



## TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, November 15, 2022, 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're 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

**Please Note the Times are Approximate**

- I. **Call to Order the Selectboard Meeting (6:00)**
- II. **Pledge of Allegiance (6:05)**
- III. **Local Liquor Control Board**  
**New:** 1. Dewey's Mills Café, LLC, 5945 Woodstock Road, Quechee, VT 05059.  
(1<sup>st</sup> and 3<sup>rd</sup> Class)
- IV. **Order of Agenda (6:10)**
- V. **Selectboard**
  1. **Public Comment (6:10)**
  2. **Selectboard Comments and Announcements (6:30)**
  3. **Appointments (6:40)**
    - a. Consider the Re-Appointment of Jo-Ann Ells as Zoning Administrator for a 3-year term beginning November 23, 2022 and ending November 22, 2025.
  4. **Significant Activity Report (6:50)**
  5. **Board Reports, Motions & Ordinances**
    - a. Green Mountain Power notification (7:00)
    - b. HCore Quarterly Update (7:15)
    - c. Certified Local Government Program Grant (7:30)
    - d. TruNarc purchasing policy exception request (7:40)
    - e. Warrant Information Night Discussion (7:50)
- VI. **Commission Reports (8:00)**
- VII. **Consent Agenda (8:10)**

Approve Payroll Ending: 11/12/2022  
Approve Meeting Minutes of 11/1/2022  
Approve A/P Manifest of: 11/10/2022 & 11/15/2022  
Approve Selectboard Meetings:  
Selectboard Meeting Already Approved: 11/22/2022 and 11/29/2022.
- VIII. **Executive Session:** That in accordance with Vermont's Open Meeting Law, I move that the Selectboard enter into Executive Session to discuss confidential attorney-client communications of which premature general public knowledge would clearly place the public body or person involved at a substantial disadvantage; under the provisions of Vermont Statutes 1 V.S.A. § 313.
- VIII. **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](mailto:Selectboard@hartford-vt.org).



**Application ID:** DLL - Application - 00501  
**Application for:** First Class Restaurant/Bar License  
**Category of Business:** First Class

### Business/ Entity Information

**Business/ Entity Name:** Dewey's Mills Cafe  
**Business ID:** 0012591

**Business Address:** PO Box 447,  
Quechee, Vermont 05059  
**Entity Type:** Limited Liability Corporation

**Phone:** 857-413-0907  
**Management Type if LLC:** Member-managed

**Email:** deweysmillscafe@gmail.com

### People Information

• **Person:** Eren Guryel

**Business Role:** Business Principal  
**Email:** deweysmillscafe@gmail.com

**Business Address:** ,  
,  
**US Citizen?**

**Phone:** **Political Position**

**Name:** Eren Guryel  
**Office:**

**Jurisdiction:**

#### Violations:

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

**Location Name:** **Do you lease this Premises:**

Dewey's Mills Cafe

Lease

**Location Address:**

5945 Woodstock Road, PO Box 447  
Quechee, Vermont 05059

**Health License:**

Food:  
Lodging:

**Local Jurisdiction/ Town Clerk:**

Hartford

**Vermont Tax Department:**

**Foundational License (if applicable)**

**License Type:**

**License Number:**

**Licensee Name:**

**License Status:**

**Licensee Address:**

**License Start Date:**

,  
,

**License End Date:**

**Documents Attached**

Name	Document Type	Associated With
D-00522	Articles of Organization	LN-023416
D-00526	Health License	LN-023416
D-00523	Federal Employee Identification #	LN-023416
D-00524	Meals & Rooms Tax Certificate	LN-023416
D-00525	Lease or proof of ownership	LN-023416
D-00522	Articles of Organization	LN-023416
D-00526	Health License	LN-023416
D-00523	Federal Employee Identification #	LN-023416
D-00524	Meals & Rooms Tax Certificate	LN-023416
D-00525	Lease or proof of ownership	LN-023416

**Payment and Acknowledgement**

**Signed by:**

eren guryel

**State of Vermont / DLL Application Fee:**

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

**Date of Submission:**

Wed Sep 14 14:33:13 GMT 2022

**Local Control Payment Status:**

false

**Local Application Fee:**

115



**Application ID:** DLL - Application - 00495  
**Application for:** Third Class Restaurant/Bar License  
**Category of Business:** Third Class

### Business/ Entity Information

**Business/ Entity Name:** Dewey's Mills Cafe  
**Business ID:** 0012591

**Business Address:** PO Box 447,  
Quechee, Vermont 05059  
**Entity Type:** Limited Liability Corporation

**Phone:** 857-413-0907  
**Management Type if LLC:** Member-managed

**Email:** deweysmillscafe@gmail.com

### People Information

- **Person:** Eren Guryel

**Business Role:** Business Principal  
**Email:** deweysmillscafe@gmail.com

**Business Address:** ,  
,  
**US Citizen?**

**Phone:** ,  
**Political Position**

**Name:** Eren Guryel  
**Office:**

**Jurisdiction:**

#### Violations:

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

**Location Name:** Do you lease this Premises:

Dewey's Mills Cafe

Lease

**Location Address:**

5945 Woodstock Road, PO Box 447  
Quechee, Vermont 05059

**Health License:**

Food:  
Lodging:

**Local Jurisdiction/ Town Clerk:**

Hartford

**Vermont Tax Department:**

**Foundational License (if applicable)**

**License Type:**

**License Number:**

**Licensee Name:**

**License Status:**

**Licensee Address:**

**License Start Date:**

,  
,

**License End Date:**

**Documents Attached**

Name	Document Type	Assosicated With
D-00522	Articles of Organization	LN-023416
D-00526	Health License	LN-023416
D-00523	Federal Employee Identification #	LN-023416
D-00524	Meals & Rooms Tax Certificate	LN-023416
D-00525	Lease or proof of ownership	LN-023416
D-00522	Articles of Organization	LN-023416
D-00526	Health License	LN-023416
D-00523	Federal Employee Identification #	LN-023416
D-00524	Meals & Rooms Tax Certificate	LN-023416
D-00525	Lease or proof of ownership	LN-023416

**Payment and Acknowledgement**

**Signed by:**

eren guryel

**State of Vermont / DLL Application Fee:**

1095.00

**Date of Submission:**

Wed Sep 14 13:28:27 GMT 2022

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

**Local Control Payment Status:**

false

**Local Application Fee:**

0

STATE OF VERMONT  
OFFICE OF SECRETARY OF STATE

The Office of Secretary of State hereby grants a

Articles of Organization

to

**DEWEY'S MILLS CAFE, LLC**

A Vermont Domestic Limited Liability Company, effective October 13, 2021

October 14, 2021

Given under my hand and the seal  
of the State of Vermont, at  
Montpelier, the State Capital



*James C. Condos*

James C. Condos  
Secretary of State

Business ID: 0397973  
Filing Number: 0002827417



**VERMONT SECRETARY OF STATE**  
**Corporations Division**

MAILING ADDRESS: Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1104  
 DELIVERY ADDRESS: Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1104  
 PHONE: 802-828-2386 WEBSITE: sos.vermont.gov

**ARTICLES OF ORGANIZATION**

**\*\*ELECTRONICALLY FILED\*\***

FILING NUMBER: 0002827417

FILING DATE: 10/13/2021

EFFECTIVE DATE: 10/13/2021

<b>BUSINESS INFORMATION</b>	
BUSINESS ID	0397973
BUSINESS NAME	DEWEY'S MILLS CAFE, LLC
BUSINESS TYPE	Domestic Limited Liability Company
BUSINESS DESCRIPTION	Full-Service Restaurants
BUSINESS EMAIL	deweysmillscafe123@gmail.com

<b>DESIGNATED OFFICE PHYSICAL ADDRESS</b>			
STREET ADDRESS	1299 Quechee Main Street , #1C	CITY	Quechee
STATE	Vermont	ZIP CODE	05059
COUNTRY	United States		

<b>DESIGNATED OFFICE MAILING ADDRESS</b>			
ADDRESS	139A Charles Street , #184	CITY	Boston
STATE	Massachusetts	ZIP CODE	02114
COUNTRY	United States		

<b>FISCAL YEAR END MONTH</b>	
FISCAL YEAR END MONTH	December

<b>AGENT INFORMATION</b>		
NAME	PHYSICAL ADDRESS	MAILING ADDRESS
NORTHWEST REGISTERED AGENT LLC	145 PINE HAVEN SHORES RD #1000A, SHELBURNE, VT, 05482, USA	145 PINE HAVEN SHORES RD #1000A, SHELBURNE, VT, 05482, USA

<b>MANAGEMENT STYLE</b>
Member-Managed

<b>MEMBERS INFORMATION</b>	
Does the LLC have members at the time of filing?	Yes

<b>AUTHORIZER INFORMATION</b>	
AUTHORIZER SIGNATURE	Charles Justin Sheng
AUTHORIZER TITLE	Attorney



Date of this notice: 10-14-2021

Employer Identification Number:  
[REDACTED]

Form: SS-4

Number of this notice: CP 575 A

DEWEYS MILLS CAFE  
EREN GURYEL SOLE MBR  
139A CHARLES STREET STE 184  
BOSTON, MA 02114

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 87-3096430. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	01/31/2022
Form 940	01/31/2022

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is DEWE. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

Keep this part for your records.

CP 575 A (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 A

9999999999

Your Telephone Number Best Time to Call  
( ) -

DATE OF THIS NOTICE: 10-14-2021  
EMPLOYER IDENTIFICATION NUMBER: 87-3096430  
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023  
llllllllllllllllllllllllllllllllllll

DEWEYS MILLS CAFE  
EREN GURYEL SOLE MBR  
139A CHARLES STREET STE 184  
BOSTON, MA 02114

# Inspection Summary

Hartford Fire Department

Inspection 8130



## Inspection

Type Liquor License Inspection  
Status Completed/Closed  
Inspector Thomas Peltier  
Unit Number HFM3  
Shift FM

Scheduled 09/30/2022 15:00 Scheduled Peltier  
Inspected On 09/30/2022 15:00  
Finished At 09/30/2022 16:00 Inspection Length 1.00  
Next Inspection

## Occupant

Occupant Name Dewey's Mills Cafe  
Building Name Assembly Occupancy - Restaurant  
Contact Name Eren Guryel  
Address 5945 WOODSTOCK RD  
City, State and Zip Quechee, VT 05059-  
Phone 857-413-0907

## Owner

Owner / Company JANISSE PROPERTIES LLC  
Contact Name  
Address 608 TURNPIKE RD  
City, State and Zip NORWICH, VT 05055-  
Phone 857-413-0907

## Comments

Liquor License Fire Inspection:

Initial Inspection: 09/30/2022  
Final Inspection: 11/01/2022  
Occupancy Type: Assembly - Restaurant  
Occupancy Status: Granted

Initial Inspection Notes:

All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at [tpeltier@hartford-vt.org](mailto:tpeltier@hartford-vt.org) when violations are completed and or a plan of corrective action is ready for review.

## Violation Summary

Status	Violation	Location
Closed	4.5.8.7 - Periodic Inspection and Test of Fire Protection Systems (Fire Suppression	Kitchen

Date: 11/07/2022

Page: 1

System)

Inspections and tests of fire sprinkler (other than multipurpose piping systems), suppression, emergency electrical generation, alarm, detection and any other fire protection systems, devices and equipment shall be conducted for the owner by a technically qualified person (TQP) who has obtained the required certificate of fitness according to section 1.13. Inspections and tests shall be conducted at least annually or semi-annually for kitchen hood suppression systems as required by a specific standard. Annual testing by a technically qualified person does not prohibit the owner from inspection and testing at more frequent intervals. A technically qualified person shall file a written inspection report with the AHJ within 14 days of completion of each inspection.

Closed	34.4.2.4 - Commodity Clearance (Heating Appliances) The clearance between stored materials and unit heaters, radiant space heaters, duct furnaces, and flues shall not be less than 3 ft (0.9 m) in all directions or shall be in accordance with the clearances shown on the approval agency label.	Kitchen
Closed	1:11.5.1.7.1 - Periodic Inspection of Heating Appliances All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions, and shall be inspected at least once during any 2 year period by person(s) certified in accordance with section 1.13. Inspections shall be in accordance with the standards and recommended procedures for inspection of existing appliances established under NFPA 31, 54 and 211, including the measurement of carbon monoxide in the flue gas. At the time of inspection the appliance shall be marked with the date of the inspection and the name and certificate number of the person who performed the inspection. When the inspection determines the existing situation involves a distinct hazard to life or property and requires immediate action, the violation(s) shall be immediately corrected or the certified inspector conducting the inspection shall contact the AHJ and disconnect the heating appliance from operation.	Kitchen
Closed	11.1.5.6 - Extension Cords Extension cords shall not be used as a substitute for permanent wiring.	Kitchen

Comments: - Extension cord noted in permanent use in kitchen area.

Required Action: - Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method.

#### Tickler History

Date	Type	Inspector	Narrative
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#### Signatures

Inspector

  
Thomas Peltier

  
Date



# TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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

website: www.hartford-vt.org



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

## HARTFORD LIQUOR LICENSE - ADDITIONAL INFORMATION

**ALL information must be completed (use separate sheet, if necessary).**  
*Incomplete applications will cause delays in processing*

Date: 9.16.22 Applicant: EREN GURYEL  
Doing Business As: Dewey's Mills Cafe  
Mailing Address: PO Box 477 Quechee, VT 05059  
Telephone Number(s): 857 413 0907  
Other Contact Name: (if applicable) \_\_\_\_\_

Please list below ALL licensees, directors, owners, stockholders name & dates of birth:

EREN GURYEL 5/20/73 Poughkeepsie, NY

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

None

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

None

I/We certify, under pains and penalties of perjury, that the above information is true and complete, and that if after execution of this record any such violations do occur, the Town of Hartford will be duly notified.

Eren Guryel  
Licensee's Signature

EREN GURYEL  
Printed Name

Sept. 16 2022  
Date

\_\_\_\_\_  
Licensee's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

STATE OF VERMONT - AGENCY OF HUMAN SERVICES  
STATE BOARD OF HEALTH  
License to Operate

I.D.# 12592  
LICENSE TYPE: CATERER - COMMERCIAL  
EFFECTIVE DATE: 01/11/2022

FEE: \$260.00

EXPIRATION DATE: 01/11/2023

ESTABLISHMENT NAME & LOCATION:  
DEWEY'S MILLS CAFE  
5945 WOODSTOCK RD  
QUECHEE, VT 05059

THIS IS TO CERTIFY THAT ABOVE ESTABLISHMENT IS LICENSED TO OPERATE UNDER THE PROVISIONS OF TITLE 18, SECTIONS 4351-4451 VERMONT STATUTES ANNOTATED. THIS LICENSE IS VALID PENDING RATIFICATION BY THE VERMONT BOARD OF HEALTH.

LICENSEE NAME & ADDRESS:  
DEWEY'S MILLS CAFE  
PO BOX 447  
QUECHEE, VT 05059

THIS LICENSE IS NOT TRANSFERRABLE AND IS VALID ONLY FOR THE LICENSEE LISTED. THIS LICENSE SHALL BE CONSPICUOUSLY POSTED.

STATE OF VERMONT - AGENCY OF HUMAN SERVICES  
STATE BOARD OF HEALTH  
License to Operate

I.D.# 12591  
LICENSE TYPE: RESTAURANT - SEATING 51-100  
EFFECTIVE DATE: 01/11/2022

CAPACITY : 100

FEE: \$300.00

EXPIRATION DATE: 01/11/2023

ESTABLISHMENT NAME & LOCATION:  
DEWEY'S MILLS CAFE  
5945 WOODSTOCK RD  
QUECHEE, VT 05059

THIS IS TO CERTIFY THAT ABOVE ESTABLISHMENT IS LICENSED TO OPERATE UNDER THE PROVISIONS OF TITLE 18, SECTIONS 4351-4451 VERMONT STATUTES ANNOTATED. THIS LICENSE IS VALID PENDING RATIFICATION BY THE VERMONT BOARD OF HEALTH.

LICENSEE NAME & ADDRESS:  
DEWEY'S MILLS CAFE  
PO BOX 447  
QUECHEE, VT 05059

THIS LICENSE IS NOT TRANSFERRABLE AND IS VALID ONLY FOR THE LICENSEE LISTED. THIS LICENSE SHALL BE CONSPICUOUSLY POSTED.

COMMERCIAL LEASE AGREEMENT

THIS AGREEMENT OF LEASE made and entered into as of this 1st day of November, 2021 by and between

**Janisse Properties, LLC**

Hereinafter known as the Lessor; and

**Dewey's Mills Café, LLC**

Hereinafter known as the Lessee:

WITNESSETH:

**1. LEASEHOLD GRANT.**

Lessor does hereby demise and lease unto Lessee the following described premises:

**5945 Woodstock Rd, Hartford, VT 05001  
Restaurant Approximately 2900 sq. ft. Interior, 1100 sq. ft. Exterior, with Equipment**

**2. TERM.**

The term of this Lease shall be one (1) year and shall commence on the 1<sup>st</sup> day of November, 2021, and terminate on the 31<sup>st</sup> day of October, 2022, subject to Lessee's exercise of its renewal option set forth in Paragraph 3 below.

**3. RENEWAL OPTION.**

Lessee shall have the right and option to renew the term of this Lease for one (1) successive period of five (5) years upon the same terms, covenants, and conditions set forth in this Lease. The renewal term shall commence upon the day next following the last day of the initial term. Lessee shall notify Lessor in writing of its election to extend this Lease for the renewal term not less than three (3) months prior to the expiration of the initial term.

**4. PURCHASE OPTION/RIGHT OF FIRST REFUSAL.**

So long as Lessee is not in default hereunder, Lessee shall have the option to purchase the demised premises, beginning on November 1, 2024 and at any time thereafter prior to the end of the lease term for the tax-assessed value assigned to the property by the town of Hartford, Vermont (presently \$420,000.00), subject to the usual and customary proration's and adjustments, including utilities, rents and taxes, dues and assessments. As discussed further in Paragraph 28, below, Lessee agrees to pay Lessor an option fee of \$10,000.00, half of which (\$5,000.00) shall be refundable if Lessee does not exercise the purchase option for any reason, including expiration of this Lease and/or Lessee's default hereunder. In addition to the purchase option, if Lessor decides to sell the demised premises at any time before Lessee has exercised the

purchase option, Lessee shall be offered the right to purchase the demised premises for the lesser of the option price described above or the amount of a bona fide third-party offer which Lessor is prepared to accept. Lessee shall have thirty (30) days from the date of receipt of a notice of offer from the Lessor to notify Lessor of Lessee's intention to exercise the right of first refusal.

**5. RENT.**

Lessee hereby covenants and agrees to pay the Lessor during the term of this Lease the sum of Two Thousand Five Hundred and no/100 Dollars (\$2,500.00) per month, thereafter, payable in one installment due and payable on the 1<sup>st</sup> day of each month at such place as the Lessor shall from time to time direct.

Notwithstanding the Lessee's covenant and agreement to pay rent, Lessor agrees to forgive and waive the first three (3) months of rent under this Lease, with the first payment due and payable on February 1, 2022.

**6. USE OF PREMISES.**

Lessee covenants and agrees to use the leased premises only for restaurant services and Lessee covenants and agrees to use the leased premises in a quiet and peaceable manner and not to make, nor permit any employee, invitee, licensee or other person within or near the leased premises arising out of Lessee's use and occupancy, to create any nuisance or disturbance which shall unreasonably interfere with the activities of Lessor or other Lessees of the space within the office building, nor to make any use of the property which is illegal or hazardous or which results in the increase of Lessor's fire insurance rate.

**7. REAL ESTATE TAXES.**

Lessor shall be responsible for the payment of all real estate taxes assessed upon the buildings and land of which the leased premises is a part, during the term of this Lease or any renewal or extensions thereof.

**8. REAL ESTATE ASSESSMENTS.**

Lessor shall be responsible for payment of all assessments and, if applicable, any local taxes that may be assessed upon any personal property owned by the Lessee and located within or upon the leased premises during the term of this Lease or any renewal or extension thereof.

**9. UTILITIES.**

Lessee shall be responsible for providing and paying for the costs of all utilities serving the leased premises, including electricity, heat, air-conditioning, telephone, and all other utilities. Lessor warrants that the septic system has been inspected annually, and that there are no known issues with the septic system. Lessee shall be responsible for its use and maintenance of septic system during the terms of this lease. During the first thirty (30) days of the lease term, Lessee reserves the right to obtain a septic inspection. If the septic inspection is not satisfactory, and the



Lessor and Lessee cannot agree on resolution of any septic issues, Lessee reserves the right to terminate the lease without further obligation hereunder.

**10. LESSOR'S MAINTENANCE.**

Lessor's maintenance obligations are limited to the repair, maintenance and replacement of the roof and maintenance of the foundation piers, structural or load bearing walls and the exterior walls (collectively, the "Building's Structure"), as well as the electrical and plumbing systems (exclusive of the septic system), upon Lessee's delivery to Lessor of written notice of the need therefor. The Building's Structure does not include glass or plate glass, doors, special store fronts or office entries, all of which shall be maintained by Lessee to the extent constituting a part of the premises. Lessor's liability for any defects, repairs, replacement or maintenance for which Lessor is responsible hereunder shall be limited to the cost of performing such work.

**11. LESSEE'S MAINTENANCE.**

Lessee shall maintain all parts of the premises (except for maintenance work which Lessor is expressly responsible for under Section 10) in good condition and promptly make all repairs and replacements to the demised premises.

**12. SIGNS.**

Lessee shall place signs in, around, or on the leased premises that are allowed by the state of Vermont, and, if applicable, the local municipal regulation, if any, regarding signs. Unless otherwise agreed, Lessee shall be responsible for the costs of design, construction and installation of any signs.

**13. CONDITION OF PROPERTY.**

Except as set forth in Section 9, above, Lessee accepts the property in its present condition and without any representation or warranty by Lessor as to the condition of the same or as to the use of occupancy which may be made thereof, and Lessor shall not be responsible for any latent defect or change of condition of said property, and the rent shall not be withheld or diminished on account of any defect of said property, nor for any change in condition in the same nor any damages occurring thereto, other than as provided for herein, and the taking possession of the property by Lessee shall be conclusive evidence as against Lessee that Lessee accepts the same "AS IS".

**14. CONDITION OF EQUIPMENT.**

Except as stated in this paragraph, Lessee accepts the Equipment in its present condition and without any representation or warranty by Lessor as to the condition of the same or as to the use of occupancy which may be made thereof, and Lessor shall not be responsible for any latent defect or change of condition of said property, and the rent shall not be withheld or diminished by Lessee on account of any defect of said property, nor for any change in condition in the same nor any damages occurring thereto, other than as provided for herein, and the taking possession of the property by Lessee shall be conclusive evidence as against Lessee that Lessee accepts the

same "AS IS". Notwithstanding the foregoing, Lessor and Lessee agree that Lessor will deliver the premises to Lessee with the walk-in chiller (large, cold storage area) in fully operational condition and will be solely responsible for making any and all necessary repairs to the chiller to meet Lessor's obligation hereunder.

**15. FIRE AND CASUALTY DAMAGE.**

Reference is hereby made to the Declaration of Condominium and all amendments thereto concerning Fire and Casualty Damage.

**16. FIRE AND CASUALTY DAMAGE.**

Lessor and Lessee shall agree and put in place obtain respective insurance policies as best suit their respective needs and shall make arrangements for respective indemnifications for such liabilities personal injury, death, or property damage not the result of Lessee's direct or indirect actions arising on or about the operations of the parking area and other common areas. The Lessee and Lessor will maintain at all times during the term of this Lease or any renewal or extension thereof, at their own costs and expenses, a policy of general public liability insurance, covering interests of the Lessor and Lessee written by an insurance company authorized to do business in the State of Vermont, in such amounts as may be reasonably requested by Lessor from time to time, but not less than \$500,000.00/\$1,000,000.00 in respect of bodily injury, and \$250,000.00 in property damage all as they shall agree to given their respective ownership and leasehold interest. Lessee and Lessor shall provide an appropriate insurer's certification of such insurance if requested by the other from the other and each shall inform one another with respect to insurance policies, including renewals, amendments, and change of company.

**17. INDEMNIFICATION.**

Lessee hereby covenants and agrees to indemnify and hold harmless Lessor from any and all claims, liabilities, damages, expense, causes of action and/or judgments including reasonable attorney's fees which may arise as a result of Lessee's use and occupancy of the leased premises, including injury or damage to the person or property of Lessee, and any of Lessee's employees, patrons, invitees, or licensees, and any other Lessees in the building. Lessor hereby covenants and agrees to hold the Lessee harmless from any and all claims or liabilities which may arise as a result of Lessor's claims or liabilities which may arise as a result of Lessor's ownership and operation of the building and parking area of which the leased premises are a part, excluding the leased premises.

**18. WAIVER OF SUBROGATION.**

To the extent permitted by their respective insurance policies, Lessor and Lessee hereby released the other from any claim for recovery for any loss or damage to any of its property, which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance policies.

**19. INSPECTION.**

Lessor may, during the term of this Lease or any renewal or extension thereof, at reasonable times and upon notice to Lessee, except in an emergency, enter the leased premises to inspect same or to make such repairs as Lessor may reasonably deem advisable (though not required by this Lease), for the purpose of exhibiting the same to persons wishing to purchase the same.

**20. ASSIGNMENT AND SUBLEASE.**

Lessee covenants and agrees not to assign or sublet any of all of the leased premises without the prior written consent of the Lessor, which consent shall not be unreasonably withheld. In connection with the review of such request for consent, Lessor may require the assignee or subtenant to submit reasonable financial information so as to permit Lessor to make a determination as to the credit worthiness of such assignee or subtenant. All expenses incurred by Lessor in connection with such review, including legal and accounting expenses, shall be paid by Lessee as a condition of such consent, and prior to the granting of such consent.

**21. MODIFICATION OF OWNERSHIP.**

Lessor reserves the right to modify the form of ownership of the land and premises from that existing as of the date of this agreement into any other, so long as Lessor or a business entity controlled by Lessor shall retain responsibility to Lessee hereunder, and the other rights and obligations of each party to the other hereunder shall not be affected.

**22. PARKING AND DRIVEWAYS.**

Lessor shall not be responsible from damages to any motor vehicle parked on the premises whether such vehicle is the property of Lessee or Lessee's employees, guests or invitees. Parking spaces and driveway area shall be restricted to use by Lessee, its employees, and business invitees. Lessee agrees to abide by such rules and regulations, as Lessor shall establish regarding the parking of vehicle for Lessee, its employees, and invitees.

**23. LESSOR'S REMEDIES ON DEFAULT/COVID CONTINGENCY**

Upon Any default by Lessee, including COVID consequences, and at any time thereafter, Lessor may serve written notice upon Lessee, of its election to terminate this Lease upon a specified date not less than thirty (30) days from the date of serving such notice. At the expiration of said period, this Lease shall terminate as completely as if that date had been the date originally fixed for the expiration of the term of this Lease, unless Lessee shall have cured said default within said noticed period of time, or, in the case of a default which required more than the noticed period for curing, the Lessee shall have commenced curing the default within said period and thereafter have proceeded with due diligence and in good faith to completely remedy such default. Where such default shall be cured as herein provided, this Lease shall continue in full force and effect.

In addition, if business is unable to continue due to COVID pandemic, the Lessor may, at its option, relet the leased premises or any part thereof, as the agent of the Lessee, and the Lessee

will NOT pay the Lessor the difference between the rent and other charges hereby reserved and agreed to be paid by the Lessee for the portion of the terms remaining at the time of re-entry of repossession, and the amount, if any, received or to be received under such re-letting for such portion of the term.

**24. LESSOR'S DEFAULT**

If the Lessor is in default with regard to any term or provision under this Lease, the Lessee shall notify Lessor of its default and Lessor shall have a reasonable period of time within which to cure the default or otherwise comply with the terms of this Lease. In the event Lessor does not cure its default within a reasonable period of time, or does not commence curing the default within fifteen (15) days, the Lessee may either terminate the Lease and vacate the premises, or may proceed to remedy the default at its own expense incurring the lowest reasonable cost in so doing, and may then deduct the cost of the work from future rent payments due Lessor.

**25. CONDEMNATION.**

If the leased premises, or any part thereof, is taken by eminent domain, this Lease shall expire on the date when the leased premises shall be so taken, and the rent shall be apportioned as of that date. In said event, nothing herein shall be construed as entitling Lessee to participate or share in any award made to Lessor; provided, however, that Lessee may proceed independently of Lessor to pursue damages which may have occurred to Lessee's business.

**26. SUBORDINATION.**

This Lease shall be subject and subordinate at all times to the lien of existing mortgages and of Mortgages which hereafter may be made a lien on the leased property. Although no instrument or act on the part of the Lessee shall be necessary to effect such subordination, the Lessee will, nevertheless, execute and deliver such further instruments subordinating this Lease to the lien of any such mortgages as may be requested by the mortgagee. The Lessee hereby appoints the Lessor its attorney-in-fact, irrevocably, to execute and deliver any such instrument for the Lessee.

**27. ALTERATIONS.**

Lessee shall make no additional structural alterations of improvements to the leased premises without the prior written consent of Lessor.

**28. SECURITY DEPOSIT/OPTION FEE.**

Lessee shall provide Lessor a \$5,000.00 security deposit, to secure Lessee's performance of Lessee's obligations under this Lease. The parties acknowledge and agree that Lessee has already paid the first \$2,500.00. An additional \$2,500.00 will be payable not later than February 1, 2022. In addition, as discussed in Paragraph 4, above, Lessee will pay Landlord a partially-refundable \$10,000.00 option fee, which will be paid, as follows: Not later than November 1, 2022, Lessee will pay Lessor an additional \$5,000.00, at which time the \$5,000.00 already paid in accordance with the foregoing provisions of this paragraph will become the first \$5,000.00 of

the option fee, which the parties agree is non-refundable and, as such, which Lessor may treat as his own funds; the \$5,000.00 paid on or before November 1, 2022, will become the security deposit/refundable option fee – *i.e.* if Lessee executes the purchase option, the second \$5,000.00 payment will constitute the remainder of the option fee, but if Lessee does not execute the purchase option before the termination of the Lease, the second \$5,000.00 payment will constitute Lessee's security deposit.

