



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, May 19, 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

IV. Order of Agenda

V. Selectboard

1. Public, Selectboard Comments and Announcements

2. Appointments

- a. Consider the appointment of Crystal Pearson to the Hartford Business Revolving Loan Fund Committee for a three-year term beginning May 19, 2020 and ending May18, 2023.

- b. Consider the appointment of Dennis Brown to the Hartford Planning Commission for a three-year term beginning May 19, 2020 and ending May 18, 2023.

3. Town Manager's Report: Significant Activity Report ending May 18, 2020.

4. Board Reports, Motions & Ordinances:

- a. Third Quarter Financial Review (Information Only)
- b. Appointment to fill the Selectboard Vacancy (Motion Required)
- c. COVID-19 Response Committee Recommendations and Implementation (Motion Required)
- d. Hazard Mitigation Plan Update (Information Only)
- e. Re-Appointment of Town Forest Fire Warden (Motion Required)
- f. Authorization for Chair as Signatory for State Revolving Loan Fund Applications (Motion Required)
- g. Authorization to Waive the Procurement Policy for Town Manager Search Consultant Contract (Motion Required)

VI. Commission Meeting Reports:

VII. Consent Agenda (Motion Required)

Approve Payroll Ending: 5/16/2020

Approve Meeting Minutes of: 5/5/2020

Approve A/P Manifest of: 5/15/2020 & 5/19/2020

Selectboard Meeting Dates of:

Already Approved: 5/26/2020, 6/2/2020, 6/16/2020 and 6/30/2020

VIII. Executive Session:

Discussion of the appointment of a town manager under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes.

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.

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Revolving Loan Fund

I. APPLICANT DATA:

Name: Crystal Pearson

Address: 186 Hillcrest Ter White River Jct VT 05001

Telephone: (Home) _____ (Work) _____ (Other) 603.381.7465

Email Address: cpearson@wrsb.com

How long have you been a Hartford resident? 3 years

Are you a registered voter? yes

II. EDUCATION:

High School: Mascoma Valley Regional High School Year Graduated: 2001

College 1: _____ Degree Earned: _____

Course of Study: see attached resume Year: _____

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY:

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

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? yes - Mon-Friday 6 PM
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Commercial lending experience
- c. What are your past experiences in Municipal, State or Federal Government? lending
- d. What civic or social organizations have belonged to and what positions did you hold?
Conase Rotary - treasurer
- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions?
- f. What might some solutions be?
- g. Other hobbies/interests:

V. REFERENCES: (Please list three)

Name: Elizabeth Raymond Telephone: 802.384.5273

Name: Lacey Buelson Telephone: 802.598.2195

Name: nicole Rodriguez Telephone: 802.356.2582

Frank Kluhn 403.398.9623

Cynthia Dean
APPLICANTS SIGNATURE

4/29/2020
DATE

Contact

pearsonf125@yahoo.com

www.linkedin.com/in/crystaljpearson (LinkedIn)

Top Skills

Banking

Coaching

Business Process Improvement

Crystal J. Pearson

Vice President at Wells River Savings Bank
Hanover, New Hampshire

Summary

– PROFESSIONAL RESULTS –

- ✓ 10+ Years Corporate Training | 2+ Years Process Improvement
- | 8+ Years of Employee Coaching | 5+ Years Commercial Lending
- ✓ Ranked top 3rd of Small Business Leaders by Training and Coaching Business Teams to Results
- ✓ Responsible for 11+ Business Specialists' Sales Goals, Sustained Training, and Coaching Needs
- ✓ Trained, Coached, and Mentored employees at 23 BofA and 11 Citizens Bank Banking Center Locations
- ✓ Increased Customer Satisfaction Rates to 88.8% through Advanced Training & Coaching Techniques
- ✓ Effectively Coached a computer system's Change Project affecting 60,500 associates, in 45 states and four different countries, resulting in an Associate Satisfaction Survey Score Rating of 96%
- ✓ Mitigated Compliance Risk and Adverse Customer Impact by ensuring associate preparation during a Transformation Project affecting 11 Million Customers and 21% of the deposit share
- ✓ Coaching Results of Business Sales Team: Business Checking Units 95.3%, Business Money Market Dollars 532.5%, Business CC's 99.3%, and Business Loan Commitments 216.9%

– TECHNICAL SKILLS –

Video Conferencing • Microsoft Office Suite • Salesforce CRM • Microsoft Live Meeting • Skype for Business

– CORE COMPETENCIES –

Process Improvement • Change Management • Operations Management • Performance Improvement • Curriculum Development • Change Consulting • Corporate Training • Classroom Instruction • Instructional Design • Classroom Management • Project Management • Learning Evaluations • Student Mentorship •

Project Budgeting • Relationship Management • Virtual Classroom Management • Risk Management • Commercial Lending • Management

Crystal J. Pearson | 📞 603.381.7465 | 📧 PearsonF125@yahoo.com

Experience

Wells River Savings Bank

Vice President

March 2018 - Present (2 years 3 months)

Vermont

Citizens Bank

5 years 9 months

Vice President, Business Relationship Manager

July 2016 - March 2018 (1 year 9 months)

Upper Valley

Deliver exceptional customer experience designed to retain and grow customer base. Focus on exceeding net portfolio loan and deposit growth goals along with new deposit, loan, cash management, and revenue production.

- ◆ Successfully manage lucrative client portfolios of up to – \$5MM – in annual gross revenues
- ◆ Source, structure, and confidently present attractive business lending opportunities up to \$1MM
- ◆ Progressively built a variety of collaborative, internal long-term relationship with key business partners

Vice President, Small Business Leader (New England)

December 2014 - July 2016 (1 year 8 months)

Provided team stretch goals to attain and coached directly to those specific goals. Built a strong lending acumen by reviewing loan closing documentation with the Small Business Specialists' (SBS) Team.

- ◆# Placed in Top 3% in Relationship Sales competing with all Small Business Leaders companywide
- ◆# Ambitiously increased Business Loan Applications 142% - 88% Approval - Highest in Company

◆# Participated in CRA Panel Event and competently held engaging business trainings at Branch Manager meetings

AVP, Business Banking Officer

July 2012 - December 2014 (2 years 6 months)

Upper Valley, New Hampshire & Vermont

Developed a portfolio of customers, prospects, and Centers of Influence (COIs) through networking and other business development efforts. Conducted quarterly market training sessions, as well as, weekly product knowledge updates. Collaborated with partners to cross-sell opportunities and customer relationship management.

◆# Placed in Top 3% in Relationship Sales competing with all Small Business Bankers companywide

◆# Actively sold Business Banking products and services to new and existing customers with revenues between \$500 - 2MM; focus on Checking, Lending, and Cash Management Services

Bank of America

5 years 10 months

AVP, Change Consultant

February 2010 - July 2012 (2 years 6 months)

Hanover & Lebanon, NH

Partnered with Learning & Leadership to develop associates and to drive performance improvement initiatives. Applied expertise in learning to identify opportunities, strategies, and solutions directly linked to organizational and business goals. Implement best practices for both business and change management. Provided high-quality coaching to less experienced colleagues. Coached and trained managers and supervisors to increase productivity, quality, and service levels by optimizing personnel, equipment utilization, process improvement, and organizational effectiveness by improving supervisory skills while determining root cause.

◆# Successfully consulted a behavior-based project supporting 23 Bank of America Banking Centers

◆# Effectively coached a computer system's change project that affected 60,500 associates in 45 states and four different countries with an associate satisfaction rate of 96%

◆# Mitigated compliance risk and adverse customer impact by ensuring associate preparation during a transformation project affecting 11 million customers and 21% of the deposit share

AVP, Banking Center Manager II (Multi-Site)
October 2006 - January 2010 (3 years 4 months)
Hanover & Lebanon, NH

Conducted and approved both quarterly and yearly associate performance and development evaluations. Responsibly interviewed, evaluated, hired, trained, and terminated personnel. Created workforce stability by cultivating an engaged, motivated, and highly skilled banking team.

◆# Promoted 3x Assist. Manager – Branch Manager I – Branch Manager II – AVP, Center Manager II

◆# Consistently exceeded Management Sales Goals at 120% - 150% across 13 consecutive quarters

◆# Recommended and implemented corrective actions yielding 10% increase in customer satisfaction scores

Lake Sunapee Bank, a division of Bar Harbor Bank & Trust
Mortgage Underwriter I
May 2002 - June 2006 (4 years 2 months)
Newport, NH

Reviewed, examined, and underwrote mortgage and consumer loans to ensure soundness, business value, and compliance meeting industry requirements. Evaluated key financial ratios, credit scores, and property valuation.

◆# Promoted 2X within a four-year period: Teller – Customer Service Rep II – Mortgage Underwriter I

◆# Proactively developed and implemented cross-training for others within lending group

Education

Omega Performance Training
· (2017 - 2017)

Center for Financial Training

Franklin Pierce College

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ADVISORY BOARD/COMMISSION (RE)-APPOINTMENT APPLICATION

Application for appointment(s) or re-appointment: Appointment to the Planning Commission

I. APPLICANT DATA:

Name: Dennis L. Brown

Address: 253 Lower Hyde Park

White River Jct. VT 05001

Telephone: (Home)802-295-5730____(Work)603-646-0718____

____(Other) ____ Email Address: dlb@dartmouth.edu

____ How long ____ have
you ____ been ____ a ____ Hartford ____ resident? 59 years (life)

____ Are you a United States Citizen? Yes ____

____ Are you a registered voter? Yes

II. EDUCATION:

High School: Hartford High Year Graduated: '79

College 1: CCV Degree Earned: Liberal Studies Asc.
Degree Course of Study:

____ Year: 1995

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Dartmouth College Library</u>	<u>2010-present</u>	<u>Information Access Ast.</u>	
<u>Dartmouth College FO&M</u>	<u>2007-2010</u>	<u>Key Desk and mail clerk</u>	
<u>Dartmouth College Safety and Security</u>	<u>2002-2007, but still work part time</u>	<u>Dispatch/patrol officer</u>	
<u>Gateway Motors</u>	<u>1988-2002</u>	<u>Inventory Control mgr</u>	
<u>Charlie Brown's Inc</u>	<u>1979-1988</u>	<u>Sale Manager</u>	

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? Any

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Past experience, I've been on our zoning, planning, and select boards for the past 23 years. I've enjoyed serving our town in all the different things I've done and would like to continue this.

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

- d. What civic or social organizations have belonged to and what positions did you hold?
Hartford Hurricane Riders, VFW Post 2571, American Legion Post 84 as their JAG officer

- 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? To stay focused on Hartford issues.

- f. What might some solutions be? To stay focused.

- g. Other hobbies/interests: Snowmobiling, military vehicles, restoration of vehicles and tractors

V. REFERENCES: (Please list three)

Name: Dick Grassi Telephone: 802-296-2495

Name: Brannon Godfrey Telephone: 802-295-9353

Name: Jo-Ann Ells Telephone: 802-295-3075

Dennis Brown

5/11/20

APPLICANT SIGNATURE

DATE



AGENDA MEMORANDUM

May 19, 2020

Town Selectboard Meeting Item: 4.a

Submitted by: Gail Ostrout, Director of Finance

Subject: FY20 Third Quarter Financial Report

Background: This will be a briefing on the revenues and expenditures recorded through the month of March, and the first quarter of the current fiscal year.

Discussion: Revenues and expenditures through March 2020 for the General Fund and Enterprise Funds are summarized and presented.

With the implementation of a spending freeze and funding only essential operating expenditures and priority projects, the FY20 General Fund is forecast to end the fiscal year with revenues equaling expenditures. That is, there will be no year-end addition to Unassigned Fund Balance, but also no un-appropriated use of unassigned fund balance.

The Solid Waste Fund continues to run a deficit. The Water and Sewer Funds revenues and expenses are within the anticipated levels through the 3rd Quarter. However, revenues for all of the enterprise funds are expected to lag behind expenses in the 4th Quarter.

Financial Impact: N/A

Recommendation: No action required. Receive the financial report.

Attachment: Presentation



Town Manager

Budget FY 19/20 Update

As of March 31, 2020

Board Presentation May 19, 2020

Gail Ostrout
Finance Director

			GENERAL FUND APPROPRIATION										
			AS OF										
			March 31, 2020										
FYE 19 / 20	Budget	Expended	Encumbered	Balance		% Used		FYE 18 / 19	Budget	Expended	Encumbered	Balance	% Used
Selectboard	\$ 76,765	\$ 50,332	\$ 2,795	\$ 23,638		69%		Selectboard	\$ 68,519	\$ 49,561	\$ -	\$ 18,958	72%
Boards & Commissions	\$ 7,744	\$ 10,270	\$ 13	\$ (2,539)		133%		Boards & Commissions	\$ 10,340	\$ 5,582	\$ -	\$ 4,757	54%
Manager	\$ 385,955	\$ 292,906	\$ 26,502	\$ 66,547		83%		Manager	\$ 482,234	\$ 374,609	\$ 1,699	\$ 105,926	78%
Election	\$ 16,880	\$ 14,086	\$ 3,726	\$ (933)		106%		Election	\$ 24,984	\$ 20,035	\$ -	\$ 4,949	80%
Advice & Litigation	\$ 100,000	\$ 95,956	\$ -	\$ 4,044		96%		Advice & Litigation	\$ 50,000	\$ 27,679	\$ -	\$ 22,321	55%
Vital Statistics	\$ 179,557	\$ 135,158	\$ 4,898	\$ 39,501		78%		Vital Statistics	\$ 167,654	\$ 122,093	\$ 522	\$ 45,039	73%
Municipal Offices	\$ 118,480	\$ 79,801	\$ 3,715	\$ 34,964		70%		Municipal Offices	\$ 116,300	\$ 83,874	\$ -	\$ 32,425	72%
Financial Management	\$ 387,033	\$ 264,759	\$ 11,099	\$ 111,175		71%		Financial Management	\$ 368,224	\$ 259,062	\$ 1,884	\$ 107,277	71%
Auditing	\$ 37,000	\$ 31,409	\$ -	\$ 5,591		85%		Auditing	\$ 42,000	\$ 37,750	\$ -	\$ 4,250	90%
Valuation	\$ 185,064	\$ 134,727	\$ 4,719	\$ 45,618		75%		Valuation	\$ 200,895	\$ 156,338	\$ 1,967	\$ 42,591	79%
Tax Collection	\$ 26,370	\$ 19,894	\$ 358	\$ 6,118		77%		Tax Collection	\$ 21,124	\$ 17,080	\$ 341	\$ 3,703	82%
Information Technology	\$ 213,518	\$ 97,230	\$ 76,380	\$ 39,908		81%		Information Technology	\$ 161,867	\$ 113,620	\$ 58	\$ 48,189	70%
Police	\$ 3,453,132	\$ 2,220,453	\$ 139,639	\$ 1,093,039		68%		Police	\$ 3,203,813	\$ 2,197,530	\$ 42,979	\$ 963,304	70%
Fire	\$ 3,697,272	\$ 2,702,512	\$ 218,836	\$ 775,924		79%		Fire	\$ 3,197,683	\$ 2,534,973	\$ 16,618	\$ 646,092	80%
Dispatch	\$ 1,013,007	\$ 732,494	\$ 19,939	\$ 260,574		74%		Dispatch	\$ 879,936	\$ 610,083	\$ 1,376	\$ 268,476	69%
Public Works	\$ 3,319,312	\$ 2,181,602	\$ 160,123	\$ 977,588		71%		Public Works	\$ 3,135,179	\$ 2,192,022	\$ 19,635	\$ 923,522	71%
Cemeteries	\$ 15,800	\$ 15,800	\$ -	\$ -		100%		Cemeteries	\$ 15,800	\$ 15,800	\$ -	\$ -	100%
Trees	\$ 1,000	\$ -	\$ -	\$ 1,000		0%		Trees	\$ 550	\$ 550	\$ -	\$ -	100%
				OVER BUDGET - TIMING RELATED (NO CONCERN)									
				OVER BUDGET - WAITING ON REIMBURSEMENT									
				OVER BUDGET									

