0.00	88.00
500894	SECURSHRED	SECURSHRED	5/12/2023		79960
423906	SHREDDING	0.00	\$22.00	0.00	22.00
	Desc: SHREDDING	Acct: 10-211-318-0000	HPD -CONTRACTED SERVICES		
422629	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
	Desc: SHREDDING SERVICES	Acct: 10-325-318-0000	DPW -CONTRACT SERVICES		

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423914	SHREDDING	0.00	\$22.00	0.00	22.00
Desc: SHREDDING		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			66.00	0.00	66.00
502623	SCOTT, KAYLEE C	KAYLEE C SCOTT		5/12/2023	79961
860223	REFUND CAMP VENTURES	0.00	\$525.00	0.00	525.00
Desc: REFUND CAMP VENTURES		Acct: 10-514-325-0000	PR -REFUNDS		
Vendor Total:			525.00	0.00	525.00
502730	BARNES, TATUM	TATUM A BARNES		5/12/2023	79962
APRIL 2023	MILEAGE REIMBURSEMENT	0.00	\$165.72	0.00	165.72
Desc: MILEAGE REIMBURSEMENT		Acct: 10-511-311-0000	PR -TRAVEL & MEETINGS		
Vendor Total:			165.72	0.00	165.72
FUND 1 0			Bank Total:		3,866,320.90
Holdback Total					3,872,933.94
Batch Totals:		0.00	686,345.57	0.00	4,559,279.51

MICHAEL HOYT

DANIEL FRASER

KIM SOUZA

LANNIE J. COLLINS

MARY M. ERDEI

ROCKET

ALLY TUFENKJIAN

GAIL OSTROUT

JOSEPH MAJOR