**29. QUIET ENJOYMENT.**

The Lessee, upon the payment of the rent herein reserved and upon the performance of all the terms of this Lease, shall at all times during the Lease term and during any extension or renewal term peaceably and quietly enjoy the leased premises without disturbance from Lessor or from any other person claiming through Lessor.

**30. NOTICES.**

Any Notice under this Lease must be in writing and must be sent by registered or certified mail to the last address of the party to whom the notice is to be given, as designated by such party from time to time in writing. The Lessor hereby designated its current address as:

**217-10 Maxham Meadow Way Woodstock VT 05091**

Lessee hereby designated its current address as

**1299 Quechee Main Street #1C, Quechee VT 05059**

**31. WAIVER AND CONSENT.**

The granting of any consent by Lessor to Lessee to perform any act or the failure on the part of Lessor to object to any action taken by Lessee without Lessor's consent, and any waiver by Lessor of default by Lessee of the terms and conditions herein, shall not be construed as constituting consent to or waiver or any future occurrences of a similar nature, and notwithstanding such consent or waiver, Lessee's obligations to Lessor hereunder shall remain in full force and effect as if such consent or waiver had never occurred.

**32. HOLDING OVER.**

No holding over and continuation of any business by Lessee after expiration of the initial term hereof, or any renewal term or part thereof, shall be considered to be a renewal or extension of this Lease unless written approval for such holding over and a definite agreement of such effect is signed by lessor defining the length of such additional term. Any holding over without the consent of Lessor shall be considered to be a day-to-day tenancy at a daily payment of twice the monthly rental in effect at the expiration of any term, next preceding, divided by thirty (30). The payment by Lessee or the acceptance by Lessor of any monies as provided herein shall not be deemed an act of renewal, and shall not be deemed rent, but shall be considered the payment of a reasonable fee for the use and occupancy of the premises, and shall not be evident of the acceptance by Lessor of Lessee for a further tenancy.

# Hartford Police Department

# Memo



To: Lisa O'Neil, Sherry West  
From: Deputy Chief Connie Kelley *CKK*  
CC:  
Date: September 20, 2022  
Re: Liquor Licenses

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

**Dewey's Mill's Café**  
**5945 Woodstock Rd**

Eren Guryel


37. SEVERABILITY.

If any term or provision of this agreement or the application thereof to any person, party or circumstances, shall, to any extent, be invalid or unenforceable, the remainder of this agreement, or the application of such term or provision to persons, parties or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this agreement shall be valid and shall be enforced to the fullest extent permitted by law.

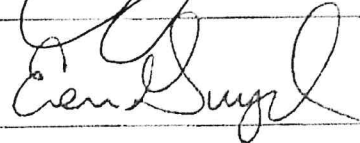
IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day, month and year first above written.

In the Presence of:

Witness: \_\_\_\_\_ Lessor

 10/25/2021

Witness: \_\_\_\_\_ Lessee



Vermont Department of Taxes

133 State Street

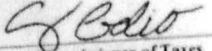
PO Box 547

Montpelier, VT 05601-0547

**MEALS AND ROOMS TAX LICENSE**

This License is hereby issued to DEWEY'S MILLS CAFE, LLC in accordance with the provisions of Chapter 225 of Title 32, V.S.A., to operate an establishment known as DEWEYS MILLS CAFE LLC located at 5945 WOODSTOCK RD., QUECHEE, VT

DEWEY'S MILLS CAFE, LLC  
DEWEYS MILLS CAFE LLC  
5945 WOODSTOCK RD.  
QUECHEE, VT 05001

  
Commissioner of Taxes

This license is issued effective Feb-01-2022 to Vermont business tax account number MRT-11154540-001. It is not transferable, and must be surrendered upon sale, transfer, merger, termination of business, or revocation of the license.

***Display this license in a prominent place at the business location.***



Vermont Department of Taxes

133 State Street PO Box 547 Montpelier, VT 05601-0547

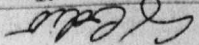
### SALES AND USE TAX LICENSE

This License is hereby issued to DEWEY'S MILLS CAFE, LLC in accordance with the provisions of Chapter 233 of Title 32, V.S.A., to operate an establishment known as DEWEY'S MILLS CAFE LLC located at 5945 WOODSTOCK RD., QUECHEE, VT

\*\*\*PRINTDOC\*\*\*

DEWEY'S MILLS CAFE, LLC  
5945 WOODSTOCK RD.  
QUECHEE, VT 05001

Commissioner of Taxes



This license is issued effective Feb-01-2022 to Vermont business tax account number SUT-11154540-001. It is not transferable, and must be surrendered upon sale, transfer, merger, termination of business, or revocation of the license.

*Display this license in a prominent place at the business location.*

VERMONT DEPARTMENT OF LIQUOR & LOTTERY  
DIVISION OF LIQUOR CONTROL  
FIRST CLASS SEMINAR CERTIFICATION

Student's Name: (Print Clearly)

Eren Gurye

Date of Seminar: 08/22/22 Certificate expires two years from this date

Instructor:

*[Signature]*

Division of Liquor Control · 13 Green Mountain Drive · Montpelier, VT 05602

liquorcontrol.vermont.gov 802-828-2339 (p) 802-828-1031 (f)



## **AGENDA MEMORANDUM**

**November 15, 2022**

**Town Selectboard Meeting Item: V.3.a.**

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

**Subject: Zoning Administrative Officer Re-Appointment**

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

Appointment and powers of administrative officer

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

In Hartford, the duties, responsibilities and powers of the administrative officer (also referred to as Administrator) are assigned to the Town's Zoning Administrator staff position. At its October 17, 2022 meeting, the Planning Commission unanimously approved the nomination of Jo-Ann Ells as Zoning Administrator. Her current appointment ends on November 22, 2022.

**Recommendation:** Re-appoint Jo-Ann Ells as the Zoning Administrative Officer for the Town of Hartford for a 3-year term from November 23, 2022 through November 22, 2025.

**Attachments:** 24 V.S.A. § 4448

# The Vermont Statutes Online

## **Title 24 : Municipal And County Government**

### **Chapter 117 : Municipal And Regional Planning And Development**

#### **Subchapter 009 : Adoption, Administration, And Enforcement**

(Cite as: 24 V.S.A. § 4448)

#### **§ 4448. Appointment and powers of administrative officer**

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

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

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

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

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

# Significant Activity Report

## November 15, 2022

### Assessor

Met with planning on housing data  
Attended bi monthly VALA meeting  
Began fall inspections  
Entered homestead declarations  
Assisted tax payers with questions

### Department of Planning and Development

- Housing Development – Continued working out the details with Vital Communities, TRORC and other regional partners to put on a Spring 2023 Upper Valley information and technical resource workshop for people interested in learning about and/or develop Accessory Dwelling Units (ADUs) on their properties.
- Property Development Applications – Completed review and reports for 7 applications going before the Planning Commission on November 14<sup>th</sup>, including Northern Stage housing and Performing Arts Facility, and Twin Pines Housing Trust conversion of a hotel into multi-unit dwellings and office space. Also, continued to assist applicants regarding general inquiries and submittal of Zoning/Building permit applications; review/approve building/zoning and design review applications; and conduct inspections of completed projects for issuance of Certificates of Occupancy.
- Grants – Completed and submitted VTrans *Safe Routes to School* grant application to obtain two rapid flashing beacons for the Wilder Multi-Use Path crosswalk on Christian Street and the Hartford Avenue crosswalk with Gillette Street for students walking to Dothan Brook School.
- Proposed Solar Project on Rte. 14 – Reviewed application for private development of the solar project pending before for the VT Public Utility Commission (PUC). The Planning Commission will be informally reviewing this at the end of November/early December. The Planning Commission and Selectboard also will have an opportunity to formally review and comment on the application in the future.
- Town Forest Timber Harvest – Finalized the Hartford Area Career & Technology Center Natural Resources Class's volunteer participation in site preparation, and work began for the Winter 2023 timber harvest. Thank you DPW staff for your assistance as well.
- FYE 2024 Budget – Completed department budget for presentation to the Selectboard on November 22<sup>nd</sup>.

### Environmental Sustainability Coordinator

-The Hartford Energy Commission & Hartland Energy Committee's Window Dressers Build finally happened. After 9 months of planning, 105 volunteers came together to work 200 shifts and make 195 window inserts for 32 Hartford and Hartland area homes. Thanks to a generous \$3,000 grant from the New England Grassroots Fund to subsidize inserts if needed nobody had to miss out on getting inserts because of a lack of funds. And thanks to local area business and

residents donations breakfast and lunch were provided on a daily basis to keep volunteers well fed. Window Dressers estimates that each insert saves as much as 10 gallons of heating fuel a year so the Hartford Energy Commission's efforts helped residents really reduce their heating bills and carbon footprint this past week.

- The Wilder One, the developer proposing a large 4.1 Megawatt solar field near Byron Hill Rd., has submitted their viewshed analysis for the project to the Planning Department. Planning, Zoning, and the Environmental Sustainability Coordinator have reviewed the document and is currently trying to schedule a Planning Commission special meeting to discuss the project with the developer. This will be a public meeting and anyone with an interest in the project is welcome to attend.

### **Hartford Police Department**

The department has taken delivery of one of the two new cruisers. Hopefully, the marked unit will be ready before the beginning of the new year.

Officer Daniel Bennet and Officer Lucas Menezes have graduated from the field training program. They are both assigned to their respective squads and doing well on their own.

Officers responded to a report of a motor vehicle crash involving a school bus. There were no reported injuries.

In addition to the below listed calls for service the Patrol Division is carrying a caseload of 39 active investigations and the Detectives Division is carrying a caseload of 20 active investigations. An active investigation is where an officer/detective must conduct additional follow-up, interviews, and other legwork to bring a case to a successful resolution such as an arrest or provide other avenues that the complainant can take.

Nature of Incident	Total Incidents
-----	-----
911 Hangup Call	8
Abandoned Vehicle	1
Agency Assistance	16
Animal Bite	1
Animal Problem	11
Burglary Alarm	21
Child Abuse or Neglect	1
Citizen Assist	27
Citizen Dispute	5
Court Time	1
Traffic Accident with Damage	5
Untimely	2
Directed Patrol	149
Escape from Custody	1
Falls	1
Family Fight/Domestic	2
Foot Patrol	28

Fraud	2
Illegal Burning	1
Information Report	2
Juvenile Problem	7
Litter/Pollution/Public Health	1
Mental Health Emergency	1
Miscellaneous CAD Call Record	35
Motor Vehicle Complaint	12
Noise Disturbance	6
Paperwork Service	6
Parking Problem	2
Pornography	1
Public Speaking	2
Restraining Order	2
Runaway Juvenile	1
Sex Offender Registry	4
Sex Offense	1
Sexual Assault	1
Unknown Medical Emergency	1
Solid Waste Complaint	1
Special Detail	3
Attempted Suicide	1
Suicide Threat	3
Suspicious Person	8
Suspicious Person/Circumstance	33
Theft	4
Threatening	3
Traffic Hazard	8
Training	1
Trespassing	1
Unresponsive Person	2
Unsecure Premise	1
Unlawful Mischief	3
VIN Number Inspection	4
Wanted Person	4
Welfare Check	5

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Total Incidents for This Report: 453

**Department of Public Works**

**Highway:**

Hauled winter sand to DPW.

Repaired pot holes on Dothan Road.

Started log landings and temporary parking lot on Reservoir Rd.

Cleaning catch basins in preparation for significant rainfall.

Preparing equipment for winter.

**Water:**

Found issue with well number three that is scheduled for repairs.

Fall hydrant testing.



Studying for water licenses.  
 Meter readings completed.  
 Isolation zone mapping.  
 Waste Water:  
 Repaired centrysis.  
 Working on setting up new truck.  
 Unclogging pumps stations.  
 Preparing for winter.

**Town Clerk**

The Clerk’s Office has been busy the last few weeks preparing for and holding the 2022 General Election at the Hartford High School on Tuesday, November 8, 2022. We had a good turn-out overall (4800+ voters). We received just over 3300 ballots by Early/Absentee and just under 1500 residents voted in person (these numbers reflect the two districts combined). The results for each of the two Hartford Districts have been submitted to the State and are available at the Clerk’s Office; they will be uploaded to the Town website as well. Many thanks to Hartford voters for your participation. A special thank you to Sherry West, Assistant Clerk for her unwavering support in the office and to Hartford Town and School District staff for their willingness to help at every turn. The Board of Civil Authority members who helped with pre-election asks and were present on election day helped make this election operate efficiently. In addition, we had 50 community members working at the polls throughout the day; I am grateful for their diligence and willingness to serve our community in this way. And, to the candidates and their supporters thank you for conducting respectful campaigns.

**Fire Department**

Incident Log:

<b>Calls for Service 10/27/22-11/9/22</b>			
	106		
<b>Incident Type Categories</b>			
Fires			
Overpressure Rupture/Explosion	4		
Rescue/Medical	0		
Hazardous Conditions	73		
Service Calls	1		
Good Intent	12		
False Alarm	7		
Weather Emergency	9		
Special Incident/Other	0		

**Fire** – continued...

During the month of October, the Fire Prevention Office completed 28 building inspections.

Shift complete fire prevention education at the elementary schools.

Chief Cooney and Fire Marshal Peltier provided a fire safety talk at the Bugbee Senior Center.

Submitted a VT Homeland Security Grant for upgrades to the Town Emergency Operations Center at Public Safety and for AEDs.



**TO THE SELECTBOARD OF THE TOWN OF HARTFORD, VERMONT**

Meeting Date Tuesday November 15, 2022

Comes the Green Mountain Power Corporation, your petitioner, and respectfully represents that in order to furnish adequate service to its patrons it is necessary to locate the poles, guys, wires and underground power and communications within the highway limits of the North Hartland road, Route 5, VA Cutoff road, and Wright’s Reservoir road. This reference project is 180759. All land that is proposed to use is well within the State of Vermont Rights of Way. This project will improve reliability for all customers served from the Green Mountain Power White River Substation and served from the 70G1 Electrical circuit.

The Company further represents that such work will be done in a manner safe for public travel and subject to the rules thereof. Also, that if it is not desirable to make such locations otherwise shown on the attached plan.

Wherefore, your petitioner requests permission from the **SELECTBOARD** to locate poles, guys, wires and underground lines as aforesaid.

Respectfully yours,

Kevin Matte

Operations Supervisor

Green Mountain Power White River Junction

Sketch attached.

Approved by **Selectboard of the Town of Hartford Vermont**

\_\_\_\_\_

\_\_\_\_\_

Effective Date \_\_\_\_\_

\_\_\_\_\_

this is the existing line that crosses I89 and the lowest communication wire is only 16' once all companies are moved to the new line this will be removed and GMTC working on the traffic plan

this pole to be replaced in place with 50/2

replace this pole in place with 55/2 and another one 15' away south as to hold a regulator platform

add 50/2 pole north of the existing pole 30' to hold the second set of underground lines

replace this pole in place with 50/2 to hold the risers for the underground lines

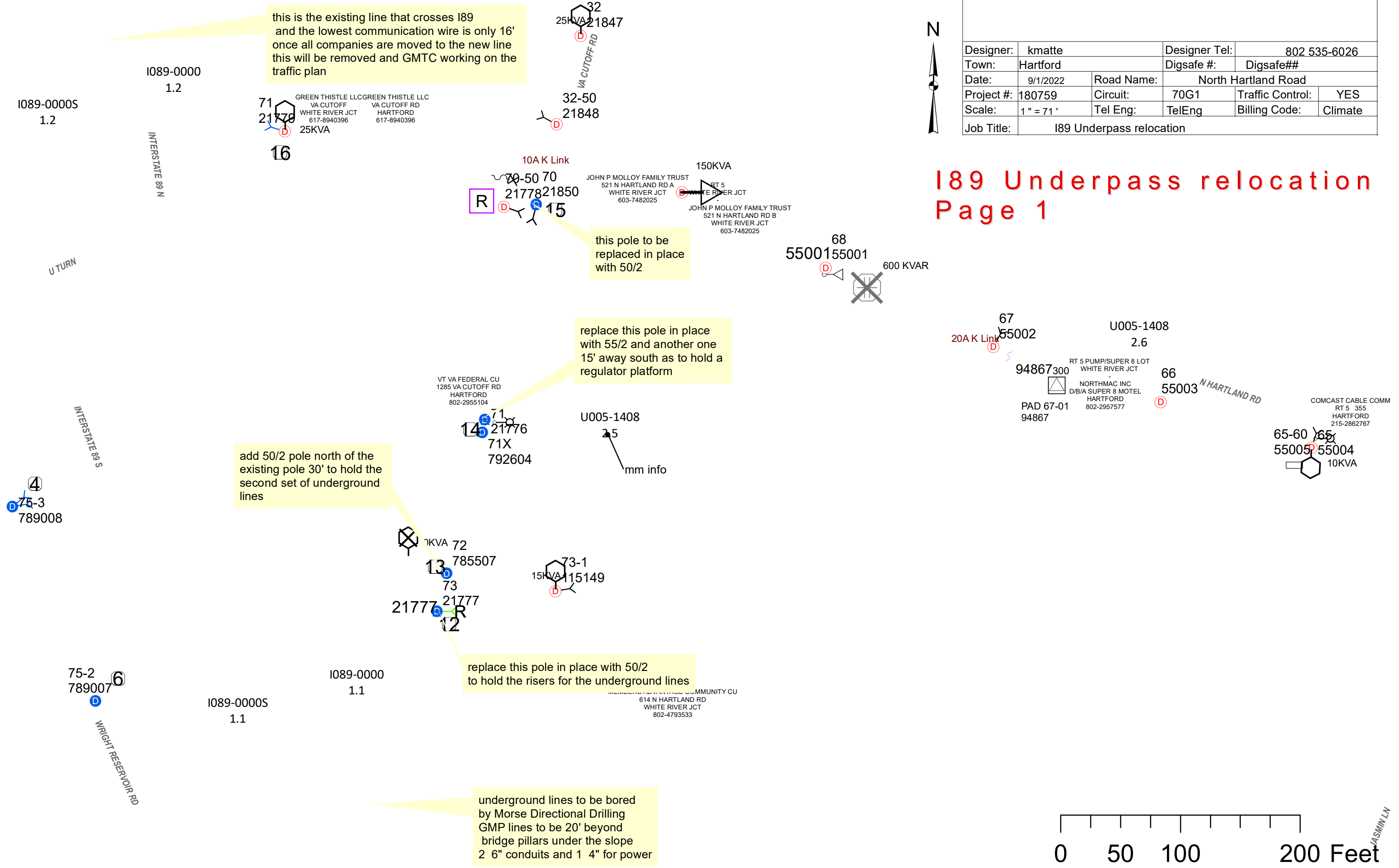
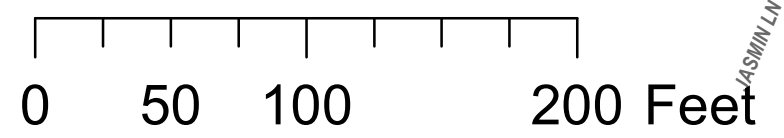
underground lines to be bored by Morse Directional Drilling GMP lines to be 20' beyond bridge pillars under the slope 2 6" conduits and 1 4" for power

Designer:	kmatte	Designer Tel:	802 535-6026		
Town:	Hartford	Digsafe #:	Digsafe##		
Date:	9/1/2022	Road Name:	North Hartland Road		
Project #:	180759	Circuit:	70G1	Traffic Control:	YES
Scale:	1" = 71'	Tel Eng:	TelEng	Billing Code:	Climate
Job Title:	I89 Underpass relocation				



# I89 Underpass relocation

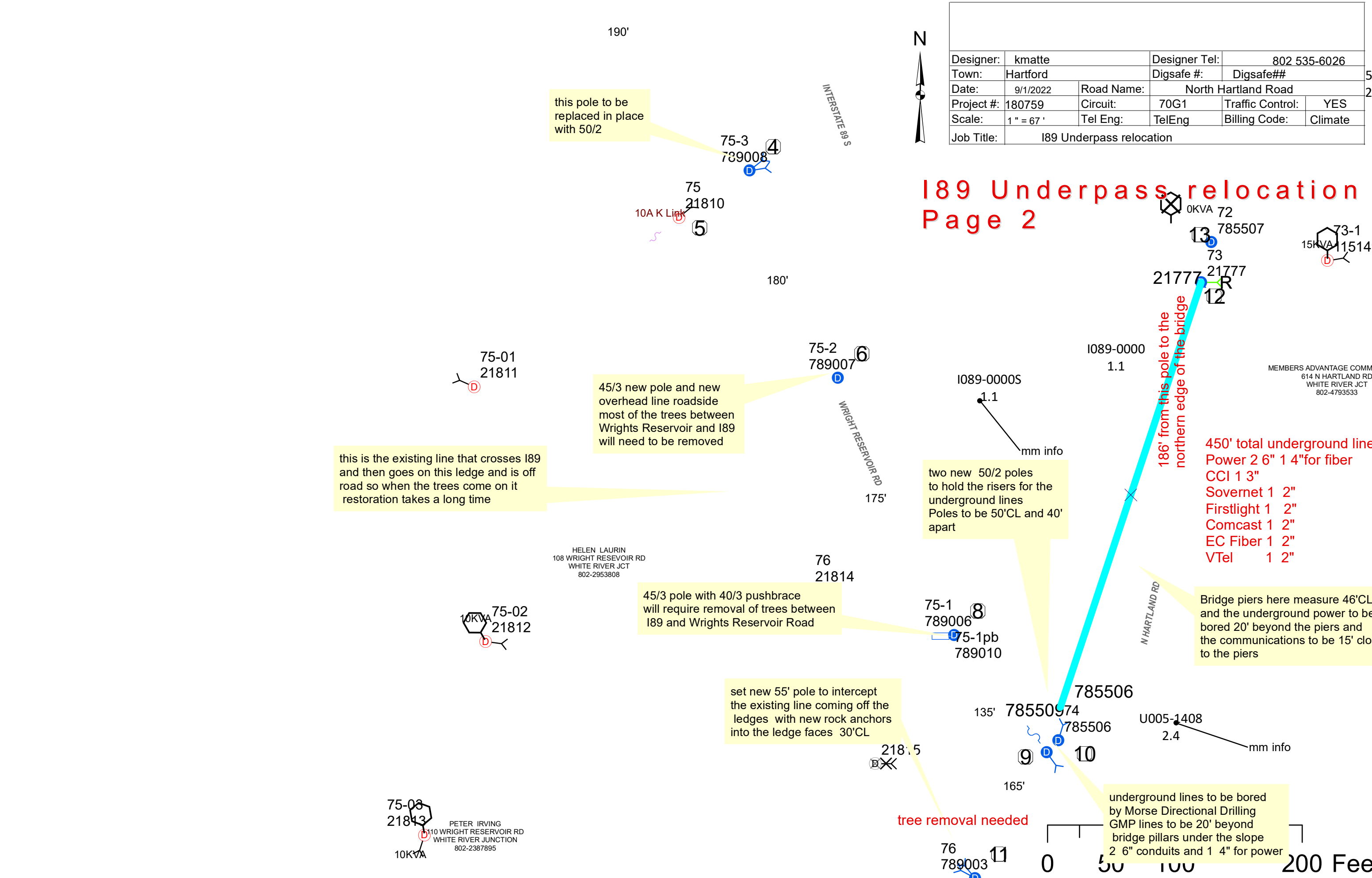
## Page 1



Designer:	kmatte		Designer Tel:	802 535-6026	
Town:	Hartford		Digsafe #:	Digsafe##	
Date:	9/1/2022	Road Name:	North Hartland Road		
Project #:	180759	Circuit:	70G1	Traffic Control:	YES
Scale:	1" = 67'	Tel Eng:	TelEng	Billing Code:	Climate
Job Title:	189 Underpass relocation				

# 189 Underpass relocation

## Page 2



5-1408  
2.5

MEMBERS ADVANTAGE COMMUNITY CU  
614 N HARTLAND RD  
WHITE RIVER JCT  
802-4793533

mm info

mm info

## **HCOREI November 2022 Selectboard Update**

- **Charge Renewal 4/2023**
- **Juneteenth Funding request**
- **Webpage Status**
- **Policy**
  - Templating and Standardization
  - Funding
- **Community Safety Review**
  - Funding
  - RFP status
- **Tuck Community Consulting Update**
- **How can we help?**



**AGENDA MEMORANDUM**  
**November 15, 2022**

**Town Selectboard Public Hearing Item: 5.c.**

**Submitted by:** **Matt Osborn, Planner & CLG Coordinator**  
**Jonathan Schechtman, Historic Preservation Commission Chair**

**Subject:** **2023 Certified Local Government (Historic Preservation) Grant Application**

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**Background:** This is the annual Vermont Certified Local Government (CLG) grant program. The Hartford Historic Preservation Commission (HHPC) is one of seventeen CLG's in Vermont. Since becoming a CLG in 1993, Hartford has used local dollars, staff in-kind time and HHPC volunteer time to leverage \$197,608 in CLG federal funding. Hartford has greatly benefitted from the CLG Program. Projects have included historic district nominations to the National Register, historic district brochures, historic sites and structures surveys, barn census, cemetery research and oral history and oral history projects on Hartford businesses and agricultural operations. The HHPC is currently working on the Performing Arts History Project.

**Discussion:** Hartford has a rich history and the HHPC has consistently worked to document that history. To date, the HHPC has received CLG funding and established nine historic districts throughout Hartford. For the 2019 CLG grant project, an Intensive Level Survey was conducted for the early to mid-twentieth century residential neighborhoods on Taft's Flat. The project concluded that there are several potential historic districts for the area. The purpose of this grant is to hire a consultant to review the Taft's Flat Intensive Level Survey, apply the National Register criteria and propose historic districts that would be formally nominated.

Total project cost will be \$18,993. The CLG grant request is for \$11,300. The local match is \$7,693 with \$5,193 coming from staff in-kind time and Commission volunteer time and \$2,500 in cash. The cost of hiring a consultant is \$13,500.

The grant application is due on December 12<sup>th</sup>.

**Financial Impact:** The grant program is a 60/40 grant to local match ratio. The CLG Program allows staff in-kind time and Historic Preservation Commission volunteer time to go towards the local match requirement. Therefore, the Town cash requirement will be \$2,500; \$2,200 to come from 10-625-316-0000 (grants and appropriations) and \$300 from 10-625-312-0000 (advertising). The funds are available in the current fiscal year budget.

**Request:** Approve the submission of a grant application for the 2023 Certified Local Government Program and authorize the Town Treasurer to sign all documents related to the grant application and project implementation.

# Memorandum

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**To:** Gail Ostrout, Finance Director  
**From:** Matt Osborn, Planner  
**Through:** Lori Hirshfield, Director  
**Date:** November 1, 2022  
**Re:** 2023 Certified Local Government Grant Application

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The Department of Planning and Development would like to apply for a 2023 Certified Local Government (CLG) grant. This is an annual grant program available to the 17 Vermont CLG communities. Eligible projects include:

- Historic and Archeological Surveys
- National Register Nominations
- Preservation Planning
- Information and Education
- Pre-Development (work necessary to carry out construction work)
- Development (“bricks and mortar” construction)

For the 2023 CLG grant, the Hartford Historic Preservation Commission (HHPC) proposes to submit a National Register Nomination for Taft’s Flat residential areas identified in the Taft’s Flat Intensive Level Survey completed in June, 2021. This includes hiring an architectural historian to conduct research and prepare the National Register Nomination.

## **Source**

This is a State grant administered by the Vermont Division for Historic Preservation which comes from federal funding (National Parks Service).

## **Grant Amount and Matching Funds**

The CLG Grant Program is a 60% grant, 40% local match. The match consists of cash (annual HHPC appropriation), staff in-kind time to manage the project as well as Historic



Preservation Commission volunteer time on the project. The following is a draft budget which we will finalize in the next week:

- Grant request: \$10,800 (59%).
- Total proposed match: \$7,500 (41%).
  - \$2,500 cash,
    - \$2,200 (FY2023/2024 budget (10-625-316-0000))
    - \$300 (FY2023/2024 budget (10-625-312-0000))
  - \$3,500 staff in-kind time
  - \$1,500 HHPC volunteer time

### **Reimbursement**

This is a multi-year implementation project with the grant payment made at the end of the project pending acceptance of all grant materials, submittal of the final report and the reimbursement request.

### **Timeline**

- December 12, 2022: Application deadline
- January, 2023: Grants awarded
- March, 2023: Grant Agreement signed
- July/August, 2023: Select consultant through RFP, execute contract
- September, 2023: Project work begins
- August 1, 2025: Deadline to complete the project. Please note that we expect to complete the project by August 1, 2024.

### **Request**

Approve submitting to the Selectboard on November 15<sup>th</sup> for review and approval.



**Grant Manual**  
**for the**  
**Vermont Certified Local**  
**Government Program**

**2023 Grants**

October 2022

## CONTENTS

Preface.....	1
Introduction.....	3
Grant Program Cycle.....	4
Eligible Projects.....	6
About "The Secretary's Standards" .....	10
Ground Disturbance at Development Projects .....	11
Matching Share.....	12
Allowability of Costs.....	13
Payment Procedures.....	14
Uniform Administrative Requirements.....	14
Grant Selection Criteria & Ranking System.....	15
Administrative Capabilities.....	21
Grant Application Review & Selection Process Overview.....	22
Completing the Application.....	23
Grant Agreement.....	24
Procurement Requirements.....	25
Contract Pricing.....	28
Contractor Selection Procedures.....	29
Contract Provisions.....	30
Procurement Documentation.....	32
Project Publicity.....	33
Progress Reports and Final Project Report.....	34
Financial Documentation.....	35

## PREFACE

The Certified Local Government (CLG) program is designed to provide an opportunity for local governments to become more directly involved in identifying, evaluating, protecting, promoting and enhancing the educational and economic value of historic resources at the local level. Created in 1980 through amendments to the National Historic Preservation Act, the CLG program requires that each State Historic Preservation Office (SHPO) designate at least 10 percent of its annual Historic Preservation Fund allocation from the Department of the Interior to Certified Local Government communities. In Vermont, the SHPO is the Vermont Division for Historic Preservation (VDHP), located in the Department of Housing and Community Development, in the Agency of Commerce and Community Development.

