



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, April 21, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

**This meeting will be conducted in compliance with
Vermont Open Meeting Law with electronic participation.**

<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
Press *9 to raise your hand for public comment**

I. Call to Order the Selectboard Meeting

II. Pledge of Allegiance

III. Local Liquor Control Board:

1. Renewals (tabled from April 7, 2020 meeting)
 - a. Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (1st Class)

IV. Order of Agenda

V. Selectboard

1. **Public, Selectboard Comments and Announcements: TBD**
2. **Appointments:**

- a. Climate Advisory Committee Re-Appointments
 - Re-Appointments: Erik Kraus, Jack Spicer
 - New Appointments: Courtney Williamson
3. **Town Manager's Report:** Significant Activity Report ending April 20, 2020.
4. **Board Reports, Motions & Ordinances:**
 - a. Inclusivity & Equity Strategic Plan Presentation (Motion Required)
 - b. Proposed Letter to Granting Agencies Giving Notice of Welcoming Hartford Ordinance and Requesting Determination of Compliance (Motion Required)
 - c. Construction Line of Credit Resolution (Motion Required)
 - d. Sykes Mountain Avenue Roundabouts and Bike-Pedestrian Project Contract Award (Motion Required)
 - e. Bugbee Senior Center Roof Funding Options and Contract Award (Motion Required)
 - f. Hartford Ad Hoc Committee on Coronavirus Response: Update and Recommendations for Action (Motion Required)
 - g. Amendment to Approved Amount of 2019 Ambulance Fee Write-Off (Motion Required)
 - h. Extension of Dog Licensing Late Fee to June 1, 2020 (Motion Required)

VI. Commission Meeting Reports:

VII. Consent Agenda (Motion Required)

Approve Payroll Ending: 4/18/2020

Approve Meeting Minutes of: 4/7/2020 & 4/14/2020

Approve A/P Manifest of: 4/17/2020 & 4/21/2020

Selectboard Meeting Dates of:

Already Approved: 4/28/2020, 5/5/2020 & 5/19/2020

VIII. Executive Session: N/A

IX. Adjourn the Selectboard Meeting (Motion Required):

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 noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

2020 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

9157-001-1RST-001

Page 1

License Year Beginning May 1, 2020 ending April 30, 2021

Fee: \$230.00 of which
\$115.00 is paid to town/city
\$115.00 is paid to DLC
Town: 14040 - HARTFORD

**MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS
FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING**

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Piecemeal, LLC

Licensee # 9157- 1

Doing Business As:

Piecemeal Pies

5 South Main Street

White River Junction VT 05001

Telephone: (802) 281-6910

Mailing Address:

P.O. Box 296

White River Junction VT 05001

PLEASE INCLUDE EMAIL ADDRESS:

justin@piecemealvt.com

Description of Premises:

1st class restaurant on first floor of a 3 story brick building
consisting of approximately 1,500 sq ft of restaurant and kitchen
space. Located on the east side of South Main Street, designated as #5
in the Village of White River Junction, Town of Hartford, Vermont.

Lessor:

Gates-Briggs Company

P.O. Box 85

White River Junction VT 05001

Last Enforcement Seminar: 09/13/2019

Filed Articles of Organization: **Yes**

Date Filed: 02/02/2016

Federal ID Number: 81-2644042

Majority of Members are US Citizens: **Yes**

**ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.**

Limited Liability

Company	Name	Address	Town/City	State	Zip Code
Member	1. Barrett, Justin	53 Railroad St #1	South Royalton	VT	05068

Has any person been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law
(including traffic tickets by mail) during the last year? Yes ☒ No
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any person held any elective or appointive state, county, city, village or town office in Vermont
(See VSA, T.7, Ch.9, Sec. 223)? Yes ☒ No

If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 9224

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: MRT-10126632-001

Disclosure of Non-profit Organization?: Yes ☒ No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor and Lottery Control Board may obtain criminal history record information from State and Federal record repositories.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or are in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378 (b), I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2020 LIQUOR LICENSE RENEWAL APPLICATION
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

9157-001-1RST-001
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 01 day of FEB, 2020

Signature of authorized agent
of corporation, company, club or association

Signature of individual or partners

[Signature]
CUNIFF
(Title)

Are you making this application for the benefit of any other party? Yes No

----- LOCAL COMMISSIONER SECTION BELOW -----

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of _____.

Total Membership _____, _____ members present

Attest, _____, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:
DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602

If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second class license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312

2020 LIQUOR LICENSE RENEWAL APPLICATION
OUTSIDE CONSUMPTION PERMIT

9157-001-OUTC-001

Page 1
Fee: \$20.00
Paid to DLC

License Year Beginning May 1, 2020 ending April 30, 2021

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS
FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Piecemeal, LLC

Licensee # 9157- 1

Doing Business As:

Piecemeal Pies
5 South Main Street
White River Junction VT 05001
Telephone: (802) 281-6910

Mailing Address:

P.O. Box 296
White River Junction VT 05001

PLEASE INCLUDE EMAIL ADDRESS:

Justin@Piecemealvt.com

Description of the delineated area is as follows:

Roped off area directly in front of restaurant. 10:00am - 10:00pm
year round use.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or are in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

I/We hereby certify that the information in this application is true and complete.

Dated this 07 day of FEB, 2020

Signature of authorized agent
of corporation, company, club or association

Signature of individual or partners

OWNER
(Title)

Are you making this application for the benefit of any other party? Yes No

MAKE CHECKS PAYABLE TO AND MAIL TO: VERMONT DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602

----- LOCAL COMMISSIONER SECTION BELOW -----

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

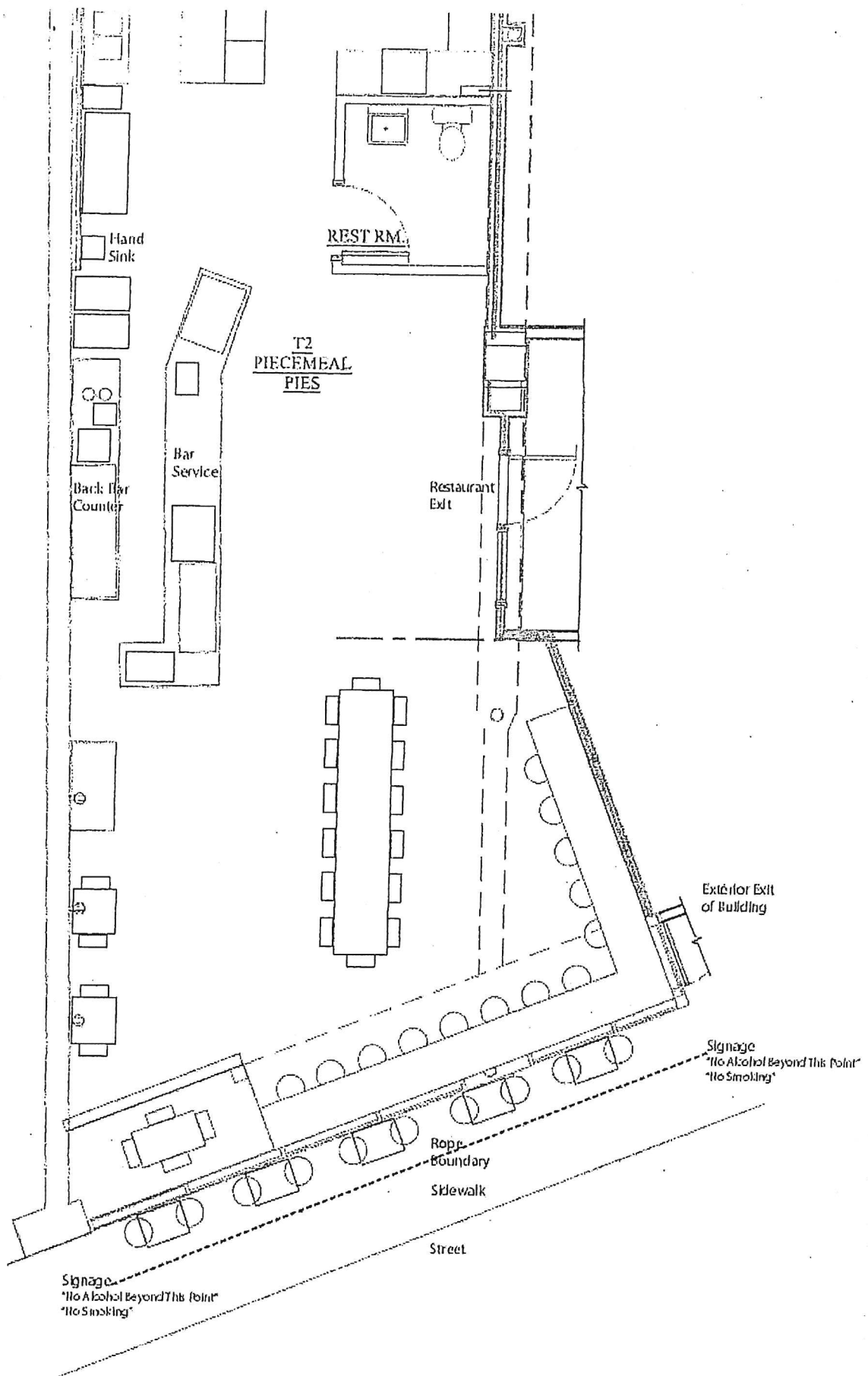
APPROVED

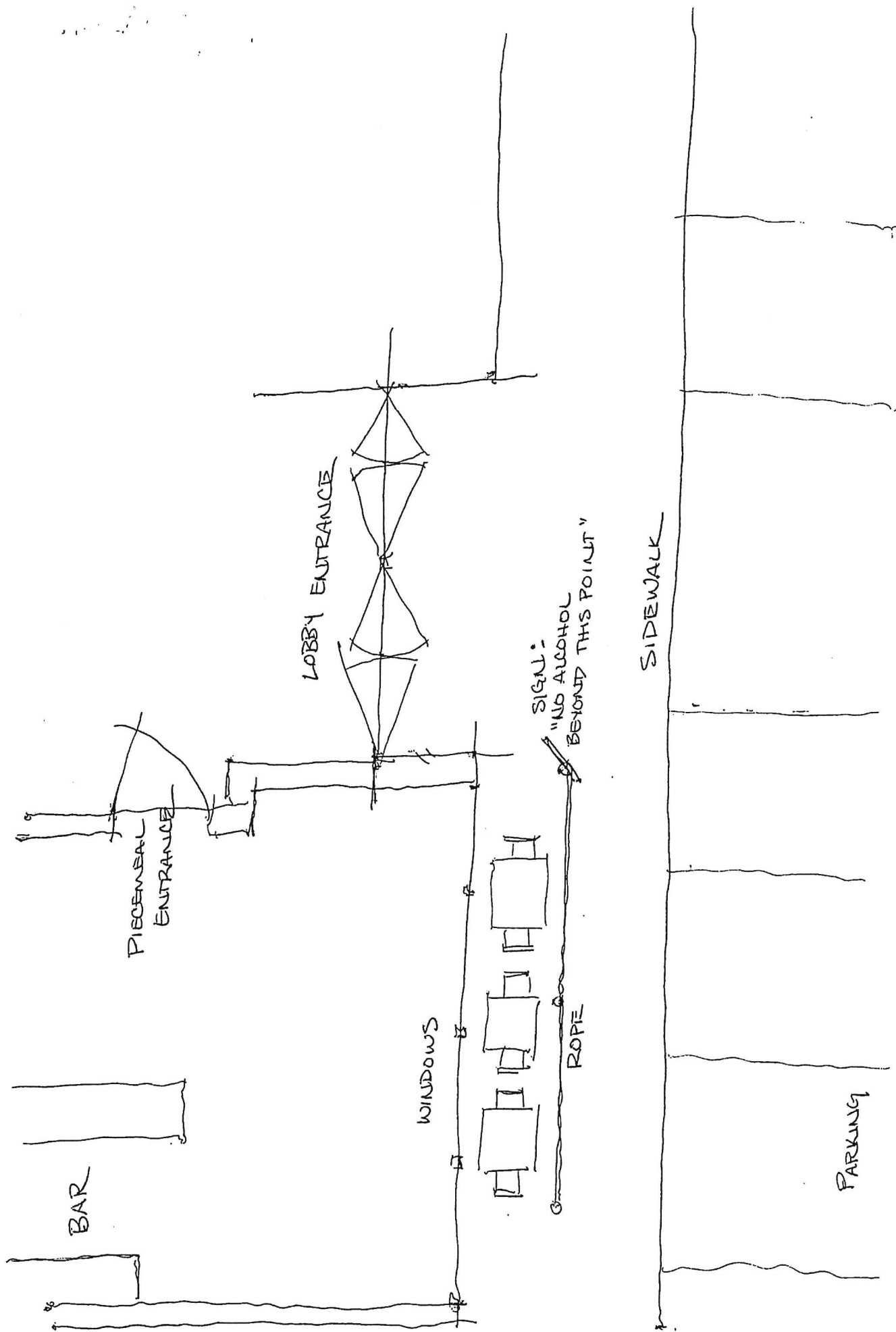
DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of _____.

Total Membership _____, _____ members present

Attest, _____, Town Clerk





PIECEMEAL PTES-2017



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

2020 LIQUOR LICENSE ADDITIONAL INFORMATION

PLEASE NOTE: ALL information must be completed.

Incomplete applications will be returned.

Date: 2/1/20 Applicant: Piecemal LLC

Doing Business As: Piecemal Pies

Mailing Address:

PO Box 296 White River Junction, VT 05001

Telephone Number(s): 802-281-6910

Other Contact Name: (if applicable) _____

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

Justin Barrett 3/10/83

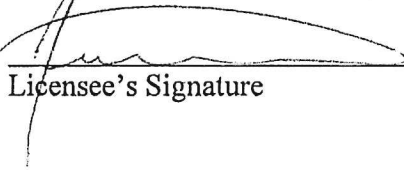
Please list any violations any licensee, director, owner, stockholder has been charged with. If no violations, please answer "None".

None

ALL Liquor/Tobacco License Violations PAST - PRESENT (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.



Licensee's Signature

JUSTIN BARRETT

Printed Name

02.01.2020

Date

Licensee's Signature

Printed Name

Date

Memo

To: Lisa O'Neil, Sherry West

From: Chief Phillip Kasten

Date: February 7, 2020

Re: Liquor Licenses

The following establishments and persons listed on the application have been checked through the Hartford Spillman system as well as the State of Vermont Spillman system. This check did not yield anything recent that would have a negative impact on their respective application.

**Piecemeal Pies
5 South Main St**

Justin Barrett

Inspection Summary

Hartford Fire Department

Inspection 3519



Inspection

Type Liquor License
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFCR3
Shift FI

Scheduled 03/24/2020 00:00
Inspected On 03/24/2020 11:00
Finished At 03/24/2020 12:00
Next Inspection
Scheduled
Inspection Length 1.00

Occupant

Occupant Name Piecemeal Pies
Building Name
Contact Name Justin Barrett
Address 5 S MAIN ST
City, State and Zip White River Junction, VT 05001-
Phone 802-683-5502

Owner

Owner / Company Margaret & David Briggs - 802-683-5502
Contact Name
Address Po Box 515
City, State and Zip White River Junction, VT 05001-
Phone

Comments

Violation Summary

Status	Violation	Location
Closed	- Liquor License Inspection Restaurant is currently closed due to health crisis. Full inspection will be performed when restaurant is back in operation.	Building

Tickler History

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

Signatures

Inspector

Thomas Peltier

Date

3/30/20

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

ADVISORY BOARD/COMMISSION

APPLICATION Application for Climate Advisory Committee

I. APPLICANT DATA:

Name: Courtney Williamson

Address: PO Box 532/Wilder, VT 05088

Telephone: (Home) 603-686-0793 (Work) _____ (Other) _____

Email Address: Courtney.williamson@gmail.com

How long have you been a Hartford resident? TWO YEARS

Are you a registered voter? YES

II. EDUCATION:

High School: Sheridan High School(Wyoming) Year Graduated 1989:

College 1: Dartmouth College Degree Earned: BA

Course of Study: English Year: 1993

College 2: University of Wollongong, Australia Degree Earned: MFA

Course of Study: Creative ARTs Year: 2002

III. WORK HISTORY: SEE ATTACHED

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

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? I am available for evening meetings, and I could work 2-3 nights/month
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Preparing for climate change is a personal priority. I am a skilled project manager, communicator and educator--and these skills include digital media and marketing.
- c. What are your past experiences in Municipal, State or Federal Government? This is the first time I've owned a home and so my first chance to serve my community on the government level.
- d. What civic or social organizations have belonged to and what positions did you hold? My resume lists the most relevant experience in this area.
- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? I think there is a need to improve communication for community engagement. Everything from making the website more accessible, to deploying as many possible outlets for information, education and requests for engagement are needed. Since Hartford is small, it is reasonable to believe we can aim to reach most if not all residents.
- f. What might some solutions be? as above - we need to leverage digital communication options - there are simple and free solutions. We also need to leverage the local post offices since so many of us pick up mail there. I also think we should have a presence at community events--with some printed materials.
- g. Other hobbies/interests: _____

V. REFERENCES: (Please list three)

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Courtney Williamson

APPLICANTS SIGNATURE

April 10, 2020

DATE

EDUCATION

The University of Wollongong | Master of Creative Arts, High Distinction: Australia, 2002

Dartmouth College | Bachelor of Arts in English, Honors: Hanover, NH, 1993

PROFESSIONAL EXPERIENCE

TomTom, Senior Writer and Marketing Specialist, Lebanon, NH, *current*

- Lead writer for the Map Editing Partnership (MEP) business unit overseeing: documentation, project instructions, white papers, and customer service interfaces
- Supporting internal communications for TomTom leadership to help employees navigate a rapid-change, start-up environment
- Project managing an international team that creates websites, demonstrators, and other marketing materials for internal and external audiences (My team is located in Poland, Belgium, Amsterdam, and India)
- Writing stories and social media posts to promote MEP milestones and success stories

Tuck School of Business at Dartmouth College, Asst. Director of Communications, 2017-18

- Lead writer for proposals and the Tuck campaign case statement and campaign website
- Oversaw design production for Advancement stewardship and reporting materials
- Directed and wrote digital outreach for Tuck Annual Giving
- Supported capital campaign and TAG stewardship, including print, web, social and video

Dartmouth College, Senior Writer and Stewardship Officer, Advancement Division, 2015-17

- Wrote proposals, email, letters, acknowledgements, Statements of Understanding and confidential briefings for the Senior Vice President, Advancement
- Wrote talking points, briefings, letters, and email for the President and Provost
- Wrote and managed email outreach and twice-yearly program content for the President's Leadership Council (PLC)
- Collaborated closely with Advancement Communications on branding and production of elite stewardship collateral and other premium donor outreach
- Concepted, wrote and produced stewardship-oriented videos for top prospects
- Collaborated in a fast-paced, highly confidential environment as part of a tight-knit, solutions-oriented team during the quiet phase of "The Call to Lead"

Holderness School, Director of Strategic Marketing and Communications, 2013-15

- Direct report to the Head of School and member of the Senior Leadership Team; hired and supervised one full and one part-time employees and three contractors; oversaw an annual print and digital publications budget of \$300,000.
- Co-chaired the Strategic Planning Committee and wrote a new Mission and the Strategic Plan.
- Directed social media strategy, created an interdepartmental social media team and introduced metrics to decision-making. Increased followers by 20% on both Twitter and Facebook the first year; launched Instagram.

Courtney Cook Williamson

350 Passumpsic Ave

Wilder, VT 05088

courtney.williamson@gmail.com

603.686.0793

- Co-created Holderness's first social media-directed day of giving which generated half of all expected annual gifts in one day. (Read our CASE/NAIS presentation, "[The Little Flash Campaign That Could.](#)")
- Project managed and wrote a new website for holderness.org; reduced production and maintenance costs by 50% by leveraging open source resources; produced video collateral for the new site.
- Oversaw Athletics brand management, environmental graphics for master planning, and other elements of the school's visual identity.
- Directed the Admissions annual public relations and marketing outreach including print and radio advertising, print collateral and publications and event collateral.
- Working closely with the Vice President for Institutional Advancement, wrote speeches, letters, and talking points for the Head of School and Chair of the Board; wrote and produced the Holderness Fund annual direct mail appeals to help meet fund goals of \$1.5 million annually; created collateral email campaigns and introduced metrics-driven reporting; wrote case statement for key Major Giving proposals (between \$1m and \$5m).

Rye Country Day School, Director of Communications, 2009-11

- Project managed and wrote the content for a new website for RCDS, including promotional video content
- Created the first RCDS Alumni Facebook pages; Led one of the first independent school annual fund appeals on social media; engaged 100 new alumni donors via Facebook the first year.
- Started the @RCDS Twitter feed

New York Botanical Garden, Community Manager, 2009

- Wrote and edited the NYBG website
- Created and directed @NYBG and engaged 1500+ Twitter followers in the first two weeks.

Jewish Funders Network, Director of Communications, 2007-09

- Project managed and wrote a new website featuring front-facing messaging for nonprofits and grantees and a private networking and resources site for members; reacted to the financial crisis of 2008 by developing new resources on a tight deadline
- Managed JFN print and digital brand identity; managed multiple photography, design, and other vendor relationships in both NYC and Jerusalem; produced all print and digital collateral for a bi-lingual annual conference.
- Wrote speeches and letters for the CEO for events in New York and Jerusalem.
- Exceeded print public relations goals in both 2008 and 2009 by placing articles in key United States and Israel-based publications

FREELANCE WRITING, EDITING, & DIGITAL STRATEGY

The Communications Network, Freelance community manager

- Blogged on communications best practices to an audience of program managers at major foundations.
- Managed a professional network of social media managers and communications strategists at 50 of the nation's largest philanthropies
- Coordinated and developed communications-related content for regional and national networking event; hosted online training webinars with leaders in communications practices.

Courtney Cook Williamson

350 Passumpsic Ave

Wilder, VT 05088

courtney.williamson@gmail.com

603.686.0793

SmartBear Software, CEO Blogger

- Developed the concept for and wrote an internal CEO blog to inspire engagement and spur innovation across five offices globally.

Deka Design, Freelance writer

- Wrote the brand identity story for Genesis Philanthropy Group (a Russian foundation with annual giving exceeding \$50 million)
- Wrote the brand identity story and site content for NYU's Center for Urban Science + Progress.
- Wrote brochures and other collateral for NYU's Entrepreneurship Network's Innovation Venture Fund.

TEACHING

Rye Country Day, English Faculty, 2009-11

- Taught English 9 and 10.

Phillips Exeter Academy, Tenured English Faculty, 2002-06

- Taught English 9, 10, 11 and 12
- Dormitory Head: supervised 3 dormitory faculty affiliates and the budget for the school's largest dormitory of 53 teenage boys; Diversity Committee; advisor Peal Literary Magazine; Technology Committee

Dartmouth College, Sanborn Library Specialist, 1997-99

- Co-managed monograph and audio-visual collection, including a contemporary poetry collection.
- Teaching Assistant for English Faculty

Ethel Walker School, English Faculty, 1995-97

- English 9 and 11
- Dormitory Head

PUBLIC SPEAKING & LITERARY PUBLICATIONS

Presenter:

- "The Flash Campaign that Could" CASE/NAIS autumn 2015
- Social Media Strategy for schools at the National Association of Independent Schools (NAIS) Annual Conference, June 2011
- Working Mothers Panel at the Goldman Sachs Women's Network, Sept. 2011
- Working Mothers Panel at Deloitte, Sept. 2011

Author

- "[Penelope Fitzgerald; An Appreciation](#)" in the *Los Angeles Review of Books*, January 2015
- "[Go Read Jane Gardam](#)" in the *Los Angeles Review of Books*, April 2014
- "[Love & Empire](#)" a personal essay in the *Dartmouth Alumni Magazine*, July 2011
- "[Phantom Noise](#)", a review of Brian Turner's books, *Phantom Noise* and *Here, Bullet*, in The Washington Post Book World, August 2011



AGENDA MEMORANDUM

April 21, 2020

Town Selectboard Meeting Item: 4.a

Submitted by: Brannon Godfrey, Town Manager

Subject: **Inclusivity & Equity Strategic Plan Presentation**

Background: In July 2019, the Hartford School Board and Selectboard approved a contract with the Vermont Partnership to prepare the Inclusivity & Equity Strategic Plan. The Vermont Partnership (VP) was selected by a competitive process in which several professional consultants submitted proposals. The contract cost was \$30,000 and has been equally split between the Town and the Hartford School District (HSD) and funded in their respective FY20 Budgets.

Discussion: VP principals Curtiss Reed and Mary Gannon spent several months interviewing and surveying Town and HSD staff, interviewing key community stakeholders, reviewing operational documents, practices and policies, and analyzing data in their fact-finding process.

The Strategic Plan summarizes their general observations, findings and recommendations in the areas of training, data collection and analysis and community engagement. The goals of the Plan:

- Institutionalize inclusive and equitable practices,
- Promote strategies to eliminate race-based disparities, and
- Promote inclusion and engagement of all, particularly marginalized, community members

Some of the recommendations are specific to the Town, some are specific to HSD, and some are for both entities.

Financial Impact: Not all the Plan recommendations will require an expenditure of funds. However, the FY21Town General Fund Budget includes \$15,000 for Plan implementation.

Recommendation: Accept the Inclusivity & Equity Strategic Plan.

Town Manager

Attachments: Inclusivity & Equity Strategic Plan



Town and School District of Hartford Equity and Inclusion Strategic Plan

Prepared by
Vermont Partnership for Fairness & Diversity

Curtiss Reed, Jr., Executive Director
Mary M. Gannon, Ed.D.
Gemma Seymour

March 2020

(BLANK)

Acknowledgements

Vermont Partnership for Fairness & Diversity is grateful for the contributions of the following organizations and institutions in the preparation of this document:

Brooks Memorial Library
David W. Howe Memorial Library, University of Vermont
Dothan Brook School
Hartford Area Chamber of Commerce
Hartford Area Career and Tech Center (HACTC)
Hartford Autism Regional Program (HARP)
Hartford Committee on Racial Equity and Inclusion (HCOREI)
Hartford High School
Hartford Memorial Middle School
Hartford Public Library
Hartford School District
The Haven
Ottawaquechee School
Regional Alternative Program (RAP)
Regional Resource Center (RRC)
RISE!
St. Paul's Episcopal Church
Town of Hartford
Two Rivers-Ottawaquechee Regional Commission
United Valley Interfaith Council
Vermont Department of Libraries
Vermont State Data Center
White River School

Vermont Partnership for Fairness & Diversity is grateful for the contributions of the following individuals in the preparation of this document:

- Doug Anton, Social Studies Teacher, Hartford High School (HHS)
- Jennifer Boeri-Boyce, Social Studies Teacher, Hartford Memorial Middle School (HMMS)
- Michelle Boleski, HCOEI Member
- Jess Bowen, Hartford Memorial Middle School Special Educator
- Carrie Parks-Bradley, Teacher, Hartford Autism Regional Program
- Diane Brzozowski, Science Teacher, HHS
- Nancy Burke, 5th Grade Teacher, Ottauquechee School
- Sara Campbell, HCOEI Member
- Jessica Christian, White River School 2nd Grade Teacher
- Kevin “Coach” Christie, Representative Windsor-4-2, HSD Board Member
- Sarah Heather Cleaveland, Assistant Principal, Hartford Memorial Middle School
- Melissa Cole, School Counselor, Hartford Memorial Middle School
- Scott Cooney, Fire Chief
- Jameson Davis, Selectboard Member
- John Gregory Davis, United Valley Clergy
- Tom DeBalsi, Superintendent
- Janice DeCosta, Teacher, Hartford Autism Regional Program
- Meghan Desellier, Social Studies, HMMS
- Rick Dustin-Eichler, Principal, Dothan Brook School
- Asma Elhuni, United Valley Interfaith Project and RISE
- Scott Farnsworth, Assistant Director HACTC
- Susan Flanagan, School Counselor, White River School
- Nelson Fogg, Principal, Hartford High School (HHS)
- Patrick Gobielle, Culinary Arts Teacher, HACTC
- Brannon Godfrey, Town of Hartford Town Manager
- Bill Goldsorthy, STEM Teacher, HACTC
- Rob Grabill, United Valley Clergy
- Peter Gregory, Two Rivers-Ottawquechee Regional Commission
- John Hall, HCOEI
- Scott Hausler, Parks & Rec
- Doug Heavisides, Director, Hartford Area Career Tech Center (HACTC)
- Lori Hirshfield, Planning Director
- Brittney Holmes, Teacher, Hartford Autism Regional Program
- Amy Hook-Therrien
- Jeannette Hutchins, White River School Nurse
- Tessa Johnson, Dothan Brook School Librarian
- Philip Kasten, Chief of Police
- Bev Kerr, Teacher/Special Needs Coordinator, HACTC
- Rebecca Lallier, Dothan Brook School Counselor
- Julia Lau, Math Integrationist HACTC

- Marva Williams-Love
- Carol Mamroe, White River School Special Educator
- Joe Major, Upper Valley Aquatic Center
- Aimee Marshall, Occupational Therapist, Early Childhood Education
- Denel McIntire, People's United Bank
- Jeff Moreno, Asst. Principal & Athletic Director, HHS
- Kim Moreno, Director, Special Education
- Michael Moser, University of Vermont Center for Rural Studies
- Scott Neal, United Valley Clergy
- Paula Nulty, Human Resources
- Lisa O'Neil, Town Clerk, Town of Hartford
- Matthew J. Osborn, Community Development Planner
- Gail Ostrout, Finance Department
- Jessica Poludin, Director, Hartford Autism Regional Program
- Sheila Powers, Principal, White River School
- Leslie Rimmer, Upper Valley Haven
- Erica Rogstad, Asst. Director, Special Education
- Diane Root, United Valley Clergy
- John Sanchez, Counselor, Hartford High School
- Scott Schaffer, Coordinator of Government Information and Maps, UVM
- April Shaw, Librarian, Government Services Vermont Department of Libraries
- Dennis Simon, Selectboard Chair
- P J Skehan, Hartford Area Chamber of Commerce
- Dr. William Slammon, Clinical Director, Hartford School District
- Heather Smith, School Counselor, Hartford Memorial Middle School
- Kim Souza, Selectboard and HCOREI Member
- Allene Swienckowski, HCOREI Member
- Ed Taylor, RISE Activist
- Frank Thatcher, Counselor, Hartford High School
- Tristan Kennedy Upson, Principal, Hartford Memorial Middle School
- William Upton
- Jeanne Walsh, Brooks Memorial Library Reference Desk
- Rod Wendt, United Valley Interfaith Council
- Lanni Luce West, Dothan Brook School 4th Grade Teacher
- Rebecca Whitney, Librarian, Ottauquechee
- Tina Wood, Dothan Brook School Paraeducator
- Joy Worland, Consultant for Small and Rural Libraries, VT Department of Libraries
- Donna Wright, White River School Paraeducator
- Sarah Wright, RISE Activist

We are also thankful for members of the two focus groups of clergy and laypersons held at the St. Paul's Episcopal Church; and the focus group of students at the Hartford High School.

Preface

The Town of Hartford (Town) and the Hartford School District (HSD) are in the business of delivering goods and services for the benefit of its residents and visitors. Some products are tangible, such as snow removal, paved streets, parks/green spaces, and school and recreational infrastructure. Other products are more intangible, such as the perception of being tourist- or family-friendly, an educated workforce and citizenry, progressive, or capable of attracting and retaining business.

The Hartford Select Board and the Hartford School District with the assistance of the Hartford Committee on Racial Equity and Inclusion (HCOREI) engaged our services to assist them in improving the design and delivery of their goods and services through the lens of diversity, inclusion, and equity. These practices are business-essential, value-added components that render the delivery of goods and services more efficiently with greater customer satisfaction across all customer groupings. These business-essential practices are not the end points in and of themselves.

Vermont Partnership for Fairness & Diversity asserts that graduates from local schools form the connective tissue between town government, local businesses, and civic organizations. Beyond the mastery of academic subject matter, schools must equip graduates with the essential “soft skills” to be elected officials, civil servants, entrepreneurs, workers, and civic leaders in an increasingly diverse public landscape. In this context the partnership between the Town, HSD, and HCOREI has both strategic and tactical merit.

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

The terms “diversity,” inclusion,” and “equity” are often used without specificity and with frequent misinterpretation. This plan defines these terms and a conceptual framework to move disparate readers closer to a shared understanding, the purpose of which is to move people into the same book where ultimately they find themselves on the same page.

Central to Vermont Partnership’s approach is the belief that effective and enduring systemic change occurs when the top echelon of informal and formal leadership adopts and models new knowledge, policies and practices within their respective organization or community. Our overarching goal is to assist clients in strengthening institutional memory and developing a critical mass of personnel capable of aligning or realigning policies and practices to their core values in the face of ongoing demographic change.

Table of Contents

Acknowledgements	3
Preface	6
Executive Summary	8
Background	9
Methodology	11
Notes on Data	13
<ul style="list-style-type: none">• Table I: Hartford Population 1970 – 2019• Table II: Hartford Population by Race 2000 – 2018• Table III: Hartford 2010 Population Data Sampling Error• Table IV: Extracts from the 2012 Economic Census• Table V: Extracts from the 2017 Youth Risk Behavior Survey• Table VI: 2017 YRBS Selected Responses• Table VII: Hartford School District Student Enrollment 2009-2010 thru 2018-2019• Table VIII: Statewide NECAP Science Results by Race for Grade 11	
Conceptual Framework	20
Racial Equity, Institutional Racism, and the Achievement Gap	21
General Observations	22
Findings & Recommendations	25
Implementation Grid	30
Annexes	33
<ul style="list-style-type: none">• Color Blind or Just Plain Blind? The Pernicious Nature of Contemporary Racism• “Colorblindness” and the Myth of a “Post-Racial” U.S.A.• Equity and Diversity Self-Audit Tool • Town of Hartford, Vermont• Equity and Diversity Self-Audit Tool • Hartford School District• Hartford School District Youth Risk Behavior Survey Results • Selected Questions	

Executive Summary

The *Town and School District of Hartford Equity & Inclusion Strategic Plan* seeks to reduce, if not eliminate, race-based disparities in Town & HSD operations and services. The Plan's mission to institutionalize inclusion, equity, and justice for all is intentionally broad and far-reaching. The legacy of overt racism and ethnic-based discrimination in our country restricts opportunities for marginalized populations. This legacy also obscures from view the economic benefits of a more multiracial and multi-ethnic Vermont and the multicultural marketplace beyond our state borders.

Vermont Partnership for Fairness & Diversity's research yielded 12 General Observations, 15 Findings, and 40 Recommendations related to town government and the school district. These findings and recommendations span four operational spheres: training, data collection and analysis, and community engagement. The implementation grid located in the Annex outlines goals, objectives, discrete actions, lead players, and benchmarks. The goals are to:

- Institutionalize inclusive and equitable practices
- Promote strategies to eliminate race-based disparities
- Promote inclusion and engagement of all, particularly marginalized, community members

The discrete actions fall within one of the following categories: policy and practices enhancement, leadership capacity building, and community engagement. Twenty-one (21) of these actions are new initiatives and should be completed within the first 12 months; fifteen (15) involve changes to ongoing recurring practices.

The Town and HSD governing boards and their respective administrators must be the primary force driving these changes. Both entities and their senior leadership teams must demonstrate conspicuously courageous leadership in their words and actions to inspire others and to hold one another and others accountable. The senior leadership teams must, in some cases, be prepared to expend their hard earned political capital to achieve the desired results.

Essential for success is the need to work together in conjunction with partners, particularly historically marginalized communities. Meaningful community engagement encompasses residents from historically marginalized communities who see themselves - and are seen as - full partners in the decision-making, program-planning, and policy-making processes that impact their lives in significant and sustained ways.

Background

Bigotry and racism manifest themselves in both subtle and not so subtle ways. As is the case throughout Vermont the Town of Hartford and its school system have been the site of critical incidents where race or national origin were salient factors. These incidents range from the daily ongoing low level, but nonetheless irritating, microaggressions that Whites knowingly or unintentionally direct at residents or visitors of color to critical incidents involving law enforcement and school-based harassment, bullying, and hazing. In the last decade three high profile critical events merit recollection.

In 2010 Wayne Burwell, an African American resident, was beaten, pepper-sprayed and arrested in his own home while Hartford Police were responding to a reported burglary in Wilder. Burwell was suffering from a diabetic shock at the time of the incident and was not responsive to officers' commands. Burwell said he was targeted because of his race. In 2017 Burwell accepted a \$500,000 out-of-court settlement from the Town to drop litigation even though Town officials denied the police behaved improperly and the Attorney General's office cleared officers of criminal wrongdoing,

In January 2017, Hartford Select Board member Mike Morris circulated an email containing a racist cartoon of former President Barack Obama. Heated public debate during subsequent Select Board meetings and on print and broadcast media, and social media drew attention to issues of systemic racism, free speech, bias, civility, and the concerns of the area's residents of color.

After the Morris incident, the Select Board created the Hartford Committee on Racial Inequality in March 2017. The Hartford School Board initially declined an invitation to join the ad hoc committee. In the eyes of racial justice advocates, that refusal only heightened the level of mistrust between the advocates and the government writ large. By March 2018 the ad hoc committee had disbanded but not before issuing a series of recommendations on training, strategic planning, and the creation of a permanent standing committee to make ongoing recommendations to the Town and HSD.

The disbanded Hartford Committee on Racial Inequality was reconstituted in August 2018 as the Hartford Committee on Racial Equity and Inclusion (HCOREI), this time with the support of the Hartford School Board, which joined the reconstituted body. HCOREI recommended cultural sensitivity training for Town and HSD employees citing the need to address and dismantle "white supremacy," "white privilege," and "systemic or institutional racism." Some found these terms to be harsh or unrelentingly accusatory of White residents and officials.

In April 2019 the Town and HSD issued a request for proposals to develop a Strategic Plan for Equity and Inclusion and to advise on its public dissemination and internal implementation through the offices of the Town Manager and School Superintendent.

The plan will provide recommendations and benchmarks to remediate race-based disparities in Town & HSD operations and services. The plan must research, analyze, and make recommendations with respect to each of the three following goals:

- Goal 1: Identify and make recommendations for remediation of race-based disparities across all Town and School departments
- Goal 2: Promote inclusion and engagement of all community members
- Goal 3: Develop means to respond to racial discrimination in the greater Hartford community.

The influence of HCOEI can be seen in *Strategic Vision: Mapping the Future of Hartford, VT* released in December 2019. Sections on an engaged and welcoming community, equitable opportunities, and visionary and responsive governance reflect the core mission of HCOEI. Evidence of this influence can be found in the following passages from *Strategic Vision* document:

- Stimulate community excellence through a culture of appreciation. Maintain a robust network of committees, high voter participation, and strong culture of volunteerism. Ensure voices are heard through open and civil dialogue. Create comfort and safety for all through anti-discrimination and pro-diversity policies and practices.
- A place where everyone has the opportunity to thrive. Appeal to a diverse ethnic, racial, and socio-economic demographic. Provide holistic care and services with dignity and without stigma. Residents have equal access to services, employment, and programs. Total cost of living is within reach through a balance of affordable housing, low-cost services, and affordable tax rate.
- Use leadership models to support civic dialogue across differences of opinion and carefully consider public input. Encourage a diversity of voices. Practice fiscally responsible and transparent governance.

This *Town and School District of Hartford Equity & Inclusion Strategic Plan* is built on the premise that people of color, low-income residents, and ethnic groups who have limited English proficiency are more likely to experience racism, ethnic- based discrimination, underemployment, low education, poor health outcomes, incarceration, and general loss of opportunity. In addition, these community members are more likely to have unsafe living conditions with less access to public goods and services, resources, and life opportunities.

The Town and HSD through the issuance of the Request for Proposal acknowledge that they need to change the way they do business in order to address the root causes of inequities. Making the commitment to advance equity is not about blaming individuals and/or criticizing their discomfort in addressing racial inequities. Making a commitment to advance equity incorporates learning about the root causes of inequities and the social, economic, and physical factors that shape behaviors. It is about examining decisions, systems, and policies that can provide more equitable conditions.

Methodology

Vermont Partnership fielded a three-person team to execute the contract. The Town manager provided access to office space in the Town Hall and the Human Resources Director assisted in scheduling appointments with department heads. Similarly the Superintendent of Schools coordinated the appointments with school personnel.

Team members' social identities informed the manner of capture, triage, and valuation of information. These identities include, but are not limited to, being cis-female, cis-male, trans-female, of European heritage, of Black/African heritage, of Asian heritage, of different generations, of different socio-economic backgrounds, of different fields of study, and of domestic or international experience. We vetted our work through the lens of racial equity including an understanding of how white racial identity manifests itself in Hartford alongside other racial identities.

Team members completed the following activities in creating the *Town and School District of Hartford Equity & Inclusion Strategic Plan*:

- Interviewed ten Town Department Heads and extended interviews with the Town Manager
- Designed and analysed the results of a self-audit tool for Town leadership team
- Interviewed nine members of the HSD leadership team
- Designed and analysed the results of a self-audit tool for HSD leadership team
- Interviewed members of the Hartford Committee on Racial Equity and Inclusion (HCOREI)
- Interviewed community members who participated in the development of the request for proposal;
- Reviewed relevant resolutions, public documents, and press coverage;
- Reviewed and analysed census, economic, and school data
- Reviewed the Town of Hartford website: hartford-vt.org/
- Visited eight school facilities
- Conducted a visual assessment of information posted in schools
- Interviewed the leadership of
 - Hartford Area Chamber of Commerce
 - The Haven
 - RISE!
 - St. Paul's Episcopal Church
 - Two Rivers-Ottawaquechee Regional Commission
 - United Valley Interfaith Council

Interviews lasted about an hour and were conducted by Curtiss Reed, Jr. who focused on town government and the community-at-large or Mary Gannon, who focused on the HSD. Questions fell into two broad categories. One set focused on the operational nuts and bolts of the department or organization. The second set were used as discussion starters, and in many

cases led to more detailed information and suggestions, which are reflected in the Summary of Findings. The goal was to learn more about the interviewee's attitudes and possible commitments to the vision of an engaged and welcoming community, equitable opportunities, and visionary and responsive governance.

Questions posed to town and school officials and the community-at-large included, but were not limited to the following:

- How would you describe Hartford?
- What keeps you in Hartford?
- What do you see as Hartford's future?
- To what extent do diversity, inclusion, and/or equity have on achieving your idea of Hartford's future?
- What do you know of Vermont Partnership's work with the Town and HSD?
- What is your understanding of equity, diversity and inclusion in an academic or school setting?
- How do you define inclusion, diversity, and equity?
- Describe school climate/school community
- What is process for reporting incidents of harassment or bullying?
- What are your current challenges related to diversity, inclusion, and equity issues? What is going well in these areas?
- What resources do you feel you need to address equity, diversity, and inclusion?

Due to the limited size of the interview pool, the conversations cannot be viewed as a scientific test, and consequentially cannot yield reliable statistics or measures. They focus on the opinions and aspirations of a particularly engaged group of civil servants, residents, and Upper Valley thought leaders. The findings cannot be interpreted to reflect the opinions or aspirations of *all* of Hartford employees and residents. Interviewees were assured of the confidentiality of their interviews, and therefore no names are attached to the findings or recommendations.

In addition, the Vermont Partnership team secured permission to adapt a self-audit tool from the *L'Association des facultés de médecine du Canada* for specific use with the Town and HSD. The original self-audit tool was designed to assist Canadian medical schools to better understand working environments and climate, and to plan for needed adjustments. Separate tools were designed for the Town and HSD for internal use only to:

- assess how well an individual department or school is doing to promote diversity and equity,
- provide an opportunity to reflect on areas in need of improvement,
- garner support for any improvements needed to further departmental or employee commitments to equity and diversity, and
- develop an action plan and timeline for improvement.

The self-audit tools completed by Town and HSD senior leadership provide a “snapshot” and help departments or schools better understand their strengths, needs and concerns. The tools provide an opportunity for leaders to reflect on what they are doing well and how they might enhance equity, inclusion, and diversity. The self-audit is divided into the four sections: Planning, Policies and Procedures, Boards and Commissions, and Communications/Community Relations. A blank copy of the Town and HSD self-audit appears in the Annex. Responders were encouraged to reflect on the following questions throughout the self-audit.

- In what areas do you think your department has been effective in promoting diversity and equity in the workplace?
- What areas do you think need improvement?
- What do you see as obstacles to diversity and equity in your department?
- What do you see as strengths of your department in terms of diversity and equity?

Notes on Data

Population Data United States Census Bureau population data for the Town of Hartford does not include the unincorporated area of West Hartford. While Hartford’s total population dropped seven percent from 2000 to 2019 and its white population dropped by seven percent, the population of racial and ethnic minorities jumped 213% over the same period.

Table I
Hartford Population 1970 – 2019
Source: American Fact Finder, U.S. Census Bureau

	1970	1980	1990	2000	2010	2019
Total Population	6,477	7,963	9,404	10,367	9,943	9,684
White	6,407	7,859	9,228	10,058	9,555	9,025
Racial/Ethnic Minorities (REM)	70	104	176	309	388	659
% REM	1.1%	1.3%	1.9%	3.0%	3.9%	6.8%

The population census is not however without its unique challenges. For example, the 2010 Census sampling errors for population by race rendered the data almost meaningless. The occurrence is widespread throughout rural America, particularly northern New England where people live in small villages and towns that defy statistical models developed for US Census Bureau designated Standard Metropolitan Areas (SMA). Burlington is Vermont’s only SMA. Table III below illustrates 2010 Census population data with sampling errors for Hartford. More census data appears in the Annex.

Table II
Hartford Population by Race 2000 – 2018

Source: American Community Survey, U.S. Census Bureau

	2000	2010	2018
Race: Alone or in combination with one or more			
...White	10,163	9,555	9,025
...Black or African American	76	88	155
...American Indian and Alaska Native	96	110	10
...Asian	114	397	203
...Native Hawaiian and Other Pacific Islander	6	151	0
...Some Other Race	33	39	
...Hispanic or Latino (of any race)	88	114	145
<i>Percentage White</i>	<i>97%</i>	<i>96.1%</i>	<i>93.2%</i>
<i>Percentage Racial/Ethnic Minority</i>	<i>3%</i>	<i>3.9%</i>	<i>6.8%</i>

Table III
Hartford 2010 Population Data Sampling Error

Source: US Census Bureau

	Count	Sampling Error	Minimum Count	Maximum Count
Race: Alone or in combination with one or more				
...White	9,555	+/- 117	9,438	9,672
...Black or African American	88	+/- 69	19	157
...American Indian and Alaska Native	110	+/- 79	31	189
...Asian	397	+/- 158	239	555
...Native Hawaiian/Other Pacific Islander	151	+/- 178	-27	329
...Some Other Race	39	+/- 61	-22	100
Ethnicity				
...Hispanic or Latino (of any race)	114	+/- 95	19	209

Economic Data Every five years the United States Census Bureau conducts its Economic Census. The last census was conducted in 2017. This census is an authoritative source on the types of business activity, industries, revenues, employees, types of ownership, and much more. In addition to a national snapshot, data is organized by state, county, city, and census tract. When our search for data on minority-owned businesses in Hartford fell short of expectations we enlisted the assistance of the Vermont State Data Center at the Center for

Rural Studies (University of Vermont), the David W. Howe Memorial Library, (University of Vermont), Vermont Department of Libraries, and the Brooks Memorial Library.