			GENERAL FUND APPROPRIATION Continued											
			AS OF											
			March 31, 2020											
FYE 19 / 20	Budget	Expended	Encumbered	Balance		% Used		FYE 18 / 19	Budget	Expended	Encumbered	Balance		% Used
Health	\$ 93,142	\$ 92,844		\$ 298		100%		Health	\$ 78,517	\$ 78,113	\$ -	\$ 404		99%
Senior Services	\$ 160,712	\$ 126,586	\$ 6,683	\$ 27,443		83%		Senior Services	\$ 164,002	\$ 127,233	\$ 5,954	\$ 30,814		81%
Low Income Services	\$ 9,000	\$ 9,000	\$ -	\$ -		100%		Low Income Services	\$ 9,000	\$ 9,000	\$ -	\$ -		100%
Youth & Adult Services	\$ 18,944	\$ 18,944	\$ -	\$ -		100%		Youth & Adult Services	\$ 17,944	\$ 17,944	\$ -	\$ -		100%
Appropriations	\$ 101,162	\$ 101,162	\$ -	\$ -		100%		Appropriations	\$ 93,850	\$ 93,850	\$ -	\$ -		100%
Parks & Rec	\$ 1,477,027	\$ 1,042,669	\$ 97,910	\$ 336,449		77%		Parks & Rec	\$ 1,545,856	\$ 1,149,835	\$ 3,197	\$ 392,823		75%
Planning	\$ 602,174	\$ 405,772	\$ 27,651	\$ 168,751		72%		Planning	\$ 571,028	\$ 393,295	\$ 3,160	\$ 174,573		69%
Library	\$ 361,633	\$ 345,570	\$ 197	\$ 15,866		96%		Library	\$ 361,285	\$ 341,212	\$ 107	\$ 19,967		94%
Contingenices / Refunds	\$ -	\$ -	\$ -	\$ -		0%		Contingenices / Refunds	\$ -	\$ 1,226	\$ -	\$ (1,226)		0%
County Judicial Services	\$ 104,043	\$ 104,043	\$ -	\$ -		100%		County Judicial Services	\$ 102,000	\$ 101,474	\$ -	\$ 526		99%
Bond Redemptions	\$ 1,049,177	\$ 878,527	\$ 162,460	\$ 8,190		99%		Bond Redemptions	\$ 1,063,417	\$ 1,059,235	\$ -	\$ 4,182		100%
Transfers	\$ 245,813	\$ -	\$ 5,000	\$ 240,813		2%		Transfers	\$ 340,000	\$ 22,002	\$ -	\$ 317,998		6%
Capital	\$ 3,052	\$ -	\$ -	\$ 3,052		0%		Capital	\$ 8,408	\$ 5,355	\$ -	\$ 3,052		64%
Budget	\$ 17,459,768	\$ 12,204,507	\$1,016,563	\$ 4,282,619		76%		Budget	\$ 16,502,407	\$ 12,218,015	\$99,497	\$ 4,184,895		75%
Glide Path	\$ 17,459,768	\$ 13,094,826	\$ -	\$ 4,364,942		75%		Glide Path	\$ 16,502,407	\$ 12,376,805	\$ -	\$ 4,125,602		75%
Variance + / -				\$ 82,323				Variance + / -				\$ (59,294)		
				OVER BUDGET - TIMING RELATED (NO CONCERN)										
				OVER BUDGET - WAITING ON REIMBURSEMENT										
				OVER BUDGET										

General Fund – Notes of Interest

Budget	Expended & Encumbered	Available	% Expended
\$ 17,459,768.29	\$ 13,177,148.96	\$ 4,282,619	75%

We are 9 months into the 2020 budget. As a whole the Town is within the expected glide path of 75%.

Boards & Commissions is over budget as of 3/31/2020 - it is waiting on reimbursement from school for town meeting

no concerns or budget adjustment anticipated as of 3/31/2020

12 Departments trending over budget as of 3/31/2020 – due timing of annual expenses

no concerns or budget adjustment anticipated as of 3/31/2020

3 Departments trending over budget as of 3/31/2020

anticipate / require budget adjustments

GENERAL FUND REVENUE													
AS OF													
March 31, 2020													
FYE 19 / 20		Estimated		Year to Date		%		FYE 18 / 19		Estimated		Year to Date	%
Taxes		\$ 14,061,120		\$13,703,050		97%		Taxes		\$ 13,500,714		\$ 13,771,994	102%
Permits & Licenses		\$ 20,700		\$ 13,000		63%		Permits & Licenses		\$ 20,040		\$ 16,411	82%
Intergovernmental		\$ 328,750		\$ 257,466		78%		Intergovernmental		\$ 268,000		\$ 214,069	80%
Services		\$ 1,684,100		\$ 1,515,838		90%		Services		\$ 1,808,155		\$ 1,438,179	80%
Fines & Forfeitures		\$ 25,050		\$ 6,166		25%		Fines & Forfeitures		\$ 10,050		\$ 8,778	87%
Other		\$ 85,950		\$ 102,355		119%		Other		\$ 122,482		\$ 85,873	70%

<u>Delinquent Taxes</u>				
FYE 2009-2019				FYE 2009-2018
\$ 329,642.39				\$ 336,928.11
FYE 2020				FYE 2019
<u>\$ 690,451.00</u>				<u>\$ 836,467.34</u>
Total				Total
\$ 1,020,093.39				\$ 1,173,395.45

As of 4/30/2020

<u>LOCAL OPTION TAX</u>					
Current Balance as of 4/30/2020				\$ 361,532.93	
Approved Uses in FYE 2020:					
Cemetery Maintenance & Repair				\$ 99,650.00	
	*fully executed				
Ambulance				\$ 227,000.00	
	*fully executed				
Pool Design & Engineering				\$ 70,000.00	
	*Spent to date			<u>\$ (15,320.00)</u>	
	Balance			\$ 54,680.00	
Collected in FYE 2019				\$ 313,034.50	
Collected to date in FYE 2020				\$ 269,562.02	
	May 2019 = \$62,037.06				
	May 2020 will be reduced due to COVID-19 closure				

INVOICE CLOUD ONLINE PAYMENT FEES:

The Town began absorbing all the online payments for residents. The estimate is \$6,000 monthly under normal payment receipts.

The fee is split up according to the fund for which the payment is for.

As of 4/30/2020 the following fees have been absorbed by the Town:

Delinquent Tax \$34.94

Fund 50 \$88.22

Fund 55 \$58.81

Fund 60 \$88.21

Fund 65 \$117.62

Total \$387.80

<u>COVID -19 RELATED EXPENSES</u>								
Materials & Supplies:					\$	7,674.66		
Labor:					\$	<u>16,588.32</u>		
Total:					\$	24,262.98		

As of 5/11/2020

DIRECTOR COMMENTS ON NEXT FEW SLIDES:

TOWN CLERK:

The Town Clerk revenue has been impacted by Town Hall closure due to COVID-19. Revenues in the following categories has seen significant reduction compared to the same period last year (March through mid-May): Dog License- down 60%; Marriage Licenses-down 62%; Certified Copies of Vital Records-down 25%; land record copies-down 25%. Although, the figures for each of these categories can differ somewhat from year to year, this trajectory is more than expected. To put that in perspective: the loss for this period from 2019 to 2020 in these categories only totals ~\$6500. The Revenue from recording was in line with last year's figure for this period largely due to transactions in the pipeline prior to the closure; I anticipate we will see a drop in recording for the second quarter of 2020 due to reduced real estate activity over the past 6 weeks and in the coming months due to the effects of COVID-19. In addition, we have experienced some additional expenses, although relatively small-less than \$100, related to a few supplies for remote work and to purchase products to sanitize areas in the Clerk's Office and Town Hall before/after each Title Search appointment.

ASSESSOR:

In response to the COVID 19 the virus greatly impacted how the assessment office functions, on the “fly” we had to adapt to remote work. This involved getting staff setup with workspace and supplies while simultaneously maintaining service to the public (some personal supplies and computers have had to be used in this process). Personnel with children present a new a different challenge as the separation between workspace and personal space is hard to maintain with current government restrictions on daycare. Some inspections for 2020 and grievances may have to be revisited in 2021 due to the ability to confirm interior details with homeowners for accuracy. The office must keep updated with protocols for the town and state that require additional time to prepare and implement.

The COVID 19 challenge has proven that we can adapt and still complete our work, highlighting the valuable ability of working remotely. Time management has become more effective with the implementation of work tools such as Microsoft teams for remote meetings and chat. Going forward our staff will have experience with these tools implementing them in new effective ways

PARKS & RECREATION:

Most of our operations are operating with a reduction of service or completely shut down such as programs, special event programming until further notice. We anticipate ramping up some programs but at limited expenses and revenue as we finish out the fiscal year. We are awaiting further notification from the Governor regarding summer camp opportunities. Once we have the information we need, we plan to address our summer camp offering. If the program does not operate, we will need to return pre-registered revenues and we will limit all FY20 expenses related to the camp. Most of the expense for the program falls within the FY21 budget. Historically most of the revenue falls within the FY20 budget which would impact the overall operating budget of the Department. We have held off on further registrations and anticipate if we do offer the camp, we will see a change in revenue as we anticipate collection to fall within the FY21 year. No overall concerns at this point related to end of year revenue. This will change if we are unable to offer our camp and early summer recreation programs. Hopefully though, we will be successful in balancing out the bottom line with or without camp and other programs this fiscal year.

PARKS & RECREATION Continued:

No concerns for the 511 Administration of Rec & Park budget. 514 Youth Programs have no major concerns other than the summer camp programming and impact. With the lack of spring programming and anticipation of some recreation programming late spring/early summer there will be anticipated expenses and revenue. No concerns for the 516 Community Activities. Summer Concert Series and our Movie in the Park are the only anticipated expense as we start up the summer season of special events contingent on the ability to offer the programs. There would be no anticipated pre-expense to the 4th of July unless community functions are allowed. The 2 June Concerts and 2 Movies fall within the budget with no concerns. No concern for 521 Parks or 524 West Hartford Library. 527/528 no concerns with the lack of activities for High School Athletic and Rec Programs. Additional contracted services and maintenance expenses will continue as we are in full maintenance and care of the facility. 530 WABA season has ended. The season did end at the beginning of the COVID-19 which impacted revenue by about \$6000. However, we will only be short in projected revenue by about \$1800 which is pretty good for the operations. We anticipate a tight finish to the fiscal year as there will be additional utility costs related to the operation to finish out the FY20 year. No concerns for 531 Welcome Center. The facility is closed until further notice. We have been asked by the State and Amtrak to continue invoicing so revenues will continue. At this point our only expense is the facility rental which is covered by the State of Vermont Welcome Center Appropriation.

FIRE:

- Most of the areas that exceed 75% are all do to timing of single purchases
- COVID-19 affects overtime as we navigate maintaining minimum staffing and mange having 4 employees on various leaves due to the pandemic and injuries. Additionally, our purchasing of disposable PPE and equipment has increased in the medical supply budget.

POLICE:

Initial supply chain issues strained the police department's ability to meet the immediate needs for Personal Protective Equipment (PPE) at the onset of COVID-19, without the assistance of Finance personnel we would still be in need of masks, hand sanitizer and cleaning products. Although we eventually caught up, we would have been ill prepared had the virus followed initial predictions.

An awkward fiscal year filled with competing priorities not related to organizational goals and objectives, COVID-19 became an additional challenge that negatively impacted our ability to execute around fiscal priorities.

PLANNING:

With this being a very challenging time for the overall Hartford community, staff jumped in and figured out how to keep our work program going, and do what we can to assist the Town's residents, property owners and businesses. We have made adjustments in our budget, and reduced or postponed expenditures to accommodate the added COVID expenditures within the department as well as town wide. We are very concerned about the economic displacement in housing and for businesses that we already are seeing, and need to be part of our long-term recovery. We also anticipate some very challenging budget years ahead. The continued partnership with all town departments and Town Boards and Commissions are an especially important piece of the planning process as we go forward.

Town Manager Budget Division

Personnel costs comprise the majority (70%) of the Town Manager's budget division. These are on target, with the exception of the funds for the Wellness Coordinator (\$50,000) which have been transferred to cover the expenditures overruns in the Advice & Litigation budget division. The other notable personnel cost exception is the BC/BS health insurance premium, which was budgeted for FY20 without coverage for the Town Manager (the previous TM deferred coverage). Notable operating expenditure areas over the 75% mark are as follows:

- Membership Dues – Budgeted \$14,000; spent to date \$14,773. This is at 106% through the 3rd quarter, but there will be no additional expenses for the fiscal year.
- Contract Services – Budgeted \$2,200; Spent to date \$4,423. Includes graphics design, general code update, Munismart fee share, and office equipment contracts.
- Contract Services Traffic Control – Budgeted \$20,000; Spent/Encumbered to date \$20,927. This item will be over by \$927 for the fiscal year.
- Employee Banquet & Awards – Budget \$17,904; spent to date \$16,592. Although it is 93% spent through the 3rd quarter, there will be no additional charges to this line item.

Advice & Litigation Budget Division

We have spent \$96,956 through three quarters of the fiscal year. \$50,000 was originally budgeted; an additional \$50,000 was transferred into this line item from the unspent line item for the wellness coordinator in the Town Manager's budget. As noted last month, unanticipated expenditures in this division include approximately \$32,000 for union negotiations, \$30,000 for the WHO, and \$14,000 for tax sale. An additional \$15,000 will need to be transferred from other General Fund budget divisions before the end of the fiscal year (for a total amended FY20 budget of \$115,000).

PUBLIC WORKS:

No comments at this time.

INFORMATION TECHNOLOGY:

No comments at this time.

			ENTERPRISE FUND EXPENSES										
			AS OF										
			March 31, 2020										
FYE 19 / 20	Budget	Expended	Encumbered	Balance	% Used		FYE 18 / 19	Budget	Expended	Encumbered	Balance	% Used	
FUND 30	\$ 858,154	\$ 581,497	\$ 16,040	\$260,617	70%		FUND 30	\$ 871,731	\$682,808	\$ 5,824	\$ 183,099	79%	
FUND 50	\$ 1,109,448	\$ 1,008,214	\$ 108,577	\$ (7,343)	101%		FUND 50	\$ 1,798,037	\$682,580	\$ 2,363	\$1,113,094	38%	
	includes	*\$573,162	capital that will be moved										
		to the balance sheet											
FUND 55	\$ 506,364	\$ 270,997	\$ 58,568	\$176,799	65%		FUND 55	\$ 1,036,645	\$266,219	\$ 900	\$ 769,526	26%	
	includes	*\$53,000	capital that will be moved										
		to the balance sheet											
FUND 60	\$ 1,827,168	\$ 875,122	\$ 43,065	\$908,981	50%	FUND 60	\$ 2,111,548	\$770,964	\$ 4,413	\$1,336,171	37%		
	includes	*\$69,030	capital that will be moved										
		to the balance sheet											
FUND 65	\$ 1,359,516	\$ 872,571	\$ 48,357	\$438,588	68%	FUND 65	\$ 1,475,074	\$794,222	\$ 1,993	\$ 678,859	54%		
	includes	*\$42,565	capital that will be moved										
		to the balance sheet											

ENTERPRISE FUND REVENUES													
AS OF													
March 31, 2020													
FYE 19 / 20		Estimated		Year to Date		%		FYE 18 / 19		Estimated		Year to Date	%
FUND 30		\$ 871,350		\$ 380,569		44%		FUND 30		\$ 890,418		\$ 449,970	51%
FUND 50		\$ 1,086,000		\$ 763,196		70%		FUND 50		\$ 1,827,500		\$ 965,849	53%
FUND 55		\$ 506,000		\$ 329,839		65%		FUND 55		\$ 1,039,054		\$ 306,891	29%
FUND 60		\$ 1,815,440		\$ 1,344,417		74%		FUND 60		\$ 2,115,000		\$ 1,245,573	59%
FUND 65		\$ 1,367,710		\$ 896,925		66%		FUND 65		\$ 1,477,753		\$ 886,560	60%

WRAP UP

As of these financials dated 3/31/2020 I do have concerns town wide as unbudgeted expenses continue to grow.

Yes, we are within the glide path over all as of 3/31/2020 but this was before COVID became fully active and the continued growth other non budgeted expenses.

As the Finance Director I am very concerned with the close out of FYE 2020 and the start of FYE 2021.

Questions we didn't answer during this review process?

Any follow up required on specific items you need from me or directors?

Thank you
Gail Ostrout
Finance Director



AGENDA MEMORANDUM

May 19, 2020

Town Selectboard Meeting Item: 4.b

Submitted by: Brannon Godfrey, Town Manager

Subject: Appointment to Fill Selectboard Vacancy

Background: On May 5, 2020, Selectboard member Dennis Brown resigned his seat on the Selectboard.