A local government wishing to become a CLG must fulfill certain requirements indicating its commitment to local preservation. One requirement is the establishment of a local Historic Preservation Review commission. The local government appoints to the commission professional and lay members with varied expertise and interest related to historic preservation. As the advisory body to the legislative body and planning commission, the historic preservation commission becomes the coordinating body for community preservation activities. It prepares reports on National Register eligible properties, sponsors public information programs on historic preservation, and prepares applications for CLG grants, if the community chooses to apply for grant funds. VDHP provides training for the CLG commission on their CLG responsibilities and preservation topics in general.

The matching grants available Certified Local Government communities can be used to fund local preservation activities such as surveys of historic resources, National Register nominations, preservation planning and educational projects. Grants are also available for architectural plans and specifications, engineering reports, feasibility and streetscape studies, and in some years, for "bricks and mortar" rehabilitation work on National Register-listed properties.

Three important documents govern the implementation and management of the CLG program. CLG coordinators and commissioners should familiarize themselves with the following documents:

- 1) The National Park Service's [Historic Preservation Fund Manual](#) is VDHP's primary "go to" guide for administering federal sub-grants to CLG communities. CLG Coordinators should be familiar with *Chapter 8: Subgrants, Contracts, and Third-Party Agreements*, as well as *Chapter 9: Certified Local Governments*.
- 2) VDHP's [Rule 3: Regulations for the Vermont Certified Local Government Program](#) describes the Vermont program in detail.
- 3) The Vermont Certified Local Government Program Grant Manual (this document) explains how to apply for and manage a CLG grant.

**For more information, please contact:**

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Deane C. Davis Building, Floor 6  
Montpelier, Vermont 05620-0501  
<http://acd.vermont.gov/historic-preservation>

## INTRODUCTION

Please review this manual carefully before completing the grant application. Submission of an application for a grant constitutes a declaration that the applicant is familiar with the terms of the grant program and the procedures set forth in this handbook. In addition, Certified Local Government grantees must adhere to [Rule 3: Regulations for the Vermont Certified Local Government Program](#).

If your project is selected, you will refer to this manual throughout the course of the project.

This manual contains the most recent requirements and policies as set forth by the National Park Service, Department of the Interior, the federal grantor agency. It is complete as of the date of publication, but because requirements and policies change, the Vermont Division for Historic Preservation (VDHP) does not accept responsibility for any such changes which are not incorporated into this handbook. VDHP will notify grant applicants and sub-grantees of any changes which may affect their project.

## 2023 GRANT PROGRAM CYCLE

CLG grants are funded by the National Park Service, and the program cycle follows the federal fiscal year (October 1 – September 30). CLG grants are awarded annually, and each CLG grant has a three-year period within which to complete the project.<sup>1</sup>

- October 1, 2022:** Start of federal fiscal year 2023.
- October 10, 2022:** VDHP notifies all CLG communities of the availability of 2023 CLG grant funding and provides the grant application materials.
- December 12, 2022:** CLG grant applications and all supporting materials must be submitted to VDHP by 4:30 PM.
- January 2023:** VDHP staff review and score each grant application. All applications are then presented to the Vermont Advisory Council on Historic Preservation (VACHP) with staff recommendations for funding. After review and discussion, VACHP awards funding. VDHP notifies each applicant of the results of the VACHP application review.
- March 2023:** Preparation and execution of Grant Agreement between sub-recipient and VDHP.
- May 2023:** Commence work on the project.
- September 30, 2023:** End of federal fiscal year 2023
- October 1, 2023:** Start of federal fiscal year 2024
- December 1, 2023:** Initial progress report must be submitted to VDHP.
- April 1, 2024:** Second progress report must be submitted to VDHP.
- December 1, 2024:** Third progress report must be submitted to VDHP.
- April 1, 2025:** Fourth progress report must be submitted to VDHP.
- August 1, 2025:** Deadline to complete the project. Sub-recipient completes final budget form, documents proof of payment and local match, and writes final project report. Submit all these materials to VDHP with the request for reimbursement.

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<sup>1</sup> This is a change from previous years when the grant period was two years. Starting with the 2022 grants, the grant period is three years.

**August – September 2025:** VDHP staff review and approve requests for reimbursement.

**September 30, 2025:** End of federal fiscal year 2025. All 2023 CLG grant projects must be completed, paid and closed out by this date. Extensions beyond this date are not possible.



## ELIGIBLE CLG GRANT PROJECTS

There are six broad project categories within which a CLG may apply for grant funding:

### Priority I Projects:

- Survey
- National Register
- Preservation Planning
- Information and Education
- Pre-Development

### Priority II Projects:

- Development

A CLG Community may apply for multiple projects in the same year, but a separate application form is required for each project. For example, one application should be submitted for a Survey project to update the local Historic Sites and Structures Survey, and a second application should be submitted for an Information and Education project to attend a conference or training workshop.

The appropriate Secretary of the Interior's Standards for [Preservation Planning](#), [Identification](#), [Evaluation](#) and [Registration](#) apply to all CLG grant projects. All National Register nomination projects must utilize [NR Bulletin 15: How to Apply the National Register Criteria for Evaluation](#) and follow the guidance of [NR Bulletin 16A: How to Complete the National Register Registration Form](#). For most Pre-Development and Development projects, the [Secretary of the Interior's Standards for Rehabilitation](#) will be appropriate.

All grant projects must include a public information component about the purpose of the project and the value of historic preservation to the local community.

### **Priority I Projects**

**SURVEY** projects must conform to the Vermont Historic Sites and Structures Survey or Vermont Archaeological Inventory, as appropriate. The survey identifies those buildings, structures, sites, complexes and districts that are significant in Vermont's history. Depending upon the extent of survey required in the community, it may be advisable to phase the survey over more than one year. For assistance in designing a survey project, the applicant should contact the VDHP in advance of preparing the grant application. Survey projects are eligible for 60% CLG grant funding with a 40% local match (cash and/or in-kind).

**NATIONAL REGISTER** projects, to be most cost-effective, should be for historic districts and/or multiple property nominations identified by the CLG commission, along with the VDHP, as being eligible for the National Register of Historic Places. A "historic district" possesses a significant

concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. A “multiple property listing” is a cover document that serves as the basis for evaluating the National Register eligibility of related properties. Individual properties can also be nominated. The National Register program director at the VDHP can assist in designing these projects. National Register projects are eligible for 60% CLG grant funding with a 40% local match (cash and/or in-kind).

**PRESERVATION PLANNING** must be in cooperation with the [Vermont Historic Preservation Plan](#), the statewide preservation planning process. The current plan was published in early 2016. Through the survey and National Register process, and applying the information from the Plan’s themes, a community can identify and evaluate its significant properties and establish goals and priorities for their continued use and protection. This information should be integrated into the community's land planning documents and conservation efforts. The VDHP can assist any applicant with a planning project. Preservation Planning projects are eligible for 60% CLG grant funding with a 40% local match (cash and/or in-kind).

**INFORMATION AND EDUCATION** projects inform the general public about the value of historic preservation. Every CLG grant project must contain a public information and education component. But a CLG may apply for a grant to do ONLY a public information and education project. This is an excellent way to publicize the workings of the CLG commission. The CLG can sponsor programs, brochures or a newspaper series. For instance, special events in May for Preservation Month or in September for Vermont Archaeology Month, can be eligible for funding. Training CLG commission members and staff of the municipality working with the commission are eligible for funding. Contact the VDHP for clarification on allowable costs. Information and Education projects are eligible for 60% CLG grant funding with a 40% local match (cash and/or in-kind).

**PRE-DEVELOPMENT** projects plan for the work necessary to carry out construction work. Architectural plans and specifications, historic structures reports, engineering studies, archaeological testing and feasibility studies are types of pre-development work. (A historic structures report analyzes the property, establishes preservation priorities and a schedule to accomplish them).

To be eligible to apply for a CLG grant for a pre-development project, the project must be for a property - or properties - listed in the National Register of Historic Places or determined eligible by the Vermont Advisory Council on Historic Preservation, and will be nominated before or as part of the pre-development project. The project work must provide information necessary to carry out a development project that will meet "The Secretary's Standards for the Treatment of Historic Properties." (The Standards follow the next section on "Development Projects"). The level of information produced by the proposed pre-development project should be determined by the needs of the property. Nevertheless, the products produced by the pre-development grant project must clearly be consistent with the Standards.

Pre-development projects will be funded on a 50/50 matching basis, or up to 60% if enough CLG funds are available.

## **Priority II Projects**

Funding is awarded to Priority II projects *only* after all eligible Priority I projects have been funded and if there is still grant money available to award.

**DEVELOPMENT** projects are actual "bricks and mortar" construction work. To be eligible to apply for a CLG grant for a development project:

1. The project must be for a property that is listed in the National Register.
2. The property must be owned by the municipality.
3. The property must be open to the public.
4. The property must be accessible to the handicapped.
5. The project must conform to local and regional plans.
6. The project work must be for stabilization or restoration work which contributes to preserving the historic qualities and architectural features of the property which make it eligible for the National Register. New additions, code improvements, utility systems work, and most routine maintenance are ineligible for funding.
7. The project work must meet "The Secretary of the Interior's Standards for the Treatment of Historic Properties." (See the following section on the Standards).
8. Most development project work will require architectural plans and specifications. While these materials are not required to be submitted with the grant application, if available they should be submitted with the application to assist the VDHP and Council in reviewing the proposed project. The cost of architectural plans and specifications and on-site architectural supervision is an allowable cost for a development grant project and should be included in the budget on the application. However, costs incurred by the CLG prior to the award of the grant cannot be included in the grant project budget.
9. The CLG, in its Grant Agreement with the VDHP for a development project grant, will agree to "...assume the cost of continued maintenance and repair of the property so as to preserve the architectural, historical, or archaeological integrity of the property for 5 years in order to protect those qualities that made the property eligible for listing in the National Register of Historic Places. Nothing in this agreement shall prohibit the subgrantee from seeking financial assistance from any source (including Historic

Preservation Fund development grants) available to it." Development projects will be funded on a 50/50 matching basis, or up to 60% if CLG funds are available.

## ABOUT THE SECRETARY OF THE INTERIOR'S STANDARDS

The [Secretary of the Interior's Standards for the Treatment of Historic Properties](#) (a.k.a. "The Standards") are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The [Guidelines for Treatment of Historic Properties](#) offer general design and technical recommendations to assist in applying the Standards to a specific property. Together, they provide a framework and guidance for decision-making about work or changes to a historic property.

The Standards and Guidelines can be applied to historic properties of all types, materials, construction, sizes, and use. They include both the exterior and the interior and extend to a property's landscape features, site, environment, as well as related new construction.

Federal agencies use the Standards and Guidelines in carrying out their historic preservation responsibilities. State and local officials use them in reviewing both Federal and nonfederal rehabilitation proposals. Historic district and planning commissions across the country use the Standards and Guidelines to guide their design review processes.

The Standards offer four distinct approaches to the treatment of historic properties:

1. [Preservation](#)
2. [Rehabilitation](#)
3. [Restoration](#), and
4. [Reconstruction](#)

The Standards for the Treatment of Historic Properties are regulatory for all grant-in-aid projects assisted through the national Historic Preservation Fund. As such, all projects utilizing CLG grant funding must meet the Standards.

The [Standards for Rehabilitation](#), codified in 36 CFR 67, are regulatory for the review of rehabilitation work in the [Historic Preservation Tax Incentives program](#).

The Guidelines are advisory, not regulatory. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

## **GROUND DISTURBANCE AT DEVELOPMENT PROJECTS**

Archaeological resources that lie in the ground surrounding a historic building may yield important information about the history of the building or about the pre-contact use of the land. For example, an old well will often contain items that indicate the use of the building or the economic status of the occupants. A pre-contact Native American site indicating how past people lived in the area may lie adjacent to a town hall. Any ground disturbing project has the potential for disturbing or destroying archaeological resources. Foundation, drainage and porch repairs or replacement are all examples of the kinds of projects that can impact archaeological resources.

The VDHP will review all grant applications to determine if a proposal in a particular project location has the potential for impacting historic or pre-contact archaeological resources. In many cases, the existence of an archaeological site is not known but it can be reasonably predicted to exist. If the applicant or the VDHP are concerned about the possibility of disturbance of archaeological resources, the VDHP will work with the applicant to find a cost-efficient solution that both preserves the archaeological resource and allows the project to proceed. The VDHP may test a site to determine the existence of archaeological resources. The VDHP will provide this service at no cost to the CLG. In some instances, the VDHP may determine that the CLG will need to hire a qualified consultant for an archaeological assessment. This cost can be included in the development project budget and is eligible for reimbursement along with other approved project costs. Many times, an archaeological assessment reveals important and interesting information about the property that can be used for public education purposes.

## MATCHING SHARE

Priority I CLG grants are awarded at a 60% federal / 40% local match ratio, and Priority II CLG grants are awarded at a 50% federal / 50% local match ratio. All grant funds are paid on a reimbursement basis at the successful completion of the project.

“Matching share” refers to the applicant's contribution toward the total cost of the project. The matching share can be cash, donated or in-kind services, or a combination of the three.

**Cash match** consists of actual funds committed to the project by the applicant. These matching funds can be state or local funds, grants, or fund-raising proceeds from private organizations, foundations, or individuals. Federal funds cannot be used as matching share except for Community Development Block Grant (CDBG) money.

**Donated services and equipment** are allowable as matching share when they directly benefit the project's objectives and are specifically identifiable. They are allowable only if the applicant would otherwise have to purchase them to accomplish the project. Donated services and equipment must be identifiable in project records as not donated by the federal government, not purchased with federal funds, and not included as donations comprising all or part of the share under any other federally assisted project.

**Volunteers** can contribute to the success of a project if they are organized and supervised. Just as with donated services and equipment, volunteer services are allowable as matching share if the grantee would otherwise have to purchase the services to accomplish the project. The hourly rates must be consistent with those paid for similar work in the local labor market. In most cases, the value of time donated by volunteers performing work for which they are not trained or experienced can be calculated using the 2021 [Independent Sector](#) estimates for Vermont. **It is presently \$28.14/hour for Vermont.** Volunteer hours must be documented like donated services, using blank forms that can be downloaded from the VDHP website. Volunteer services usually are not part of pre-development or development projects. Please consult with the VDHP if planning to use volunteer services for a CLG grant project.

*All personnel expenses must be supported by time records that are signed by both the employee and the employee's supervisor.* Such records must show the actual hours worked - by date - and the specific duties performed. Donated equipment and office space are often too difficult to document adequately to use as matching share. Equipment or office space donated to the project must not exceed the fair market rental value. Grant recipients must submit documentation of their basis for determining valuation of donated equipment and space, including proof of fair market value, with the grant application. Grant recipients must also maintain records to support their reimbursement claims as to the actual use of donated equipment. Please refer to the section on Financial Documentation further in this manual.

## ALLOWABILITY OF COSTS

All costs must directly relate to the accomplishment of the approved project. In general, the types of costs which are allowable include: accounting/auditing, advertising for consultants, communications such as telephone and postage, project consultants' fees, materials and supplies consumed by the project, mileage, personnel costs (including wages and fringe benefits), printing and reproduction. Any other costs are unallowable, unless specifically approved in writing by the VDHP. The budget in the Grant Agreement for the grant will list the approved costs. **All project costs must be incurred through proper Procurement Requirements described further in this manual).**



## **PAYMENT PROCEDURES**

Payments to the grant recipient will be made according to the payment schedule in the Grant Agreement. In general, grant payments are made on a reimbursement basis only. The final payment, which is generally no less than 25% of the grant, is not made until the Final Project Report is approved by the VDHP. The VDHP will provide the grant recipient with instructions for documenting project costs, which must meet federal standards and pass audit.

## **UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

CLG grantees must comply with the Office of Management and Budget (OMB) [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). The CLG must make certain that a copy of its most recent audit is sent to VDHP as part of the CLG grant application.

## GRANT SELECTION CRITERIA & RANKING SYSTEM

The basic grant award criteria are contained in Section 3.4.5 of the "Regulations for the Vermont Certified Local Government Program." The criteria were developed to promote those activities which most directly preserve Vermont's buildings, structures, sites and districts of historic, architectural and archaeological significance.

The application must also be consistent with the State Historic Preservation Plan as described in the following section. The Advisory Council on Historic Preservation has developed separate **Selection Criteria** for reviewing Priority I and Priority II applications, described in the following pages.

### Consistency with the State Historic Preservation Plan

The 2016-2021 Vermont Historic Preservation Plan provides a vision for the preservation, rehabilitation and use, management, promotion, and interpretation of the state's historic resources. The plan provides guidance for planning and decision-making by anyone — individuals, organizations, agencies — in Vermont who affects these resources. The plan's vision, goals, and actions suggest direction for the DHP and its many partners, to work individually or collectively, to keep Vermont's unique character and ensure the vitality of its communities. The State Plan can be accessed at: <http://acd.vermont.gov/historic-preservation/planning/state-plan>

As part of its statewide preservation planning process, the VDHP has determined that public information and participation is the key to successful local preservation activities. The logical progression for a community to identify, evaluate and protect its resources is to survey its historic resources, identify those eligible for local designation, and develop a preservation plan and/or incorporate planning for the protecting these resources into the municipal plan. The preservation plan may include protection strategies such as local historic district or design control ordinances. Public information and education must be a part of any CLG grant project.

If a community's Historic Sites and Structures Survey is incomplete or outdated, the first step is to conduct a survey to provide the municipality with an inventory of its historic resources. The VDHP will assist the CLG in determining the level of survey needed if it is not complete. In some instances, the VDHP will recommend phasing a survey over two or more seasons if resources are not available to complete it in one season.

Communities with completed surveys should, in general, nominate properties to the National Register of Historic Places which have been identified through the survey process, as being potentially eligible for the Register. The CLG commission assists in identifying National Register-eligible properties. Due to the limitation of funds available, nominations of historic districts or multiple properties are encouraged over those for individual properties. Once the survey is complete and districts and/or multiple properties (those related by a common theme or property type) have been identified as eligible for nomination to the National Register, a

community should proceed to nominate those properties and develop a preservation plan. The plan should address the protection of its properties of historic, architectural, and archaeological significance. The Vermont Historic Preservation Plan, the statewide preservation planning process, will assist the community in planning for its own historic resources.

Occasionally, the progression from survey to National Register to preservation plan may not be the most practical way for a community to identify, evaluate and protect its historic resources. The VDHP recognizes that certain factors such as an immediate threat to an area within the community, or to a certain type of historic resource, may determine that a preservation plan or National Register nomination is advisable even if the survey has not been completed.

Nonetheless, the community will be asked to describe its reasons for applying for funding for an activity that is not in the recommended sequence and demonstrate that the project will significantly contribute toward the community's ability to identify, evaluate, and protect its historic and archaeological resources.

The VDHP acknowledges that establishing a comprehensive survey, evaluation, registration, and protection program is not realistic in the early stages of a community being a CLG. Archaeological resources require special planning, consideration, and education efforts. The VDHP is actively working to develop realistic policies and tools for assisting communities in identifying and preserving its archaeological resources. As new information becomes available, the VDHP will present it to each CLG community. The VDHP encourages CLGs to begin developing long-term plans to inventory and protect archaeological sites, both pre-contact and historic.

Eligible sites should be locally designated and/or nominated to the National Register. The CLG should adopt appropriate preservation methods such as fee-simple purchase, easements, and acquisition of development rights, and integrate them into other land planning and conservation efforts.

In any activity of the CLG commission, public information and education is an essential part. By providing information on historic preservation to the public, the CLG can stimulate an appreciation of the importance of local heritage. This can be accomplished through public meetings, walking tours, fairs, a series of newspaper articles, websites, printed materials assembled and distributed by the commission and videos. The VDHP can provide technical assistance in planning for public awareness programs. The CLG may apply for grant funds for public information and education projects alone if that is the community's preservation priority.

## Grant Selection Criteria

Each application will be scored according to the following rating system. While it is the intent to distribute funds to the maximum number of CLGs possible, funds will not be awarded to projects which do not meet the program goals and administrative requirements of the CLG grant program. The rating system will also prioritize projects if funds requested exceed the amount available. Every attempt will be made to award the amount of funds necessary to accomplish individual project goals.

Top priority in the selection of projects and award of grant funds will be given to the **Priority I** projects. If the Vermont Advisory Council on Historic Preservation is unable to award all of the available CLG funds to Priority I projects, it will next consider **Priority II** projects. A CLG may apply for more than one grant or for a grant in more than one Priority category, if it has the matching share and administrative capabilities to complete more than one project should they be selected.

## SELECTION CRITERIA for Priority I Projects

\_\_\_\_\_ 1. Type of project (applicant will identify project as one of the following:  
(9 points max)

- For a **SURVEY** project, there is no survey or the survey has not been completed.
- For a **NATIONAL REGISTER** project, the degree to which the survey is complete, or resources are being surveyed through the National Register process.
- For a **PRESERVATION PLANNING** project, the degree to which the survey is complete and eligible historic districts have been nominated to the National Register of Historic Places.
- For an **INFORMATION AND EDUCATION** project, the degree to which the survey is complete, eligible historic districts have been nominated to the National Register of Historic Places, and a plan is in place for the protection of historic resources.
- For a **PRE-DEVELOPMENT** project, the degree to which the survey is complete, eligible historic districts have been nominated to the National Register of Historic Places, and the project coordinates with or implements plans for the protection of historic resources.

\_\_\_\_\_ 2. The project will have a significant and long-lasting impact on historic resources.  
(5 points max)

\_\_\_\_\_ 3. The project scope, staffing, budget and schedule are sufficient to achieve the projects goals and produce useful products. (5 points max.)

\_\_\_\_\_ 4. The project will have a beneficial impact on a Designated Downtown or Village Center, pursuant to section 2794 of the Downtown Development Act of 1998. (2 points max)

5. The project's local match is:

\_\_\_\_\_ a. 40% of total project cost.  
(0 points)

\_\_\_\_\_ b. 41-50% of total project cost.  
(1 point)

\_\_\_\_\_ c. Over 50 % of total project cost.  
(2 points)

6. The project's local match consists of:

\_\_\_\_\_ a. 0-25% cash.

(0 points)

\_\_\_\_\_ b. 26-50% cash.

(1 point)

\_\_\_\_\_ c. Over 50% cash.

(2 points)

\_\_\_\_\_ TOTAL POINTS

(25 points max)

## SELECTION CRITERIA for Priority II Projects

Points:

\_\_\_\_\_ 1. The project will preserve the historic qualities and architectural features of the property that makes it eligible for the National Register of Historic Places. (1 to 2 points)

\_\_\_\_\_ 2. The project will contribute to promoting the best long-term use of the property. (1 to 2 points)

\_\_\_\_\_ 3. The project will contribute to promoting the long-term preservation of the property. (1 to 2 points)

\_\_\_\_\_ 4. The scope of work, budget and schedule are sufficient to achieve the project's goal and product tangible results. (1 to 2 points)

\_\_\_\_\_ 5. The applicant has financial and program management skills that will be available for the project. (1 to 2 points)

\_\_\_\_\_ 6. The applicant's matching share exceeds 40% of the total project cost. (1 to 2 points)

\_\_\_\_\_ 7. The project provides an opportunity to develop preservation solutions to common conservation problems. (1 to 2 points)

\_\_\_\_\_ TOTAL POINTS (14 points max)

## **Administrative Capabilities**

The VDHP acknowledges that federal reporting requirements passed on to grant recipients are often burdensome. Nonetheless, they are necessary for receipt of funds and the VDHP's continued eligibility for annual Historic Preservation Fund appropriations.

Therefore, the qualifications and abilities of the applicant to meet federal and state fiscal and program management requirements will be considered. While it is not necessary for the CLG's project manager to have experience in administering federal grants, he or she should have demonstrated administrative capabilities and be assigned a reasonable amount of time to the project, through its completion and acceptance by the VDHP. The project manager must be available during regular business hours, though of course, not forty hours per week. The inability to manage a previous grant from the VDHP or unresolved audit questions may be justification for rejecting the application.



## **GRANT APPLICATION REVIEW AND SELECTION PROCESS OVERVIEW**

1. VDHP reviews annual goals and priorities established in the preservation planning process, and drafts funding priorities and selection criteria for grant program.
2. Vermont Advisory Council on Historic Preservation (VACHP) reviews priorities and selection criteria. (This step may be excluded if criteria do not change from previous grant cycle).
3. VDHP prepares grant application materials.
4. VDHP prepares and releases public notice of availability of grant funds to all CLGs. All CLGs receive full application materials.
5. VDHP receives all applications.
6. VDHP reviews all applications for allowability and reasonableness of costs.
7. Applications are reviewed by the VDHP staff evaluation committee and are scored according to the selection criteria in the grant application materials. Budgets are reviewed for reasonability of costs.
8. Simultaneously, applications are reviewed individually by the VACHP. The VACHP may independently score the projects score after discussion at their meeting.
9. VACHP awards funding to eligible project applications.
10. VDHP sends notice to all applicants informing them whether their project has been selected and listing the selected projects and their grant awards.
11. VDHP reviews requirements with each CLG and drafts Grant Agreement.
12. VDHP completes Grant Agreement, forwards it to grantee for official signature. Project begins.

## COMPLETING THE APPLICATION

The grant application is the basis for the decision-making process in allocating grant funds. Therefore, it is important that each question be answered completely, and that the proposal is presented clearly. For the most part, the information requested on the application is self-explanatory. Please refer to the Selection Criteria for the appropriate category of project to aid in providing information that will be used to score the project. **Only one project may be included on a single application, though applicants may apply for more than one project by submitting multiple applications.**

Because the source of the CLG grant funds is federal, compliance with federal regulations, especially the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), is required. The VDHP's approval of a grant application is subject to National Park Service approval. It is the VDHP's intent to make applicants aware of these conditions before they submit a grant application.

Section 1. Enter the name of the CLG community, the name of the local CLG program coordinator, and telephone, mailing address and email address for the local CLG Program Coordinator. Please also include the name and contact information for the municipal treasurer. Enter the name of the project and indicate whether the project will be administered by a designated third party. If so, enter the name of the designated third-party organization.

Section 2. Check the appropriate project category: Survey, National Register, Preservation Planning, Information & Education, Pre-Development, or Development.

Section 3. Briefly summarize the proposed project. It is important to be thorough and to pay close attention to the Selection Criteria when completing this section. For Priority I projects in a municipality with a Designated Downtown or Village Center, describe the impact the project will have on the Designated Downtown or Village Center.

Section 4.

1. Explain how the public will be notified of the project and involved in the project.
2. Explain how the impact of the project will have significant and long-lasting effects on the community.
3. Enter a timeline for meeting project benchmarks and deadlines.
4. Identify who will work on the project and the role of each participant.

Section 5. Enter the start and end dates for the CLG community's fiscal year.

Section 6. The application must be signed by the person submitting the application, the Chair of the CLG Commission, and the Chief Elected Official (or designee). **Applications lacking any of these three signatures at the time of submittal will be deemed incomplete and returned.**

Each application must include a Proposed Budget Form indicating the total project cost, including all cash costs, donated and volunteer services. Fill in the applicable lines with appropriate amounts, rounded off to the nearest dollar. Include the rates for fringe benefits if personnel receive them.

### **GRANT AGREEMENT**

The Grant Agreement will be prepared and executed by the VDHP after the grant has been awarded and the terms of the Agreement discussed by the CLG coordinator and VDHP staff. This is essentially a contract between the CLG and the VDHP that provides for the work to be performed as specified in the Agreement, and that the CLG will abide by the stated requirements of the grant program. In return, the VDHP will make payments to the CLG in accordance with the payment provisions in the agreement.

If the project will be administered by a designated third party, then the grant agreement will be executed between VDHP and the designated third party.

## PROCUREMENT REQUIREMENTS

As stated in the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), when public funds (including CLG grants) are involved in a project, all procurement or purchasing transactions, regardless of whether competitive proposals or sealed bids, and without regard to dollar value, should be conducted in a manner that provides open and free competition. All project costs, including the matching share, must meet procurement requirements. Procurement procedures shall not restrict or eliminate competition. Non-competitive practices between firms and organizational conflicts of interest are not allowable.

The procurement regulations described in this section must be strictly followed. Any procurement (purchase) of services or goods must be performed according to the following regulations. If the CLG or its subcontractor(s) do not hire, contract or purchase according to these regulations, no grant funds can be paid to the project. Documenting purchase procedures is one of the required activities of the Grant Agreement.

Please read this entire section, particularly "Procurement Documentation."

### **Procurement must be made by one of the following methods:**

1. Small purchase procedures.
2. Competitive sealed bids (formal advertising).
3. Competitive negotiation.
4. Non-competitive proposal.

In most instances, **grantees will use competitive negotiation or small purchase procedures.**

- 1. Small Purchase Procedures** are those relatively simple and informal procurement methods that are sound and appropriate for a procurement of services, supplies or other property, costing in the aggregate LESS than \$25,000. This method of procurement cannot be used for any procurement costing more than \$25,000. If the procurement **costs under \$25,000, prices or rate quotations shall be obtained from at least three qualified sources and the lowest priced source shall be chosen.**
- 2. Competitive Sealed Bids** (formal advertising) are generally only used for construction projects. Sealed bids are publicly solicited, and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price. This method of procurement is used for development projects.

- a. In order for formal advertising to be feasible, appropriate conditions must be present, including, as a minimum, the following:
  1. A complete, adequate and realistic specification or purchase description is available.
  2. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business.
  3. The procurement lends itself to a firm-fixed-price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.
  
- b. When formal advertising is used for procurement under a grant, the following requirements shall apply:
  1. A sufficient time prior to the date set for opening of bids (20-30 calendar days), bids shall be solicited from an adequate number of known suppliers. In addition, invitations must be publicly advertised.
  2. The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.
  3. All bids shall be opened publicly at the time and place stated in the invitation for bids.
  4. A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest.
  5. Any or all bids may be rejected when there are sound and documented business reasons in the best interest of the program.

**3. Competitive Negotiation,** proposals are requested from a number of sources from a written Request for Proposal which is mailed to a field of candidates and after publicized, if the contract amount is expected to exceed \$25,000 or if it is the municipality's practice to publicize all RFP's or if the municipality believes it will elicit more favorable responses. Negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions

are not appropriate for the use of formal advertising. It is generally the method used to hire consultants for CLG grant projects. If competitive negotiation is used for procurement under a grant, the following requirements shall apply:

- a. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposal may be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practicable. In general, 30 days are allowed for responses to the RFP.
- b. The Request for Proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.
- c. Award may be made to proposal which will be most advantageous to the procuring party, price and other factors-such as the capabilities, skill and technical knowledge required to complete the project-considered. The most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Unsuccessful offerors should be notified promptly.