As each entity combed through the data they each confirmed our initial discovery of only one dataset of eight data points for minority-owned businesses from the 2012 Economic Census shown in Table IV. Of the 1,181 Hartford businesses in that census 28 or 2.4% were minority owned without any specificity as to the industry or race of the business owner. While there was a 213% increase of racial and ethnic minorities since the 2000 census, we were unable to determine whether there was a comparable increase of minority-owned business without reliable data.

In previous censuses (pre-2012) the Census Bureau noted “withheld (data) because estimate did not meet publication standards.” In other words they did not have the statistical reliability for minority-owned businesses in Hartford.

The Vermont population and economic census data experts anticipate full data sets for the 2017 Economic Census will be released by the end of 2020. Hopefully there will be sufficient statistical reliability that would allow for the tracking of minority business activity including the granular data to track the race of business owners with the general population.

Disparities Twenty years ago racial justice advocates and Vermont law enforcement locked horns over the issue of racial profiling. Advocates accused the police of racial profiling as the police vehemently denied any profiling was taking place. Each side exemplified the adage that “perception is reality.” Vermont Partnership asked Vermont State Police to prove their position by providing motor traffic stop data. Vermont State Police said they had no data to support their assertion however agreed to begin collecting relevant data.

In addition to collecting and analyzing the data, they also agreed to share the data with advocates before making it available to the public; to use the data to drive decision making relative to policy, recruiting, screening, training, internal affairs, and community outreach; and to partner with advocates to increase trust between the agency and the communities they serve. Data from the early years indicated a relatively high disproportionate contact between state troopers and drivers of color. However, over the course of a decade the data has begun trending in the direction of parity in contact and outcomes.

The Town and HSD approach data disaggregated by race in very different ways. On the one hand the Town collects very little data disaggregated by race. This makes it difficult to determine where racial disparities may exist or not. Therefore a major recommendation for the Town is to establish baseline data disaggregated by race.

Table IV
Extracts from the 2012 Economic Census
Source: US Census Bureau

	Total	Relative standard of error (%)	White	Relative standard of error (%)	Minority	Relative standard of error (%)
Number of firms with or without paid employees	1,181	10.5	1,097	11.2	28	25.8
Sales, receipts, or value of shipments of firms with or without paid employees (\$1,000)	1,066,314	10.8	573,712	19.9	1,291	8.4
Number of firms with paid employees	370	13.1	296	16.2	3	0
Sales, receipts, or value of shipments of firms with paid employees (\$1,000)	1,023,072	11.4	530,847	21.8	690	8.9
Number of paid employees for pay period including March 12	8,194	6.7	2,518	18.4	18	22.1
Annual payroll (\$1,000)	225,913	8.1	91,323	19.4	264	9.1
Number of firms without paid employees	811	13	801	13.1	25	27.5
Sales, receipts, or value of shipments of firms without paid employees (\$1,000)	43,242	23.3	42,865	23.5	600	10.8

On the other hand the HSD collects and has access to a considerable amount of data disaggregated by race. In some cases this data has been collected for at least a decade as in the Youth Risk Behavior Survey (YRBS) which has been disaggregating data by race since 2011. For example, the following series of tables indicate the racial disparities for selected questions from the 2017 Youth Risk Behavior Survey for Windsor County and the entire state.

The Hartford School District 2017 YRBS results for the same selected questions appear in the table below. Unfortunately this data is not available to the public disaggregated by race. The Vermont Department of Health releases individual supervisory union or school district data disaggregated by race at the request of those entities due in large part to the small sample size of students of color.

The longitudinal data on these selected survey results from Windsor County and the entire state appear in the Annex. Our experience with other supervisory unions finds very little evidence that disaggregated data once known has influenced policy or practice decisions designed to reduce racial disparities. This is because when school administrators embrace race neutral or colorblind philosophies or programs, disaggregated data is ignored and racial

disparities persist. Generic anti-bullying/harassment programs and messaging fail to strike at the heart of racial disparities.

Table V
Extracts from the 2017 Youth Risk Behavior Survey
Source: Vermont Department of Health

		White non-Hispanic	Racial/Ethnic Minorities
Target of Electronic Bullying (within last 30 days)	Windsor County	15%	22%
	Vermont	15%	18%
Target of Bullying (within last 30 days)	Windsor County	16%	27%
	Vermont	15%	18%
Made Suicide Plans (within last 12 months)	Windsor County	9%	16%
	Vermont	10%	15%
Attempted Suicide (within last 12 months)	Windsor County	4%	7%
	Vermont	5%	8%

Table VI
2017 YRBS Selected Responses
Source: Vermont Department of Health

	Hartford School District	Windsor County
Target of Electronic Bullying (within last 30 days)	15%	16%
Target of Bullying (within last 30 days)	14%	17%
Made Suicide Plans (within last 12 months)	7%	7%
Attempted Suicide (within last 12 months)	4%	4%

We highly recommend the HSD request and examine the racial disparities in the YRBS longitudinal data (2011-2019), HSD disciplinary outcomes, and academic achievement gaps. Where racial disparities exists we recommend the HSD re-engineer the culture, curriculum, policies, and practices.

Enrollment While HSD student enrollment has dropped slightly from a high of 1,589 for the 2009-1010 school year to 1,529 for the 2018-2019 school year, there were notable changes in student demographics. Table VII indicates that during this period White students dropped from 95.1% to 89.9% in contrast to students of color who more than doubled in numbers from 4.9% of the student population to 10.1% led by Hispanic students who more than

quadrupled their numbers from 0.7% to 2.9% of students. Slight drops in Black/African American and Asian students were overshadowed by the 350% increase in students identifying as Multiracial.

Table VII
Hartford School District Student Enrollment
School Years 2009-2010 thru 2018-2019

Source: Vermont Agency of Education

	2018-2019		2017-2018		2016-2017		2015-2016		2014-2015	
	HSD	VT	HSD	VT	HSD	VT	HSD	VT	HSD	VT
American Indian/Alaskan Native	0.2%	0.3%	0.1%	0.2%	0.1%	0.2%	0.2%	0.2%	0.1%	0.3%
Asian	1.0%	2.3%	0.5%	2.1%	0.9%	2%	1.0%	2.0%	1.1%	2.0%
Black/African American	1.2%	2.5%	1.1%	2.1%	1.1%	2.1%	1.5%	2.0%	1.6%	2.0%
Hispanic	2.9%	2.4%	2.7%	2.1%	1.8%	1.9%	1.7%	1.8%	1.7%	1.7%
Native Hawaiian/Pacific Islander	0.1%	0.1%	0.0%	0.1%	0.0%	0.1%	0.0%	0.1%	0.0%	0.1%
White	89.9%	89.6%	91.8%	90.0%	92.5%	90.5%	92.1%	90.8%	92.5%	91.1%
Multiracial	4.6%	2.8%	3.8%	3.6%	3.6%	3.3%	3.6%	3.1%	3.0%	2.9%

	2013-2014		2012-2013		2011-2012		2010-2011		2009-2010	
	HSD	VT	HSD	VT	HSD	VT	HSD	VT	HSD	VT
American Indian/Alaskan Native	0.1%	0.3%	0.1%	0.3%	0.2%	0.4%	0.1%	0.4%	0.2%	0.3%
Asian	0.1%	2.0%	1.2%	1.8%	1.6%	1.7%	1.4%	1.6%	1.1%	1.6%
Black/African American	1.3%	2.0%	1.5%	2.0%	1.1%	2.0%	1.2%	1.9%	1.7%	1.9%
Hispanic	2.0%	1.7%	2.0%	1.6%	1.4%	1.4%	0.8%	1.3%	0.7%	1.3%
Native Hawaiian/Pacific Islander	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.0%	0.1%
White	92.5%	91.3%	92.5%	91.7%	93.5%	92.3%	94.9%	92.5%	95.1%	93.0%
Multiracial	3.1%	2.8%	2.7%	2.5%	2.0%	2.2%	1.5%	2.1%	1.3%	1.9%

Academic Achievement The Agency of Education does not release public facing academic achievement data disaggregated by race for the Hartford School District because of the small sample size of students of color.

In the aggregate, however, there are persistent gaps in academic achievement statewide on standardized tests (i.e. New England Common Assessment Program (NECAP), the Vermont Alternate Assessment Portfolio (VTAAP), English Arts and Math Assessments) between White students and students of color in general and Black students in particular. Table VIII illustrates achievement gap disparities for the NECAP Science assessment for Grade 11. Similar gaps exist in English and Math. Based on our discussions with educators we believe the HSD achievement gaps are not dissimilar to those statewide.

Table VIII
Statewide NECAP Science Results
by Race for Grade 11

Source: Vermont Agency of Education

2016-2017 School Year

	American Indian or Alaskan Native	Asian	Black	Hispanic	Native Hawaiian or Pacific Islander	White
Number of Students Tested	57	163	210	115	13	5,353
Proficient with Distinction	0 %	1 %	1 %	1 %	0 %	1 %
Proficient	21 %	31 %	14 %	39 %	23 %	31 %
Partially Proficient	49 %	37 %	33 %	33 %	76 %	42 %
Substantially Below Proficient	29 %	29 %	50 %	25 %	0 %	24 %
Total Proficient and Above	21 %	33 %	15 %	40 %	23 %	33 %
Total Below Proficient	78 %	66 %	84 %	59 %	76 %	66 %
Average Scaled Score	1132.7	1134.7	1128.6	1135.9	1138.5	1135.2

2015-2016 School Year

	American Indian or Alaskan Native	Asian	Black	Hispanic	Native Hawaiian or Pacific Islander	White
Number of Students Tested	++	158	184	104	++	5,557
Proficient with Distinction	++	1 %	0 %	0 %	++	1 %
Proficient	++	34 %	16 %	21 %	++	29 %
Partially Proficient	++	34 %	35 %	43 %	++	42 %
Substantially Below Proficient	++	29 %	47 %	35 %	++	26 %
Total Proficient and Above	++	36 %	16 %	21 %	++	31 %
Total Below Proficient	++	63 %	83 %	78 %	++	68 %
Average Scaled Score	++	1134.8	1130.3	1132.2	++	1134.9

The presence and nurturing of safe and supportive learning environments are very important variables in the calculus to reduce the racial disparities in academic achievement. Learning for HSD students of color is in no doubt more challenging than White students when they, the students of color, are statistically more likely to be targets of in person and online bullying, threatened with violence at school, prone to suicidal ideation and attempt, absent from school due to threats, or threatened with a weapon on school grounds.

Other critical variables include an engaging curriculum and pedagogy that promote inclusion and equity not only for the benefit of students of color but for all students.

Conceptual Framework

Vermont Partnership for Fairness and Diversity operates from a mission and vision that is fundamentally grounded in the following conceptual framework. It is offered to the Town and HSD senior leadership as a way to shape and inform the findings and recommendations articulated in this document. The inclusion of this framework is necessary to establish a shared understanding of the issues.

The terms “diversity,” inclusion,” and “equity” are often used without specificity and with frequent misinterpretation. These working definitions are offered as a starting point for creating common understanding and continued, clear, and constructive dialogue relative to the *Proposed Town and School District of Hartford Equity & Inclusion Strategic Plan*.

Culture is a learned set of values, beliefs, assumptions, and behaviors shared by a group of people. For individuals and organizations alike, such cultural groups may be characterized by race, ethnicity, nationality, regional or local geography, gender, sex, sexual orientation, age or generation, educational background, professional background, family structure, socio and/or economic background, dis/ability, and more. Sub-cultures exist within all cultures. Culture also is traditionally considered distinct from an individual personal characteristics.

Diversity is a characteristic describing variety in people, places, or things; in community, it is necessarily a mix of unlike people. No one person or group can represent diversity, though the subgroups of a larger cultural group represent diversity within that given group. A single individual who represents an underrepresented status might not be an accurate descriptor of diversity, but the mix of that individual along with individuals who represent other underrepresented statuses and majority statuses would constitute a diverse group.

Inclusion is representation of, and access afforded to, people - usually individuals from underrepresented groups - into a given group, traditionally constituted of members of a dominant culture.

Equity refers to the balance of resources distributed to individuals or groups based on what individuals or groups historically and/or currently have or need. Resources may be economic, political, social, or otherwise. What is equitable may not necessarily be equal. Equity stands apart from equality, which requires even distribution of resources to all. Wilful avoidance or benign neglect of addressing these issues by the community ultimately leads to continued racial inequity.

Applied Social Justice is both a process and a goal. The goal of social justice is full and equal participation of all social groups in a society that is shaped to meet the needs of all. A socially just society is one where the distribution of resources is equitable and all members are physically and psychologically safe and secure in their daily access to basic human needs. The *application* of social justice refers to the practice and approach to social justice, specifically, how we identify the social problems that need remediation, the solutions we consider to be as viable and sustainable, and the methods we choose as appropriate for reaching those

solutions. Paulo Freire (1970) refers to this process as “praxis” - the intersection of theory and practice.

Ongoing dialogue around the terms above as they relate to one another and other language used in community-based discussions are encouraged and expected from the Hartford community.

Racial Equity, Institutional Racism, and the Achievement Gap

In her January 2020 report to the Vermont Legislature, Xusana Davis, Executive Director for Racial Equity noted that “...Vermonters have a great need for more education about the collective harm of racial inequity and the collective benefit of equity. The fact is, Vermont cannot survive the economic, legal, and demographic tolls of inequity—this cannot be overstated. And yet, too many Vermonters see racial equity as a project that does not impact their lives, or as a handout to groups with interests that do not align with their own. This flawed thinking embodies what we know as the separate fates mentality, and contributes to a high meaning gap, wherein members of different groups show high variation in how meaningful an action or process is to them. It is of critical importance that Vermonters of dominant groups recognize that equity—in this case, racial equity—benefits the whole, and that continuing to ignore or actively resist efforts to undo structural inequity will lead to the continued shrinking of Vermont’s local and tourist economies, the hollowing of its school systems and underperformance of students from marginalized groups, the weakening of its state workforce, and the exodus of its young people who are leaving in search of greater diversity and social cohesion.”

Town and School District of Hartford Equity & Inclusion Strategic Plan addresses the reduction, if not eradication of institutional and structural racism and ethnic-based discrimination within its jurisdiction. The legacy of overt racism and ethnic-based discrimination in our country, combined with the current impact of institutional and structural racism, restrict opportunities for people of color and immigrant and refugee migrants.

Institutional racism includes "policies, practices, and procedures that work to the benefit of white people and to the detriment of people of color, often unintentionally or inadvertently, according to the City of Seattle Office of Civil Rights (CSOCR). An example of institutional racism in town government could be a job description that places undue emphasis on having a college degree over work experience, given that people of color traditionally face barriers to higher education.

Structural racism is defined as "a history and current reality of institutional racism across multiple institutions. This combines to create a system that negatively impacts communities of color," according to the City of Seattle Office of Civil Rights. For example, racial inequity in employment creates inequity in family wealth. Fewer household resources often means limited housing choices, lack of access to transportation, and inadequate health care.

Ongoing research on the education achievement gap points to several realities, including:

- Deeply rooted disparities in academic achievement that are associated with race, culture, income, etc. when considered alongside demographic trends have major adverse consequences for the overall level of educational attainment; and
- Disparities in academic achievement lead to greater inequality of all kinds, which in turn have multiple long-term effects on the individual and the community.

Civil rights laws and remedies have helped to address individual racism and ethnic-based discrimination, but they have been less effective on the underlying systems that maintain racial inequity and the denial of equal opportunity. The outcome gaps we see in health, education, unemployment, poverty rates, and the criminal justice system cannot be explained away as the result of decisions and actions of individuals. The lack of opportunity based on race or ethnicity emerges from inequity of access and the effects of institutional racism.

General Observations

Aversive Racism In many of our interactions with individuals in the Town and HSD we were reminded of a research article entitled “The Pernicious Nature of Contemporary Racism” by John F. Dovidio and Samuel L. Gaertner. The article, which may be found in the annex, “discusses how racism has mutated to partially hide itself from view—perhaps not from the view of those who experience its effects—but certainly from the view of those who practice what has come to be called ‘aversive racism.’” Our attention was drawn to these key passages from the article:

Racism is easy to recognize in its most explicit forms. Traditional forms of racism in the United States have even in the recent past been expressed directly and openly. Due in part to the civil rights legislation of the 1960s, however, the face of racism has changed. This legislation defined racism not only as morally improper but also as legally wrong. The spoken norm was that good people do not discriminate or in any way participate in racism.

Aversive racism is the inherent contradiction that exists when the denial of personal prejudice co-exists with underlying unconscious negative feelings and beliefs. Unfortunately, the negative feelings and beliefs that underlie aversive racism are rooted in normal, often adaptive, psychological processes. For instance, people generally tend to like others who are similar to them. In contrast to the feelings of open hostility and clear dislike of blacks that characterize old-fashioned racism, the negative feelings that aversive racists experience are typically more diffuse, such as feelings of anxiety and uneasiness.

On top of all of this, because aversive racists consciously endorse egalitarian values and deny negative feelings about blacks, they will not discriminate directly and openly in ways that can be attributed to racism. However, because of their negative feelings they

will, in fact, discriminate, often unintentionally, when their behavior can be justified on the basis of some factor other than race. Aversive racists may therefore regularly engage in discrimination while they maintain a nonprejudiced self-image. The term “aversive” in this form of racism thus refers to two aspects of this bias. It reflects the nature of the emotions associated with blacks, such as anxiety, that lead to avoidance and social awkwardness rather than to open antagonism. It also represents that, because of their conscious adherence to egalitarian principles, these whites would find any thought that they might be prejudiced to be aversive.

To make things worse, the uncomfortable and discriminatory behavior associated with aversive racism is very obvious to blacks, even while whites either don’t recognize it or consider it hidden and deny it when confronted. For instance, despite the compelling evidence of contemporary racial disparities, between 40 and 60 percent of whites responding to a recent survey, depending upon the question asked, viewed the average black in the United States as faring about as well, and often better, than the average white.¹

Blacks in numerous studies report a substantial difference—discrimination is a dominant force in their lives. Consequently, whereas the subtle nature of contemporary bias leads whites to underestimate the impact of racial prejudice, it leads blacks to be particularly attuned to these inconsistent and unpredictable racist behaviors. This inconsistency erodes blacks’ confidence in a person and leads to a spiral of distrust. Blacks assume this disingenuous behavior is a consciously purposeful, old-fashioned racism—also a perfectly normal reaction since whites are, as a group, in a dominant power position.

Racial Colorblindness The discussion of race or racism proved to be challenging at best because when the subject(s) arose our interlocutors were quick to explain that the only challenges before Hartford were of a socio-economic nature or ascribed to the opioid crisis. Many conversations with White residents and officials were studded with statements like, “I don’t see color,” or “I am colorblind.” This denial of personal prejudice co-exists in a space where daily contact with people of color is limited, if not rare. Some residents of color expressed feelings of erasure—an act by Whites that denies the existence of people of color. In order to build a community with authentic interracial relationships Whites need to acknowledge the presence of residents of color as visible bona fide residents. Rhetorical questions such as “With so few minorities how could race be a problem?” or affirmations of minority “exceptionalism” sidestepped understanding the nuances of White racial identity.

In her Psychology Today article entitled “Colorblind Ideology Is a Form of Racism”, Dr. Monnica T. Williams noted “...colorblindness has helped make race into a taboo topic that polite people cannot openly discuss. And if you can’t talk about it, you can’t understand it, much less fix the racial problems that plague our society.”

Otherwise stated by Dr. Warren J. Blumenfeld of the University of Massachusetts (Amherst) in his article entitled “Colorblindness” and the Myth of a “Post-Racial” U.S.A.,” “Though when we tell another that “I don’t see your race; I just see you as a human being,” may seem as a

righteous statement, what are we really telling the person, and how may this come across: “I discount a part of you that I may not want to address,” and “I will not see you in your multiple identities.” This has the tendency of erasing the person’s background and historical legacy, and hides the continuing hierarchical and systemic positionalities among white people and racially minoritized people.””

Intergenerational entitlement Some older residents expressed an observation that younger generations felt they were entitled to affordable housing, a well-paying job, and a worry-free existence; and that their community or government writ large should provide these things with little effort on the younger residents’ part. This sentiment was also expressed by some younger residents.

Low expectation syndrome (LES) An important variable in the design calculus of a vibrant, viable, and sustainable community is the setting of high expectations and doing the work necessary to achieve those expectations. A pall over many conversations was the assertion that students were graduating with lackluster civic and workforce skills. Another lament was that “children are doing less well than their parents.”

Opiate epidemic Town and school officials, social service professionals, civic and business leaders, and faith leaders expressed being overwhelmed and under-resourced, and over-stretched to cope with the opiate epidemic. As noted above the unhoused and substance abuse addicts were viewed as constraints on economic growth.

Fear and anxiety The perception of a “gotcha” culture related to the topics of race and racism has produced varying levels of fear and anxiety among town and school officials. The 2017 incident that involved the emailing of a racist cartoon by a select board member unleashed a level of public discourse by racial justice advocates both unfamiliar to and disturbing to white officials. Racial justice advocates excoriated the school board for its subsequent decision to decline membership in the Hartford Committee on Racial Inequality. Unhealthy levels of paranoia and mistrust have negatively impacted the way people interact.

While residents expressed overwhelmingly positive feelings about living and working in Hartford six palpable tensions resonated along generational, socio-economic or racial lines.

1. *Livability versus Affordability* Whereas residents generally felt that Hartford was a great place to work and raise a family, many younger residents, in spite of the area’s “eclectic vibe,” felt that living costs, particularly housing, were exceedingly high.
2. *Optimism versus Pessimism* Whereas younger residents, public officials, and some business owners feel optimistic at the prospects of Hartford becoming a hub for the creative or high tech economies, longtime older residents were more pessimistic feeling the area has been on a long slow economic decline. Precarious was the balance between those who were bullish on the future and those who were bearish.

3. *Online technology versus Personal contact* Whereas Town government continues to make more information and services available online, there is a strong sense from some officials for the need of personal contact between Town employees and the residents they serve for the express purpose of building community. Meaningful public engagement is an ongoing challenge.
4. *Public safety versus Entrapment* Whereas the Hartford Police Department and its leadership have a very high reputation as one of a handful of law enforcement agencies statewide actively engaged in 21st Century Policing including fair and impartial policing, local social and racial justice activists expressed discomfort that plain clothes officers “infiltrate or surveille” encampments to allegedly entrap unhoused residents under the guise of connecting these residents to social services. Some advocates have expressed a deep mistrust of law enforcement writ large and advance the idea of eliminating area law enforcement all together.
5. *Faith in humankind versus Inherent distrust* Whereas residents overall expressed a generic faith in humankind, some expressed an inherent distrust of “the other” where the others are residents of different racial/ethnic groups, of different ages, of different levels of financial security, as well as environmentalists, elected officials, law enforcement (local, county, state, federal).
6. *Homogeneity (social cohesion) versus Diversity* Whereas many white, able-bodied, non-addicted, relatively financially secure residents expressed nostalgia for a time when racial homogeneity defined social cohesion, for some racial or ethnic diversity in the Upper Valley was an anathema. Whereas these individuals viewed racial or ethnic diversity as a constraint on social cohesion, the unhoused and substance abuse addicts were viewed as constraints on economic growth.

Findings and Recommendations

The purpose of our Findings and Recommendations is to chart a way forward through systems change. We caution the reader not to construe the findings as personal indictments of Town, HSD, or HCOEI personnel or members. Based on the conclusions drawn from interviews, data analysis, document research, and general observations, Vermont Partnership finds and recommends the following:

- No uniform collection of demographic data on race, gender, or ability across all Town departments vis-à-vis operations. The lack of substantive demographic data made the task of identifying race-based disparities difficult.
 - *Mandate all departments and programs, including boards and commissions, collect demographic data on race, gender, and ability*
 - *Establish baseline data on race, gender, and ability*
 - *Where such data is collected it should be disseminated to the public*

- Neither the Town nor the HSD have articulated communication strategies for public messaging during critical incidents or to communicate advances in the areas of diversity, equity, or inclusion. Racial and social justice advocates did a masterful job of messaging and controlling narratives which at times gave the appearance of driving wedges between Select Board, Town Manager, and Police Chief.

Virtually no one locally knows that the Hartford Police Department and its leadership have a very high reputation as one of a handful of law enforcement agencies statewide actively engaged in 21st Century Policing including fair and impartial policing. Data does not support the assertion that either the Town, in general, or the Hartford Police Department, specifically, are willing or unwilling instruments of the United States Border Patrol or Immigration and Customs Enforcement.

- *The Town and HSD should jointly hire a public information officer*
 - *Public officials should refresh skills related to critical incident public messaging*
 - *Public officials should adopt a coherent public communications policy and strategy*
 - *Public officials should adopt a more assertive public communications strategy focusing on the work of the police department and efforts to reduce disparities*
- There is a high level of concern regarding a “gotcha” culture and an unhealthy level of paranoia among school leadership and town officials relative to addressing issues of race, racism, and oppression.
 - *Public officials should attend workshops and engage in self-directed study on inclusion and equity, race, racism, white fragility, privilege, power, and related topics*
 - *Public officials should apply the lessons learned from workshops and self-directed learning*
- Absence of any correlation for the period 2012-2017 between public facing data on harassment, bullying, and hazing for the Hartford School District in the Agency of Education database and the Youth Risk Behavior Survey (YRBS) administered by the Vermont Department of Health for the 2011, 2013, 2015, and 2017 YRBS cycles.

For example, according to the Agency of Education, the school district reported there were 18 cases of reported bullying district-wide for the period 2012-2017 and no cases of reported harassment. By contrast, 97 or twenty percent (20%) of students (grades 9-12) reported being bullied during the previous 30 day period in the 2011 YRBS; 99 students or 22% for the 2013 YRBS; 102 students or 23% for the 2015 YRBS; and 70 students or 14% for the 2017 YRBS.

- *Ensure that all students, parents/guardians, and school personnel understand how to report school-based bullying, harassment, and hazing.*
 - *Review procedures for collecting data and transferring to the Agency of Education*

- *Monitor the Agency of Education public facing website for data accuracy*
- *The district should request and acquire YRBS data disaggregated by race for the years 2011, 2013, 2015, 2017, and 2019 and develop school climate initiatives to specifically reduce the risk behavior disparities between white students and students of color.*
- *Post YRBS results on the school district website*
- Meaningful public engagement is an ongoing challenge even with efforts to rotate meeting times and locations “the same ten people show up.”
 - *Create joint Town-HSD programs/activities in the middle and high schools to expose students, particularly students of color, to boards and commissions (civics field trip, leadership development); consider as a long-term investment*
 - *Adopt a short-term strategy to recruit college students to apply for boards and commissions by linking to the relevancy of their course of study*
- While the Hartford Police Department issued fewer tickets to minority vehicle drivers in 2019 relative to 2018, the datasets had a significant number of tickets and warnings with incomplete data on the race of the driver.
 - *Whoever is charged with traffic stop data entry should be instructed to only enter data from properly completed tickets including race data information; if race data is not included the data entry clerk should refer the incomplete ticket to the offending officer’s supervisor*
- There are resources and colleagues in the HSD already engaged in the work of diversity, equity, and inclusion who can provide leadership, however there are few opportunities for cross-district relationship building relative to the need.
 - *Create an Equity and Diversity District-Wide Core Team – revisit District Mission Statement and Core Values*
 - *Conduct and disseminate an inventory of existing diversity, equity, and inclusion resources within the school district*
 - *Identify promising practices already in use in the district and disseminate to all schools*
 - *Dedicate time during district wide professional development to introduce diversity and equity resources*
- There is a strong presence of dominant (i.e. White, able-bodied) perspectives, visuals, representations in public school buildings.
 - *Educators should ensure ample representation of the various social identities represented in the United States general population*

- *Educators should attend workshops and engage in self-directed study on the visual display of inclusion and equity, race, racism, white fragility, privilege, power, and related topics*
- *Educators should apply the lessons learned from workshops and self-directed learning*
- *Develop an Equity and Diversity Framework*
- There is high demand among educators for building skills to address difficult moments, conversations, interactions – between students, between colleagues, between faculty and students.
 - *Identify trainers/consultants to deliver relevant skills training*
 - *Identify materials for self-directed learning*
 - *Apply the lessons learned from workshops and self-directed learning*
 - *Develop an Equity and Diversity Framework*
- The relationship between HCoreI and school leadership continues to strengthen in positive, productive ways.
 - *Conduct three team building workshops with school leadership and HCoreI members to further reduce stereotyping and increase trust*
- Lack of clarity regarding policies and procedures involving harassment reporting , not always clear on who are designated employees
 - *Conduct twice yearly refresher training on reporting school-based harassment, bullying, and hazing*
 - *Design and execute a social marketing campaign to keep parents and guardians informed of policies and procedures*
 - *Upgrade website search engines with keywords “harassment” and “bullying” linked directly to the Student Handbook and resources for students and parents*
- Individual and focus group discussions were an important first step to building awareness about equity and diversity work – most staff appreciated the time opportunity to talk and are eager to move forward with the work
 - *Develop a strategy for professional development alongside of requirements in Act 1, Ethnic Studies Bill - skills for integrating diverse perspectives in the classroom; skills for managing conflict and difficult dialogues*
 - *Create an Equity and Diversity District-Wide Core Team – revisit District Mission Statement and Core Values*
 - *Develop an Equity and Diversity Framework*

- Regional schools – HACTC, RAP, HARP – feel a bit isolated from the rest of the district – often feel like “guests” and not members of the community.
 - *Create an Equity and Diversity District-Wide Core Team – revisit District Mission Statement and Core Values*
 - *Develop joint educational programming and professional exchanges (i.e. guest teaching)*
 - *Develop an Equity and Diversity Framework*
- Many staff noted a lack of skill sets for managing difficult conversations regarding equity and diversity – among colleagues and between teachers and students.
 - *Design and deliver leadership and professional development on curriculum and practices, climate, and human resources*

Illustrative Implementation Grid

[illegible]

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
o Monitor the Agency of Education website for HSD data accuracy	x	x				x	x										x	x
o Acquire YRBS data disaggregated by race for 2011, 2013, 2015, 2017, and 2019 and develop initiatives to specifically reduce the risk behavior disparities between white students and students of color.	x	x	x															
o Post YRBS results on the school district website				x														
o Create joint Town-HSD program in the middle/high schools to expose students, particularly students of color, to boards and commissions (civics field trip, leadership development);		x	x			x	x	x	x	x	x	x	x	x				x
o Create an Equity and Diversity District-Wide Core Team – revisit District Mission Statement and Core Values	x	x	x															
o Conduct and disseminate an inventory of existing diversity, equity, and inclusion resources within the school district			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
o Identify promising practices already in use in the district and disseminate to all schools			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
o Dedicate time during district wide professional development to introduce diversity and equity resources		x	x			x	x	x	x	x	x	x	x	x	x	x	x	x
o Ensure ample representation of the various social identities represented in the United States general population	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
o Educators should attend workshops and engage in self-directed study on the visual display of inclusion and equity, race, racism, white fragility, privilege, power, and related topics				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
o Educators should apply the lessons learned from workshops and self-directed learning		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
o Develop an Equity and Diversity Framework	x	x	x															
o Identify trainers/consultants to deliver relevant skills training		x	x	x														
o Identify materials for self-directed learning	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
o Apply the lessons learned from workshops/self-directed learning	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
o Conduct three team building workshops with school leadership and HCoreI members to further reduce stereotyping and increase trust				x	x	x												
o Conduct twice yearly refresher training on reporting school-based harassment, bullying, and hazing						x	x	x	x	x	x	x	x	x				x
o Design and execute a social marketing campaign to keep parents and guardians informed of policies and procedures						x	x	x	x	x	x	x	x	x				x
o Upgrade HSD website search engines with keywords "harassment" and "bullying" linked directly to the Student Handbook and resources for students and parents	x	x	X															
o Develop a strategy for professional development alongside of requirements in Act 1, Ethnic Studies Bill - skills for integrating diverse perspectives in the classroom; skills for managing conflict and difficult dialogues				x	x	x	x	x	x	x	x	x	x	x				x
o Develop joint educational programming and professional exchanges (i.e. guest teaching)				x	x	x	x	x	x	x	x	x	x	x				x
o Design and deliver leadership and professional development on curriculum and practices, climate, and human resources				x		x	x	x	x	x	x	x	x	x	x			x
o Develop joint educational programming and professional exchanges (i.e. guest teaching)				x		x	x	x	x	x	x	x	x	x	x			x
o Design and deliver leadership and professional development on curriculum and practices, climate, and human resources						x	x	x	x	x	x	x	x	x	x			x

ANNEXES

Color Blind or Just Plain Blind? The Pernicious Nature of Contemporary Racism

“Colorblindness” and the Myth of a “Post-Racial” U.S.A.

Equity and Diversity Self-Audit Tool • Town of Hartford, Vermont

Equity and Diversity Self-Audit Tool • Hartford School District

Hartford School District Youth Risk Behavior Survey Results • Selected Questions

Color Blind or Just Plain Blind?

The Pernicious Nature of Contemporary Racism

By John F. Dovidio and Samuel L. Gaertner

This article discusses how racism has mutated to partially hide itself from view—perhaps not from the view of those who experience its effects—but certainly from the view of those who practice what has come to be called “aversive racism.”

We start with a fairly stark example of what we are talking about. In 1973 we created a field experiment that divided a group of white people residing in Brooklyn, NY into those who had liberal and those who had conservative beliefs. Both the liberal and the conservative households received wrong-number telephone calls that quickly developed into requests for assistance. The callers, who were clearly identifiable from their dialects as being black or white, explained that their car was disabled and that they were attempting to reach a service garage from a public phone along the parkway. The callers further claimed that they had no more change to make another call and asked the subject to help by calling the garage. If the subject refused to help or hung up after the caller explained that he or she had no more change, a “not helping” response was recorded. If the subject hung up before learning that the motorist had no more change, the response was considered to be a “premature hangup.”

The first finding from this study was easy and predictable. Conservatives showed a higher “not helping” response to blacks than to whites (92 percent versus 65 percent) whereas liberals helped blacks and whites more equally (75 percent versus 85 percent). If we were to have left the findings here, liberals would appear to be relatively well-intentioned.

Unfortunately, this edge is cancelled out by liberals having “hung up prematurely” much more often on blacks than they did on whites (19 percent versus 3 percent). Conservatives did not discriminate in this way (8 percent versus 5 percent). The numbers were even worse when we pulled out the response to male callers. That is, liberals hung up prematurely on black and white male callers 28 percent and 10 percent of the time respectively. Thus, both conservative and liberal whites discriminated against blacks but in different ways.

What could possibly explain such behavior among people who presumably consider themselves egalitarian? The explanation, as this and many subsequent studies have demonstrated, is that many liberal white people will not publicly and consciously express bias against blacks, but, because they have unconscious negative feelings about blacks, they will discriminate in subtle ways. This subtle and unconscious bias is what we mean when we refer to aversive racism.

Many people involved in nonprofit organizations forego considerable personal gain to dedicate themselves to making the world better in some way—through making health care more accessible, perhaps, or by promoting cultural richness or through human services or social change work in an impoverished community. Racism, we can probably all agree, is antithetical to this spirit. The problem is that oftentimes these same well-intentioned people are also racist, and, as we will discuss below, they are racist without being aware of it.

Overt Racism

Racism is easy to recognize in its most explicit forms. Traditional forms of racism in the United States have even in the recent past been expressed directly and openly. Due in part to the civil rights legislation of the 1960s, however, the face of racism has changed. This legislation defined racism not only as morally improper but also as legally wrong. The spoken norm was that good people do not discriminate or in any way participate in racism.

We can probably also agree that racism has aided in producing a myriad of social ills, redlined neighborhoods suffering from inadequate infrastructures, sub-standard and segregated schools, open discrimination in employment, high infant mortality rates, and a host of other problems. Many of these problems persist and have worsened over time. How do we explain this?

Even while overt racism has declined significantly since the 1960s, some of the motivations that underlie racism still exist. Racism can offer advantages. Discriminating against others can boost one's self-esteem and promote feelings of control and superiority. Tangibly, discrimination offers economic advantages to members of the majority group and serves to maintain that group's political, social, and corporate power. Thus racism may have, in mafia movie parlance, "gone to the mattresses" among many of the well-intentioned—retreated underground where it is harder to get at it.

Aversive Racism

Aversive racism is the inherent contradiction that exists when the denial of personal prejudice co-exists with underlying unconscious negative feelings and beliefs. Unfortunately, the negative feelings and beliefs that underlie aversive racism are rooted in normal, often adaptive, psychological processes. For instance, people generally tend to like others who are similar to them. In contrast to the feelings of open hostility and clear dislike of blacks that characterize old-fashioned racism, the negative feelings that aversive racists experience are typically more diffuse, such as feelings of anxiety and uneasiness.

On top of all of this, because aversive racists consciously endorse egalitarian values and deny negative feelings about blacks, they will not discriminate directly and openly in ways that can be attributed to racism. However, because of their negative feelings they will, in fact, discriminate, often unintentionally, when their behavior can be justified on the basis of some factor other than race. Aversive racists may therefore regularly engage in discrimination while they maintain a nonprejudiced self-image. The term "aversive" in this form of racism thus refers to two aspects of this bias. It reflects the nature of the emotions associated with blacks, such as anxiety, that lead to avoidance and social awkwardness rather than to open antagonism. It also represents that, because of their conscious adherence to egalitarian principles, these whites would find any thought that they might be prejudiced to be aversive.

To make things worse, the uncomfortable and discriminatory behavior associated with aversive racism is very obvious to blacks, even while whites either don't recognize it or consider it hidden and deny it when

confronted. For instance, despite the compelling evidence of contemporary racial disparities, between 40 and 60 percent of whites responding to a recent survey, depending upon the question asked, viewed the average black in the United States as faring about as well, and often better, than the average white.¹ Blacks in numerous studies report a substantial difference—discrimination is a dominant force in their lives. Consequently, whereas the subtle nature of contemporary bias leads whites to underestimate the impact of racial prejudice, it leads blacks to be particularly attuned to these inconsistent and unpredictable racist behaviors. This inconsistency erodes blacks' confidence in a person and leads to a spiral of distrust. Blacks assume this disingenuous behavior is a consciously purposeful, old-fashioned racism—also a perfectly normal reaction since whites are, as a group, in a dominant power position.

How Contemporary Racism Works

Aversive racism has been investigated in psychological research over the past 25 years. One of our earliest experiments illustrates how aversive racism can operate in fairly dramatic ways. The scenario for experiment was inspired by an incident in the mid-1960s in which 38 people witnessed the stabbing of a woman, Kitty Genovese, without a single bystander intervening to help. What accounts for this behavior? Psychologists have found that feelings of responsibility play a key role. If a person witnesses an emergency and is the only bystander, and that person knows they bear all of the responsibility for helping, the likelihood of helping is high. If, on the other hand, the person witnesses an emergency but believes that there are several other witnesses who might help, then the responsibility for helping is shared. Moreover, if the person believes that someone else will help or has already helped, the likelihood of that person taking action is significantly reduced.

Early in our 25 years of research, we created a situation in the laboratory in which white participants witnessed a staged emergency involving a black or white victim. We led some of our participants to believe that they would be the only witness to this emergency, while we led others to believe that there would be other people (whites as well) who also witnessed the emergency. We predicted that, because aversive racists do not act in overtly bigoted ways, whites would not discriminate when they were the only witness and the responsibility for helping was clearly focused on them. However, we anticipated whites to be much less helpful to black than to white victims when they had a justifiable excuse not to get involved, such as the belief that one of the other witnesses was taking responsibility for helping.

This is precisely what we found. When white participants believed that they were the only witness they helped both white and black victims very frequently (over 85 percent of the time) and equivalently. There was no evidence of blatant racism. In contrast, when they thought there were other witnesses, they helped black victims only half as often as white victims (38 percent versus 75 percent). Thus, these results illustrate the operation of subtle biases in relatively dramatic, spontaneous, and life-threatening circumstances involving a failure to help, rather than an action intentionally aimed at doing harm. And, as this research shows, although the bias may be subtle, its consequences may be severe.

Aversive Racism in the Workplace

Labor statistics continue to demonstrate fundamental disparities in the economic status of blacks relative to whites—a gap that has not only persisted but also, in some aspects, has widened in recent years. Aversive racism may be one factor that contributes to disparities in the workplace. Subtle biases can influence both the access of blacks to the workplace and their performance in it. At the time of hiring, aversive racism can affect how qualifications are perceived and weighed, in ways that systematically

disadvantage black relative to white applicants. In particular, the aversive racism framework suggests that bias will not be expressed when a person is clearly qualified or unqualified for a position, because the appropriate decision is obvious. However, bias is expected when the appropriate decision is unclear, for example because of ambiguous evidence about whether the candidate's qualifications meet the criteria for selection or when the candidate's file has conflicting information (some strong and some weak aspects).

In one study of hiring decisions, in a context that was relevant to college students, we asked participants to evaluate candidates for a position in an ostensibly new program for peer counseling at their university on the basis of excerpts from an interview. White participants evaluated a black or white candidate who had credentials that were systematically manipulated to represent very strong, moderate, or very weak qualifications for the position. Their responses were supportive of the aversive racism framework. When the candidates' credentials clearly qualified them for the position or the credentials clearly were not appropriate, there was no discrimination against the black candidate. However, when candidates' qualifications for the position were less obvious and the appropriate decision was more ambiguous, white participants recommended the black candidate significantly less often than the white candidate with exactly the same credentials.

In subsequent research, in which participants were asked to help make admissions decisions for the university, we again found no racial bias when applicants had uniformly strong or uniformly weak college board scores and record of high school achievement. When applicants were strong on one dimension and weak on the other, however, black applicants were recommended generally less strongly than were white applicants. Moreover, participants shifted, as a function of race, how they weighed the criteria to justify their decisions. For black applicants, they gave the weaker of the dimensions (college board scores or grades) greater weight in their decisions, whereas for white applicants they assigned the stronger of the qualifications more weight. Taken together, these findings suggest that when given latitude for interpretation, whites give white candidates the "benefit of the doubt," a benefit they do not extend to blacks.

The behavior of aversive racists is thus characterized by two types of inconsistencies. First, aversive racists exhibit an apparent contradiction between their expressed egalitarian attitudes and their (albeit subtly) biased behaviors. Second, sometimes (in clear situations) they act in an unbiased fashion, whereas at other times (with ambiguous circumstances) they are biased against blacks. For blacks who may not understand the dynamics but who suffer the consequences, these inconsistencies can create a climate of suspicion and distrust.

Once on the job, aversive racism exerts subtle influences on the behavior of whites in interracial workgroups and, thereby, on the outcomes for blacks. Effective teamwork on the job requires social coordination as well as task-relevant skills. Inconsistent behavior of whites and feelings of distrust by blacks can thus have detrimental effects on team productivity.

We examined these processes in interracial pairs in which a black participant was paired with a white student who was identified as a traditionally high prejudiced person (who expressed their bias openly), an aversive racist (who expressed egalitarian views but who showed evidence of unconscious bias), or a low prejudiced white (who held egalitarian views and showed little evidence of unconscious bias). These participants engaged in a problem-solving task about challenges to college students. For example, for one task, they were asked to identify the five most important things that incoming students need to bring to

campus. Because there were no objective measures of the quality of team solution, we focused on the quality of their interaction (as reflected in their perceptions of friendliness and trustworthiness and feelings of satisfaction) and in their efficiency (as indexed by their time to complete the task).

In general, whites' impressions of their behavior were related primarily to their publicly expressed attitudes, whereas blacks' impressions of whites were related mainly to whites' unconscious attitudes. Specifically, whites who expressed egalitarian ideals (low prejudiced whites and aversive racists) reported that they behaved in more friendly ways than did those who expressed their bias openly (high prejudiced whites). Black partners perceived only whites who showed no evidence of unconscious bias (the low prejudiced whites) to be more friendly than those who had biases (aversive racists and high prejudiced whites). Of all three groups, blacks were least trustful of aversive racists.

Our results further revealed that whites' racial attitudes could be systematically correlated to the efficiency of the interracial teams. Teams with low prejudiced whites solved the problem most quickly. Interracial teams involving high prejudiced whites were next most efficient. Teams with aversive racists were the least efficient. Presumably, the conflicting messages displayed by aversive racists and the divergent impressions of the team members' interaction interfered with the task effectiveness of the team. To the extent that blacks are in the minority in an organization and are dependent on high prejudiced whites or aversive racists on work-related tasks, their performance is likely to be objectively poorer than the performance of whites who predominantly interact with other whites. Thus, even when whites harbor unconscious and unintentional biases toward blacks, their actions can have effects sometimes even more detrimental than those of old-fashioned racists on interracial processes and outcomes.

Combating Contemporary Bias

Like a virus that has mutated, racism has evolved into different forms that are not only more difficult to recognize but also to combat. The subtle processes underlying discrimination can be identified and isolated under the controlled conditions of the laboratory. However, in organizational decision-making, in which the controlled conditions of an experiment are rarely possible, this process presents a substantial challenge to the equitable treatment of members of disadvantaged groups.

Because of its pervasiveness, subtlety, and complexity, the traditional techniques for eliminating bias that have emphasized the immorality of prejudice and illegality of discrimination are not effective for combating aversive racism. Aversive racists recognize prejudice is bad, but they do not recognize that they are prejudiced. Thus, aversive racism must be addressed at multiple levels—at the personal level, the organizational level, and the societal level.

We have focused our efforts at understanding the problem of race relations in the United States by examining one aspect—the influence of the racial attitudes of whites in interpersonal interracial encounters. We have shown that contemporary forms of racial bias among whites, particularly liberal whites, are aversive and less blatant than the traditional form but still result in significant damage. Moreover, because aversive racists may not be aware of their unconscious negative attitudes and only discriminate against blacks when they can justify their behavior on the basis of some factor other than race, they will commonly deny any intentional wrongdoing when confronted with evidence of their bias. Indeed, they do not discriminate intentionally. In addition, we have illustrated how awkward and inefficient group processes become when aversive racism affects communication. This not only has

disproportionate negative outcomes for blacks but it may also prevent our ability to move forward at the various levels on which racism needs to be addressed.

So what can we each do about racism when we don't know what we don't know yet? Here are some simple (but not easy) suggestions for action.