Discussion: Section 203(E) of the Town Charter (24VSA§123-A-203-(E)) prescribes the process for the remaining members of the Selectboard to appoint a Selectboard vacancy due to resignation. The appointed person will serve until the next annual (March 2, 2021) or special Town Meeting. Staff inquired of the Secretary of State and attorney Paul Giuliani if the Town is obligated to hold a special Town Meeting. The response was that the Selectboard *could* hold a Special Town Meeting, but is not *obligated* to do so, in which case the appointee would serve until the election at the next regular Town Meeting on March 2, 2021.

The Vermont League of Cities and Town (VLCT) provides additional guidance on the vacancies in elected offices. According to this guidance, voters may petition to hold a Special Town Meeting to elect someone to fill the vacancy.

Financial Impact: N/A

Recommendation: Determine how to proceed to fill the vacant Selectboard seat.



Town Manager

Attachment: VLCT Vacancies in Elected Office FAQs
Town Charter – Sec. 203

This FAQ document provides general information about State law regarding vacancies in municipal office. Municipalities with a governance charter may have different requirements and responsibilities.

For assistance dealing with issues surrounding a particular vacancy, contact your town attorney or the VLCT Municipal Assistance Center at (800) 649-7915 or info@vlct.org.

Contents

(click the hyperlinks below to jump to a particular section)

<u>VLCT MUNICIPAL ASSISTANCE CENTER FAQs:</u>	<u>1</u>
<u>1. What laws govern vacancies in locally-elected offices?</u>	<u>2</u>
<u>2. How is a vacancy in a locally-elected office created?</u>	<u>2</u>
<u>3. How is a vacancy filled?</u>	<u>2</u>
<u>4. can the voters demand “an election” to fill a vacancy?</u>	<u>2</u>
<u>5. Can a vacancy be filled during a state primary or federal election?</u>	<u>2</u>
<u>6. When must a vacancy be filled?</u>	<u>2</u>
<u>7. Who is responsible for filling a vacancy?</u>	<u>2</u>
<u>8. Who is responsible for filling a vacancy on the Selectboard?</u>	<u>3</u>
<u>9. Can a non-resident be appointed to fill a vacancy?</u>	<u>3</u>
<u>10. Can the Selectboard appoint someone to fill a vacancy who holds an office that is deemed “incompatible” by statute (17 V.S.A. § 2647)?</u>	<u>3</u>
<u>11. How does the selectboard choose someone to appoint to fill a vacancy?</u>	<u>3</u>
<u>12. When someone is appointed to fill a vacancy, how long do they serve?</u>	<u>3</u>
<u>13. How Does a town officer resign his or her elected office?</u>	<u>4</u>
<u>14. When is a registration effective?</u>	<u>4</u>
<u>15. Does a resignation need to be accepted to be effective?</u>	<u>4</u>
<u>16. Can a regsitration be withdrawn?</u>	<u>4</u>
<u>17. Does the public need to be notified of a vacancy?</u>	<u>4</u>

1. WHAT LAWS GOVERN VACANCIES IN LOCALLY-ELECTED OFFICES?

Absent the existence of a municipal governance charter (the more specific provisions of which will otherwise control), the laws governing vacancies in locally elected offices can be found in Title 24, Chapter 33, Subchapter 6, Sections 961-963.

2. HOW IS A VACANCY IN A LOCALLY-ELECTED OFFICE CREATED?

A locally elected office becomes legally vacant when “a town officer resigns his or her office, or has been removed therefrom, or dies, or becomes unable to perform his or her duties due to a mental condition or psychiatric disability, or removes from town.” 24 V.S.A. § 961(a). An elected office does not become vacant until such time as the circumstances creating the vacancy come to pass. See #s14-16 for information about the effective date of a vacancy due to a resignation.

3. HOW IS A VACANCY FILLED?

The law provides that when a vacancy is created, “the selectboard forthwith by appointment in writing shall fill such vacancy until an election is had.” 24 V.S.A. § 963(a). The selectboard must file a record of its appointment in the office of the town clerk who must record it in the book of town records. 24 V.S.A. § 963(b). The law also provides that a town may fill a vacancy at a special town meeting. 24 V.S.A. § 962. A special town meeting may be called by the selectboard or on the application of five percent of the town’s voters. 17 V.S.A. § 2643(a).

4. CAN THE VOTERS DEMAND “AN ELECTION” TO FILL A VACANCY?

Yes. Because the selectboard’s appointee to fill a vacancy serves only “until an election is had,” and the law allows a town to fill a vacancy at a special town meeting, the voters may petition the selectboard for an election regardless of whether the selectboard has filled the vacancy or not. If the selectboard receives a valid voter backed petition signed by five percent of the voters of the town, it has 60 days from the date of its receipt to warn (provide official notice of) when the meeting will be held. 17 V.S.A. § 2643. The special town meeting date must be set for a date “not less than 30 nor more than 40 days” from the date it is warned. The statutory requirements for warning and noticing a special town meeting are found in 17 V.S.A. § 2641.

5. CAN A VACANCY BE FILLED DURING A STATE PRIMARY OR FEDERAL ELECTION?

Only if the selectboard warns a special town meeting to occur simultaneously with the primary or national election. State primary and national elections do not qualify as town meetings for purposes of filling vacancies.

6. WHEN MUST A VACANCY BE FILLED?

The law requires that a selectboard fill a vacancy “forthwith.” Unfortunately, the law does not define what exactly “forthwith” means. When interpreting statutes, courts aim to implement the intent of the Legislature and will presume that it intended the plain, ordinary meaning of words, which can be taken from the dictionary. Black’s Law Dictionary, 8th Ed defines “forthwith” as: “(1) Immediately; without delay; or (2) Directly; promptly; within a reasonable time under the circumstances.”

7. WHO IS RESPONSIBLE FOR FILLING A VACANCY?

Most vacancies are filled by the selectboard, though there are three exceptions described below:

- a) The board of cemetery commissioners has the sole authority to fill a vacancy on their own board, but it is an authority they “may” not “must” exercise. This is the case even if a majority of the positions on the

FAQS ABOUT VACANCIES IN ELECTED OFFICES

commission are vacant as the controlling law speaks to the “remaining commissioners.” A person appointed to fill a vacancy on the board of cemetery commissioners serves “until the next annual meeting.” 18 V.S.A. § 5374.

- b) A vacancy in the office of the justice of the peace is filled by Vermont’s Governor. 24 V.S.A. § 2623.
- c) A vacancy in the office of the board of listers is filled by the selectboard, but Vermont law provides that when there is less than a majority of the board and the selectboard cannot find a resident willing to serve, the selectboard may appoint a professional assessor (who need not be a town resident) until the next annual town meeting. 17 V.S.A. § 2651c.

8. WHO IS RESPONSIBLE FOR FILLING A VACANCY ON THE SELECTBOARD?

The remaining selectpersons are responsible for filling a vacancy/vacancies on the selectboard. If there are vacancies in a majority of the selectboard at the same time so that the selectboard is unable to obtain a quorum and take binding action, the vacancies must be filled at a special town meeting called for that purpose by the remaining selectperson(s). If there are no selectpersons left in office, the Secretary of State must call a special town meeting to fill the vacancies. 24 V.S.A. § 963(c).

9. CAN A NON-RESIDENT BE APPOINTED TO FILL A VACANCY?

No. Eligibility to serve in a locally elected office is dependent upon being a legally qualified voter of the town. “At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law.” 17 V.S.A. § 2646. Being a legally qualified voter of a town is dependent upon being a resident of that town. “Any person may register to vote in the town of his or her residence in any election held in a political subdivision of this state in which he or she resides who, on election day: (1) is a citizen of the United States; (2) is a resident of the State of Vermont; (3) has taken the voter's oath; and (4) is 18 years of age or more.” 17 V.S.A. § 2121. Since only registered voters can hold locally elected office, only residents of the town in which the vacancies exist are eligible to be appointed to serve those offices.

10. CAN THE SELECTBOARD APPOINT SOMEONE TO FILL A VACANCY WHO HOLDS AN OFFICE THAT IS DEEMED “INCOMPATIBLE” BY STATUTE (17 V.S.A. § 2647)?

Yes, but the person appointed will have to resign one of the incompatible offices once the appointment is made. 17 V.S.A. § 2647.

11. HOW DOES THE SELECTBOARD CHOOSE SOMEONE TO APPOINT TO FILL A VACANCY?

There is no particular process that is required by law. If the selectboard decides that it wants to appoint someone, it is up to the selectboard to decide whether to solicit or interview candidates for the vacant position. The selectboard may use the public notice of vacancy (see #17 below) to advertise the availability of the office to interested applicants. The selectboard is free to craft the appointment process in any way it chooses, including requesting letters of interest/resumes, asking candidates to come to a board meeting to discuss their candidacy, or having no process at all.

12. WHEN SOMEONE IS APPOINTED TO FILL A VACANCY, HOW LONG DO THEY SERVE?

A person appointed by the selectboard serves “until an election is had.” 24 V.S.A. § 963. This means that an appointee will remain in office until the next annual town meeting (if no special town meeting is called), at which time the voters will elect a replacement to fill the balance of the office’s unexpired term, if any, or to a

FAQS ABOUT VACANCIES IN ELECTED OFFICES

new term. If a special meeting is called, the person elected to the position will serve the remainder of the office's original term.

There is an exception to this general rule. When a vacancy is created in the office of trustee of public funds, the person chosen to fill the vacancy, whether by appointment or election, "shall serve only for the remainder of the unexpired term." 24 V.S.A. § 2431.

13. HOW DOES A TOWN OFFICER RESIGN HIS OR HER ELECTED OFFICE?

Although not specifically required by law, it is best practice for a resignation to be given in a written document that includes the date and time that the resignation will take effect, and that is signed by the resigning officer. This will avoid any uncertainty as to when the office will become vacant and when exactly a replacement may be selected. Using a written document will also help deal with the fact that people sometimes say things in the heat of the moment that they later regret. Confirming a verbal resignation in writing is the cleanest course of action, even if the verbal resignation was recorded in the minutes of a meeting. The words and actions of an officer taken together indicate that an officer intends to resign. A letter of resignation helps solidify that intention. A resignation letter should be addressed and presented to the selectboard since the selectboard has a statutory duty to post notice of the vacancy and to fill it "forthwith by appointment in writing . . . until an election is had . . ." Additionally, the town clerk, depending on the office, may have to notify the State. 24 V.S.A. §§ 961, 963.

14. WHEN IS A REGISTRATION EFFECTIVE?

A resignation is not effective until the date and time of the announced resignation has passed. An elected officer announcing that he or she "will resign in one month" is not bound by Vermont law to actually leave the office at the self-proclaimed date. On the other hand, if an elected officer announces the date of his or her last day, and that day comes and goes without the officer changing his or her mind, then the office becomes vacant on the next day.

15. DOES A RESIGNATION NEED TO BE ACCEPTED TO BE EFFECTIVE?

There is nothing in State statute or case law that requires that a selectboard to "accept" a resignation. A leading treatise on municipal law states that "[w]here the holding of an office is not compulsory, in the absence of legal provision, resignation upon delivery to the proper authorities takes effect without acceptance; and in such case a successor may be appointed or elected without the formal acceptance of the resignation." McQuillin, Municipal Corporations, § 12.125. There being no "legal provision" in Vermont to the contrary, it seems appropriate to focus on receipt rather than acceptance of a resignation.

16. CAN A REGISTRATION BE WITHDRAWN?

Yes, but only up to date and time that the resignation was going to take effect. A resignation cannot be withdrawn after it takes effect. Since a resignation is completely voluntary and does not have to be accepted, a court would likely hold that when an officer has given a specified date for resignation, that officer is free to rescind his or her resignation at any time before the stated effective date.

17. DOES THE PUBLIC NEED TO BE NOTIFIED OF A VACANCY?

Yes. The Town is obliged to provide public notice of the vacancy within ten days of the effective date of the vacancy (see #s 14-16 regarding effective date) by posting such notice in the town clerk's office and at least two public places in town. 24 V.S.A. § 961(a). The notice serves to inform the public of the change in leadership and of the citizens' right to petition for a special town meeting to elect someone to the position. 24 V.S.A. § 961(a). Posting the notice of vacancy is required in all instances, regardless of whether the selectboard fills the vacancy

FAQS ABOUT VACANCIES IN ELECTED OFFICES

by appointment. Note that the selectboard may appoint to fill a vacancy before the notice is publicly posted. Please see below for a model “Notice of Vacancy.”

Model Notice of Vacancy. Vermont law merely states that the selectboard is obliged to post notice of the vacancy, but does not give any detail about what the notice looks like. Below is a suggested template for a vacancy notice. A selectboard may fill the vacancy prior to noticing it, though not prior to the creation of the vacancy. The selectboard may also want to supplement this template in order to advertise the availability of a vacant office to interested applicants.

TOWN OF [INSERT NAME OF TOWN]

NOTICE OF VACANCY

[insert date of notice]

In accordance with 24 V.S.A. § 961(a), the Selectboard of the Town of [insert name of town] hereby gives notice of a vacancy created by [insert applicable reason such as “resignation,” “death,” etc.] in the office of [insert name of office] effective [effective date of vacancy].

The Selectboard, pursuant to 24 V.S.A. § 963, [insert “will make” or “made” as appropriate] an appointment to fill this vacancy at its meeting on [insert date and time of meeting]. The person appointed will serve until a town election is had.

CITIZENS’ RIGHT TO PETITION FOR VOTE: Titles 17 V.S.A. § 2643 and 24 V.S.A. § 963 grant citizens the right to petition for a vote to replace the Selectboard’s appointee at a special town meeting. If a special town meeting is called, the newly elected town officer will remain in office for the balance of the unexpired term. If a special town meeting is not called, the Selectboard’s appointee will remain in office until the next annual town meeting.

To exercise this right, citizens must present a petition calling for an election for this office signed by five percent of the legal voters of the Town to the Town Clerk prior to the next annual Town Meeting.

ADDITIONAL INFORMATION pertaining to this notice and its contents may be obtained by contacting [insert name, title, phone number] during normal office hours.

Dated this ____ day of _____, 2018.

Selectboard Chair

The Vermont Statutes Online

Title 24 Appendix : Municipal Charters

Chapter 123A : Town Of Hartford

(Cite as: 24 App. V.S.A. ch. 123A, § 203)

§ 123A-203. Duties of elected officers

(a) Selectboard.

(1) Terms of office:

(A) There shall be a Selectboard consisting of seven members.

(B) Terms of office shall be as follows:

(i) Four members for three years;

(ii) Three members for two years.

(C) Members shall serve until successors are elected and qualified.

(D) Members shall be elected at large.

(E) In the event of a death, resignation, change of residence to a location outside the Town, or incapacity of any Selectboard member, the remaining members may appoint a person eligible to fill that position until the next annual or special Town meeting. If the Selectboard is unable to agree upon an interim replacement until the next annual Town meeting, a special election shall be held forthwith to fill the position.

(i) Incapacity shall include the failure by any member of the Selectboard to attend at least 70 percent of the meetings in any 12-month period or missing three consecutive meetings without the consent of the Selectboard.

(ii) In the event of two or more vacancies, an election shall be held forthwith to fill all vacant positions.

(2) Organization.

(A) Forthwith after the election and qualification of the members, the Selectboard shall organize and elect a Chair, Vice Chair, and Clerk by a majority vote of the Board and shall file a certificate of the elections for record in the office of the Town Clerk.

(B) The Chair of the Selectboard, or in his or her absence the Vice Chair, shall preside at all meetings of the Selectboard.

(C) As soon as possible after the election of Chair and Vice Chair, the Selectboard shall fix the time and place of its regular meetings.

(D) The Selectboard shall determine its own rules and orders of business not addressed by this chapter.

(E) The presence of four or more members shall constitute a quorum for the purposes of holding a meeting. The affirmative vote of a majority of the members present at a meeting at which a quorum is present shall be necessary to adopt any matter before the Selectboard.

(F) All meetings of the Selectboard shall be open to the public; unless by an affirmative vote of a majority of members present, the Selectboard shall vote that any particular session shall be an executive session in accordance with State statute.

(G) An official record of the proceedings of the Selectboard shall be kept by its Clerk. The record shall be filed with the office of the Town Clerk and shall be open for public inspection once draft minutes are approved by the Selectboard.