**If requested, the VDHP will provide guidance to the grantee in preparing and reviewing the Request for Proposals.**

4. **Noncompetitive Proposals** *must always be approved in advance by the VDHP*, which must request approval from the National Park Service. It is difficult to justify noncompetitive procurement using public funds and is rarely approved for this grant program. Noncompetitive procurement is solicitation of a proposal from only one source, or after solicitation from a number of sources, competition is determined inadequate. Noncompetitive proposals may be approved when the award of a contract is unfeasible under small purchase, competitive bidding (formal advertising) or competitive negotiation procedures. A contractor's past performance or association with the CLG on one of its projects, or the recitation of an administratively imposed deadline is insufficient reason to justify noncompetitive procurement.

## **CONTRACT PRICING**

The cost-plus-a-percentage-of-cost and percentage-of-construction-cost method of contracting or purchasing shall not be used under any circumstances including costs connected with any contract modifications. The types of contracts which are allowable include cost reimbursement contracts, firm-fixed-price contracts, fixed-price incentive contracts, or cost-plus-a-fixed-fee contracts.

## CONTRACTOR SELECTION PROCEDURES

Solicitation of offers, whether by competitive sealed bids or competitive negotiation, shall:

1. Incorporate a clear and accurate description of the technical requirements for the materials, product, or service to be procured. Such description should not, in competitive procurement, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.

2. Clearly set forth all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals, such as a deadline for completion of project work. Awards shall be made only to responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, and financial and technical resources. Unreasonable requirements in order for a firm to qualify to do business and unnecessary experience and bonding requirements shall not be allowed.

**The rate paid to consultants cannot exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary. As of January 2022, this amount is \$84.38/hour or \$675.07/day.**



## CONTRACT PROVISIONS

The following provisions must be included in contracts for project work:

1. Contracts other than small purchases shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanction and penalties as may be appropriate.
2. All contracts in excess of \$10,000 shall contain suitable provisions for termination by the sub-grantee, including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. All contracts awarded in excess of \$10,000 shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 C.F.R. Part 60).
4. Notice of awarding agency requirements and regulations pertaining to reporting.
5. Notice of National Park Service requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, and of NPS requirements and regulations pertaining to copyrights and rights in data.
6. Access by the VDHP, the subgrantee, the National Park Service, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
7. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. If an audit, litigation, or other action involving the records is started before the end of the 3-year period, the records must be retained until all issues arising out of the action are resolved or until the end of the 3-year period, whichever is later.
8. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-165).

The National Historic Preservation Act does not require compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7). However, this does not exempt projects where other federal funds are involved and it is the CLG's responsibility to comply with the terms of the Davis-Bacon Act.

## PROCUREMENT DOCUMENTATION

After any project contract is awarded, the following steps must be followed to satisfy Federal audit procedures:

1. Subgrantee prepares a draft of the Request for Proposals or solicitation for bids, whichever is appropriate (VDHP can review and approve the RFP or solicitation if requested).
2. Subgrantee distributes the Request for Proposals or solicitation for bids according to the applicable procurement requirements.
3. Subgrantee must maintain a description of the methods of publicizing the solicitations, including dates and places of publication and posting, and the list of consultants/suppliers to whom the RFP was directly sent.
4. Subgrantee compiles copies of the responses received, or a summary of the responses.
5. Subgrantee reviews all responses and identifies preferred proposal. The method and justification of contractor selection must be documented. Justify the use of negotiation, if applicable.
6. Subgrantee sends the CLG Program Coordinator at VDHP the following documents:
  - A final copy of the RFP or solicitation for bids;
  - A description of the method of publicizing the RFP or solicitation
  - Copies of the responses received, or a summary of the responses
  - Method and justification of contractor selection
7. VDHP CLG Program Coordinator reviews all of the materials submitted per #6, above, to ensure the procurement process is being properly followed.
8. If procurement process is approved, VDHP CLG Program Coordinator notifies the subgrantee to proceed with contract execution.
9. Subgrantee forwards a copy of the fully executed contract the VDHP CLG Program Coordinator within sixty (60) days of execution.

## PROJECT PUBLICITY

The VDHP and the National Park Service, Department of the Interior must be credited in any newspaper, radio, television, or other media publicity and in any program or publication of the project being funded. In publications, film or video presentations funded with grant monies, the following **must** be included:

**"The activity that is the subject of this (type of presentation) has been financed in part with federal funds from the National Park Service, Department of the Interior, through the Vermont Division for Historic Preservation. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior."**

Please note that only relevant portions of the required statement need to be applied and should be used as appropriate depending on the content of the publication. For example, if there are no commercial products then that part of the statement can be omitted.

In addition, the following statement **must** also be included:

**"This program receives federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write to: Director, Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, DC 20240."**

## PROGRESS REPORTS AND FINAL PROJECT REPORT

Progress reports and a final project report allow the VDHP to evaluate the project's progress, and to verify that expenses incurred in the project are allowable, necessary and reasonable. The Grant Agreement specifies the due dates and report contents for each report. The typical CLG grant period covers three years and requires four interim progress reports and a final project report.

### Interim Progress Reports

These reports can be informal and submitted in email format. Explain the work completed to date, any issues that have come up, and whether you anticipate completing the project on schedule. Most importantly, include a statement regarding the project budget and whether the project is on budget, over budget, or under budget.

### Final Project Report

The final project report must be submitted at the end of the project along with the financial documentation and request for payment. The report should summarize the history of the project, its execution and evaluate its overall success. Explain any issues or problems that the project encountered, and how they were (or were not) overcome. If this was Phase I of a larger project, explain the anticipated next steps to complete the project. Note any local or regional media coverage of the project, and include copies of printed articles or photographs, if possible.

Reimbursement cannot be made until all required information has been submitted to the VDHP for review and approval. Reimbursement for the project will be expedited if the final project report is organized properly and contains all the necessary information.

All allowable project costs must be documented at a level acceptable to the VDHP and auditors who review the VDHP's subgrants. **Costs are eligible only if they appear in the Grant Agreement budget.**

## FINANCIAL DOCUMENTATION

The following paragraphs briefly explain the general level of documentation required for common budget items:

- **CLG Personnel:** All employee time, if it is being charged to the project (i.e. being paid with a portion of the CLG grant funding), must be documented on the employer's regular time sheets. Time sheets must be recorded on a daily basis and include a brief description of work performed that is identifiable to the grant project and separate from other non-grant work performed. (For example, "Consulted with VDHP staff on XX" is acceptable; "Grant activities" is not.) *Time sheets must be signed by the employee and the employee's supervisor.* The CLG's financial office should provide a statement of each employee's hourly wage, benefits and what the fringe benefit rate is based upon. For salaried employees, it is not necessary to submit copies of canceled checks as proof of payment. However, for non-salaried employees who are paid by contract or invoice invoices must indicate proof of payment.
- **Donated Services:** Allowable as local matching share when they are performed for approved project work only, and not included in contributions for any other federally assisted program. Documentation for donated services is the same as "CLG Personnel" above. If the CLG's personnel are part of the project budget, but are not being paid from any of the grant funds, then their services are considered "donated." Donated services can also come from other sources, if the person is being paid by another organization, but performing approved project work for the CLG. For instance, a business might donate the services of their personnel to help design a brochure, or provide word processing services.
- **Volunteer Services:** Are the unpaid services of persons performing approved project work. The hourly rate is determined by task and must be consistent with that paid for the same or similar work in the local labor market. Rates are approved before the Grant Agreement is executed. In general, volunteers performing a skill for which they are not trained will only be able to charge the minimum wage rate for their volunteered time. Volunteers must record their hours on a daily basis, being specific about the work performed. *Both the volunteer and project supervisor must sign the time sheet.* The "Record of Volunteer Services" form appended to this manual can be used for this purpose.
- **Contractual:** Copies of contracts executed between the CLG and all consultants and contractors must be submitted at the time they are signed. By federal regulation, the maximum limit for consultants chargeable to a grant project (both federal and matching share) is \$84.38/hour or \$675.07/day. To document costs, submit copies of itemized bills indicating payment date & check number.

- **Travel:** Submit documentation supporting travel expenditures. Documentation should include date of travel, purpose of trip, destination and total mileage. The maximum reimbursement for travel is not to exceed the current rate paid to state employees for travel which is \$.55 per mile. Submit receipted invoices. Lodging, if budgeted, is documented by invoice. A daily rate for meals, based on state employee rates, will be included in the budget, if necessary to the project and invoices must be provided.
- **Supplies:** Submit documentation supporting expenditures for supplies, including receipted invoices.
- **Donated Equipment:** Donated equipment and office space are often too difficult to document adequately to use as matching share. The CLG may contact the State Agency of Transportation or University of Vermont for information on their equipment use rates. Donated equipment or office space cannot be provided by the federal government, nor donated as part of any other federally assisted project. The donation cannot exceed the fair market rental value. The CLG must submit documentation of its basis for determining valuation, including proof of fair market rental value, the age of equipment, source of purchase and actual use of equipment and/or office space.
- **Telephone:** Submit copies of telephone bills and highlight costs included as part of the project. Total the claimed costs & include receipted invoice.
- **Printing:** Submit documentation supporting expenditures for photocopying and photo processing costs. Include proof of payment.
- **Other:** Include proof of payment and invoices for expenses not included in the other sections.

## Hartford Police Department

# Memo



To: Hartford Selectboard  
From: Acting Chief Connie Kelley *ckelley*  
CC: Lana Livingston  
Date: 11/7/2022  
Re: TruNarc purchasing policy exception request

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Hartford Selectboard,

We would like to purchase a TruNarc handheld narcotics analyzer, the discounted price for this is \$31,804.02 a savings of \$7,296.98. The pricing includes on-site training and a 5-year unlimited warranty. The bulk of this cost \$29,877.00 will be paid for from FYE2022 savings. The balance to be funded from FYE2023 is \$1927.02. I am requesting an exception to the competitive sealed bidding/proposal section of the purchasing policy for the below reason.

Due to the officer safety issues regarding testing certain substances, we are unable to conduct field tests. This is at the recommendation of the Drug Enforcement Administration and memorialized in our policy. This is also standard from most law enforcement agencies. Currently we are unable to charge certain drug cases as we are unable to complete the field testing. The Vermont Forensic Laboratory has been experiencing a backlog of drug cases and not able to test drugs in a timely manner.

TruNarc can limit the direct contact that the officer will have with nearly 500 substances and identify the substance almost instantly. Thermo Fisher Scientific, Twexbury MA is the sole manufacturer of TruNarc. No other device on the market can make use of this software as it would be a violation of the intellectual property protections held by Thermo Fischer Scientific. I have attached a copy of their sole source service and sole brand justification letter as well as a copy of the TruNarc informational booklet and quote.

Thank you for your consideration of this request.



January 26, 2022

RE: Request for Sole Service / Sole Brand Justification

To whom it may concern,

The purpose of this letter is to provide additional justification for why Thermo Scientific Portable Analytical Instruments Inc. ("Manufacturer") is the sole source service provider for its handheld chemical analyzers ("Safety and Security Products"). Such Safety and Security Products deliver rapid, field- based identification of unknown chemicals, explosives, and chemical weapons, as well as narcotics directly from within the hazard zone and provide specific, actionable data— enabling first responders, national security, and military organizations to act quickly and decisively.

Thermo Scientific Portable Analytical Instruments Inc. is the sole manufacturer of the FirstDefender™ RMX, RM, TruDefender™ FTX, FTXi, FT, FTi, Gemini™ and TruNarc™ (with TruNarc Kit, Test Stick, Type H) from its sole manufacturing location at 2 Radcliff Rd Tewksbury, Massachusetts USA. These devices utilize the proprietary chemometrics and DecisionEngine 2.0 MX analysis software also produced solely by Manufacturer. No other device of this kind on the market can make use of this software as it would be a violation of intellectual property protections held by Manufacturer. Manufacturer also is the sole provider of software and library updates. Additionally, Manufacturer has developed a rugged handheld chemical identification system for solids and liquids that uses both FTIR and Raman technologies known as Gemini. Gemini is the first and only handheld that offers both Raman & FTIR technologies as well as scan delay for both Raman & FTIR.

Due to their mission critical applications Manufacturer utilizes the expertise of its trained technicians and engineering staff to perform all necessary repairs. Additionally, the technicians must utilize proprietary software, intellectual property (technical documentation), calibration files and algorithms, as well as specialty tooling designed by Manufacturer in order to properly repair the Safety and Security Products in accordance with published specifications. For those reasons, coupled with complexity and overall safety, Manufacturer, is the sole service provider for our Safety and Security Products possessing unique qualifications and/or specialized capabilities or expertise that is not available in the marketplace.

Best regards,

*Annette Blumer*

Annette Blumer  
Government Contracts Manager

**Sales Quotation**

<b>Quote Number</b>	<b>Created Date</b>	<b>Exp. Delivery Terms</b>	<b>Page</b>
00285764	10/07/2022	6 Weeks ARO	1 / 7
<b>Contact:</b>	<b>Phone</b>	<b>Payment Term</b>	<b>Valid To</b>
Jayson Tornberg	(908) 310-7418	Net 30	10/28/2022
<b>Inco Terms</b>		<b>Shipping Method</b>	
FOB Origin - Tewksbury, MA		Fed Ex	

**Thermo Scientific Portable Analytical Instruments Inc.**

2 Radcliff Rd  
Tewksbury, Massachusetts 01876  
United States

**Submitted To:**

Connie Kelley  
Chief  
Hartford Police Department (VT)  
812 Va Cutoff Road  
Hartford, Vermont 05001  
United States

Phone: 802-295-9425  
Email: ckelley@hartford-vt.org

THANK YOU FOR YOUR INTEREST IN THERMO SCIENTIFIC INSTRUMENTATION

<b>To Place an Order:</b>	
Contact:	Jayson Tornberg
Phone:	(908)310-7418
Fax:	
Email:	jayson.tornberg@thermofisher.com
Additional instructions, terms & conditions on last page	

Pos.	Product Code	Product Name	Sales Price	Quantity	Total Price
1.00	800-01045-01	<b>TruNarc, Unlimited, Warranty - 5 Yrs, Train-12</b>	USD 31,203.02	1.00	USD 31,203.02
		TruNarc Unlimited Model with 5 years of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.			
2.00	810-01462-01	<b>TruNarc Solution Kit (Type H) - 100, English</b>	USD 601.00	1.00	USD 601.00
		TruNarc Solution Kit (Type H) for identification of Heroin and other special narcotics. Kit includes 100 Test Sticks and 100 Solution Vials with Ethanol. Note that because of the Ethanol, this product ships as a Hazardous Goods shipment. The shelf life for Type H-sticks is approximately one year from shipment.			

**Subtotal: USD 31,804.02**  
**Surcharge Total: USD .00**  
**Total: USD 31,804.02**

When applicable, commodities, technology, or software to be provided in furtherance of this order shall be exported from the United States in accordance with applicable U.S export laws or regulations. Diversion contrary to US law prohibited. Unless otherwise agreed to in writing, Thermo Scientific Portable Analytical Instruments Inc. terms and conditions shall apply and take precedence.

Excludes Taxes and Import Fees

*Fully Insured 2nd Day Federal Express delivery in U.S., Canada, and Puerto Rico*

**Important Note: Please issue POs to Thermo Scientific Portable Analytical Instruments Inc**

Federal Tax ID No.: 01-0650031

CAGE CODE: 392A9

DUNS #: 11-289-3131

Bank of America ABA# for Wire Payments: 026 009 593

Bank of America ABA# for ACH Payments: 111 000 012

Beneficiary Account Number: 4426843850

When applicable, commodities, technology, or software to be provided in furtherance of this order shall be exported from the United States in accordance with applicable U.S export laws or regulations. Diversion contrary to US law prohibited. Unless otherwise agreed to in writing, Thermo Scientific Portable Analytical Instruments Inc. terms and conditions shall apply and take precedence.

Acceptance of Purchase

Quote: JT-00285764

By signing below, you (i) warrant that you are an authorized representative of your company, (ii) agree that the Thermo Scientific Portable Analytical Instruments Inc. Terms and Conditions of Sale attached hereto (the "Terms and Conditions") shall supersede any preprinted terms and conditions, in their entirety, contained in any purchase order that your company issues and (iii) the Terms and Conditions shall exclusively govern the transaction(s) contemplated hereby

A/Chief CKelley

11/4/2022

802-295-9425

Signature of authorized company representative

Date

Phone#

Constance

Acting Chief

ckelley@hartford-vt.org

Print Name

Title

Email

Model #

Amount + S&H

Purchase Order Number

E-mail to: [pai.sales.ops@thermofisher.com](mailto:pai.sales.ops@thermofisher.com)

Fax to: 1-877-680-2568

Order Processing Address:

[jayson.tornberg@thermofisher.com](mailto:jayson.tornberg@thermofisher.com)

Thermo Scientific Portable Analytical Instruments Inc

2 Radcliff Road

Tewksbury, MA 01876

Remit check Payment To:

Thermo Scientific Portable Analytical Instruments Inc

PO Box 415918

Boston, MA 02241-415918

Payment Details

Method of Payment

Net 30 (Attach Credit Application & Credit References)

Credit Card

Check

Wire Transfer

Sales Tax Application

Yes Apply Sales Tax

No

- If no, you must provide a copy of your tax exemption certificate along with your purchase order.

\*\*Please contact your customer service representative with your credit card information. (Do not send any credit card info via email or fax.)\*\*

Address Verification

Please make corrections if necessary below:

Bill to:

Hartford Police Department (VT)

812 VA Cutoff Rd #2

White River Junction, Vermont 05001

United States

Ship to:

Hartford Police Department (VT)

812 Va Cutoff Road

Hartford, Vermont 05001

United States

Additional Options / Accessories

Please use the space below to note any additional options and/or accessories you wish to add from the attached sheets that are not included in the above quotation.

\_\_\_\_\_  
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When applicable, commodities, technology, or software to be provided in furtherance of this order shall be exported from the United States in accordance with applicable U.S export laws or regulations. Diversion contrary to US law prohibited. Unless otherwise agreed to in writing, Thermo Scientific Portable Analytical Instruments Inc. terms and conditions shall apply and take precedence.

# THERMO SCIENTIFIC PORTABLE ANALYTICAL INSTRUMENTS INC – TERMS AND CONDITIONS OF SALE

Last revised November 2019

UNLESS OTHERWISE EXPRESSLY AGREED IN WRITING, ALL SALES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. **GENERAL.** Thermo Scientific Portable Analytical Instruments Inc ("Seller") hereby offers for sale to the buyer named on the face hereof ("Buyer") the products listed on the face hereof (the "Products") on the express condition that Buyer agrees to accept and be bound by the terms and conditions set forth herein. Any provisions contained in any document issued by Buyer are expressly rejected and if the terms and conditions in this agreement (the "Agreement") differ from the terms of Buyer's offer, this document shall be construed as a counter offer and shall not be effective as an acceptance of Buyer's document. Buyer's receipt of Products or Seller's commencement of the services provided hereunder will constitute Buyer's acceptance of this Agreement. This is the complete and exclusive statement of the contract between Seller and Buyer with respect to Buyer's purchase of the Products. No waiver, consent, modification, amendment or change of the terms contained herein shall be binding unless in writing and signed by Seller and Buyer. Seller's failure to object to terms contained in any subsequent communication from Buyer will not be a waiver or modification of the terms set forth herein. All orders are subject to acceptance in writing by an authorized representative of Seller.

2. **PRICE.** All prices published by Seller or quoted by Seller's representatives may be changed at any time without notice. All prices quoted by Seller or Seller's representatives are valid for thirty (30) days, unless otherwise stated in writing. All prices for the Products will be as specified by Seller or, if no price has been specified or quoted, will be Seller's price in effect at the time of shipment. All prices are subject to adjustment on account of specifications, quantities, raw materials, cost of production, shipment arrangements or other terms or conditions, which are not part of Seller's original price quotation.

3. **TAXES AND OTHER CHARGES.** Prices for the Products exclude all sales, value added and other taxes and duties imposed with respect to the sale, delivery, or use of any Products covered hereby, all of which taxes and duties must be paid by Buyer. If Buyer claims any exemption, Buyer must provide a valid, signed certificate or letter of exemption for each respective jurisdiction. Buyer shall be solely responsible for obtaining any and all necessary licenses, registrations, certificates, permits, approvals or other authorizations required by federal, state or local statute, law or regulation pertaining to the use or possession of the products contemplated herein that include radioactive isotopes, or x-ray tubes if any.

Buyer shall pay Seller such surcharges, or other fees, in respect of the sale of Products hereunder as Seller deems necessary and appropriate (in Seller's sole, good-faith, reasonable discretion) to account for changes in the cost to product, develop, market, or sell the Products to Buyer hereunder (whether as the result of the imposition of tariffs or otherwise). All such surcharges must be paid by Buyer in accordance with the payment terms set forth herein. Buyer agrees that such surcharges, or other fees, or any termination thereof, shall take effect immediately upon written notice thereof by Seller to Buyer. In the event that Seller's quote and/or order acknowledgement set forth surcharges, those documents shall be considered adequate written notice to Buyer that said surcharges are Buyer's responsibility. Any such surcharges shall not constitute an increase in the Price(s) of any Products or Services sold under this Agreement

4. **TERMS OF PAYMENT.** Seller may invoice Buyer upon shipment for the price and all other charges payable by Buyer in accordance with the terms on the face hereof. If no payment terms are stated on the face hereof, payment shall be net thirty (30) days from the date of invoice. If Buyer fails to pay any amounts when due, Buyer shall pay Seller interest thereon at a periodic rate of one and one-half percent (1.5%) per month (or, if lower, the highest rate permitted by law), together with all costs and expenses (including without limitation reasonable attorneys' fees and disbursements and court costs) incurred by Seller in collecting such overdue amounts or otherwise enforcing Seller's rights hereunder. Seller reserves the right to require from Buyer full or partial payment in advance, or other security that is satisfactory to Seller, at any time that Seller believes in good faith that Buyer's financial condition does not justify the terms of payment specified. All payments shall be made in U.S. Dollars.

5. **DELIVERY CANCELLATION OR CHANGES BY BUYER.** The Products will be shipped to the destination specified by Buyer, F.O.B. shipping point. Seller will have the right, at its election, to make partial shipments of the Products and to invoice each shipment separately. Seller reserves the right to stop delivery of Products in transit and to withhold shipments in whole or in part if Buyer fails to make any payment to Seller when due or otherwise fails to perform its obligations hereunder. All shipping dates are approximate only, and Seller will not be liable for any loss or damage resulting from any delay in delivery or failure to deliver which is due to any cause beyond Seller's reasonable control. In the event of a delay due to any cause beyond Seller's reasonable control, Seller reserves the right to terminate the order or to reschedule the shipment within a reasonable period of time, and Buyer will not be entitled to refuse delivery or otherwise be relieved of any obligations as the result of such delay. Products as to which delivery is delayed due to any cause within Buyer's control may be placed in storage by Seller at Buyer's risk and expense and for Buyer's account. Orders in process may be canceled only with Seller's written consent and upon payment of Seller's cancellation charges. Orders in process may not be changed except with Seller's written consent and upon agreement by the parties as an appropriate adjustment in the purchase price therefor. Credit will not be allowed for Products returned without prior written consent of seller.

6. **RETURN OF PRODUCTS/RESTOCKING CHARGE.** Buyer must obtain permission from Seller prior to returning Products. The request must be received within ten (10) days of receipt of the Products. Older items, service parts, and discontinued items cannot be returned for credit. In order to obtain a RMA number, Buyer must contact Seller's customer support. Seller, in its discretion, may impose a twenty (20%) percent restocking charge of the price paid for any item authorized for return for credit

7. **TITLE AND RISK OF LOSS.** Notwithstanding the trade terms indicated above and subject to Seller's right to stop delivery of Products in transit, title to and risk of loss of the Products will pass to Buyer upon delivery of possession of the Products by Seller to the carrier irrespective of which Party's carrier is used for the transport or the manner of payment ascribed to the transport; provided, however, that title to any software incorporated within or forming a part of the Products shall at all times remain with Seller or the licensor(s) thereof, as the case may be.

8. **WARRANTY.** Seller warrants that the Products will operate or perform substantially in conformance with Seller's published specifications and be free from defects in material and workmanship, when subjected to normal, proper and intended usage by properly trained personnel, for the period of time set forth in the product documentation, published specifications or package inserts. If a period of time is not specified in Seller's product documentation, published specifications or package inserts, the warranty period shall be one (1) year from the date of shipment to Buyer for equipment and ninety (90) days for all other products (the "Warranty Period"). During the Warranty Period, Seller agrees, in its sole discretion, to repair or replace, Products and/or provide additional parts or services as reasonably necessary to cause the same to perform in substantial conformance with said published specifications; provided that Buyer shall (a) promptly notify Seller in writing upon the discovery of any defect, which notice shall include the product model and serial number (if applicable) and details of the warranty claim; and (b) after Seller's review, Seller will provide Buyer with service data and /or a Return Material Authorization ("RMA"), which may include biohazard decontamination procedures and other product-specific handling instructions, then, if applicable, Buyer may return the defective Products to Seller with all costs prepaid by Buyer. Replacement parts may be new or refurbished, at the election of Seller. All replaced parts shall become

the property of Seller. Shipment to Buyer of repaired or replacement Products shall be made in accordance with the Delivery provisions of the Seller's Terms and Conditions of Sale. Consumables are expressly excluded from this warranty. If Seller elects to repair defective device instruments, Seller may, in its sole discretion, provide a replacement loaner instrument to Buyer as necessary for use while the instruments are being repaired. Notwithstanding the foregoing, Products supplied by Seller that are obtained by Seller from an original manufacturer or third party supplier are not warranted by Seller, but Seller agrees to assign to Buyer any warranty rights in such Product that Seller may have from the original manufacturer or third party supplier, to the extent such assignment is allowed by such original manufacturer or third party supplier. In no event shall Seller have any obligation to make repairs, replacements or corrections required, in whole or in part, as the result of (i) normal wear and tear, (ii) accident, disaster or event of force majeure, (iii) misuse, fault or negligence of or by Buyer, (iv) use of the Products in a manner for which they were not designed, (v) causes external to the Products such as, but not limited to, power failure or electrical power surges, (vi) improper storage and handling of the Products or (vii) use of the Products in combination with equipment or software not supplied by Seller. If Seller determines that Products for which Buyer has requested warranty services are not covered by the warranty hereunder, Buyer shall pay or reimburse Seller for all costs of investigating and responding to such request at Seller's then prevailing time and materials rates. If Seller provides repair services or replacement parts that are not covered by this Warranty shall pay Seller therefor at Seller's then prevailing time and materials rates.

ANY INSTALLATION, MAINTENANCE, REPAIR, SERVICE, RELOCATION OR ALTERATION TO OR OF, OR OTHER TAMPERING WITH, THE PRODUCTS PERFORMED BY ANY PERSON OR ENTITY OTHER THAN SELLER WITHOUT SELLER'S PRIOR WRITTEN APPROVAL, OR ANY USE OF REPLACEMENT PARTS NOT SUPPLIED BY SELLER, SHALL IMMEDIATELY VOID AND CANCEL ALL WARRANTIES WITH RESPECT TO THE AFFECTED PRODUCTS. THE OBLIGATIONS CREATED BY THIS WARRANTY STATEMENT TO REPAIR OR REPLACE A DEFECTIVE PRODUCT SHALL BE THE SOLE REMEDY OF BUYER IN THE EVENT OF A DEFECTIVE PRODUCT. EXCEPT AS EXPRESSLY PROVIDED IN THIS WARRANTY STATEMENT, SELLER DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE PRODUCTS, INCLUDING WITHOUT LIMITATION ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. SELLER DOES NOT WARRANT THAT THE PRODUCTS ARE ERROR-FREE OR WILL ACCOMPLISH ANY PARTICULAR RESULT.

## 9. INDEMNIFICATION

9.1. By Seller. Seller agrees to indemnify, defend and save Buyer, its officer, directors, and employees from and against any and all damages, liabilities, actions, causes of action, suits, claims, demands, losses, costs and expenses (including without limitation reasonable attorney's fees) ("Indemnified Items") for (i) injury to or death of persons or damage to property to the extent caused by the negligence or willful misconduct of Seller, its employees, agents or representatives or contractors in connection with the performance of services at Buyer's premises under this Agreement and (ii) claims that a Product infringes any valid United States patent, copyright or trade secret; provided, however, Seller shall have no liability under this Section to the extent any such Indemnified Items are caused by either (i) the negligence or willful misconduct of Buyer, its employees, agents or representatives or contractors, (ii) by any third party, (iii) use of a Product in combination with equipment or software not supplied by Seller where the Product would not itself be infringing, (iv) compliance with Buyer's designs, specifications or instructions, (v) use of the Product in an application or environment for which it was not designed or (vi) modifications of the Product by anyone other than Seller without Seller's prior written approval. Buyer shall provide Seller prompt written notice of any third party claim covered by Seller's indemnification obligations hereunder. Seller shall have the right to assume exclusive control of the defense of such claim or, at the option of the Seller, to settle the same. Buyer agrees to cooperate reasonably with Seller in connection with the performance by Seller of its obligations in this Section.

Notwithstanding the above, Seller's infringement related indemnification obligations shall be extinguished and relieved if Seller, at its discretion and at its own expense (a) procures for Buyer the right, at no additional expense to Buyer, to continue using the Product; (b) replaces or modifies the Product so that it becomes non-infringing, provided the modification or replacement does not adversely affect the specifications of the Product; or (c) in the event(a) and (b) are not practical, refund to Buyer the amortized amounts paid by Buyer with respect thereto, based on a five (5) year amortization schedule. THE FOREGOING INDEMNIFICATION PROVISION STATES SELLER'S ENTIRE LIABILITY TO BUYER FOR THE CLAIMS DESCRIBED HEREIN.