- When a person of color brings up race as an issue in an interpersonal or organizational setting—listen! If the person indicates he or she is offended, don't be defensive. Instead try to understand the other person's perspective on the issue. Remember your perceptions can be very different from the everyday experience of others. As the data indicate, whites tend to underestimate the impact of discrimination. Do not begin talking quickly, explain why they are misinterpreting the situation, or begin crying. These are some of the most infuriating responses people of color encounter when they challenge a situation that feels wrong. Take time, if you need it, to think about the situation after listening fully to the other person's perspective. If you hear problems third-hand, don't get angry because you were not approached directly. You probably need to talk through the situation at some point, but remember it is almost never completely safe for a person of color to challenge a dominant perception. Listen deeply.
- On an organizational level—we must all begin to look beyond the general diversity of skin color to the issues of race and power in our organizations. Start by looking at who sits in the loci of power. With power comes the ability to affect frames of reference, style, rules and priorities. With a shift in power, issues that were unseen by whites for years and obvious to people of color emerge quickly as actionable items. (Read the case study from Planned Parenthood in Rhode Island, Summer 2002, page 37, for a description of this dynamic in action.)
- On the level of institutional racism—the aversion to addressing race concerns that is demonstrated through this research carries through to an aversion to discussing race as a driver in and a blind for bad social policy. (See Lani Guinier's article, Summer 2002, page 12, for more on this.) We must stop thinking that someone else will intervene in the state of emergency posed by institutional racism and begin to address the appalling realities of its effects actively, head-on and in deeply committed cross-cultural partnerships.

In conclusion, we can no longer be passive bystanders to racism. We have to hold ourselves responsible. Abstaining from wrongdoing that is immediately obvious to us is not enough. It doesn't begin to address the now convoluted and confusing nature of contemporary racism. In order to address contemporary racism, even and especially among well-intentioned people, it is necessary to establish new, positive norms for action that replace our current norms for avoidance of responsibility.

Endnote

1. See Morin, Richard. 2001. "Misperceptions Cloud Whites' View of Blacks." Washington Post, Wednesday, July 11, page A01.

Dr. John F. Dovidio is professor of psychology at the University of Connecticut. Samuel L. Gaertner is professor of social psychology at the University of Delaware.

[©2001-2003 TSNE](#)

“Colorblindness” and the Myth of a “Post-Racial” U.S.A.

By Warren J. Blumenfeld

With the ascendancy of Barack Obama during the primaries and his election twice as the forty-fourth president of the United States, on numerous occasions the media have asserted that the United States can now be considered as a “post-racial” society, where the notion that “race” has lost its significance, and where our country’s long history of racism is now at an end.

For example, National Public Radio Senior News Analyst, [Daniel Schorr](#), during the presidential primaries on January 28, 2008 on All Things Considered noted that with the emergence of Barack Obama, we have entered a new “post-racial” political era, and that Obama “transcends race” and is “race free.”

And according to MSNBC political analyst, [Chris Matthews](#), responding to Obama’s State of the Union message on January 27, 2010: “He is post-racial by all appearances. I forgot he was black tonight for an hour. You know, he’s gone a long way to become a leader of this country, and past so much history, in just a year or two. I mean, it’s something we don’t even think about.”

These commentators and others imply a number of claims in their statements: The first that we have become a “race-blind” or “colorblind” society – that race has become unimportant, that we don’t see “race” anymore. The second implication states that racism (i.e., prejudice along with social power to enact oppression by white people over people of color) is a thing of the past.

Is the United States now a “colorblind” society? Or even more importantly, should the United States be a “colorblind / race-blind” society? The very notion of “race-blindness” is deeply problematic.

Though when we tell another that “I don’t see your race; I just see you as a human being,” may seem as a righteous statement, what are we really telling the person, and how may this come across: “I discount a part of you that I may not want to address,” and “I will not see you in your multiple identities.” This has the tendency of erasing the person’s background and historical legacy, and hides the continuing hierarchical and systemic positionalities among white people and racially minoritized people.

In addition, the assertion that we have fully addressed and finally concluded the long history of racism in the United States with the election of Barack Obama is simply unfounded.

Anti-racism consultant Valerie Batts discusses what she terms as “new forms of racism.” While the *Brown v. Board of Education* decision (1954), the Civil Right Act (1964), and other judicial and legislative actions have criminalized a number of past realities (for example, slavery, “Jim Crow” laws, lynchings, cross burnings, segregated educational, employment, business, and governmental institutions, and more), many forms of racism continue.

While some of these conditions continue today on a de facto basis, Batts lists these “new forms” as “Dysfunctional Rescuing” where white people “help” people of color in a condescending way believing they can’t help themselves; “Blaming the Victims” of systematic oppression for the oppression itself; “Avoidance of Contact” where white people self segregate in their personal and professional lives from people of color, and where white people show little interest in learning about the cultures of communities of color; “Denial of Cultural Differences,” the notion of “color blindness,” which minimizes the cultural and behavioral difference among people, which simply mask discomfort with racialized differences; and “Denial of Political Significance of Differences,” in which white people deny the profound impact regarding the social, political, and economic realities of the lives of people of color.

I add to the list of conditions that perpetuate systemic racism the concept of stereotyping. A stereotype is an oversimplified or misinformed perception, opinion, attitude, judgment, or image of a person or a group of people held in common by members of other groups. Originally referring to the process of making type from a metal mold in printing, social stereotypes can be viewed as molds of regular and invariable patterns of evaluation on others.

With stereotypes, people tend to overlook all other characteristics of the group. Stereotypes of out-group members by in-group members depersonalize them, in effect seeing them largely as members of a group and not as individuals with unique and distinctive qualities and attributes. This often results in the tendency to diminish the humanity of out-group members relegating them to the category of “other,” and as “different.”

Individuals sometime use stereotypes to justify continued marginalization and subjugation of members of that group. In this sense, stereotypes conform to the literal meaning of the word “prejudice,” which is a prejudgment, derived from the Latin *praejudicium*.

This is the case, for example, in actions explicitly intended as a mockery of Black History Month when a number of institutions around the country, for example in 2010, two years after Obama’s first election, a group of students at the University of California at San Diego, throw off-campus “ghetto themed parties.” Attendees were advised to come wearing chains, cheap clothing, and speak very loudly, and where female students are urged to come as “ghetto chicks.”

In part, according to the invitation UCSD student organizers sent announcing what they referred to as the “Compton Cookout”: “...For those of you who are unfamiliar with ghetto chicks -- Ghetto chicks usually have gold teeth, start fights and drama, and wear cheap clothes, they consider Baby Phat to be high class and expensive couture. They also have short, nappy hair, and usually wear cheap weave, usually in bad colors, such as purple or bright red....” The invitation continued: “We will be serving 40’s, Kegs of Natty, dat Purple Drank, which consists of sugar, water, and the color purple, chicken, cool aide, and of course Watermelon.”

We must not and cannot dismiss these incidents as simply the actions of a few individuals, for racism and other forms of oppression exist on multiple levels. These incidents are symptoms of larger *systemic* national problems.

The ongoing demonstrators protesting alleged police harassment and unprovoked killings of unarmed black men and boys surfacing throughout U.S. highlights the longstanding and continuous tensions and confrontations between police forces and the communities they are meant to serve. An essential question we must discuss and eventually answer, however, is: "Whose interests do they actually serve?"

In their book *Whitewashing Race: The Myth of a Color-Blind Society*, the [authors](#) show how the concept of "colorblindness / race-blindness" attempts to deny and further entrench hierarchical and deeply rooted systemic racial inequities and privileges accorded to white people that permeate throughout our society.

We must as a society get beyond this false and counterproductive notion of "colorblindness / race-blindness" and confront head-on our past history and current realities of racism and transcend, to use [Mica Pollock's](#) term, "colormuteness" by engaging in honest and open conversations on the impact and legacy of race relations in our country.

Dr. Warren J. Blumenfeld is author of *The What, The So What, and The Now What of Social Justice Education* (Peter Lang Publishers), *Warren's Words: Smart Commentary on Social Justice* (Purple Press); editor of *Homophobia: How We All Pay the Price* (Beacon Press), and co-editor of *Readings for Diversity and Social Justice* (Routledge) and *Investigating Christian Privilege and Religious Oppression in the United States* (Sense), and co-author of *Looking at Gay and Lesbian Life* (Beacon Press).

Permission granted to forward, post, print, or publish this commentary: warrenblumenfeld@gmail.com

--

"To attain the truth in life, we must discard all the ideas we were taught, and reconstruct the entire system of our knowledge" ~ Rene Descartes

Dr. Warren J. Blumenfeld
South Hadley, MA 01075
(413) 437-4312

email: warrenblumenfeld@gmail.com

Equity and Diversity Self-Audit Tool Town of Hartford, Vermont

Vermont Partnership for Fairness & Diversity adapted this self-audit tool with permission from the *L'Association des facultés de médecine du Canada*. The original self-audit tool was designed to assist Canadian medical schools to better understand working environments and climate, and to plan for needed adjustments. Vermont Partnership has adapted the self-audit tool for specific use with the Town of Hartford, Vermont.

This is designed as a self-audit tool for internal use to:

- Assess how well an individual department is doing to promote diversity and equity.
- Provide an opportunity to reflect on areas in need of improvement.
- Garner support for any improvements needed to further departmental or employee commitments to equity and diversity.
- Develop an action plan and timeline for improvement.

Completion of this self-audit tool will give you a “snapshot” and help your department better understand its strengths, needs and concerns. Using this tool provides an opportunity for you to reflect on what you are doing well and how you might enhance equity, inclusion, and diversity. Using this self-audit tool may identify systemic changes needed. Vermont Partnership will tabulate and combine all departmental responses to give a “snapshot” of town government as a whole. The town snapshot will form the basis of some of the recommendations forthcoming in the strategic plan.

The self-audit is divided into the following four sections: Planning, Policies and Procedures, Boards and Commissions, and

Communications/Community Relations. Please circle your response to the multiple choice questions (Yes No DK, “Don’t Know”).

Respond to questions requiring a narrative in the “Comments” column or in a supplemental sheet. If you have any ideas for next steps relative to the posed question note them in the “Next Steps” column.

Reflect on the following questions as you complete the self-audit:

1. In what areas do you think your department has been effective in promoting diversity and equity in the workplace?
2. What areas do you think need improvement?
3. What do you see as obstacles to diversity and equity in your department?
4. What do you see as strengths of your department in terms of diversity and equity?

To assist you with the self-audit tool, we have used the following definitions.

Equality In the past, we thought that equality meant sameness and that treating people as equals meant treating everyone the same. We now know that the practice of treating everyone the same can lead to unequal outcomes. Failing to take difference into account reinforces, rather than alleviates, patterns of systemic oppression because the taken-for-granted norms that shape our institutional processes and thinking most often reflect the perspectives of the socially dominant. These norms tend to ignore, misunderstand, and de-value social differences that include, class, race, ethnicity, gender, sexual orientation, (dis)ability, etc.

Equity Equity at its most basic level is about fairness, and it is premised upon a sense of justice. Equity is not the same as equality. Equality implies sameness. Equity on the other hand, assumes difference and takes difference into account – to ensure a fair process and ultimately, a fair (or equitable) outcome. Inequity refers to differences which are not only unnecessary and avoidable, but also unfair and unjust. Initiatives to promote equitable access to public services are largely dependent on the ability of administrators to recognize that equitable access is not synonymous with managing difference or diversity by “treating everyone the same.”

Diversity Diversity is incorporated into the meaning of equity and moves us beyond the notion that difference is merely benign variation. Diversity, in the context of equity, acknowledges that power differences exist between people based on factors such as race, ethnicity, class, gender, sexual orientation, (dis)ability, etc. Diversity also acknowledges that, within any given group, there are significant differences between individuals themselves. Accounting for difference is an important task of organizations that embrace an ethic of equity. Doing this in ways that acknowledge differences between and within groups is an important consideration

Equity and Diversity Self-Audit Tool
Town of Hartford, Vermont

DEPARTMENT				
		Response	Comments	Next Steps
1.	Approximate Number of Employees			
	Full time			
	Part time			
	Seasonal			
	PLANNING			
2.	Do equity statements or objectives exist?	Yes No DK		
3.	Are Equity principles included within the:			
	• Mission Statement?	Yes No DK		
	• Strategic Goals, Plans or Initiatives?	Yes No DK		
	• Operational Plans?	Yes No DK		
4.	Are Equity objectives posted and available?	Yes No DK		
	Are the following methods in place to promote awareness?			
	• Website	Yes No DK		
	• Information sessions	Yes No DK		
	• Newsletter/media	Yes No DK		
	• Brochures	Yes No DK		
	• Posters	Yes No DK		
	• Email	Yes No DK		
	• Other	Yes No DK		

DK = Don't Know

		Response	Comments	Next Steps
5.	Are equity policies in place regarding hiring, promotion, and retirement?	Some None DK Comprehensive Policies		
6.	Is responsibility for equity objectives and outcomes explicitly assigned?	Yes No DK		
7.	Are staff in place to address equity issues in the workplace?	Yes No DK		
8.	What are the strengths-activities or practices of your department that support equity?	1. 2. 3.		
9.	What are the challenges to achieving equity in your department? If there are challenges are they... • Attitudinal? • Communication? • Procedural/Administrative? • Economic? • Interdisciplinary? • External to your department?	Yes No DK Yes No DK Yes No DK Yes No DK Yes No DK Yes No DK		
10.	Are there mechanisms to monitor your department's achievements in equity? Please describe	Yes No DK		

DK = Don't Know

		Response	Comments	Next Steps
11.	Are diversity statements or objectives explicit?	Yes No DK		
12.	Are diversity principles included within the: • Mission Statement? • Strategic Goals? • Operational Plans?	Yes No DK Yes No DK Yes No DK		
13.	What are the strengths-activities or practices of your department that support diversity?			
14.	What are the challenges to diversity in your department?			
15.	Are there mechanisms to monitor your department's achievements in diversity? Please describe	Yes No DK		
16.	Are there awards/recognition for contributions in the advancement of equity and/or diversity.	Yes No DK		

DK = Don't Know

		Response	Comments	Next Steps
	POLICIES AND PROCEDURES			
17.	Does your department have a set of core operating values?	Yes No DK		
18.	Do your core operating values support and foster equity and diversity?	Yes No DK		
19.	Do policies and procedures on harassment and discrimination exist within your institution?	Yes No DK		
20.	Are methods in place to assure awareness of the policies on harassment and discrimination among: • Employees • Residents	Yes No DK Yes No DK		
21.	What methods are used? • Information sessions • Website • Newsletters (inc. electronic) • Brochures • Other, please specify	Yes No DK Yes No DK Yes No DK Yes No DK Yes No DK		
22.	Are new hires made aware of their rights and responsibilities related to: • Discrimination? • Harassment? • Core Values? How is this done?	Yes No DK Yes No DK Yes No DK		

		Response	Comments	Next Steps
--	--	----------	----------	------------

23.	Have supervisors completed professional development related to responding to harassment, discrimination, and breach of core operating values in the last two years?	Yes No DK		
24.	Do you have a process in place for dealing with concerns related to discrimination and harassment?	Yes No DK		
25.	Are concerns related to discrimination and/or harassment treated seriously and in a timely manner?	Yes No DK		
26.	Is the process of lodging concerns or complaints related to discrimination, harassment, and the breach of core operating values easily understandable?	Yes No DK		
27.	Does your department conduct exit interviews regarding harassment, discrimination, and breach of core operating values for all departing employees?	Yes No DK		

		Response	Comments	Next Steps
28.	What methods are used to promote awareness of core operating values? <ul style="list-style-type: none"> • Information sessions • Website • Newsletters (inc. electronic) • Brochures • Other, please specify 	Yes No DK Yes No DK Yes No DK Yes No DK Yes No DK		
	BOARDS AND COMMISSIONS			
29.	Approximate Number of Members			
	Male			
	Female			
	Transgender			
	Non-binary			
	White			
	Person of Color			
	<35 years old			
	36-50 years old			
	51 – 65 years old			
	65+ years old			
30.	Does board or commission membership reflect the demographics of the town?	Yes No DK		

DK = Don't Know

		Response	Comments	Next Steps
31.	Are new board or commission members made aware of their rights and responsibilities related to: • Discrimination? • Harassment? • Core Operational Values? How is this done?	Yes No DK Yes No DK Yes No DK		
32.	Have board or commission chairs completed professional development related to responding to harassment, discrimination, and breach of core operating values in the last two years?	Yes No DK		
33.	Do boards and commissions have a process in place for dealing with concerns related to discrimination and harassment?	Yes No DK		
34.	Are concerns related to discrimination and/or harassment treated seriously and in a timely manner?	Yes No DK		
35.	Is the process of lodging concerns or complaints related to discrimination, harassment, and the breach of core operating values easily understandable?	Yes No DK		

DK = Don't Know

		Response	Comments	Next Steps
	COMMUNICATIONS/COMMUNITY RELATIONS			
36.	Are diverse images used when people are featured in publications and websites (i.e. POCs, gender, persons with disabilities)?	Yes No DK		
37.	Can visitors to your webpage file a compliment or compliant about your department's services?	Yes No DK		
38.	Is your website compatible with handicap accessible software?	Yes No DK		
39.	Is Google Translate available on your webpage?	Yes No DK		
40.	Are all events arranged to be accessible to people with mobility disabilities?	Yes No DK		
41.	When arranging events, do you check whether people require specific accommodations such as interpreters (ASL, foreign language), dietary, childcare?	Yes No DK		
42.	Are event/meeting notices sent to individuals or organizations representing historically marginalized populations?	Yes No DK		

DK = Don't Know

Equity and Diversity Self-Audit Tool Tallied Responses • Town of Hartford

Q	Question	yes	no	dk	empty
1	Approximate Number of Employees				
1a	Full-time				
1b	Part-time				
1c	Seasonal				
2	Do equity statements of objectives exist?	6	1	0	0
3	Are equity principles included within the:				
3a	Mission Statement?	4	2	0	1
3b	Strategic Goals, Plans, or Initiatives?	4	2	0	1
3c	Operational Plans?	4	1	1	1
4	Are equity objectives posted and available?	2	2	1	2
4a	Are the following methods in place to promote awareness:				
4a1	Website?	4	2	0	1
4a2	Information sessions?	2, 1 "some"	1	1	2
4a3	Newsletter/media	2	1	2	2
4a4	Brochures	2	1	2	2
4a5	Posters	1	1	3	2
4a6	Email	1	1	3	2
4a7	Other	1	1	2	2

Q	Question	yes	no	dk	empty
5	Are equity policies in place regarding hiring, promotion, and retirement?				
6	Is responsibility for equity objectives and outcomes explicitly assigned?	2	1	4	0
7	Are staff in place to address equity issues in the workplace?	3	2	1	1
8	What are the strengths (activities or practices) of your department that support equity?				
9	What are the challenges to achieving equity in your department? If there are challenges, are they:				
9a	Attitudinal?		4	1	3
9b	Communication?	2	3	1	2
9c	Procedural/Administrative?	1	4	1	2
9d	Economic?	3	2	1	2
9e	Interdisciplinary?	0	2	3	3
9f	External to your department?	2	2	2	2
10	Are there mechanisms to monitor your department's achievements in equity?	3	4	0	1
11	Are diversity statements or objectives explicit?	4	1	1	1
12	Are diversity principles included within the:				
12a	Mission Statement?	2	2	1	2
12b	Strategic Goals, Plans, or Initiatives?	3	2	1	1
12c	Operational Plans?	4	1	1	1
13	What are the strengths (activities or practices) of your department that support diversity?				

Q	Question	yes	no	dk	empty
14	What are the challenges to diversity in your department?				
15	Are there mechanisms to monitor your department's achievements in diversity?	3	2	1	1
16	Are there awards/recognition for contributions in the advancement of equity and/or diversity?	2	2	2	1
17	Does your department have a set of core operating values?	6	0	0	1
18	Do your core operating values support and foster equity and diversity?	5	1	0	1
19	Do policies and procedures on harassment and discrimination exist within your institution?	6	0	1	0
20	Are methods in place to assure awareness of the policies on harassment and discrimination among:				
20a	Employees	6	0	1	0
20b	Residents	3	0	4	0
21	What methods are used?				
21a	Information sessions?	3	0	2	2

Q	Question	yes	no	dk	empty
21b	Website?	3	0	3	1
21c	Newsletters (inc. electronic)?	1	2	3	1
21d	Brochures	0	1	5	1
21e	Other	1	0	3	3
22	Are new hires made aware of their rights and responsibilities related to:				
22a	Discrimination?	5	0	1	1
22b	Harassment?	5	0	1	1
22c	Core values?	3	0	2	2
22d	How is this done?				
23	Have supervisors completed professional development related to responding to harassment, discrimination, and breach of core operating values in the last two years?	3	2	2	0
24	Do you have a process in place for dealing with concerns related to discrimination and harassment?	4	0	1	1
25	Are concerns related to discrimination and/or harassment treated seriously and in a timely manner?	3	0	3	1

Q	Question	yes	no	dk	empty
26	Is the process of lodging concerns or complaints related to discrimination, harassment, and the breach of core operating values easily understandable?	2	0	4	2
27	Does your department conduct exit interviews regarding harassment, discrimination, and breach of core values for all departing employees?	2	1	3	1
28	What methods are used to promote awareness of core operating values?				
28a	Information sessions?	2	1	2	2
28b	Website?	3	0	2	2
28c	Newsletters (inc. electronic)?	1	2	2	2
28d	Brochures	2	1	2	2
28e	Other?	1	1	3	2
29	Approximate Number of Members of Board & Commissions:				
29a	Male				
29b	Female				
29c	Transgender				
29d	Nonbinary				

Q	Question	yes	no	dk	empty
29e	White				
29f	People of Color				
29g	<35 yo				
29h	36-50 yo				
29i	51-65 yo				
29j	>65 yo				
30	Does board or commission membership reflect the demographics of the town?	0	1	1	5
31	Are new board members or commission members made aware of their rights and responsibilities related to:	0	0	0	7
31a	Discrimination?	0	1	1	5
31b	Harassment?	0	1	1	5
31c	Core operational values?	0	1	1	5
31d	How is this done?				

Q	Question	yes	no	dk	empty
32	Have board or commission chairs completed professional development related to responding to harassment, discrimination, and breach or core operating values in the last two years?	0	1	1	5
33	Do boards and commissions have a process in place for dealing with concerns related to discrimination and harassment?	0	1	2	4
34	Are concerns related to discrimination and/or harassment treated seriously and in a timely manner?	1	0	1	5
35	Is the process of lodging concerns or complaints related to discrimination, harassment, and the breach of core operating values easily understandable?	0	0	2	5
36	Are diverse images used when people are featured in the publications and websites?	2	2	3	1
37	Can visitors to your webpage file a compliment or complaint about your department's services?	4	0	1	2
38	Is your website compatible with disability accessibility software?	0	0	6	1
39	Is Google Translate available on your webpage?	1	0	5	1
40	Are all events arranged to be accessible to people with mobility challenges?	5	0	1	1
41	When arranging events, do you check whether people require specific accommodation such as interpretation (including sign language), dietary needs, or childcare?	0	0	4	3
42	Are event/meeting notices sent to individuals or organizations representing historically marginalized populations?	2	1	2	3

Responses to Town Self-Audit Open-ended Questions

8. What are the strengths (activities or practices) of your department that support equity?

- We have specific legal guidelines for the department
- Openness when working with various people, Attitude that we are here to serve the public, Solicit community input at all stages of our work that -> goals, plans, recommended actions.
- None currently in place
- Election volunteers are multi-generational and gender-diverse

Next Steps:

- Increase awareness in (invite) community for the opportunity to volunteer at elections and election-related activities to a more diverse group of volunteers.
- Speak to everyone; Help resolve issues; Treat everyone respectfully
- Vision--something for everyone; scholarship program; CAPRA Accreditation
- Use of new media/outreach with colleges in recruiting; Engagement of union and supervisory personnel in policy development; Training

10. Are there mechanisms to monitor your department's achievements in equity?

- Compliance reviews by external parties
- We keep an informal list of active volunteers. As new volunteers are added, we can gauge achievement.
- None
- Department Program Plan
- Some

Next Steps:

- Formal analysis still in development

13. What are the strengths (activities or practices) of your department that support diversity?

- We follow and execute the Town of Hartford policies, external compliance requirements, and utilize our
- Openness when working with various people; Soliciting input from community to direct goals, strategies, and actions for our department projects, programs; Attitude that we are here to serve the public
- We advertise regularly.
- Our office is a place most residents visit at some point. We provide a welcoming environment to all.
- DNA
- Facilities for all; maintain variety of services for all in the community
- Same as #8 (Use of new media/outreach with colleges in recruiting; Engagement of union and supervisory personnel in policy development; Training)

14. What are the challenges to diversity in your department?

- Communication also can be a challenge, given we don't have a very diverse population in Hartford, it is hard to truly evaluate how we are doing.
- Candidate pool is limited.
- See #9 (Our department consists of only two people. Not much turn-over. Volunteers would be the most likely area for us to achieve equity in volunteer opportunities.)
- 2 employees
- Promotion and acknowledgement of differences. It's OK to participate, as an example.
- Community outreach and perception

Equity and Diversity Self-Audit Tool Hartford School District

Vermont Partnership for Fairness & Diversity adapted this self-audit tool with permission from the *L'Association des facultés de médecine du Canada*. The original self-audit tool was designed to assist Canadian medical schools to better understand working environments and climate, and to plan for needed adjustments. Vermont Partnership has adapted the self-audit tool for specific use with the Hartford School District in Hartford, Vermont.

This is designed as a self-audit tool for internal use to:

- Assess how well an individual department is doing to promote diversity and equity.
- Provide an opportunity to reflect on areas in need of improvement.
- Garner support for any improvements needed to further departmental or employee commitments to equity and diversity.
- Develop an action plan and timeline for improvement.

Completion of this self-audit tool will give you a “snapshot” and help your department better understand its strengths, needs and concerns. Using this tool provides an opportunity for you to reflect on what you are doing well and how you might enhance equity, inclusion, and diversity. Using this self-audit tool may identify systemic changes needed. Vermont Partnership will tabulate and combine all departmental responses to give a “snapshot” of town government as a whole. The town snapshot will form the basis of some of the recommendations forthcoming in the strategic plan.

The self-audit is divided into the following four sections: Planning, Policies and Procedures, Boards and Commissions, and

Communications/Community Relations. Please circle your response to the multiple choice questions (Yes No DK, “Don’t Know”). Respond to questions requiring a narrative in the “Comments” column or in a supplemental sheet. If you have any ideas for next steps relative to the posed question note them in the “Next Steps” column.

Reflect on the following questions as you complete the self-audit:

5. In what areas do you think your department has been effective in promoting diversity and equity in the workplace?
6. What areas do you think need improvement?
7. What do you see as obstacles to diversity and equity in your department?
8. What do you see as strengths of your department in terms of diversity and equity?

To assist you with the self-audit tool, we have used the following definitions.

Equality In the past, we thought that equality meant sameness and that treating people as equals meant treating everyone the same. We now know that the practice of treating everyone the same can lead to unequal outcomes. Failing to take difference into account reinforces, rather than alleviates, patterns of systemic oppression because the taken-for-granted norms that shape our institutional processes and thinking most often reflect the perspectives of the socially dominant. These norms tend to ignore, misunderstand, and de-value social differences that include, class, race, ethnicity, gender, sexual orientation, (dis)ability, etc.

Equity Equity at its most basic level is about fairness, and it is premised upon a sense of justice. Equity is not the same as equality.

Equality implies sameness. Equity on the other hand, assumes difference and takes difference into account – to ensure a fair process and ultimately, a fair (or equitable) outcome. Inequity refers to differences which are not only unnecessary and avoidable, but also unfair and unjust. Initiatives to promote equitable access to public services are largely dependent on the ability of administrators to recognize that equitable access is not synonymous with managing difference or diversity by “treating everyone the same.”

Diversity Diversity is incorporated into the meaning of equity and moves us beyond the notion that difference is merely benign variation. Diversity, in the context of equity, acknowledges that power differences exist between people based on factors such as race, ethnicity, class, gender, sexual orientation, (dis)ability, etc. Diversity also acknowledges that, within any given group, there are significant differences between individuals themselves. Accounting for difference is an important task of organizations that embrace an ethic of equity. Doing this in ways that acknowledge differences between and within groups is an important consideration

**Equity and Diversity Self-Audit Tool
Hartford School District**

	Personnel	Response	Comments
1.	Approximate Number of Employees		
	Administrative Support		
	Administrators		
	Building & Grounds		
	Cafeteria Staff		
	Counsellors		
	Licensed Educators		
	Para-educators		
	<i>Union</i>		
	<i>Non-Union</i>		
2.	Employee Demographic Profile		
	<i>w/Disabilities</i>		
	<i>Female</i>		
	<i>LGBTQ</i>		
	<i>Male</i>		
	<i>Non-binary</i>		
	<i>POC</i>		
3.	Leadership Team		
	<i>w/Disabilities</i>		
	<i>Female</i>		
	<i>LGBTQ</i>		
	<i>Male</i>		
	<i>Non-binary</i>		
	<i>POC</i>		

	Students	Response	Comments
4.	Approximate Number of Students		
	<i>Students w/Disabilities</i>		
	<i>Female</i>		
	<i>LGBTQ</i>		
	<i>Male</i>		
	<i>Non-binary</i>		
	<i>POC</i>		
5.	Student Leadership		
	<i>Students w/Disabilities</i>		
	<i>Female</i>		
	<i>LGBTQ</i>		
	<i>Male</i>		
	<i>Non-binary</i>		
	<i>POC</i>		
6.	Advance Placement Students		
	<i>Students w/Disabilities</i>		
	<i>Female</i>		
	<i>LGBTQ</i>		
	<i>Male</i>		
	<i>Non-binary</i>		
	<i>POC</i>		
7.	Participation in Extra-Curriculum Act.		
	<i>Students w/Disabilities</i>		
	<i>Female</i>		
	<i>LGBTQ</i>		
	<i>Male</i>		
	<i>Non-binary</i>		
	<i>POC</i>		

	Students	Response	Comments
8.	Extra-Curriculum Activity Access to		
	<i>Affordability</i>	Yes No DK	
	<i>After school transportation</i>	Yes No DK	
	<i>Materials</i>	Yes No DK	
	<i>POC Models/Mentors</i>	Yes No DK	
	<i>Sports Equipment</i>	Yes No DK	
	<i>Trips</i>	Yes No DK	
	VISION/MISSON		
9.	Are Equity principles included within the:		
	• Mission Statement?	Yes No DK	
	• Strategic Goals, Plans or Initiatives?	Yes No DK	
	• Curriculum?	Yes No DK	
10.	Are Equity objectives posted and available?	Yes No DK	
11.	Are the following methods in place to promote Equity objectives awareness?		
	• Brochures	Yes No DK	
	• Email	Yes No DK	
	• Information sessions	Yes No DK	
	• Newsletter/media	Yes No DK	
	• Posters	Yes No DK	
	• Thought Leaders	Yes No DK	
	• Website	Yes No DK	
12.	Are equity policies in place regarding hiring, promotion, and retirement?	Some None DK Comprehensive Policies	
13.	Is responsibility for equity objectives and outcomes explicitly assigned?	Yes No DK	

		Response	Comments
14.	Are staff in place to address equity issues in your school?	Yes No DK	

15.	Do you send educator job vacancy announcements to affinity groups of		
	• educators w/disabilities?	Yes No DK	
	• LGBTQ educators?	Yes No DK	
	• POC educators?	Yes No DK	
16.	Do you send educator job vacancy announcements to affinity groups of		
	• educators w/disabilities?	Yes No DK	
	• LGBTQ educators?	Yes No DK	
	• POC educators?	Yes No DK	
17.	Do you send administrator job vacancy announcements to affinity groups of		
	• administrators w/disabilities?	Yes No DK	
	• LGBTQ administrators?	Yes No DK	
	• POC administrators?	Yes No DK	
18.	Do you send educator job vacancy announcements to affinity groups of		
	• administrators w/disabilities?	Yes No DK	
	• LGBTQ administrators?	Yes No DK	
	• POC administrators?	Yes No DK	
19.	What are the strengths-activities or practices of your school that support equity?	1. 2. 3.	
20.	Are there mechanisms to monitor your school's advancements in equity? Please describe	Yes No DK	

		Response	Comments
21.	What are the challenges to achieving equity in your school? If there are challenges are they...		
	• Attitudinal?	Yes No DK	
	• Communication?	Yes No DK	
	• Economic?	Yes No DK	
	• External to your school?	Yes No DK	
	• Interdisciplinary?	Yes No DK	
	• Lack of understanding?	Yes No DK	
	• Procedural/Administrative?	Yes No DK	
22.	In our schools we		
	• Collaboratively Identify Problems	Yes No DK	
	• Collaboratively Solve Problems	Yes No DK	
23.	Our schools practice restorative justice	Yes No DK	
24.	There are disparities in disciplinary outcomes between white students and		
	• students of color	Yes No DK	
	• student with disabilities	Yes No DK	
25.	There are disparities in disciplinary outcomes between students from more affluent families and students from income insecure families	Yes No DK	
26.	The visuals on our walls reflect POC adults as active and productive citizens	Yes No DK	
27.	The visuals on our walls reflect LGBTQ adults as active and productive citizens	Yes No DK	
28.	The visuals on our walls reflect adults with disabilities as active and productive citizens	Yes No DK	
29.	We have a source for diverse wall visuals	Yes No DK	

		Response	Comments
30.	Our curriculum reflects diverse identities and representations in		
	• foreign languages	Yes No DK	
	• history/social studies	Yes No DK	
	• literature	Yes No DK	
	• math	Yes No DK	
	• music	Yes No DK	
	• performing arts	Yes No DK	
	• science	Yes No DK	
	• visual arts	Yes No DK	
	• vocational arts	Yes No DK	
31.	Are diversity statements or objectives explicit?	Yes No DK	
32.	Are diversity principles included within the:		
	• Mission Statement?	Yes No DK	
	• Strategic Goals?	Yes No DK	
	• Curriculum?	Yes No DK	
33.	What are the strengths-activities or practices of your school that support diversity?		
34.	What are the challenges to promoting diversity in your school? If there are challenges are they...		
	• Attitudinal?	Yes No DK	
	• Communication?	Yes No DK	
	• Economic?	Yes No DK	
	• External to your school?	Yes No DK	
	• Interdisciplinary?	Yes No DK	
	• Lack of understanding?	Yes No DK	
	• Procedural/Administrative?	Yes No DK	
		Response	Comments
35.	Are there mechanisms to monitor your school's advancements in diversity?	Yes No DK	

	Please describe		
36.	Are there awards/recognition for contributions in the advancement of equity and/or diversity.	Yes No DK	
	POLICIES AND PROCEDURES		
37.	Does your school have a set of core operating values?	Yes No DK	
38.	Do your core operating values support and foster equity and diversity?	Yes No DK	
39.	Do teachers actively employ anti-bias teaching strategies? If so, provide an example	Yes No DK	
40.	Do teachers use a diversity of perspectives or materials in their curriculum?	Yes No DK	
41.	Do students have regular and ongoing access to POC role models through		
	• the curriculum?	Yes No DK	
	• school personnel?	Yes No DK	
	• subject matter experts?	Yes No DK	
	• visiting artists?	Yes No DK	
	• visuals on the walls?	Yes No DK	
	• volunteers?	Yes No DK	

		Response	Comments
42.	Do students have regular and ongoing access to role models with disabilities through	Yes No DK	
	• the curriculum?	Yes No DK	
	• school personnel?	Yes No DK	
	• subject matter experts?	Yes No DK	
	• visiting artists?	Yes No DK	
	• visuals on the walls?	Yes No DK	
	• volunteers?	Yes No DK	
43.	Do students have regular and ongoing access to LGBTQ role models through	Yes No DK	
	• the curriculum?	Yes No DK	
	• school personnel?	Yes No DK	
	• subject matter experts?	Yes No DK	
	• visiting artists?	Yes No DK	
	• visuals on the walls?	Yes No DK	
	• volunteers?	Yes No DK	
44.	Do policies and procedures on harassment and discrimination exist within your school?	Yes No DK	
45.	Are methods in place to assure awareness of the policies on harassment and discrimination among:		
	• Employees?	Yes No DK	
	• Parents/Guardians?	Yes No DK	
	• Students?	Yes No DK	

		Response	Comments
46.	What methods are used to assure awareness of the policies on harassment and discrimination?		
	• Brochures	Yes No DK	
	• Information sessions	Yes No DK	
	• Newsletters (inc. electronic)	Yes No DK	
	• Thought leaders (word of mouth)	Yes No DK	
	• Website	Yes No DK	
	• Other, please specify	Yes No DK	
47.	Are new hires made aware of their rights and responsibilities related to:		
	• Core Values?	Yes No DK	
	• Discrimination?	Yes No DK	
	• Harassment?	Yes No DK	
	How is this done?		
48.	Have supervisors completed professional development related to responding to harassment, discrimination, and breach of core operating values in the last two years?	Yes No DK	
49.	Do you have a process in place for dealing with concerns related to discrimination and harassment?	Yes No DK	
50.	Are concerns related to discrimination and/or harassment treated seriously and in a timely manner?	Yes No DK	
51.	Is the process of lodging concerns or complaints related to discrimination, harassment, and the breach of core operating values easily understandable?	Yes No DK	

		Response	Comments
52.	Does your school conduct exit interviews regarding harassment, discrimination, and breach of core operating values for all departing employees?	Yes No DK	
	COMMUNICATIONS/COMMUNITY RELATIONS		
53.	Are diverse images from your community used when people are featured in publications and websites (i.e. POCs, gender, persons with disabilities)?	Yes No DK	
54.	Do you mitigate the effects of the “Shirley Card” when photographing black or brown students	Yes No DK	
55.	Can visitors to your webpage file a compliment or compliant about your school’s services?	Yes No DK	
56.	Is your website compatible with handicap accessible software?	Yes No DK	
57.	Is Google Translate available on your webpage?	Yes No DK	
58.	Are all events arranged to be accessible to people with mobility disabilities?	Yes No DK	
59.	When arranging events, do you check whether people require specific accommodations such as interpreters (ASL, foreign language), dietary, childcare?	Yes No DK	
60.	Are event/meeting notices sent to individuals or organizations representing historically marginalized populations?	Yes No DK	

		Response	Comments
61.	Are climate surveys designed in collaboration with		
	• consultants?		
	• parents or guardians?		
	• school personnel		
	• students?		
	• no one (off the shelf)		
62.	We conduct climate surveys for		
	• parents or guardians		
	• school personnel		
	• students		
63.	Are climate survey results published for public review for the		
	• parent/guardian survey?		
	• school personnel survey?		
	• student climate survey?		

Equity and Diversity Self-Audit Tool Tallied Responses • Hartford School District

Q	Question	yes	no	dk	empty	total
1	Approximate Number of Employees					
1a	Administrative Support					10
1b	Administrators					7
1c	Building & Grounds					7
1d	Cafeteria Staff					4
1e	Counsellors					5
1f	Licensed Educators					138
1g	Para-educators					83
1h	Union					0
1j	Non-union					1
2	Employee Demographic Profile					
2a	w/Disabilities					5
2b	Female					201
2c	Male					48
2d	Non-binary					0
2e	PoC					2
2f	LGBTQ					2
3	Leadership Team					
3a	w/Disabilities					0
3b	Female					20
3c	Male					4
3d	Non-binary					0
3e	PoC					0
3f	LGBTQ					0

Q	Question	yes	no	dk	empty	total
4	Approximate Number of Students					
4a	w/Disabilities					460
4b	Female					532
4c	Male					701
4d	Non-binary					4
4e	PoC					39
4f	LGBTQ					1
5	Student Leadership					
5a	w/Disabilities					0
5b	Female					2
5c	Male					2
5d	Non-binary					0
5e	PoC					0
5f	LGBTQ					1
6	Advanced Placement Students					
6a	w/Disabilities					0
6b	Female					0
6c	Male					0
6d	Non-binary					0
6e	PoC					0
6f	LGBTQ					0
7	Participation in Extra-Curricular Activities					
7a	w/Disabilities					0
7b	Female					0
7c	Male					0
7d	Non-binary					0

Q	Question	yes	no	dk	empty	total
7e	PoC					0
7f	LGBTQ					0
8	Extra-Curricular Activities Access to:					
8a	Affordability	2	0	1	2	
8b	After School Transportation	1	1	1	2	
8c	Materials	2	0	1	2	
8d	POC Models/Mentors	1	1	1	2	
8e	Sports Equipment	2	0	1	2	
8f	Trips	2	0	1	2	
9	Does your school have a set of core operating values?	4	0	0	1	
10	Do the core operating values support and foster equity and diversity?	4	0	0	1	
11	Are equity principles included within the:					
11a	Mission Statement?	4	0	0	1	
11b	Strategic Goals, Plans, or Initiatives?	4	0	0	1	
11c	Curriculum?	3	1	0	1	
12	Are equity objectives posted and available?	2	2	0	1	
13	Are the following methods in place to promote awareness of equity objectives?					
13a	Brochures	1	3	0	1	
13b	Email	2	2	0	1	

Q	Question	yes	no	dk	empty	total
13c	Information Sessions	1	3	0	1	
13d	Newsletter/Media	2	2	0	1	
13e	Posters	2	2	0	1	
13f	Thought Leaders	1	2	1	1	
13g	Website	2	2	0	1	
14	Are equity policies in place regarding hiring, promotion, and retirement?					
15	Is responsibility for equity objectives and outcomes explicitly assigned?	0	5	0	0	
16	Are there staff in place to address equity issues in your school?	4	1	0	0	
17	Do you send educator job vacancy announcement to affinity groups of:					
17a	Educators with disabilities?	0	4	1	0	
17b	LGBTQ educators?	0	4	1	0	
17c	PoC educators?	0	4	1	0	
18	Do you send administrator job vacancy announcements to affinity groups of:					
18a	Administrators with disabilities?	0	3	2	0	
18b	LGBTQ administrators?	0	3	2	0	
18c	PoC administrators?	0	3	2	0	
19	Do you send educator job vacancy announcement to affinity groups of:					
19a	Administrators with disabilities?	0	4	1	0	
19b	LGBTQ administrators?	0	4	1	0	

Q	Question	yes	no	dk	empty	total
19c	PoC administrators?	0	4	1	0	
20	What are the challenges to achieving equity in your school? If there are challenges, are they:					
20a	Attitudinal?	0	3	1	1	
20b	Communication?	1	2	1	1	
20c	Economic?	3	1	0	1	
20d	External to your school?	3	1	0	1	
20e	Interdisciplinary?	0	2	2	1	
20f	Lack of understanding?	2	0	2	1	
20g	Procedural/Administrative?	2	0	2	1	
21	In our schools we:					
21a	Collaboratively identify problems	4	0	0	1	
21b	Collaboratively solve problems	4	0	0	1	
22	Our schools practice restorative justice	3	1	0	1	
23	There are disparities in disciplinary outcomes between white/able-bodied students and:					

Q	Question	yes	no	dk	empty	total
23a	Students of color	1	2	1	1	
23b	Students with disabilities	1	2	1	1	
24	There are disparities in disciplinary outcomes between students from more affluent families and students from income insecure families	1	2	2	0	
25	The visuals on our walls reflect LGBTQ adults as active and productive citizens	3	2	0	0	
26	The visuals on our walls reflect POC adults as active and productive citizens	2	3	0	0	
27	The visuals on our walls reflect adults with disabilities as active and productive citizens	3	2	0	0	
28	We have a source for diverse wall visuals	2	3	0	0	
29	Are diversity statements of objectives explicit?	1	3	0	1	
	Are diversity principles included within the:					
29a	Mission Statement?	2	2	0	1	
29b	Strategic Goals, Plans, or Initiatives?	2	2	0	1	
29c	Curriculum?	1	3	0	1	
30	What are the strengths, activities, or practices of your school that support diversity? Please describe.					
31	What are the challenges to promoting diversity in your school? If there are challenges, are they:					

Q	Question	yes	no	dk	empty	total
31a	Attitudinal?	0	3	1	1	
31b	Communication?	2	1	1	1	
31c	Economic?	2	2	0	1	
31d	External to your school?	3	1	0	1	
31e	Interdisciplinary?	0	2	1	2	
31f	Lack of understanding?	3	1	0	1	
31g	Procedural/Administrative?	1	2	0	2	
32	Are there mechanisms to monitor your school's advancements in diversity? Please describe:	1	3	0	1	
33	Are there awards/recognition for contributions in the advancement of equity and/or diversity?	0	4	0	1	
34	Do policies and procedures on harassment and discrimination exist within your school?	4	0	0	1	
35	Are new hires made aware of their rights and responsibilities related to:					
35a	Core values	4	0	0	1	
35b	Discrimination	4	0	0	1	
35c	Harassment	4	0	0	1	

Q	Question	yes	no	dk	empty	total
35d	How is this done? Please describe:					
36	Is there a process in place for dealing with concerns related to discrimination and harassment?	5	0	0	0	
37	Does your school conduct exit interviews regarding harassment, discrimination, and breach of core operating values for all departing employees?	1	1	4	0	
38	Are methods in place to assure awareness of the policies on harassment and discrimination among:					
38a	Employees?	5	0	0	0	
38b	Parents/Guardians?	5	0	0	0	
38c	Students?	5	0	0	0	
39	What methods are used to assure awareness of the policies on harassment and discrimination?					
39a	Brochures	1	3	0	1	
39b	Information sessions	3	1	0	1	
39c	Newsletters (inc. electronic)	3	1	0	1	
39d	Thought leaders (word of mouth)	3	0	1	1	
39e	Website	5	0	0	0	
39f	Other, please specify	2	0	1	2	

Q	Question	yes	no	dk	empty	total
40	Have supervisors completed profession development related to responding to harassment, discrimination, and breach of core operating values in the last two years?	5	0	0	0	
41	Are concerns related to discrimination and/or harassment treated seriously and in a timely manner?	5	0	0	0	
42	Is the process for lodging concerns or complaints related to discrimination, harassment of breach of core operating values easily understandable?	5	0	0	0	
43	Do teachers use a diversity of perspectives of materials in their curricula?	3	0	2	0	
44	Do teachers use a variety of teaching strategies, such as universal instructional design approaches, to meet diverse learning styles? Please describe.	3	1	0	1	
45	Our curricula reflect diverse identities and representations in:					
45a	Literature	3	0	1	1	
45b	Science	3	0	2	0	
45c	Math	2	1	1	1	
45d	Music	3	0	2	0	
45e	Performing Arts	3	0	2	0	
45f	History/Social Studies	2	0	2	1	
45g	Visual Arts	3	0	2	0	
45h	Vocational Arts	1	1	2	1	

Q	Question	yes	no	dk	empty	total
46	Do teachers actively employ anti-bias teaching strategies? If so, provide an example.	0	2	2	1	
47	The visuals on our walls reflect POC adults as active and productive citizens	2	2	0	1	
48	Do students have regular and ongoing access to POC role models through:					
48a	the curriculum?	2	2	1	0	
48b	School personnel?	1	4	0	0	
48c	Subject matter experts?	1	4	0	0	
48d	Visiting artists?	1	4	0	0	
48e	Visuals on the walls?	2	3	0	0	
48f	Volunteers?	2	3	0	0	
49	Do students have regular and ongoing access to role models with disabilities through:					
49a	the curriculum?	1	3	1	0	
49b	School personnel?	1	4	0	0	
49c	Subject matter experts?	1	3	1	0	
49d	Visiting artists?	1	4	0	0	

Q	Question	yes	no	dk	empty	total
49e	Visuals on the walls?	1	4	0	0	
49f	Volunteers?	2	3	0	0	
50	Do students have regular and ongoing access to LGBTQ role models through:					
50a	the curriculum?	1	3	2	0	
50b	School personnel?	3	1	1	0	
50c	Subject matter experts?	2	2	2	0	
50d	Visiting artists?	2	2	2	0	
50e	Visuals on the walls?	2	1	2	0	
50f	Volunteers?	1	2	2	0	
51	Are diverse images from your community used when people are featured in publications and websites (i.e., POCs, gender, persons with disabilities)?	3	1	1	0	
52	Do you mitigate the effects of the "Shirley Card" when photographing black or brown students?	0	1	4	0	
53	Can visitors to your website file a compliment of complaint about your school's services?	0	4	2	0	
54	Is your website compatible with accessibility software?	1	1	3	0	
55	Is Google Translate available on your website?	0	1	4	0	

Q	Question	yes	no	dk	empty	total
56	Are all events arranged to be accessible to people with mobility disabilities?	3	1	2	0	
57	When arranging events, do you check whether people require specific accommodations, such as interpreters (sign language or foreign language), special dietary needs, or childcare?	3	1	1	0	
58	Are event/meeting notices sent to individuals or organizations representing historically marginalized populations?	0	3	2	0	
59	Are climate surveys designed in collaboration with:					
59a	Consultants?	0	4	1	0	
59b	Parents/Guardians?	2	1	1	1	
59c	School personnel?	4	0	1	0	
59d	Students?	3	1	1	0	
59e	no one (off the shelf)	2	0	0	3	
60	We conduct climate surveys for					
60a	Parents/Guardians	4	1	0	0	
60b	School personnel	5	0	0	0	
60c	Students	4	1	0	0	

Q	Question	yes	no	dk	empty	total
61	Are climate survey results published for public review for the:					
61a	Parent/Guardian survey?	3	1	1	0	
61b	School Personnel survey?	3	1	1	0	
61c	Student survey?	2	2	1	0	

Q	Question	yes	no	dk	empty	total

Responses to Hartford School District Self-Audit Open-ended Questions

9. Does your school have a set of core operating values?

- Values statements are very broad and could more explicitly address equity and diversity.