(3) Appointments.

(A) Before any appointments are made, the Selectboard shall compile and publicly post a list of all vacancies.

(B) The Selectboard shall appoint and remove the Town Manager pursuant to section 301 of this chapter.

(C) The Selectboard may examine or cause to be examined, with or without notice, the affairs of the Town Manager by having access to all tools used by the Town Manager in performance of his or her duties, including to books, papers, and wireless and electronic records, for information necessary to determine the proper performance of the Town Manager in the performance of his or her duties and responsibilities.

(D) Standing boards, commissions, and authorities to be appointed include:

- (i) Business Revolving Loan Fund (five appointed, three years);
- (ii) Conservation Commission (seven appointed, four years);
- (iii) Design Review Commission (five appointed, three years);
- (iv) Energy Commission (seven appointed, three years);
- (v) Hartford Housing Authority (five appointed, five years);
- (vi) Historic Preservation Commission (five appointed, three years);
- (vii) Parks and Recreation Commission (seven appointed, three years);
- (viii) Planning Commission (seven appointed, three years);
- (ix) Tree Board (five appointed, three years);
- (x) Zoning Board of Adjustment (ZBA) (five appointed, three years).

(E) The Selectboard may appoint or dissolve any authorities, boards, commissions, or committees under their purview as authorized by this chapter or State statute, excluding the School and Town Meeting Committee established in subsection 201(b) of this chapter

and any authorities, boards, commissions, or committees created by the General Assembly.

(4) Powers and duties.

(A) General. The Selectboard shall constitute the legislative body of the Town for all purposes required by statute except as otherwise provided in this chapter, and shall have all powers and authority given to, and perform all duties required of, town legislative bodies or selectboards under the laws of the State of Vermont.

(B) Powers. The Selectboard may:

(i) authorize the expenditure of all Town monies and may:

(I) submit the annual operational budget to the town Meeting; and

(II) fix the compensation of all officers, appointees, and municipal employees except as otherwise provided in this chapter;

(ii) inquire into the conduct of any officer, appointee, commission, or department and investigate any and all Town affairs.

(b) Moderator. The Moderator:

(1) shall perform all duties and responsibilities prescribed by this chapter and the State of Vermont;

(2) shall follow Robert's Rules of Order, Newly Revised (RONR) in deliberations and conduct of all meetings;

(3) may be the same individual who presides at Town and School District budget and candidates night meeting, annual Town meeting, and special Town and School District meeting.

(c) Town Clerk. The Town Clerk shall be appointed by and shall serve at the pleasure of the Selectboard. The Town Clerk shall perform all duties and responsibilities prescribed by the laws of the State of Vermont and any additional duties set forth in this chapter.

(d) Assessor. The Selectboard shall contract with or employ a qualified professional assessor, who need not be a resident of the Town. The Assessor shall have the same powers and responsibilities, and shall perform the same functions as prescribed by law for listers and boards of listers.

(e) Trustees of Public Funds. The Selectboard may appoint annually one trustee of public funds if a qualified candidate presents themselves, otherwise these duties shall be assumed by the Town Manager or his or her designee.

(f) All others. Any other elected officials of the Town or School District shall have powers and duties prescribed to that office as specified in the general law. (Added 2009, No. M-5, § 2, eff. April 29, 2009; amended 2011, No. M-16 (Adj. Sess.), § 2, eff. May 7, 2012; 2017, No. M-4, § 2, eff. May 17, 2017; 2017, No. 113 (Adj. Sess.), § 163.)



AGENDA MEMORANDUM

May 19, 2020

Special Selectboard Meeting Item: 4.c

Submitted by: Brannon Godfrey, Town Manager

Subject: **Hartford Ad Hoc Committee on Coronavirus Response Report Recommendations and Implementation**

Background: On March 10, the Selectboard created the ad hoc Committee on Coronavirus Response and drafted the Charge. In addition to tasks to monitor and develop recommendations for specific response actions, the Committee Charge included: "Submit a brief report to the Selectboard to explain recommendations no later than April 30, 2020." During April, the Selectboard has considered and approved several recommendations for action from the Committee, including various communications, approving the recommended mask and mask donation program, directing the Town Manager to advertise and appoint a Deputy Town Health Officer, amending the Committee charge and issuing a letter to out-of-state homeowners.

The Committee Chair prepared and presented the summary recommendations to the Selectboard at the May 5 meeting.

Discussion: The Report recapped the actions taken to date in the four focus areas: Stop the Spread, Support Medical Professionals, Preserve the Economy and Food Supply. It made twelve recommendations for further action; four (4) short-term recommendations and eight (8) long-term recommendations. The Selectboard received the Report and directed the Town Manager to prepare a plan for implementation.

The Town Manager is developing the implementation plan to review with staff in conjunction with ongoing Emergency Operations, and it is not prepared as of the time of this writing. He will be prepared to discuss an outline of the plan at the meeting.

Financial Impact: To be determined

Recommendation: None at this time.



Town Manager

Attachment: May 1 Committee Report

Hartford Ad Hoc Committee on Coronavirus Response
Preliminary Report
May 4, 2020
Respectfully Submitted to the Selectboard for Review

INTRODUCTION

On April 3, 2020, the Hartford Ad Hoc Committee on Coronavirus Response convened for the first time. This committee consists of 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 appointed by the Town Manager. Specifically:

Sue Buckholz, Town Resident
Becky Chollet, Town Resident
Kristi Clemens, Town Resident
Barbara Farnsworth, Town Resident
Martha McDaniel, Town Resident
Deborah Scribner, Town Resident
Becca White, Town Resident
Chuck Wooster, Town Resident
Simon Dennis, Selectboard Member
Dan Fraser, Selectboard Member
Brannon Godfrey, Town Manager
Scott Cooney, Town Employee
Brett Mayfield, Town Employee
Gail Ostrout, Town Employee

Kristi Clemens serves as Committee Chair, Sue Buckholz as Vice Chair, and Simon Dennis as Secretary.

The amended charge of this committee, revised on April 14, 2020, follows:

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.

SUMMARY OF ACTIONS TAKEN

The Committee readily identified a number of actions and projects that could not wait until the completion of this report, considering the active impact of the pandemic on our community. The Committee as a whole recommended that the Town Manager send a letter to out of state homeowners reiterating the mandate from the State that they self-quarantine for 14 days if coming to Vermont to stay, and that letter was sent within the last two weeks. Additionally, the Committee has committed to create an email list for rapid dissemination of COVID-19 information to Hartford residents using existing Hartford organizations.

In addition, each of the Workgroups identified in the Committee Charge completed significant tasks in the past four weeks.

Workgroup 1: Stop the Spread

- Updated Town website, and infographic about Covid-19
- Created and distributed new poster, "Save Lives Now"
- Created and disseminated "Mask Makers Needed" information
- Solicited, collected, sanitized, packaged, and distributed facemasks (continuing)
- Drafted and commissioned letter to remind returning out-of-state homeowners about quarantine requirements, and provided quarantine resource list
- Recommended that Selectboard fill Deputy Health Officer position ASAP
- Identified volunteers to help with future phases
- Compiling a list of existing email groups of Hartford organizations and associations (in process)

Workgroup 2: Support Medical Professionals

- Considered finding housing for care providers, but found it was not needed at this time.

- Emergency Operations Center has been working tirelessly in this arena. They created a checklist with an additional 18 locations that were brought forward and are checked regularly.

Workgroup 3: Preserve the Economy

- Developed a concise survey to assess the basic needs of Hartford businesses, including: what public support programs are working/not working, how can the Town help your business recover, how long can you operate in this climate? The survey was issued via google forms to over 200 businesses. The subgroup is currently evaluating responses.

Workgroup 4: Food Supply

- Initiated discussion with Resilient Hartford on development of neighborhood captains and community gardens
- Convened partners around providing food to people on vouchers at five hotels in Hartford
- Identified coverage for food supply gaps

COMMITTEE PROPOSALS TO THE SELECTBOARD

Short Term Recommendations

Proposal 1: Designate a Volunteer COVID-19 Communications Officer to organize all pandemic related communications to the town.

Rationale: The Ad Hoc Committee gathered and reviewed the many communication outlets and resources available to community members during this pandemic, and found that the results were overwhelming. A central point of information, or a “hub” should be established to collect, analyze, and disseminate information to Hartford residents in a way that is clear, concise, accessible and timely.

Responsibilities for the COVID-19 Communications Officer include but are not limited to:

- A. Disseminate COVID-19 email update to Hartford residents at least weekly pertaining to:
 - Fed/VT COVID-19 orders/recommendations updates
 - Town/EOC/Town Health Officer updates of services provided to businesses and residents by the Town
 - Recognition of volunteer services provided
 - Financial/food/health resources available to residents
 - Financial resources available to businesses
 - Ways to help - donations, volunteer opportunities

Encourage joining Hartford listserv to stay connected

Encourage signing up for VT Alert

FAQs - ? open questions

- B. At least weekly update of Town website, Facebook, Twitter postings
- C. Propose Town Highway signage, when appropriate
- D. Ensure approval of messages by Town Manager and work collaboratively

Proposal 2. Add responsibilities around food security and continuity to the Town Wellness Coordinator position description to ensure coordination between town, school, and community/faith based resources, while involving local organizations that supply food as their mission.

Rationale: Coordination between these resources has been happening due to pre-existing relationships, but that is not a sustainable model. Attention must be paid to intentionally include the town in those conversations and ensure that resources are coordinated and readily available to Hartford residents in need.

Proposal 3: Encourage all town residents to wear masks in public, and continue to make masks available through volunteer supply.

Rationale: Wearing masks in public is a recommendation of the WHO and CDC, and is critical to stopping the spread of the virus from asymptomatic carriers. The Mask Distribution project started by this ad hoc committee supports this proposal, but as businesses reopen additional guidance and messaging is required about its importance, as well as additional volunteer resources to make masks available to those who may not have them.

Proposal 4: Support proposal to make \$1K-2K loans from its Hartford Business Revolving Loan Fund (HBRLF) and other private funding that are potentially forgivable.

Rationale: This would utilize an existing Hartford resource in an innovative way, based on the success of a similar program in Woodstock.

Long Term Recommendations

Proposal 5: In accordance with recommendations by public health officials, consider performing statistically relevant random COVID-19 antibody testing. Explore collaborations with the State, UVM, DHMC or Dartmouth College if available.

Rationale: Testing for antibodies has been a key consideration of a timeline to reopen parts of the country, including schools and businesses. If there are partners in the region working on this, the town should aggressively volunteer to take part.

Proposal 6: Create official email list for Hartford residents.

Rationale: While there are many different lists that Hartford residents can opt-in to, there is not a central database of all email addresses for town residents. We recognize that this is a large undertaking and will likely always have gaps, but a plan must be made by the town to take this project on.

Proposal 7: Support creation of neighborhood “hubs” with “captains”, collaborating with Resilient Hartford.

Rationale: This collaboration has already begun, and the project would be sustained by adding maintenance of this project to the Town Wellness Coordinator position. In addition to establishing community and a way to rapidly respond to local needs, these hubs could assist with development of “high needs” neighborhoods lists as well as add data to the official email list in Proposal 6.

Proposal 8: Establish communication for long-term recovery supports with business/property owner groups such as the Hartford Development Corporation.

Rationale: We recognize that the short-term business loans and grants may assist businesses now, but the economic impact of this pandemic will likely be felt in our community for a long time. Collaborating with town organizations already committed to this work is a smart partnership.

Proposal 9: Support work with Resilient Hartford or other entity on expanded food production with utilization of community gardens in Hartford parks or other options.

Rationale: It has become apparent over the past two months that the national food supply chain is easily disrupted by events such as a global pandemic. Vermont has a unique opportunity to leverage our agricultural history and culture by working with local groups and farmers to create community gardens throughout Hartford that can create a local food supply accessible to all.

Proposal 10: Monitor mask need and usage, and if necessary, consider funding mask production, preferably by local mask-makers, for distribution to all residents.

Rationale: As discussed in Proposal 3, mask wearing is a critical component to stopping the spread and it is likely to be a part of our lives for some time. The town should commit to having masks available for distribution at all times, as even the reusable masks will wear out over time.

Proposal 11: Develop creative fundraising for loan program and other economic first aid ideas.

Rationale: It is clear that these unusual times will require unusual and creative solutions. The Town should support innovation and creative problems solving for local businesses and residents whenever possible.

Proposal 12: Recommend Communications Director for the Town as a new staff position, or as additional responsibility to an existing staff position.

Rationale: Many of our suggestions and considerations came back to a central question- who is responsible for communicating to town residents and how do we ensure that message is clear and widely distributed? The current model of having each town director communicate about initiatives or resources known to their area is not a best practice. We believe having one person responsible for coordinating all town messaging is critical to community building and accessing resources. The volunteer COVID-19 communications director recommended in Proposal 1 is a short term solution to a broader problem that must be addressed by the town.

THE PATH FORWARD

The HADCCR is committed to continuing our work to support the Town of Hartford as the crisis evolves. As the economy reopens, we will begin to see new gaps in the fabric of our community such as needs for housing, finances, and food. We will also need to keep an eye to local and national forecasts on rates of spread and infection. The existing workgroups as well as the entire committee will be flexible to meet these needs to the best of our ability and continue to send proposals to the Selectboard as necessary.

We have identified a new workgroup to focus on the long-term impacts on individuals within our community, tentatively called the Family and Individual Economic Health subgroup. This group will focus on resident resilience in many facets- including financial, emotional, and social needs.



AGENDA MEMORANDUM

May 19, 2020

Town Selectboard Meeting Item: 4.d.

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

Subject: Update of the Hartford Hazard Mitigation Plan

Background: In 2008, a Pre-Disaster Mitigation Plan, also known as a Local Hazard Mitigation Plan (HM Plan), was developed for Hartford for the first time. It was a modest, seven-page document that met the minimum Federal Emergency Management Agency (FEMA) requirements. The Plan is necessary to be eligible for certain federal assistance and grants related to disaster events and planning activities. FEMA requires that the HM Plan to be updated every five years. In 2013, Hartford was included in a FEMA demonstration project to develop a more innovative process and HM Plan. The result was Hartford's 2014 HM Plan which is much more comprehensive in scope and in community participation. The components and much of the format of the HM Plan are prescribed by FEMA

After many delays, the Town received a \$7,500 FEMA grant in June 2019 to update the HM Plan, which expired shortly thereafter. In July 2019, staff met with the Selectboard to provide and get input. In January 2020, the Town hired the Two Rivers-Ottawaquechee Regional Commission (TRORC) which has extensive experience developing HM Plans. Staff is working with planners Kevin Geiger and Tory Littlefield. On March 11, 2020, a community kick-off meeting was held to get input on hazards facing Hartford. On April 29, 2020, the HM Plan Steering Committee held a meeting to discuss ranking of hazards and actions. Since the 2014 HM Plan is a very comprehensive document with short-term and long-term priorities and actions, much of it continues to be relevant. A Draft Plan will be completed in early June for submittal to the state for comment, and the final Draft will come back to the Selectboard prior to submission to FEMA.

Discussion: The purpose of this agenda item is to inform the Selectboard of the HM Plan Update, answer any questions and get Selectboard input. Kevin Geiger will be present to provide:

- Overview of HM Plan, what it is and isn't, relationship to other plans.
- Benefits of having a HM Plan.
- Basic parts of the process.
- Current draft review – summation of hazards and types of actions.
- Future drafting and adoption steps.
- Agreement on hazard selection and priorities, and process going forward

Financial Impact: None

Action Requested: No formal action required at this time



Town Manager

Attachment: 2014 Hazard Mitigation Planning

HAZARD MITIGATION PLAN HARTFORD, VT

2014-2019

ACKNOWLEDGEMENTS

Hartford Planning Commission

Bruce Riddle	Robin Adair Logan
Peter Merrill	Toby Dayman
Richard Kozlowski	Dennis Brown

Hartford Town Staff

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Matt Osborn
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Conservation Commission

Jon Bouton	Mary Hutchins
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Hartford Selectboard

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F.X. Flinn	

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Allyn Ricker	Highway Superintendent
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Brian Hamlin	Two-Rivers Ottauquechee Regional Commission
Peter Fellows, CFM	Two-Rivers Ottauquechee Regional Commission
Ned Swanberg CFM	Vermont Agency of Natural Resources, Floodplain Management

Funding Support

This plan and its development was funded by a Federal Emergency Management Agency Hazard Mitigation Planning Grant administered by Vermont Emergency Management

April 2014

CERTIFICATE OF PLAN ADOPTION

Town of Hartford Selectboard

Formal Resolution Adopting the 2014-2019 Hartford Hazard Mitigation Plan

WHEREAS, the Town of Hartford has worked with local officials, residents and regional partners to identify hazards, analyze past and potential future losses due to natural and manmade-caused disasters, to identify strategies for mitigating future losses, and to prepare an updated hazard mitigation plan for the town; and

WHEREAS, duly-noticed public meetings were held by the Hartford Selectboard on 9-3-2013 and 11-26-13 to present and receive public comment on the draft 2014-19 Hartford Hazard Mitigation Plan; and

WHEREAS, the draft 2014-19 Hartford Hazard Mitigation Plan was submitted to the Vermont Division of Emergency Management and Homeland Security and the Federal Emergency Management Agency for review on December 2, 2013 and, as revised to incorporate FEMA recommendations on June 17, 2014;

WHEREAS, FEMA approved the updated 2014-19 Hartford Hazard Mitigation Plan on June 24, 2014 pending adoption by the Hartford Selectboard;

NOW, THEREFORE BE IT RESOLVED that the Hartford Selectboard hereby adopts this 2014-19 Hartford Hazard Mitigation Plan for municipal use and implementation.