9.2. By Buyer. Buyer shall indemnify, defend with competent and experienced counsel and hold harmless Seller, its parent, subsidiaries, affiliates and divisions, and their respective officers, directors, shareholders and employees, from and against any and all damages, liabilities, actions, causes of action, suits, claims, demands, losses, costs and expenses (including without limitation reasonable attorneys' fees and disbursements and court costs) to the extent arising from or in connection with (i) the negligence or willful misconduct of Buyer, its agents, employees, representatives or contractors; (ii) use of a Product in combination with equipment or software not supplied by Seller where the Product itself would not be infringing; (iii) Seller's compliance with designs, specifications or instructions supplied to Seller by Buyer; (iv) use of a Product in an application or environment for which it was not designed; or (v) modifications of a Product by anyone other than Seller without Seller's prior written approval

10. SOFTWARE. With respect to any software products incorporated in or forming a part of the Products hereunder, Seller and Buyer intend and agree that such software products are being licensed and not sold, and that the words "purchase", "sell" or similar or derivative words are understood and agreed to mean "license", and that the word "Buyer" or similar or derivative words are understood and agreed to mean "licensee". Notwithstanding anything to the contrary contained herein, Seller or its licensor, as the case may be, retains all rights and interest in software products provided hereunder. Seller hereby grants to Buyer a royalty-free, non-exclusive, nontransferable license, without power to sublicense, to use software provided hereunder solely for Buyer's own internal business purposes on the hardware products provided hereunder and to use the related documentation solely for Buyer's own internal business purposes. This license terminates when Buyer's lawful possession of the hardware products provided hereunder ceases, unless earlier terminated as provided herein. Buyer agrees to hold in confidence and not to sell, transfer, license, loan or otherwise make available in any form to third parties the software products and related documentation provided hereunder. Buyer may not disassemble, decompile or reverse engineer, copy, modify, enhance or otherwise change or supplement the software products provided hereunder without Seller's prior written consent. Seller will be entitled to terminate this license if Buyer fails to comply with any term or condition herein. Buyer agrees, upon termination of this license, immediately to return to Seller all software products and related documentation provided hereunder and all copies and portions thereof

11. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, THE LIABILITY OF SELLER UNDER THESE TERMS AND CONDITIONS (WHETHER BY REASON OF BREACH OF CONTRACT, TORT, INDEMNIFICATION, OR OTHERWISE, BUT EXCLUDING LIABILITY OF SELLER FOR BREACH OF WARRANTY (THE SOLE REMEDY FOR WHICH SHALL BE AS PROVIDED UNDER SECTION 8 ABOVE)) SHALL NOT EXCEED AN AMOUNT EQUAL TO THE LESSER OF (A) THE TOTAL PURCHASE PRICE THERETOFORE PAID BY BUYER TO SELLER WITH RESPECT TO THE PRODUCT(S) GIVING RISE TO SUCH LIABILITY OR (B)

ONE MILLION DOLLARS (\$1,000,000). NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL OR INCIDENTAL DAMAGES (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF USE OF FACILITIES OR EQUIPMENT, LOSS OF REVENUE, LOSS OF DATA, LOSS OF PROFITS OR LOSS OF GOODWILL), REGARDLESS OF WHETHER SELLER (a) HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES OR (b) IS NEGLIGENT

12. **EXPORT RESTRICTIONS.** Buyer acknowledges that each Product and any related software and technology, including technical information supplied by Seller or contained in documents (collectively "Items"), is subject to export controls of the U.S. government. The export controls may include, but are not limited to, those of the Export Administration Regulations of the U.S. Department of Commerce (the "EAR"), which may restrict or require licenses for the export of Items from the United States and their re-export from other countries. Buyer shall comply with the EAR and all other applicable laws, regulations, laws, treaties, and agreements relating to the export, re-export, and import of any Item. Buyer shall not, without first obtaining the required license to do so from the appropriate U.S. government agency; (i) export or re-export any Item, or (ii) export, re-export, distribute or supply any Item to any restricted or embargoed country or to a person or entity whose privilege to participate in exports has been denied or restricted by the U.S. government. Buyer shall, if requested by Seller, provide information on the end user and end use of any Item exported by the Buyer or to be exported by the Buyer. Buyer shall cooperate fully with Seller in any official or unofficial audit or inspection related to applicable export or import control laws or regulations, and shall indemnify and hold Seller harmless from, or in connection with, any violation of this Section by Buyer or its employees, consultants, or agents

13. **HAZARDOUS MATERIALS.** Some Products may require special packaging, labeling, marking and handling. Carriers may add additional freight charges for the handling or transporting of these materials. The consolidating of such material with other Products may be prohibited. Additional freight charges will be billed per Seller's shipping terms. Be sure to advise Seller of shipping instructions for these hazardous materials to reduce your freight costs

14. **MISCELLANEOUS.** (a) Buyer may not delegate any duties nor assign any rights or claims hereunder without Seller's prior written consent, and any such attempted delegation or assignment shall be void. (b) The rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Seller's manufacturing location, without reference to its choice of law provisions. Each party hereby irrevocably consents to the exclusive jurisdiction of the state and federal courts located in the county and state of Seller's manufacturing location, in any action arising out of or relating to this Agreement. (c) Both parties waive any right they may have under applicable law or otherwise to a right to a trial by jury. Any action arising under this Agreement must be brought within one (1) year from the date that the cause of action arose. (d) The application to this Agreement of the U.N. Convention on Contracts for the International Sale of Goods is hereby expressly excluded. (e) In the event that any one or more provisions contained herein shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall remain in full force and effect, unless the revision materially changes the bargain. (f) Seller's failure to enforce, or Seller's waiver of a breach of, any provision contained herein shall not constitute a waiver of any other breach or of such provision. (g) Unless otherwise expressly stated on the Product or in the documentation accompanying the Product, the Product is intended for non-clinical, non-diagnostic, non-therapeutic use only and is not to be used for any other purpose, including without limitation, unauthorized commercial uses, in vitro diagnostic uses, ex vivo or in vivo therapeutic uses, or any type of consumption by or application to humans or animals. (h) Buyer agrees that all pricing, discounts and technical information that Seller provides to Buyer are the confidential and proprietary information of Seller. Buyer agrees to (1) keep such information confidential and not disclose such information to any third party, and (2) use such information solely for Buyer's internal purposes and in connection with the Products supplied hereunder. Nothing herein shall restrict the use of information available to the general public. (i) Any notice or communication required or permitted hereunder shall be in writing and shall be deemed received when personally delivered or three (3) business days after being sent by certified mail, postage prepaid, to a party at the address specified herein or at such other address as either party may from time to time designate to the other (j) Seller hereby rejects and disclaims any rights of Buyer contained, or obligations imposed upon Seller, in any document provided, referenced or otherwise submitted by Buyer, in each case, that Seller has not expressly included in these [terms and conditions] or a writing manually executed by Seller (including, without limitation, any rights of Buyer in respect of designs, specifications, source code or intellectual property, owned, created, developed or licensed, by Seller; any rights to items or services not specifically identified in Seller's quotation; any audit rights or financial offset rights of Buyer; any penalties or liquidated damages imposed upon Seller; any obligation by Seller to comply with Health Insurance Portability and Accountability Act of 1996 (as amended), Current Good Manufacturing Practice regulations (as amended), the requirements, as amended, of the Customs-Trade Partnership Against Terrorism or any code of conduct, quality program, information security program, background or drug screening program or other guidelines, programs or policies, in each case, promulgated or required by Buyer; any obligation that Seller comply with any law that, under law, would not otherwise apply to Seller in respect of the transaction(s) contemplated hereby; any right of Buyer to withhold all, or any portion, of the purchase price of any products or services provided hereunder for any period of time; any right of Buyer, itself or through any third party, to remediate any defects in, replace or re-perform, any products or services provided hereunder at Seller's cost or expense; any obligation of Seller to waive, or require its insurers to waive, any rights of subrogation; any obligation of Seller that would impair, restrict or prohibit Seller's ability to freely conduct any business with any person or in any geography or market; any early-payment, or other, discount; any obligation of Seller to maintain a supply of spares, or otherwise make any services available, for any particular period of time; any representation, warranty or other obligation of Seller to provide pricing comparable to, or more favorable than, the pricing that Seller provides to others; any restriction of, or prohibition on, Seller's ability to modify, change or discontinue any of its products, processes or services; or any waiver by Seller of any right to enforce any of the terms hereof).

15. **SOFTWARE-AS-A-SERVICE TRANSACTIONS.** IF YOU ARE PURCHASING ANY PRODUCTS PROVIDED BY SELLER HEREUNDER AND DESCRIBED IN THE RELEVANT QUOTATION OR PURCHASE ORDER AS A SUBSCRIPTION TO ANY THERMO FISHER SOFTWARE-AS-A-SERVICE OFFERING (ANY SUCH PRODUCT, HEREINAFTER, A "SUBSCRIPTION"), THEN IN RESPECT OF SUCH SUBSCRIPTION(S) ONLY

(a) The following terms and conditions of this Agreement shall not apply: Sections 6-7, 9.1, and 13.

(b) The following terms and conditions of this Agreement shall be modified as set forth below:

(i) Section 5 shall be replaced in its entirety with the following:

5. **CANCELLATION OR CHANGES BY BUYER.** Seller reserves the right to suspend or terminate the Buyer's Subscription(s), in whole or in part, if Buyer fails to make any payment to Seller when due, otherwise fails to perform its obligations hereunder, or fails to comply with the Seller's Terms of Use agreement agreed to by Buyer and governing Buyer's use of the Subscription(s), as in effect from time to time (the "Terms of Use"). Seller will not be liable for any loss or damage resulting from any delay in activation of the Subscription(s) or failure to activate the Subscription(s) which is due to any cause beyond Seller's reasonable control. In the event of a delay due to any cause beyond Seller's reasonable control, Seller reserves the right to terminate the order or to reschedule the activation of the Subscription(s) within a reasonable period of time, and Buyer will not be entitled to refuse payment or otherwise be relieved of any obligations as the result of such delay. Orders in process may be canceled only with Seller's written consent and upon

payment of Seller's cancellation charges. Orders in process may not be changed except with Seller's written consent and upon agreement by the parties as an appropriate adjustment in the purchase price therefor.

(ii) Section 8 shall be replaced in its entirety with the following:

8. WARRANTY. BUYER AGREES AND ACKNOWLEDGES THAT THE SUBSCRIPTIONS ARE SOLD "AS-IS", WITH NO WARRANTIES EXPRESSED OR IMPLIED. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, ORAL OR WRITTEN, WITH RESPECT TO THE SUBSCRIPTIONS, INCLUDING WITHOUT LIMITATION ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

(iii) Section 10 shall be replaced in its entirety with the following:

10. SOFTWARE. This Agreement shall not be construed to grant to Buyer any patent license, know-how license or any other rights except as specifically provided herein. Buyer agrees and acknowledges that, by virtue of its purchase of the Subscriptions hereunder, it does not acquire any intellectual property rights (whether by license, assignment, or otherwise) of Seller, including without limitation any rights to the Subscriptions or related software or hardware systems (except for the limited right to use the Subscription subject to the terms and conditions set forth herein). Buyer shall not reverse engineer or copy the design, algorithms, or code, or any components thereof, of any information related to the Subscriptions for any purpose.

(iv) In Section 11, the language "ONE MILLION DOLLARS (\$1,000,000)" shall be replaced with "TEN THOUSAND DOLLARS (\$10,000)".

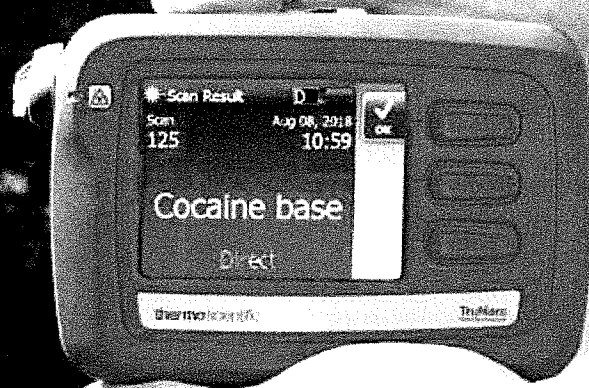
(c) The following additional terms and conditions shall apply

TERMS OF USE. Buyer hereby acknowledges and agrees that it shall comply with all terms and conditions of the Terms of Use, and that Buyer's use of the Subscription in violation of any such terms and/or conditions shall entitle Seller, without prejudice to any other remedies that may be available to Seller at law or in equity, to terminate Buyer's use of the Subscription(s) effective immediately.

Buyer further agrees and acknowledges that it shall not be entitled to any refund of any portion of the purchase price paid in respect of Subscription(s) cancelled by Seller pursuant to Seller's rights under this Section and/or the Terms of Use. Buyer's rights to use these Subscription will begin upon Seller's transmission to Buyer of Subscription link and end 12 months from this date unless otherwise terminated by Seller. In the event of any conflict between this Agreement and the Terms of Use, the Terms of Use shall control.



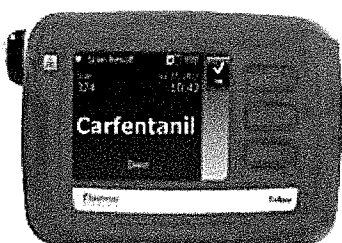
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**POLICE**

## Thermo Scientific TruNarc Handheld Narcotics Analyzer

Field-based presumptive narcotics, precursor and cutting agent testing

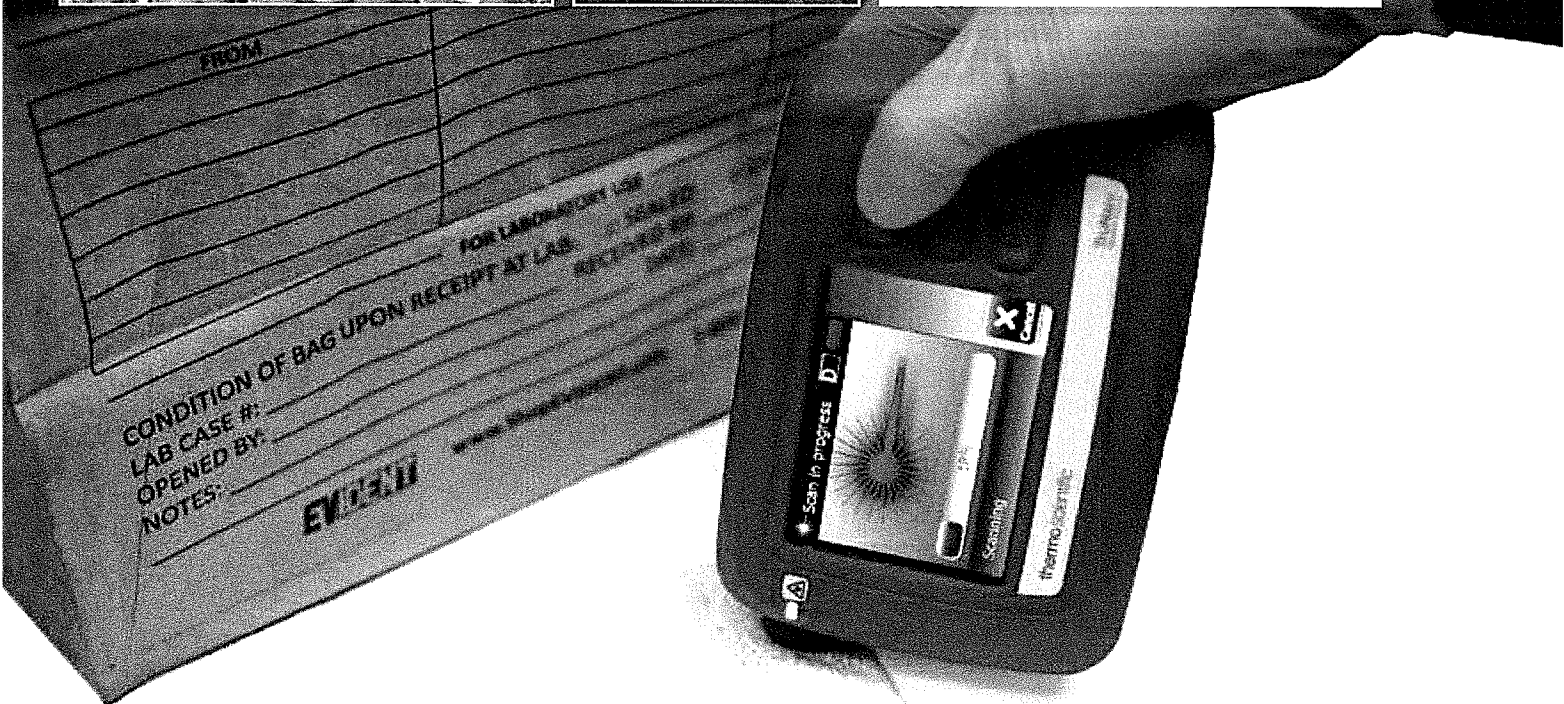
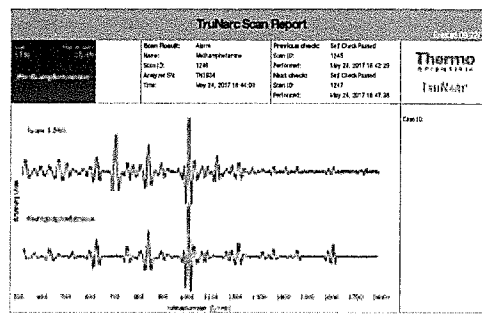


**ThermoFisher**  
SCIENTIFIC

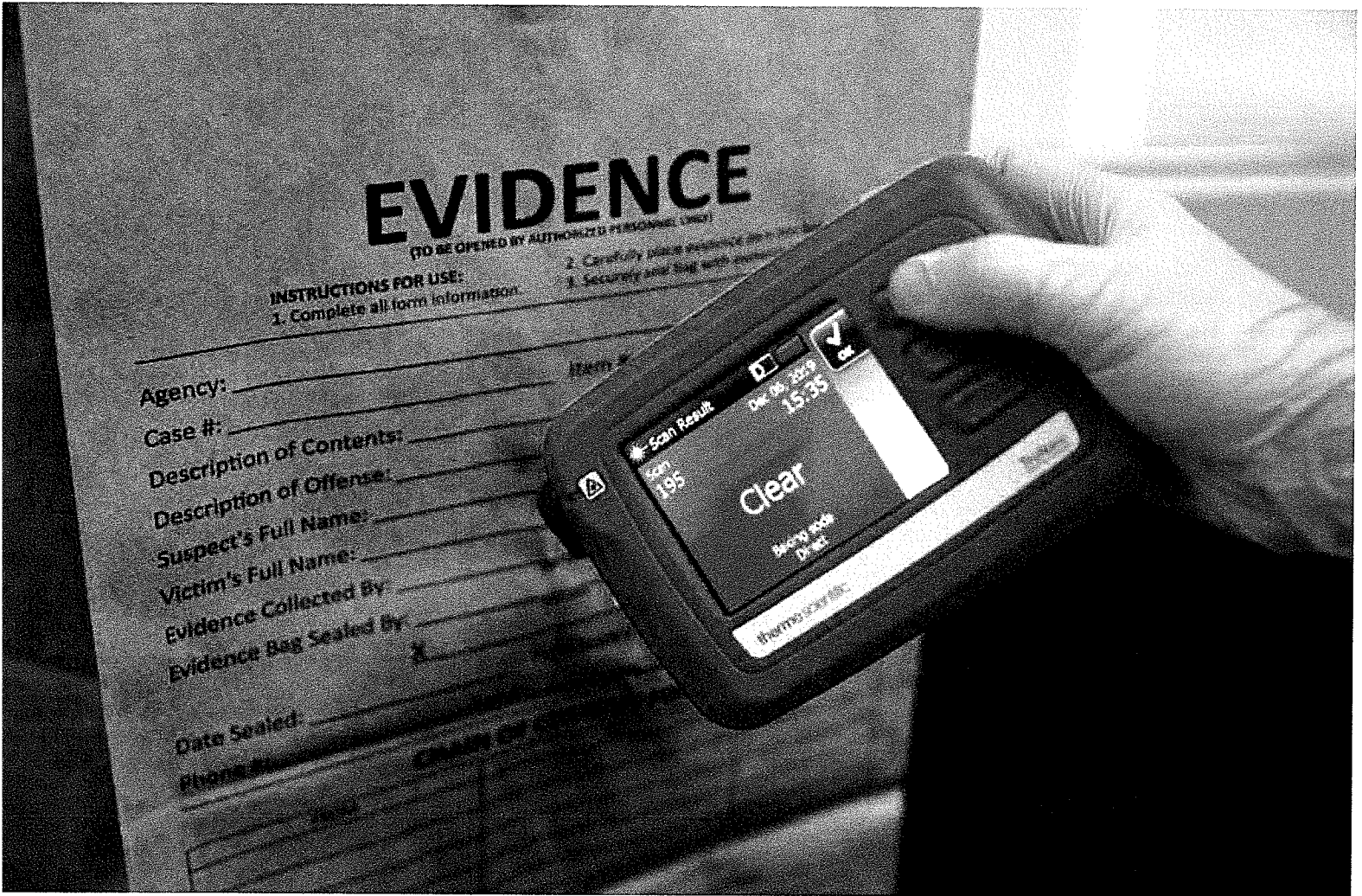
# The TruNarc Handheld Narcotics Analyzer

- Tests for almost 500 substances, including narcotics, stimulants, depressants, hallucinogens and analgesics
- Library regularly updated to include emerging drug threats
- Requires no direct contact with most substances
- Delivers clear, real-time results for presumptive evidence
- Provides automated, tamper-proof records with scan results, including time-and-date stamps to help expedite prosecution

mits direct contact



Helping law enforcement



## TruNarc: Efficient, Economical, Safe

Agencies across the United States who deploy TruNarc are seeing immediate benefits:

- Even little known substances can be identified almost instantly in the field
- The need for Law Enforcement Officers to handle potentially lethal narcotics is greatly reduced
- Valuable lab time is freed up for higher priority cases
- Reduced demand for lab testing delivers significant cost savings

benefits

stay ahead of the curve: safe, precise

# TruNarc Success Stories

quickly identified fentanyl!

## Quincy PD, Massachusetts: Little-known Drugs Identified Quickly

- TruNarc immediately identified an unknown sample as Alpha-PVP (“Flakka”) a synthetic cathinone
- Official state-wide alert about new drug issued next day

## Etowah County, Alabama: Reduced Court Wait Times

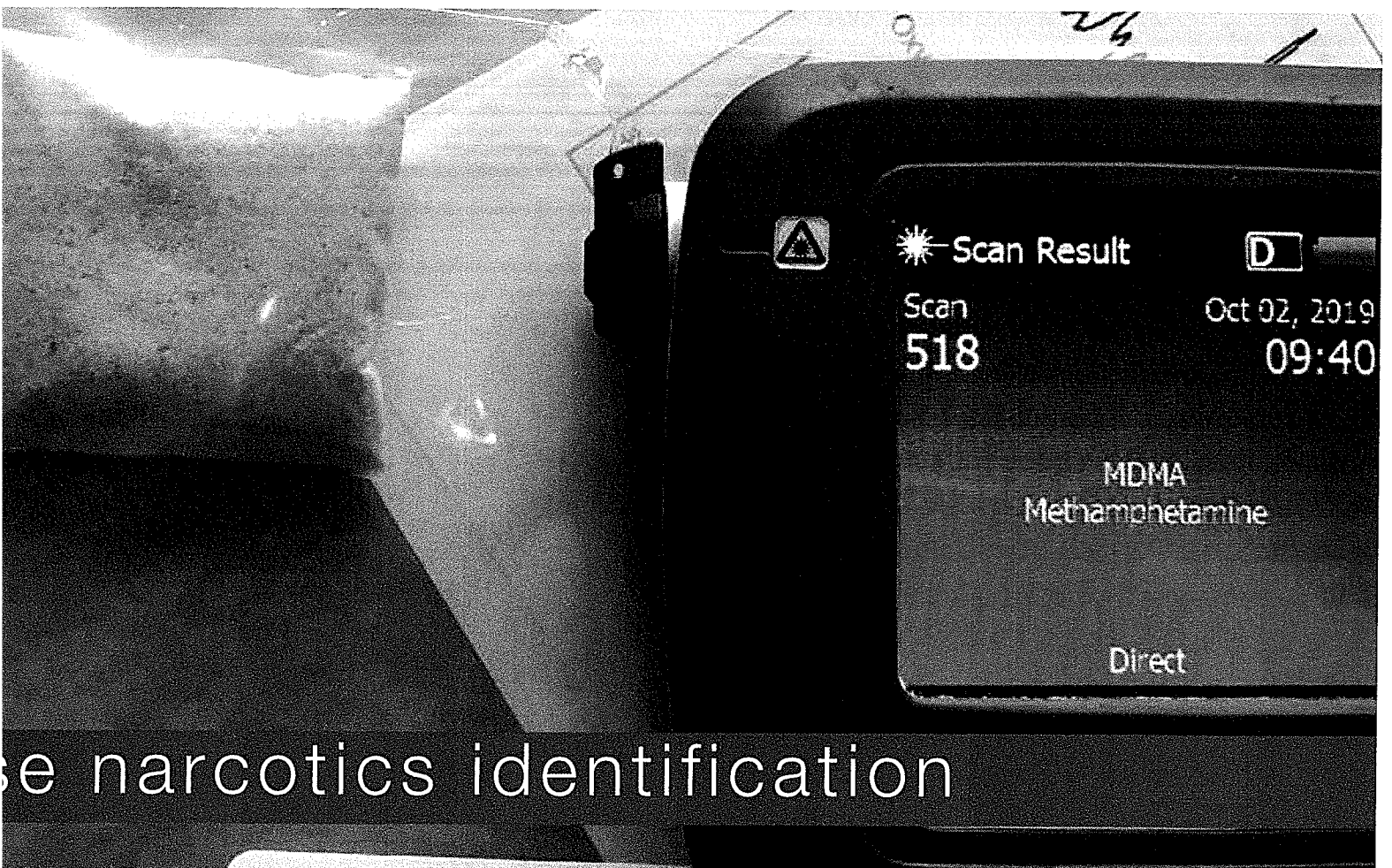
- *“We’re definitely seeing a benefit because of TruNarc. We’re able to take cases to the grand jury where before we didn’t have a toxicology report. Now, a defendant doesn’t have to wait for his day in court. It’s been a godsend.”*

– Etowah County

## Charles County, Maryland: Improved Protection for Law Enforcement Officers

- Using TruNarc, officers quickly identified fentanyl (a potent opioid absorbed by touch, potentially causing overdose or death) in heroin seizure.
- *“The safety of our officers is one of our top priorities, and this technology will allow us to safely identify controlled dangerous substances quickly and accurately without having to wait on lab results.”*

– Charles County



se narcotics identification



# TruNarc Helps Keep Officers Safe

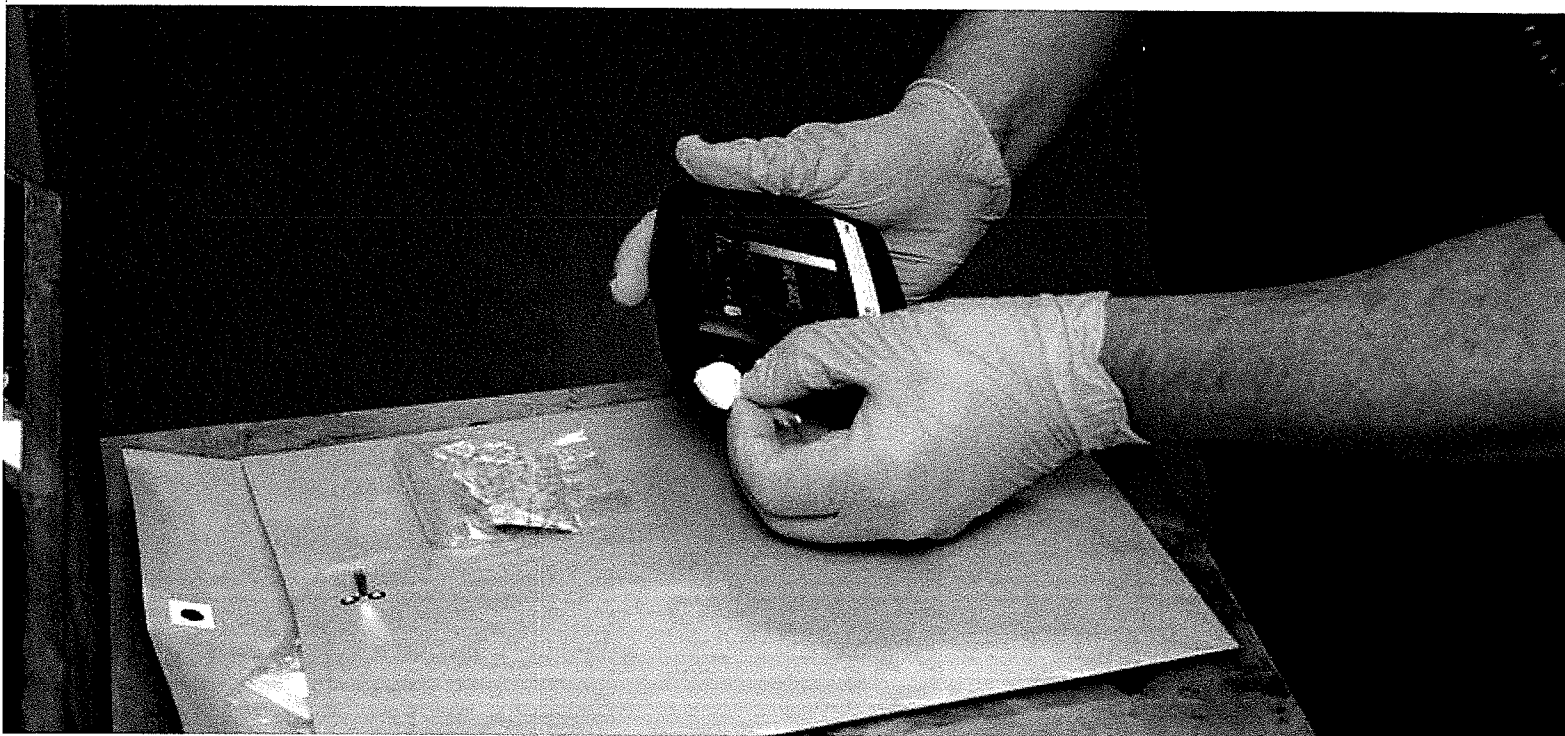
The use of illicit narcotics and opioids continues to skyrocket. Emerging lethal drugs like fentanyl and carfentanil threaten public safety.

To save lives and protect law enforcement officers, banned substances need to be identified quickly, safely and accurately.