30. What are the strengths, activities, or practices of your school that support diversity? Please describe:

- Second Step, See Saw to connect w/ all families, Restorative practices, Community focus in each grade, Reach the world, Dartmouth mentoring partnerships
- murcal(?), students groups, collaborative staff
- An emphasis on "all", a healthy, well-supported LGBTQ+ community and leadership.
- Recruiting, advertisement

32. Are there mechanisms to monitor your school's advancements in diversity? Please describe:

- Leadership team reviews everything above 4x/year

35. Are new hires made aware of their rights and responsibilities related to:

35a Core value

35b Discrimination

35c Harassment

35d How is this done? Please describe:

- Training, staff meetings, handbook
- New teacher + handouts, training annual videos(?)
- Verbally
- In the advertisement

39. What methods are used to assure awareness of the policies on harassment and discrimination?

39a Brochures

- Handbook

39b Information sessions

- Online for staff

39c Newsletters (inc. electronic)

39d Thought leaders (word of mouth)

39e Website

39f Other, please specify:

- Advisory and class discussions with students
- Classroom focus

44. Do teachers use a variety of teaching strategies, such as universal instructional design approaches, to meet diverse learning styles? Please describe:

- Math menu (?), WIN, leveled groups, Superflex

**Hartford School District
Youth Risk Behavior Survey Results
Selected Questions**

Hartford School District	2011	%	2013	%	2015	%	2017	%
Total Participating Students	486		449		445		503	
Male	257	53%	239	53%	236	53%	282	56%
Female	222	46%	204	45%	200	45%	221	44%
Grade 9	139	29%	106	24%	119	27%	131	26%
Grade 10	122	25%	113	25%	122	27%	111	22%
Grade 11	132	27%	138	31%	108	24%	131	26%
Grade 12	88	18%	85	19%	88	20%	131	26%
White NH	418	86%	373	83%	365	82%	468	93%
SOC/REM	68	14%	67	15%	65	15%	35	7%
Target of electronic bullying, last 30 days	2011	%	2013	%	2015	%	2017	%
Overall	83	17%	76	17%	89	20%	75	15%
Male	49	10%	31	7%	45	10%	35	7%
Female	122	25%	121	27%	134	30%	126	25%
Grade 9	68	14%	94	21%	93	21%	70	14%
Grade 10	107	22%	112	25%	89	20%	75	15%
Grade 11	92	19%	58	13%	89	20%	96	19%
Grade 12	63	13%	40	9%	62	14%	55	11%
Target of bullying, last 30 days	2011	%	2013	%	2015	%	2017	%
Overall	97	20%	99	22%	102	23%	70	14%
Male	78	16%	67	15%	58	13%	50	10%
Female	122	25%	135	30%	142	32%	96	19%
Grade 9	117	24%	139	31%	151	34%	70	14%
Grade 10	112	23%	130	29%	89	20%	65	13%
Grade 11	102	21%	76	17%	98	22%	75	15%
Grade 12	44	9%	54	12%	49	11%	60	12%

Source: Youth Risk Behavior Survey, Vermont Department of Health



AGENDA MEMORANDUM

April 21, 2020

Town Selectboard Meeting Item: 4.b

Submitted by: Brannon Godfrey, Town Manager

Subject: **Proposed Letter to Granting Agencies Giving Notice of Welcoming Hartford Ordinance and Requesting Determination of Compliance**

Background: The Welcoming Hartford Ordinance (WHO) will become effective on May 10, 2020, after which the Town will need to certify compliance with granting agencies of grant-funded projects prior to seeking reimbursement. The Town Manager consulted with the Town Attorney on a process that formally notifies granting agencies of our Ordinance and also requests their determination of compliance. Determination by the granting agencies may reduce some of the additional time and expense of legal review by the Town.

Discussion: At my request, Town Attorney Rob Manby has drafted the attached letter and copy of the Ordinance to be issued to granting agencies.

The letter notes that the WHO may render the Town of Hartford non-compliant with certain federal laws, regulations, rules and Executive Orders. It further states that that because certification language is not uniform across all applications and submissions requiring certifications of compliance, the Town seeks a determination by the agency whether final enactment of the WHO disqualifies the Town of Hartford as a grantee or sub-grantee recipient of funds.

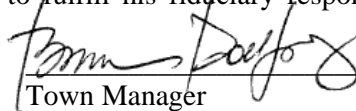
Knowledge of the agency's compliance determination before proceeding to commit Town funds ensures an orderly and reliable plan for use of the funds involved, whether for acquisition of good or services, or various public works projects; the Town needs certainty regarding awarding and availability of funds. Proceeding without that knowledge would expose the Town to potentially crippling financial problems if final funding approval were interrupted or denied on the eve of project commencement, or during construction, for example.

The letter further seeks the agency's authorization for the Town to qualify the compliance certification statements by adding a phrase, such as: "... subject to the provisions of the Welcoming Hartford Ordinance effective 5/10/2020."

As the chief executive officer of the Town, it is a fiduciary responsibility of the Town Manager to notify our grantors and creditors of the WHO.

Financial Impact: There is no financial impact is issuing the letter. Confirmatory responses from the granting agencies will provide assurance to the Town prior to execution of agreements that commit Town resources that are subject to denial of reimbursement.

Recommendation: Authorize the town Manager to fulfill his fiduciary responsibility to issue the letter to granting agencies.


Town Manager

Attachments: Proposed Letter



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

April 15, 2020

RE: Town of Hartford, VT Welcoming Hartford Ordinance;
Notice and Request for Guidance from Granting Agencies Regarding Impact on Existing,
Pending & Future Grant & Bonding Applications

To Whom it May Concern:

The Town of Hartford Vermont voted to adopt a municipal ordinance entitled the Welcoming Hartford Ordinance (WHO) at its annual meeting on Tuesday, March 3, 2020. The WHO is expected to be finally and fully effective on May 10, 2020. A copy of The WHO is enclosed for your reference and review.

In the interest of full disclosure and complete transparency, the Town of Hartford Vermont feels it is prudent to note that the WHO may render the Town of Hartford non-compliant with certain federal laws, regulations, rules and Executive Orders. Most notably, these include 8 USC Sections 1373 and 1644. Further, Town of Hartford eligibility for federal grant funds may be compromised under the terms of Executive Order 13768, issued by President Donald J Trump on January 25, 2017, with particular reference to section 9 of that Executive Order concerning grants to sanctuary jurisdictions.

The applications submitted to your agency or department generally require a statement of certification of compliance with all applicable federal statutes, rules, regulations and executive orders. However, that certification language is not exactly uniform across all applications and other submissions requiring certifications of compliance. Thus, the ability of the town of Hartford to certify compliance is a moving target that involves careful, and often difficult interpretation and parsing of language.

All of the funding enabled by the various grants and programs is important to the Town of Hartford. To develop an orderly and reliable plan for use of the funds involved, whether for acquisition of good or services, or various public works projects, the town needs certainty regarding awarding and availability of funds. Proceeding with a given project or acquisition would expose the Town of Hartford to potentially crippling financial problems if final funding approval were interrupted or denied on the eve of project commencement, or during construction, for example.

In order to avoid such a result, the Town of Hartford is disclosing the issue, and requests a prompt ruling from your Agency or Department regarding whether final enactment of the WHO

disqualifies the Town of Hartford as a grantee or sub-grantee recipient of funds. This ruling is needed because, regardless of the town's subjective belief and judgment about whether it can certify compliance based on a nuanced interpretation of the particular language involved, it is the final judgment of your Agency that will determine the eligibility outcome.

In order to ensure submission of truthful and accurate grant applications and subsequent documents, the Town of Hartford may elect to qualify the compliance certification statements by adding a phrase, such as: "...subject to the provisions of the Welcoming Hartford Ordinance effective 5/10/2020." Please advise if adding such language would be an acceptable certification statement.

Thank you for your attention and anticipated assistance.

Sincerely,

Brannon Godfrey, Town Manager
bgodfrey@hartford-vt.org

encl: Welcoming Hartford Ordinance

Municipal Code of Hartford, Vermont

WELCOMING HARTFORD ORDINANCE

- **Title**
- **Purpose and intent**
- **Definitions**
- **Requesting information prohibited**
- **Disclosing information prohibited**
- **Conditioning benefits, services, or opportunities on immigrant status prohibited**
- **Civil immigration enforcement actions - Federal responsibility**
- **No private cause of action**
- **Exchanging file information**
- **Civil Ordinance; Authority**
- **Severability**

Title

This ordinance shall be known as the Welcoming Hartford Ordinance.

Purpose and intent

The Town Selectboard finds that the cooperation of all persons, citizens and non-citizens regardless of immigration status, is essential to achieve the Town's goals of protecting life and property, preventing crime and resolving problems. The Town Selectboard further finds that assistance from a person, whether documented or not, who is a victim of, or a witness to, a crime is important to promoting the safety of all its residents.

Due to the Town's limited resources; the complexity of immigration laws; the clear need to foster the trust of and cooperation from the public, including members of the immigrant communities; and to effectuate the Town's goals, the Town Selectboard finds that there is a need to articulate its guidelines regarding the communications and enforcement relationship between the Town and the federal government. The purpose of this chapter is to establish the Town's procedures concerning immigration status and enforcement of federal civil immigration laws.

Definitions

As used in this ordinance, the following words and phrases shall mean and include:

Administrative warrant. "Administrative warrant" means an immigration warrant issued by ICE, or a successor or similar federal agency charged with the enforcement of civil immigration laws, used as a non-criminal, civil warrant for immigration purposes.

Agency. "Agency" means every Hartford Town department, agency, division, commission, council, committee, board, other body, or person established by authority of an ordinance, executive order, or order of the Hartford Selectboard.

Agent. "Agent" means any person employed by or acting on behalf of an Agency.

Citizenship or immigration status. "Citizenship or immigration status" means all matters regarding questions of citizenship of the United States or any other country, the authority to reside in or otherwise be present in the United States,

Federal immigration authorities. "Federal immigration authorities" means federal agencies, departments, or employees or contractors thereof, tasked with enforcement of immigration law and border entry, including without limitation, the Department of Homeland Security (DHS), Immigration Control and Enforcement (ICE), and U.S. Customs and Border Patrol (CBP).

Immigration detainer. "Immigration detainer" means an official request issued by ICE, or other federal agency charged with the enforcement of civil immigration laws, to another federal, state or local law enforcement agency to detain an individual based on a violation of a civil immigration law or notify ICE or other federal immigration agency of a person's release from custody.

Requesting information prohibited.

No Agent or Agency shall request information about or otherwise investigate or assist in the investigation of the Citizenship or immigration status of any person unless such inquiry or investigation is required by Vermont State Statute, federal regulation, or court decision. Notwithstanding this provision, the Town Counsel may investigate and inquire about immigration status when relevant to potential or actual litigation or an administrative proceeding in which the Town is or may be a party.

Disclosing information prohibited.

No Agent or Agency shall disclose information regarding the Citizenship or immigration status of any person unless required to do so by statute or court order or such

disclosure has been authorized in writing by the individual to whom such information pertains, or if such individual is a minor or is otherwise not legally competent, by such individual's parent or guardian.

This section shall not apply when such information sharing is necessary to an ongoing investigation of a felony, for which there is probable cause, and the investigation is unrelated to the enforcement of federal civil immigration law.

Conditioning benefits, services, or opportunities on immigrant status prohibited.

No Agent or Agency shall condition the provision of Town of Hartford benefits, opportunities, or services on matters related to Citizenship or immigration status unless required to do so by statute, federal regulation, or court decision.

Where presentation of a Vermont driver's license or identification card is accepted as adequate evidence of identity, presentation of a photo identity document issued by the person's nation of origin, such as a driver's license, passport, or matricula consular (consulate-issued document), shall be accepted and shall not subject the person to a higher level of scrutiny or different treatment than if the person had provided a Vermont driver's license or identification card, except that this subsection shall not apply to the completion of the federally mandated I-9 forms.

Civil immigration enforcement actions - Federal responsibility.

No Agent or Agency shall:

1. arrest, detain or continue to detain a person solely on the belief that the person is not present legally in the United States, or that the person has committed a civil immigration violation;
2. arrest, detain, or continue to detain a person based on an Administrative warrant, including one entered into the Federal Bureau of Investigation's National Crime Information Center database, or successor or similar database maintained by the United States, when the Administrative warrant is based solely on a violation of a civil immigration law;
3. detain or continue to detain a person based upon an Immigration detainer when such Immigration detainer is based solely on a violation of a civil immigration law;
4. use citizenship and immigration status as criteria for citation, arrest, or continued custody under Rule 3 of the Vermont Rules of Criminal Procedure;

5. make warrantless arrests or detain individuals on suspicion of “unlawful entry,” unless the suspect is apprehended in the process of entering the United States without inspection; or
6. accept requests by Federal immigration authorities to support or assist in operations that are for civil immigration enforcement.

Unless necessary to an ongoing investigation of a felony, for which there is probable cause, and the investigation is unrelated to the enforcement of federal civil immigration law, no Agent or Agency shall:

1. permit Federal immigration authorities access to a person being detained by, or in the custody of, the Agent or Agency;
2. permit Federal immigration authorities use of agency facilities for investigative interviews or other investigative purpose; or
3. Respond to Federal immigration authorities inquiries or share information about an individual with Federal immigration authorities. Such information includes but is not limited to the individual’s custody status, release date/time, court dates, whereabouts, residence, employment, identification numbers, appearance, telephone number, and familial relations. For the purpose of aiding an individual who may qualify for a U, S, or T Visa, information may be shared if such disclosure has been authorized in writing by the individual to whom such information pertains.

An Agent or Agency is authorized to communicate with Federal immigration authorities in order to determine whether any matter involves enforcement based solely on a violation of a civil immigration law.

No private cause of action

This chapter does not create or form the basis for liability on the part of the Town, its Agents, or Agencies.

The exclusive remedy for violation of this chapter shall be through the Town's disciplinary procedures for Agents under regulations including but not limited to this Town's personnel rules, union contracts, civil service commission rules, or any other Agency rules and/or regulations.

For purposes of ensuring compliance with the provisions of this ordinance, the Governor or any Selectboard member may request the Human Rights Commission (HRC) to

conduct an investigation of an agent or agency of the Town of Hartford to determine if it is in compliance with the Vermont Fair Housing and Public Accommodations Act (VFHPAA 9 V.S.A. §4502)

Exchanging file information

All applications, questionnaires, and interview forms to be completed and submitted after the passage of this ordinance used in relation to Town of Hartford benefits, opportunities, or services shall be promptly reviewed by the pertinent agencies and any questions regarding Citizenship or immigration status, other than those required by statute, ordinance, federal regulation or court decision, shall be deleted within 60 days of the final effective date of this ordinance.

Civil Ordinance; Authority

This ordinance shall take effect as a civil ordinance. It is not a criminal ordinance. This ordinance is pursuant to authority and powers of the Town of Hartford, Vermont as set forth in 24 V.S.A. 872 (a).

Severability

If any provision, clause, section, part, or application of this chapter to any person or circumstance is declared invalid by any court of competent jurisdiction, such invalidity shall not affect, impair, or invalidate the remainder hereof or its application to any other person or circumstance. It is hereby declared that the legislative intent of the Selectboard that this chapter would have been adopted had such invalid provision, clause, section, part or application not been included herein.



AGENDA MEMORANDUM

April 21, 2020

Town Selectboard Item: 4.c

Submitted by: Brannon Godfrey, Town Manager

Subject: Approval of Construction Line of Credit for 2020 Infrastructure Projects

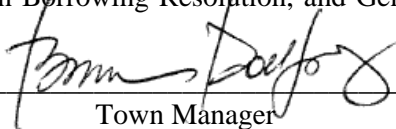
Background: The Town will commence construction on several critical infrastructure projects in 2020, including: the Sykes Mountain Ave/Rt. 5 Roundabouts; the Upper Sykes Mountain Ave. bike/pedestrian project; the South Main St./N. Main St./Gates St. infrastructure improvements; Currier Street improvements; and the Quechee Main St. Culvert replacement. The Sykes Mountain projects contract is recommended for award later on this agenda for a total of \$6,529,016. Other project projects are still in the bid phase, and the engineers have provided the Town with estimated drawdown schedules for construction billing.

While these projects are funded by sources other than the Town General Fund, the Town is responsible for the initial payment of construction bills and then seeking reimbursement from the ultimate funding source, such as the Vermont Agency of Transportation or the Tax Increment Financing Fund. Invoices from construction billing on these projects may total up to \$3 million at any one time, and the timing for receipt of reimbursement may be 30 days or more. The Town does not have sufficient General Fund balance to be able to make these construction payments and simultaneously cash flow its normal government expenditures. Therefore, the Town has need for a line of credit for construction.

Discussion: In 2017, the Town solicited a proposal from Mascoma Bank for a construction line of credit. Mascoma Bank proposes to lend up to \$3,000,000 in a short term note at a fixed rate of 2.8%. The Town will only pay for interest accrued for each day the funds are borrowed. Under Vermont law, Selectboards are authorized to approve a short-term borrowing for a term of one year or less under 24 VSA§1773(c). Bond counsel Paul Giuliani has drafted the attached resolution for the Selectboard's consideration and approval.

Financial Impact: The estimated financing cost is dependent on the proposal to be approved by the Selectboard at a future date. The actual financing costs will depend on the amounts borrowed and the speed of reimbursements.

Recommendation: Approve the one-year Line of Credit of up to \$3,000,000 with Mascoma Bank at a fixed interest rate of 2.8% for a 12-month period and authorize the Selectboard Chair to execute the Bond Documents on behalf of the Selectboard (these documents include: Bond Anticipation Note, Bond Anticipation Borrowing Resolution, and General Obligation Tax Certificate).


Town Manager

Attachments: Mascoma Bank Loan Proposal
Bond Anticipation Note
Bond Anticipation Borrowing Resolution
General Obligation Tax Certificate

Note No. 1 of 1

\$3,000,000

TOWN OF HARTFORD
BOND ANTICIPATION NOTE
SERIES 2020A

Hartford, Vermont

May 1, 2020

On April 30, 2021 for value received, the Town of Hartford (the "Town") promises to pay to Mascoma Bank, or order, the principal sum of:

THREE MILLION DOLLARS (\$3,000,000)

with interest at the rate of 2.80% per annum, calculated on the basis of an 30/360 day year, with principal and interest payable in lawful money of the United States at the office of Mascoma Bank, in Lebanon, New Hampshire. Principal and interest may be prepaid in whole or in part prior to the above maturity date without premium or penalty.

This note is given for money borrowed in anticipation of the issuance and sale of a like amount of bonds of the Town pursuant to a vote of the Town duly held on March 5, 2019, and by resolution of the Selectboard of the Town duly adopted at a meeting thereof held on April 21, 2020.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuance of this note have been done, have happened, and have been performed in regular and due form as required by law and that the full faith and credit of the Town are hereby irrevocably pledged for the payment of this note.

TOWN OF HARTFORD

Town Treasurer

Selectboard or a Majority Thereof

**BOND ANTICIPATION BORROWING
RESOLUTION**

WHEREAS, the Selectboard is duly empowered to borrow money on the credit of the Town of Hartford (the "Town") in anticipation of the issuance and sale of \$3,000,000 face amount of bonds duly authorized by vote of the legal voters at the annual meeting thereof held on March 5, 2019; and

WHEREAS, the Selectboard has found and determined that it is in the best interest of the Town to borrow the sum of \$3,000,000 in anticipation of the issuance and sale of a like amount of authorized bonds in order to have available money with which to temporarily defray the cost of constructing the improvements authorized at said annual Town meeting; and

WHEREAS, in order to have funds available to defray the cost of such improvements, the Selectboard, has arranged to borrow \$3,000,000 from Mascoma Bank, with such borrowing evidenced by a Bond Anticipation Note (the "Note"), which Note does not refund or replace any obligation previously issued for the same purpose.

THEREFORE, BE IT RESOLVED, that the Selectboard and the Town Treasurer proceed forthwith to complete said transaction and issue said evidence of indebtedness pursuant to the April 2, 2020 proposal of Mascoma Bank, the terms of which are hereby accepted; and

BE IT FURTHER RESOLVED, that evidence of debt when issued and delivered pursuant to this Resolution shall be the valid and binding general obligation of the Town, payable according to the terms and tenor thereof from unlimited ad valorem taxes duly assessed on the grand list of taxable property in the Town, as assessed, apportioned and established by law; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Town and its Selectboard in, about, or concerning the expenditure of proceeds of the Note and the issuance thereof are hereby ratified and confirmed; and

We, the undersigned Selectboard and Town Treasurer, hereby certify that we as such officers have signed the Note, numbered 1, in the principal amount of \$3,000,000, dated May 1, 2020 and due April 30, 2021, with an interest rate of 2.80%, payable as therein set forth and further certify that the Note is issued under and pursuant to this Resolution adopted at a duly noticed and warned meeting of the Selectboard of the Town held on April 21, 2020.

We, the said Selectboard and Town Treasurer, hereby certify that we are the duly chosen, qualified and acting officers as undersigned, that the Note is issued pursuant to authority, that no proceeding relating thereto has been taken other than as shown in the foregoing recital, that no such authority or action has been amended or repealed, and that there is no litigation threatened or pending in any state or federal court of competent jurisdiction seeking to enjoin either the issuance of the Note or the expenditures being financed by the proceeds of the same. We also certify that there has been full and timely compliance with all public procurement, solicitation and bidding laws, ordinances and regulations with respect to each of the transactions embodied in this Resolution.

We certify also that no litigation is pending or threatened affecting the validity of the Note or the apportionment and assessment of taxes if necessary, to pay the same when due, that neither the corporate existence nor the boundaries of the Town, nor the title of any of us to our respective offices is being questioned or contested.

Further, we hereby certify to and covenant with Mascoma Bank, its successors and assigns, including specifically the transferees, assigns, holders and owners of the Note, that:

1. During the current calendar year, the Town will not issue debt of any sort aggregating \$3,000,000.00 or more.
2. The Town will file when and as required with the Treasury Department or Internal Revenue Service information returns relating to the issuance of the Note and all other obligations of the Town.
3. The Town will comply with, perform, maintain and keep each and every covenant, representation, certification and undertaking in the accompanying Tax Certificate, execution and delivery of which is hereby authorized.

April 21, 2020

TOWN OF HARTFORD

Town Treasurer

ATTEST:

Town Clerk

Selectboard or a Majority Thereof

TAX CERTIFICATE

(General Obligation)

We, the Treasurer and at least a majority of the Selectboard of the Town of Hartford (the "Municipality"), HEREBY CERTIFY and reasonably expect with respect to the issuance and the use of proceeds of the \$3,000,000 Series 2020A Bond Anticipation Note (the "Note") of the Municipality, dated May 1, 2020 as follows:

1. We are the officers of the Municipality duly charged and responsible for issuing the Note. The certifications and expectations set forth in this document are being given pursuant to Sections 141 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code").
2. The dates, maturities and rates of interest of the Note are as shown and more fully described in Schedule A, attached hereto. The issuance of the Note has been reported to the Internal Revenue Service on IRS Form 8038-G, a copy of which is attached as Schedule B.
3. The proceeds of the Note will be used to provide funds for the purpose of funding public infrastructure improvements the White River Junction Tax Increment Financing District, Vermont (the "Project"), as shown on Schedule C attached. There are no other funds available to the Municipality under the provisions and within the meaning of Regulation Section 1.148-6(d)(3), other than appropriations, grants-in-aid and capital reserve funds of the Municipality dedicated to the Project. The weighted average maturity of the Note is less than 120% of the useful life of the Project.
4. The Municipality will use the proceeds of the Note within thirty (30) days of the date hereof to retire any obligations in the nature of short-term bond anticipation notes (the "Prior Obligations") which originally financed the Project or to reimburse itself for Project costs advanced under a duly adopted notice of official intent. The proceeds of the Note may be invested in the interim at a yield in excess of the yield on the Note. To the extent there remain any unspent proceeds of the Prior Obligations, any and all of such proceeds shall be invested at a yield not in excess of the yield on the Note.
5. The proceeds of the sale of the Note do not exceed the amount necessary to retire the Prior Obligations and to complete the Project. The proceeds of the Note will not be used to effect a tax increment financing loan or a tax assessment loan under Regulation Section 1.141-5(c)(3) and (d).
6. The Municipality has entered into (or will enter into within six months from the date hereof or the issue date of the Prior Obligations, whichever is earlier) a binding commitment for the acquisition or accomplishment of the Project. The amount of such commitment(s) with respect to the Project exceeds an amount equal to five percent (5%) of the greater of the Note, the Prior Obligations, or the aggregate amount of all obligations issued for the Project. Work on the acquisition, construction or accomplishment of the Project will proceed with due diligence to the completion thereof. The Note proceeds will be invested temporarily and expended in compliance with the non-arbitrage and rebate requirements of Section 148 of the Code, so as to maintain the interest on the Note excludable from the gross income of the recipient thereof.
7. The total proceeds (including interest earnings therefrom) received from the sale of the Note and the Prior Obligations with respect to the Project do not exceed the total cost of the Project. All unexpended proceeds will be deposited in a construction account and will not be

commingled with amounts from other sources.

8. It is not expected that the Project will be sold or otherwise disposed of in whole or in part. In the event an unanticipated disposition of the Project occurs, the Municipality will undertake remediation measures under Regulation Section 1.141-12 at the earliest opportunity so as to preserve the tax exempt character of the Note.

9. Principal of and interest on the Note, to the extent not paid with the proceeds of grants-in-aid, will be paid from taxes and other revenues of the Municipality. The funds used to pay principal and interest on the Note, whether or not deposited into a segregated debt service fund, will be expended within thirteen (13) months of the date of deposit in such fund on the payment of debt service on the Note. Any amounts received from the investment of such fund will be used to pay debt service on the Note within one (1) year of the date of receipt.

10. Except for the debt service fund described herein, if any, the Municipality has not created or established, and does not expect to create or establish, any sinking fund or other similar fund which the Municipality reasonably expects to use to pay principal or interest on the Note, or from which there is a reasonable assurance that amounts therein will be available to pay debt service on the Note.

11. No portion of the proceeds of the Note will be invested, directly or indirectly, in federally insured deposits or accounts other than (a) investments of unexpended Note proceeds for an initial temporary period until the proceeds are needed for the Project; and (b) investment of moneys on deposit in a bona fide debt service fund.

12. The Municipality is a political subdivision of the State of Vermont and is an entity with general taxing powers, the power to incur debt, the power of eminent domain, and the power to enact and enforce police power measures. The Note is not a "private activity bond" (as defined in Section 141 of the Code). At least 95% of the proceeds of the Note are to be used for local governmental activities of the Municipality. Neither the Municipality nor any agency, instrumentality or political subdivision of the Municipality has issued or expects to issue any tax-exempt bonds or notes during calendar year 2020 other than: (i) the Note; (ii) short-term notes in an aggregate amount not to exceed the Municipality's maximum anticipated cumulative cash flow deficit, to be issued in anticipation of the receipt of taxes and other revenues of the Municipality; (iii) current refunding bonds in an amount not to exceed the amount of bonds to be refunded; and (iv) short-term notes issued in anticipation of receipt of federal or state capital improvement grants-in-aid. In the event the aggregate face amount of all tax-exempt obligations (including the Note) issued or to be issued by the Municipality (and all agencies, instrumentalities and other political subdivisions of the Municipality) during calendar year 2020 exceeds \$5,000,000, except for private activity bonds and additional obligations aggregating no more than \$10,000,000 or such lesser amount attributable to the financing of the construction of public school capital facilities, the proceeds of each issue of such obligations shall be invested temporarily and expended in compliance with the rebate requirements of Section 148(f)(2) and (3) and the Regulations thereunder, as applicable, so as to assure that the interest paid on such obligations remains excludable from the gross income of the recipient thereof. The Municipality will expend at least 85% of the Note proceeds, and all of the net income derived from the temporary investment thereof, within a three-year period calculated from the earlier of the date of issuance of the Note or date of issuance of the Prior Obligations. Proceeds not expended within three years shall be invested at a yield not in excess of the yield on the Bank Bonds.

13. The Project is and will be owned by the Municipality and will not be leased to any person which is not a state or local government unit, or an instrumentality thereof.

14. Any reimbursement of an expenditure made prior to the issue date of the Note or earlier short term financing is pursuant to a declaration of intent. In addition, any declaration of official intent of the Municipality to reimburse itself out of such proceeds for Project expenditures incurred before the issuance of the Note or short term financing, if earlier, was adopted not later than 60 days after the date of such expenditures. The Project has not been in service for more than 18 months after the date of original expenditure, and such expenditures being reimbursed out of Note proceeds are not more than three years old.

15. The Municipality will do and perform all acts and things necessary or desirable in order to assure that interest paid on the Note shall, for purposes of federal income taxation, be excludable from the gross income of the recipients thereof, or, if applicable, preserve the Note's tax advantages in the form of tax credits or interest payment subsidies.

16. In addition to the record-retention requirements of Section 6001 of the Code, and the Regulations now or hereafter promulgated thereunder, the Municipality hereby adopts and commits to implement the procedures set forth in Schedule D which are intended to provide the following;

(a) Assignment of tax-exempt and tax credit bond, if applicable, compliance responsibilities to appropriate departments, officers, or employees.

(b) Establishment and maintenance of books and records for each issue of obligations of the Municipality.

(c) Establishment of Code Section 148 compliant procedures for the investment of gross proceeds for each issue of the Municipality's obligations.

(d) Maintenance of records relating to all allocations of expenditures of proceeds of each issue of the Municipality's obligations.

(e) Periodic monitoring of use of proceeds of each issue of the Municipality's obligations, the investment and reinvestment of proceeds from the temporary investments thereof and the use of property acquired or financed by the proceeds of such obligations.

(f) Verification of the foregoing.

17. This certification has been delivered as part of the record of proceedings and accompanying certificates with respect to the issuance of the Note.

18. On the basis of the foregoing, it is not expected that the proceeds of the Note will be used in a manner which would cause the Note to be an "arbitrage bond" or "private activity bond" under Sections 103, 141 and 148 of the Code and the Treasury Regulations promulgated thereunder. To the best of our knowledge and belief, there are no other facts, estimates or circumstances that would materially change the foregoing conclusions.

19. No other obligations of the Municipality are:

(a) being sold within fifteen (15) days of the date of this Tax Certificate;

(b) being sold pursuant to a common plan of financing as was employed in the sale of the Note; or

(c) expected to be paid from substantially the same source of funds.

20. The Municipality designates the Note to be a “bank qualified obligation” under Section 265(b) of the Code.

IN WITNESS WHEREOF, we have hereunto set our hands on behalf of the Municipality this 21st day of April, 2020.

TOWN OF HARTFORD

By: _____

All or a Majority of Its Selectboard

And By: _____

Its Treasurer

Schedule C

1. Title of Bonds: \$3,000,000 Town of Hartford
 Series 2020A Bond Anticipation Note

Total Principal Amount: \$3,000,000

Dated: May 1, 2020

<u>Maturity Date(s)</u>	<u>Principal Amount(s)</u>	<u>Interest Rate(s)</u>
-------------------------	----------------------------	-------------------------

As per attached.

2. Title of Authorizing Resolution(s) or Ordinance(s)

Resolution and Warning of Selectboard January 29, 2019
Annual Town Meeting March 5, 2019
Resolution and Certificate of Selectboard April 21, 2020

- | 3. <u>Project</u> | <u>Estimated Date
of Completion</u> | <u>Estimated Date
All Proceeds Expended</u> |
|-------------------|---|---|
|-------------------|---|---|

TIF District

4. Other Obligations of Issuer Issued This Calendar Year

SCHEDULE D

MUNICIPAL BOND POST-ISSUANCE COMPLIANCE PROCEDURES

The following procedures have been adopted by the Municipality, effective as of the date of issue of the Municipal Bond. These procedures shall be implemented immediately and shall relate to the Municipal Bond and all currently outstanding and future debt obligations and financing leases. These procedures are intended to assist the Municipality in complying with those provisions of the Internal Revenue Code of 1986, as amended (the “Code”) relating to (a) the qualified use of proceeds of the Municipality’s tax-exempt and other tax advantaged bonds and notes and improvements financed by such proceeds; (b) arbitrage yield restrictions and rebate; (c) remediation of the effects of “deliberate action” of the Municipality which results in the disposition, abandonment or other change in use of property financed by the Municipality’s debt obligation; and (d) the resolution of matters raised in connection with an audit or examination of the Municipality’s tax-exempt or tax-advantaged obligations. These procedures are intended to furnish guidance in matters of Code compliance, and are subject to revision, modifications and enlargement from time to time.

- (1) The municipal official or employee possessing the statutory or contractual powers, functions and responsibilities of a Chief Financial Officer (to the extent the same are not exercised by the Municipal Treasurer) shall be responsible for monitoring Municipal Bond post-issuance compliance (the “Compliance Official”).
- (2) The Compliance Official shall review and implement these procedures in the manner necessary to ensure ongoing compliance with the provisions of the Tax Certificate. In connection therewith such official will become knowledgeable or consult an advisor experienced in post issuance compliance and will review and monitor notices, advice and directives as may be received by the Municipality from its bond counsel, accountants, financial advisors, and governmental sources. At least once annually the Compliance Official will verify and confirm to the Municipality that it is in compliance with the terms of the Tax Certificate, including this Exhibit D.
- (3) On or before the first day of June in each year, the Compliance Official shall confirm that all Municipal property financed by the proceeds of the Municipality’s obligations continues to be used in the same manner as existed when such property was first placed into service. Such confirmation shall be based upon a visual inspection and representations of the public officials under whose care, custody and control the property is placed.

- (4) For so long as the proceeds of any debt obligation of the municipality remains unexpended, the Compliance Official shall confirm on the first day of June and the first day of December in each year that such proceeds are deposited or invested for a “temporary period” as established under Section 148 of the Code, and the Regulations thereunder. Following the third anniversary of the issuance of a Municipal obligation, all unexpended proceeds shall be invested so as to generate a yield no greater than the yield on the corresponding obligation.
- (5) The Compliance Official shall confirm, at least annually while there are unexpended proceeds, that the proceeds of each Municipal obligation shall be expended in such amounts, at such frequency, and in such intervals to ensure that the Municipality avails itself of one or more arbitrage rebate exception allowed under Section 148 of the Code, and the Regulations promulgated thereunder. Alternatively, if rebate is due, the Compliance Official will engage a consultant to prepare a report to determine any rebate due. Reports of such confirmation or rebate shall be prepared no less frequently than annually until proceeds are fully expended.
- (6) With respect to the acquisition and construction of capital improvements financed with the proceeds of the Municipality’s debt obligations, the Municipality hereby declares that such proceeds shall be allocated to acquisition and construction expenditures prior to the expenditure and application of funds from any other public or private source. A final expenditure report accounting for the use of all Municipal Bond proceeds and earnings shall be completed no later than 18 months after the Project(s) financed by the Municipal Bond is placed in service.
- (7) In the event there is a change of use, abandonment or disposition of property financed by the proceeds of the Municipal Bond, the Compliance Official shall immediately consult with the Municipality’s bond counsel and accountants regarding remedial action. The Municipality thereafter shall endeavor to call and redeem all or a portion of outstanding debt obligations, the proceeds of which were expended to finance such property. The proceeds derived from the sale or other disposition of the financed property shall not be commingled with other funds of the Municipality, but shall be used to effect the redemption of obligations, if necessary, the proceeds of which financed such property. Pending redemption as called for in this section, such proceeds shall be invested at a yield no greater than the yield on the obligations to be redeemed.

- (8) The Compliance Official shall create and preserve records for the term of the Municipal Bond and any refunding thereof plus three years documenting the procedures incident to the authorization and issuance and identifying the proceeds of each issue of the Municipality's obligations, the deposit and investment thereof, the income derived from such deposit and investment, the expenditure of such proceeds and investment income (containing at a minimum the date, amount and recipient of each expenditure), payment requisitions, and all rate, fee, charge and assessment schedules relating to property financed by the Municipality's obligations. Such records shall include copies of loan agreements, escrow agreements, tax certificates, project bid documents, construction and acquisition contracts, project invoices, project-related bank statements, and documents related to anticipatory bond financing.
- (9) The Compliance Official shall retain all contracts or arrangements with non-governmental persons relating to the use, control and management of the Project(s) finance by the Municipal Bond.
- (10) In the event there remain on hand any excess proceeds from a Municipal obligation, following acquisition or completion of the improvements for which such obligation was issued, the Compliance Official shall consult with the Municipality's bond counsel regarding the use of such proceeds.

GOVERNMENTAL CERTIFICATE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	05-01-2020	04-30-2021	63039792	8 / 20	T307221	WPD	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "****" has been omitted due to text length limitations.							

Entity: Town Of Hartford
171 Bridge St
White River Junction, VT 05001-0000

Lender: MASCOMA BANK
SYKES AVE.
243 SYKES MT. AVE
PO BOX 4399
WHITE RIVER JCT., VT 05001

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT:

THE ENTITY'S EXISTENCE. The complete and correct name of the governmental entity is Town Of Hartford ("Entity"). The Entity is a governmental entity which is, and at all times shall be, duly organized, validly existing, and in good standing under and by virtue of the laws and regulations of the State of Vermont. The Entity has the full power and authority to own its properties and to transact the business and activities in which it is presently engaged or presently proposes to engage. The Entity maintains an office at 171 Bridge St, White River Junction, VT 05001-0000. The Entity shall do all things necessary to preserve and to keep in full force and effect its existence, rights and privileges, and shall comply with all regulations, rules, ordinances, statutes, orders and decrees of the Entity and any other governmental or quasi-governmental authority or court applicable to the Entity and the Entity's business activities.

CERTIFICATES ADOPTED. At a meeting of the appropriate governing body of the Entity, duly called and held on **April 21, 2020**, at which a quorum was present and voting, or by other duly authorized action in lieu of a meeting, the resolutions set forth in this Certificate were adopted.

OFFICIALS. The following named persons is an Officials of Town Of Hartford:

NAMES	TITLES	AUTHORIZED		ACTUAL SIGNATURES
Dan Fraser	Chair	Y	X	_____
Simon Dennis	Vice Chair	Y	X	_____
Dennis Brown	Secretary	Y	X	_____
Alicia Barrow	Selectboard Member	Y	X	_____
Alan Johnson	Selectboard Member	Y	X	_____
Joe Major	Selectboard Member	Y	X	_____
Kim Souza	Selectboard Member	Y	X	_____
John Clerkin	Treasurer	Y	X	_____

ACTIONS AUTHORIZED. Any two (2) of the authorized persons listed above may enter into any agreements of any nature with Lender, and those agreements will bind the Entity. Specifically, but without limitation, any two (2) of such authorized persons is authorized, empowered, and directed to do the following for and on behalf of the Entity:

Borrow Money. To borrow, as a cosigner or otherwise, from time to time from Lender, on such terms as may be agreed upon between the Entity and Lender, such sum or sums of money as in their judgment should be borrowed; however, not exceeding at any one time the amount of **Three Million & 00/100 Dollars (\$3,000,000.00)**, in addition to such sum or sums of money as may be currently borrowed by the Entity from Lender.

Execute Notes. To execute and deliver to Lender the promissory note or notes, or other evidence of the Entity's credit accommodations, on Lender's forms, at such rates of interest and on such terms as may be agreed upon, evidencing the sums of money so borrowed or any of the Entity's indebtedness to Lender, and also to execute and deliver to Lender one or more renewals, extensions, modifications, refinancings, consolidations, or substitutions for one or more of the notes, any portion of the notes, or any other evidence of credit accommodations.

Execute Security Documents. To execute and deliver to Lender the forms of mortgage, deed of trust, pledge agreement, hypothecation agreement, and other security agreements and financing statements which Lender may require and which shall evidence the terms and conditions under and pursuant to which such liens and encumbrances, or any of them, are given; and also to execute and deliver to Lender any other written instruments, any chattel paper, or any other collateral, of any kind or nature, which Lender may deem necessary or proper in connection with or pertaining to the giving of the liens and encumbrances. Notwithstanding the foregoing, any one of the above authorized persons may execute, deliver, or record financing statements.

Negotiate Items. To draw, endorse, and discount with Lender all drafts, trade acceptances, promissory notes, or other evidences of indebtedness payable to or belonging to the Entity or in which the Entity may have an interest, and either to receive cash for the same or to cause such proceeds to be credited to the Entity's account with Lender, or to cause such other disposition of the proceeds derived therefrom as they may deem advisable.

Further Acts. In the case of lines of credit, to designate additional or alternate individuals as being authorized to request advances under such lines, and in all cases, to do and perform such other acts and things, to pay any and all fees and costs, and to execute and deliver such other documents and agreements, including agreements waiving the right to a trial by jury, as the Officials may in their discretion deem reasonably necessary or proper in order to carry into effect the provisions of this Certificate. The following person or persons are authorized to request advances and authorize payments under the line of credit until Lender receives from the Entity, at Lender's address shown above, written notice of revocation of such authority: **John Clerkin, Treasurer of Town Of Hartford.**

ASSUMED BUSINESS NAMES. The Entity has filed or recorded all documents or filings required by law relating to all assumed business names used by the Entity. Excluding the name of the Entity, the following is a complete list of all assumed business names under which the Entity does business: **None.**

NOTICES TO LENDER. The Entity will promptly notify Lender in writing at Lender's address shown above (or such other addresses as Lender

**GOVERNMENTAL CERTIFICATE
(Continued)**

Loan No: 63039792

Page 2

may designate from time to time) prior to any (A) change in the Entity's name; (B) change in the Entity's assumed business name(s); (C) change in the structure of the Entity; (D) change in the authorized signer(s); (E) change in the Entity's principal office address; (F) change in the Entity's principal residence; or (G) change in any other aspect of the Entity that directly or indirectly relates to any agreements between the Entity and Lender.

CERTIFICATION CONCERNING OFFICIALS AND CERTIFICATES. The Officials named above is duly elected, appointed, or employed by or for the Entity, as the case may be, and occupy the positions set opposite their respective names. This Certificate now stands of record on the books of the Entity, is in full force and effect, and has not been modified or revoked in any manner whatsoever.

CONTINUING VALIDITY. Any and all acts authorized pursuant to this Certificate and performed prior to the passage of this Certificate are hereby ratified and approved. This Certificate shall be continuing, shall remain in full force and effect and Lender may rely on it until written notice of its revocation shall have been delivered to and received by Lender at Lender's address shown above (or such addresses as Lender may designate from time to time). Any such notice shall not affect any of the Entity's agreements or commitments in effect at the time notice is given.

IN TESTIMONY WHEREOF, we have hereunto set our hand and attest that the signatures set opposite the names listed above is their genuine signatures.

We each have read all the provisions of this Certificate, and we each personally and on behalf of the Entity certify that all statements and representations made in this Certificate are true and correct. This Governmental Certificate is dated _____.

CERTIFIED TO AND ATTESTED BY:

X _____
Dan Fraser, Chair of Town Of Hartford

X _____
Simon Dennis, Vice Chair of Town Of Hartford

X _____
Alicia Barrow, Selectboard Member of Town Of Hartford

X _____
Alan Johnson, Selectboard Member of Town Of Hartford

X _____
Joe Major, Selectboard Member of Town Of Hartford

X _____
Kim Souza, Selectboard Member of Town Of Hartford

X _____
John Clerkin, Treasurer of Town Of Hartford

X _____
Dennis Brown, Secretary of Town Of Hartford

NOTE: If the Officials signing this Certificate is designated by the foregoing document as one of the officials authorized to act on the Entity's behalf, it is advisable to have this Certificate signed by at least one non-authorized official of the Entity.

BUSINESS LOAN AGREEMENT

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	05-01-2020	04-30-2021	63039792	8 / 20	T307221	WPD	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Town Of Hartford
171 Bridge St
White River Junction, VT 05001-0000

Lender: MASCOMA BANK
SYKES AVE.
243 SYKES MT. AVE
PO BOX 4399
WHITE RIVER JCT., VT 05001

THIS BUSINESS LOAN AGREEMENT dated _____, is made and executed between Town Of Hartford ("Borrower") and MASCOMA BANK ("Lender") on the following terms and conditions. Borrower has received prior commercial loans from Lender or has applied to Lender for a commercial loan or loans or other financial accommodations, including those which may be described on any exhibit or schedule attached to this Agreement. Borrower understands and agrees that: (A) in granting, renewing, or extending any Loan, Lender is relying upon Borrower's representations, warranties, and agreements as set forth in this Agreement; (B) the granting, renewing, or extending of any Loan by Lender at all times shall be subject to Lender's sole judgment and discretion; and (C) all such Loans shall be and remain subject to the terms and conditions of this Agreement.