Dated this 24th day of June, 2014.



Chair, Hartford Selectboard

TABLE OF CONTENTS

I. INTRODUCTION	1	V. RISK AND VULNERABILITY ASSESSMENT	26
Purpose		Hazards Identification	
Overview		Flooding and Fluvial Erosion	
		Severe Winter Storms	
II. PLANNING PROCESS	4	Transportation Incidents/Spills	
Public Process		Fire Hazards	
Data and Information			
Integration into Town Decision-Making		VI. MITIGATION PROGRAM	43
III. COMMUNITY PROFILE	6	Goals and Policies	
Setting		Existing Programs	
Growth Trends		Mitigation Strategies	
		Implementation Schedule	
IV. COMMUNITY ASSETS	15		
Local Government			
Facilities and Services			
Community Resources			

MAPS

APPENDICES

- A. CAPABILITY ASSESSMENT WORKSHEET
- B. COMMUNITY ASSETS WORKSHEET
- C. HAZARDS RATING WORKSHEET
- D. PUBLIC MEETING SUMMARIES: HAZARD HISTORY AND COMMUNITY VULNERABILITY
- E. PLANNING COMMISSION & SELECTBOARD CONSOLIDATED STRATEGIES
- F. GLOSSARY OF ACRONYMS

I. INTRODUCTION

Hazard mitigation planning helps a community identify and prioritize actions it can take to reduce or eliminate risks to people and property from natural and manmade hazards. The Federal Emergency Management Agency (FEMA) further describes hazard mitigation planning as a process that state and local governments should use to identify community risks and vulnerabilities associated with known hazards, to better plan for, withstand and recover from disaster events (www.fema.gov/plan/mitplanning).

PURPOSE

The purpose of this hazard mitigation plan is to identify and plan for both natural and manmade hazards facing the Town of Hartford, and to develop strategies to reduce long-term risks. Hazards cannot be eliminated, but it is possible to determine those hazards that are most likely to occur, where they may be most severe and cause the most damage, and what can be done to reduce their impacts on the community. Benefits of hazard mitigation planning include:

- increased public awareness of natural and manmade hazards and community vulnerabilities,
- improved understanding of potential risks and possible risk reduction measures associated with existing and future development,
- strengthened partnerships and lines of communication among diverse interests, including opportunities to leverage and share resources,

- increased community and voter support for specific actions the town may propose to reduce future losses,
- a reduction in physical, financial and emotional losses caused by natural and manmade disasters,
- increased community resilience to withstand and more quickly recover from disasters, and
- community eligibility for federal hazard mitigation grants and aid prior to and following federally-declared disasters, and for additional state matching funds for associated repairs and improvements.

OVERVIEW

The previous Hartford Hazard Mitigation Plan was adopted by the town on October 21, 2008 as a seven page “annex” to the multi-jurisdictional All-Hazard Pre-Disaster Mitigation (PDM) Plan adopted by the Two Rivers-Ottawaquechee Regional Commission (TRORC). That regional plan and Hartford annex expired on September 30, 2013.

Since the last plan was adopted and approved by the Federal Emergency Management Agency (FEMA) much of Vermont, including Hartford, was hit hard by Tropical Storm Irene in August 2011 – resulting in the largest, most damaging and costly flood since 1927 – by some estimates a “130-year” flood.

Many properties in White River Junction, Hartford Village and Quechee were inundated; buildings in West Hartford, the West Hartford and Quechee bridges, and town infrastructure suffered serious damage; and much of the floodplain, including local parks and farm fields, was covered with several inches of silt. The town is now winding down its recovery efforts –

hosting a celebration of the reopening of the Quechee Bridge in December 2012. Local lessons learned from Irene helped inform this planning process.

FEMA in 2013, under a new “National Mitigation Framework”, has also issued updated guidance for local hazard mitigation planning. Vermont’s ongoing recovery efforts and FEMA’s new mitigation framework both focus on strengthening community “resilience” – to not only understand and reduce risks of future events, but to also empower communities to recover more quickly and effectively when disasters occur.

The state recently enacted new Emergency Relief and Assistance Fund (ERAF) rules, effective October 2014, that provide additional matching funds for federal disaster relief under FEMA’s Public Assistance Program. To qualify, municipalities must adopt updated bridge and culvert standards, flood and fluvial erosion hazard area regulations, local emergency operation plans, and a local hazard mitigation plan approved by FEMA.

Also of note – under changes to state planning law (24 V.S.A. Chapter 117), as of July 2014 all municipal comprehensive plans must include a “flood resilience” element, addressing both flooding and fluvial erosion hazards. This element may reference and incorporate a locally adopted and FEMA-approved hazard mitigation plan. Hartford intends to respond to new state requirements in the coming year, following the



issuance of new state river corridor maps and guidance, and FEMA approval of its updated hazard mitigation plan.

Vermont Emergency Management submitted its draft state hazard mitigation plan to FEMA for review in the summer of 2013. The state plan and available guidance from FEMA provide the framework for this update. This plan represents a complete rewrite of the previous Hartford Annex, as a standalone, single jurisdiction hazard mitigation plan that updates and builds upon previous mitigation plans, and augments the Hartford Master Plan adopted May 29, 2012. The planning process resulting in this update was part of a FEMA-funded Hazard Mitigation Planning Grant awarded post-Irene to:

- strengthen community involvement in hazard mitigation planning,
- better incorporate social and economic considerations,
- identify and address manmade as well as natural hazards, and
- better integrate local comprehensive and hazard mitigation planning.

Hartford agreed to participate under the FEMA grant, as an example of a larger, professionally-staffed community with strong technical resources, to help test and hone public outreach tools, and to help develop mitigation strategies appropriate to communities that have adopted comprehensive and strategic plans, and a range of land use regulations and ordinances.

The process followed in developing the plan has been as important as the plan itself, by actively seeking public input to identify hazards and community vulnerabilities, and local actions to be taken to reduce and mitigate known hazards. The four parts of the planning process included:

- **Public Involvement** – to receive and consider community input from diverse stakeholders.
- **Risk Assessment** – to estimate the potential frequency and magnitude of hazard events, and to identify and plan for the most probable hazards and their potential impacts on both the built environment and the local community.
- **Mitigation Strategies** – to develop goals, objectives and strategies aimed at mitigating future disaster losses, that

are cost-effective, technically feasible, and environmentally sound – and timed to allow for strategic investment of scarce resources.

- **Implementation and Monitoring** – to identify, assign and schedule priority implementation tasks, and to monitor their progress over time.

This plan reflects local priorities for hazard mitigation, as determined from the community planning process, and best available federal, state and local information. Action items are included to monitor the success or effectiveness of implementation and results, and to inform the next update of the plan.



II. PLANNING PROCESS

PUBLIC PROCESS

Two sets of public meetings were held to gather public input into this update of the hazard mitigation plan: an initial set to explain the planning process being launched and collect stories on the history of hazards in the community, and a second set to provide more technical information on local hazards, and identify priority hazards and possible mitigation strategies.

Hartford is a large and disparate community, so each set of public meetings was held in multiple locations. The first group of meetings was held above the Upper Valley Food Co-op in White River Junction, at the Quechee Library in Quechee Village, and in the West Hartford Village Store. The second set was held in the Hartford Municipal Building in downtown



West Hartford Public Meeting

White River Junction and at the West Hartford Village Store. In each case the meetings were noticed in the *Valley News*, on the town website and via posters in public locations. Email notice was also provided to town clerks and other contacts from surrounding towns who had expressed interest, as well as the Two Rivers-Ottawquechee Regional Commission, of which the town is a member. Commission staff has assisted the town with its past and present hazard mitigation planning efforts.

A broader effort to increase attendance and participation was also made through connections with various organizations serving the larger community, including:

- The United Valley Interfaith Project, a nonprofit organization representing thirteen churches, one synagogue and one nongovernment organization. Many of its members worked as post-Irene volunteers and some were also victims,
- Upper Valley housing nonprofits, including the Upper Valley Haven, the Upper Valley Housing Coalition and Cover,
- Transition Town Hartford and the East Central Vermont Sustainability Coalition,
- Vital Communities, a nonprofit serving the Upper Valley Region,
- the Hartford Chamber of Commerce, which in turn sent notices to its member base of area businesses,
- the Hartford Schools Superintendent, and
- the Upper Valley Lake Sunapee Regional Planning Commission, covering towns on the New Hampshire side of the Connecticut River.

A total of twenty-one people (not counting staff and facilitators) attended the first set of three meetings. These included two Selectboard members, the Planning Commission chair, and two Conservation Commission members. The best attended meeting by far (and in the tiniest venue) was the West Hartford meeting, with a dozen people crowded into the West Hartford Village Store's new post office section, added after Tropical Storm Irene. The local cable station also covered the first set of public meetings. The results of the second set of public meetings addressing priority hazards, perceived community vulnerabilities, and recommended mitigation strategies, are highlighted elsewhere in this plan (Appendix D).

Following the public meetings there were multiple Planning Commission meetings, which also included members of the Conservation Commission, to digest public feedback and to identify and discuss possible mitigation strategies. These meetings were noticed via standard public meeting postings as well as to a list of interested persons/organizations and on the town website. Short articles on the planning process were also published in the *Valley News*, along with legal notices. Final meetings to approve the plan, including the recommended implementation program, were held with the Selectboard and Town Manager during their regularly scheduled meetings, as noticed in the *Valley News*, to interested persons and on town website, and recorded on community cable television.

DATA AND INFORMATION

Much of the information for this plan was provided by the Hartford Department of Planning and Development Services

(DPDS) and taken from the 2012 Hartford Master Plan and other available federal, state and local datasets and studies. These included the 2013 Vermont State Hazard Mitigation Plan (reviewed in draft form), federal census and hazards event information, and historical accounts.

The information gathered via public process was augmented by a breakfast meeting with downtown business owners and interviews with key personnel, including public works staff and emergency service providers (see footnoted information). The town assessor, working with the senior planner, produced the information for the flood risk assessment. Technical expertise and plan maps were provided by the Two Rivers-Ottawaquechee Regional Commission.

INTEGRATION INTO TOWN DECISION-MAKING

The current Hartford Master Plan, Capital Improvements Program and Emergency Operations Plan, as well as related municipal strategic plans and studies, helped inform development of this plan. Once adopted and approved, this plan will then be incorporated in the next iterations of related town plans and programs. The implementation program includes recommended strategies to update town infrastructure standards, flood hazard regulations, and related development review standards under the town's zoning and subdivision bylaws. Hartford's professional staff will continue to work collaboratively with town boards, volunteers and regional and state officials to implement the plan,

III. COMMUNITY PROFILE

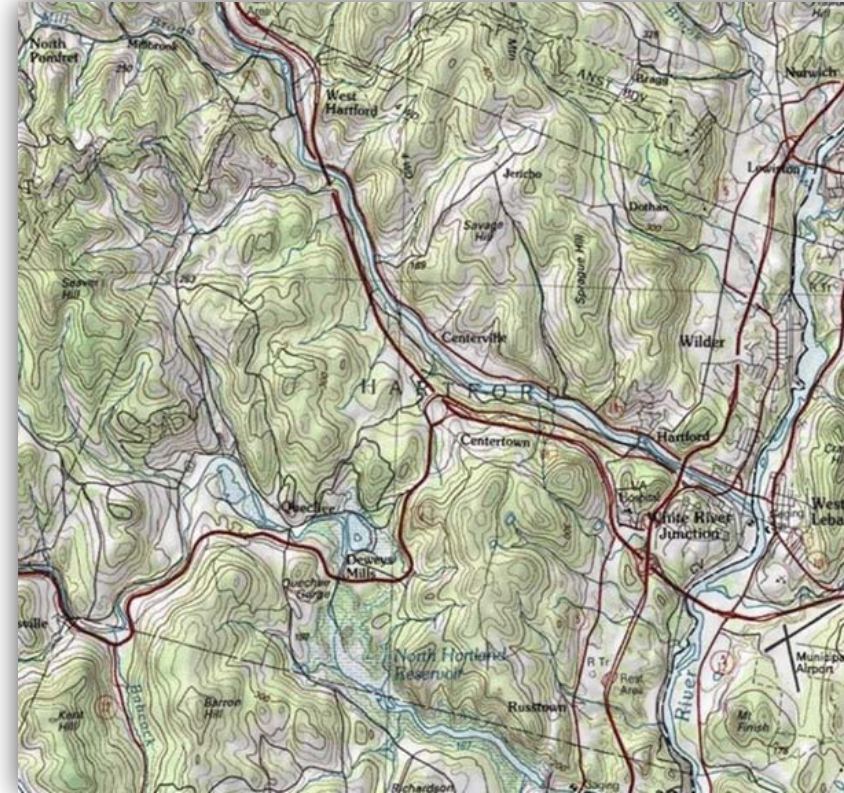
SETTING

The Town of Hartford, consisting of approximately 29,438 acres or 46 square miles, is located along the Connecticut River in Windsor County Vermont. Hartford is functionally part of the larger Upper Valley Region, spanning the Connecticut in Vermont and New Hampshire. Neighboring Vermont towns include Woodstock, Sharon, Norwich, Hartland and Pomfret. The New Hampshire towns of Hanover, Lebanon and Plainfield lie directly across the river.

The White River bisects the town and joins the Connecticut River in White River Junction, the town's largest village. The historic villages of West Hartford and Hartford are also located on the White River. The Ottauquechee River meanders in and out of the southern part of town, through Quechee Village. The village of Wilder sits above the Wilder dam on the Connecticut River. Elevations in town range from about 340 feet above sea level along the Connecticut River at the Hartland boundary to the town's highest hills, peaking at 1,575 feet along the Pomfret boundary.

The Town of Hartford includes five unincorporated villages (all listed on the National Register of Historic Places) a mix of more recent residential and commercial development, rural farmland along its major river valleys, and more sparsely settled forested uplands.

White River Junction, the town's historic downtown, rail center and warehouse district, has long served as a major



transportation hub in the region – initially for river travel, followed by rail and most recently the state's interstate highway system, where Interstates 89 and 91 meet. White River Junction developed as the first major railroad center north of Boston – as reflected in its late 18th and early 19th century urban architecture. Today it serves as the center of the town's commercial, civic and cultural life. The Hartford Municipal Building is also located downtown. Major employers located here include the Veterans Administration (VA) Hospital, the US Postal Service and state government.

White River Junction’s central business district is undergoing a renaissance of new investment and development, supported in part by the 2009 *White River Junction Revitalization Plan* and the state-approved White River Junction Tax Increment Financing (TIF) District. Downtown redevelopment has included the adaptive reuse of several historic buildings – including former freight houses and an elegant old post office – to house new businesses and restaurants, a professional theater (Northern Stage), a music venue (Tupelo Music Hall) and the Center for Cartoon Studies.

Another key commercial area – the Sykes Mountain Avenue/ Route 5 Commercial Area – includes a concentration of commercial development on US 5 in the vicinity of the interchange junction of Interstates 89 and 91. This area includes several car dealerships, motor inns and restaurants, banks, the local bus station, and other retail and office uses, all within view of the Veterans Hospital complex. This area is also within the boundary of the state-designated Hartford Growth Center.