The Thermo Scientific™ TruNarc™ Analyzer rapidly identifies drugs and can reduce the backlog of cases at crime labs while decreasing costs. This leads to quicker case resolution and helps drug offenders access treatment faster.

saves time and money





*TruNarc: A more accurate and reliable presumptive test*

Specifications	Description
Weight	1.25 lb (.570 kg)
Size	6.4 x 4.1 x 2.0 in. (16.26 x 10.41 x 5.10 cm)
Library	Controlled substances, cutting agents and precursors
Configurations	Unlimited or Pay-Per-Scan
Data export formats	CSV, SPC, PDF, SCZ, SCN
Battery	Rechargeable internal 3.7V battery pack (10 hrs.); DC wall adapter, 5V DC, 1.5A; optional car charger
Operating temperature	14° F to 122° F (-10° C to +50° C)
Language configurations	English, Arabic, Chinese, Czech, Dutch, French, Japanese, Polish, Russian, Spanish
Computer administration	TruNarc Admin software connected via microUSB to USB
Reachback support	Spectral analysis by staff chemists available
Validation	Third party test results available on request

To learn more about the TruNarc or schedule a demo, please visit us on line at: [thermofisher.com/trunarc](http://thermofisher.com/trunarc)



**AGENDA  
MEMORANDUM**

**November 15, 2022**

**Town Selectboard Item: 5 ?**

**Submitted by: Gail Ostrout, Finance Director**

**Subject:** TruNarc – Purchasing Policy 3.7

**Background:** See attached Police Memo

**Discussion:** See attached Police Memo

**Recommended Motion:**

The select board approve an exception to Purchasing Policy section 3.7 to allow the Police department to purchase the TruNarc product & services from Thermo Fisher Scientific

**Attachment:**

3.7 Purchasing Policy adopted 3.8.22 (page 4)

Police memo requesting the exception

### 3.0 PURCHASING POLICIES

- 3.1 Purchases shall not be split into smaller quantities or amounts to avoid any of the procedures outlined herein.
- 3.2 Purchases of goods and services up to \$500 in total price shall be purchased by departments directly. A purchase order is not required for such purchases except for employee reimbursement. The Department Heads are responsible for approving all purchases in advance. Department Heads can delegate this authority one level down. Payment will be made by coding and signing the bill when it arrives, and submitting it to the Finance Department for payment. Employee reimbursements regardless of the amount require a purchase order to be prepared through the Finance Software Purchase Order Module.
- 3.3 Purchases of goods and services between \$501 and \$4,000 in total price shall be made by departments directly through the use of the Finance Software Purchase Order Module and is approved by the Department Head. Purchase orders do not have to be submitted to the Finance Department in advance of purchase, although Department Heads are responsible for approving these purchases in advance. Price quotations are not necessary.
- 3.5 Purchases of goods and services with a total price between \$4,001 and \$20,000 require approval on the purchase order by the Department Head, Town Manager and Finance Director prior to order placement. The purchase order shall be supported by three (3) written price quotations. The Department Head shall clearly indicate the recommended vendor. If the lowest quotation is not recommended, attachments to the purchase order shall indicate the reason for the choice.
  - 3.5 A Purchases of new or replacement equipment in excess of \$4001 that are directly dependent on fossil fuels (gas, propane, oil, etc.) to operate such as tools, combustion appliances, and vehicles require the approval of the Town Manager and Environmental Sustainability Coordinator. In an effort to comply with the Town's Climate Action Plan and GHG emissions goals, these products will require the Department Head to submit a Fossil Fuel Purchase Order form to the Town Manager's office for. This form will require the make and model of the product, a brief description of its uses, and any key specifications that are required in an alternative option. Preference will be given to products with an Energy Star or a comparable rating. When possible and feasible, Scope 1, 2, & 3 emissions will be considered in sourcing alternative options. (9/7/2021 Board Motion)
- 3.6 Purchases of goods and services with a total price over \$20,001 shall be made through Competitive Sealed Bidding (Section 5) or Competitive Sealed Proposals (Section 6).
- 3.7 Waiver of the requirement to submit written price quotations (Section 3.3 and 3.5) can only be made by the Town Manager. Waiver of the requirements for Competitive Sealed Bidding or Competitive Sealed Proposals can only be made by the Select board.
- 3.8 Anything to the contrary herein notwithstanding, Town Departments may purchase through Federal, State of Vermont, neighboring State, VLCT or other municipal competitive sealed bid contracts or competitive proposals where allowed and honored by the vendor in which case all of the above in-house purchasing requirements for Competitive Sealed Bidding or Competitive Sealed Proposals are waived.





## TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, November 1, 2022, 6:00pm  
Hartford Town Hall, 171 Bridge Street,  
White River Junction, VT 05001

**This meeting was conducted in person at Town Hall  
and on Zoom**

**Present:** Michael Hoyt, Chair; Dan Fraser, Vice-Chair; Kim Souza, Clerk; Lannie Collins, Member; Mary Erdei, Member; Rocket, Member; Ally Tufenkjian, Member; Lana Livingston; Gail Ostrout; Paula Nulty; David Briggs; Peggy Adams; Joe Major; Patrick Adrian

**Zoom Participants:** Esme Cole, Michele Boleski

**CATV/JAM LINK:** <https://catv.cablecast.tv/CablecastPublicSite/show/30307?channel=1>

- I. **Call to Order the Selectboard Meeting** by Selectboard Chair, Mike Hoyt at 6:00PM.
- II. **Pledge of Allegiance** was recited and led by Rocket.
- III. **Local Liquor Control Board: NONE**
- IV. **Order of Agenda** There were no changes to the order of agenda.
- V. **Selectboard**

Prior to Public Comments, Selectboard Chair Mike Hoyt said the Board has been advised not to comment about the situation involving Tracy Yarlott-Davis until there is a final resolution. Mr. Hoyt also commented about the questions around the parking ordinances enforcement. There will be an agenda item in November or early December to address this with Acting Police Chief, Connie Kelly and the town's social worker.

### 1. **Public Comment**

David Briggs from WRJ wished to revisit the closure of Gate Street to Fairview Terrace. He would like to have it opened to 2-way traffic. This would only involve moving the barriers a small distance. There is plenty of room to accommodate this request. It is a tremendous inconvenience to the citizens that live there.

Joe Major from WRJ sent Kudos to Parks & Rec for a great Truck or Treat event again this year. Mr. Major asked the Board to look at the Budget line for pavement. The amount is only half of what is really needed to care for our 140 miles of roads. Mr. Major also would like the Board to look at the employee salaries. The Town is in direct competition with all businesses for employees. Look at retention bonus, sign on bonuses and salaries. Public works remains understaffed.

### 2. **Selectboard Comments and Announcements**

Rocket is in full support of the Gates Street opening which also ties in to pavement costs. He has walked Gates Street and would like to bring attention to his previous idea of painting the walls. There are also other places in town that walls could be painted to bring more vibrance to the WRJ downtown. For staff salaries he suggested creating a fund to support staff at a later date.

Kim Souza urged the other selectboard members to take advantage of VLCT budget webinars if they have not yet done so.

### **3. Appointments**

- a. Selectboard Clerk, Kim Souza made the motion to Appoint Esme Rose Cole to the Hartford Energy Commission for a three-year term beginning November 1, 2022 and ending October 31, 2025. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.
- b. Selectboard Vice Chair, Dan Fraser made the motion to Re-Appoint Lee Michaelides to the Conservation Commission for a four-year term beginning November 1, 2022 and ending October 31, 2026. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

### **4. Significant Activity Report Link:**

<https://cms5.revize.com/revize/hartfordvt/Sig%20Acts%20Total%2011.1.2022.pdf>

### **5. Board Reports, Motions & Ordinances**

- a. Town Forest Tree Harvesting  
Selectboard Member, Ally Tufenkjian made the motion to Award a contract to Long View Forest to undertake the Winter 2023 Town Forest timber harvest and authorize the Selectboard Chair or Vice Chair to execute a contract and approve other necessary items to implement the timber harvest. Selectboard Member, Mary Erdei seconded the motion. 6 were in favor and 1 not in favor (Fraser). The motion passed.
- b. Safe Routes to School Grant Application  
Selectboard Member, Mary Erdei made the motion to Approve the submission of a grant application for the 2022 Safe Routes to School Program and authorize the Selectboard Chair or Vice Chair to sign the letter of support and take any other action needed to accept the grant and implement the project. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor the motion passed.
- c. Budget Schedule  
Selectboard Member, Ally Tufenkjian made the motion that the Selectboard adopt the revised FYE2024 Budget Calendar as presented. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.
- d. Signature Card Authorization for Bond Bank & VT Drinking and Clean Water Loans.

Selectboard Clerk, Kim Souza made the motion that the Selectboard authorizes Michael Hoyt, Selectboard Chair and Dan Fraser, Selectboard Vice Chair as the two authorized representatives for all the existing Bonds held at the Vermont Bond Bank and Revolving Loans held with the State of Vermont Drinking and Clean Water Loan Program. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor, 2 abstained (Hoyt and Fraser.) The motion passed.

e. Salt Purchase

Selectboard Clerk, Kim Souza made the motion that the Selectboard accept the exception of the Purchasing Policy 4.6 by the Finance Director Gail Ostrout to ensure the Town's ability to secure the proper materials/services in a sensitive time frame. On 10/26/22 the Finance Director authorized the Interim Public Works Director, Jeremy Delisle, to accept and execute the bid award by Cargill. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.

f. Selectboard FYE 2024 Budget

That the Selectboard requests the Finance Director to enter the following numbers into FYE 2024 draft budget:

10-111-101-0000	Salaries	\$ 38,250.00
10-111-210-0000	FICA	\$ 2,926.13
10-111-311-0000	Travel & Meetings	\$ 100.00
10-111-312-0000	Advertising	\$ 6,500.00
10-111-315-0000	Recruitment & Training	\$ 12,500.00
10-111-318-0000	Contracted Services	\$ 1,500.00
10-111-323-0000	Materials and Supplies	\$ 500.00

The Selectboard members agreed by consensus on the amounts for each account.

## VI. Commission Reports

Mary Erdei: Parks and Recreation

After a cancellation due to rain, the Commissioners met on Wednesday, October 19th to take a tour of 6 of our parks, beginning at Lyman Park here by the town hall and ending at sunset at Clifford Park, with some pizza as dark closed in on us. We examined the enormous benefits of our park system as well as discussed, the individual needs of some of these parks. We had a small tour of the Food Forest at Clifford as it is being established with qualified and enthusiastic community volunteers. A work party at Clifford for November will soon be listed.

Dan Fraser: Tree Board

The Tree Board is comparing the landscaping regulations between Lebanon, Hanover and Hartford specifically looking at green space requirements.

The old Gateway Auto property (Key Auto) is currently getting its huge parking lot sealed. The board reached out to them to encourage that more shrubs/trees be planted.

Hanover has a salaried and licensed Tree Warden in charge of all grounds/maintenance for the town. This might be a direction Hartford considers to relieve DPW and Rec. Directors of tree duties.

20 people attended the September Tree Identification Walk at the Town Hall.

We honored a Ukrainian couple who currently reside in White River Junction as well as Ukraine by planting a Viburnum which is their national tree near the bandstand at the Town Hall.

Ally Tufenkjian: Resilient Hartford

-The Committee is continuing to pursue making the lawn of the Wilder School the site of another food forest in partnership with other Hartford committees and organizations.

The principal of the school is so far in support and they're working to connect with other partners.

-The Climate Action Plan (CAP) was added to the committee mission statement under actions.

-There was a good turnout for the work outing at the Quechee Abenaki Garden on Saturday, October 22nd. They planted elderberry bushes, erected fences and laid down cardboard covered in wood chips. They also built a fire circle.

-The Climate Action Steering Team is restarting the Solarize Hartford program. They are currently in the research phase and are coordinating with Vital Communities.

Hartford Committee on Racial Equity & Inclusion (HCOREI):

-As part of the Public Information Officer and communications plan scoping project with the Tuck School of Business, Tuck is looking for community members to meet with and wants to visit Town Hall to get input. The Committee is working to organize a community meeting to get feedback on folks' wants and needs for town communication.

-Two HCoreI members, Joe Major and Miriam Wood, are now part of the Police Chief Search Advisory Committee.

-Adding a student liaison to HCoreI with full voting rights was approved by the School Board; this will be incorporated into the Committee charge.

Housing and Homelessness Committee:

-Committee applications have been extended until November 4th at 5pm. They can be submitted to the Town Manager's office or emailed to Lana Livingston.

Kim Souza: The Design Review Committee met on Oct 27 and unanimously approved the site plan application for Northern Stage's proposed multi-unit dwelling and performing arts facility at 178 Gates Street. The application will move forward to the Planning Commission later in November.

**VII. 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: 10/29/2022

Approve Meeting Minutes of: 10/18/2022 & 10/25/2022

Approve A/P Manifest of: 10/28/2022 & 11/1/2022

Approve Selectboard Meetings:

Selectboard Meeting Already Approved: 11/15/2022; 11/22/2022 and 11/29/2022.

**VIII. Executive Session**

**Selectboard Member, Lannie Collins made the motion**

**That In accordance with Vermont's Open Meeting Law requirements, I move that the Selectboard enter into Executive Session to discuss the employment, appointment, or evaluation of a Public Officer under the provisions of Title 1, Section 313 (1)(3) of the Vermont Statutes and under 1 V.S.A. § 313(a)(1)(E): To discuss pending or probable civil litigation or a prosecution, to which the public body is or may be a party. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.**

**Selectboard Vice Chair, Dan Fraser made the motion to close the Executive Session at 8:51PM. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.**

**Motion: Selectboard Clerk, Kim Souza moved that the position of acting Town Manager be offered to Gail Ostrout and the position of acting assistant Town Manager be offered to Paula Nulty contingent on an agreement of conditions between Ostrout, Nulty and the Selectboard. Seconded by Selectboard Vice Chair, Dan Fraser. 6 Voted in favor (Hoyt, Fraser, Souza, Erdei, Rocket & Tufenkjian) 1 Opposed (Collins). The motion passed.**

- IX. Adjourn the Selectboard Meeting**  
**Selectboard Member, Mary Erdei made the motion to adjourn the motion at 8:53PM. Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.**

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Kim Souza, Clerk

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 1  
User: florentina

Town of Hartford

ReportAPINHDPmtByDate

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Vendor ID	Vendor Name				
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<b>25-8055</b>	<b>PARKS - REC RESTRICTED</b>				
025202	KAESER & BLAIR, INC			11/10/2022	1056
20909096	LANYARDS	0.00	\$1,102.50	0.00	1,102.50
	Desc: Lanyards	Acct: 25-985-511-0006	P & R Restricted - Community Events		
	Vendor Total:		1,102.50	0.00	1,102.50
044906	SWANK MOTION PICTURES, INC			11/10/2022	1057
DB 3262235	DVD HOCUS POCUS	0.00	\$465.00	0.00	465.00
	Desc: DVD HOCUS POCUS	Acct: 25-985-511-0006	P & R Restricted - Community Events		
	Vendor Total:		465.00	0.00	465.00
<b>25-8055</b>	<b>Landfill Closure</b>		<b>Bank Total:</b>		<b>1,567.50</b>
<b>30-0200</b>	<b>Landfill Closure</b>				
043876	STANTEC CONSULTING SERVICES, INC			11/10/2022	1013
1991845	WATER SAMPLING AUG'22	0.00	\$2,317.50	0.00	2,317.50
	Desc: WATER SAMPLING AUG'22	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE		
	Vendor Total:		2,317.50	0.00	2,317.50
<b>30-0200</b>	<b>Dog Park</b>		<b>Bank Total:</b>		<b>2,317.50</b>
<b>73-7302</b>	<b>Dog Park</b>				
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD		11/10/2022	1093
310025,00384209	WATER - WATSON DOG PARK	0.00	\$49.42	0.00	49.42
	Desc: WATER - WATSON DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:		49.42	0.00	49.42
<b>73-7302</b>	<b>GENERAL FUND - MASCOMA</b>		<b>Bank Total:</b>		<b>49.42</b>
<b>FUND 1 0</b>	<b>GENERAL FUND - MASCOMA</b>				
001170	AIRGAS, INC.	AIRGAS USA, LLC		11/10/2022	78102
9131254420	MEDICAL SUPPLIES	0.00	\$14.78	0.00	14.78
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		14.78	0.00	14.78
001303	ALDRICH + ELLIOTT, PC			11/10/2022	78103
18018.004,80924	S MAIN STREET C#2 - OCT'22	37,062.01	\$37,062.01	0.00	37,062.01
	Desc: DWSRF Construction Admin	Acct: 50-954-543-0035	Capital - RF3-467-3.0 Phase 2		
	Desc: CWSRF Construction Admin	Acct: 60-965-543-0035	Capital - RF1-291-3.0 Phase 2		
	Desc: Roadway Improvements Construction A	Acct: 13-921-360-0000	S.Main St -Infrastructure Engineering- PI		
	Desc: DWSRF RPR	Acct: 50-954-543-0035	Capital - RF3-467-3.0 Phase 2		
	Desc: DWSRF RPR	Acct: 60-965-543-0035	Capital - RF1-291-3.0 Phase 2		
	Desc: Roadway RPR	Acct: 13-921-360-0000	S.Main St -Infrastructure Engineering- PI		
001303	ALDRICH + ELLIOTT, PC			11/10/2022	78104
22019.001,80886	WRJ CSO ABATEMENT 08.28.22-09.30.:	1,940.00	\$1,940.00	0.00	1,940.00
	Desc: WRJ CSO ABATEMENT 08.28.22-09.30.22	Acct: 60-965-544-0000	CAPITAL RESERVE		
	Vendor Total:		39,002.01	0.00	39,002.01

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 2  
User: florentina

Town of Hartford

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Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
001670	ALTA CONSTRUCTION EQUIPMENT		11/10/2022		78105
SP6/13405	WACKER PARTS	0.00	\$226.90	0.00	226.90
	Desc: WACKER PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		226.90	0.00	226.90
002300	AMERICAN WATER WORKS ASSOC		11/10/2022		78106
7002027227	MEMBERSHIP SEP'22-AUG'23	108.00	\$108.00	0.00	108.00
	Desc: MEMBERSHIP SEP'22-AUG'23	Acct: 50-954-313-0000	MEMBERSHIP DUES		
	Desc: MEMBERSHIP SEP'22-AUG'23	Acct: 55-954-313-0000	MEMBERSHIP DUES		
	Vendor Total:		108.00	0.00	108.00
002862	ASCAP		11/10/2022		78107
10.20.2022	2022 CONCERT SERIES LICENSES	0.00	\$100.32	0.00	100.32
	Desc: 2022 CONCERT SERIES LICENSES	Acct: 10-516-318-0000	CONTRACTED SERVICES		
	Vendor Total:		100.32	0.00	100.32
005800	BLAKTOP INC.		11/10/2022		78108
30935	2021 SUMMER PAVING PROGRAM	0.00	\$20,592.00	0.00	20,592.00
	Desc: 2021 SUMMER PAVING PROGRAM	Acct: 10-311-318-0000	CONTRACTED SERVICES		
005800	BLAKTOP INC.		11/10/2022		78109
30796	ASPHALT	0.00	\$76.00	0.00	76.00
	Desc: ASPHALT	Acct: 10-311-318-0000	CONTRACTED SERVICES		
005800	BLAKTOP INC.		11/10/2022		78108
30642	2021 SUMMER PAVING PROGRAM	0.00	\$88,238.91	0.00	88,238.91
	Desc: 2021 SUMMER PAVING PROGRAM	Acct: 10-311-318-0000	CONTRACTED SERVICES		
30792	2021 SUMMER PAVING PROGRAM	0.00	\$98,990.58	0.00	98,990.58
	Desc: 2021 SUMMER PAVING PROGRAM	Acct: 10-311-318-0000	CONTRACTED SERVICES		
	Vendor Total:		207,897.49	0.00	207,897.49
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	11/10/2022		78110
84689517	MEDICAL SUPPLIES	0.00	\$6.18	0.00	6.18
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
84725974	MEDICAL SUPPLIES	0.00	\$502.97	0.00	502.97
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
84729707	MEDICAL SUPPLIES	0.00	\$1,876.22	0.00	1,876.22
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
84733164	MEDICAL SUPPLIES	0.00	\$11.26	0.00	11.26
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		2,396.63	0.00	2,396.63
006960	N.E.T.S. INC		11/10/2022		78111
102720222	TESTING	0.00	\$850.00	0.00	850.00
	Desc: AERIAL TESTING	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: TESTING	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		850.00	0.00	850.00
007328	BROOK FIELD SERVICE		11/10/2022		78112

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 3  
User: florentina

Town of Hartford

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Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
42545	REPLACE ATS BOARD	466.35	\$466.35	0.00	466.35
	Desc: REPLACE ATS BOARD	Acct: 65-964-318-0000	CONTRACTED SERVICES		
	Vendor Total:		466.35	0.00	466.35
007450	BROWN'S, CHARLIE	CHARLIE BROWN'S	11/10/2022		78113
52449	MIXED FUEL	0.00	\$113.00	0.00	113.00
	Desc: MIXED FUEL	Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
	Vendor Total:		113.00	0.00	113.00
007645	BUDGET PRINT LLC		11/10/2022		78114
22175	5000 PUNCH TICKETS	375.00	\$375.00	0.00	375.00
	Desc: 5000 PUNCH TICKETS	Acct: 30-974-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		375.00	0.00	375.00
007745	BURGESS LOSS PREVENTION ASSOCIATE		11/10/2022		78115
2942	INVESTIGATION SERVICES	0.00	\$569.00	0.00	569.00
	Desc: INVESTIGATION SERVICES	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		569.00	0.00	569.00
009140	CENTRAL VERMONT PROPERTIES		11/10/2022		78116
9500240999	PIPE CROSSING	60.00	\$60.00	0.00	60.00
	Desc: PIPE CROSSING	Acct: 50-955-317-0000	PERMITS & LICENSES		
	Vendor Total:		60.00	0.00	60.00
009470	CHAMPLIN ASSOCIATES INC		11/10/2022		78117
3148	Bridge St PS_Controls Installation	1,507.90	\$1,507.90	0.00	1,507.90
	Desc: Bridge St PS_Controls Installation	Acct: 60-961-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,507.90	0.00	1,507.90
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	11/10/2022		78118
4131577289	MATS	0.00	\$41.67	0.00	41.67
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
4135019299	UNIFORMS	54.58	\$54.58	0.00	54.58
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4135441787	UNIFORMS	94.87	\$94.87	0.00	94.87
	Desc: UNIFORMS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4135441798	UNIFORMS	151.48	\$151.48	0.00	151.48
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4135441808	UNIFORMS	27.86	\$301.66	0.00	301.66
	Desc: UNIFORMS	Acct: 30-974-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Desc: UNIFORMS	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4135713855	UNIFORMS	54.58	\$54.58	0.00	54.58
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4135714011	MATS	0.00	\$41.67	0.00	41.67
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
4136135109	UNIFORMS	27.86	\$301.66	0.00	301.66
	Desc: UNIFORMS	Acct: 30-974-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		



Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 4  
User: florentina

Town of Hartford

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
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	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4136135140	UNIFORMS	94.87	\$94.87	0.00	94.87
	Desc: UNIFORMS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4136135157	UNIFORMS	151.48	\$151.48	0.00	151.48
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4136414655	MATS	0.00	\$41.67	0.00	41.67
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
1903179107	UNIFORMS	0.00	\$29.94	0.00	29.94
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4129536221-1	UNIFORMS	11.84	\$11.84	0.00	11.84
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4130857312	MATS	0.00	\$41.67	0.00	41.67
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,413.64	0.00	1,413.64
010420	COATES, THOMAS	THOMAS COATES	11/10/2022	78119	
NOV'22	RETIREE REIMBURSEMENT	237.22	\$237.22	0.00	237.22
	Desc: RETIREE REIMBURSEMENT	Acct: 65-963-418-0100	RETIRE HEALTH INSURANCE		
	Vendor Total:		237.22	0.00	237.22
010832	COMCAST		11/10/2022	78120	
0042221NOV'22	INTERNET - LIB	0.00	\$52.43	0.00	52.43
	Desc: INTERNET - LIB	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
0134242NOV'22	INTERNET - LF	91.90	\$91.90	0.00	91.90
	Desc: INTERNET - LF	Acct: 30-971-324-0000	TELEPHONE		
	Vendor Total:		144.33	0.00	144.33
011200	CED-TWIN STATE-WHITE RIVER JCT	CED-TWIN STATE-WHITE RIVER JCT	11/10/2022	78121	
9431-1003723	LAMP	142.50	\$142.50	0.00	142.50
	Desc: LAMP	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		142.50	0.00	142.50
012110	CSX TRANSPORTATION		11/10/2022	78122	
8432214	PIPE LINES	200.00	\$200.00	0.00	200.00
	Desc: PIPE LINES	Acct: 50-955-317-0000	PERMITS & LICENSES		
	Vendor Total:		200.00	0.00	200.00
012293	D&B OUTDOOR POWER EQUIPMENT LLC		11/10/2022	78123	
34564	PARTS	64.46	\$83.26	0.00	83.26
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: PARTS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		83.26	0.00	83.26
012665	DANIELS, WANDA	WANDA DANIELS	11/10/2022	78124	
NOV'22	RETIREE REIMBURSEMENT	0.00	\$229.17	0.00	229.17
	Desc: RETIREE REIMBURSEMENT	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 5  
User: florentina

Town of Hartford

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			229.17	0.00	229.17
013551	DELISLE, TERRY M	TERRY M DELISLE	11/10/2022		78125
JUL-OCT'22	RETIREE REIMBURSEMENT	0.00	\$1,511.04	0.00	1,511.04
	Desc: RETIREE REIMBURSEMENT	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			1,511.04	0.00	1,511.04
013575	DELL MARKETING L.P.		11/10/2022		78126
10623196401	Dell Server-HVAC controls system	0.00	\$2,853.78	0.00	2,853.78
	Desc: Dell Server-HVAC controls system	Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
10626250799	Radio Programming Computer	0.00	\$1,750.50	0.00	1,750.50
	Desc: Radio Programming Computer	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			4,604.28	0.00	4,604.28
013653	DENNISON LUBRICANTS INC		11/10/2022		78127
3616713	WINDSHIELD WASHER	0.00	\$130.90	0.00	130.90
	Desc: WINDSHIELD WASHER	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: WINDSHIELD WASHER	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
3618536	POWER SERVICE	0.00	\$167.68	0.00	167.68
	Desc: POWER SERVICE	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: POWER SERVICE	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			298.58	0.00	298.58
014382	MAAS, LOGAN	LOGAN MAAS	11/10/2022		78128
10.16.2022	2022 Boot Allowance	0.00	\$150.00	0.00	150.00
	Desc: 2022 Boot Allowance	Acct: 10-325-326-0000	UNIFORMS		
Vendor Total:			150.00	0.00	150.00
015479	EMERGENCY TEMPORARY HOUSING, INC		11/10/2022		78129
2521	RENT STN#2 OCT-DEC 2022	0.00	\$5,985.00	0.00	5,985.00
	Desc: RENT STN#2 OCT-DEC 2022	Acct: 10-221-331-0000	DEPARTMENT EQUIPMENT		
Vendor Total:			5,985.00	0.00	5,985.00
015500	ENDYNE, INC		11/10/2022		78130
428735	WSID 5319 HTFD W	72.00	\$72.00	0.00	72.00
	Desc: WSID 5319 HTFD W	Acct: 50-954-318-0000	CONTRACTED SERVICES		
428736	WSID 5320 QUE	18.00	\$18.00	0.00	18.00
	Desc: WSID 5320 QUE	Acct: 55-954-318-0000	CONTRACTED SERVICES		
427214	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
427270	HTFD BIODOLIDS	365.00	\$365.00	0.00	365.00
	Desc: HTFD BIODOLIDS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
427350	QUE WW	180.00	\$180.00	0.00	180.00
	Desc: QUE WW	Acct: 65-964-318-0000	CONTRACTED SERVICES		
427501	QUE WW	180.00	\$180.00	0.00	180.00
	Desc: QUE WW	Acct: 65-964-318-0000	CONTRACTED SERVICES		
427764	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 6  
User: florentina

Town of Hartford

ReportAPINH\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
428510	WSID 5319 HTFD	55.00	\$55.00	0.00	55.00
	Desc: WSID 5319 HTFD	Acct: 50-954-318-0000	CONTRACTED SERVICES		
428615	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,140.00	0.00	1,140.00
016390	FASTENAL COMPANY			11/10/2022	78131
1128843	MATERIALS	425.35	\$425.35	0.00	425.35
	Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			425.35	0.00	425.35
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576		11/10/2022	78132
1122349-1	MATERIALS	99.43	\$99.43	0.00	99.43
	Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
1128142	MATERIALS	315.61	\$315.61	0.00	315.61
	Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
1129971	MATERIALS	381.22	\$381.22	0.00	381.22
	Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			796.26	0.00	796.26
016840	FIREMATIC SUPPLY CO	FIREMATIC SUPPLY CO		11/10/2022	78133
401292	E-DRAULIC SERVICE	0.00	\$1,476.00	0.00	1,476.00
	Desc: E-DRAULIC SERVICE	Acct: 10-221-331-0200	TECHNICAL/WATER EQUIPMENT		
Vendor Total:			1,476.00	0.00	1,476.00
016995	FIRST CHOICE COMM. SERVICES INC			11/10/2022	78134
26150	SERVICE CALL: 2 PANELS OFFLINE	0.00	\$225.00	0.00	225.00
	Desc: SERVICE CALL: 2 PANELS OFFLINE	Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
26151	SERVICE CALL: TH PUSH BUTTON	0.00	\$315.00	0.00	315.00
	Desc: SERVICE CALL: TH PUSH BUTTON	Acct: 10-161-321-0000	TH -REPAIRS & MAINT		
Vendor Total:			540.00	0.00	540.00
017100	FISHER SCIENTIFIC CO			11/10/2022	78135
6819144	MATERIALS	464.88	\$464.88	0.00	464.88
	Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			464.88	0.00	464.88
017110	FISHER AUTO PARTS, INC			11/10/2022	78136
301-122365	BATTERIES	538.49	\$1,076.99	0.00	1,076.99
	Desc: Replacement Vehicle Batteries and C	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: Replacement Vehicle Batteries and C	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-125355	PARTS	0.00	\$138.87	0.00	138.87
	Desc: PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
301-125377	PARTS	0.00	\$59.99	0.00	59.99
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-125586	PARTS	0.00	\$12.86	0.00	12.86
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-125886	PARTS	0.00	\$1.50	0.00	1.50