TERM. This Agreement shall be effective as of _____, and shall continue in full force and effect until such time as all of Borrower's Loans in favor of Lender have been paid in full, including principal, interest, costs, expenses, attorneys' fees, and other fees and charges, or until such time as the parties may agree in writing to terminate this Agreement.

LINE OF CREDIT. The Indebtedness contemplates multiple loan advances. Advances under the Indebtedness, as well as directions for payment from Borrower's accounts, may be requested either orally or in writing by Borrower. Lender may, but need not require that all non-written requests be confirmed in writing. Borrower agrees to be liable for all sums either: (A) advanced in accordance with the instructions of an authorized person as described in the "Advance Authority" section below or (B) credited to any of Borrower's accounts with Lender.

ADVANCE AUTHORITY. The following person or persons are authorized to request advances and authorize payments under the line of credit until Lender receives from Borrower, at Lender's address shown above, written notice of revocation of such authority: **John Clerkin, Treasurer of Town Of Hartford.**

CONDITIONS PRECEDENT TO EACH ADVANCE. Lender's obligation to make the initial Advance and each subsequent Advance under this Agreement shall be subject to the fulfillment to Lender's satisfaction of all of the conditions set forth in this Agreement and in the Related Documents.

Loan Documents. Borrower shall provide to Lender the following documents for the Loan: (1) the Note; (2) together with all such Related Documents as Lender may require for the Loan; all in form and substance satisfactory to Lender and Lender's counsel.

Borrower's Authorization. Borrower shall have provided in form and substance satisfactory to Lender properly certified resolutions, duly authorizing the execution and delivery of this Agreement, the Note and the Related Documents. In addition, Borrower shall have provided such other resolutions, authorizations, documents and instruments as Lender or its counsel, may require.

Payment of Fees and Expenses. Borrower shall have paid to Lender all fees, charges, and other expenses which are then due and payable as specified in this Agreement or any Related Document.

Representations and Warranties. The representations and warranties set forth in this Agreement, in the Related Documents, and in any document or certificate delivered to Lender under this Agreement are true and correct.

No Event of Default. There shall not exist at the time of any Advance a condition which would constitute an Event of Default under this Agreement or under any Related Document.

REPRESENTATIONS AND WARRANTIES. Borrower represents and warrants to Lender, as of the date of this Agreement, as of the date of each disbursement of loan proceeds, as of the date of any renewal, extension or modification of any Loan, and at all times any Indebtedness exists:

Organization. Borrower is a governmental entity which is, and at all times shall be, duly organized, validly existing, and in good standing under and by virtue of the laws of the State of Vermont. Borrower is duly authorized to transact business in all other states in which Borrower is doing business, having obtained all necessary filings, governmental licenses and approvals for each state in which Borrower is doing business. Specifically, Borrower is, and at all times shall be, duly qualified as a foreign in all states in which the failure to so qualify would have a material adverse effect on its business or financial condition. Borrower has the full power and authority to own its properties and to transact the business in which it is presently engaged or presently proposes to engage. Borrower maintains an office at 171 Bridge St, White River Junction, VT 05001-0000. Unless Borrower has designated otherwise in writing, the principal office is the office at which Borrower keeps its books and records including its records concerning the Collateral. Borrower will notify Lender prior to any change in the location of Borrower's state of organization or any change in Borrower's name. Borrower shall do all things necessary to preserve and to keep in full force and effect its existence, rights and privileges, and shall comply with all regulations, rules, ordinances, statutes, orders and decrees of any governmental or quasi-governmental authority or court applicable to Borrower and Borrower's business activities.

Assumed Business Names. Borrower has filed or recorded all documents or filings required by law relating to all assumed business names used by Borrower. Excluding the name of Borrower, the following is a complete list of all assumed business names under which Borrower does business: **None.**

Authorization. Borrower's execution, delivery, and performance of this Agreement and all the Related Documents have been duly authorized by all necessary action by Borrower and do not conflict with, result in a violation of, or constitute a default under (1) any provision of any agreement or other instrument binding upon Borrower or (2) any law, governmental regulation, court decree, or order applicable to Borrower or to Borrower's properties.

Financial Information. Each of Borrower's financial statements supplied to Lender truly and completely disclosed Borrower's financial condition as of the date of the statement, and there has been no material adverse change in Borrower's financial condition subsequent to the date of the most recent financial statement supplied to Lender. Borrower has no material contingent obligations except as disclosed in such financial statements.

Legal Effect. This Agreement constitutes, and any instrument or agreement Borrower is required to give under this Agreement when delivered will constitute legal, valid, and binding obligations of Borrower enforceable against Borrower in accordance with their respective terms.

BUSINESS LOAN AGREEMENT (Continued)

Loan No: 63039792

Page 2

Properties. Except as contemplated by this Agreement or as previously disclosed in Borrower's financial statements or in writing to Lender and as accepted by Lender, and except for property tax liens for taxes not presently due and payable, Borrower owns and has good title to all of Borrower's properties free and clear of all Security Interests, and has not executed any security documents or financing statements relating to such properties. All of Borrower's properties are titled in Borrower's legal name, and Borrower has not used or filed a financing statement under any other name for at least the last five (5) years.

Hazardous Substances. Except as disclosed to and acknowledged by Lender in writing, Borrower represents and warrants that: (1) During the period of Borrower's ownership of the Collateral, there has been no use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substance by any person on, under, about or from any of the Collateral. (2) Borrower has no knowledge of, or reason to believe that there has been (a) any breach or violation of any Environmental Laws; (b) any use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substance on, under, about or from the Collateral by any prior owners or occupants of any of the Collateral; or (c) any actual or threatened litigation or claims of any kind by any person relating to such matters. (3) Neither Borrower nor any tenant, contractor, agent or other authorized user of any of the Collateral shall use, generate, manufacture, store, treat, dispose of or release any Hazardous Substance on, under, about or from any of the Collateral; and any such activity shall be conducted in compliance with all applicable federal, state, and local laws, regulations, and ordinances, including without limitation all Environmental Laws. Borrower authorizes Lender and its agents to enter upon the Collateral to make such inspections and tests as Lender may deem appropriate to determine compliance of the Collateral with this section of the Agreement. Any inspections or tests made by Lender shall be at Borrower's expense and for Lender's purposes only and shall not be construed to create any responsibility or liability on the part of Lender to Borrower or to any other person. The representations and warranties contained herein are based on Borrower's due diligence in investigating the Collateral for hazardous waste and Hazardous Substances. Borrower hereby (1) releases and waives any future claims against Lender for indemnity or contribution in the event Borrower becomes liable for cleanup or other costs under any such laws, and (2) agrees to indemnify, defend, and hold harmless Lender against any and all claims, losses, liabilities, damages, penalties, and expenses which Lender may directly or indirectly sustain or suffer resulting from a breach of this section of the Agreement or as a consequence of any use, generation, manufacture, storage, disposal, release or threatened release of a hazardous waste or substance on the Collateral. The provisions of this section of the Agreement, including the obligation to indemnify and defend, shall survive the payment of the Indebtedness and the termination, expiration or satisfaction of this Agreement and shall not be affected by Lender's acquisition of any interest in any of the Collateral, whether by foreclosure or otherwise.

Litigation and Claims. No litigation, claim, investigation, administrative proceeding or similar action (including those for unpaid taxes) against Borrower is pending or threatened, and no other event has occurred which may materially adversely affect Borrower's financial condition or properties, other than litigation, claims, or other events, if any, that have been disclosed to and acknowledged by Lender in writing.

Taxes. To the best of Borrower's knowledge, all of Borrower's tax returns and reports that are or were required to be filed, have been filed, and all taxes, assessments and other governmental charges have been paid in full, except those presently being or to be contested by Borrower in good faith in the ordinary course of business and for which adequate reserves have been provided.

Lien Priority. Unless otherwise previously disclosed to Lender in writing, Borrower has not entered into or granted any Security Agreements, or permitted the filing or attachment of any Security Interests on or affecting any of the Collateral directly or indirectly securing repayment of Borrower's Loan and Note, that would be prior or that may in any way be superior to Lender's Security Interests and rights in and to such Collateral.

Binding Effect. This Agreement, the Note, all Security Agreements (if any), and all Related Documents are binding upon the signers thereof, as well as upon their successors, representatives and assigns, and are legally enforceable in accordance with their respective terms.

AFFIRMATIVE COVENANTS. Borrower covenants and agrees with Lender that, so long as this Agreement remains in effect, Borrower will:

Notices of Claims and Litigation. Promptly inform Lender in writing of (1) all material adverse changes in Borrower's financial condition, and (2) all existing and all threatened litigation, claims, investigations, administrative proceedings or similar actions affecting Borrower or any Guarantor which could materially affect the financial condition of Borrower or the financial condition of any Guarantor.

Financial Records. Maintain its books and records in accordance with GAAP, applied on a consistent basis, and permit Lender to examine and audit Borrower's books and records at all reasonable times.

Financial Statements. Furnish Lender with such financial statements and other related information at such frequencies and in such detail as Lender may reasonably request.

Additional Information. Furnish such additional information and statements, as Lender may request from time to time.

Insurance. Maintain fire and other risk insurance, public liability insurance, and such other insurance as Lender may require with respect to Borrower's properties and operations, in form, amounts, coverages and with insurance companies acceptable to Lender. Borrower, upon request of Lender, will deliver to Lender from time to time the policies or certificates of insurance in form satisfactory to Lender, including stipulations that coverages will not be cancelled or diminished without at least ten (10) days prior written notice to Lender. Each insurance policy also shall include an endorsement providing that coverage in favor of Lender will not be impaired in any way by any act, omission or default of Borrower or any other person. In connection with all policies covering assets in which Lender holds or is offered a security interest for the Loans, Borrower will provide Lender with such lender's loss payable or other endorsements as Lender may require.

Insurance Reports. Furnish to Lender, upon request of Lender, reports on each existing insurance policy showing such information as Lender may reasonably request, including without limitation the following: (1) the name of the insurer; (2) the risks insured; (3) the amount of the policy; (4) the properties insured; (5) the then current property values on the basis of which insurance has been obtained, and the manner of determining those values; and (6) the expiration date of the policy. In addition, upon request of Lender (however not more often than annually), Borrower will have an independent appraiser satisfactory to Lender determine, as applicable, the actual cash value or replacement cost of any Collateral. The cost of such appraisal shall be paid by Borrower.

Other Agreements. Comply with all terms and conditions of all other agreements, whether now or hereafter existing, between Borrower and any other party and notify Lender immediately in writing of any default in connection with any other such agreements.

Loan Proceeds. Use all Loan proceeds solely for Borrower's business operations, unless specifically consented to the contrary by Lender in writing.

Taxes, Charges and Liens. Pay and discharge when due all of its indebtedness and obligations, including without limitation all assessments, taxes, governmental charges, levies and liens, of every kind and nature, imposed upon Borrower or its properties, income, or profits, prior to the date on which penalties would attach, and all lawful claims that, if unpaid, might become a lien or charge upon any of Borrower's properties, income, or profits. Provided however, Borrower will not be required to pay and discharge any such assessment, tax, charge,

BUSINESS LOAN AGREEMENT (Continued)

Loan No: 63039792

Page 3

levy, lien or claim so long as (1) the legality of the same shall be contested in good faith by appropriate proceedings, and (2) Borrower shall have established on Borrower's books adequate reserves with respect to such contested assessment, tax, charge, levy, lien, or claim in accordance with GAAP.

Performance. Perform and comply, in a timely manner, with all terms, conditions, and provisions set forth in this Agreement, in the Related Documents, and in all other instruments and agreements between Borrower and Lender. Borrower shall notify Lender immediately in writing of any default in connection with any agreement.

Operations. Maintain executive and management personnel with substantially the same qualifications and experience as the present executive and management personnel; provide written notice to Lender of any change in executive and management personnel; conduct its business affairs in a reasonable and prudent manner.

Environmental Studies. Promptly conduct and complete, at Borrower's expense, all such investigations, studies, samplings and testings as may be requested by Lender or any governmental authority relative to any substance, or any waste or by-product of any substance defined as toxic or a hazardous substance under applicable federal, state, or local law, rule, regulation, order or directive, at or affecting any property or any facility owned, leased or used by Borrower.

Compliance with Governmental Requirements. Comply with all laws, ordinances, and regulations, now or hereafter in effect, of all governmental authorities applicable to the conduct of Borrower's properties, businesses and operations, and to the use or occupancy of the Collateral, including without limitation, the Americans With Disabilities Act. Borrower may contest in good faith any such law, ordinance, or regulation and withhold compliance during any proceeding, including appropriate appeals, so long as Borrower has notified Lender in writing prior to doing so and so long as, in Lender's sole opinion, Lender's interests in the Collateral are not jeopardized. Lender may require Borrower to post adequate security or a surety bond, reasonably satisfactory to Lender, to protect Lender's interest.

Inspection. Permit employees or agents of Lender at any reasonable time to inspect any and all Collateral for the Loan or Loans and Borrower's other properties and to examine or audit Borrower's books, accounts, and records and to make copies and memoranda of Borrower's books, accounts, and records. If Borrower now or at any time hereafter maintains any records (including without limitation computer generated records and computer software programs for the generation of such records) in the possession of a third party, Borrower, upon request of Lender, shall notify such party to permit Lender free access to such records at all reasonable times and to provide Lender with copies of any records it may request, all at Borrower's expense.

Compliance Certificates. Unless waived in writing by Lender, provide Lender at least annually, with a certificate executed by Borrower's chief financial officer, or other officer or person acceptable to Lender, certifying that the representations and warranties set forth in this Agreement are true and correct as of the date of the certificate and further certifying that, as of the date of the certificate, no Event of Default exists under this Agreement.

Environmental Compliance and Reports. Borrower shall comply in all respects with any and all Environmental Laws; not cause or permit to exist, as a result of an intentional or unintentional action or omission on Borrower's part or on the part of any third party, on property owned and/or occupied by Borrower, any environmental activity where damage may result to the environment, unless such environmental activity is pursuant to and in compliance with the conditions of a permit issued by the appropriate federal, state or local governmental authorities; shall furnish to Lender promptly and in any event within thirty (30) days after receipt thereof a copy of any notice, summons, lien, citation, directive, letter or other communication from any governmental agency or instrumentality concerning any intentional or unintentional action or omission on Borrower's part in connection with any environmental activity whether or not there is damage to the environment and/or other natural resources.

Additional Assurances. Make, execute and deliver to Lender such promissory notes, mortgages, deeds of trust, security agreements, assignments, financing statements, instruments, documents and other agreements as Lender or its attorneys may reasonably request to evidence and secure the Loans and to perfect all Security Interests.

LENDER'S EXPENDITURES. If any action or proceeding is commenced that would materially affect Lender's interest in the Collateral or if Borrower fails to comply with any provision of this Agreement or any Related Documents, including but not limited to Borrower's failure to discharge or pay when due any amounts Borrower is required to discharge or pay under this Agreement or any Related Documents, Lender on Borrower's behalf may (but shall not be obligated to) take any action that Lender deems appropriate, including but not limited to discharging or paying all taxes, liens, security interests, encumbrances and other claims, at any time levied or placed on any Collateral and paying all costs for insuring, maintaining and preserving any Collateral. All such expenditures incurred or paid by Lender for such purposes will then bear interest at the rate charged under the Note from the date incurred or paid by Lender to the date of repayment by Borrower. All such expenses will become a part of the Indebtedness and, at Lender's option, will (A) be payable on demand; (B) be added to the balance of the Note and be apportioned among and be payable with any installment payments to become due during either (1) the term of any applicable insurance policy; or (2) the remaining term of the Note; or (C) be treated as a balloon payment which will be due and payable at the Note's maturity.

NEGATIVE COVENANTS. Borrower covenants and agrees with Lender that while this Agreement is in effect, Borrower shall not, without the prior written consent of Lender:

Indebtedness and Liens. (1) Except for trade debt incurred in the normal course of business and indebtedness to Lender contemplated by this Agreement, create, incur or assume indebtedness for borrowed money, including capital leases, (2) sell, transfer, mortgage, assign, pledge, lease, grant a security interest in, or encumber any of Borrower's assets (except as allowed as Permitted Liens), or (3) sell with recourse any of Borrower's accounts, except to Lender.

Continuity of Operations. (1) Engage in any business activities substantially different than those in which Borrower is presently engaged, (2) cease operations, liquidate, merge or restructure as a legal entity (whether by division or otherwise), consolidate with or acquire any other entity, change its name, convert to another type of entity or redomesticate, dissolve or transfer or sell Collateral out of the ordinary course of business, or (3) make any distribution with respect to any capital account, whether by reduction of capital or otherwise.

Loans, Acquisitions and Guaranties. (1) Loan, invest in or advance money or assets to any other person, enterprise or entity, (2) purchase, create or acquire any interest in any other enterprise or entity, or (3) incur any obligation as surety or guarantor other than in the ordinary course of business.

Agreements. Enter into any agreement containing any provisions which would be violated or breached by the performance of Borrower's obligations under this Agreement or in connection herewith.

CESSATION OF ADVANCES. If Lender has made any commitment to make any Loan to Borrower, whether under this Agreement or under any other agreement, Lender shall have no obligation to make Loan Advances or to disburse Loan proceeds if: (A) Borrower or any Guarantor is in default under the terms of this Agreement or any of the Related Documents or any other agreement that Borrower or any Guarantor has with Lender; (B) Borrower or any Guarantor dies, becomes incompetent or becomes insolvent, files a petition in bankruptcy or similar proceedings, or is adjudged a bankrupt; (C) there occurs a material adverse change in Borrower's financial condition, in the financial condition of any Guarantor, or in the value of any Collateral securing any Loan; or (D) any Guarantor seeks, claims or otherwise attempts to limit, modify or

BUSINESS LOAN AGREEMENT (Continued)

Loan No: 63039792

Page 4

revoke such Guarantor's guaranty of the Loan or any other loan with Lender; or (E) Lender in good faith deems itself insecure, even though no Event of Default shall have occurred.

RIGHT OF SETOFF. To the extent permitted by applicable law, Lender reserves a right of setoff in all Borrower's accounts with Lender (whether checking, savings, or some other account). This includes all accounts Borrower holds jointly with someone else and all accounts Borrower may open in the future. However, this does not include any IRA or Keogh accounts, or any trust accounts for which setoff would be prohibited by law. Borrower authorizes Lender, to the extent permitted by applicable law, to charge or setoff all sums owing on the debt against any and all such accounts.

DEFAULT. Each of the following shall constitute an Event of Default under this Agreement:

Payment Default. Borrower fails to make any payment when due under the Loan.

Other Defaults. Borrower fails to comply with or to perform any other term, obligation, covenant or condition contained in this Agreement or in any of the Related Documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Borrower.

False Statements. Any warranty, representation or statement made or furnished to Lender by Borrower or on Borrower's behalf under this Agreement or the Related Documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

Death or Insolvency. The death of Borrower or the dissolution or termination of Borrower's existence as a going business, the insolvency of Borrower, the appointment of a receiver for any part of Borrower's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Borrower.

Defective Collateralization. This Agreement or any of the Related Documents ceases to be in full force and effect (including failure of any collateral document to create a valid and perfected security interest or lien) at any time and for any reason.

Creditor or Forfeiture Proceedings. Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Borrower or by any governmental agency against any collateral securing the Loan. This includes a garnishment of any of Borrower's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Borrower as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Borrower gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

Events Affecting Guarantor. Any of the preceding events occurs with respect to any Guarantor of any of the Indebtedness or any Guarantor dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any Guaranty of the Indebtedness.

Adverse Change. A material adverse change occurs in Borrower's financial condition, or Lender believes the prospect of payment or performance of the Loan is impaired.

Insecurity. Lender in good faith believes itself insecure.

Right to Cure. If any default, other than a default on Indebtedness, is curable and if Borrower or Grantor, as the case may be, has not been given a notice of a similar default within the preceding twelve (12) months, it may be cured if Borrower or Grantor, as the case may be, after Lender sends written notice to Borrower or Grantor, as the case may be, demanding cure of such default: (1) cure the default within ten (10) days; or (2) if the cure requires more than ten (10) days, immediately initiate steps which Lender deems in Lender's sole discretion to be sufficient to cure the default and thereafter continue and complete all reasonable and necessary steps sufficient to produce compliance as soon as reasonably practical.

EFFECT OF AN EVENT OF DEFAULT. If any Event of Default shall occur, except where otherwise provided in this Agreement or the Related Documents, all commitments and obligations of Lender under this Agreement or the Related Documents or any other agreement immediately will terminate (including any obligation to make further Loan Advances or disbursements), and, at Lender's option, all Indebtedness immediately will become due and payable, all without notice of any kind to Borrower, except that in the case of an Event of Default of the type described in the "Insolvency" subsection above, such acceleration shall be automatic and not optional. In addition, Lender shall have all the rights and remedies provided in the Related Documents or available at law, in equity, or otherwise. Except as may be prohibited by applicable law, all of Lender's rights and remedies shall be cumulative and may be exercised singularly or concurrently. Election by Lender to pursue any remedy shall not exclude pursuit of any other remedy, and an election to make expenditures or to take action to perform an obligation of Borrower or of any Grantor shall not affect Lender's right to declare a default and to exercise its rights and remedies.

MISCELLANEOUS PROVISIONS. The following miscellaneous provisions are a part of this Agreement:

Amendments. This Agreement, together with any Related Documents, constitutes the entire understanding and agreement of the parties as to the matters set forth in this Agreement. No alteration of or amendment to this Agreement shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

Attorneys' Fees; Expenses. Borrower agrees to pay upon demand all of Lender's costs and expenses, including Lender's reasonable attorneys' fees and Lender's legal expenses, incurred in connection with the enforcement of this Agreement. Lender may hire or pay someone else to help enforce this Agreement, and Borrower shall pay the costs and expenses of such enforcement. Costs and expenses include Lender's reasonable attorneys' fees and legal expenses whether or not there is a lawsuit, including reasonable attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services. Borrower also shall pay all court costs and such additional fees as may be directed by the court.

Caption Headings. Caption headings in this Agreement are for convenience purposes only and are not to be used to interpret or define the provisions of this Agreement.

Consent to Loan Participation. Borrower agrees and consents to Lender's sale or transfer, whether now or later, of one or more participation interests in the Loan to one or more purchasers, whether related or unrelated to Lender. Lender may provide, without any limitation whatsoever, to any one or more purchasers, or potential purchasers, any information or knowledge Lender may have about Borrower or about any other matter relating to the Loan, and Borrower hereby waives any rights to privacy Borrower may have with respect to such matters. Borrower additionally waives any and all notices of sale of participation interests, as well as all notices of any repurchase of such participation interests. Borrower also agrees that the purchasers of any such participation interests will be considered as the absolute owners of such interests in the Loan and will have all the rights granted under the participation agreement or agreements governing the sale of such participation interests. Borrower further waives all rights of offset or counterclaim that it may have now or later against Lender or against any purchaser of such a participation interest and unconditionally agrees that either Lender or such purchaser may

BUSINESS LOAN AGREEMENT (Continued)

Loan No: 63039792

Page 5

enforce Borrower's obligation under the Loan irrespective of the failure or insolvency of any holder of any interest in the Loan. Borrower further agrees that the purchaser of any such participation interests may enforce its interests irrespective of any personal claims or defenses that Borrower may have against Lender.

Governing Law. This Agreement will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Vermont without regard to its conflicts of law provisions. This Agreement has been accepted by Lender in the State of Vermont.

Choice of Venue. If there is a lawsuit, Borrower agrees upon Lender's request to submit to the jurisdiction of the courts of WINDSOR County, State of Vermont.

No Waiver by Lender. Lender shall not be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by Lender. No delay or omission on the part of Lender in exercising any right shall operate as a waiver of such right or any other right. A waiver by Lender of a provision of this Agreement shall not prejudice or constitute a waiver of Lender's right otherwise to demand strict compliance with that provision or any other provision of this Agreement. No prior waiver by Lender, nor any course of dealing between Lender and Borrower, or between Lender and any Grantor, shall constitute a waiver of any of Lender's rights or of any of Borrower's or any Grantor's obligations as to any future transactions. Whenever the consent of Lender is required under this Agreement, the granting of such consent by Lender in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of Lender.

Notices. Any notice required to be given under this Agreement shall be given in writing, and shall be effective when actually delivered, when actually received by telefacsimile (unless otherwise required by law), when deposited with a nationally recognized overnight courier, or, if mailed, when deposited in the United States mail, as first class, certified or registered mail postage prepaid, directed to the addresses shown near the beginning of this Agreement. Any party may change its address for notices under this Agreement by giving formal written notice to the other parties, specifying that the purpose of the notice is to change the party's address. For notice purposes, Borrower agrees to keep Lender informed at all times of Borrower's current address. Unless otherwise provided or required by law, if there is more than one Borrower, any notice given by Lender to any Borrower is deemed to be notice given to all Borrowers.

Severability. If a court of competent jurisdiction finds any provision of this Agreement to be illegal, invalid, or unenforceable as to any circumstance, that finding shall not make the offending provision illegal, invalid, or unenforceable as to any other circumstance. If feasible, the offending provision shall be considered modified so that it becomes legal, valid and enforceable. If the offending provision cannot be so modified, it shall be considered deleted from this Agreement. Unless otherwise required by law, the illegality, invalidity, or unenforceability of any provision of this Agreement shall not affect the legality, validity or enforceability of any other provision of this Agreement.

Subsidiaries and Affiliates of Borrower. To the extent the context of any provisions of this Agreement makes it appropriate, including without limitation any representation, warranty or covenant, the word "Borrower" as used in this Agreement shall include all of Borrower's subsidiaries and affiliates. Notwithstanding the foregoing however, under no circumstances shall this Agreement be construed to require Lender to make any Loan or other financial accommodation to any of Borrower's subsidiaries or affiliates.

Successors and Assigns. All covenants and agreements by or on behalf of Borrower contained in this Agreement or any Related Documents shall bind Borrower's successors and assigns and shall inure to the benefit of Lender and its successors and assigns. Borrower shall not, however, have the right to assign Borrower's rights under this Agreement or any interest therein, without the prior written consent of Lender.

Survival of Representations and Warranties. Borrower understands and agrees that in extending Loan Advances, Lender is relying on all representations, warranties, and covenants made by Borrower in this Agreement or in any certificate or other instrument delivered by Borrower to Lender under this Agreement or the Related Documents. Borrower further agrees that regardless of any investigation made by Lender, all such representations, warranties and covenants will survive the extension of Loan Advances and delivery to Lender of the Related Documents, shall be continuing in nature, shall be deemed made and redated by Borrower at the time each Loan Advance is made, and shall remain in full force and effect until such time as Borrower's Indebtedness shall be paid in full, or until this Agreement shall be terminated in the manner provided above, whichever is the last to occur.

Time is of the Essence. Time is of the essence in the performance of this Agreement.

Waive Jury. All parties to this Agreement hereby waive the right to any jury trial in any action, proceeding, or counterclaim brought by any party against any other party.

DEFINITIONS. The following capitalized words and terms shall have the following meanings when used in this Agreement. Unless specifically stated to the contrary, all references to dollar amounts shall mean amounts in lawful money of the United States of America. Words and terms used in the singular shall include the plural, and the plural shall include the singular, as the context may require. Words and terms not otherwise defined in this Agreement shall have the meanings attributed to such terms in the Uniform Commercial Code. Accounting words and terms not otherwise defined in this Agreement shall have the meanings assigned to them in accordance with generally accepted accounting principles as in effect on the date of this Agreement:

Advance. The word "Advance" means a disbursement of Loan funds made, or to be made, to Borrower or on Borrower's behalf on a line of credit or multiple advance basis under the terms and conditions of this Agreement.

Agreement. The word "Agreement" means this Business Loan Agreement, as this Business Loan Agreement may be amended or modified from time to time, together with all exhibits and schedules attached to this Business Loan Agreement from time to time.

Borrower. The word "Borrower" means Town Of Hartford and includes all co-signers and co-makers signing the Note and all their successors and assigns.

Collateral. The word "Collateral" means all property and assets granted as collateral security for a Loan, whether real or personal property, whether granted directly or indirectly, whether granted now or in the future, and whether granted in the form of a security interest, mortgage, collateral mortgage, deed of trust, assignment, pledge, crop pledge, chattel mortgage, collateral chattel mortgage, chattel trust, factor's lien, equipment trust, conditional sale, trust receipt, lien, charge, lien or title retention contract, lease or consignment intended as a security device, or any other security or lien interest whatsoever, whether created by law, contract, or otherwise.

Environmental Laws. The words "Environmental Laws" mean any and all state, federal and local statutes, regulations and ordinances relating to the protection of human health or the environment, including without limitation the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq. ("CERCLA"), the Superfund Amendments and Reauthorization Act of 1986, Pub. L. No. 99-499 ("SARA"), the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq., or other applicable state or federal laws, rules, or regulations adopted pursuant thereto.

Event of Default. The words "Event of Default" mean any of the events of default set forth in this Agreement in the default section of this

**BUSINESS LOAN AGREEMENT
(Continued)**

Loan No: 63039792

Page 6

Agreement.

GAAP. The word "GAAP" means generally accepted accounting principles.

Grantor. The word "Grantor" means each and all of the persons or entities granting a Security Interest in any Collateral for the Loan, including without limitation all Borrowers granting such a Security Interest.

Guarantor. The word "Guarantor" means any guarantor, surety, or accommodation party of any or all of the Loan.

Guaranty. The word "Guaranty" means the guaranty from Guarantor to Lender, including without limitation a guaranty of all or part of the Note.

Hazardous Substances. The words "Hazardous Substances" mean materials that, because of their quantity, concentration or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly used, treated, stored, disposed of, generated, manufactured, transported or otherwise handled. The words "Hazardous Substances" are used in their very broadest sense and include without limitation any and all hazardous or toxic substances, materials or waste as defined by or listed under the Environmental Laws. The term "Hazardous Substances" also includes, without limitation, petroleum and petroleum by-products or any fraction thereof and asbestos.

Indebtedness. The word "Indebtedness" means the indebtedness evidenced by the Note or Related Documents, including all principal and interest together with all other indebtedness and costs and expenses for which Borrower is responsible under this Agreement or under any of the Related Documents.

Lender. The word "Lender" means MASCOMA BANK, its successors and assigns.

Loan. The word "Loan" means any and all loans and financial accommodations from Lender to Borrower whether now or hereafter existing, and however evidenced, including without limitation those loans and financial accommodations described herein or described on any exhibit or schedule attached to this Agreement from time to time.

Note. The word "Note" means the Note dated _____ and executed by Town Of Hartford in the principal amount of \$3,000,000.00, together with all renewals of, extensions of, modifications of, refinancings of, consolidations of, and substitutions for the note or credit agreement.

Permitted Liens. The words "Permitted Liens" mean (1) liens and security interests securing Indebtedness owed by Borrower to Lender; (2) liens for taxes, assessments, or similar charges either not yet due or being contested in good faith; (3) liens of materialmen, mechanics, warehousemen, or carriers, or other like liens arising in the ordinary course of business and securing obligations which are not yet delinquent; (4) purchase money liens or purchase money security interests upon or in any property acquired or held by Borrower in the ordinary course of business to secure indebtedness outstanding on the date of this Agreement or permitted to be incurred under the paragraph of this Agreement titled "Indebtedness and Liens"; (5) liens and security interests which, as of the date of this Agreement, have been disclosed to and approved by the Lender in writing; and (6) those liens and security interests which in the aggregate constitute an immaterial and insignificant monetary amount with respect to the net value of Borrower's assets.

Related Documents. The words "Related Documents" mean all promissory notes, credit agreements, loan agreements, environmental agreements, guaranties, security agreements, mortgages, deeds of trust, security deeds, collateral mortgages, and all other instruments, agreements and documents, whether now or hereafter existing, executed in connection with the Loan.

Security Agreement. The words "Security Agreement" mean and include without limitation any agreements, promises, covenants, arrangements, understandings or other agreements, whether created by law, contract, or otherwise, evidencing, governing, representing, or creating a Security Interest.

Security Interest. The words "Security Interest" mean, without limitation, any and all types of collateral security, present and future, whether in the form of a lien, charge, encumbrance, mortgage, deed of trust, security deed, assignment, pledge, crop pledge, chattel mortgage, collateral chattel mortgage, chattel trust, factor's lien, equipment trust, conditional sale, trust receipt, lien or title retention contract, lease or consignment intended as a security device, or any other security or lien interest whatsoever whether created by law, contract, or otherwise.

BORROWER ACKNOWLEDGES HAVING READ ALL THE PROVISIONS OF THIS BUSINESS LOAN AGREEMENT AND BORROWER AGREES TO ITS TERMS. THIS BUSINESS LOAN AGREEMENT IS DATED _____.

BORROWER:

TOWN OF HARTFORD

By: _____
Dan Fraser, Chair of Town Of Hartford

By: _____
Simon Dennis, Vice Chair of Town Of Hartford

By: _____
Dennis Brown, Secretary of Town Of Hartford

By: _____
Alicia Barrow, Selectboard Member of Town Of Hartford

By: _____
Alan Johnson, Selectboard Member of Town Of Hartford

By: _____
Joe Major, Selectboard Member of Town Of Hartford

By: _____
Kim Souza, Selectboard Member of Town Of Hartford

By: _____
John Clerkin, Treasurer of Town Of Hartford

**BUSINESS LOAN AGREEMENT
(Continued)**

Loan No: 63039792

Page 7

LENDER:

MASCOMA BANK

By: _____
Authorized Signer

PROMISSORY NOTE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	05-01-2020	04-30-2021	63039792	8 / 20	T307221	WPD	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Town Of Hartford
171 Bridge St
White River Junction, VT 05001-0000

Lender: MASCOMA BANK
SYKES AVE.
243 SYKES MT. AVE
PO BOX 4399
WHITE RIVER JCT., VT 05001

Principal Amount: \$3,000,000.00

Interest Rate: 2.800%

Date of Note: _____

PROMISE TO PAY. Town Of Hartford ("Borrower") promises to pay to MASCOMA BANK ("Lender"), or order, in lawful money of the United States of America, the principal amount of Three Million & 00/100 Dollars (\$3,000,000.00) or so much as may be outstanding, together with interest on the unpaid outstanding principal balance of each advance, calculated as described in the "INTEREST CALCULATION METHOD" paragraph using an interest rate of 2.800% per annum. Interest shall be calculated from the date of each advance until repayment of each advance. The interest rate may change under the terms and conditions of the "INTEREST AFTER DEFAULT" section.

PAYMENT. Borrower will pay this loan in one payment of all outstanding principal plus all accrued unpaid interest on April 30, 2021. Unless otherwise agreed or required by applicable law, payments will be applied first to any accrued unpaid interest; then to principal; and then to any late charges. Borrower will pay Lender at Lender's address shown above or at such other place as Lender may designate in writing. All payments must be made in U.S. dollars and must be received by Lender consistent with any written payment instructions provided by Lender. If a payment is made consistent with Lender's payment instructions but received after 5:00 PM Eastern Time, Lender will credit Borrower's payment on the next business day.

INTEREST CALCULATION METHOD. Interest on this Note is computed on a 365/365 simple interest basis; that is, by applying the ratio of the interest rate over the number of days in a year (365 for all years, including leap years), multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. All interest payable under this Note is computed using this method.

PREPAYMENT. Borrower may pay without penalty all or a portion of the amount owed earlier than it is due. Early payments will not, unless agreed to by Lender in writing, relieve Borrower of Borrower's obligation to continue to make payments. Rather, early payments will reduce the principal balance due. Borrower agrees not to send Lender payments marked "paid in full", "without recourse", or similar language. If Borrower sends such a payment, Lender may accept it without losing any of Lender's rights under this Note, and Borrower will remain obligated to pay any further amount owed to Lender. All written communications concerning disputed amounts, including any check or other payment instrument that indicates that the payment constitutes "payment in full" of the amount owed or that is tendered with other conditions or limitations or as full satisfaction of a disputed amount must be mailed or delivered to: MASCOMA BANK, OPERATIONS CENTER, PO Box 4279 WHITE RIVER JUNCTION, VT 05001-4279.

LATE CHARGE. If a payment is 10 days or more late, Borrower will be charged \$25.00.

INTEREST AFTER DEFAULT. Upon default, including failure to pay upon final maturity, the total sum due under this Note will continue to accrue interest at the interest rate under this Note.

DEFAULT. Each of the following shall constitute an event of default ("Event of Default") under this Note:

Payment Default. Borrower fails to make any payment when due under this Note.

Other Defaults. Borrower fails to comply with or to perform any other term, obligation, covenant or condition contained in this Note or in any of the related documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Borrower.

False Statements. Any warranty, representation or statement made or furnished to Lender by Borrower or on Borrower's behalf under this Note or the related documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

Death or Insolvency. The death of Borrower or the dissolution or termination of Borrower's existence as a going business, the insolvency of Borrower, the appointment of a receiver for any part of Borrower's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Borrower.

Creditor or Forfeiture Proceedings. Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Borrower or by any governmental agency against any collateral securing the loan. This includes a garnishment of any of Borrower's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Borrower as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Borrower gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

Events Affecting Guarantor. Any of the preceding events occurs with respect to any guarantor, endorser, surety, or accommodation party of any of the indebtedness or any guarantor, endorser, surety, or accommodation party dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any guaranty of the indebtedness evidenced by this Note.

Adverse Change. A material adverse change occurs in Borrower's financial condition, or Lender believes the prospect of payment or performance of this Note is impaired.

Insecurity. Lender in good faith believes itself insecure.

Cure Provisions. If any default, other than a default in payment, is curable and if Borrower has not been given a notice of a breach of the same provision of this Note within the preceding twelve (12) months, it may be cured if Borrower, after Lender sends written notice to Borrower demanding cure of such default: (1) cures the default within ten (10) days; or (2) if the cure requires more than ten (10) days, immediately initiates steps which Lender deems in Lender's sole discretion to be sufficient to cure the default and thereafter continues and completes all reasonable and necessary steps sufficient to produce compliance as soon as reasonably practical.

LENDER'S RIGHTS. Upon default, Lender may declare the entire unpaid principal balance under this Note and all accrued unpaid interest immediately due, and then Borrower will pay that amount.

ATTORNEYS' FEES; EXPENSES. Lender may hire or pay someone else to help collect this Note if Borrower does not pay. Borrower will pay

**PROMISSORY NOTE
(Continued)**

Loan No: 63039792

Page 2

Lender that amount. This includes, subject to any limits under applicable law, Lender's reasonable attorneys' fees and Lender's legal expenses, whether or not there is a lawsuit, including reasonable attorneys' fees, expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), and appeals. If not prohibited by applicable law, Borrower also will pay any court costs, in addition to all other sums provided by law.

JURY WAIVER. Lender and Borrower hereby waive the right to any jury trial in any action, proceeding, or counterclaim brought by either Lender or Borrower against the other.

GOVERNING LAW. This Note will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Vermont without regard to its conflicts of law provisions. This Note has been accepted by Lender in the State of Vermont.

CHOICE OF VENUE. If there is a lawsuit, Borrower agrees upon Lender's request to submit to the jurisdiction of the courts of WINDSOR County, State of Vermont.

RIGHT OF SETOFF. To the extent permitted by applicable law, Lender reserves a right of setoff in all Borrower's accounts with Lender (whether checking, savings, or some other account). This includes all accounts Borrower holds jointly with someone else and all accounts Borrower may open in the future. However, this does not include any IRA or Keogh accounts, or any trust accounts for which setoff would be prohibited by law. Borrower authorizes Lender, to the extent permitted by applicable law, to charge or setoff all sums owing on the debt against any and all such accounts.

COLLATERAL. This loan is unsecured.

LINE OF CREDIT. This Note evidences a straight line of credit. Once the total amount of principal has been advanced, Borrower is not entitled to further loan advances. Advances under this Note may be requested either orally or in writing by Borrower or as provided in this paragraph. Lender may, but need not, require that all oral requests be confirmed in writing. All communications, instructions, or directions by telephone or otherwise to Lender are to be directed to Lender's office shown above. The following person or persons are authorized to request advances and authorize payments under the line of credit until Lender receives from Borrower, at Lender's address shown above, written notice of revocation of such authority: **John Clerkin, Treasurer of Town Of Hartford.** Borrower agrees to be liable for all sums either: (A) advanced in accordance with the instructions of an authorized person or (B) credited to any of Borrower's accounts with Lender. The unpaid principal balance owing on this Note at any time may be evidenced by endorsements on this Note or by Lender's internal records, including daily computer print-outs.

MUNICIPAL GENERAL OBLIGATIONS. This Note is a general obligation of the Borrower issued by the undersigned officers of the Borrower in accordance with the authority granted by Chapter 53 of Title 24 of Vermont State Statutes annotated and acts in amendment of and in addition thereto. It is hereby certified and recited that each and every act, condition and thing required to be done, to have happened and to be performed precedent to and in the issuance of this instrument and for the assessment, collection and payment hereof of a tax to pay the same when due, has been done, has happened and has been performed in full and strict compliance with the laws of the State of Vermont and that this instrument is within every debt and other limit prescribed by law, and the full faith and credit of the Borrower is hereby irrevocably pledged to the punctual payment of the principal and interest of this instrument according to its terms. The issuer hereby certifies that this instrument is a bank QUALIFIED TAX EXEMPT OBLIGATION for the purposes of the Internal Revenue Code of 1986, as amended. If for any reason this Note is not qualified as such, the interest rate shall be increased for the term of this Note to equal the rate that the Lender would have charged on a commercial loan of comparable duration for a highly rated customer. In addition, if the Borrower defaults in its obligations hereunder, then the default rate shall apply. This Note is transferable only upon presentation to the Treasurer of Borrower with a written assignment duly acknowledged or proved. No transfer hereof shall be effective unless made on the books of the Borrower kept by the Treasurer as transfer agent.

MUNICIPAL RATE PROVISIONS. The Borrower certifies that this Note is a bank qualified tax exempt obligation for the purposes of the Internal Revenue Code of 1986, as amended. If for any reason this Note is not qualified as such, the interest rate shall be increased for the term of this Note to equal the rate that the Lender would have charged on a commercial loan of comparable duration for a highly rated customer. In addition, if the borrower defaults in its obligations hereunder, then the default rate shall apply.

SUCCESSOR INTERESTS. The terms of this Note shall be binding upon Borrower, and upon Borrower's heirs, personal representatives, successors and assigns, and shall inure to the benefit of Lender and its successors and assigns.

GENERAL PROVISIONS. If any part of this Note cannot be enforced, this fact will not affect the rest of the Note. Lender may delay or forgo enforcing any of its rights or remedies under this Note without losing them. Borrower and any other person who signs, guarantees or endorses this Note, to the extent allowed by law, waive presentment, demand for payment, and notice of dishonor. Upon any change in the terms of this Note, and unless otherwise expressly stated in writing, no party who signs this Note, whether as maker, guarantor, accommodation maker or endorser, shall be released from liability. All such parties agree that Lender may renew or extend (repeatedly and for any length of time) this loan or release any party or guarantor or collateral; or impair, fail to realize upon or perfect Lender's security interest in the collateral; and take any other action deemed necessary by Lender without the consent of or notice to anyone. All such parties also agree that Lender may modify this loan without the consent of or notice to anyone other than the party with whom the modification is made. The obligations under this Note are joint and several.

**PROMISSORY NOTE
(Continued)**

Loan No: 63039792

Page 3

PRIOR TO SIGNING THIS NOTE, BORROWER READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS NOTE. BORROWER AGREES TO THE TERMS OF THE NOTE.

BORROWER ACKNOWLEDGES RECEIPT OF A COMPLETED COPY OF THIS PROMISSORY NOTE.

BORROWER:

TOWN OF HARTFORD

By: _____
Dan Fraser, Chair of Town Of Hartford

By: _____
Simon Dennis, Vice Chair of Town Of Hartford

By: _____
Dennis Brown, Secretary of Town Of Hartford

By: _____
Alicia Barrow, Selectboard Member of Town Of Hartford

By: _____
Alan Johnson, Selectboard Member of Town Of Hartford

By: _____
Joe Major, Selectboard Member of Town Of Hartford

By: _____
Kim Souza, Selectboard Member of Town Of Hartford

By: _____
John Clerkin, Treasurer of Town Of Hartford

ERRORS AND OMISSIONS

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	05-01-2020	04-30-2021	63039792	8 / 20	T307221	WPD	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Town Of Hartford
171 Bridge St
White River Junction, VT 05001-0000

Lender: MASCOMA BANK
SYKES AVE.
243 SYKES MT. AVE
PO BOX 4399
WHITE RIVER JCT., VT 05001

This Errors and Omissions Agreement is for the purpose of enabling Lender to obtain Borrower's/Guarantor's cooperation, if needed, to make corrections as may be required to assure that the Loan Documents, as defined in the Business Loan Agreement are, and will continue to be, accurate, complete, valid and enforceable according to their terms.

Therefore, the undersigned Borrower/Guarantor, in consideration of the credit facility made available to Borrower by Lender as evidenced by the Loan Documents does agree by signature hereon to fully and promptly cooperate with any request by Lender or Lender's successors or assigns to; execute additional documents; adjust, correct or modify as necessary any clerical or scrivener's error; or other error or omission in any of the Loan Documents.

BORROWER:

TOWN OF HARTFORD

By: _____
Dan Fraser, Chair of Town Of Hartford

By: _____
Simon Dennis, Vice Chair of Town Of Hartford

By: _____
Dennis Brown, Secretary of Town Of Hartford

By: _____
Alicia Barrow, Selectboard Member of Town Of Hartford

By: _____
Alan Johnson, Selectboard Member of Town Of Hartford

By: _____
Joe Major, Selectboard Member of Town Of Hartford

By: _____
Kim Souza, Selectboard Member of Town Of Hartford

By: _____
John Clerkin, Treasurer of Town Of Hartford

VT MUNICIPAL NOTE NOTARIZATION

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	05-01-2020	04-30-2021	63039792	8 / 20	T307221	WPD	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Town Of Hartford
171 Bridge St
White River Junction, VT 05001-0000

Lender: MASCOMA BANK
SYKES AVE.
243 SYKES MT. AVE
PO BOX 4399
WHITE RIVER JCT., VT 05001

STATE OF VERMONT

COUNTY OF _____, ss

In testimony whereof, on this _____ day of _____, 20____, the Borrowing Entity has caused the attached Note to be signed by its Treasurer and the members of its Legislative Branch. The Entity's officials personally appeared before me, known to me (or satisfactorily proven) to be the person and acting in the capacity described in the foregoing instrument and acknowledged that he or she executed the same in the capacity therein stated and for the purposes therein contained.