The Hartford Municipal Building is located in the mapped floodplain. Sections of White River Junction along the banks of the White and Connecticut Rivers flooded during Irene, but much of the central square and buildings along North and South Main Streets were untouched by the storm. Flash flooding in 2013, on the two-year anniversary of Irene, had more of an impact, filling the basements of several downtown businesses with stormwater.

Quechee Village, listed on the National Register as a historic mill village, is the site of the famous Quechee Gorge – a narrow canyon one mile long and 165 feet deep that is crossed by US 4.

Like many other Vermont towns, Hartford has a mixture of densely settled villages surrounded by open countryside. Hartford has always served as a major gateway to the State, first via the Connecticut and White Rivers, then the railroads, and most recently the interstate highways...

Much of Hartford’s land use planning and decision-making revolves around the appropriate use of our manmade and natural resources. Manmade resources include public water and wastewater systems, the road network, parking lots, public and private buildings, farms and recreational facilities. Hartford’s natural resources include forests, agricultural lands, surface and ground water, scenic views, clean air, wildlife, minerals and soils. They present both opportunities for and constraints on development...

2012 Hartford Master Plan

Quechee is also home to the Quechee Lakes planned resort community, first established in the late 1960s. This development has attracted higher income second home investment and, in turn, higher-end retail, lodging and restaurant establishments – including the Simon Pearce glass blowing and pottery facility located in the old Quechee Mill. The village includes a library, a public elementary school, two private elementary schools and a private high school.

Quechee Gorge State Park, a state campground and recreation area, is located above the Quechee Gorge, off of US 4. The land for the park, purchased by the US Army Corps of Engineers as part of a larger flood control plan (which included the construction of the North Hartland Dam), was subsequently leased to the state. Most structures in Quechee are not in the mapped flood hazard area, but the Quechee Covered Bridge

suffered extensive damage from Tropical Storm Irene, resulting in its closure for more than a year. The main sewer line serving Quechee Village, running under the riverbed, was also damaged. The lower portion of Quechee Main Street flooded, resulting in severe damage to a real estate business and Simon Pearce. Other historic sites, including the Theron Boyd House site (not the building) were also affected by erosive flooding.

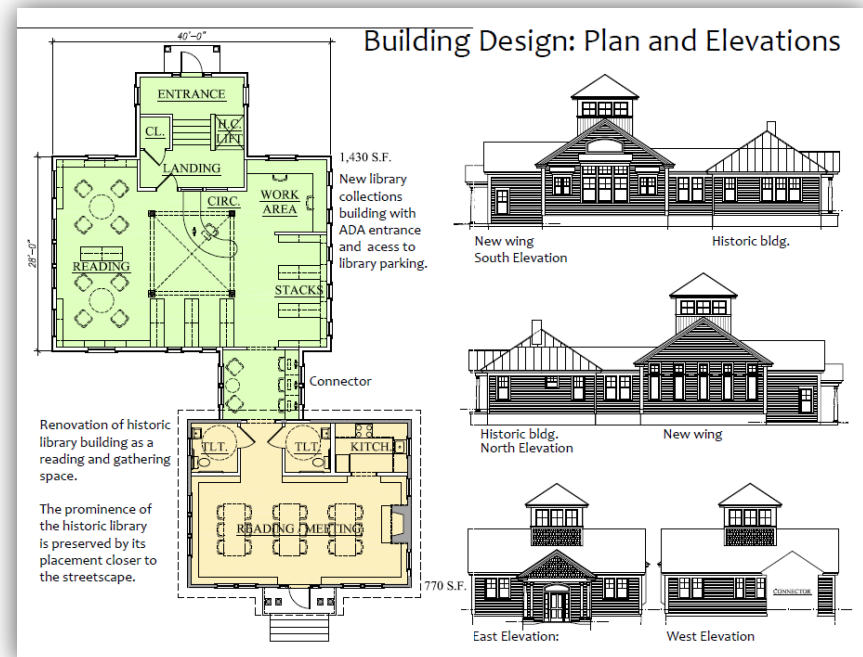
Wilder Village and Hartford Village both include a mix of low and moderate income housing and commercial and industrial uses. Hartford Village, located along VT 14, includes a convenience store/gas station, and a library and two churches. Wilder, with its own I-91 interchange, has attracted new condominium and office park development. It also has an elementary school and post office.

West Hartford, surrounded by farm fields and forests and crossed by the Appalachian Trail, is the most rural and remote of Hartford's five villages. The village is located in the northwestern section of town on the Sharon/Pomfret border, sandwiched between VT 14, the rail line and the White River. The village is still home to several historic buildings, including a church, library, and the West Hartford Village Store, in operation since 1905.

Almost half of West Hartford was wiped out by the 1927 flood. The village was hit hard again during Tropical Storm Irene. Several homes and civic buildings, including the library, Post Office and general store, were flooded by high water that also damaged the bridge over the White River. Deep silt deposits

across VT 14 temporarily isolated the community from the rest of the town. The West Hartford Congregational Church, which did not flood, served as the local hub for Irene relief efforts.

The West Hartford Village Store reopened in April 2012 after extensive repair work, and resumed its importance as a village gathering place. Most homes have also been rebuilt, but a few of the most damaged have been included in the FEMA buyout program, and will be demolished. Reconstruction of the West Hartford library, now underway, includes elevating the existing building above flood levels, floodproofing and landscaping.



GROWTH TRENDS

The Town of Hartford experienced steady growth and development throughout much of the 20th century and the first six years of the 21st century. Since 2006, however, local growth has slowed significantly, mirroring regional and state trends. As noted in the 2013 State Hazard Mitigation Plan, because of this, the region’s “overall hazard risk from flood and winter storms has remained unchanged” (p. 4-132).

Population. According to the most recent US Census counts, Hartford’s 2010 population numbered 9,952, indicating that the year-round population declined by 4% between 2000 and 2010. As a result Hartford dropped from the 8th to the 9th most populated municipality in the state. It remains the largest community in the county, making up nearly 18% of Windsor County’s total population. The town has an overall population density of 221 persons per square mile – much higher than that for the county (58 persons per square mile), but most of the town’s year-round population is concentrated in White River Junction and its other villages. The highest local population loss (-11%) occurred in White River Junction, while Wilder grew at 3.3%.

Hartford’s population is also aging, again following regional and state trends. The median age of town residents in 2010 was 43.3 –up from 40 in 2000. Most age groups in Hartford decreased between 2000 and 2010, with the exception of 20-24 year olds and those 55 years and older. The town’s seniors (65+ years) numbered 965 in 2010, making up 17% of the local population, and 16% of the county’s senior population.

	2000	2010	Change
Population	10,367	9,952	-963 (-4.0%)
Households	4,509	4,446	-63 (-1.4%)
Housing Units	5,493	5,816	323 (5.9%)
Source: US Census			

This segment of the population is expected to grow in share in coming years, requiring more in services – including medical and emergency services. The state has projected that by 2020, the county’s senior population could more than double.¹ While Hartford’s total resident population is projected to reach no more than 10,300 by 2020, by then its senior population could make up more than 20% of the total – and more than 50% of local property taxpayers.

The town’s seasonal population is harder to estimate, but given that there were 1,030 vacation homes identified in the 2010 US Census – including those in Quechee Lakes – the town’s total effective resident population, for planning purposes, could increase by more than 2,000 persons, assuming full occupancy at two persons per unit.

Hartford’s more vulnerable populations are harder to identify but generally include the town’s elderly residents – especially those living on their own – those with special medical and communication needs, and those with limited resources to respond to and recover from disaster events. For purposes of

¹ Vermont Population Projections, 2010-2030 (August 2013), VT Agency of Commerce and Community Affairs; Scenario A (higher in-migration scenario).

emergency response planning, identifying vulnerable groups and individuals is generally done in association with local service providers and utilities.

The US Census no longer tracks special needs populations. At the local level the Census Bureau instead provides 5-year American Community Survey (ACS) estimates. Given sampling over a 5-year period and relatively high margins of error, these estimates are generally suspect, and no longer track poverty rates and disability status. The most recent ACS estimates (2007-2011) available for Hartford suggest that:

- 5% of the town's working population is unemployed,
- 5% speaks a language other than English at home, and
- 1.5% speaks English less than very well.

Households. The number of households in Hartford also decreased in the 2000s, with a decline in population. Of the 4,446 households counted in the 2010 US Census:

- 59% (2,618) were family households – though only 25% (1,090) were families with children,
- 9% (381) were single parent households, and
- 27% (1,205) included someone 65 years or older.

The average size of local households also has continued to shrink, reflecting in part the town's aging population and an relative increase in the number of one- and two-person households. The average household size for year-round units in 2010 was 2.22 persons. As reported in 2010:

- 33% (1,459) of local households were one-person households,

- 38% (553) of those living alone were senior citizens,
- 66% (2,953) of households were homeowners, and
- 34% (1,493) were renters.

In 2010, Hartford also had 77 residents in “group quarters” – including 57 nursing home residents and 20 in other non-institutionalized, group living arrangements.

The loss of a home, even temporarily due to a disaster, is difficult for anyone, but can be especially hard for homeowners who have large mortgages or don't have adequate insurance coverage – including flood insurance – and for displaced households that don't have the financial resources to secure other housing. ACS estimates (2007-2011) suggest that:

- 68% of local homeowners carry a mortgage –they do not own their home outright,
- 32% of local households are very low income households, with incomes less than 50% of the estimated median of \$52,455,
- 11% of households receive food stamp/SNAP benefits, and 3% receive cash public assistance,
- housing costs exceed 30% of household income for 40% of homeowners and 56% of renters, and
- 6% of local households do not have a vehicle,

Housing. The town's housing stock reportedly increased by 323 units (6%) between 2000 and 2010 – despite a depressed housing market during the “Great Recession” that began in 2008. This increase was due largely to second home construction, which accounted for 62% of new units. In 2010, vacation

units, mostly second homes and condos located in Quechee Lakes, made up 19% of the town's total housing.

The pace of local housing development has slowed. The town issued permits for 735 units from 2000 through 2008 (averaging 82 units per year) – including permits for several multifamily housing developments. Between 2009 and 2012 permits were issued for an additional 26 units (averaging 6.5/year) – all for single family dwellings (US Census Bureau Annual Building Permit Estimates). Many of these have yet to be built.

Hartford's housing stock in 2010 made up 18% of the county total. ASC estimates (2007-11) also suggest that:

- 52% of Hartford's housing units are detached single-family homes, and another 6% are mobile homes,
- Multi-family units (3+ units per building) make up 31% of local housing; and
- 31% of the town's housing stock is more than 50 years old (built prior to 1960).

Mobile homes provide much needed affordable housing, but are also generally more at risk of damage from flooding and high winds. According to local tax list information, as of 2012 there were 409 mobile homes in Hartford, including 307 in mobile home parks, and 102 on separate lots. There are five mobile home parks in town, including one – Olcott Falls– owned by the Vermont State Housing Authority. None are located in mapped floodplains or high wind areas. Two parks are connected to municipal water and sewer systems; the

other three are served by private systems that are subject to state oversight.

Hartford no longer maintains a local housing authority – the Vermont State Housing Authority now manages the Section 8 program serving 43 local households. There are also four nonprofit housing organizations active in Hartford: Twin Pines Housing Trust, Upper Valley Habitat for Humanity, COVER Home Repair, and the Upper Valley Housing Coalition.

Affordable housing in Hartford includes:

- 17 affordable rental properties that provide 275 income-restricted units, including 83 units specifically for the elderly and/or persons with disabilities, and
- Four hotel/motel lodging facilities and one rooming house that offer a total of 91 rooms for long-term rent.

Hartford also hosts one of Vermont's eleven emergency shelters for the homeless. The Upper Valley Haven maintains two facilities in town – the Byrne Shelter for families and the Hixon House for adults. These facilities serve a regional need, generally within a 60 mile radius of White River Junction. There is also an occasional homeless camp which the Public Safety Department works with The Upper Valley Haven to address.

Other residential facilities in town include one assisted living facility, Valley Terrace, with 61 units and a maximum occupancy of 71 residents; and one 67-bed nursing home, Brookside Health and Rehabilitation.

Hartford's Affordable and Special Needs Housing

Table 3.2. Hartford Affordable Rental Housing Properties

Property	Est.	Address	Units	Elderly/ Disabled
Anna Pluhar House	1993	1673 Maple Street	3	0
Brookview Apts	1986	Bugbee Street	34	0
Colodny Building	1992	92 South Main Street	8	8
Graystone Village	1979	Dewitt Drive	34	34
Hillcrest Manor	1996	265 VA Cutoff Road	9	0
Quechee Pines	1996	Hathaway Road	9	0
Quechee Sunrise	2003	Dawn Drive, Twilight Ct	22	0
School Street Housing	1995	52 Christian Street	8	0
Village Apts	1997	151 Gates Street	14	14
The Briars	1999	647 Bugbee Street	24	0
Northwoods I	2003	95 Templeton Avenue	18	0
Northwoods II	2004	95 Templeton Avenue	13	0
Overlook Housing	2003	Overlook Dr, South Main	13	0
Prospect Street	[NA]	19 Prospect Street	3	0
Windsor Hollow	1994	45 Hollow Drive	27	27
Hollow Drive Housing	2003	60, 151 Hollow Drive	18	0
Stony Creek	2006	2680 Hartford Avenue	18	0
Total			275	83

Source: VHFA, Vermont Directory of Affordable Rental Housing (10/2013).

Table 3.3. Hartford Mobile Home Parks

Park	Est.	Lots	Leased	Homes
Chambers MH Village	1960	83	69	73
Merrimac MHP	1968	47	47	47
Olcott Falls MHP	---	40	37	40
Tall Timbers MH Community	1977	105	105	105
Woodside Manor	1965	87	87	87
Total		362	345	352

Source: VDHCD, 2010 Vermont Mobile Home Registry.

Table 3.4. Upper Valley Haven Shelter

Byrne Shelter	2010	2011
Persons Served	125	133
Families Served	41	40
Children Served	68	67
Adults Served	57	66
Median Length of Stay (days)	65	74
Hixon Shelter		
Persons Served	80	146
Men Served	51	102
Women Served	29	44
Median Length of Stay (days)	26	33

Local Economy. Hartford, in part because of its location at the junction of major transportation routes, is a regional employment center for the Upper Valley, along with Lebanon and Hanover. The town has continued to experience some economic growth since 2000 – including the addition of 31 employers and 380 new jobs between 2000 and 2010. As of 2010, there were 466 establishments in Hartford, accounting for 6,158 jobs, as reported to the state for unemployment insurance (covered employment). This does not include most self-employed individuals, farmers and farmworkers.

According to Vermont Department of Labor data, 1,983 jobs (32%) were in the public sector, including federal jobs associated with the Veterans Administration Hospital and the US Postal Service’s regional distribution facility in White River Junction – two of the area’s largest employers. In 2013, local government, including the school district and town offices, provides 549 jobs (about 9% of the total) – 81% of which are in educational services. Hartford has a smaller share of manufacturing and service sector jobs than the county or state but, as a major transportation hub, has a higher concentration of transportation, communications and utility jobs.

A regional office of the Small Business Development Center is located in the Hartford Municipal Building, providing support services to Hartford businesses. The town has also completed detailed planning for economic development and expects new, larger employers to locate in White River Junction and Sykes Mountain Avenue areas, to take advantage of available water, wastewater and telecommunications infrastructure.

HARTFORD’S TEN LARGEST EMPLOYERS

<u>Employer</u>	<u>Employees</u>
Medical Facility & Regional Offices	1,000
Hartford School District	407
Quechee Lakes Land Owners Association	206
King Arthur Flour	197
U.S. Postal Service	189
Hartford Town Offices	142
Simon Pearce	114
Mascoma Savings Bank Corporate Office	106
Concepts NREC	95
RSD Transportation	90
Resource Systems Group (RSG)	55
White River Paper	50
IBEX	46

Source: Hartford Department of Planning and Development Services.
August 2013.

Quechee Lakes, within Quechee Village, is one of the largest planned four-season resort communities in New England, consisting of more than 5,200 acres of commonly owned land and buildings, 1,255 residential and rental properties, two 18-hole golf courses and a clubhouse, lake, and other resort amenities. Slightly more than half of planned development has been built to date.