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 7  
User: florentina

Town of Hartford

ReportAPINH\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-125980	PARTS	0.00	\$3.69	0.00	3.69
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-125981	PARTS	0.00	\$7.40	0.00	7.40
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-126204	PARTS	0.00	\$20.50	0.00	20.50
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-126212	PARTS	0.00	\$61.78	0.00	61.78
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-126271	PARTS	0.00	\$87.16	0.00	87.16
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-126736	PARTS	0.00	\$92.31	0.00	92.31
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-126848	PARTS	0.00	\$52.13	0.00	52.13
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-126850	PARTS	0.00	\$24.79	0.00	24.79
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-126882	PARTS	0.00	\$0.16	0.00	0.16
	Desc: PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
301-126908	PARTS	0.00	\$151.90	0.00	151.90
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-126939	PARTS	0.00	\$26.81	0.00	26.81
	Desc: POWER SERVICE	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
301-126961	PARTS	0.00	\$7.60	0.00	7.60
	Desc: PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
301-126997	PARTS	0.00	\$71.13	0.00	71.13
	Desc: PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			1,897.57	0.00	1,897.57
017301	FOGG'S LUMBER AND HARDWARE			11/10/2022	78137
151745/6	MATERIALS	91.98	\$91.98	0.00	91.98
	Desc: MATERIALS	Acct: 30-971-321-0100	REPAIRS & MAINT-BUILDING		
158599/6	MATERIALS	0.00	\$117.76	0.00	117.76
	Desc: MATERIALS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
159145/6	MATERIALS	0.00	\$3.88	0.00	3.88
	Desc: MATERIALS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
159154/6	PARTS	0.00	\$95.95	0.00	95.95
	Desc: PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
159584/6	MATERIALS	37.56	\$37.56	0.00	37.56
	Desc: MATERIALS	Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
160155/6	MATERIALS	0.00	\$111.98	0.00	111.98
	Desc: MATERIALS	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
160162/6	MATERIALS	0.00	\$9.99	0.00	9.99
	Desc: MATERIALS	Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
160271/6	TOILET FILL VALVE	0.00	\$17.99	0.00	17.99
	Desc: TOILET FILL VALVE	Acct: 10-528-321-0100	REPAIRS & MAINT-BUILD & GROUND		
160301/6	MATERIALS	0.00	\$111.98	0.00	111.98
	Desc: MATERIALS	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		

Report Date: 11/10/22  
1:34PM

**Payment Manifest**  
**by Vendor ID**

Page: 8  
User: florentina

Town of Hartford

ReportAPINH\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
160302/6	MATERIALS	0.00	\$111.98	0.00	111.98
Desc: MATERIALS		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
160401/6	MATERIALS	29.16	\$29.16	0.00	29.16
Desc: MATERIALS		Acct: 50-952-323-0000	MATERIAL & SUPPLIES		
160628/6	MATERIALS	0.00	\$12.51	0.00	12.51
Desc: MATERIALS		Acct: 10-524-323-0100	MATERIAL & SUPPLIES - CUSTODIAL		
Vendor Total:			752.72	0.00	752.72
019390	GRAINGER		11/10/2022	78138	
9464422154	LIGHTS	53.11	\$53.11	0.00	53.11
Desc: LIGHTS		Acct: 60-964-321-0000	REPAIRS & MAINT-VEHICLES		
9478643829	MATERIALS	6.44	\$6.44	0.00	6.44
Desc: MATERIALS		Acct: 65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9483303377	MATERIALS	57.84	\$57.84	0.00	57.84
Desc: MATERIALS		Acct: 65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9486768816	MATERIALS	192.84	\$192.84	0.00	192.84
Desc: MATERIALS		Acct: 65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9487509417	MATERIALS/PARTS	396.39	\$396.39	0.00	396.39
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: MATERIALS		Acct: 60-964-323-0000	MATERIAL & SUPPLIES		
9488168965	MATERIALS	23.31	\$23.31	0.00	23.31
Desc: MATERIALS		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9491548245	MATERIALS	12.10	\$12.10	0.00	12.10
Desc: MATERIALS		Acct: 65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9496020554	LIGHTS	20.69	\$20.69	0.00	20.69
Desc: LIGHTS		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9496487837	PARTS	155.25	\$155.25	0.00	155.25
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			917.97	0.00	917.97
019398	GRANITE STATE EXTERIOR CLEANING LLC	GRANITE STATE EXTERIOR CLEANING LLC	11/10/2022	78139	
2293	Power wash of exterior building-TH	0.00	\$300.00	0.00	300.00
Desc: Power wash of exterior building-TH		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
2294	Power wash of exterior building	0.00	\$1,025.00	0.00	1,025.00
Desc: Power wash of exterior building		Acct: 10-524-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			1,325.00	0.00	1,325.00
019552	GREATER UPPER VALLEY SOLID	GREATER UPPER VALLEY SOLID	11/10/2022	78140	
HHW-722	HHW Event (July 9, 2022), Setup fee	9,810.50	\$9,810.50	0.00	9,810.50
Desc: HHW Event (July 9, 2022), Setup fee		Acct: 30-971-318-0100	CONTRACTED SERVICES - HHW		
Vendor Total:			9,810.50	0.00	9,810.50
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP	11/10/2022	78141	
33490000008OCT'22	DEPOT ST SIDEWALK LGTS	0.00	\$60.23	0.00	60.23
Desc: DEPOT ST SIDEWALK LGTS		Acct: 10-314-329-0000	ELECTRICITY		
33490000008SEP'22	DEPOT ST	0.00	\$57.28	0.00	57.28
Desc: DEPOT ST		Acct: 10-314-329-0000	ELECTRICITY		
33833000004OCT'22	MAXFIELD	91.69	\$91.69	0.00	91.69

Report Date: 11/10/22  
1:34PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 9  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: MAXFIELD	Acct: 60-964-329-0000	ELECTRICITY		
3634000003	OCT'22 FROST PARK - A STREET	0.00	\$20.96	0.00	20.96
	Desc: FROST PARK - A STREET	Acct: 10-521-329-0000	ELECTRICITY		
3803500009	OCT'22 OLCOTT COMMERCE	169.56	\$169.56	0.00	169.56
	Desc: OLCOTT COMMERCE	Acct: 60-964-329-0000	ELECTRICITY		
3913514010	OCT'22 120LESLE DR PAV C	0.00	\$44.52	0.00	44.52
	Desc: 120LESLE DR PAV C	Acct: 10-528-329-0000	ELECTRICITY		
3942400006	OCT'22 PUBLIC SAFETY BLDG	0.00	\$619.70	0.00	619.70
	Desc: PUBLIC SAFETY BLDG	Acct: 10-221-329-0000	ELECTRICITY		
	Desc: PUBLIC SAFETY BLDG	Acct: 10-211-329-0000	ELECTRICITY		
	Desc: PUBLIC SAFETY BLDG	Acct: 10-271-329-0000	ELECTRICITY		
4108220001	OCT'22 291 SUGAR HILL	132.17	\$132.17	0.00	132.17
	Desc: 291 SUGAR HILL	Acct: 55-954-329-0000	ELECTRICITY		
4338220004	OCT'22 EASTMAN HILL	202.24	\$202.24	0.00	202.24
	Desc: EASTMAN HILL	Acct: 55-954-329-0000	ELECTRICITY		
4383300003	OCT'22 BRIDGE ST	0.00	\$74.57	0.00	74.57
	Desc: BRIDGE ST	Acct: 10-314-329-0000	ELECTRICITY		
4439000006	OCT'22 BILLINGS FARM	0.00	\$70.64	0.00	70.64
	Desc: BILLINGS FARM	Acct: 10-314-329-0000	ELECTRICITY		
4439000006	SEP'22 BILLINGS FARM	0.00	\$66.72	0.00	66.72
	Desc: BILLINGS FARM	Acct: 10-314-329-0000	ELECTRICITY		
4492600009	OCT'22 STREET LIGHTS	0.00	\$2,180.37	0.00	2,180.37
	Desc: STREET LIGHTS	Acct: 10-314-329-0000	ELECTRICITY		
4883200003	OCT'22 ARBORETUM LN	50.52	\$50.52	0.00	50.52
	Desc: ARBORETUM LN	Acct: 60-964-329-0000	ELECTRICITY		
4893320007	OCT'22 VILLAGE GREEN BALLOON	0.00	\$20.96	0.00	20.96
	Desc: VILLAGE GREEN BALLOON	Acct: 10-521-329-0000	ELECTRICITY		
4942400005	OCT'22 VA CUTOFF	25.67	\$25.67	0.00	25.67
	Desc: VA CUTOFF	Acct: 50-954-329-0000	ELECTRICITY		
4966215639	OCT'22 SYKES MNT AVE	0.00	\$106.97	0.00	106.97
	Desc: SYKES MNT AVE	Acct: 10-314-329-0000	ELECTRICITY		
4967220000	OCT'22 RTE WEST HTFD	0.00	\$492.04	0.00	492.04
	Desc: RTE WEST HTFD	Acct: 10-314-329-0000	ELECTRICITY		
5077612021	9OCT'22 1103 N MAIN ST	0.00	\$71.22	0.00	71.22
	Desc: 1103 N MAIN ST	Acct: 10-314-329-0000	ELECTRICITY		
5951100008	OCT'22 CAMPBELL ST	62.81	\$62.81	0.00	62.81
	Desc: CAMPBELL ST	Acct: 50-954-329-0000	ELECTRICITY		
5951100008	SEP'22 CAMPBELL ST	53.94	\$53.94	0.00	53.94
	Desc: CAMPBELL ST	Acct: 50-954-329-0000	ELECTRICITY		
6259220000	OCT'22 WOODSTOCK RD	0.00	\$20.96	0.00	20.96
	Desc: WOODSTOCK RD	Acct: 10-314-329-0000	ELECTRICITY		
6271320004	OCT'22 WOODSTOCK RD	42.07	\$42.07	0.00	42.07
	Desc: WOODSTOCK RD	Acct: 55-954-329-0000	ELECTRICITY		
6700320002	OCT'22 WILLARD RD	0.00	\$153.89	0.00	153.89
	Desc: WILLARD RD	Acct: 10-221-329-0000	ELECTRICITY		
6730320009	OCT'22 78 MURPHYS RD	101.86	\$101.86	0.00	101.86
	Desc: 78 MURPHYS RD	Acct: 65-964-329-0000	ELECTRICITY		
6739908436	OCT'22 120LESLE DR PAV B	0.00	\$154.48	0.00	154.48

Report Date: 11/10/22  
1:34PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 10  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: 120LESLE DR PAV B	Acct: 10-528-329-0000	ELECTRICITY		
67700100000	OCT'22 RT 5 POLE 95	0.00	\$29.01	0.00	29.01
	Desc: RT 5 POLE 95	Acct: 10-314-329-0000	ELECTRICITY		
67700100000	SEP'22 RT 5 POLE 95	0.00	\$29.01	0.00	29.01
	Desc: RT 5 POLE 95	Acct: 10-314-329-0000	ELECTRICITY		
68053200009	OCT'22 ROUTE 14 W HARTFORD LIBRARY	0.00	\$117.18	0.00	117.18
	Desc: ROUTE 14 W HARTFORD LIBRARY	Acct: 10-524-329-0000	ELECTRICITY		
74713200009	OCT'22 WOODSTOCK RD	0.00	\$35.10	0.00	35.10
	Desc: WOODSTOCK RD	Acct: 10-314-329-0000	ELECTRICITY		
77303200008	OCT'22 LAKE PINNEO	31.95	\$31.95	0.00	31.95
	Desc: LAKE PINNEO	Acct: 65-964-329-0000	ELECTRICITY		
77700100009	OCT'22 POLE 1 PLEASANTVIEW TERR	0.00	\$48.44	0.00	48.44
	Desc: POLE 1 PLEASANTVIEW TERR	Acct: 10-314-329-0000	ELECTRICITY		
77700100009	SEP'22 POLE 1 PLEASANTVIEW	0.00	\$47.67	0.00	47.67
	Desc: POLE 1 PLEASANTVIEW	Acct: 10-314-329-0000	ELECTRICITY		
80082200009	OCT'22 NOYES LN	159.29	\$159.29	0.00	159.29
	Desc: NOYES LN	Acct: 55-954-329-0000	ELECTRICITY		
82948328248	OCT'22 PROSPECT ST TEMP	0.00	\$108.35	0.00	108.35
	Desc: PROSPECT ST TEMP	Acct: 10-314-329-0000	ELECTRICITY		
84443200005	OCT'22 WATERMAN HL	0.00	\$37.45	0.00	37.45
	Desc: WATERMAN HL	Acct: 10-314-329-0000	ELECTRICITY		
87303200007	OCT'22 QUECHEE HARTLAND	53.42	\$53.42	0.00	53.42
	Desc: QUECHEE HARTLAND	Acct: 65-964-329-0000	ELECTRICITY		
87700100008	OCT'22 CHRISTIAN ST POLE 72-50	0.00	\$25.48	0.00	25.48
	Desc: CHRISTIAN ST POLE 72-50	Acct: 10-314-329-0000	ELECTRICITY		
87833000000	OCT'22 MAPLE ST	0.00	\$73.58	0.00	73.58
	Desc: MAPLE ST	Acct: 10-314-329-0000	ELECTRICITY		
89290000002	OCT'22 HEMLOCK RIDGE	38.24	\$38.24	0.00	38.24
	Desc: HEMLOCK RIDGE	Acct: 50-954-329-0000	ELECTRICITY		
89290000002	SEP'22 HEMLOCK RIDGE	38.70	\$38.70	0.00	38.70
	Desc: HEMLOCK RIDGE	Acct: 50-954-329-0000	ELECTRICITY		
91611000000	OCT'22 FERRY RD - SEWER PUMP	137.71	\$137.71	0.00	137.71
	Desc: FERRY RD - SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY		
91611000000	SEP'22 FERRY RD - SEWER PUMP	122.08	\$122.08	0.00	122.08
	Desc: FERRY RD - SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY		
91624000005	OCT'22 SOLIDA WASTE	43.07	\$43.07	0.00	43.07
	Desc: SOLIDA WASTE	Acct: 30-971-329-0000	ELECTRICITY		
92124869873	OCT'22 43 HIGHLAND AVE - POOL	0.00	\$611.43	0.00	611.43
	Desc: 43 HIGHLAND AVE - POOL	Acct: 10-512-329-0000	ELECTRICITY		
97303200006	OCT'22 NOYES LN PUMP	23.50	\$23.50	0.00	23.50
	Desc: NOYES LN PUMP	Acct: 65-964-329-0000	ELECTRICITY		
98340000003	OCT'22 A ST PUMP STN - WW	28.22	\$28.22	0.00	28.22
	Desc: A ST PUMP STN - WW	Acct: 60-964-329-0000	ELECTRICITY		
98490000001	OCT'22 ELM/GILETTE	45.90	\$45.90	0.00	45.90
	Desc: ELM/GILETTE	Acct: 60-964-329-0000	ELECTRICITY		
98490000001	SEP'22 ELM/GILETTE	41.57	\$41.57	0.00	41.57
	Desc: ELM/GILETTE	Acct: 60-964-329-0000	ELECTRICITY		
04013200003	OCT'22 BENTLEY RD	42.56	\$42.56	0.00	42.56

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 11  
User: florentina

Town of Hartford

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: BENTLEY RD	Acct: 65-964-329-0000	ELECTRICITY		
08303200003	OCT'22 DEWEY FAM	57.88	\$57.88	0.00	57.88
	Desc: DEWEY FAM	Acct: 65-964-329-0000	ELECTRICITY		
09732000006	OCT'22 319 LATHAM WORKS	10,107.22	\$10,107.22	0.00	10,107.22
	Desc: 319 LATHAM WORKS	Acct: 60-961-329-0000	ELECTRICITY		
11013200008	OCT'22 HENDEE WAY	24.88	\$24.88	0.00	24.88
	Desc: HENDEE WAY	Acct: 65-964-329-0000	ELECTRICITY		
13414587553	OCT'22 120 LESLE DR PAV A	0.00	\$146.63	0.00	146.63
	Desc: 120 LESLE DR PAV A	Acct: 10-528-329-0000	ELECTRICITY		
13611000004	OCT'22 HARTFORD VILLAGE	0.00	\$76.58	0.00	76.58
	Desc: HARTFORD VILLAGE	Acct: 10-314-329-0000	ELECTRICITY		
13611000004	SEP'22 HARTFORD VILLAGE	0.00	\$76.13	0.00	76.13
	Desc: HARTFORD VILLAGE	Acct: 10-314-329-0000	ELECTRICITY		
13833000006	OCT'22 LYMAN POINT PARK - REC	0.00	\$21.35	0.00	21.35
	Desc: LYMAN POINT PARK - REC	Acct: 10-521-329-0000	ELECTRICITY		
20822960512	OCT'22 1732 QUECHEE MAIN ST	0.00	\$33.59	0.00	33.59
	Desc: 1732 QUECHEE MAIN ST	Acct: 10-521-329-0000	ELECTRICITY		
21257439196	OCT'22 1774 HILLSIDE RD TOWER	0.00	\$95.68	0.00	95.68
	Desc: 1774 HILLSIDE RD TOWER	Acct: 10-221-329-0000	ELECTRICITY		
23833000005	OCT'22 RT 5 HIGHLAND	0.00	\$75.36	0.00	75.36
	Desc: RT 5 HIGHLAND	Acct: 10-314-329-0000	ELECTRICITY		
28933000003	OCT'22 MAPLE ST SEWER PUMP	137.21	\$137.21	0.00	137.21
	Desc: MAPLE ST SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY		
Vendor Total:			17,969.46	0.00	17,969.46
019901	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		11/10/2022	78142
519114	POLE ATTACHMENT RENT	0.00	\$1,272.00	0.00	1,272.00
	Desc: POLE ATTACHMENT RENT	Acct: 10-314-329-0000	ELECTRICITY		
Vendor Total:			1,272.00	0.00	1,272.00
020135	GREENMAN-PEDERSEN, INC			11/10/2022	78143
32	HTFD STP 0113(59)S INV#31 SEP'22	211.46	\$211.46	0.00	211.46
	Desc: HTFD STP 0113(59)S INV#31 SEP'22	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
Vendor Total:			211.46	0.00	211.46
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD		11/10/2022	78144
410069,00384885	1741 QUECHEE MAIN	0.00	\$80.91	0.00	80.91
	Desc: 1741 QUECHEE MAIN	Acct: 10-521-328-0000	WATER		
410070,00384884	1732 QUECHEE MAIN	0.00	\$87.99	0.00	87.99
	Desc: 1732 QUECHEE MAIN	Acct: 10-521-328-0000	WATER		
410439,00384886	VILLAGE GREEN	0.00	\$141.23	0.00	141.23
	Desc: VILLAGE GREEN	Acct: 10-521-328-0000	WATER		
Vendor Total:			310.13	0.00	310.13
021500	HARTFORD SCHOOL, TOWN OF	TOWN OF HARTFORD SCHOOL		11/10/2022	78145
2023 TAXES#3	FYE 2023 Taxes Pymt #3	0.00	\$1,500,000.00	0.00	1,500,000.00
	Desc: FYE 2023 Taxes Pymt #3	Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		



Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 12  
User: florentina

**Town of Hartford**

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			1,500,000.00	0.00	1,500,000.00
022630	HIGH COUNTRY ALUMINUM PRODUCTS, LL	HIGH COUNTRY ALUMINUM PRODUCTS	11/10/2022		78146
16789	H-10 REPAIRS	0.00	\$160.60	0.00	160.60
	Desc: H-10 REPAIRS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			160.60	0.00	160.60
022703	HILL, MARY	MARY HILL	11/10/2022		78147
NOV'22	RETIREE REIMBURSEMENT	0.00	\$344.83	0.00	344.83
	Desc: RETIREE REIMBURSEMENT	Acct: 10-151-418-0100	TC -Retirees		
Vendor Total:			344.83	0.00	344.83
023122	HORIZON BUSINESS GROUP, LLC		11/10/2022		78148
229261	MEDICAL SUPPLIES	0.00	\$392.45	0.00	392.45
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			392.45	0.00	392.45
023450	INCLUSION SOLUTIONS		11/10/2022		78149
SO-012251	FORTRESS 800 BALLOTBOX	0.00	\$263.81	0.00	263.81
	Desc: FORTRESS 800 BALLOTBOX	Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES		
Vendor Total:			263.81	0.00	263.81
023473	INGRAM LIBRARY SERVICES LLC		11/10/2022		78150
72345771	BOOKS	0.00	\$227.72	0.00	227.72
	Desc: BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
72345772	BOOKS	0.00	\$17.84	0.00	17.84
	Desc: BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			245.56	0.00	245.56
024250	IROQUOIS MANUFACTURING CO		11/10/2022		78151
164146	BED CHAIN	0.00	\$1,247.59	0.00	1,247.59
	Desc: Bed Chains	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
164147	BED CHAIN	0.00	\$1,332.79	0.00	1,332.79
	Desc: Bed Chains	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			2,580.38	0.00	2,580.38
024335	ISUN, INC		11/10/2022		78152
INV-ISI-000724	SOLAR ARRAY	3,835.67	\$3,835.67	0.00	3,835.67
	Desc: PV Solar Credits 9/19/22-10-18-22	Acct: 65-963-329-0000	ELECTRICITY		
Vendor Total:			3,835.67	0.00	3,835.67
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON	11/10/2022		78153
55473,135385	PARTS	0.00	\$52.74	0.00	52.74
	Desc: PARTS	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			52.74	0.00	52.74
025600	KENNEY, RICHARD	RICHARD KENNEY	11/10/2022		78154

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 13  
User: florentina

Town of Hartford

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
SEP-OCT'22	RETIREE REIMBURSEMENT	1,183.60	\$1,183.60	0.00	1,183.60
Desc: RETIREE REIMBURSEMENT		Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		1,183.60	0.00	1,183.60
025715	KEY CHEVROLET OF WHITE RIVER			11/10/2022	78155
09.30.2022	STATEMENT AMOUNT DUE	0.00	\$35.00	0.00	35.00
Desc: STATEMENT AMOUNT DUE		Acct: 10-321-318-0000	CONTRACTED SERVICES		
	Vendor Total:		35.00	0.00	35.00
026040	KOFILE, INC	KOFILE, INC		11/10/2022	78156
INV-KT-008619	3 LAND RECORD VOLS 608-610	0.00	\$1,069.53	0.00	1,069.53
Desc: 3 LAND RECORD VOLS 608-610		Acct: 10-151-323-0000	TC -MATERIAL & SUPPLIES		
	Vendor Total:		1,069.53	0.00	1,069.53
026051	KOLOSKI PLUMBING & HEATING, LLC			11/10/2022	78157
1650	WINTERIZATION POOL CONTROL BLD	0.00	\$240.00	0.00	240.00
Desc: WINTERIZATION POOL CONTROL BLDG		Acct: 10-512-318-0000	CONTRACTED SERVICES		
	Vendor Total:		240.00	0.00	240.00
027100	LAVALLEY BUILDING SUPPLY, INC			11/10/2022	78158
WL4573118-01	TARP	0.00	\$13.99	0.00	13.99
Desc: TARP		Acct: 10-521-323-0000	MATERIAL & SUPPLIES		
WL4573123-01	FENCE RAILS	0.00	\$35.98	0.00	35.98
Desc: FENCE RAILS		Acct: 10-527-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		49.97	0.00	49.97
027250	LAWSON PRODUCTS INC			11/10/2022	78159
9309946105	PARTS	0.00	\$218.21	0.00	218.21
Desc: PARTS		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
9309950606	PARTS	0.00	\$42.51	0.00	42.51
Desc: PARTS		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
9309989413	MATERIALS	67.48	\$67.48	0.00	67.48
Desc: MATERIALS		Acct: 30-971-320-0300	EQUIP OPERATION/MAINT GENERAL		
9310022911	MATERIALS	0.00	\$175.76	0.00	175.76
Desc: MATERIALS		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		503.96	0.00	503.96
027380	LEBANON FORD			11/10/2022	78160
45011783	R4 WHEEL ASY	0.00	\$464.92	0.00	464.92
Desc: R4 WHEEL ASY		Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
	Vendor Total:		464.92	0.00	464.92
027700	DE LAGE LANDEN	DE LAGE LANDEN		11/10/2022	78161
77917261	LEASE COPIER - NOV'22 - LF	37.81	\$37.81	0.00	37.81
Desc: LEASE COPIER - NOV'22 - LF		Acct: 30-975-318-0000	CONTRACTED SERVICES		
77917718	LEASE COPIER - NOV'22 - TM	0.00	\$200.02	0.00	200.02
Desc: LEASE COPIER - NOV'22 - TM		Acct: 10-121-318-0000	TM -CONTRACT SERVICES		

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 14  
User: florentina

Town of Hartford

ReportAPINH\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
77917719	LEASE COPIER - NOV'22 - FIN	0.00	\$173.42	0.00	173.42
	Desc: LEASE COPIER - NOV'22 - FIN	Acct: 10-171-318-0000	FIN -CONTRACTED SERVICES		
	Vendor Total:		411.25	0.00	411.25
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY	11/10/2022	78162	
4333626,99067	#2OIL 29G@\$5.1924 BUGBEE	0.00	\$151.45	0.00	151.45
	Desc: #2OIL 29G@\$5.1924 BUGBEE	Acct: 10-421-327-0000	BUILDING HEAT		
4935943,93366	PROPANE 14.3G@\$1.6934 DEPOT ST	24.51	\$24.51	0.00	24.51
	Desc: PROPANE 14.3G@\$1.6934 DEPOT ST	Acct: 60-962-327-0000	BUILDING HEAT		
4935943,95598	PROPANE 111.1G@\$1.6153 LIBRARY	0.00	\$181.68	0.00	181.68
	Desc: PROPANE 111.1G@\$1.6153 LIBRARY	Acct: 10-524-327-0000	BUILDING HEAT		
	Vendor Total:		357.64	0.00	357.64
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS	11/10/2022	78163	
OCT'22	RETIREE REIMBURSEMENT	0.00	\$748.26	0.00	748.26
	Desc: RETIREE REIMBURSEMENT	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		748.26	0.00	748.26
028849	MADISON NATIONAL LIFE INSURANCE		11/10/2022	78164	
NOV'22	LIFE INSURANCE NOV'22	273.65	\$2,078.25	0.00	2,078.25
	Desc: LIFE INSURANCE NOV'22	Acct: 10-121-240-0000	TM -LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-151-240-0000	TC -LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-171-240-0000	FIN -LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-174-240-0000	ASE -LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-175-240-0000	DEL -LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-181-240-0000	IT -LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-211-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-221-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-271-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-312-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-325-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-511-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-514-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-530-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-621-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 10-622-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 30-971-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 30-975-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 50-954-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 50-955-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 55-955-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 60-961-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 60-965-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 65-963-240-0000	LIFE INSURANCE		
	Desc: LIFE INSURANCE NOV'22	Acct: 65-965-240-0000	LIFE INSURANCE		
	Vendor Total:		2,078.25	0.00	2,078.25
028850	MAGEE OFFICE EQUIPMENT INC.		11/10/2022	78165	
C-01166916	WIDE COPIER LEASE 11.23.22-02.23.22	0.00	\$373.25	0.00	373.25

Report Date: 11/10/22  
1:34PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 15  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: WIDE COPIER LEASE 11.23.22-02.23.23	Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
	Vendor Total:		373.25	0.00	373.25
028888	LUNDRIGAN, JOYCE	JOYCE LUNDRIGAN	11/10/2022		78166
	SEP-OCT'22 RETIREE REIMBURSEMENT	0.00	\$1,490.26	0.00	1,490.26
	Desc: RETIREE REIMBURSEMENT	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		1,490.26	0.00	1,490.26
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	11/10/2022		78167
	233360484 WATER	15.26	\$15.26	0.00	15.26
	Desc: WATER	Acct: 30-971-328-0000	WATER		
	234039510 OFFICE SUPPLIES	0.00	\$26.52	0.00	26.52
	Desc: OFFICE SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
	231966199 OFFICE SUPPLIES	0.00	\$35.48	0.00	35.48
	Desc: OFFICE SUPPLIES	Acct: 10-131-323-0000	TC -MATERIALS & SUPPLIES		
	233699822 WATER	13.98	\$13.98	0.00	13.98
	Desc: WATER	Acct: 30-974-328-0000	WATER		
	233709811 DOOR SIGN	0.00	\$7.76	0.00	7.76
	Desc: DOOR SIGN	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
	233716674 PADS	0.00	\$32.98	0.00	32.98
	Desc: PADS	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
	233886201 PAPER	0.00	\$12.99	0.00	12.99
	Desc: PAPER	Acct: 10-511-323-0000	MATERIAL & SUPPLIES		
	233937964 MAILING TAPE	0.00	\$10.58	0.00	10.58
	Desc: MAILING TAPE	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
	233968048 OFFICE SUPPLIES	0.00	\$7.76	0.00	7.76
	Desc: OFFICE SUPPLIES	Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
	233797263 PRINTER INK	0.00	\$66.44	0.00	66.44
	Desc: PRINTER INK	Acct: 10-171-323-0000	FIN -MATERIAL & SUPPLIES		
	Vendor Total:		229.75	0.00	229.75
029886	MAYFIELD, WILLIAM BRETT	WILLIAM BRETT MAYFIELD	11/10/2022		78168
	11.04.2022 Youth Karate - 3 Sessions	0.00	\$756.00	0.00	756.00
	Desc: Youth Karate - 3 Sessions	Acct: 10-514-318-0000	CONTRACTED SERVICES		
	Vendor Total:		756.00	0.00	756.00
030200	MCMASTER-CARR SUPPLY COMPANY	MCMASTER-CARR SUPPLY CO	11/10/2022		78169
	86047677 MATERIALS	68.33	\$68.33	0.00	68.33
	Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		68.33	0.00	68.33
030250	MCNALL, KAREN	KAREN MCNALL	11/10/2022		78170
	2022-10 WORKSHOP 10.26.22	0.00	\$140.80	0.00	140.80
	Desc: WORKSHOP 10.26.22	Acct: 10-514-318-0000	CONTRACTED SERVICES		
	Vendor Total:		140.80	0.00	140.80
031443	MONTAGE ENTERPRISES, INC		11/10/2022		78171
	97829 PARTS	0.00	\$50.17	0.00	50.17