Justice of the Peace/Notary Public.

DISBURSEMENT REQUEST AND AUTHORIZATION

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
\$3,000,000.00	05-01-2020	04-30-2021	63039792	8 / 20	T307221	WPD	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

Borrower: Town Of Hartford
171 Bridge St
White River Junction, VT 05001-0000

Lender: MASCOMA BANK
SYKES AVE.
243 SYKES MT. AVE
PO BOX 4399
WHITE RIVER JCT., VT 05001

LOAN TYPE. This is a Fixed Rate (2.800%) Nondisclosable Draw Down Line of Credit Loan to a Government Entity for \$3,000,000.00 due on April 30, 2021.

PRIMARY PURPOSE OF LOAN. The primary purpose of this loan is for:

- ☐ Personal, Family or Household Purposes or Personal Investment.
- ☐ Finance Purchase, Construction or Improvement of Seasonal or Second Home.
- ☒ Finance Income-Producing Business or Activity.

SPECIFIC PURPOSE. The specific purpose of this loan is: Support construction projects throughout the town.

DISBURSEMENT INSTRUCTIONS. Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds of \$3,000,000.00 as follows:

Other Disbursements: \$3,000,000.00
\$3,000,000.00 Non-Revolving funds to be disbursed upon
request of the Borrower

Note Principal: \$3,000,000.00

FINANCIAL CONDITION. BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THERE HAS BEEN NO MATERIAL ADVERSE CHANGE IN BORROWER'S FINANCIAL CONDITION AS DISCLOSED IN BORROWER'S MOST RECENT FINANCIAL STATEMENT TO LENDER. THIS AUTHORIZATION IS DATED _____.

BORROWER:

TOWN OF HARTFORD

By: _____
Dan Fraser, Chair of Town Of Hartford

By: _____
Simon Dennis, Vice Chair of Town Of Hartford

By: _____
Dennis Brown, Secretary of Town Of Hartford

By: _____
Alicia Barrow, Selectboard Member of Town Of Hartford

By: _____
Alan Johnson, Selectboard Member of Town Of Hartford

By: _____
Joe Major, Selectboard Member of Town Of Hartford

By: _____
Kim Souza, Selectboard Member of Town Of Hartford

By: _____
John Clerkin, Treasurer of Town Of Hartford



AGENDA MEMORANDUM

April 21, 2020

Town Selectboard Meeting Item: 4.d

**Submitted by: Hannah Tyler, Director of Public Works, and
Lori Hirshfield, Director of Planning and Development**

Background: On April 3, 2020, two bids were received for the Sykes Mountain Project, which is the combination of the Sykes Mountain Roundabouts and the Upper Sykes Mountain Sidewalk Project. Both projects have been years in the making, with the Roundabout planning starting nearly three decades ago.

Discussion: Two bids were received for the combined projects:
BUR Construction of Newport, New Hampshire: \$6,529,016.15
J.P. Sicard, Inc. of Barton, Vermont: \$7,188,722.00

Steven Ireland, PE of McFarland Johnson (design engineering firm), reviewed the bids for completeness and accuracy. As the low bid received was 11.8% higher than engineer's estimates, he also performed a comparison to Vermont's weighted average bid tables. A memorandum from him, summarizing his findings and opinions is included with this document.

On Friday, April 10th, the entire project team met remotely to discuss the bids. The general consensus attributed the higher prices to uncertainty surrounding the Covid-19 pandemic. The team discussed the possibility of waiting for more stable times to rebid the project, however it is not likely that it will result in a lower bid. Town staff is in agreement that we move forward with the bid award to BUR at this time.

Although the actual construction of the project is on hold until the Governor's orders are lifted, a bid award means that the 'behind the scenes' work such as traffic plans and materials submittals can start to take place immediately. The project team estimates that the construction schedule will be relatively close to what it would have been without COVID-19 impacts.

**Financial
Impact:**

The construction phase of the Sykes Mountain Roundabout portion of the project is 100% reimbursable. The Upper Sykes Mountain Sidewalk portion of the project will be reimbursed from VTrans grants, Town funds in reserve, and two adjacent property owners which are conditions of the approved site plans and Certificates of Occupancy when their properties were developed. The only expenses incurred, which are non-reimbursable, is any interest accrued on the Line of Credit the Town procures to maintain cash flow for the project.

Recommend

Motion: **Award the bid for the Sykes Mountain Avenue Project to BUR Construction in the amount of \$6,529,016.15.**

Town Manager

Attachments: McFarland-Johnson Memo dated April 9th, 2020
Project Funding

Upper Sykes Roundabout and Upper Sykes Sidewalk Project Construction Budget

Contractor Bid	\$6,529,016.05		
Sykes Roundabout	\$ 5,775,247.83	(100% funding through VTrans)	
Upper Sykes Sidewalk	\$ 753,768.22		
Funding Sources	Grant		\$500,196.66
	Town		\$ 82,925.16
	Property Owners		\$170,646.40



MEMORANDUM

TO: Hannah Tyler, Public Works Director
173 Airport Road
White River Junction, VT 05001

CC: Ken Robie, P.E.
Scott Robertson, P.E.
Derek Keniston, P.E.

FROM: Steven Ireland, P.E.
Design Project Manager

DATE: April 9, 2020

SUBJECT: Hartford bid analysis for STP 0113(59)S & STP EH06(15)

PROJECT NO.: 16722.00

☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

As requested, McFarland Johnson (MJ) has performed an analysis of the bids for the combined Roundabout and Sidewalk project received Friday April 3, 2020 and recommends awarding the project to the Lowest Responsive Bidder (B.U.R. Construction, LLC).

Project: **Hartford Roundabouts and Sidewalks, STP 0113(59)S & STP EH09(15)**

Contractor: **B.U.R. Construction, LLC**

Analysis by: **Steven Ireland, P.E.**

Analysis completed: **April 9, 2020**

General Observations:

Engineers Estimate: \$5,830,626.36
Low Bid: \$6,529,016.05
Difference: \$ 698,389.69 or 11.98%

The subject project was estimated at \$5,830,626.36 using the VT Estimator program. There was a total of two (2) bidders, both bids were higher than the engineer's estimate. These bids ranged from \$6,529,016.05 to \$7,188,722.00.

Originally there were two separate projects (the Roundabouts and the Sidewalks), that were combined, and a new bid regression performed in estimator with the assumption that an economy of scale would apply when the projects were combined lowering the overall price. An additional analysis was performed which reviewed the bid for each project against the separate Engineer's

Estimate for each project that was generated prior to the combination. These separate Engineer's Estimates show higher values than the combined version because the economy of scale in the individual items would not exist. The bid for the Roundabouts project and the Sidewalks project were 5.75% and 4.07% over the separate Engineer's Estimates respectively. When removing the mobilization item from each of these separate estimates the low bidder was 8.50% and 8.98% under the individual Engineer's estimates. It appears that the economy of scale anticipated by combining the two projects was not fully achieved.

To review the responsiveness of the low bidder, bid prices were reviewed which resulted in the total cost of the item differing from the Engineer's Estimate by more than 1%, or \$58,306.26. There are nine (9) items that met this threshold with four (4) items being under the Engineer's Estimate and five (5) being over the Engineer's Estimate. Item 635.11 – Mobilization is one of these items and the bid price was \$1,112,000 compared to the Engineer's Estimate of \$520,000. This bid price is more than double the Engineer's Estimate and is 17% of the low bidder's entire bid. A more typical range for this item would be between 8% and 12%. Given the payment structure of this item, 7% of this item total would not be paid to the Contractor until the project acceptance date. While the bid price for this item is high, the specification prevents the Contractor from "front loading" the bid. When summing all these differences of the nine items that are greater than 1% of the Engineer's Estimate the total difference is \$539,451.65. If the Mobilization item difference is removed from this number, the difference of the remaining items is \$52,548.35 which is less than the 1% difference.

The "B" bidder had a significant anomaly in the traffic control item (641.11). This item was 26% of their total bid. This percentage would be considered excessive.

If the mobilization was removed from the engineers estimate and the low bidder, the difference would be 3.44% which is well within the FHWA guidelines of table 5a (5% or less for 2 bidders). The exact reason for the apparent high cost of mobilization may never be known, however it should be noted that this bid advertisement occurred during a national crisis with the COVID 19 outbreak. Bidders needed to account for and mitigate the risk of unknown additional supply line delays and costs. Additional requirements were placed on contractors and deliveries nationally and locally during the 4-week bid advertisement and the bid opening was delayed a week due to continuously changing requirements and unprecedented events.

Items where the unit bid prices were greater than 125% of the Engineer's estimate unit price were checked for discrepancies. This analysis did not reveal any unbalancing of low bid unit prices by the Contractor.

The Town could reject the bids and rebid the project. However, this would likely delay this safety improvement project an additional construction season. Also, with the continued uncertainty surrounding the COVID 19 pandemic, it is unclear if rebidding the project would lower the overall cost of the project. This is an unprecedented time with no bidding history to indicate an advantage or disadvantage in rebidding the project. Generally, it is MJ's experience that rebidding projects rarely reduces the overall cost of the project unless the scope of the project is changed significantly. We recommend awarding the project to the lowest responsive bidder, B.U.R. Construction, LLC, in the interest of public safety and due to the national uncertainty of COVID 19.



AGENDA MEMORANDUM

April 21, 2020

Town Selectboard Meeting Item: 4.e

Submitted by: Geoff Martin, Energy Coordinator

Subject: Bugbee Senior Center Roof Funding Options and Contract Award

Background: The Town received three proposals in response to the Bugbee Senior Center Roof Replacement Request for Proposal (RFP). The proposals came from Louis Baker Construction, JB Roofing Systems, and HP Roofing. A bid tabulation including pricing proposals and whether each requirement of the RFP was met is included at Attachment A.

The RFP asked for pricing on a Base Bid, which covers all standard features of a roof replacement including stripping old shingles, installing flashings, drip edge, shingles, etc. The RFP also asked for pricing for two potential but unlikely scenarios (removing an additional layer of shingles if present and repairing rotted or damaged roof deck if necessary) as well as a general markup cost for all other contingencies ("extras"). The proposals are included as Attachments B, C, and D. The proposals were reviewed by a panel which included Geoff Martin, the USDA's Community Programs Specialist, and the USDA's State Architect.

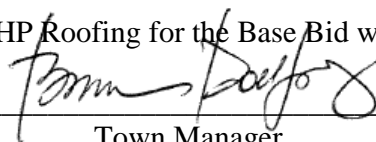
Discussion: HP Roofing was the only responsive and responsible bidder. Both Louis Baker Construction and JB Roofing submitted proposals lacking critical information for the evaluation of their proposals. HP Roofing's base bid is \$54,900 (\$52,155 with the 5% local contractor allowance). Their price for removing an additional layer of shingles is \$10,000 and repairing damaged roof deck is priced at \$300/100 square feet. Finally, extras are provided at a 25% mark up. A 25% contingency over the base bid would allow for an additional layer of shingles to be removed as well as approximately 1,250 sf of roof deck repair (i.e. up to a total of \$68,625).

The Town Attorney has advised staff that it cannot certify compliance on the USDA grant source for this project because of the specific conflict in the grant agreement with the Welcoming Hartford Ordinance. The Town Manager and Department Heads reviewed priority projects for the balance of the fiscal year and identified expenditure savings to replace the USDA grant funding. Staff recommends proceeding with the contract award and commencing with this critical asset project.

Financial

Impact: The base bid (\$54,900) plus contingency (\$13,725) for a total amount of up to \$68,625 will be funded from the FY20 General Fund and encumbered funds from prior years.

Recommendation: Authorize the Town Manager to contract with HP Roofing for the Base Bid with a 25% allowance for contingencies if necessary.



Town Manager

Attachments: Bid Tabulation
Town Attorney Opinion
USDA Grant Agreement
Executive Order 13768

Bid Tabulation Sheet

Bugbee Senior Center Roof Replacement RFP

Bidder	Background of company	Three references	Description of roof system design	Specifications of proposed materials	Manufacturer / Workmanship warranties	Schedule for completion of work	Registered business with VT	Better Business Bureau Rating
Louis Baker Construction LLC				I				Not found
JB Roofing Solutions		X			X			A+, Not accredited, 2 complaints
HP Roofing		X	X	X	X		X	A+, accredited, no complaints

X = provided information in proposal; I = incomplete information provided in proposal; blank = did not provide information in proposal

Bidder	Base Bid	Warranty (Manufacturer)	Warranty (workmanship)	Alternate 1	Itemized Pricing A	Itemized Pricing B	Itemized Pricing C	Extras
Louis Baker Construction LLC	\$50,118	N/A	N/A	N/A	Response is unclear	N/A	N/A	N/A
JB Roofing Solutions	\$51,945	40 years	20 years	\$4,995	\$275/100 sf	\$3,500	+10 year workmanship warranty = \$2,750	40%
HP Roofing	\$54,900 (\$52,155)*	50 years	25 years	\$6,000	\$300/100 sf	\$10,000	N/A	25%

N/A = Did not provide information in proposal

* Pricing after 5% local contractor allowance

From Town Attorney Robert Manby Email of April 2, 2020:

The other question raised by Geoff Martin about the paragraph circled at the bottom of the USDA/RHS Community Facilities Grant Agreement does give me difficulties, as Mr. Martin anticipates in his email to Lori of Monday, March 16, 2020. The language in that circled paragraph is about as broad and expansive as it gets. As a matter of grammar, that one long sentence is tough to parse. It does not offer me the comfort of specific limiting language that I referred to in my prior communications with you. Whatever argument could be made otherwise, the sentence could be fairly read to say “as a condition of this Agreement, the Grantee assures and certifies that it is in compliance with...all applicable laws, regulations, Executive Orders, and other generally applicable requirements...which are incorporated into this Agreement by reference....” I do not see how that can be read to exclude Executive Order 13768 of January 25, 2017 (copy attached). Given the way the WHO ordinance is drafted, it is clear to me that I will never be able to advise the Town of Hartford that it can sign off on a grant agreement that contains the language which is the subject of Geoff Martin’s inquiry. If the Select Board needs a work-around here or in similar agreements, I guess it is free to conclude that the sentence in question could be read differently, or it can seek a different opinion from counsel of its choice on these matters.

United States Department of Agriculture
Rural Housing Service

COMMUNITY FACILITIES GRANT AGREEMENT

THIS GRANT AGREEMENT (Agreement) dated _____, is a contract for receipt of grant funds under the Community Facility Grant program (7 C.F.R. part 3570, subpart B). These requirements do not supersede the applicable requirements for receipt of Federal funds stated in 7 C.F.R. parts 3015, "Uniform Federal Assistance Regulations," 3016 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," or 3019, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations." Further, 7 C.F.R. part 3570, subpart B, and all relevant regulatory requirements apply to applicants whether contained in here or not.

BETWEEN _____ Town of Hartford _____

a public body, nonprofit corporation, or Indian tribe (Grantee) and the United States of America acting through the Rural Housing Service (RHS), Department of Agriculture, (Grantor)

WITNESSETH:

All references herein to "Project" refer to a community facility to serve a rural community generally known as
_____ FY19 Senior Ctr Roof Replace _____ The principal
amount of the grant is \$ _____ 27,800.00 (Grant Funds) which is _____ 54.9400
percent of Project costs.

WHEREAS

Grantee has determined to undertake the acquisition, construction, enlargement, capital improvement, or purchase of equipment for a project with a total estimated cost of \$ _____ 50,600.00 Grantee is able to finance and has committed \$ _____ 22,800.00 of Project costs.

The Grantor has agreed to give the Grantee the Grant Funds, subject to the terms and conditions established by the Grantor. Provided, however, that any Grant Funds actually advanced and not needed for grant purposes shall be returned immediately to the Grantor. The Grantor may terminate the grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the conditions of this Agreement or the applicable regulation.

As a condition of this Agreement, the Grantee assures and certifies that it is in compliance with and will comply in the course of the Agreement with all applicable laws, regulations, Executive Orders, and other generally applicable requirements, including those contained in 7 C.F.R. § 3015.205(b), which are incorporated into this agreement by reference, and such other statutory provisions as are specifically contained herein.

NOW, THEREFORE, in consideration of said grant;

Grantee agrees that Grantee will:

A. Cause said Project to be constructed within the total sums available to it, including Grant Funds, in accordance with any architectural or engineering reports, and any necessary modifications, prepared by Grantee and approved by Grantor;

B. Provide periodic reports as required by Grantor and permit periodic inspection of the Project by a representative of the Grantor. For grant-only Projects, Form SF-269, "Financial Status Report," and a project performance report will be required on a quarterly basis (due 15 working days after each of each calendar quarter). A final project performance report will be required with the last "Financial Status Report." The final report may serve as the last quarterly report. Grantees shall constantly monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved. The project performance reports shall include, but not limited to, the following:

1. A comparison of actual accomplishments to the objectives established for that period;
2. Reasons why established objectives were not met;
3. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established time periods. This disclosure shall be accomplished by a statement of the action taken or planned to resolve the situation; and
4. Objectives and timetables established for the next reporting period.

C. Manage, operate, and maintain the facility, including this Project if less than the whole of said facility, continuously in an efficient and economical manner;

D. Not use grant funds to replace any financial support previously provided or assured from any other source. The Grantee agrees that the Grantee's level of expenditure for the Project shall be maintained and not reduced as a result of Grant Funds;

E. Make the public facility or services available to all persons in Grantee's service area without discrimination as to race, color, religion, sex, national origin, age, marital status, or physical or mental disability at reasonable rates, including assessments, taxes, or fees. Grantee may make modifications as long as they are reasonable and nondiscriminatory;

F. To execute any agreements required by Grantor which Grantee is legally authorized to execute. If any such agreement has been executed by Grantee as a result of a loan being made to Grantee by Grantor contemporaneously with the making of this grant, that agreement applies equally to the grant and another identical agreement need not be executed in connection with this grant;

G. Upon any default under its representations or agreements contained in this instrument, Grantee, at the option and demand of Grantor, will immediately repay to Grantor the Grant Funds with any legally permitted interest from the date of the default. Default by the Grantee will constitute termination of the grant thereby causing cancellation of Federal assistance under the grant. The provisions of this Agreement may be enforced by Grantor, at its option and without regard to prior waivers of previous defaults by Grantee, by judicial proceedings to require specific performance of the terms of this Agreement or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Agreement and the laws and regulations under which this grant is made;

H. Use the real property including land, improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed;

1. Title to real property shall vest in the Grantee subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.

2. The Grantee shall obtain Grantor's approval to use the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Grantor.

3. When the real property is no longer needed, as provided in paragraphs 1 and 2 above, the Grantee shall request disposition instructions from the Grantor. The Grantor will observe the following rules in the disposition instructions:

(a) The Grantee may be permitted to retain title after it compensates the Federal government in an amount computed by applying the Federal percentage of participation in the cost of the original Project to the fair market value of the property;

(b) The Grantee may be directed to sell the property under guidelines provided by the Grantor and pay the Federal government an amount computed by applying the Federal percentage of participation in the cost of the original Project to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any, from the sales proceeds). When the Grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return;

(c) The Grantee may be directed to transfer title to the property to the Federal government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or Project to the current fair market value of the property;

This Grant Agreement covers the following described real property (use continuation sheets as necessary).

Real Estate improvements as specified in reimbursement documents, located at Bugbee Senior Center, 262 North Main Street, White River Junction.

I. Abide by the following conditions pertaining to equipment which is furnished by the Grantor or acquired wholly or in part with Grant Funds. Equipment means tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A Grantee may use its own definition of equipment provided that such definition would at least include all equipment as defined below:

1. Use of equipment.

(a) The Grantee shall use the equipment in the Project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the equipment in connection with its other federally sponsored activities, if any, in the following order of priority:

(i) Activities sponsored by the Grantor.

(ii) Activities sponsored by other Federal agencies.

(b) During the time that equipment is held for use on the project for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the property was originally acquired. First preference for such other use shall be given to Grantor sponsored projects. Second preference will be given to other federally sponsored projects.

2. Disposition of equipment. When the Grantee no longer needs the property as provided in paragraph 1 (a) and (b) above, the equipment may be sold or used for other activities in accordance with the following standards:

(a) Equipment with a current fair market value of less than \$5,000. The Grantee may use the property for other activities without reimbursement to the Federal government or sell the property and retain the proceeds.

(b) Equipment with a current fair market value of \$5,000 or more. The Grantee may retain the property for other uses provided that compensation is made to the Grantor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original Project to the current fair market value of the property. If the Grantee has no need for the equipment and the equipment has further use value, the Grantee shall request disposition instructions from the Grantor.

(c) The Grantor shall determine whether the equipment can be used to meet RHS or its successor agency's requirements. If no such requirements exist, the availability of the property shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Grantor to determine whether a requirement for the equipment exists in other Federal agencies. The Grantor shall issue instructions to the Grantee no later than 120 days after the Grantee's request and the following procedures shall govern:

(i) If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the equipment and reimburse the Grantor an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share 10 percent of the proceeds or \$500, whichever is less, for the Grantee's selling and handling expenses.

(ii) If the Grantee is instructed to ship the property elsewhere, the Grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant Project or program to the current fair market value of the equipment plus any reasonable shipping or interim storage costs incurred.

(iii) If the Grantee is instructed to otherwise dispose of the equipment, the Grantee shall be reimbursed by the Grantor for such costs incurred in its disposition.

3. The Grantee's property management standards for equipment shall include:

(a) Property records which accurately provide for: a description of the equipment; manufacturer's serial number or other identification number; acquisition date and cost; source of the equipment; percentage (at the end of budget year) of Federal participation in the cost of the Project for which the equipment was acquired; location, use, and condition of the equipment and the date the information was reported; and ultimate disposition data including sales price or the method used to determine current fair market value if the Grantee reimburses the Grantor for its share.

(b) A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years to verify the existence, current utilization, and continued need for the equipment.

(c) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.

(d) Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

(e) Proper sales procedures shall be established for unneeded equipment which would provide for competition to the extent practicable and result in the highest possible return;

This Grant Agreement covers the following described equipment (use continuation sheets as necessary).

N/A

J. Provide Financial Management Systems which will include:

1. Accurate, current, and complete disclosure of the financial results of each grant. Financial reporting will be on an accrual basis.
2. Records which identify adequately the source and application of funds for grant-supported activities. Those records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.
3. Effective control over and accountability for all funds, property, and other assets. Grantees shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.
4. Accounting records supported by source documentation.

K. Retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least three years after grant closing except that the records shall be retained beyond the three-year period if audit findings have not been resolved. Microfilm or photo copies or similar methods may be substituted in lieu of original records. The Grantor and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Grantee's which are pertinent to the specific grant program for the purpose of making audits, examinations, excerpts, and transcripts;

L. Provide either an audit report, annual financial statements, or other documentation prepared in accordance with Grantor regulations to allow the Grantor to determine that funds have been used in compliance with the proposal, any applicable laws and regulations, and this Agreement;

M. Agree to account for and to return to Grantor interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or an instrumentality of a State shall not be held accountable for interest earned on Grant Funds pending their disbursement;

N. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Grantor or acquired wholly or in part with Grantor funds without the written consent of the Grantor except as provided in item H and I; and

O. Not duplicate other Project purposes for which monies have been received, are committed, or are applied to from other sources (public or private).

Grantor Agrees That It:

A. Will make available to Grantee for the purpose of this Agreement not to exceed \$ 27,800.00 which it will advance to Grantee to meet not to exceed 54.9400 percent of the Project development costs in accordance with the actual needs of Grantee as determined by Grantor.

B. Will assist Grantee, within available appropriations, with such technical assistance as Grantor deems appropriate in planning the Project and coordinating the plan with local official comprehensive plans for essential community facilities and with any State or area plans for the area in which the project is located.

C. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without valuable consideration, upon such terms and conditions as Grantor may determine to be (1) advisable to further the purpose of the grant or to protect Grantor's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.

Termination of This Agreement

This Agreement may be terminated for cause in the event of default on the part of the Grantee or for convenience of the Grantor and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Grantor agree that the continuation of the Project will not produce beneficial results commensurate with the further expenditure of funds.

IN WITNESS WHEREOF, Grantee has this day authorized and caused this Agreement to be executed

By

Simon Dennis
Simon Dennis, Selectboard Chair

and attested with its corporate seal affixed (if applicable) by

Geoff Martin
Hartford Energy Coordinator

Attest:

[Signature]

By

Simon Dennis
Simon Dennis

(Title) Selectboard Chair

UNITED STATES OF AMERICA
RURAL HOUSING SERVICE

By

(Name)

(Title)

ATTACHMENT A
(to the RD 3570-3 Grant Agreement)

COMMUNITY FACILITIES GRANT AGREEMENT

GRANTEE: Town of Hartford

Total project cost: \$50,600.00

Total Eligible Cost: \$50,600.00

Rural Development Grant: \$27,800.00

Rural Development Share of Project: 54.94%

The project involved replacing the roof on the Bugbee Senior Center, 262 North Main Street, White River Junction, Town of Hartford.

SEE ATTACHED LEGAL DESCRIPTION

The estimated useful life of this project is: 15 years

**Summary**

SPAN 28509012305
 VPID 5822
 Property Address 262 NORTH MAIN STREET
 Use Class/Description 740C LOCAL MDL-94
 Map/Block/Lot/Unit 45/69//
 Zoning R1
 NBHD Code 0001A
 Acres 0.5
 Utilities Public Water,Public Sewer

[View Map](#)
Owner

HARTFORD TOWN OF
 T D BUGBEE SENIOR CENTER
 262 NORTH MAIN STREET
 WHITE RIVER JCT, VT 05001-7027

Valuation

Assessed Year	2019	2018	2017	2016
Appraised Building Value	\$513,600.00	\$513,600.00	\$513,600.00	\$513,600.00
Appraised XF/OB Value	\$20,000.00	\$20,000.00	\$20,000.00	\$9,500.00
Appraised Land Value	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
Appraised Total Value	\$588,600.00	\$588,600.00	\$588,600.00	\$578,100.00
Assessed Building Value	\$513,600.00	\$513,600.00	\$513,600.00	\$513,600.00
Assessed XF/OB Value	\$20,000.00	\$20,000.00	\$20,000.00	\$9,500.00
Assessed Land Value	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
Assessed Total Value	\$588,600.00	\$588,600.00	\$588,600.00	\$578,100.00

Buildings

Building #	1	Fireplaces		
Style	Clubs/Lodges	Roof Cover	Asphalt	
Occupancy	0	Roof Structure	Gable	
Actual Year Built	1984	Floor Type	Carpet	
Effective Year Built	1998	Heat Type	Hot Water	
Living Area	5,867	Fuel Type	Gas	
Stories	1	AC	Central	
Grade	B	Bdrms/Full Bth/Hlf Bth/Ttl Rm		
Exterior Wall	Pre-Fab Wood	Basement Finished Area		
Interior Wall	Drywall	Basement Sq. Ft.	975	
Code	Description	Living Area	Gross Area	Effective Area
BAS	First Floor	5,867	5,867	5,867
CAN	Canopy	0	24	5
FOP	Porch, Open	0	40	6
UBM	Basement, Unfinished	0	975	341
Totals		5,867	6,906	6,219

Out Buildings\Extra Features

Description Paving
 Sub Description Asphalt
 Area 20000 S.F.
 Year Built 1988
 Value \$20,000

Sales

Sales Date	Instrument Type	Type of Document	Grantor	Grantee	Book/Page	Sale Validity	Amount
				HARTFORD TOWN OF T D BUGBEE SENIOR CENTER	0-0	U	\$0.00

Recent Sales in Area

From: 2016-07-26 To: 2019-07-26

[Sales by Neighborhood](#)
[Sales by Distance](#)

1500

Feet

**Photos**

Presidential Documents

Executive Order 13768 of January 25, 2017

Enhancing Public Safety in the Interior of the United States

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Immigration and Nationality Act (INA) (8 U.S.C. 1101 *et seq.*), and in order to ensure the public safety of the American people in communities across the United States as well as to ensure that our Nation's immigration laws are faithfully executed, I hereby declare the policy of the executive branch to be, and order, as follows:

Section 1. Purpose. Interior enforcement of our Nation's immigration laws is critically important to the national security and public safety of the United States. Many aliens who illegally enter the United States and those who overstay or otherwise violate the terms of their visas present a significant threat to national security and public safety. This is particularly so for aliens who engage in criminal conduct in the United States.

Sanctuary jurisdictions across the United States willfully violate Federal law in an attempt to shield aliens from removal from the United States. These jurisdictions have caused immeasurable harm to the American people and to the very fabric of our Republic.

Tens of thousands of removable aliens have been released into communities across the country, solely because their home countries refuse to accept their repatriation. Many of these aliens are criminals who have served time in our Federal, State, and local jails. The presence of such individuals in the United States, and the practices of foreign nations that refuse the repatriation of their nationals, are contrary to the national interest.

Although Federal immigration law provides a framework for Federal-State partnerships in enforcing our immigration laws to ensure the removal of aliens who have no right to be in the United States, the Federal Government has failed to discharge this basic sovereign responsibility. We cannot faithfully execute the immigration laws of the United States if we exempt classes or categories of removable aliens from potential enforcement. The purpose of this order is to direct executive departments and agencies (agencies) to employ all lawful means to enforce the immigration laws of the United States.

Sec. 2. Policy. It is the policy of the executive branch to:

(a) Ensure the faithful execution of the immigration laws of the United States, including the INA, against all removable aliens, consistent with Article II, Section 3 of the United States Constitution and section 3331 of title 5, United States Code;

(b) Make use of all available systems and resources to ensure the efficient and faithful execution of the immigration laws of the United States;

(c) Ensure that jurisdictions that fail to comply with applicable Federal law do not receive Federal funds, except as mandated by law;

(d) Ensure that aliens ordered removed from the United States are promptly removed; and

(e) Support victims, and the families of victims, of crimes committed by removable aliens.

Sec. 3. Definitions. The terms of this order, where applicable, shall have the meaning provided by section 1101 of title 8, United States Code.

Sec. 4. *Enforcement of the Immigration Laws in the Interior of the United States.* In furtherance of the policy described in section 2 of this order, I hereby direct agencies to employ all lawful means to ensure the faithful execution of the immigration laws of the United States against all removable aliens.

Sec. 5. *Enforcement Priorities.* In executing faithfully the immigration laws of the United States, the Secretary of Homeland Security (Secretary) shall prioritize for removal those aliens described by the Congress in sections 212(a)(2), (a)(3), and (a)(6)(C), 235, and 237(a)(2) and (4) of the INA (8 U.S.C. 1182(a)(2), (a)(3), and (a)(6)(C), 1225, and 1227(a)(2) and (4)), as well as removable aliens who:

- (a) Have been convicted of any criminal offense;
- (b) Have been charged with any criminal offense, where such charge has not been resolved;
- (c) Have committed acts that constitute a chargeable criminal offense;
- (d) Have engaged in fraud or willful misrepresentation in connection with any official matter or application before a governmental agency;
- (e) Have abused any program related to receipt of public benefits;
- (f) Are subject to a final order of removal, but who have not complied with their legal obligation to depart the United States; or
- (g) In the judgment of an immigration officer, otherwise pose a risk to public safety or national security.

Sec. 6. *Civil Fines and Penalties.* As soon as practicable, and by no later than one year after the date of this order, the Secretary shall issue guidance and promulgate regulations, where required by law, to ensure the assessment and collection of all fines and penalties that the Secretary is authorized under the law to assess and collect from aliens unlawfully present in the United States and from those who facilitate their presence in the United States.

Sec. 7. *Additional Enforcement and Removal Officers.* The Secretary, through the Director of U.S. Immigration and Customs Enforcement, shall, to the extent permitted by law and subject to the availability of appropriations, take all appropriate action to hire 10,000 additional immigration officers, who shall complete relevant training and be authorized to perform the law enforcement functions described in section 287 of the INA (8 U.S.C. 1357).

Sec. 8. *Federal-State Agreements.* It is the policy of the executive branch to empower State and local law enforcement agencies across the country to perform the functions of an immigration officer in the interior of the United States to the maximum extent permitted by law.

(a) In furtherance of this policy, the Secretary shall immediately take appropriate action to engage with the Governors of the States, as well as local officials, for the purpose of preparing to enter into agreements under section 287(g) of the INA (8 U.S.C. 1357(g)).

(b) To the extent permitted by law and with the consent of State or local officials, as appropriate, the Secretary shall take appropriate action, through agreements under section 287(g) of the INA, or otherwise, to authorize State and local law enforcement officials, as the Secretary determines are qualified and appropriate, to perform the functions of immigration officers in relation to the investigation, apprehension, or detention of aliens in the United States under the direction and the supervision of the Secretary. Such authorization shall be in addition to, rather than in place of, Federal performance of these duties.

(c) To the extent permitted by law, the Secretary may structure each agreement under section 287(g) of the INA in a manner that provides the most effective model for enforcing Federal immigration laws for that jurisdiction.

Sec. 9. *Sanctuary Jurisdictions.* It is the policy of the executive branch to ensure, to the fullest extent of the law, that a State, or a political subdivision of a State, shall comply with 8 U.S.C. 1373.

(a) In furtherance of this policy, the Attorney General and the Secretary, in their discretion and to the extent consistent with law, shall ensure that jurisdictions that willfully refuse to comply with 8 U.S.C. 1373 (sanctuary jurisdictions) are not eligible to receive Federal grants, except as deemed necessary for law enforcement purposes by the Attorney General or the Secretary. The Secretary has the authority to designate, in his discretion and to the extent consistent with law, a jurisdiction as a sanctuary jurisdiction. The Attorney General shall take appropriate enforcement action against any entity that violates 8 U.S.C. 1373, or which has in effect a statute, policy, or practice that prevents or hinders the enforcement of Federal law.

(b) To better inform the public regarding the public safety threats associated with sanctuary jurisdictions, the Secretary shall utilize the Declined Detainer Outcome Report or its equivalent and, on a weekly basis, make public a comprehensive list of criminal actions committed by aliens and any jurisdiction that ignored or otherwise failed to honor any detainers with respect to such aliens.

(c) The Director of the Office of Management and Budget is directed to obtain and provide relevant and responsive information on all Federal grant money that currently is received by any sanctuary jurisdiction.

Sec. 10. *Review of Previous Immigration Actions and Policies.* (a) The Secretary shall immediately take all appropriate action to terminate the Priority Enforcement Program (PEP) described in the memorandum issued by the Secretary on November 20, 2014, and to reinstitute the immigration program known as "Secure Communities" referenced in that memorandum.

(b) The Secretary shall review agency regulations, policies, and procedures for consistency with this order and, if required, publish for notice and comment proposed regulations rescinding or revising any regulations inconsistent with this order and shall consider whether to withdraw or modify any inconsistent policies and procedures, as appropriate and consistent with the law.

(c) To protect our communities and better facilitate the identification, detention, and removal of criminal aliens within constitutional and statutory parameters, the Secretary shall consolidate and revise any applicable forms to more effectively communicate with recipient law enforcement agencies.

Sec. 11. *Department of Justice Prosecutions of Immigration Violators.* The Attorney General and the Secretary shall work together to develop and implement a program that ensures that adequate resources are devoted to the prosecution of criminal immigration offenses in the United States, and to develop cooperative strategies to reduce violent crime and the reach of transnational criminal organizations into the United States.

Sec. 12. *Recalcitrant Countries.* The Secretary of Homeland Security and the Secretary of State shall cooperate to effectively implement the sanctions provided by section 243(d) of the INA (8 U.S.C. 1253(d)), as appropriate. The Secretary of State shall, to the maximum extent permitted by law, ensure that diplomatic efforts and negotiations with foreign states include as a condition precedent the acceptance by those foreign states of their nationals who are subject to removal from the United States.

Sec. 13. *Office for Victims of Crimes Committed by Removable Aliens.* The Secretary shall direct the Director of U.S. Immigration and Customs Enforcement to take all appropriate and lawful action to establish within U.S. Immigration and Customs Enforcement an office to provide proactive, timely, adequate, and professional services to victims of crimes committed by removable aliens and the family members of such victims. This office shall provide quarterly reports studying the effects of the victimization by criminal aliens present in the United States.

Sec. 14. *Privacy Act.* Agencies shall, to the extent consistent with applicable law, ensure that their privacy policies exclude persons who are not United States citizens or lawful permanent residents from the protections of the Privacy Act regarding personally identifiable information.

Sec. 15. *Reporting.* Except as otherwise provided in this order, the Secretary and the Attorney General shall each submit to the President a report on the progress of the directives contained in this order within 90 days of the date of this order and again within 180 days of the date of this order.

Sec. 16. *Transparency.* To promote the transparency and situational awareness of criminal aliens in the United States, the Secretary and the Attorney General are hereby directed to collect relevant data and provide quarterly reports on the following:

(a) the immigration status of all aliens incarcerated under the supervision of the Federal Bureau of Prisons;

(b) the immigration status of all aliens incarcerated as Federal pretrial detainees under the supervision of the United States Marshals Service; and

(c) the immigration status of all convicted aliens incarcerated in State prisons and local detention centers throughout the United States.

Sec. 17. *Personnel Actions.* The Office of Personnel Management shall take appropriate and lawful action to facilitate hiring personnel to implement this order.

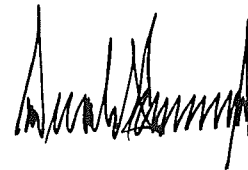
Sec. 18. *General Provisions.* (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.



THE WHITE HOUSE,
January 25, 2017.



AGENDA MEMORANDUM

April 21, 2020

Town Selectboard Meeting Item: 4.f

Submitted by: Brannon Godfrey, Town Manager

Subject: **Hartford Ad Hoc Committee on Coronavirus Response: Update and Recommendations for Action (Motion Required)**

Background: On April 14, the Selectboard approved the first set of recommendations from the Committee. These included approving the recommended mask program, directing the Town Manager to advertise and appoint a Deputy Town Health Officer, and amending the Committee charge.

The solicitation for volunteer mask-making was issued on Friday, April 17. The Town Manager, Human Resource Director and Town Health Officer developed the ad and selection process for the Deputy Health Officer on Friday, April 17. The Town Manager shared the revised Committee Charge with the Committee via its share document drive on Wednesday, April 15.

Discussion: As of the posting of this agenda, the second reports and recommendations of the subgroups and the Committee had not yet been received. It meets at 4pm on Friday, April 17. Those reports and recommendations will be forwarded to the Selectboard prior to the meeting.

Financial

Impact: To be determined

Recommendation: Consider motions to approve recommendations forthcoming from the Ad Hoc Committee on Coronavirus Response.

Town Manager

Attachment: April 17 Committee Reports and Recommendations (To Be Added on or before Monday, April 13)

Hartford Ad Hoc Committee on Coronavirus Response Meeting Minutes

4/17/20 @ 4:00 PM | Via Zoom (Third Meeting)

Committee Attendance: Kristi Clemens (Chair), Sue Buckholz (Vice-Chair), Simon Dennis (Secretary), Becky Chollet, Barbara Farnsworth, Dan Fraser, Brannon Godfrey, Brett Mayfield, Martha McDaniel, Gail Ostrout, Deborah Scribner, Becca White, Chuck Wooster

Committee Absence: none.

Community Attendance: PJ Skehan, Michael Redmond

Kristi Clemens called the meeting to order at 4:13 and called for additions to the agenda. Martha McDaniel suggested the creation of a rapid town mailing list. Becky Chollet suggested that the Committee consider a recommendation that the Town offer a daily covid update. **Both suggestions were added to the beginning of the agenda.**

Kristi Clemens called for a motion on the minutes of 4/10. Simon Dennis mentioned the amendment regarding Dan Fraser and Gail Ostrout who had been listed as absent but were in fact present. **Martha McDaniel moved passage of the minutes of 4/10 as amended. Sue Buckholz seconded. All were in favor and the motion carried unanimously.**

Kristi Clemens called for reports from the Health Officer and Town Manager.

Brett Mayfield reported that Vermont's Governor had opened outside work with some restrictions, beginning on Monday. All businesses are to be wearing masks when around crowds. We are working on Quechee Lakes to mitigate the influx of out-of-staters. Martha discussed poster hanging where people congregate, grocery stores, gas stations. The poster is on the webpage and has gone out. Brett does not have time to hang them. Deb Scribner will check with UV Strong on Monday to see if there may be volunteer support from them. Simon Dennis also said he would check with UVRT. Martha suggested that the sign outside of Town Hall may need updating. Brett said that he would circulate a spreadsheet of locations to streamline work on that project.

Brannon Godfrey reported that Selectboard made recommended amendments to the charge and mask program. The advertisement for Deputy Health Officer will be posted shortly.

Discussion regarding rapid town mailing list

Becky Chollet said that a standardized list for electronic and physical communication for all important communications from the Town. Current methods are not consistent. She has started a spreadsheet which needs fleshed out and then boiled down to have a standard process. Brannon confirmed that such a list would be useful. It was agreed that members of the committee would review and make additions.

Sue Buckholz moved that this list be brought before the Selectboard. Becky Chollet seconded. All were in favor and the motion carried unanimously.

It was agreed that the effort to form a town email list would be taken up at a later date but that no recommendation was made to the Selectboard at this time.

Daily Covid 19 update for the Town.

Becky mentioned that some towns are distributing daily updates regarding the Outbreak. She is uncertain as to Town capacity to take it on. Brannon mentioned that there is a weekly update that goes out in graphic form. Scott Cooney reported that the department of Health website is posted. The discussion about the value of creating a report versus directing people towards the reports coming from the State level. It was agreed that we would not recommend a daily update due to it being perhaps too time consuming.

Stop the Spread

Martha McDaniel reported. We talked about the projected influx of out-of-state property owners. The observation is that not everyone is observing the quarantine that the governor has requested. We discussed a letter going out from Brannon's office that would welcome people and prepare them for the reality of quarantine. Martha also mentioned her gratitude to DHMC for providing 400 masks to the Town and reported about how the Mask Program is coming along. Notice has been sent out on the listservs and the deposit box is in place.

Simon Dennis made a motion to advise the Town Manager to send out mailing to seasonal property owner to welcome them, notify them to the specific requirements of quarantine, and how they might wish to prepare within the village of Quechee. Simon amended his motion to include all out-of-state homeowners and to recommend to the Selectboard to take up this matter at their next meeting rather than to advise the Town Manager. Sue Buckholz and Simon Dennis volunteered to make a first draft and Becky Chollet offered to help to create a resource packet. Deborah Scribner seconded. All were in favor and the motion carried unanimously.

Medical Professionals

Scott Cooney reported that the Emergency Operations Center Checklist has included an additional 18 locations that were brought forward. Other than that, they did not identify any additional gaps or needs that were not being covered.

Supporting the Economy

They have finalized the survey. Google Forms is an option for formatting the survey. Kristi Clemens offered to help set up the survey on google forms. Brannon said the survey is in the subgroup folder.

Food Availability

Chuck Wooster reported: The Subgroup discussed the Gap on Sunday when access to prepared food is not provided. How are undocumented residents accessing the system. A second noted gap is that the requests for services are not as high as would be expected. Martha McDaniel mentioned neighborhood captains, so that everyone has someone who is checking on him or her or them. UVStrong is accepting applications for funding. UVRT is likely to submit a proposal regarding a proposal to fill the "Sunday Gap".

Chuck Wooster moved to close the meeting. Sue Buckholz Seconded. All were in favor and the meeting adjourned at 5:44.

Submitted by Simon Dennis

Committee Secretary

	Contact	Email	AGREE TO PARTICIPATE	
Town Website			n/a	
Town Facebook			n/a	
Town Twitter			n/a	
Town Hwy Signs			n/a	
Hartford Listserv	DIRECT POST	hartford@lists.vitalcommunities.org	n/a	
Upper Valley Listserv	DIRECT POST	uppervalley@lists.vitalcommunities.org	n/a	
Hartford Rec Dept	Scott Hausler	shausler@hartford-vt.org		
Hartford School District	Tom Debalsi	debalsit@hartfordschools.net		
Hartford Chamber of Comm	PJ Skehan	pjskehan@hartfordvtchamber.com		
Rotary	Nancy Russell	ngiaraffe@aol.com		
Condo Assoc / Mobile Home Park assoc				
QLLA	Anne Clemens	eannecllemens@gmail.com		
Hemlock Ridge	Dan Fraser	dan05001@comcast.net	YES	
Mobile Home Park Associations				
Churches /Faith groups				
St. Paul's Church				
Praise Chapel	Kathy Janisse	cornerstonecommunitycentervt@gmail.com		
Riverbank Church	Dylan Nicholas	dylan@riverbankchurch.com		
WRJ United Methodist Church	Sean Delmore	sdelmore@gmail.com		
Hartford United Church of Christ in Hartford	Sandra Audsley	saudsley2004@gmail.com		
St Anthony's				
Congregational Church				
Valley Bible Church	Neil Patel			
Quechee Village Church	Ryan			
Village Libraries ??				
Quechee/Wilder	Eleanor	eleanor@quecheelibrary.org		
Hartford	Nadine Hodgdon	nphodgdon@gmail.com		
West Hartford	Sandy Cary	westhartfordlibraryvt@gmail.com		
UVFC				

Northern Stage?	Irene Green	igreen@northernstage.org		
All Together	Angie Leduc	Angie.M.Raymond.Leduc@hitchcock.org		
Hartford Community Coalition	Emily Zaneloni	ed@hccvt.org		
VFW	Dennis Baccus			
American Legion Post 26				
American Legion Post 84				
Political Parties	Are the various political parties keeping lists?			
Hartford Democrats				
Hartford Republicans				



AGENDA MEMORANDUM

Date April 21, 2020

Town Selectboard Meeting Item: 4.g

Submitted by: Scott Cooney, Fire Chief

Subject: Amendment to Approved Amount of 2019 Ambulance Fee Write-Off

Background: The fire department currently bills for patient transports. The current rates are: ALS 1 \$650.00, ALS 2 \$850.00, BLS \$575.00, Loaded miles \$14.50 per mile, Paramedic Intercepts \$375.00 plus procedures. Uncollected debt accrues annually, from Medicaid and Medicare mandatory write-offs and uncollectable debt from untraceable patients or refusal/inability to pay.

Discussion: The Finance Department and the Fire Department have developed a process to only record two years of uncollectable debt. The third year is written off each calendar year. On December 3, 2019 the Board authorized to write-off \$72,145.56 as uncollectable debt. During the electronic write-off process an additional \$2, 947.94 of uncollectable debt was written off that was projected for the 2020 year write-off. The total amount of uncollectable debt removed from the billing system was \$75,093.50.

Financial

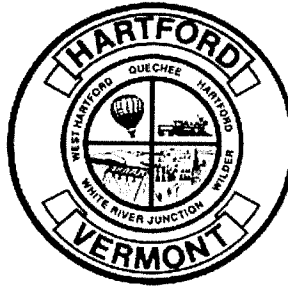
Impact: There is no financial impact as these funds remain uncollectable.