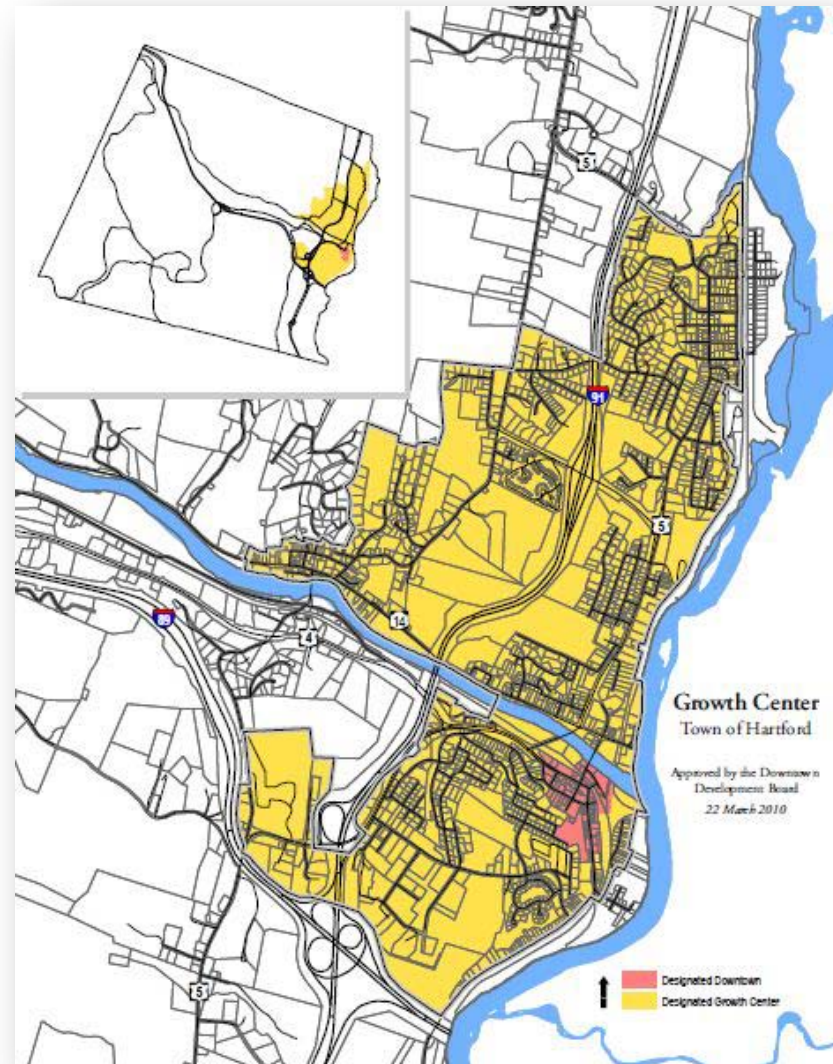
In 2012, Hartford businesses generated \$31.3 million in room, meal and alcohol taxes (23% of the county total) and \$242.7 million in sales tax receipts (20% of the county total), including \$73.2 million in retail taxes (VT Dept. of Taxes, Annual Report).

Hartford's Designated Growth Center

The Hartford Growth Center was approved by the Vermont Downtown Board under the state's growth centers designation program on March 22, 2010. The designated growth center includes White River Junction, also a state-designated downtown, the historic villages of Wilder to the north and Hartford Village to the west, and the Sykes Mountain Avenue Area. This 2,005-acre area comprises approximately 7% of the town's total land area, centered on the most heavily developed portion of town. The Hartford Growth Center has been planned to accommodate approximately 60% of the town's new housing development, and a large majority of its new commercial development over the next 20 years.

While growth center boundaries were drawn to exclude most natural resource areas, the growth center does include mapped floodplains, surface waters and wetlands along the Connecticut and White Rivers. The proposed boundaries were approved by the state based on the strength of regulatory mitigation strategies proposed by the town, including flood hazard area regulations that limit and regulate new development within mapped floodplain areas.

Based on its growth center designation, Hartford also applied and received approval from the state for a smaller, 114-acre Tax Increment Financing (TIF) District centered in downtown White River Junction. This area – scheduled for redevelopment to be financed in part through associated tax revenues – includes 129 parcels, and represents \$42.5 million in listed property value. Infrastructure improvements are scheduled to take place through 2016. TIF financing will also support eight planned redevelopment projects, including a new public park and walkway along the Connecticut River.



IV. COMMUNITY ASSETS

Hartford's community assets, which are substantial for a Vermont town, are listed in Appendix B, noted on the accompanying maps, and described in more detail as follows.

LOCAL GOVERNMENT

Hartford has a town manager form of government, as set forth in its charter. The appointed Town Manager answers to an elected, volunteer, seven-member Selectboard. The town also has an elected Town Clerk. In FY13, Hartford employed 142 people in town government in full-time, part-time and temporary positions. The town has six fully staffed departments, all headed by directors that have been with the town for several years, including the following:

- Planning and Development
- Public Works
- Public Safety (fire, police, rescue, dispatch)
- Parks and Recreation
- Finance
- Listers

The Public Safety Department was consolidated in the past year under one director to better coordinate all public safety functions within the town and the region. The town also has an adopted emergency management ordinance that governs local emergency response and civil defense operations.

The town has several volunteer boards, commissions and committees appointed by the Selectboard. Most are advisory to the Selectboard, except for the Planning Commission and Zoning Board of Adjustment, which are quasi-judicial boards that are also governed by state statute. These boards, with the support of the Department of Planning and Development Services, are responsible for town planning, and developing and administering the town's Zoning and Subdivision Regulations, including its adopted Flood Hazard Regulations.

In addition to the staff noted above, the Selectboard, Planning Commission and Conservation Commission are the local entities most responsible for hazard mitigation planning. Hartford also participates in regional emergency response and hazard mitigation planning through its membership on the Two Rivers-Ottawaquechee Regional Commission (TROC) and the District #12 Local Emergency Planning Committee (LEPC).

The meetings of local boards and committees are publicly noticed and subject to Vermont's open meeting laws. Many are also covered by the local community cable station. Hartford actively maintains a town website, (www.hartford-vt.org) to inform local residents about town events, initiatives, policies and programs. There is also a town listserv that continues to expand. Both the website and listserv were used extensively during Irene recovery. The town recently also started publishing a quarterly newsletter.

Municipal government is financed largely through property taxes. Hartford's tax base, as reported to the state in 2011, includes 5,447 properties valued at \$1.38 billion (\$1.44 billion,

as adjusted by the state to reflect fair market value). Residential properties make up roughly 86% of all listed properties, and 80% of total listed property values (VT Dept. Taxes). The town, as noted earlier, also has an approved TIF District to finance infrastructure improvements and redevelopment projects planned for White River Junction.

FACILITIES AND SERVICES

Municipal Buildings. Municipal buildings identified as critical facilities include the town office building, the public safety building and the town garage.

The Hartford Municipal Building is the center of local government, housing town offices, municipal records, conference and meeting space. The two-story building is a historic former school building located on a 3.4 acre site in downtown White River Junction. Built in 1884, it is post and beam construction with exterior brick-bearing walls. The municipal building is in the mapped 100-year floodplain. Town voters in 2013 approved funding to substantially rehabilitate the structure, to include floodproofing to improve its flood resiliency, and the installation of a generator.

The Hartford Emergency Services Building, located on a 2.2-acre site located adjacent to the VA Hospital, houses Hartford's police, emergency response and fire services –including offices, operations, training, storage and meeting rooms, five engine bays, and an emergency communications center. The building, constructed in 1978, is a one- and two-story cement building with brick veneer. The building is equipped with a generator.

A second unstaffed fire station, Hartford Station 2, is located on Willard Road in Quechee.

The Department of Public Works Facility located on Airport Road in White River Junction (out of the floodplain) includes the town garage, and houses the town's highway and public works equipment. It is also equipped with a generator.

Public Safety. Public safety services include police, fire and emergency response. Hartford police provide a full range of law enforcement services to the community. Hartford emergency services includes both career and paid on-call staff who provide fire protection, emergency medical services, technical rescue services, and hazardous materials protection to Hartford and surrounding communities. The department responds to roughly 1,700 calls per year, locally and under mutual aid agreements, and also operates as a mobile support unit for Vermont Emergency Management. The department's dispatch center provides emergency dispatching services for five surrounding towns. The fire chief serves as the public safety director, and is the town's designated emergency management director.

Zachary Borst, a Regional Outreach Specialist at Vermont Emergency Management, noted that "Hartford has one of the strongest departments in the state – trained to a higher level than usual. They manage the Southern Vermont Urban Search and Rescue Team, housing equipment and team leaders. This is a significant asset for the town, having a huge toolbox and trained responders right there."

In addition to emergency response services, the department issues burn permits and construction (fire safety) permits for public buildings, and reviews development applications before the planning commission and zoning board.

Schools.² There are 13 educational institutions located in Hartford, all considered “critical facilities” by the town for purposes of emergency response and hazard mitigation planning (see full listing under Appendix B). These include the following six public schools in the Hartford School District:

- Dothan Brook School, Wilder
- White River School, White River Junction
- Ottauquechee School, Quechee
- Hartford High School, White River Junction
- Hartford Memorial Middle School, White River Junction
- Hartford Area Career Technology Center, White River Junction.

The Hartford School District is one of the town’s largest employers, staffed by more than 400 employees who serve around 1,900 students.

The Hartford High School anchors a complex in White River Junction that also includes the middle school, the technology center, and the Wendell A. Barwood Arena, housing the town’s ice rink.

² Based largely on interview s with Tom DeBalsi, Hartford Schools Superintendent and Byron Baribeau, Hartford Buildings Superintendent, November 17, 2013

Located on a high plateau between downtown White River Junction and Wilder Village, the Hartford High School is also the designated local and regional emergency shelter. Only the high school has a backup generator, intended primarily for its use as an emergency shelter. In the event of an extended power outage the generator can operate continuously for up to two days, supplying enough power to heat a portion of the building and operate one kitchen. During Tropical Storm Irene the high school gym was open for a month to shelter people displaced by the storm, while school was in session. Just a few people stayed beyond the first 48 hours after the storm.

All school buildings meet current fire and safety codes. The Quechee School lost power during Irene, due to damage to utility lines crossing the river under the Quechee Bridge. All schools are equipped with emergency lighting for use in building evacuation. Schools also have police-grade two-way radios, operated from a base at the high school, which can be used to communicate with other schools in the event of an emergency.

A safety team has been formed for each school building, and a notification process has been set up for parents via website and a computerized phone messaging service that reaches everyone within a 10-minute period. This system is used mainly for snow days and works well. It may be expanded at some point to also include e-mail and text notifications

Each school has an evacuation plan, to evacuate students by bus within 30 minutes. Schools are required by the state to test these plans six times per year, and to conduct lock-down

drills five times a year. Each school also has a designated evacuation site in the event of a school emergency, including an outdoor staging area to gather and collect students. School teams are discussing how to also respond to external incidents that may impact the school – for example a chemical spill on the rail line in the vicinity of the White River School – and whether current evacuation plans and staging areas are adequate to address these types of incidents.

The School Superintendent is working with school staff on updating safety and evacuation plans for each school to include a more uniform set of emergency response procedures and commands. He also meets quarterly with the town's emergency management staff, and Ascutney and VA Hospital staff to build cooperation, strengthen communication and better coordinate local and regional emergency response planning.

Transportation. Hartford is a regional crossroads. Strategically located at the junction of the Connecticut and White Rivers, the town was first a center for river traffic. It later became an important rail center, and today is located at the junction of I-89 and I-91. US Route 4, part of the National Highway System and a key east-west connector, crosses town as do Vermont Routes 5 and 14, which run north-south.

Hartford also has more miles of road than any other municipality in the state. The state manages 45 miles of state and federal highway; the town is responsible for another 129 miles of town highway. The town's Public Works Department maintains an ongoing road management system that includes regular highway inventory updates and a 10-year capital

improvement program that identifies roads for routine maintenance and reconstruction.

The road system includes 1,038 culverts, 29 short-span bridges and 4 long-span bridges – several of which were damaged during Tropical Storm Irene. The State of New Hampshire owns the bridges crossing the Connecticut River that connect Hartford and Lebanon. Many other major bridges in town are state and federal responsibilities– including the railroad bridge across the White River in White River Junction, which was repaired by the state following Irene. The West Hartford Bridge, constructed in 2006 by the town with state assistance, was designed to withstand a 100-year flood, but also suffered damage during Irene.³ The Quechee Covered Bridge was



³ Interview with Allyn Ricker, Hartford Highway Superintendent, March 19, 2013.

completely rebuilt following Irene, finally reopening in December 2012. The town is now completing reconstruction of the Bridge Street railroad bridge and underpass in White River Junction through a federal highway grant.

In 2012 Hartford conducted a comprehensive engineering review of all its bridges, leading to the adoption of a 20-year repair schedule – and separate reserve fund under the town’s capital improvement program – to fund scheduled improvements over time.

White River Junction, located halfway between Montreal and Boston, remains a major interchange for several rail lines, including the New England Central Railway and the Northern Vermont Railroad. On average, two AMTRAK passenger trains and two to four freight trains pass through town each day. Freight cars are also stored temporarily in local rail yards. The AMTRAK station on Railroad Row includes parking and an enclosed waiting area.

Flood waters from Irene also severely impacted the NECR line, inflicting major damage between Montpelier and White River Junction. The storm completely washed away about 2,000 feet of roadbed and left rail and ties suspended in mid-air. Two bridges over the White River were also heavily damaged, including the one in White River Junction. Tracks were quickly repaired and reopened by mid-September 2011. The rail bridge on the Wells River Line reopened in January 2012.

Federally-funded track upgrades to improve AMTRAK service allowed for an increase in train speeds effective in 2013 – up to 59 mph north of White River Junction, and up to 79 mph south

of the junction. The 2012 Hartford Master Plan speaks to the need to improve the safety of at-grade rail crossings, and to address illegal paths and trails crossing the tracks, but also notes the expense involved. The town recently installed a secondary emergency access through the rail yard to ensure that the Nutt Lane neighborhood will not be cut off by a stopped or derailed train blocking access to South Main Street.

There are no airports in Hartford, however parts of town are within the landing and take-off area of the Lebanon, New Hampshire Municipal Airport across the river, which hosts a small commuter airline and private aircraft.

Advance Transit, the regional public transportation provider, is based in the Wilder section of town. It links Hartford to Norwich and the New Hampshire towns of Hanover, Lebanon, Enfield and Canaan. Passengers ride for free. Links are also provided to other transit networks that extend travel to Randolph, Springfield and St. Johnsbury, Vermont. The Bugbee Senior Center in Hartford provides rides for residents over age 60 by appointment. Other providers also bring passengers to Hartford–e.g., to the VA Hospital – from other counties.

Water and Sewer. The town’s municipal water system – supplied by two wells and treatment facilities – one located in Wilder and the other in Quechee near Lake Pineo – serves more than 2,000 connections in White River Junction, Wilder, Hartford Village and Quechee. The system also includes two large storage tanks – one in Wilder and one near the VA Hospital. The Wilder well is located above the floodplain; the Quechee facility, however, is at or above the 100-year flood level. Protected by a berm, it did not flood during Tropical

Storm Irene, but came close. The berm was improved following Irene to better withstand future flooding.

White River Junction, Hartford Village and Wilder Village and areas in between are also served by the town's sewer system. Quechee Village has a separate sewer service, limited to the village core, including Main Street, US 4 west of Quechee Gorge, and several nearby residential developments. The two wastewater treatment plants serving these systems are located in White River Junction and Quechee. The White River Junction plant is below the confluence of the White and Connecticut Rivers, and is located within the mapped flood hazard area, but it did not flood during Irene. The Quechee sewer plant is located well-above the 100 year flood elevation. It also did not flood,⁴ but the river crossing for the force main serving Quechee Village sustained heavy erosion damage from changes in the stream channel, which undermined critical infrastructure. This was subsequently repaired with funding and technical assistance from the Natural Resource Conservation Service (NRCS), with special care taken to restore stream flow and aquatic habitat to pre-flood conditions.

Pump stations, necessarily located in low-lying areas, are especially susceptible to flooding. Irene flooding damaged three pump stations in the town – two in Hartford Village and one in White River Junction. Following the flood, the pump stations were rebuilt with town insurance money. The town has since applied for and received a hazard mitigation grant to

elevate each of the three stations to one foot above Irene flood levels.