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 16  
User: florentina

Town of Hartford

Report APINH\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
100223	Desc: PARTS PARTS	Acct: 10-321-321-0000 0.00	REPAIRS & MAINT-VEHICLES \$357.18	0.00	357.18
C98005	Desc: PARTS RETURNED PARTS	Acct: 10-321-321-0000 0.00	REPAIRS & MAINT-VEHICLES \$-180.00	0.00	-180.00
100218	Desc: RETURNED PARTS PARTS	Acct: 10-321-321-0000 0.00	REPAIRS & MAINT-VEHICLES \$180.00	0.00	180.00
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			407.35	0.00	407.35
031920	MUDGETT, JENNETT & KROGH-WISNER, PC			11/10/2022	78172
112893	AUDIT FY 22 PERIOD 05.13.22-10.14.2	0.00	\$15,000.00	0.00	15,000.00
	Desc: AUDIT FY 22 PERIOD 05.13.22-10.14.2	Acct: 10-173-318-0000	FIN -CONTRACTED SERVICES		
Vendor Total:			15,000.00	0.00	15,000.00
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC		11/10/2022	78173
IN1783335	UNIFORMS	0.00	\$170.64	0.00	170.64
	Desc: UNIFORMS	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
IN1780383	HYDROTESTS	0.00	\$80.00	0.00	80.00
	Desc: HYDROTESTS	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
Vendor Total:			250.64	0.00	250.64
034925	NORTHEAST RESOURCE RECOVERY ASSC			11/10/2022	78174
130246	SERVICES	1,987.20	\$1,987.20	0.00	1,987.20
	Desc: Transportation, Scrap & Tires 09-27	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,987.20	0.00	1,987.20
035040	NORTHERN NE PARKS & RECREATION	NORTHERN NE PARKS & RECREATION		11/10/2022	78175
820834	PRE-REGISTRATION 2023	0.00	\$375.00	0.00	375.00
	Desc: PRE-REGISTRATION 2023	Acct: 10-511-311-0000	TRAVEL & MEETINGS		
Vendor Total:			375.00	0.00	375.00
035360	NOTT'S EXCAVATING INC			11/10/2022	78176
18018,5	SMAIN/NMAIN/GATES STR	358,599.80	\$358,599.80	0.00	358,599.80
	Desc: Dates of Service 9/24/22 - 10/22/22	Acct: 50-954-543-0035	Capital - RF3-467-3.0 Phase 2		
	Desc: Dates of Service 9/24/22 - 10/22/22	Acct: 60-965-543-0035	Capital - RF1-291-3.0 Phase 2		
	Desc: Dates of Service 9/24/22 - 10/22/22	Acct: 13-921-360-0100	S. Main St Infrastructure- Construction -		
Vendor Total:			358,599.80	0.00	358,599.80
035550	NUNEZ, JOHN T	JOHN T NUNEZ		11/10/2022	78177
NOV'22	RETIREE REIMBURSEMENT	0.00	\$202.14	0.00	202.14
	Desc: RETIREE REIMBURSEMENT	Acct: 10-511-418-0100	Retiree Health Insurance		
Vendor Total:			202.14	0.00	202.14
036005	OLDCASTLE ARCHITECTURAL	OLDCASTLE ARCHITECTURAL		11/10/2022	78178
421904067	MORTAR	0.00	\$81.20	0.00	81.20
	Desc: MORTAR	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			81.20	0.00	81.20

Report Date: 11/10/22  
1:34PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 17  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE	11/10/2022	78179	
71216	INSPECTIONS - MAY'22	0.00	\$18.08	0.00	18.08
	Desc: INSPECTIONS - MAY'22	Acct: 10-321-318-0000	CONTRACTED SERVICES		
73901	INSPECTIONS - JUN'22	0.00	\$18.08	0.00	18.08
	Desc: INSPECTIONS - JUN'22	Acct: 10-321-318-0000	CONTRACTED SERVICES		
76203	INSPECTIONS - AUG'22	0.00	\$9.04	0.00	9.04
	Desc: INSPECTIONS - AUG'22	Acct: 10-321-318-0000	CONTRACTED SERVICES		
	Vendor Total:		45.20	0.00	45.20
037276	PETE'S TIRE BARNS, INC		11/10/2022	78180	
274978	JETTER - TIRES	0.00	\$366.00	0.00	366.00
	Desc: JETTER - TIRES	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		366.00	0.00	366.00
037450	PIKE INDUSTRIES INC		11/10/2022	78181	
1208312	STONE	0.00	\$39.79	0.00	39.79
	Desc: STONE	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		39.79	0.00	39.79
037551	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC	11/10/2022	78182	
OCT'22	POSTAGE	1,005.15	\$1,866.23	0.00	1,866.23
	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	POSTAGE		
	Desc: POSTAGE	Acct: 10-622-322-0000	POSTAGE		
	Desc: POSTAGE	Acct: 10-175-322-0000	DEL -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	POSTAGE		
	Desc: POSTAGE	Acct: 10-171-322-0000	FIN -POSTAGE		
	Vendor Total:		1,866.23	0.00	1,866.23
037552	PITNEY BOWES BANK INC	PITNEY BOWES BANK INC	11/10/2022	78183	
1021650446	RED INK POSTAGE MACHINE	0.00	\$169.98	0.00	169.98
	Desc: RED INK POSTAGE MACHINE	Acct: 10-221-322-0000	POSTAGE		
	Desc: RED INK POSTAGE MACHINE	Acct: 10-211-322-0000	POSTAGE		
	Vendor Total:		169.98	0.00	169.98
037751	PONZONI, JOAN	JOAN PONZONI	11/10/2022	78184	
NOV'22	RETIREE REIMBURSEMENT	275.86	\$344.83	0.00	344.83
	Desc: RETIREE REIMBURSEMENT	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RETIREE REIMBURSEMENT	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 18  
User: florentina

**Town of Hartford**

ReportAPINH\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			344.83	0.00	344.83
038188	LL POTWIN SERVICES			11/10/2022	78185
8132-1	MOWING OCT'22	0.00	\$633.34	0.00	633.34
	Desc: MOWING OCT'22	Acct: 10-311-318-0000	CONTRACTED SERVICES		
8132-2	MOWING OCT'22	0.00	\$1,287.49	0.00	1,287.49
	Desc: MOWING OCT'22	Acct: 10-311-318-0000	CONTRACTED SERVICES		
	Desc: MOWING OCT'22	Acct: 10-421-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,920.83	0.00	1,920.83
038495	PRIORITY EXPRESS, INC.			11/10/2022	78186
81722245	INTERLIBRARY LOAN PROG	0.00	\$85.16	0.00	85.16
	Desc: INTERLIBRARY LOAN PROG	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			85.16	0.00	85.16
039510	RC CLEANING LLC	RC CLEANING LLC		11/10/2022	78187
14	CLEANING LIBRARY	0.00	\$529.28	0.00	529.28
	Desc: CLEANING LIBRARY	Acct: 10-524-318-0000	CONTRACTED SERVICES		
12	CLEANING SERVICES - TH	0.00	\$5,658.24	0.00	5,658.24
	Desc: CLEANING SERVICES - TH	Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			6,187.52	0.00	6,187.52
039710	REED TRUCK SERVICES INC, S G	SG REED TRUCK SERVICES INC,		11/10/2022	78188
19360	PARTS	0.00	\$323.49	0.00	323.49
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			323.49	0.00	323.49
040389	RITLAND, DIANE	DIANE RITLAND		11/10/2022	78189
OCT'22	RETIREE REIMBURSEMENT	0.00	\$719.74	0.00	719.74
	Desc: RETIREE REIMBURSEMENT	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			719.74	0.00	719.74
040425	RIESEBERG, HUNTER	RIESEBERG, HUNTER		11/10/2022	78190
NOV'22	RETIREE REIMBURSEMENT	124.25	\$354.99	0.00	354.99
	Desc: Ret Reimb Nov 22	Acct: 10-121-418-0100	TM -RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Nov 22	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Nov 22	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Nov 22	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Nov 22	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Ret Reimb Nov 22	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			354.99	0.00	354.99
040751	ROGERS, LARRY	LARRY ROGERS		11/10/2022	78191
NOV'22	RETIREE REIMBURSEMENT	225.10	\$225.10	0.00	225.10
	Desc: RETIREE REIMBURSEMENT	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			225.10	0.00	225.10
041450	SABIL & SONS, INC	SABIL & SONS, INC		11/10/2022	78192

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 19  
User: florentina

Town of Hartford

ReportAPINH\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
43372	PARTS	61.16	\$61.16	0.00	61.16
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
43453	PARTS	0.00	\$145.00	0.00	145.00
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
43467	PARTS	0.00	\$14.56	0.00	14.56
Desc: PARTS		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
43400	PARTS	0.00	\$14.39	0.00	14.39
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
43399	PARTS	0.00	\$14.34	0.00	14.34
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
43484	PARTS	0.00	\$326.76	0.00	326.76
Desc: PARTS		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
43395	PARTS	0.00	\$48.33	0.00	48.33
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			624.54	0.00	624.54
042400	SHERWIN WILLIAMS CO	SHERWIN WILLIAMS CO	11/10/2022	78193	
20100	PAINT	0.00	\$57.00	0.00	57.00
Desc: PAINT		Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
Vendor Total:			57.00	0.00	57.00
043315	NATIONAL CENTER FOR SAFETY INITIATI		11/10/2022	78194	
24175	BACKGROUND CHECKS	0.00	\$15.00	0.00	15.00
Desc: BACKGROUND CHECKS		Acct: 10-514-315-0000	RECRUITMENT & TRAINING		
27179	BACKGROUND CHECK	0.00	\$30.00	0.00	30.00
Desc: BACKGROUND CHECK		Acct: 10-514-315-0000	RECRUITMENT & TRAINING		
Desc: BACKGROUND CHECK		Acct: 10-121-323-0000	TM -MATERIAL & SUPPLIES		
26193 10.01.22	BACKGROUND CHECKS	0.00	\$105.00	0.00	105.00
Desc: BACKGROUND CHECKS		Acct: 10-121-315-0000	TM -RECRUITMENT & TRAINING		
Desc: BACKGROUND CHECKS		Acct: 10-514-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			150.00	0.00	150.00
044204	STEARNS SEPTIC SERVICE, LLC		11/10/2022	78195	
2022-1884	RFP 2022-S2 Sludge Hauling Services	2,185.00	\$2,185.00	0.00	2,185.00
Desc: RFP 2022-S2 Sludge Hauling Services		Acct: 65-963-318-0000	CONTRACTED SERVICES		
Desc: PUMP STN CLEANING		Acct: 65-963-318-0000	CONTRACTED SERVICES		
2022-1095	SLUDGE HAULING	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		
2022-1767	RFP 2022-S2 Sludge Hauling 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		
Vendor Total:			5,785.00	0.00	5,785.00
044220	STERICYCLE, INC		11/10/2022	78196	
1011975805	STERI-SAFE	0.00	\$28.88	0.00	28.88
Desc: STERI-SAFE		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			28.88	0.00	28.88
044560	STRATUS TELECOM LLC		11/10/2022	78197	



Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 20  
User: florentina

Town of Hartford

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
10628	FAX SERVICE NOV'22	0.00	\$99.81	0.00	99.81
	Desc: FAX SERVICE NOV'22	Acct: 10-121-324-0000	TM -TELEPHONE		
	Desc: FAX SERVICE NOV'22	Acct: 10-221-324-0000	TELEPHONE		
	Desc: FAX SERVICE NOV'22	Acct: 10-211-324-0000	TELEPHONE		
	Desc: FAX SERVICE NOV'22	Acct: 10-271-324-0000	TELEPHONE		
	Vendor Total:		99.81	0.00	99.81
045300	TASCO SECURITY, INC			11/10/2022	78198
164829	ALARM MONITOR NOV'22-OCT'23	484.88	\$484.88	0.00	484.88
	Desc: ALARM MONITOR NOV'22-OCT'23	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:		484.88	0.00	484.88
045483	TELEFLEX LLC			11/10/2022	78199
9506132105	MEDICAL SUPPLIES	0.00	\$1,345.50	0.00	1,345.50
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		1,345.50	0.00	1,345.50
046551	TROMBLEY, SOPHIA	SOPHIE TROMBLEY		11/10/2022	78200
11.02.2022	DAY PROGRAM 11.04.22	0.00	\$125.00	0.00	125.00
	Desc: DAY PROGRAM 11.04.22	Acct: 10-514-318-0000	CONTRACTED SERVICES		
	Vendor Total:		125.00	0.00	125.00
046950	TWIN STATE SAND AND GRAVEL CO			11/10/2022	78201
105869	HARDPACK	0.00	\$110.66	0.00	110.66
	Desc: Hardpack	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
106383	HARDPACK	0.00	\$1,056.42	0.00	1,056.42
	Desc: Hardpack	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
106047	HARDPACK	109.93	\$109.93	0.00	109.93
	Desc: Hardpack	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
104855	HARDPACK	0.00	\$358.81	0.00	358.81
	Desc: Hardpack	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		1,635.82	0.00	1,635.82
047075	TWO RIVERS-OTTAUQUECHEE REGION CO			11/10/2022	78202
2023	Membership Dues for FY 2023	0.00	\$16,884.00	0.00	16,884.00
	Desc: Membership Dues for FY 2023	Acct: 10-622-313-0000	MEMBERSHIP DUES		
	Vendor Total:		16,884.00	0.00	16,884.00
047100	UI INSURANCE SERVICES INC			11/10/2022	78203
10236	FF INSURANCE	0.00	\$1,459.00	0.00	1,459.00
	Desc: FF INSURANCE	Acct: 10-221-418-0000	PROPERTY & LIABILITY INSURANCE		
	Vendor Total:		1,459.00	0.00	1,459.00
047190	USA BLUEBOOK	USA BLUEBOOK		11/10/2022	78204
139721	PARTS	313.97	\$313.97	0.00	313.97
	Desc: PARTS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
148638	MATERIALS	178.66	\$178.66	0.00	178.66
	Desc: MATERIALS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		

Report Date: 11/10/22  
1:34PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 21  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
150174	MATERIALS	465.56	\$465.56	0.00	465.56
	Desc: MATERIALS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
144398	TSS GLASS FIBER FILTER	219.96	\$219.96	0.00	219.96
	Desc: TSS GLASS FIBER FILTER	Acct: 65-963-340-0000	CHEMICALS		
147404	PH BUFFER	177.16	\$177.16	0.00	177.16
	Desc: PH BUFFER	Acct: 65-963-340-0000	CHEMICALS		
	Vendor Total:		1,355.31	0.00	1,355.31
048300	VALLEY NEWS	VALLEY NEWS	11/10/2022		78205
129897,369455	AD#369455 RFP TREE PRUNING	0.00	\$78.20	0.00	78.20
	Desc: AD#369455 RFP TREE PRUNING	Acct: 10-511-312-0000	ADVERTISING		
125978,365668	AD#365668 RFB HEATING OIL	0.00	\$190.40	0.00	190.40
	Desc: AD#365668 RFB HEATING OIL	Acct: 10-325-312-0000	ADVERTISING		
129897,363922	AD#363922 RFP PARKS F-250	0.00	\$88.40	0.00	88.40
	Desc: AD#363922 RFP PARKS F-250	Acct: 10-521-318-0000	CONTRACTED SERVICES		
125911,366885	AD#366885 SB AGENDA 11.01.22	0.00	\$272.00	0.00	272.00
	Desc: AD#366885 SB AGENDA 11.01.22	Acct: 10-111-312-0000	SB -ADVERTISING		
125977,366287	AD#366287 HTFD PLANN COMM 11.14.	0.00	\$311.10	0.00	311.10
	Desc: AD#366287 HTFD PLANN COMM 11.14.22	Acct: 10-622-312-0000	ADVERTISING		
125911,370538	AD#370538 SB AGENDA 11.15.22	0.00	\$212.50	0.00	212.50
	Desc: AD#370538 SB AGENDA 11.15.22	Acct: 10-111-312-0000	SB -ADVERTISING		
	Vendor Total:		1,152.60	0.00	1,152.60
048310	VALLEY TURF SERVICES		11/10/2022		78206
1299	MAXFIELD-CONVERT LL FIELD 1 TO 7C	0.00	\$2,925.00	0.00	2,925.00
	Desc: MAXFIELD-CONVERT LL FIELD 1 TO 70	Acct: 10-527-318-0000	CONTRACTED SERVICES		
	Vendor Total:		2,925.00	0.00	2,925.00
048600	VERMONT AGENCY OF TRANSPORTATION		11/10/2022		78207
BO 1444 060SEP'22	VA CUTOFF BRIDGE SEP'22	0.00	\$1,098.18	0.00	1,098.18
	Desc: VA CUTOFF BRIDGE SEP'22 X1163501	Acct: 10-313-318-0000	CONTRACTED SERVICES		
	Desc: VA CUTOFF BRIDGE SEP'22 Y0050701	Acct: 10-313-318-0000	CONTRACTED SERVICES		
BO 1444 060OCT'22	VA CUTOFF BRIDGE OCT'22	0.00	\$236.50	0.00	236.50
	Desc: VA CUTOFF BRIDGE OCT'22 X1163501	Acct: 10-313-318-0000	CONTRACTED SERVICES		
BO 1444 060AUG'22	VA CUTOFF BRIDGE AUG'22	0.00	\$172.01	0.00	172.01
	Desc: VA CUTOFF BRIDGE AUG'22 X1163501	Acct: 10-313-318-0000	CONTRACTED SERVICES		
	Desc: VA CUTOFF BRIDGE AUG'22 Y0050701	Acct: 10-313-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,506.69	0.00	1,506.69
049649	VERMONT DEPT OF PUBLIC SAFETY	VERMONT DEPT OF PUBLIC SAFETY	11/10/2022		78208
85787	FINGERPRINTS	0.00	\$26.50	0.00	26.50
	Desc: FINGERPRINTS	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		26.50	0.00	26.50
050250	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS	11/10/2022		78209
P02852022 E11	NEW DPW TRUCKS	182.50	\$365.00	0.00	365.00
	Desc: 2022 CHEVY SILVERADO	Acct: 10-811-418-0000	PROPERTY & LIABILITY INSURANCE		
	Desc: 2022 CHEVY SILVERADO	Acct: 60-961-418-0000	PROPERTY & LIABILITY INSURANCE		

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 22  
User: florentina

**Town of Hartford**

ReportAPINH\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			365.00	0.00	365.00
050965	VERMONT RURAL WATER ASSOCIATION			11/10/2022	78210
10.04.2022	REG FEE COURSE WATER OP CERTIF	215.00	\$215.00	0.00	215.00
	Desc: REG FEE COURSE WATER OP CERTIF	Acct: 50-954-315-0000	RECRUITMENT & TRAINING		
	Desc: REG FEE COURSE WATER OP CERTIF	Acct: 55-954-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			215.00	0.00	215.00
052270	WATER INDUSTRIES, LLC			11/10/2022	78211
140214	Air Release Valve, Pump Maintenance	1,270.00	\$1,270.00	0.00	1,270.00
	Desc: Air Release Valve, Pump Maintenance	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			1,270.00	0.00	1,270.00
052326	WEED PRECAST, LLC			11/10/2022	78212
11845	MATERIALS	372.70	\$372.70	0.00	372.70
	Desc: MATERIALS	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			372.70	0.00	372.70
053150	SWISH WHITE RIVER LTD			11/10/2022	78213
W530536-2	PURELL STANDS @ WABA	0.00	\$1,125.00	0.00	1,125.00
	Desc: PURELL STANDS @ WABA	Acct: 10-530-331-0000	DEPARTMENT EQUIPMENT		
W529739	CLEANING SUPPLIES	0.00	\$219.44	0.00	219.44
	Desc: CLEANING SUPPLIES	Acct: 10-325-323-0000	MATERIAL & SUPPLIES		
W530536-1	PURELL STANDS @ WABA	0.00	\$826.80	0.00	826.80
	Desc: PURELL STANDS @ WABA	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
W531722	CLEANING SUPPLIES	0.00	\$54.19	0.00	54.19
	Desc: CLEANING SUPPLIES	Acct: 10-421-323-0000	MATERIAL & SUPPLIES		
W529834	CLEANING SUPPLIES	163.10	\$163.10	0.00	163.10
	Desc: CLEANING SUPPLIES	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			2,388.53	0.00	2,388.53
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR		11/10/2022	78214
NOV'22	RETIREE REIMBURSEMENT	0.00	\$170.10	0.00	170.10
	Desc: RETIREE REIMBURSEMENT	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			170.10	0.00	170.10
054815	WORKSAFE TCI INC			11/10/2022	78215
29064	SIGNS	0.00	\$150.12	0.00	150.12
	Desc: SIGNS	Acct: 10-315-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			150.12	0.00	150.12
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC		11/10/2022	78216
20929	3 ZAMBONI KNIVEES	0.00	\$113.00	0.00	113.00
	Desc: 3 ZAMBONI KNIVEES	Acct: 10-530-318-0000	CONTRACTED SERVICES		
Vendor Total:			113.00	0.00	113.00
059847	COUTERMARSH, TOM	TOM COUTERMARSH		11/10/2022	78217

Report Date: 11/10/22  
1:34PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 23  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
NOV'22	RETIREE REIMBURSEMENT	888.84	\$888.84	0.00	888.84
Desc: Ret Reimb Nov 22		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb Nov 22		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb Nov 22		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc: Ret Reimb Nov 22		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			888.84	0.00	888.84
060110	NATIONAL BUSINESS TECHNOLOGIES LLC		11/10/2022	78218	
IN511414	METER COPIER - OCT'22 - LF	7.24	\$7.24	0.00	7.24
Desc: METER COPIER - OCT'22 - LF		Acct: 30-975-318-0000	CONTRACTED SERVICES		
IN511681	FOLDING MACHINE SITE VISIT OCT'22	7.00	\$7.00	0.00	7.00
Desc: FOLDING MACHINE SITE VISIT OCT'22		Acct: 50-955-330-0000	OFFICE EQUIPMENT		
Desc: FOLDING MACHINE SITE VISIT OCT'22		Acct: 55-955-330-0000	OFFICE EQUIPMENT		
Desc: FOLDING MACHINE SITE VISIT OCT'22		Acct: 60-965-330-0000	OFFICE EQUIPMENT		
Desc: FOLDING MACHINE SITE VISIT OCT'22		Acct: 65-965-330-0000	OFFICE EQUIPMENT		
IN511416	METER COPIER - OCT'22 - FD	0.00	\$54.94	0.00	54.94
Desc: METER COPIER - OCT'22 - FD		Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN511417	LEASE COPIER - OCT'22 REC	0.00	\$85.49	0.00	85.49
Desc: LEASE COPIER - OCT'22 REC		Acct: 10-511-318-0000	CONTRACTED SERVICES		
Vendor Total:			154.67	0.00	154.67
060111	NATIONAL BUSINESS TECHNOLOGIES		11/10/2022	78219	
77919299-B	KOYCERA NOV'22	0.00	\$386.19	0.00	386.19
Desc: LEASE COPIER NOV'22		Acct: 10-325-330-0000	OFFICE EQUIPMENT		
Desc: LEASE COPIER NOV'22		Acct: 10-151-318-0000	TC -CONTRACTED SERVICES		
77919299-A	KOYCERA NOV'22	250.04	\$342.12	0.00	342.12
Desc: LEASE COPIER NOV'22 - DIS		Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc: FOLDING MACHINE NOV'22		Acct: 10-171-330-0000	FIN -OFFICE EQUIPMENT		
Desc: FOLDING MACHINE NOV'22		Acct: 50-955-330-0000	OFFICE EQUIPMENT		
Desc: FOLDING MACHINE NOV'22		Acct: 55-955-330-0000	OFFICE EQUIPMENT		
Desc: FOLDING MACHINE NOV'22		Acct: 60-965-330-0000	OFFICE EQUIPMENT		
Desc: FOLDING MACHINE NOV'22		Acct: 65-965-330-0000	OFFICE EQUIPMENT		
Vendor Total:			728.31	0.00	728.31
500660	JP PEST SERVICE		11/10/2022	78220	
3344269	MONTHLY SERVICE CONTRACT	0.00	\$88.00	0.00	88.00
Desc: MONTHLY SERVICE CONTRACT		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
Vendor Total:			88.00	0.00	88.00
500894	SECURSHRED	SECURSHRED	11/10/2022	78221	
408131	SHREDDING	0.00	\$22.00	0.00	22.00
Desc: SHREDDING		Acct: 10-325-318-0000	CONTRACT SERVICES		
403299	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
Desc: SHREDDING SERVICES		Acct: 10-161-318-0000	TH -CONTRACTED SERVICES		
406991	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
Desc: SHREDDING SERVICES		Acct: 10-161-323-0000	TH -MATERIAL & SUPPLIES		
Vendor Total:			66.00	0.00	66.00

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 24  
User: florentina

Town of Hartford

ReportAPINHDD\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
500952	PRIMMER PIPER EGGLESTON & CRAMER P		11/10/2022	78222	
B04982-00013-250234	LEGAL: GENERAL MATTERS	0.00	\$192.50	0.00	192.50
	Desc: LEGAL: GENERAL MATTERS	Acct: 10-141-318-0000	LEG -CONTRACTED SERVICES		
	Vendor Total:		192.50	0.00	192.50
501936	VIKING-CIVES USA		11/10/2022	78223	
4518142	LED LIGHT	0.00	\$144.65	0.00	144.65
	Desc: LED LIGHT	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		144.65	0.00	144.65
501942	MIKE GUAY ELECTRIC LLC	MG ELECTRIC COMPANY LLC	11/10/2022	78224	
5244	STROBING SOFFIT LIGHT @ WABA	0.00	\$617.21	0.00	617.21
	Desc: STROBING SOFFIT LIGHT @ WABA	Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
	Vendor Total:		617.21	0.00	617.21
502199	NULTY, PAULA M	PAULA M NULTY	11/10/2022	78225	
10.07.2022	Town Fair Mileage REIMBURSEMENT	0.00	\$34.72	0.00	34.72
	Desc: Town Fair Mileage REIMBURSEMENT	Acct: 10-121-311-0000	TM -TRAVEL & MEETINGS		
	Vendor Total:		34.72	0.00	34.72
502801	WHITMAN, STEPHANIE	STEPHANIE WHITMAN	11/10/2022	78226	
855402	REFUND - MUSEUM TRIP	0.00	\$50.00	0.00	50.00
	Desc: REFUND - MUSEUM TRIP	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		50.00	0.00	50.00
502848	MARTEL, MALLORY BRIGITTE	MALLORY BRIGITTE MARTEL	11/10/2022	78227	
10.25.2022	LEGO CLUB	0.00	\$180.00	0.00	180.00
	Desc: LEGO CLUB	Acct: 10-514-318-0000	CONTRACTED SERVICES		
	Vendor Total:		180.00	0.00	180.00
502849	SIEGLINGER, BETSY	BETSY SIEGLINGER	11/10/2022	78228	
855401	REFUND - MUSEUM TRIP	0.00	\$25.00	0.00	25.00
	Desc: REFUND - MUSEUM TRIP	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		25.00	0.00	25.00
502850	GRAFSTEIN, ROBERT	ROBERT GRAFSTEIN	11/10/2022	78229	
855400	REFUND - MUSEUM TRIP	0.00	\$50.00	0.00	50.00
	Desc: REFUND - MUSEUM TRIP	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		50.00	0.00	50.00
502851	SHAW, AMY	AMY SHAW	11/10/2022	78230	
1633339	REFUND	0.00	\$70.00	0.00	70.00
	Desc: REFUND	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		70.00	0.00	70.00

FUND 10 HRA / FSA / DCR

Bank Total:

2,259,604.58

Report Date: 11/10/22  
1:34PM

**Payment Manifest  
by Vendor ID**

Page: 25  
User: florentina

Town of Hartford

ReportAPINHDD\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
<b>FUND 1 0 HRA</b>	<b>HRA / FSA / DCR</b>				
032103	MVP HEALTH - HRA / DCRA		11/10/2022		1044
11.08.2022	DCRA/HRA 10.30.2022-11.05.2022	34.14	\$2,876.63	0.00	2,876.63
Desc:	DCRA 10.30.2022-11.05.2022	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-121-225-0000	TM -HRA/CHOICECARE CARD		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-171-225-0000	FIN -HRA/CHOICECARE CARD		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-174-225-0000	ASE -HRA/CHOICECARE CARD		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-175-225-0000	DEL -HRA/CHOICECARE CARD		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 10-622-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.30.2022-11.05.2022	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
11.01.2022	HRA 10.23.2022-10.29.2022	13.01	\$1,290.48	0.00	1,290.48
Desc:	HRA 10.23.2022-10.29.2022	Acct: 10-121-225-0000	TM -HRA/CHOICECARE CARD		
Desc:	HRA 10.23.2022-10.29.2022	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.23.2022-10.29.2022	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 10.23.2022-10.29.2022	Acct: 10-514-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.23.2022-10.29.2022	Acct: 10-622-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.23.2022-10.29.2022	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
10.25.2022	DCRA/FSA/HRA 10.16.2022-10.22.2022	45.79	\$1,802.85	0.00	1,802.85
Desc:	DCRA 10.16.2022-10.22.2022	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
Desc:	FSA 10.16.2022-10.22.2022	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 10-174-225-0000	ASE -HRA/CHOICECARE CARD		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
Desc:	HRA 10.16.2022-10.22.2022	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
Vendor Total:			5,969.96	0.00	5,969.96

**FUND 1 0 HRA**

**Bank Total:**

**5,969.96**

Holdback Total

2,269,508.96

**Batch Totals:**

0.00

448,437.59

0.00

2,717,946.55

Report Date: 11/10/22  
1:34PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 26  
User: florentina  
ReportAPINHDD\_PmtByDate

Check Date: 11/10/2022 - 11/10/2022

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.

\_\_\_\_\_ MICHAEL HOYT  
\_\_\_\_\_ DANIEL FRASER  
\_\_\_\_\_ KIM SOUZA  
\_\_\_\_\_ LANNIE J. COLLINS  
\_\_\_\_\_ MARY M. ERDEI  
\_\_\_\_\_ ROCKET  
\_\_\_\_\_ ALLY TUFENKJIAN  
\_\_\_\_\_ TRACY YARLOTT-DAVIS  
\_\_\_\_\_ GAIL OSTROUT  
\_\_\_\_\_ JOSEPH MAJOR