Recommendation

Motion: I move to amend the amount of the ambulance debt write-off presented December 3, 2019 as item 4b from \$72,145.56 to \$75,093.50.

Town Manager

Attachments: Dec 3, 2019 BOS Minutes



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, December 3, 2019, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Richard Grassi, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Jameson Davis, Selectboard Member; Dan Fraser, Selectboard Member; Alan Johnson, Selectboard Member; Kim Souza, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant; Jonathan Schechtman; Matt Osborn, Planner; Mike Reiderer; Phil Kasten, Police Chief; Scott Cooney, Fire Chief; Lisa O'Neil, Town Clerk; Dillon Walsh, IT Director; Scott Hausler, Director Parks and Rec.

Late Arrival: Simon Dennis, Selectboard Chair came to the meeting at 8:30 P.M.

<http://catv.cablecast.tv/CablecastPublicSite/show/10617?channel=1>

- I. **Call to Order the Selectboard Meeting:** Selectboard Vice Chair, Richard Grassi called the motion to order at 6:01 P.M.
- II. **Pledge of Allegiance:** Selectboard Clerk, Dennis Brown led the Pledge of Allegiance.
- III. **Local Liquor Control Board:** N/A
- IV. **Order of Agenda:** Postpone item 4.a.
- V. **Selectboard**

1. Public, Selectboard Comments and Announcements:

Public Comments: Mike Reiderer, from Stage Coach Transportation, addressed the Selectboard to inquire if a waiver could be extended to them for missing the deadline for an appropriation request. They missed it by two days and was unintentional on their part. By missing the deadline, they now will have to obtain 500 signatures from Hartford Residents. They are asking for level funding from last year of \$6,800. Mr. Reiderer gave the Selectboard a report that showed over 9,000 people accessed transportation needs to and from the Hartford area and directly benefitted Town of Hartford residents. Selectboard Vice-Chair, Mr. Grassi asked for this item to be placed on the December 10th agenda.

Board Comments: None

Town Manager: Brannon Godfrey announced that a draft report of the Pool Design will be presented by HB+A at the Parks & Rec Commission meeting on Thursday, Dec. 12th at 5:30 PM in room 2 of Town Hall.

2. Appointments: N/A

- 3. Town Manager's Report:** (None. This Significant Activity Report period will be combined with the next period and reported on December 17, 2019.)

4. Board Reports, Motions & Ordinances

- a. Prospect Street Acceptance (Motion Required)

*Postponed until a future Selectboard Meeting.

We are looking into a stormwater issue today than may be related to the Prospect Street stormwater system improvements. Therefore, out of sense of caution, the Town should hold off on acceptance until we are fully satisfied that there is not an issue with the construction of the public improvement.

- b. Ambulance Fee Bad Debt Write Off (Motion Required)

Fire Chief, Scott Cooney presented the request for the Ambulance Fee Bad Debt Write off. The Finance Department and the Fire Department have developed a process to only record two years of uncollectable debt. The third year is written off each calendar year.

Selectboard Member, Jameson Davis made the motion to authorize the Town Manager to authorize the Finance Director and the Fire Department to write-off \$72,145.56 as uncollectable ambulance debt. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- c. CLG Grant Application to Fund Consultant Drafting of a Demolition Ordinance to Protect Historic Structures (Motion Required)

Presented by Matt Osborn, Planner and Jonathan Schechtman, HHPC Chair.

In the past two decades, Hartford has lost several historic buildings to demolition. The HHPC is seeking ways to prevent further loss of historic buildings. The purpose of the grant is to hire a consultant to work with the Historic Preservation Commission, staff and the public to create a public process to discuss demolition and develop a draft historic properties demolition ordinance.

Selectboard Member, Alan Johnson made the motion to Approve the 2020 CLG grant application as proposed by the Hartford

Historic Preservation Commission contingent upon approval of the 2020/2021 Town Budget. And authorized the Town Manager to sign and submit all necessary paperwork. Selectboard Member, Dan Fraser seconded the motion. All were in favor and the motion passed.

d. Budget Workshop: (Information Only)

- It (Fund 10-181)
Presented by Dillon Walsh, IT Director

The IT Director included in his budget this year for "Threat Visualizer." This will enable the IT Director software that will help to prevent attacks better before they become bigger problems.

- Town Clerk (Fund 10-131 and 10-151)
Presented by Town Clerk, Lisa O'Neil

The Clerk included funding for this coming year as a 3 Elections year. Also scheduling funding for 2 Abatement hearings and One-Two Tax Appeal hearings.

- Police (Funds 10-211 and 10-212)
Presented by Police Chief, Phil Kasten

Chief Kasten announced the exciting news that the Police Department has been recognized by the International Association of Chief of Police with successfully completing the, One Mind Pledge.

- Communications (Fund 10-271)
Presented by Police Chief, Phil Kasten

Dispatch Activity this year is on track to be ahead 2017 by 7%. This is a 5-year high.

- Fire (Fund 10-221)
Presented by Fire Chief, Scoot Cooney

Chief Cooney reports that calls for service continue to rise. He also presented options of how a Staff Nurse position would benefit Public Safety.

5. Commission Meeting Reports:

Selectboard Member, Kim Souza reported that the Planning Commission met. They approved 3 businesses that will be opening in the former Kibby Buildings. These are: Puppy Jct., Healthy Drinks and a Deli.

Selectboard Clerk, Dennis Brown reported that the Hartford Historic Preservation Commission is working on the development of an historic property demolition ordinance.

Selectboard Chair, Simon Dennis reported that the area Core Four Towns have met and they are all stepping up in partnership to address the homelessness issues in all the Towns.

Selectboard Member, Alan Johnson reported from the Conservation Commission. They are currently developing an award for a member of the public to receive at the Summer Block Party. They are also talking about doing another round of harvesting in the Town Forest in the future.

The Climate Committee will soon have a final draft of a resolution to present to both the Selectboard and the School Board.

6. Consent Agenda (Motion Required):

Selectboard Member, Dan Fraser made the motion to approve the Consent Agenda as listed. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 11/30/2019

Approve Meeting Minutes of: 11/19/2019

Approve A/P Manifest of: 11/27/2019 & 12/3/2019

Selectboard Meeting Dates of:

- Already Approved: 12/10/2019 and 12/17/2019
- Needs Approval: 1/7/2020, (1/9 and 1/16 snow dates) 1/14/2020 and 1/28/2020.

7. Executive Session:

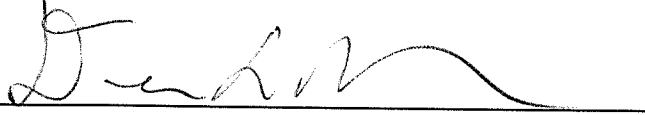
Selectboard Clerk, Dennis Brown made the to open the Executive Session for Discussion of pending civil litigation to which the Selectboard is or may be a party for which premature general public knowledge would clearly place the public body at a substantial disadvantage [I VSA §313(a)(1)(E)] at 9:38 P.M. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Member, Jameson Davis made the motion to close the Executive Session at 10:30 P.M. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

8. Adjourn the Selectboard Meeting (Motion Required):

Selectboard Member, Alan Johnson made the motion to Adjourn the meeting at 10:31 P.M. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

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 noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

A handwritten signature in black ink, appearing to be "D. L. L.", is written over a horizontal line.



AGENDA MEMORANDUM
April 21, 2020
Town Selectboard Meeting Item: 4.h
Submitted by: Lisa O'Neil, Town Clerk

Subject: Postponement of Dog Licensing Late Fee

Background: By State Statute, dogs must be licensed by April 1st; a valid rabies certificate must be presented or on file for us to issue a license. The Town Clerk's Office is currently encouraging residents to mail their dog license renewal fee to us with a current rabies certificate, if we do not have one on file. The licensing fee is \$9 for dogs spayed/neutered; \$13.00 if unaltered. After April 1st, the following late fees are assessed in Hartford: \$2 if dog is spayed/neutered; \$4 if unaltered.

On March 24, the Selectboard authorized the postponement of late fees for dog licenses until May 1.

Discussion: Some dog owners will be unable to obtain rabies certificates due to limited access to Veterinarian Offices or due to their own circumstances related to COVID-19 recommended protocols.

With the extension of the Governor's Stay Home, Stay Safe Order to May 15, 2020, the Town Clerk recommends delaying the assessment of late fees only for dog licensing to June 1, 2020.

Financial Impact: Based on 2019 revenue for late fees, the impact of this extension will be less than \$500.

Recommended Motion: Authorize the Town Clerk's Office to delay the assessment of late fees_for dog licensing until June 1, 2020.

Town Manager

Attachments: Town Clerk Memo

MEMO

TO: Brannon Godfrey, Town Manager
Hartford Select Board

FROM: Lisa O'Neil, Town Clerk

DATE: April 15, 2020

RE: DOG LICENSING-Additional Fee Extension

Due to the extension of the Extension of Governor Scott's Executive Order to May 15, 2020, the Town Clerk's Office is requesting the Select Board to further postpone the collection of late dog licensing fees to June 1, 2020. There are many dog owners who have been unable to update their dogs' rabies vaccination due to limited services provided by area Veterinarians as a result of the Executive Order..

As previously mention in our earlier request to extend to fee collection date to May 1, 2020, by State Statute, dogs six months or age or older must be licensed by April 1st; a valid rabies certificate must be presented or on file for us to issue a license. The Town Clerk's Office is continues to license dogs via mail. The licensing fee is \$9 for dogs spayed/neutered; \$13.00 if unaltered. **After April 1st, the following late fees are assessed in Hartford: \$2 if dog is spayed/neutered; \$4 if unaltered.**

I recommend the Select Board authorize the Clerk's Office to delay the assessment of late fees only for dog licensing until **June 1, 2020**. I expect some dog owners will be unable to obtain rabies certificates due to limited access to Veterinarian Offices or due to their own circumstances related to COVID-19 recommended protocols.



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, April 7, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

**This meeting was conducted in compliance with
Vermont Open Meeting Law with electronic participation.**

Present: Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant.

On Line via Zoom: Simon Dennis, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Alan Johnson, Selectboard Member; Alicia Barrow, Selectboard Member; Joe Major, Selectboard Member; Kim Souza, Selectboard Member.

CATV Link: <http://catv.cablecast.tv/CablecastPublicSite/show/11633?channel=1>

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:00 P.M.
- II. Pledge of Allegiance:** The Pledge of Allegiance was led by Town Manager, Brannon Godfrey.
- III. Local Liquor Control Board:** Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and opened the Local Liquor Control Board.

1. Renewals

- a. Cumberland Farms of Vermont, Inc. Doing Business As: Cumberland Farms #8007, 1167 Hartford Avenue, White River Junction, VT 05001 (2nd Class)

Selectboard Member, Alan Johnson made the motion approve the 2nd Class Liquor License for Cumberland Farms of Vermont, Inc. Doing Business As: Cumberland Farms #8007, 1167 Hartford Avenue, White River Junction, VT 05001. Selectboard Clerk, Dennis Brown seconded the motion. 4 were in favor, 2 (Souza & Fraser) Abstained. The motion passed. Note: Simon Dennis was not present for this vote.

- b. Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (1st Class)

This application was missing some information therefore deemed incomplete.

Selectboard Member, Alicia Barrow made the motion to table the Piecemeal Pies application until the next regular meeting. Selectboard Member, Joe Major seconded the motion. 4 were in favor, 2 (Souza & Fraser) Abstained. The motion passed. Note: Simon Dennis was not present for this vote.

Selectboard Cahir, Dan Fraser closed the Local Liquor control Board and reopened the Selectboard Meeting at 6:10 P.M.

IV. Order of Agenda: No changes to the Order of Agenda.

V. Selectboard

1. Public, Selectboard Comments and Announcements:

There were no citizen comments.

Selectboard Comments; Selectboard Member, Kim Souza would like to acknowledge the great job that staff is doing during this challenging time. She also acknowledged that great job the new Chair, Dan Fraser is doing with handling not only the Chair of the Selectboard but also running a very busy Business along with his volunteer work.

Kim Souza also commented about Utility Bills. She spoke to the residents that if they find themselves unable to pay their bills, to call and work out a payment agreement. She also asked Mr. Godfrey if it would be possible to waive the online bill fees for the customers because we are asking them to pay online. Mr. Godfrey will look into it.

Selectboard Member, Joe Major offered condolences to the Tom Lyman family. Tom worked for the Town as a Police Officer for more than 4 decades.

Selectboard Clerk, Dennis Brown was pleased to see the support of the Town's Departments as well as from other towns for a young girl fighting for her life.

Selectboard Member, Alicia Barrow asked about Town vehicles stationed at the NH Boarder. Mr. Godfrey said these were not Town (yellow trucks). They were from VTRANS (State-orange trucks.)

2. Appointments: N/A

3. Town Manager's Report: Significant Activity Report ending April 6, 2020.

4. Board Reports, Motions & Ordinances:

a. Financial Report (Information Only)

Mr. Godfrey gave a briefing on the revenues and expenditures recorded through the month of February of the current fiscal year. AS soon as March is closed out, staff will bring a full 3rd Quarter Report to the Selectboard. These reports can be found on the website under the Agendas & Minutes section.

b. Proposed Responses to the COVID-19 Pandemic (Motion Required)

Selectboard Vice Chair, Simon Dennis made the motion to: Direct the Town Manager to launch a multimedia outreach campaign as outlined in the presented materials for the purposes of clearly communicating messages regarding health and safety in response to the COVID-19 outbreak. Selectboard member, Alicia seconded the motion. All were in favor and the motion passed.

Hartford COVID Outreach Campaign Guidelines 4/7/20

Purpose:

To encourage residents to diligently follow all of the COVID-19 related orders issued by the Governor of Vermont.

Duration:

To continue until after the outbreak has subsided and regional hospitals have resumed regular function and capacity and state and federal emergency orders are lifted.

Media:

To include digital platforms, such as Hartford listserv, Facebook, Town website, Twitter, email, and others; and physical platforms, such as posters, banners, town wide mailing, Valley News transaction ads, and others.

Agents:

All Town of Hartford Departments, Town Health Officer, and Coronavirus response Committee, willing partners within the nonprofit and for-profit sectors and Businesses designated as "essential" by the State of VT.

Message:

Make a clear and strongly-worded request stating the dangers associated with a rampant outbreak, list risk factors, list activities to be avoided, list alternate means that vulnerable households can accomplish their necessary tasks without leaving their home, link to support networks. Make sure these points are made concisely, in language suited for 8th-grade education. Some variation on social distancing practices may be admitted for individuals experiencing domestic strife or mental instability.

VI. Commission Meeting Reports:

Selectboard Member, Alan Johnson reported from the Conservation Commission. They met via Zoom. They have their report about the Forest Management Plan and will be ready to report to the Selectboard in April.

- VII. **Consent Agenda (Motion Required) Selectboard Member, Kim Souza made the motion to accept the Consent Agenda as presented and also to have the Chair sign the AP Manifests and Minutes for the Board. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 4/4/2020

Approve Meeting Minutes of: 3/24/2020 & 3/31/2020

Approve A/P Manifest of: 4/3/2020

Selectboard Meeting Dates of:

Already Approved: 4/14/2020, 4/21/2020 and 4/28/2020

Needs Approval: 5/5/2020 and 5/19/2020

VIII. Executive Session: N/A

- IX. **Adjourn the Selectboard Meeting (Motion Required): Selectboard Member, Alicia Barrow made the motion to adjourn the meeting at 8:02 P.M. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion was passed.**

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 noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.



**TOWN OF HARTFORD
SELECTBOARD MINUTES
SPECIAL MEETING**

Tuesday, April 14, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

**This meeting will be conducted in compliance with
Vermont Open Meeting Law with electronic participation.**
<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
Press *9 to raise your hand for public comment**

Present on Site: Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant.

Present on-line: Simon Dennis, Selectboard Vice-Chair; Dennis Brown, Selectboard Clerk; Alan Johnson, Selectboard Member; Joe Major, Selectboard Member; Alicia Barrow, Selectboard Member; Kim Souza, Selectboard Member.

CATV LINK: <http://catv.cablecast.tv/CablecastPublicSite/show/11723?channel=1>

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:04 P.M.

Mr. Fraser read the following:

As Chair of the Town of Hartford Selectboard I find that, due to the State of Emergency declared by Governor Scott as a result of the COVID-19 pandemic and pursuant to Addendum 6 to Executive Order 01-20 and Act 92, this public body is authorized to meet electronically.

In accordance with Act 92, there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the temporary amendments to the Open Meeting Law, I confirm that we are:

a) *Providing public access to the meeting by [telephone/video/other electronic means], with additional access offered through telephone, zoom and youtube.com. We are using Zoom for this remote meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by <https://zoom.us/j/549799933> - Please mute your microphone, [youtube.com/catv810](https://www.youtube.com/watch?v=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. Press *9 to raise your hand for public comment.*

b) *Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone, zoom and youtube.com in our posted meeting agenda. [Instructions have also been provided on the town website on the “Agendas and Minutes.”*

c) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access. If anybody has a problem, please call 802-369-9036 and*

d) *Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.*

Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law.

Let's start the meeting by taking a roll call attendance of all Selectboard members participating in the meeting.

Town Manager, Branon Godfrey, recognized the staff in our Communications Center for the good work they do. It is National Public Safety Telecommunicators Week.

1. Board Reports, Motions & Ordinances

- a. Hartford Ad Hoc Committee on Coronavirus Response:
Update and Recommendations for Action (Motion Required)

Mr. Godfrey reported on the actions the Town and the Ad Hoc Committee on Coronavirus Response had taken this past week.

The Staff developed short clear messaging and it is updated at least weekly.

Charge of the Hartford Ad Hoc Committee on Coronavirus Response:

Selectboard Vice Chair, Simon Dennis made the motion that the Selectboard amend the Charge of the Hartford Ad Hoc Committee on Coronavirus Response dated March 24th to include an additional Charge bullet which allows for the Committee to take actions to advance the four goal areas listed above that do not obligate staff time or financial output from the Town, issue official town statements or necessitate or request a change of activities of Hartford Residents. Selectboard member, Kim Souza seconded the motion. All were in favor and the motion passed.

Hartford Ad Hoc Committee on Coronavirus Response

Revised April 14th, 2020

Term:

The term of this commission shall end upon completion of the charge; not later than March 3rd, 2022.

Constitution:

This advisory committee will be constituted by up to eight members who live or work within the Town of Hartford, two members of the Selectboard, the Town Manager and up to three staff members that the Town Manager chooses to appoint. Each member shall have equal weight in discussion and voting.

Charge:

- 1. To work with area service providers, State officials and content experts to generate a broad list of strategies for advancing the following four goals: 1. to consider and recommend strategies for slowing the spread of COVID 19, 2. to consider and recommend strategies for supporting the medical professionals to treat the infected, 3. to consider and recommend strategies for preserving Hartford's economy and the businesses, families and individuals that make it up, 4. to consider and recommend strategies for ensuring consistent food supply to Hartford Residents.*
 - 2. To take actions to advance the four goal areas listed above that do not obligate staff time or financial output from the Town, issue official town statements or necessitate or request a change of activities of Hartford Residents.*
 - 3. To collaborate with parallel committees and/or delegates from the Towns of Lebanon, Hanover, Norwich or other regional towns to discuss possibilities for regional collaboration.*
 - 4. To monitor Hartford's response to the Coronavirus outbreak with regards to the above-mentioned goals.*
 - 5. To submit a brief report to the Selectboard to explain recommendations no later than April 30th, 2020.*
- In order to conform with the open meeting laws, committee meetings will be warned, recorded and open to the public.*

Facemask proposal:

Selectboard Member, Alan Johnson made the motion to approve the proposal as presented with the removal of the reimbursement clause at the end.

Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

Note: The reimburse clause may be made later once a procedure is in place to do so.

Hartford Facemask proposal

The Hartford, VT Covid-19 Response Committee proposes to acquire and distribute homemade cloth face masks.

Manufacture:

Solicitation of homemade mask donations, made according to the "Deaconess" (Evansville, IN) instructions: [Deaconess Health System](#). Alternate methods and black or colored elastic may also be used.

Collection:

In weatherproof container on east porch of Town Hall

"Sanitization" and packaging:

By Martha McDaniel. All masks will be washed in hot water with biodegradable laundry detergent, dried, and individually or collectively packaged with use/care instructions in new paper bags.

Publicity and Distribution:

- 1. By Town Health Officer and/or deputy*
- 2. At Advance Transit bus stops in Hartford*
- 3. By "essential" businesses in Hartford*

4. To requesting Hartford residents (marthadmcdanielmd@gmail.com)

Deputy Health Officer:

Selectboard Vice Chair, Simon Dennis made the motion to direct the Town Manager to solicit applications for a Deputy Health Officer Position noting that it may be temporary position. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

2. Adjourn the Selectboard Meeting: (Motion Required)

Selectboard Member, Joe Major made the motion to close the meeting. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

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 noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 4/17/2020 - 4/17/2020

Page: 1
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0101	Sister Cities				
042765	SISTER CITIES INTERNATIONAL		4/17/2020		1004
20190618000857	MEMBERSHIP DUES	0.00	\$310.00	0.00	310.00
Desc: MEMBERSHIP DUES		Acct: 25-985-100-0101	Sister Cities		
	Vendor Total:		310.00	0.00	310.00
25-0101	Revaluation Reserve	Bank Total:			310.00
25-0174	Revaluation Reserve				
026845	LANDIN, CHRISTOPHER MERRILL	CHRISTOPHER MERRILL LANDIN	4/17/2020		1027
1030	Assessment Services - 04.14.2020	0.00	\$8,096.25	0.00	8,096.25
Desc: Assessment Services - 04.14.2020		Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		8,096.25	0.00	8,096.25
029096	MANBY, C ROBERT JR, PC	C. ROBERT MANBY JR., PC	4/17/2020		1028
4598	LEGAL:PART TIME ASSESOR	0.00	\$525.00	0.00	525.00
Desc: LEGAL:PART TIME ASSESOR		Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		525.00	0.00	525.00
030720	MERRIMAN SMART, PLC		4/17/2020		1029
2258	LEGAL FEES - ONGOIG ASSESSMENT	0.00	\$3,622.50	0.00	3,622.50
Desc: LEGAL FEES - ONGOIG ASSESSMENT APPE		Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		3,622.50	0.00	3,622.50
037551	PITNEY BOWES INC	PURCHASE POWER	4/17/2020		1030
MAR'20	POSTAGE	0.00	\$1.20	0.00	1.20
Desc: postage		Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		1.20	0.00	1.20
25-0174	Fire & Ambulance	Bank Total:			12,244.95
25-0221	Fire & Ambulance				
060305	SANTANDER LEASING LLC	SANTANDER BANK, N.A.	4/17/2020		1003
2463090	NEW LADDER TRUCK PAYMENT#1	0.00	\$93,506.67	0.00	93,506.67
Desc: NEW LADDER TRUCK PAYMENT#1		Acct: 25-985-100-0221	Fire & Ambulance		
	Vendor Total:		93,506.67	0.00	93,506.67
25-0221	Water Capital Reserve	Bank Total:			93,506.67
50-0100	Water Capital Reserve				
036187	OTTER CREEK ENGINEERING, INC.		4/17/2020		1016
17374-1	WILDER WELL#1	0.00	\$7,306.68	0.00	7,306.68
Desc: Contract - Wilder well engineering		Acct: 50-952-543-0000	CAPITAL OUTLAY - WILDER		
	Vendor Total:		7,306.68	0.00	7,306.68
50-0100	Dog Park	Bank Total:			7,306.68
73-7302	Dog Park				

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 4/17/2020 - 4/17/2020

Page: 2
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	4/17/2020		1039
9600044482MAR'20	TRASH PICK UP - MAR'20 - DOG PARK	0.00	\$71.88	0.00	71.88
Desc: TRASH PICK UP - MAR'20 - DOG PARK	Acct: 73-511-318-7302		CONTRACTED SERVICES(DOG PARK		
	Vendor Total:		71.88	0.00	71.88
73-7302	Trees Matter		Bank Total:		71.88
73-7304	Trees Matter				
048575	VERIZON WIRELESS		4/17/2020		1016
9851635463	CELL PHONES - MARCH 2020	0.00	\$40.01	0.00	40.01
Desc: cell phones	Acct: 73-511-318-7304		CONTRACTED SERVICES(TREES MA		
	Vendor Total:		40.01	0.00	40.01
73-7304	GENERAL FUND - MASCOMA		Bank Total:		40.01
FUND 1 0	GENERAL FUND - MASCOMA				
001170	AIRGAS, INC.	AIRGAS USA, LLC	4/17/2020		69033
9969350701	MATERIALS	0.00	\$34.19	0.00	34.19
Desc: MATERIALS	Acct: 10-321-319-0000		EQUIPMENT OPERATION-GAS		
	Vendor Total:		34.19	0.00	34.19
003450	AUTOZONE		4/17/2020		69034
5120260756	CABIN AIR FILTERS	0.00	\$71.88	0.00	71.88
Desc: CABIN AIR FILTERS	Acct: 10-211-321-0000		REPAIRS & MAINT-VEHICLES		
5120318092	R-3 PARTS	0.00	\$138.90	0.00	138.90
Desc: R-3 PARTS	Acct: 10-521-321-0000		REPAIRS & MAINT - VEHICLES		
	Vendor Total:		210.78	0.00	210.78
003580	ODYSSEY ADVISORS INC	ODYSSEY ADVISORS INC	4/17/2020		69035
5236-1	OPEB FYE 06.30.2020 - PAY#1	0.00	\$2,900.00	0.00	2,900.00
Desc: OPEB FYE 06.30.2020 - PAY#1	Acct: 10-171-318-0000		CONTRACTED SERVICES		
	Vendor Total:		2,900.00	0.00	2,900.00
004648	BAU/HOPKINS		4/17/2020		69036
20-13371	Trouble shoot and replace oxygen se	674.52	\$674.52	0.00	674.52
Desc: Trouble shoot and replace oxygen se	Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
	Vendor Total:		674.52	0.00	674.52
005525	BIG TEX TRAILER WORLD		4/17/2020		69037
RO#484-41790	LIFT GATE	2,316.12	\$4,632.24	0.00	4,632.24
Desc: LIFT GATE - VLCT GRANT	Acct: 10-221-321-0000		REPAIRS & MAINT-VEHICLES		
Desc: LIFT GATE - VLCT GRANT	Acct: 73-521-320-0001		VLCT Safety Grant (50%)		
	Vendor Total:		4,632.24	0.00	4,632.24
005800	BLAKTOP INC.		4/17/2020		69038
26918	GREEN PATCH	0.00	\$221.16	0.00	221.16
Desc: GREEN PATCH	Acct: 10-312-323-0000		MATERIAL & SUPPLIES		

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 3
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			221.16	0.00	221.16
005951	BLUE CROSS BLUE SHIELD VT	BC/BS OF VERMONT	4/17/2020		69039
MAY'20	HEALTH INS MAY'20	20,510.03	\$118,191.50	0.00	118,191.50
Desc: Health Insurance	Acct: 10-121-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 10-151-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-171-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 10-174-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-175-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-181-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 10-221-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 10-271-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-311-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-321-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-325-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 10-511-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-521-220-0000	BC/BS			
Desc: Health Insurance	Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 10-622-220-0000	BC/BS			
Desc: Health Insurance	Acct: 30-971-220-0000	BC/BS			
Desc: Health Insurance	Acct: 30-975-220-0000	BC/BS			
Desc: Health Insurance	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 50-954-220-0000	BC/BS			
Desc: Health Insurance	Acct: 50-955-220-0000	BC/BS			
Desc: Health Insurance	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 55-955-220-0000	BC/BS			
Desc: Health Insurance	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 60-961-220-0000	BC/BS			
Desc: Health Insurance	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 60-965-220-0000	BC/BS			
Desc: Health Insurance	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE			
Desc: Health Insurance	Acct: 65-963-220-0000	BC/BS			
Desc: Health Insurance	Acct: 65-965-220-0000	BC/BS			
Desc: Health Insurance	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE			
Vendor Total:			118,191.50	0.00	118,191.50
006100	BMO FINANCIAL GROUP		4/17/2020		69040
Cooney 03/21-27/20	Cooney, Scott - FD	0.00	\$-98.24	0.00	-98.24
Desc: EBFireground-Refund training cancel	Acct: 10-221-315-0000	RECRUITMENT & TRAINING			
Delisle 03/21-27/20	Delisle, Jeremy - DPW	2,625.60	\$3,342.10	0.00	3,342.10
Desc: StoddardSilencer-2 Silencers Queche	Acct: 65-963-321-0200	REPAIRS & MAINT - MAINS			
Desc: TrafficSafetyWarehse-Barrels/lights	Acct: 73-521-320-0001	VLCT Safety Grant (50%)			
Desc: TrafficSafetyWarehse-Barrels/lights	Acct: 10-315-323-0000	MATERIAL & SUPPLIES			
Dube 03/21-27/20	Dube, Chris - FD	0.00	\$9.63	0.00	9.63

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 4
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: HomeDepot-Materials for drain	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
Hausler 03/21-27/20	Hausler, Scott - REC	0.00	\$1,189.82	0.00	1,189.82
	Desc: Best Buy - Screen & Mouse	Acct: 10-511-417-0017	EXTRAORDINARY EXP : COVID-19		
	Desc: Dell Laptop due to COVID19	Acct: 10-511-417-0017	EXTRAORDINARY EXP : COVID-19		
Kasten 03/21-27/20	Kasten, Phil - PD	0.00	\$39.99	0.00	39.99
	Desc: Easystreet-Software	Acct: 10-271-320-0200	EQUIPMENT MAINT - COMPUTER		
Kreis 03/21-27/20	Kreis, Dylan - REC	0.00	\$225.55	0.00	225.55
	Desc: Amazon-Soap for Vinagreen Solution	Acct: 10-527-323-0000	MATERIAL & SUPPLIES		
	Desc: Amazon-Soap for Vinagreen Solution	Acct: 10-521-323-0000	MATERIAL & SUPPLIES		
	Desc: Amazon-Backpack Sprayers&Trimmer He	Acct: 10-521-323-0000	MATERIAL & SUPPLIES		
Lana 03/21-27/20	Livingston, Lana-Admin	0.00	\$153.68	0.00	153.68
	Desc: BestBuy-Printer & Toner	Acct: 10-121-417-0017	EXTRAORDINARY EXP : COVID-19		
Nulty 03/21-27/20	Nulty, Paula - Admin	0.00	\$42.28	0.00	42.28
	Desc: Amazon-Ink Cartridge Printer	Acct: 10-121-417-0017	EXTRAORDINARY EXP : COVID-19		
Vail 03/21-27/20	Vail, Brad - PD	0.00	\$429.20	0.00	429.20
	Desc: GlobalIndustrial-Tablet&Cell Phone	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			5,334.01	0.00	5,334.01
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC		4/17/2020	69041
83564909	MEDICAL SUPPLIES	0.00	\$12.12	0.00	12.12
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
83567572	PROTECTION KIT INFECTION CONTR	0.00	\$143.30	0.00	143.30
	Desc: PROTECTION KIT INFECTION CONTROL	Acct: 10-221-417-0017	EXTRAORDINARY EXP - COVID-19		
83567573	MEDICAL SUPPLIES	0.00	\$604.64	0.00	604.64
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
83572943	MEDICAL SUPPLIES	0.00	\$71.96	0.00	71.96
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			832.02	0.00	832.02
006905	BP HARTFORD LLC			4/17/2020	69042
26	SOLAR ARRAY	1,093.96	\$1,559.40	0.00	1,559.40
	Desc: Monthly Solar charges	Acct: 10-321-329-0000	ELECTRICITY		
	Desc: Monthly Solar charges	Acct: 60-961-329-0000	ELECTRICITY		
Vendor Total:			1,559.40	0.00	1,559.40
007201	BRODART CO.			4/17/2020	69043
B5890983	HARDCOVERS	0.00	\$147.02	0.00	147.02
	Desc: HARDCOVERS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5897217	HARDCOVER	0.00	\$24.02	0.00	24.02
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			171.04	0.00	171.04
007760	BURLINGTON COMMUNICATIONS			4/17/2020	69044
BCS5524	SERVICE CALL: CHANGES TO CONSO	0.00	\$47.50	0.00	47.50
	Desc: SERVICE CALL: CHANGES TO CONSOLE SC	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
BCS5544	CONTRACT BASE RATE - APR'20	0.00	\$140.00	0.00	140.00
	Desc: CONTRACT BASE RATE - APR'20	Acct: 10-271-318-0000	CONTRACTED SERVICES		
BCS5545	CONTRACT FEE - APR'20	0.00	\$450.00	0.00	450.00

Report Date: 4/16/20
4:21PM

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

Page: 5
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: CONTRACT FEE - APR'20	Acct: 10-271-318-0000	CONTRACTED SERVICES		
	Vendor Total:		637.50	0.00	637.50
008775	CAI TECHNOLOGIES		4/17/2020		69045
9142	TAX MAP MAINTENANCE (QUARTERLY)	0.00	\$875.00	0.00	875.00
	Desc: TAX MAP MAINTENANCE (QUARTERLY)	Acct: 10-174-318-0000	CONTRACTED SERVICES		
	Vendor Total:		875.00	0.00	875.00
009140	CENTRAL VERMONT PROPERTIES		4/17/2020		69046
9500211288	PIPE CROSSING MAY'20-APR'21	60.00	\$60.00	0.00	60.00
	Desc: PIPE CROSSING MAY'20-APR'21	Acct: 50-955-317-0000	PERMITS & LICENSES		
	Vendor Total:		60.00	0.00	60.00
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	4/17/2020		69047
1901191674	GLOVES	119.98	\$119.98	0.00	119.98
	Desc: GLOVES	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4042757309	MATS	0.00	\$46.56	0.00	46.56
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
4043369410	MATS	0.00	\$46.56	0.00	46.56
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
4043875878	UNIFORMS	80.77	\$80.77	0.00	80.77
	Desc: UNIFORMS	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4043875946	UNIFORMS	14.30	\$229.77	0.00	229.77
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
	Desc: UNIFORMS	Acct: 30-971-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4043875955	UNIFORMS	124.15	\$124.15	0.00	124.15
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4044020775	MATS	0.00	\$46.56	0.00	46.56
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
4044665147	MATS	0.00	\$46.56	0.00	46.56
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
4046387199	UNIFORMS	70.73	\$70.73	0.00	70.73
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4046498939	UNIFORMS	124.15	\$124.15	0.00	124.15
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4046926456	UNIFORMS	70.73	\$70.73	0.00	70.73
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4047052981	UNIFORMS	80.77	\$80.77	0.00	80.77
	Desc: UNIFORMS	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4047053158	UNIFORMS	14.30	\$229.68	0.00	229.68
	Desc: UNIFORMS	Acct: 30-971-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
	Vendor Total:		1,316.97	0.00	1,316.97
010832	COMCAST		4/17/2020		69048
0042221APR'20	INTERNET	0.00	\$39.15	0.00	39.15
	Desc: INTERNET	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
0134242APR'20	INTERNET 2590 N HARTLAND - LF	88.40	\$88.40	0.00	88.40

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 6
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: INTERNET 2590 N HARTLAND - LF	Acct: 30-975-324-0000	TELEPHONE		
	Vendor Total:		127.55	0.00	127.55
011400	COONEY, SCOTT	SCOTT COONEY	4/17/2020		69049
PO#6473	TUITION REIMBURSEMENT	0.00	\$847.50	0.00	847.50
	Desc: TUITION REIMBURSEMENT	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		847.50	0.00	847.50
013840	DIG SAFE SYSTEM, INC		4/17/2020		69050
31305	EXCAVATION REQ JAN-MAR 2020	58.00	\$58.00	0.00	58.00
	Desc: EXCAVATION REQ JAN-MAR 2020	Acct: 50-955-313-0000	MEMBERSHIP DUES		
	Vendor Total:		58.00	0.00	58.00
015093	EASTERN INDUSTRIAL AUTOMATION		4/17/2020		69051
4757061	PARTS	0.00	\$215.75	0.00	215.75
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		215.75	0.00	215.75
015500	ENDYNE, INC		4/17/2020		69052
327836	WSID 5320 QUECHEE CENTRAL TC	18.00	\$18.00	0.00	18.00
	Desc: WSID 5320 QUECHEE CENTRAL TC	Acct: 55-954-318-0000	CONTRACTED SERVICES		
327837	WSID 5319 HARTFORD WATER TC	72.00	\$72.00	0.00	72.00
	Desc: WSID 5319 HARTFORD WATER TC	Acct: 50-954-318-0000	CONTRACTED SERVICES		
328038	WRJ WEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
328172	WSID 5320 QUECHEE CENTRAL TC	18.00	\$18.00	0.00	18.00
	Desc: WSID 5320 QUECHEE CENTRAL TC	Acct: 55-954-318-0000	CONTRACTED SERVICES		
328173	WSID 5319 HARTFORD WATER TC	72.00	\$72.00	0.00	72.00
	Desc: WSID 5319 HARTFORD WATER TC	Acct: 50-954-318-0000	CONTRACTED SERVICES		
328504	QUECHEE WW	180.00	\$180.00	0.00	180.00
	Desc: QUECHEE WW	Acct: 65-963-318-0000	CONTRACTED SERVICES		
328624	WSID 5319 HARTFORD FEM AS	55.00	\$55.00	0.00	55.00
	Desc: WSID 5319 HARTFORD FEM AS	Acct: 50-954-318-0000	CONTRACTED SERVICES		
	Vendor Total:		505.00	0.00	505.00
015610	ENVIRONMENTAL RESOURCE ASSOC	ENVIRONMENTAL RESOURCE ASSOC	4/17/2020		69053
929642	CHEMICALS	523.72	\$523.72	0.00	523.72
	Desc: Chemicals for Quechee plant	Acct: 65-963-340-0000	CHEMICALS		
933365	CHEMICALS	98.72	\$98.72	0.00	98.72
	Desc: Chemicals for Quechee plant	Acct: 65-963-340-0000	CHEMICALS		
	Vendor Total:		622.44	0.00	622.44
015615	ESRI, INC	ENVIRONMENTAL SYSTEM RESEARCH	4/17/2020		69054
93813327	ArcGIS Primary Maintenance 04/09/20	0.00	\$700.00	0.00	700.00
	Desc: ArcGIS Primary Maintenance 04/09/20	Acct: 10-622-318-0000	CONTRACTED SERVICES		
	Vendor Total:		700.00	0.00	700.00

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 4/17/2020 - 4/17/2020

Page: 7
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
016080	CONSOLIDATED COMMUNICATIONS				4/17/2020	69055
	11546793396MAR'20	TELEPHONE/INTERNET	0.00	\$97.63	0.00	97.63
	Desc:	TELEPHONE/INTERNET	Acct: 10-221-324-0000	TELEPHONE		
	11833807752MAR'20	WRJ WATER TANKS - TEL	302.33	\$302.33	0.00	302.33
	Desc:	WRJ WATER TANKS - TEL	Acct: 50-952-324-0000	TELEPHONE		
	12615510982MAR'20	QUECHEE WATER - TEL/INTERNET	82.52	\$82.52	0.00	82.52
	Desc:	QUECHEE WATER - TEL/INTERNET	Acct: 55-953-324-0000	TELEPHONE		
	13444320594MAR'20	RADIO CIRCUITS - TELEPHONE	0.00	\$522.39	0.00	522.39
	Desc:	RADIO CIRCUITS - TELEPHONE	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
	Vendor Total:			1,004.87	0.00	1,004.87
016390	FASTENAL COMPANY				4/17/2020	69056
	NHWES83966	MATERIALS	139.28	\$139.28	0.00	139.28
	Desc:	MATERIALS	Acct: 50-952-331-0000	DEPARTMENT EQUIPMENT		
	NHWES83970	GREASE	18.95	\$18.95	0.00	18.95
	Desc:	GREASE	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	NHWES83981	MATERIALS	104.04	\$104.04	0.00	104.04
	Desc:	MATERIALS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	NHWES84068	PARTS	0.00	\$131.35	0.00	131.35
	Desc:	PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:			393.62	0.00	393.62
016900	FIRE TECH & SAFETY				4/17/2020	69057
	186986	AMPLIFIERS	0.00	\$2,112.00	0.00	2,112.00
	Desc:	AMPLIFIERS	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
	Desc:	AMPLIFIERS	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
	187067	MEDICAL SUPPLIES	0.00	\$290.00	0.00	290.00
	Desc:	MEDICAL SUPPLIES	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
	Vendor Total:			2,402.00	0.00	2,402.00
017100	FISHER SCIENTIFIC CO				4/17/2020	69058
	5847051	ELECTRODES	69.63	\$69.63	0.00	69.63
	Desc:	ELECTRODES	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	Vendor Total:			69.63	0.00	69.63
017110	FISHER AUTO PARTS, INC				4/17/2020	69059
	301-031856	WW - PARTS	102.63	\$102.63	0.00	102.63
	Desc:	WW - PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
	301-031857	TRACLESS-PARTS	0.00	\$14.93	0.00	14.93
	Desc:	TRACLESS-PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-034873	RETURN - ENGINE 2 PARTS	0.00	\$-37.68	0.00	-37.68
	Desc:	RETURN - ENGINE 2 PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	301-036148	WW - PARTS	11.99	\$11.99	0.00	11.99
	Desc:	WW - PARTS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	301-036657	W-7 PARTS	13.70	\$13.70	0.00	13.70
	Desc:	W-7 PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
	301-036709	H-10 PARTS	0.00	\$70.40	0.00	70.40
	Desc:	H-10 PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 8
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
301-036829	H-7 PARTS	0.00	\$29.25	0.00	29.25
Desc: H-7 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-037331	Filters fo H-7 a ten wheel dump tru	0.00	\$309.25	0.00	309.25
Desc: Filters fo H-7 a ten wheel dump tru		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-037332	Filters for H-6- 6 wheel dump truck	0.00	\$414.64	0.00	414.64
Desc: Filters for H-6- 6 wheel dump truck		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-037334	Filters for 928 loader	0.00	\$463.50	0.00	463.50
Desc: Filters for 928 loader		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-037335	Filters for WL32 loader	0.00	\$109.06	0.00	109.06
Desc: Filters for WL32 loader		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-037336	Filters for 924 cat loader	0.00	\$272.13	0.00	272.13
Desc: Filters for 924 cat loader		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-037771	W-4 FILTERS	13.70	\$13.70	0.00	13.70
Desc: W-4 FILTERS		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
301-37330	Filters for H-9 Johnstone Sweeper	0.00	\$295.44	0.00	295.44
Desc: Filters for H-9 Johnstone Sweeper		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
STATEMENT 04.01.20	FINANCE CHARGE & CREDIT ON ACC	0.00	\$1.67	0.00	1.67
Desc: FINANCE CHARGE		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: CREDIT ON ACCT		Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES		
Vendor Total:			2,084.61	0.00	2,084.61
017300	FOGG'S HARDWARE & BUILDING			4/17/2020	69060
878228	ANT/ROACH RAID	0.00	\$13.98	0.00	13.98
Desc: ANT/ROACH RAID		Acct: 10-421-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			13.98	0.00	13.98
019390	GRAINGER			4/17/2020	69061
9498025049	PARTS	59.69	\$59.69	0.00	59.69
Desc: PARTS		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9501087937	COTTON TIP SWABS	15.00	\$15.00	0.00	15.00
Desc: COTTON TIP SWABS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
9501177829	SPRAY NOZZLE	13.08	\$13.08	0.00	13.08
Desc: SPRAY NOZZLE		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			87.77	0.00	87.77
019552	GREATER UPPER VALLEY SOLID	GREATER UPPER VALLEY SOLID		4/17/2020	69062
MAR'20	MSW/COUPONS - MAR'20	2,034.56	\$2,034.56	0.00	2,034.56
Desc: .22 Tons MSW March '20-LF		Acct: 30-974-313-0200	WASTE GENERATION FEE		
Desc: District Coupons Sold March '20-LF		Acct: 30-013-100-0000	EXCHANGES PAYABLE		
Vendor Total:			2,034.56	0.00	2,034.56
019810	GREEN MOUNTAIN MESSENGER	GREEN MOUNTAIN MESSENGER		4/17/2020	69063
85997	CURRIER SERVICES MARCH 2020	40.00	\$40.00	0.00	40.00
Desc: CURRIER SERVICES MARCH 2020		Acct: 80-711-318-8044	Grant - 01130 Courier LSTA17.2.01 (W)		
Vendor Total:			40.00	0.00	40.00
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		4/17/2020	69064
04832000006MAR'20	S MAIN ST PUMP STATION	118.29	\$118.29	0.00	118.29

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 9
User: florentina
ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: S MAIN ST PUMP STATION	Acct: 60-964-329-0000	ELECTRICITY		
09832000005	MAR'20	BRIGGS PARK - MAIN ST - REC	0.00	\$20.91	0.00	20.91
		Desc: BRIGGS PARK - MAIN ST - REC	Acct: 10-521-329-0000	ELECTRICITY		
13611000004	MAR'20	HARTFORD VILLAGE STLGHT	0.00	\$58.27	0.00	58.27
		Desc: HARTFORD VILLAGE STLGHT	Acct: 10-314-329-0000	ELECTRICITY		
13833000006	MAR'20	LYMAN POINT PARK - REC	0.00	\$22.19	0.00	22.19
		Desc: LYMAN POINT PARK - REC	Acct: 10-521-329-0000	ELECTRICITY		
15631100003	MAR'20	173 AIRPORT RD - PUBLIC WKS	0.00	\$127.86	0.00	127.86
		Desc: 173 AIRPORT RD - PUBLIC WKS	Acct: 10-321-329-0000	ELECTRICITY		
20822960512	MAR'20	1732 QUECHEE MAIN ST	0.00	\$30.34	0.00	30.34
		Desc: 1732 QUECHEE MAIN ST	Acct: 10-521-329-0000	ELECTRICITY		
28933000003	MAR'20	MAPLE ST SEWER PUMP	255.94	\$255.94	0.00	255.94
		Desc: MAPLE ST SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY		
33490000008	MAR'20	DEPOT ST SIDEWALK LGTS	0.00	\$54.46	0.00	54.46
		Desc: DEPOT ST SIDEWALK LGTS	Acct: 10-314-329-0000	ELECTRICITY		
34591000004	MAR'20	RADIO TOWER	0.00	\$227.82	0.00	227.82
		Desc: RADIO TOWER	Acct: 10-271-329-0000	ELECTRICITY		
34926000000	MAR'20	PARK/LEHMAN BRIDGE LGTS	0.00	\$97.93	0.00	97.93
		Desc: PARK/LEHMAN BRIDGE LGTS	Acct: 10-314-329-0000	ELECTRICITY		
36340000003	MAR'20	FROST PARK - A STREET	0.00	\$35.59	0.00	35.59
		Desc: FROST PARK - A STREET	Acct: 10-521-329-0000	ELECTRICITY		
37762000000	MAR'20	N MAIN ST - TRAFFIC LIGHT - HWY	0.00	\$38.68	0.00	38.68
		Desc: N MAIN ST - TRAFFIC LIGHT - HWY	Acct: 10-314-329-0000	ELECTRICITY		
43833000003	MAR'20	BRIDGE ST TRAFFIC LGT	0.00	\$50.85	0.00	50.85
		Desc: BRIDGE ST TRAFFIC LGT	Acct: 10-314-329-0000	ELECTRICITY		
44390000006	MAR'20	BILLINGS FARM RD LIGHTS	0.00	\$96.89	0.00	96.89
		Desc: BILLINGS FARM RD LIGHTS	Acct: 10-314-329-0000	ELECTRICITY		
49762000005	MAR'20	BRIDGE ST PUMP STN	206.24	\$206.24	0.00	206.24
		Desc: BRIDGE ST PUMP STN	Acct: 60-964-329-0000	ELECTRICITY		
59511000008	MAR'20	CAMPBELL ST - PUMP STN	101.07	\$101.07	0.00	101.07
		Desc: CAMPBELL ST - PUMP STN	Acct: 50-954-329-0000	ELECTRICITY		
74856156851	MAR'20	97 S MAIN ST CHARGING STN	0.00	\$66.43	0.00	66.43
		Desc: 97 S MAIN ST CHARGING STN	Acct: 10-314-329-0100	ELECTRICITY - CHARGING STATION		
77700100009	MAR'20	POLE 1 PLEASANT VIEW TERR	0.00	\$45.21	0.00	45.21
		Desc: POLE 1 PLEASANT VIEW TERR	Acct: 10-314-329-0000	ELECTRICITY		
78840100008	MAR'20	RAILRD ROW - ENGINE 494 LGTS	0.00	\$116.29	0.00	116.29
		Desc: RAILRD ROW - ENGINE 494 LGTS	Acct: 10-521-329-0000	ELECTRICITY		
82948328248	MAR'20	PROSPECT ST TEMP SERVICE	0.00	\$123.74	0.00	123.74
		Desc: PROSPECT ST TEMP SERVICE	Acct: 10-314-329-0000	ELECTRICITY		
87700100008	MAR'20	CHRISTIAN ST POLE 72-50	0.00	\$25.08	0.00	25.08
		Desc: CHRISTIAN ST POLE 72-50	Acct: 10-314-329-0000	ELECTRICITY		
87833000000	MAR'20	MAPLE ST TRAFFIC LGT - HWY	0.00	\$53.91	0.00	53.91
		Desc: MAPLE ST TRAFFIC LGT - HWY	Acct: 10-314-329-0000	ELECTRICITY		
89290000002	MAR'20	HEMLOCK RIDGE VAULT	43.58	\$43.58	0.00	43.58
		Desc: HEMLOCK RIDGE VAULT	Acct: 50-954-329-0000	ELECTRICITY		
91611000000	MAR'20	FERRY RD - SEWER PUMP	197.18	\$197.18	0.00	197.18
		Desc: FERRY RD - SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY		
97762000004	MAR'20	N MAIN STREET LIGHTS - HWY	0.00	\$50.83	0.00	50.83

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 10
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name	Check Date	Check No.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: N MAIN STREET LIGHTS - HWY	Acct: 10-314-329-0000	ELECTRICITY		
	98340000003MAR'20	A ST PUMP STN - WW	0.00	\$30.88	0.00	30.88
		Desc: A ST PUMP STN - WW	Acct: 10-314-329-0000	ELECTRICITY		
	98490000001MAR'20	ELM/GILETTE ST - PUMP WW	193.19	\$193.19	0.00	193.19
		Desc: ELM/GILETTE ST - PUMP WW	Acct: 60-964-329-0000	ELECTRICITY		
		Vendor Total:		2,489.65	0.00	2,489.65
019901		GREEN MOUNTAIN POWER CORP			4/17/2020	69065
	513451	POLE STREETLIGHTS RENTAL	0.00	\$1,272.00	0.00	1,272.00
		Desc: POLE STREETLIGHTS RENTAL	Acct: 10-314-329-0000	ELECTRICITY		
		Vendor Total:		1,272.00	0.00	1,272.00
020400		HACH COMPANY			4/17/2020	69066
	11919571	CHEMICALS	59.85	\$59.85	0.00	59.85
		Desc: CHEMICALS	Acct: 50-952-340-0000	CHEMICALS		
	11917176	CHEMICALS	221.57	\$221.57	0.00	221.57
		Desc: CHEMICALS	Acct: 50-952-340-0000	CHEMICALS		
		Vendor Total:		281.42	0.00	281.42
020701		HANOVER, TOWN OF	TOWN OF HANOVER		4/17/2020	69067
	00349	ELAN FEES MARCH 2020	0.00	\$224.87	0.00	224.87
		Desc: ELAN FEES MARCH 2020	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
		Vendor Total:		224.87	0.00	224.87
021450		HARTFORD, TOWN OF	TOWN OF HARTFORD		4/17/2020	69068
	112780,00330261	173 AIRPORT RD	0.00	\$421.66	0.00	421.66
		Desc: 173 AIRPORT RD	Acct: 10-321-328-0000	WATER		
	121050,00330264	319 LATHAM WORKS LN	540.68	\$540.68	0.00	540.68
		Desc: 319 LATHAM WORKS LN	Acct: 60-961-328-0000	WATER		
	121051,00330265	319 LATHAM WORKS LN	34.15	\$34.15	0.00	34.15
		Desc: 319 LATHAM WORKS LN	Acct: 60-961-328-0000	WATER		
	130125,00330262	171 BRIDGE STR	0.00	\$428.27	0.00	428.27
		Desc: 171 BRIDGE STR	Acct: 10-161-328-0000	WATER		
	141210,00330263	WABA - WATER	0.00	\$1,785.76	0.00	1,785.76
		Desc: WABA - WATER	Acct: 10-530-328-0000	WATER		
		Vendor Total:		3,210.52	0.00	3,210.52
021500		HARTFORD SCHOOL, TOWN OF	TOWN OF HARTFORD SCHOOL		4/17/2020	69069
	FYE 2020 Taxes#6	FYE 2020 Taxes	0.00	\$2,500,000.00	0.00	2,500,000.00
		Desc: FYE 2020 Taxes	Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		
		Vendor Total:		2,500,000.00	0.00	2,500,000.00
022025		HEALTHEQUITY, INC.			4/17/2020	69070
	3RW6NE4	HCRA 2020	0.00	\$329.43	0.00	329.43
		Desc: HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
	8Y49PEG	DCRA 2020	0.00	\$185.13	0.00	185.13
		Desc: DCRA 2020 - C.T.	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACCT		
	BZHNH5	HRA 2020	1,731.45	\$3,453.00	0.00	3,453.00

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 11
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: RA Replenish HRA2020	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish HRA2020	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 10-312-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 10-325-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 10-530-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 10-622-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
F9KEEBM	DCRA 2020	0.00	\$1,295.91	0.00	1,295.91
	Desc: RA Replenish DCRA 2020 - C.T.	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACCT		
GMXFRJ5	HCRA 2020	0.00	\$1,841.28	0.00	1,841.28
	Desc: RA Replenish HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
HTNY3M8	HCRA 2020	0.00	\$123.59	0.00	123.59
	Desc: HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
I75PHD6	HRA 2020	1,133.45	\$2,359.42	0.00	2,359.42
	Desc: RA Replenish for HRA	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish for HRA	Acct: 10-171-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 10-175-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish for HRA	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 10-312-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 10-325-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 10-511-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 30-971-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish for HRA	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish for HRA	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish for HRA	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish for HRA	Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish for HRA	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
JCQWQX1	HRA 2020	115.19	\$3,244.32	0.00	3,244.32
	Desc: RA Replenish HRA2020	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA2020	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish HRA2020	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 4/17/2020 - 4/17/2020

Page: 12
User: florentina
Report: APINHDPmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: RA Replenish HRA2020	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
		Desc: RA Replenish HRA2020	Acct: 10-312-225-0000	HRA/CHOICECARE CARD		
		Desc: RA Replenish HRA2020	Acct: 10-321-225-0000	HRA/CHOICECARE CARD		
		Desc: RA Replenish HRA2020	Acct: 10-530-225-0000	HRA/CHOICECARE CARD		
		Desc: RA Replenish HRA2020	Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
	OSX008Y_1	HCRA 2020	0.00	\$35.76	0.00	35.76
		Desc: HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
		Vendor Total:		12,867.84	0.00	12,867.84
022703	HILL, MARY	MARY HILL			4/17/2020	69071
	APR'20	Retiree Reimburse April 2020	0.00	\$310.14	0.00	310.14
		Desc: Retiree Reimburse April 2020	Acct: 10-151-418-0100	Retirees		
		Vendor Total:		310.14	0.00	310.14
023250	HUBERT'S OF WEST LEBANON INC				4/17/2020	69072
	499133	UNIFORM-E.L.	97.19	\$97.19	0.00	97.19
		Desc: UNIFORM-E.L.	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
		Vendor Total:		97.19	0.00	97.19
027400	LEBANON, CITY OF	CITY OF LEBANON			4/17/2020	69073
	MAR'20	SW Tipping Fees March'20-LF	5,679.30	\$5,679.30	0.00	5,679.30
		Desc: SW Tipping Fees March'20-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	MAR'20 WW	Grit Disposal 3/2/20-3/31/20	6,760.50	\$6,760.50	0.00	6,760.50
		Desc: Grit Disposal 3/2/20-3/31/20	Acct: 60-961-318-0000	CONTRACTED SERVICES		
		Vendor Total:		12,439.80	0.00	12,439.80
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY			4/17/2020	69074
	4935943,17130	PROPANE 73.6G@\$0.926 DEPOT ST	69.62	\$69.62	0.00	69.62
		Desc: PROPANE 73.6G@\$0.926 DEPOT ST	Acct: 60-962-327-0000	BUILDING HEAT		
		Vendor Total:		69.62	0.00	69.62
029096	MANBY, C ROBERT JR, PC	C. ROBERT MANBY JR., PC			4/17/2020	69075
	4597	CURRIER ST/NO STAGE 52-17	512.50	\$512.50	0.00	512.50
		Desc: CURRIER ST/NO STAGE 52-17	Acct: 13-921-350-0100	CURRIER ST - CONSTRUCTION		
	4599	LEGAL : PD UNION - WHO	0.00	\$62.50	0.00	62.50
		Desc: LEGAL : PD UNION - WHO	Acct: 10-141-318-0000	CONTRACTED SERVICES		
	4600	LEGAL: RICE BANKRUPCY	0.00	\$225.00	0.00	225.00
		Desc: LEGAL: RICE BANKRUPCY	Acct: 10-175-318-0000	CONTRACTED SERVICES		
	4602	LEGAL: TOWN'S CERT POST WHO	0.00	\$2,300.00	0.00	2,300.00
		Desc: LEGAL: TOWN'S CERT POST WHO	Acct: 10-141-318-0000	CONTRACTED SERVICES		
	4603	LEGAL: VALLEY EST TAX SALE	0.00	\$1,212.50	0.00	1,212.50
		Desc: LEGAL: VALLEY EST TAX SALE	Acct: 10-175-318-0000	CONTRACTED SERVICES		
	4606	CURRIER ST EASEMENT 101-18	1,000.00	\$1,000.00	0.00	1,000.00
		Desc: CURRIER ST EASEMENT 101-18	Acct: 13-921-350-0100	CURRIER ST - CONSTRUCTION		
		Vendor Total:		5,312.50	0.00	5,312.50
029746	DARTMOUTH-HITCHCOCK MEDICAL CTR	DARTMOUTH - HITCHCOCK			4/17/2020	69076
	70000551MAR'20	MEDICLA EXAMS - DPW	116.00	\$276.00	0.00	276.00

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 13
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: MEDICLA EXAMS - DPW	Acct: 65-963-317-0000	PERMITS & LICENSES		
	Desc: MEDICLA EXAMS - DPW	Acct: 10-325-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		276.00	0.00	276.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	4/17/2020		69077
209639627	TONER	0.00	\$71.98	0.00	71.98
	Desc: TONER	Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
208520553	OFFICE SUPPLIES/DESINFECTANT	0.00	\$18.17	0.00	18.17
	Desc: OFFICE SUPPLIES/DESINFECTANT	Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
209164588	WATER	9.98	\$9.98	0.00	9.98
	Desc: WATER	Acct: 30-975-328-0000	WATER		
	Desc: WATER	Acct: 30-971-328-0000	WATER		
209186400	PLATE	0.00	\$27.58	0.00	27.58
	Desc: PLATE	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
209186551	PLATE	0.00	\$13.79	0.00	13.79
	Desc: PLATE	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
209351989	LYSOL SPRAY	0.00	\$151.58	0.00	151.58
	Desc: LYSOL SPRAY	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: LYSOL SPRAY	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
209355855	SANITIZER	0.00	\$149.95	0.00	149.95
	Desc: SANITIZER	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: SANITIZER	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
209356174	SANITIZER	59.98	\$59.98	0.00	59.98
	Desc: SANITIZER	Acct: 60-965-417-0017	EXTRAORDINARY EXP : COVID-19		
209512599	OFFICE SUPPLIES 6csPAPER/HP TONI	0.00	\$435.92	0.00	435.92
	Desc: OFFICE SUPPLIES 6csPAPER/HP TONER	Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
209513497	OFFICE SUPPLIES- HP TONER	0.00	\$81.99	0.00	81.99
	Desc: OFFICE SUPPLIES- HP TONER	Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
209587290	HEADSET WIRELESS	0.00	\$254.67	0.00	254.67
	Desc: HEADSET WIRELESS	Acct: 10-121-417-0017	EXTRAORDINARY EXP : COVID-19		
	Vendor Total:		1,275.59	0.00	1,275.59
030180	LOWELL MCLEODS, INC		4/17/2020		69078
S58487	H-5 TAPER SPRING	0.00	\$69.73	0.00	69.73
	Desc: H-5 TAPER SPRING	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		69.73	0.00	69.73
030200	MCMaster-CARR SUPPLY COMPANY	MCMaster-CARR SUPPLY CO	4/17/2020		69079
37348198	TARP	96.17	\$96.17	0.00	96.17
	Desc: TARP	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
37840468	PARTS	46.11	\$46.11	0.00	46.11
	Desc: PARTS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		142.28	0.00	142.28
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN	4/17/2020		69080
300105MAR'20	PLANNING&ZONING - INV#33530	0.00	\$336.00	0.00	336.00
	Desc: MTTR#00012 MISCELLANEOUS	Acct: 10-611-318-0000	CONTRACT SERVICES		
300110MAR'20	GENERAL - INV#33531	0.00	\$48.00	0.00	48.00

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 14
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: MTTR#00005 WOOD 10/06 AMEND APPLIC	Acct: 10-621-318-0000	CONTRACTED SERVICES		
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN	4/17/2020		69081
300115MAR'20	POLICE DEP-INV#33532	0.00	\$5,088.00	0.00	5,088.00
	Desc: LEGAL FEES: MISC/DISCIPL/FMLA/HARAS	Acct: 10-211-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		5,472.00	0.00	5,472.00
031390	MODERN CLEANERS & TAILORS, INC		4/17/2020		69082
MAR'20	March monthly drycleaning	0.00	\$983.25	0.00	983.25
	Desc: March monthly drycleaning	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
	Desc: March monthly drycleaning	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
	Vendor Total:		983.25	0.00	983.25
031625	MOODY, SCOTT	SCOTT MOODY	4/17/2020		69083
844632	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		85.00	0.00	85.00
033985	CLAYTON R YOUNG	NEW HAMPSHIRE POLYGRAPH SERVICES	4/17/2020		69084
03.11.2020	POLYGRAPH SERVICES 03.11.2020	0.00	\$350.00	0.00	350.00
	Desc: POLYGRAPH SERVICES 03.11.2020	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Vendor Total:		350.00	0.00	350.00
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS	4/17/2020		69085
0553455	MSW/RECYCLING	2,761.24	\$2,761.24	0.00	2,761.24
	Desc: MSW Transport March'20-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Desc: Recycling Processing March'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Desc: Recycling Transport March'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:		2,761.24	0.00	2,761.24
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	4/17/2020		69086
9600004122MAR'20	TRASH PICK UP - MAR'20 T H	0.00	\$256.68	0.00	256.68
	Desc: TRASH PICK UP - MAR'20 T H	Acct: 10-161-318-0000	CONTRACTED SERVICES		
9600004148MAR'20	TRASH PICK UP - MAR'20 SENIOR CTR	0.00	\$172.26	0.00	172.26
	Desc: TRASH PICK UP - MAR'20 SENIOR CTR	Acct: 10-421-318-0000	CONTRACTED SERVICES		
9600004155MAR'20	TRASH PICK-UP MAR'20 - PD/FD	0.00	\$188.07	0.00	188.07
	Desc: TRASH PICK-UP MAR'20 - PD/FD	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: TRASH PICK-UP MAR'20 - PD/FD	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: TRASH PICK-UP MAR'20 - PD/FD	Acct: 10-221-318-0000	CONTRACTED SERVICES		
9600291752MAR'20	TRASH PICK UP - MAR'20 - WABA	0.00	\$249.52	0.00	249.52
	Desc: TRASH PICK UP - MAR'20 - WABA	Acct: 10-521-318-0000	CONTRACTED SERVICES		
	Vendor Total:		866.53	0.00	866.53
036187	OTTER CREEK ENGINEERING, INC.		4/17/2020		69087
17374-2	WILDER WELL#1	6,022.80	\$6,022.80	0.00	6,022.80
	Desc: Trouble shoot, repair, VFD and tran	Acct: 50-952-318-0000	CONTRACTED SERVICES		
	Vendor Total:		6,022.80	0.00	6,022.80
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE	4/17/2020		69088

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 15
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
42891	INSPECTIONS	0.00	\$6.63	0.00	6.63
Desc: INSPECTIONS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			6.63	0.00	6.63
037276	PETE'S TIRE BARNS, INC			4/17/2020	69089
261783	AMB 2 - TIRE ROTATION	0.00	\$122.00	0.00	122.00
Desc: AMB 2 - TIRE ROTATION		Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES		
Vendor Total:			122.00	0.00	122.00
037551	PITNEY BOWES INC	PURCHASE POWER		4/17/2020	69090
MAR'20	POSTAGE	601.80	\$1,274.55	0.00	1,274.55
Desc: postage		Acct: 10-121-322-0000	POSTAGE		
Desc: postage		Acct: 10-171-322-0000	POSTAGE		
Desc: postage		Acct: 10-151-322-0000	POSTAGE		
Desc: postage		Acct: 10-511-322-0000	POSTAGE		
Desc: postage		Acct: 10-622-322-0000	POSTAGE		
Desc: postage		Acct: 10-175-322-0000	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: 30-975-322-0000	POSTAGE		
Desc: postage		Acct: 10-211-322-0000	POSTAGE		
Desc: postage		Acct: 10-221-322-0000	POSTAGE		
Vendor Total:			1,274.55	0.00	1,274.55
037700	POND TECHNICAL SALES, INC			4/17/2020	69091
CD99015786	OXYGEN SENSOR	602.83	\$602.83	0.00	602.83
Desc: Oxygen sensor		Acct: 65-964-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			602.83	0.00	602.83
037751	PONZONI, JOAN	JOAN PONZONI		4/17/2020	69092
APR'20	Retiree Reimburse April 2020	248.12	\$310.14	0.00	310.14
Desc: Retiree Reimburse April 2020		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retiree Reimburse April 2020		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retiree Reimburse April 2020		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retiree Reimburse April 2020		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retiree Reimburse April 2020		Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			310.14	0.00	310.14
038150	POTTER CONSTRUCTION, INC			4/17/2020	69093
1074	SNOW REMOVAL - MARCH 2020	0.00	\$1,330.00	0.00	1,330.00
Desc: March plowing of Municipal, Bugbee		Acct: 10-312-318-0000	CONTRACTED SERVICES		
Desc: Bugbee Senior Center lot		Acct: 10-421-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,330.00	0.00	1,330.00
038188	LL POTWIN SERVICES			4/17/2020	69094
7071	Janitorial Services 3/13- 4/9 PD	0.00	\$1,203.04	0.00	1,203.04
Desc: Janitorial Services 3/13- 4/9 PD		Acct: 10-211-318-0000	CONTRACTED SERVICES		

Report Date: 4/16/20
4:21PM

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

Page: 16
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Janitorial Services 3/13- 4/9 DIS	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
7069	March Cleaning Services	0.00	\$556.20	0.00	556.20
	Desc: March Cleaning Service	Acct: 10-325-318-0000	CONTRACT SERVICES		
7070	Janitorial services 03.13-04.09 TH	0.00	\$2,286.60	0.00	2,286.60
	Desc: Janitorial services 03.13-04.09 TH	Acct: 10-161-318-0000	CONTRACTED SERVICES		
7072	CLEANING SERVICES - LIB	0.00	\$309.00	0.00	309.00
	Desc: CLEANING SERVICES - LIB	Acct: 10-524-318-0000	CONTRACTED SERVICES		
7073	Extra Sanitizing for COVID-19	0.00	\$1,035.00	0.00	1,035.00
	Desc: Extra Sanitizing for COVID-19	Acct: 10-161-417-0017	EXTRAORDINARY EXP : COVID-19		
7074	Extra Santizing for COVID-19	0.00	\$885.95	0.00	885.95
	Desc: Extra Santizing for COVID-19	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: Extra Santizing for COVID-19	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
	Vendor Total:		6,275.79	0.00	6,275.79
041450	SABIL & SONS, INC	SABIL & SONS, INC	4/17/2020		69095
38561	PARTS	88.21	\$110.26	0.00	110.26
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: PARTS	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: PARTS	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
	Desc: PARTS	Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		110.26	0.00	110.26
041857	PITNEY BOWES GLOBAL FINANCIAL	PITNEY BOWES GLOBAL FINANCIAL	4/17/2020		69096
3310982646	LEASE POSTAGE FEB-APR'20	0.00	\$394.32	0.00	394.32
	Desc: LEASE POSTAGE FEB-APR'20	Acct: 10-121-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Vendor Total:		394.32	0.00	394.32
042699	SIMPLE ENERGY PARTNERS, LLC	SIMPLE ENERGY PARTNERS, LLC	4/17/2020		69097
W195219	SERVICE CALL - OVEN	0.00	\$99.00	0.00	99.00
	Desc: SERVICE CALL - OVEN	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
W195223	STOVE REPAIRS	0.00	\$506.76	0.00	506.76
	Desc: STOVE REPAIRS	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
	Vendor Total:		605.76	0.00	605.76
042720	SIRCHIE	SIRCHIE FINGER PRINT LABS, INC	4/17/2020		69098
0439566-IN	SUPPLIES	0.00	\$187.95	0.00	187.95
	Desc: SUPPLIES	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		187.95	0.00	187.95
043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS	4/17/2020		69099
6917332	INTERNET	0.00	\$300.00	0.00	300.00
	Desc: INTERNET	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
	Vendor Total:		300.00	0.00	300.00
045590	MAHER CORPORATION (THE)	THE MAHER CORPORATION	4/17/2020		69100
26794	UV Ballast kit	1,848.66	\$1,848.66	0.00	1,848.66
	Desc: UV Ballast kit	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 17
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			1,848.66	0.00	1,848.66
046950	TWIN STATE SAND AND GRAVEL CO		4/17/2020		69101
93345	Gravel to repair holes in gravel ro	0.00	\$1,044.15	0.00	1,044.15
Desc:	Gravel to repair holes in gravel ro	Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,044.15	0.00	1,044.15
047075	TWO RIVERS-OTTAUQUECHEE REGION CC		4/17/2020		69102
20-119	MITIGATION PLAN SERVICES	1,655.00	\$2,206.67	0.00	2,206.67
Desc:	Hazard Mitigation Plan Services	Acct: 70-623-318-7064	Hazard Mitugation #02140-34356-003C		
Desc:	Hazard Mitigation Plan Services	Acct: 10-622-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,206.67	0.00	2,206.67
047190	USA BLUEBOOK	USA BLUEBOOK	4/17/2020		69103
203299	ETHANOL	113.94	\$113.94	0.00	113.94
Desc:	ETHANOL	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			113.94	0.00	113.94
048300	VALLEY NEWS	VALLEY NEWS	4/17/2020		69104
125911,272035	VALLEY NEWS ADS -MAR'20	0.00	\$312.80	0.00	312.80
Desc:	AD#41943 SB AGENDA 03.24.2020	Acct: 10-111-312-0000	ADVERTISING		
Desc:	AD#42073 SB AGENDA SPECIAL MTG	Acct: 10-111-312-0000	ADVERTISING		
125978,272034	VALLEY NEWS ADS - MARCH 2020	0.00	\$333.20	0.00	333.20
Desc:	AD#41216 INVITATION TO BID ROUTE 5	Acct: 10-316-318-0000	CONTRACTED SERVICES		
264147	VALLEY NEWS AD - MARCH 2020	0.00	\$81.10	0.00	81.10
Desc:	AD#41842 FIRE MARSHAL	Acct: 10-221-312-0000	ADVERTISING		
Vendor Total:			727.10	0.00	727.10
048575	VERIZON WIRELESS		4/17/2020		69105
9851635463	CELL PHONES - MARCH 2020	186.45	\$2,676.52	0.00	2,676.52
Desc:	cell phones	Acct: 10-121-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 10-171-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 10-181-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 10-221-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 10-211-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 10-271-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 10-325-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 10-511-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 50-955-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 55-955-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 60-965-324-0000	TELEPHONE		
Desc:	cell phones	Acct: 65-965-324-0000	TELEPHONE		
Vendor Total:			2,676.52	0.00	2,676.52
048577	VERIZON WIRELESS - VSAT		4/17/2020		69106
200079561-41594979	SMS 03.19-25.2020	0.00	\$350.00	0.00	350.00
Desc:	SMS 03.19-25.2020	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			350.00	0.00	350.00

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 18
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
049800	VERMONT DEPARTMENT OF TAXES	VERMONT DEPARTMENT OF TAXES		4/17/2020	69107
2020 Q1	2020 Q1 FRANCHISE TAX-LF	1,213.70	\$1,213.70	0.00	1,213.70
Desc:	2020 Q1 FRANCHISE TAX-LF	Acct: 30-974-316-0000	GRANTS/APPROP/ST.TAXES		
	Vendor Total:		1,213.70	0.00	1,213.70
050200	VERMONT LEAGUE OF CITIES AND TOWNS			4/17/2020	69108
20191379-A01	CLAIM 12.18.22019 TOWN TRUCK	0.00	\$1,000.00	0.00	1,000.00
Desc:	CLAIM 12.18.22019 TOWN TRUCK	Acct: 10-325-418-0000	PROPERTY & LIABILITY INSURANCE		
	Vendor Total:		1,000.00	0.00	1,000.00
050455	VERMONT LIFE SAFETY LLC			4/17/2020	69109
38716	Install new watchdog cameras in evi	0.00	\$1,192.88	0.00	1,192.88
Desc:	Install new watchdog cameras in evi	Acct: 10-211-330-0000	OFFICE EQUIPMENT		
	Vendor Total:		1,192.88	0.00	1,192.88
050515	VMERS - DB	VMERS - DB		4/17/2020	69110
VMERS 10.25% 033120	VMERS 10.25% EMP REYES J	0.00	\$31.86	0.00	31.86
Desc:	VMERS 10.25% EMP REYES J	Acct: 10-012-200-0310	PENSION CONTRIBUTIONS PAYABLE		
	Vendor Total:		31.86	0.00	31.86
051400	VERMONT STATE TREASURER LICENSES	VERMONT STATE TREASURER		4/17/2020	69111
JAN-MAR'20	12 MARRIAGE LICENSES	0.00	\$600.00	0.00	600.00
Desc:	12 MARRIAGE LICENSES	Acct: 10-151-316-0000	STATE PAYMENT - LICENSES		
	Vendor Total:		600.00	0.00	600.00
052245	WASHBURN, NIMUE	NIMUE A. WASHBURN		4/17/2020	69112
PO#6491	Reimburse clothing allowance	0.00	\$194.94	0.00	194.94
Desc:	Reimburse clothing allowance	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
	Vendor Total:		194.94	0.00	194.94
053040	WHITE RIVER CAR WASH			4/17/2020	69113
MAR'20	CAR WASH MARCH 2020	0.00	\$230.00	0.00	230.00
Desc:	CAR WASH MARCH 2020	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		230.00	0.00	230.00
053150	SWISH WHITE RIVER LTD			4/17/2020	69114
W370331	CLEANING SUPPLIES	0.00	\$91.00	0.00	91.00
Desc:	CLEANING SUPPLIES	Acct: 10-221-417-0017	EXTRAORDINARY EXP - COVID-19		
Desc:	CLEANING SUPPLIES	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
Desc:	CLEANING SUPPLIES	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
Desc:	CLEANING SUPPLIES	Acct: 10-161-417-0017	EXTRAORDINARY EXP : COVID-19		
Desc:	CLEANING SUPPLIES	Acct: 10-321-417-0017	EXTRAORDINARY EXP : COVID-19		
W369004	CLEANING SUPPLIES	0.00	\$74.45	0.00	74.45
Desc:	CLEANING SUPPLIES	Acct: 10-421-323-0000	MATERIAL & SUPPLIES		
W370185	CLEANING SUPPLIES - COVID	0.00	\$24.00	0.00	24.00
Desc:	CLEANING SUPPLIES - COVID	Acct: 10-325-417-0017	EXTRAORDINARY EXP : COVID-19		
W368690	TOILET PAPER	0.00	\$80.25	0.00	80.25

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 19
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: TOILET PAPER		Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
W369518	GLOVES		0.00	\$81.96	0.00	81.96
	Desc: GLOVES		Acct: 10-521-417-0017	EXTRAORDINARY EXP : COVID-19		
W368021	CLEANING SUPPLIES		0.00	\$35.40	0.00	35.40
	Desc: CLEANING SUPPLIES		Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: CLEANING SUPPLIES		Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
W370202	NITIRLE GLOVES		50.50	\$50.50	0.00	50.50
	Desc: NITIRLE GLOVES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
W370328	HAND SANITIZER & WIPES		0.00	\$127.00	0.00	127.00
	Desc: HAND SANITIZER & WIPES		Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: HAND SANITIZER & WIPES		Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
W370329	CLEANING SUPPLIES		0.00	\$14.95	0.00	14.95
	Desc: CLEANING SUPPLIES		Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: CLEANING SUPPLIES		Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
W369923	CLEANING SUPPLIES		0.00	\$67.70	0.00	67.70
	Desc: CLEANING SUPPLIES		Acct: 10-421-323-0000	MATERIAL & SUPPLIES		
W369925	CLOROX BLEACH		0.00	\$28.50	0.00	28.50
	Desc: CLOROX BLEACH		Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
		Vendor Total:		675.71	0.00	675.71
053695	WIND RIVER ENVIRONMENTAL LLC				4/17/2020	69115
4572538	Station pumping		329.95	\$329.95	0.00	329.95
	Desc: Station pumping		Acct: 65-964-318-0000	CONTRACTED SERVICES		
4572473	Sludge Hauling		1,488.00	\$1,488.00	0.00	1,488.00
	Desc: Sludge Hauling		Acct: 65-964-318-0000	CONTRACTED SERVICES		
		Vendor Total:		1,817.95	0.00	1,817.95
054150	WISDOM & POWER LLC				4/17/2020	69116
NOV'19-FEB'20	SOLAR ARRAY NOV'19-FEB'20		2,880.57	\$2,880.57	0.00	2,880.57
	Desc: SOLAR ARRAY NOV'19-FEB'20		Acct: 50-952-329-0000	ELECTRICITY		
		Vendor Total:		2,880.57	0.00	2,880.57
059687	TROMBLY, MATTHEW	TROMBLY, MATTHEW			4/17/2020	69117
844610	Refund Girls Lacrosse		0.00	\$85.00	0.00	85.00
	Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
844640	Refund Boys Lacrosse		0.00	\$85.00	0.00	85.00
	Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
		Vendor Total:		170.00	0.00	170.00
059776	SOBOLESKI, TRACEY	TRACEY SOBOLESKI			4/17/2020	69118
844637	Refund Boys Lacrosse		0.00	\$85.00	0.00	85.00
	Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
		Vendor Total:		85.00	0.00	85.00
059810	FERNANDES, SEAN	SEAN FERNANDES			4/17/2020	69119
PO#6492	Reimburse clothing allowance		0.00	\$284.95	0.00	284.95
	Desc: Reimburse clothing allowance		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 20
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			284.95	0.00	284.95
059860	BLAKE-D'AMATO, EMILY	EMILY BLAKE-D'AMATO		4/17/2020	69120
844569	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
059882	CARY, SANDRA	SANDRA CARY		4/17/2020	69121
2020-5	REIMBURSEMENT - AMAZON BOOKS	0.00	\$348.37	0.00	348.37
Desc:	REIMBURSEMENT - AMAZON BOOKS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			348.37	0.00	348.37
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC			4/17/2020	69122
IN364159	METER - COPIER MAR'20 - DPW	35.27	\$44.08	0.00	44.08
Desc:	METER - COPIER MAR'20 - DPW	Acct: 10-325-330-0000	OFFICE EQUIPMENT		
Desc:	METER - COPIER MAR'20 - DPW	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
Desc:	METER - COPIER MAR'20 - DPW	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
Desc:	METER - COPIER MAR'20 - DPW	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
Desc:	METER - COPIER MAR'20 - DPW	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
IN363789	METER - COPIER MAR'20 - LF	5.57	\$5.57	0.00	5.57
Desc:	METER - COPIER MAR'20 - LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
IN363790	COPIER - METER MARCH 2020	0.00	\$111.72	0.00	111.72
Desc:	COPIER - METER MARCH 2020	Acct: 10-174-323-0000	MATERIAL & SUPPLIES		
Desc:	COPIER - METER MARCH 2020	Acct: 10-622-323-0000	MATERIAL & SUPPLIES		
IN363791	METER-COPIER MARCH 2020-FD	0.00	\$61.45	0.00	61.45
Desc:	METER-COPIER MARCH 2020-FD	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN363792	METER- COPIER MAR'20 - REC	0.00	\$109.32	0.00	109.32
Desc:	METER- COPIER MAR'20 - REC	Acct: 10-511-318-0000	CONTRACTED SERVICES		
IN363793	METER COPIER - MAR'20 - PD	0.00	\$24.51	0.00	24.51
Desc:	METER COPIER - MAR'20 - PD	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc:	METER COPIER - MAR'20 - PD	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN363794	METER- COPIER MAR'20 - ADMIN	0.00	\$109.56	0.00	109.56
Desc:	METER- COPIER MAR'20 - ADMIN	Acct: 10-121-318-0000	CONTRACT SERVICES		
IN364160	METER - COPIER MAR'20 - FIN	0.00	\$39.01	0.00	39.01
Desc:	METER - COPIER MAR'20 - FIN	Acct: 10-171-318-0000	CONTRACTED SERVICES		
Vendor Total:			505.22	0.00	505.22
060293	US DIGITAL DESIGNS, INC.			4/17/2020	69123
HVT-011	G2 MOBILE ALERTING APP LICENSES	0.00	\$486.00	0.00	486.00
Desc:	G2 MOBILE ALERTING APP LICENSES	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Vendor Total:			486.00	0.00	486.00
500362	FRASER, ROBERT	ROBERT FRASER		4/17/2020	69124
844625	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
844594	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS		

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 4/17/2020 - 4/17/2020

Page: 21
User: florentina
Report: APINHDPmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			170.00	0.00	170.00
500545	WILLEY, AMY	AMY WILLEY		4/17/2020	69125
844612	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
500635	SHI INTERNATIONAL CORP	SHI INTERNATIONAL CORP		4/17/2020	69126
B11565118	E-TICKETING	5,187.00	\$5,187.00	0.00	5,187.00
Desc:	E-TICKETING	Acct: 72-211-211-0315	FYE 20 GHSP E-Ticket		
Vendor Total:			5,187.00	0.00	5,187.00
500650	TRACKER SOFTWARE CORPORATION			4/17/2020	69127
146-009	Annual support and Maintenance	0.00	\$1,808.00	0.00	1,808.00
Desc:	Annual support and Maintenance	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Desc:	Annual support and Maintenance	Acct: 10-211-314-0000	BOOKS & PERIODICALS		
Desc:	Annual support and Maintenance	Acct: 10-321-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,808.00	0.00	1,808.00
500825	DAVI, JODIE	JODIE DAVI		4/17/2020	69128
844635	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
500952	PRIMMER PIPER EGGLESTON & CRAMER P			4/17/2020	69129
B04982-00009-196786	LEGAL SERVICES: 2020 BOND ELECTI	0.00	\$350.00	0.00	350.00
Desc:	LEGAL SERVICES: 2020 BOND ELECTION	Acct: 10-141-318-0000	CONTRACTED SERVICES		
Vendor Total:			350.00	0.00	350.00
501059	PARK, KELLY	KELLY PARK		4/17/2020	69130
844599	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS		
844634	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			170.00	0.00	170.00
501928	PARKER, JENNIFER	JENNIFER PARKER		4/17/2020	69131
844588	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
501973	AIKEN, LISA	LISA AIKEN		4/17/2020	69132
844574	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502000	SCOTT, MICHELLE	MICHELLE SCOTT		4/17/2020	69133

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 4/17/2020 - 4/17/2020

Page: 22
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
844571	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502016	KNIFFIN, SARAH	SARAH KNIFFIN		4/17/2020	69134
844572	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
844641	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			170.00	0.00	170.00
502035	JONES, SHELLISA	SHELLISA JONES		4/17/2020	69135
844570	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502063	OBAR, JOSH	JOSH OBAR		4/17/2020	69136
844567	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502064	KEITH, LIBBI	LIBBI KEITH		4/17/2020	69137
844575	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502087	BARWOOD, REBECCA			4/17/2020	69138
844604	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502098	TIERNEY, JODI			4/17/2020	69139
844639	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502101	BEAN, MARK			4/17/2020	69140
844616	Refund Boys Lacrosse	0.00	\$105.00	0.00	105.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			105.00	0.00	105.00
502118	MARSHALL, BETHANY			4/17/2020	69141
844601	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502127	GARDNER, JESSICA			4/17/2020	69142

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 4/17/2020 - 4/17/2020

Page: 23
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
844606	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
844581	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			170.00	0.00	170.00
502233	SHARKEY, SAMANTHA	SAMANTHA SHARKEY		4/17/2020	69143
844589	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502237	HALL, KARA	KARA HALL		4/17/2020	69144
844582	Refund Boys Lacrosse	0.00	\$105.00	0.00	105.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			105.00	0.00	105.00
502301	GILBERT, KATIE	KATIE GILBERT		4/17/2020	69145
844614	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502316	VAN SCHOICK, ADELE	ADELE VAN SCHOICK		4/17/2020	69146
844568	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502338	LANE, ERIN	ERIN LANE		4/17/2020	69147
844607	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502358	MUCHEKE, ELECIA	ELECIA MUCHEKE		4/17/2020	69148
844587	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502483	WITHINGTON, KRISTINA			4/17/2020	69149
844645	Refund Boys Lacrosse	0.00	\$105.00	0.00	105.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			105.00	0.00	105.00
502486	CHASE, CHRISTINA			4/17/2020	69150
844620	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502503	BROWN, KRYSTAL			4/17/2020	69151

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 24
User: florentina

ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
844580	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
844618	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			170.00	0.00	170.00
502504	DANIELS, CATHERINE	CATHERINE DANIELS		4/17/2020	69152
844622	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502507	FOX, ANGELA			4/17/2020	69153
844624	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502515	MCKENNEY, SANDRA			4/17/2020	69154
844623	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502521	SIMMONS, CRYSTAL			4/17/2020	69155
844636	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
844600	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Girls Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			170.00	0.00	170.00
502544	GARDNER, KATHIE	KATHIE GARDNER		4/17/2020	69156
844626	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502545	CUSHING, JENNIFER	JENNIFER CUSHING		4/17/2020	69157
844621	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502546	WARNER, JENNIFER	JENNIFER WARNER		4/17/2020	69158
844615	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
502547	WESCOTT, NICOLE	NICOLE WESCOTT		4/17/2020	69159
844644	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS		
844573	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 4/17/2020 - 4/17/2020

Page: 25
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		170.00	0.00	170.00
502548	JESPERSON, ALICIA	ALICIA JESPERSON	4/17/2020		69160
844628	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		85.00	0.00	85.00
502549	BENJAMIN, CASSIE	CASSIE BENJAMIN	4/17/2020		69161
844617	Refund Boys Lacrosse	0.00	\$105.00	0.00	105.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		105.00	0.00	105.00
502550	ROBINSON, PHILLIP	PHILLIP ROBINSON	4/17/2020		69162
844630	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		85.00	0.00	85.00
502551	TYBURSKI, EMILY	EMILY TYBURSKI	4/17/2020		69163
844643	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		85.00	0.00	85.00
502556	OLMSTEAD, JOSEPH	JOSEPH OLMSTEAD	4/17/2020		69164
844598	Refund Girls Lacrosse	0.00	\$105.00	0.00	105.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS		
844633	Refund Boys Lacrosse	0.00	\$105.00	0.00	105.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		210.00	0.00	210.00
502557	LANG, MICHELLE	MICHELLE LANG	4/17/2020		69165
844629	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		85.00	0.00	85.00
502558	ST. PETER, HEIDI	HEIDI ST. PETER	4/17/2020		69166
844638	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		85.00	0.00	85.00
502559	ARGYROS, AARON	AARON ARGYROS	4/17/2020		69167
844577	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		85.00	0.00	85.00
502560	BILINGS, LISA	LISA BILINGS	4/17/2020		69168
844605	Refund Girls Lacrosse	0.00	\$85.00	0.00	85.00

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 4/17/2020 - 4/17/2020

Page: 26
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.
Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		85.00	0.00
				85.00
502561	BOWEN, JESSICA	JESSICA BOWEN	4/17/2020	69169
844578	Refund Girls Lacrosse	0.00	\$85.00	0.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		85.00	0.00
				85.00
502562	JASMIN, ROBIN	ROBIN JASMIN	4/17/2020	69170
844595	Refund Girls Lacrosse	0.00	\$85.00	0.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		85.00	0.00
				85.00
502563	MARTEL, MELINDA	MELINDA MARTEL	4/17/2020	69171
844596	Refund Girls Lacrosse	0.00	\$85.00	0.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		85.00	0.00
				85.00
502564	MCNAMARA, NORIKO	NORIKO MCNAMARA	4/17/2020	69172
844343	Refund Girls Lacrosse	0.00	\$85.00	0.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		85.00	0.00
				85.00
502565	MOODIE, SARAH	SARAH MOODIE	4/17/2020	69173
844608	Refund Girls Lacrosse	0.00	\$85.00	0.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		85.00	0.00
				85.00
502566	RUPP, RANDALL	RANDALL RUPP	4/17/2020	69174
844609	Refund Girls Lacrosse	0.00	\$105.00	0.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		105.00	0.00
				105.00
502567	VIELLEUX, NICHOLE	NICHOLE VIELLEUX,	4/17/2020	69175
844611	Refund Girls Lacrosse	0.00	\$105.00	0.00
	Desc: Refund Girls Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		105.00	0.00
				105.00
502568	TASSONE, KAYLEIGH	KAYLEIGH TASSONE	4/17/2020	69176
844590	Refund Boys Lacrosse	0.00	\$85.00	0.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS	
	Vendor Total:		85.00	0.00
				85.00
502569	THOMPSON, DEBORAH	DEBORAH THOMPSON	4/17/2020	69177
844591	Refund Boys Lacrosse	0.00	\$105.00	0.00
	Desc: Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS	

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 4/17/2020 - 4/17/2020

Page: 27
User: florentina
Report: APINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.
Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.
Vendor Total:			105.00	0.00
105.00				
502570	YOUNG, MARYCATHERINE	MARYCATHERINE YOUNG	4/17/2020	69178
844593	Refund Boys Lacrosse	0.00	\$105.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	105.00
Vendor Total:			105.00	0.00
105.00				
502571	DUBE, SARA	SARA DUBE	4/17/2020	69179
844579	Refund Boys Lacrosse	0.00	\$85.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	85.00
Vendor Total:			85.00	0.00
85.00				
502572	COVELL, TANZI	TANZI COVELL	4/17/2020	69180
844584	Refund Boys Lacrosse	0.00	\$85.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	85.00
Vendor Total:			85.00	0.00
85.00				
502573	WHITNEY, JASON	JASON WHITNEY	4/17/2020	69181
844592	Refund Boys Lacrosse	0.00	\$85.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	85.00
Vendor Total:			85.00	0.00
85.00				
502574	MCMAHON, SHAUN	SHAUN MCMAHON	4/17/2020	69182
844585	Refund Boys Lacrosse	0.00	\$85.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	85.00
Vendor Total:			85.00	0.00
85.00				
502575	COURTEMANCHE, REBECCA	REBECCA COURTEMANCHE	4/17/2020	69183
844576	Refund Boys Lacrosse	0.00	\$85.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	85.00
Vendor Total:			85.00	0.00
85.00				
502576	DELLABOUGH, SARAH	SARAH DELLABOUGH	4/17/2020	69184
844561	Refund Boys Lacrosse	0.00	\$85.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	85.00
Vendor Total:			85.00	0.00
85.00				
502577	BARTON, STACY	STACY BARTON	4/17/2020	69185
844562	Refund Boys Lacrosse	0.00	\$105.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	105.00
Vendor Total:			105.00	0.00
105.00				
502578	GAGNON, RICHARD	RICHARD GAGNON	4/17/2020	69186
844564	Refund Boys Lacrosse	0.00	\$105.00	0.00
Desc: Refund Boys Lacrosse		Acct: 10-514-325-0000	REFUNDS	105.00
Vendor Total:			105.00	0.00
105.00				

Report Date: 4/16/20
4:21PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 28
User: florentina
ReportAPINHDPmtByDate

Check Date: 4/17/2020 - 4/17/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
502579	CULVER, KEITH	KEITH CULVER		4/17/2020	69187
844563	Refund Boys Lacrosse	0.00	\$105.00	0.00	105.00
Desc:	Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			105.00	0.00	105.00
502580	GILBERT, ANIKA	ANIKA GILBERT		4/17/2020	69188
844565	Refund Boys Lacrosse	0.00	\$85.00	0.00	85.00
Desc:	Refund Boys Lacrosse	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			85.00	0.00	85.00
FUND 1 0			Bank Total:	2,751,582.00	
Holdback Total				2,865,062.19	
Batch Totals:		0.00	76,993.84	0.00	2,942,056.03

____ DAN FRASER
____ SIMON DENNIS
____ DENNIS BROWN
____ ALICIA BARROW
____ ALAN JOHNSON
____ JOSEPH MAJOR
____ KIM SOUZA
____ J. BRANNON GODFREY JI
____ GAIL OSTROUT
____ JOHN J. CLERKIN