In the case of power outages, most of the town's water and wastewater facilities are equipped with emergency generators, and the Public Works Department also has a portable generator. There is also an emergency backup plan for each facility, as required by the state. The Town of Hartford participates in Vermont WARN – the state's Water/Wastewater Agency Response Network. This 145-town mutual aid network provides loans of major equipment to towns impacted by a disaster.⁵

Electrical Service. There are two substations (Wilder, White River Junction) and two transmission lines (Taftsville to Wilder and Wilder to White River Junction) that serve the Hartford area. The two utilities serving Hartford – Central Vermont Public Service and Green Mountain Power – merged last year under Green Mountain Power. The merger is providing more resources for system capacity, reliability improvements, and response in outage situations. Several utility upgrades in the area planned for the near future include:⁶

- Relocating the transmission line from US 5 to North Hartland and the tie-in from the White River feed to the Quechee substation, via Clay Hill Road to US 5 (2014).
- Rebuilding the 46kV transmission line running from the

⁴ Interview with John Choate, Hartford Utilities Superintendent, March 27, 2013.

⁵ Ibid

⁶ Email communication from Michael Burke, Field Operations Lead, Green Mountain Power, May 1, 2013

Wilder hydroelectric facility to Taftsville (2014).

- Rebuilding the White River substation which is nearing capacity (2015). The new substation will carry additional load and provide backup for the Wilder and potentially the Quechee substations.
- Relocating and replacing a small section of single phase distribution line, to run along VT 14 from Sharon toward West Hartford (year or two).

Temporary power outages are a fairly common occurrence, particularly during winter months. Lines are generally well maintained and quickly repaired by the utilities, in coordination with the town for line work within town rights-of-way, and the state work along state highways. As noted, many municipal facilities, including the high school, are equipped with backup generators, but there is still concern regarding the impacts that extended power outages could have on public buildings and facilities, local hospitals and businesses, and especially homebound residents with medical equipment.

COMMUNITY RESOURCES

Local Community. A sense of community – of knowing neighbors and those who might be vulnerable in an emergency – is an important part of building community resilience. Because of Hartford’s size, diversity and settlement pattern, many local residents identify more with their neighborhood or village than the town as a collective whole. A current town initiative – “We are all one Hartford” – is intended to also strengthen town-wide community identity.

Hartford’s villages have especially strong social networks and ties. Quechee Village has grown in recent years in part to serve the resort community established there. West Hartford’s strong sense of community reflects the bonding that occurred during and following Tropical Storm Irene, when village residents felt isolated from the rest of the community. In larger places like White River Junction, in newer housing developments, and in more rural locations people tend to identify with their local neighborhood, others living in their building or along their road.

The West Hartford Community: Lessons Learned

In the aftermath of Irene, the Village of West Hartford, which suffered significant damage, was temporarily cutoff from the rest of the community by large deposits of river silt. Once the road was re-opened, with the help of a local farmer, town government and community service groups organized a central location in the village to provide food, volunteers, equipment and encouragement. Within days, the West Hartford Church, a deteriorating building not in active use – and one of the few buildings not flooded – became the village hub, something that has continued to day, and sparked interest in its renovation. The experience with the flood also highlighted where there may be gaps in communication and services –including communication between local services and town government, and how these might be better addressed in the future. Some of these opportunities include taking advantage of existing networks.

For many residents, Hartford’s “third places” – local gathering spots – also serve as important sources of community information and support. For example, the Upper Valley Co-op in downtown White River Junction is much more than a local grocery store – sponsoring community classes, events and activities, and providing meeting space for local groups and gatherings. The Quechee Club serves a similar function as a community gathering place in Quechee Village. Hartford’s libraries, schools and recreation programs also provide space and activities that bring people together, as do regional events like the Flavors of the Valley.

There are fourteen churches in Hartford, several of which served important roles during the recovery from Tropical Storm Irene. The United Valley Interfaith Project – a consortium of faith-based organizations covering the Upper Valley area of New Hampshire and Vermont – provided both staff and volunteers to assist in the recovery effort. Hartford also has a number of active community organizations – including a local Transition Town group which has goals to strengthen local community resilience.

Another outgrowth of Irene was the creation of “Upper Valley Strong,” comprised of area public and nonprofit service agencies, organizations and churches that came together in the immediate aftermath of the event. This group was subsequently recognized by the state and FEMA as the area’s Long Term Recovery Committee (www.uvstrong.org) to strengthen, expand, mobilize and coordinate disaster recovery efforts.

Many participating groups, such as The Haven, Southeastern Vermont Community Action (SEVCA), Cover Home Repair, Upper Valley Housing Coalition and state social service offices are based in or near Hartford. As a result, town residents and property owners were especially well served by regional response efforts and resources following Irene. Upper Valley Strong mobilized teams of people to go door-to-door to identify those in need and direct resources their way. As donations were received, such as beautiful rugs donated by The Company Store, they were stored for pick up in Wilder and made readily available to Hartford residents.

Upper Valley Strong continues to exist today and is putting in place a structure to allow for immediate mobilization when a hazard hits the region. The committee:

- gathers and shares information,
- assesses individual and community needs,
- obtains and disburses financial and other resources,
- conducts triage and disaster case management,
- expedites local access to services,
- facilitates interim and permanent housing solutions, and
- collaborates to resolve the full spectrum of disaster-caused recovery needs.

Medical Facilities and Services. Local medical establishments include a number of doctors’ offices, and the Good Neighbor Health Clinic – a walk-in medical and dental clinic for local income residents located in the former Gates Library in White River Junction.

The **Veterans Administration Medical Center** (VA Hospital)⁷ in White River Junction serves 75,000 Vermont and New Hampshire veterans, and is one of Hartford's largest employers, with 1000 full-time employees. Excluding doctors, 90% of the center's employees are veterans. There are an estimated 600 people onsite during the day, including staff, a contingent of federal police, patients and other caregivers.

The VA Medical Center includes a 74-bed acute care facility that provides a full range of medical and psychiatric care, including a resident substance abuse treatment program. The center is also classified as a federal "Level II" facility, with four fully equipped operating suites. The center is affiliated with several other medical and academic institutions, including the Geisel School of Medicine (formerly the Dartmouth Medical School).

The medical center campus is located on a 64-acre hillside overlooking I-89, well above the floodplain. It includes a hospital building, a 47,000 square foot research building, an ambulatory care building and administrative and clinical support buildings. There are six generators on-site, including one to run emergency facilities and five in individual buildings. The generators are on a looped system so that if one or two malfunction, they will still provide needed emergency power. There is enough fuel stored on site to last one month. It's estimated that the center can accommodate 500 people easily,

with food water and beds, for 96 hours (as required for this type of federal facility). Cots are also available for staff use.

The center also has the ability to evacuate if needed, but is required to prepare for and maintain uninterrupted service during a disaster. Under a federally-declared disaster it also has the ability to care for others if requested. The center is currently designated by the state as a way station or hub for the evacuation of area nursing homes – to serve as a staging center and provide care until residents can be assigned and moved to other facilities.

Available communications systems include three satellite phones, an amateur radio tower (part of the standby Vermont Radio Amateur Civil Emergency Service), and radio equipment provided to the Hartford Fire Department under an active and ongoing relationship with the department.

The center regularly practices emergency response, following "joint commission" standards related to Medicare and Medicaid. Exercises are conducted twice yearly – one of which includes a full evacuation. The center also recently conducted an anthrax release exercise with the US Postal Distribution Center in White River Junction. This included setting up a decontamination site at the hospital – using the Hartford Fire Department's decontamination unit – for those in need of decontamination and medical attention.

Parks and Recreation. In addition to the state park at Quechee Gorge, the Town of Hartford maintains seventeen public municipal parks and recreation facilities, as listed in Appendix B and shown on the accompanying map. This

⁷ Much of the information about the VA Medical Center (VAMC) is based on an interview with Tony Ercole, VAMC Emergency Management Coordinator, March 18, 2013.

includes several riverside parks that were heavily damaged by Tropical Storm Irene and required restoration, including:

- Erwin Clifford Park, West Hartford
- Quechee Green Park, Quechee
- Watson Memorial Park, Hartford Village
- George Ratcliff Park, White River Junction
- Lyman Park, White River Junction


Two parks – Kilowatt Park South in Wilder and the Hurricane Forest Wildlife Refuge at the Wright Reservoir– are located at dam sites, but weren’t impacted by the flood.

Flood recovery related to hazard mitigation will also result in the acquisition of additional town park land through the federal buyout program – including land adjoining the West Hartford Library. Under FEMA’s Hazard Mitigation Assistance Program, the federal government covers 75% of the cost buying severely damaged or destroyed properties identified by the town and state for acquisition. Individuals cannot apply for direct assistance, but the town can apply on their behalf. Property acquisition through the program is one of the most permanent forms of hazard mitigation – it forever removes people and property from harm’s way. Once a property is acquired it must be cleared, and retained as open land, for public use. It cannot be sold privately or redeveloped.

Cultural Facilities and Resources. Hartford is fortunate to have a variety of cultural facilities and resources that contribute to the town’s historic identity and character, its unique sense of place, its economic development, and the cultural life of local residents.

POST TROPICAL STORM IRENE


PARK PROJECT RECOVERY



Clifford Park

- Erosion Control Along White River
- Restore athletic field and open green spaces
- Restore baseball/softball field
- Repair tennis court and basketball court
- Install new playground equipment
- Resurface Parking Lot
- Install new parking fence
- Establish new picnic areas (grills and tables)
- Plant new trees/shrubs along riparian buffer zones
- Establish new trails

Remains
Closed During
Restoration




Quechee Green Park

- Restore walking paths
- Restore athletic field and open green spaces
- Restore Playground/Fitness Ground Resurfacing
- Repair irrigation system (Two Faucets)
- Restore Community garden areas
- Gazebo (Move/Rebuild)

**Summer Concert Series will be held every Thursday evening at 6:30 pm as planned*


Open
on a Limited
Basis




Watson Park

- Rebuild dog park
- Resurface parking Lot
- Resurface walking paths
- Restore athletic field
- Restore playground surfacing

Remains
Closed During
Restoration






Ratcliff Park

- Resurface parking Lot
- Resurface walking trail path
- Establish new riparian buffer zones
- Restore Community garden areas

Open
on a Limited
Basis



Lyman Park

- Restoration of open green spaces (plant new grass)
- Plant new trees/shrubs along riparian buffer zones

**Summer Concert Series will be held every Wednesday evening at 6:30 pm as planned*

Open
on a Limited
Basis

March 2012

Hartford is one of fourteen Certified Local Governments (CLGs) in the state eligible to receive state funding for historic preservation, and has a very active Historic Preservation Commission. National Register listings to date – due in larger part to local efforts – include more than 300 structures, many of which are contributing structures in the following listed historic districts:

- White River Junction Historic District (1980)
- Quechee Mill Historic District (1997)
- Hartford Village Historic District (1998)
- Wilder Village Historic District (1999)
- Jericho Rural Historic District, Jericho (2001)
- Taftsville Historic District (2001)
- White River Junction Historic District Expansion (2002)
- Christian Street Historic District, Wilder (2003)
- West Hartford Village District (2004)
- Terraces Historic District (2013)

Some buildings within three of these districts – White River Junction, Quechee Mill, and West Hartford – are located in the mapped 100-year flood zone. There are also seven historic cemeteries in town – one in Wilder, two in Quechee, three in West Hartford, and one near the center of Hartford.

Historically, Hartford has relied on village libraries to serve its residents. Each of the five villages once had their own library. That changed in 2001 when the Gates Memorial Library in White River Junction closed. Of the remaining four libraries, the West Hartford Library is the only town-owned facility with an elected Board of Trustees. The Quechee Library, Hartford Library, and the Wilder Club and Library are operated by

private nonprofit organizations with their own separate board of directors, but each library receives some town funding. As noted earlier, the West Hartford library was heavily damaged by Irene flooding. Given its importance to the community, it is now undergoing rehabilitation including elevation and flood-proofing.

White River Junction – home of the historic Hotel Coolidge, the Main Street Museum, the New England Transportation Museum, the Briggs Opera House, Northern Stage and more recently the Center for Cartoon Studies and the Tupelo Music Hall – is re-establishing itself as a regional cultural center, in part through the adaptive reuse of historic structures in the downtown. These venues contribute to the vitality of the downtown, serve as local gathering places, and provide a variety of cultural opportunities for local residents.



V. RISK & VULNERABILITY ASSESSMENT

A risk assessment evaluates the potential for damage, loss or other impacts from anticipated hazards. A vulnerability assessment tries to predict the damage or loss to community assets that may result from a hazard event. These assessments, which may take many forms, are used to rank and prioritize anticipated risks – to inform local decision-making and to develop associated mitigation measures.

Available state, county and local information was used to identify natural and manmade hazards to be considered in local hazard mitigation planning. This information, along with community concerns and insights based on recent events and local emergency planning, was then used to identify and rank local hazards, as summarized in Appendix C, and as referenced in related risk assessments (by hazard type) that were used in developing associated mitigation strategies.

HAZARDS IDENTIFICATION

State Hazards Ranking. The Vermont Division of Emergency Management and Homeland Security (Vermont Emergency Management) has identified and ranked both natural and “technological” or manmade hazards for purposes of state hazard mitigation planning, as included in the May 2013 *State of Vermont State Hazard Mitigation Plan* (VHMP). The state list was used to develop an initial list of hazards for consideration in updating the town’s hazard mitigation plan, with a focus on those higher frequency hazards identified for regional and

local consideration (VHMP Table 4-34). The state plan identifies major risks by “specific jurisdiction” – defined for this purpose as regional planning commission areas.

Flooding and fluvial erosion are identified as high risk hazards specific to the Two-Rivers Ottauquechee Region – especially given that Windsor County has the highest number of reported flood-related events and FEMA disaster declarations in the state. Winter storms, technological hazards and hazardous materials spills pose moderate risks. Given that this region has not experienced significant development within the past

10 years, the state has determined that the overall level of risk from flooding and winter storms remains unchanged. Hartford is not identified as a high risk “SFHA Community” in the state’s vulnerability assessment.

Climate change is not identified in the state plan as a hazard per se, but the plan does acknowledge that Vermont’s warming climate is expected to exacerbate existing hazards – including

State Hazards List (Ranked)

Flooding and Fluvial Erosion
Terrorism
Earthquake
Infectious Disease Outbreak
Hurricanes, Tropical Storms
Tornadoes
Nuclear Power Plant Failure
Landslides/Rockslides
Severe Thunderstorms
Wildfires
Dam Failure
Severe Winter Storms
Hail
Ice Jams
Drought
Rock Cuts
Invasive Species
Extreme Temperatures

Source: VHMP (2013), Tables 4-1, 4-34

the frequency and severity of weather-related hazards (e.g., flooding, fluvial erosion, landslides, ice jams), and to contribute to emerging hazards, including waterborne and infectious diseases.

County-Level Data. Most federal information regarding past hazard events is available only at the county level. As such, information specific to Windsor County was used to identify and evaluate the type, frequency and relative impact of past events within the larger Hartford region, which could therefore be expected to affect the community in the future.

According to FEMA, there were fifteen federally-declared major disasters for Windsor County between 1969 and 2013 – averaging about one every three years – though not all impacted Hartford directly. As indicated in Table 5.1, all reported disasters involved severe storm events – including Tropical Storm Irene in 2011 and, most recently, the storm system that resulted in flash flooding in parts of the county this summer.

SHELDUS, a national hazard events database, includes reported events and associated property and crop damage from 1960 through April 2012 (Table 4.2). Over this 51+ year period, 708 hazard events were recorded for Windsor County – an average of around 14 per year – which resulted in more than \$199 million in reported damage (\$2012). Again, not all of these events directly impacted Hartford, but this does indicate the type, frequency and relative impact of hazards that will likely affect the town. Most events were associated with winter weather (48%) and severe storms (17%) – but clearly the majority of reported damage (88%) resulted from flooding.

Table 5.1. Federal Disaster Declarations: Windsor County (1969-2013)

Disaster Number	Date	Incident Type	Description
277	8/30/1969	Flood	SEVERE STORMS, FLOODING
397	7/6/1973	Flood	SEVERE STORMS, FLOODING, LANDSLIDES
518	8/5/1976	Flood	SEVERE STORMS, HIGH WINDS, FLOODING
938	3/18/1992	Flood	HEAVY RAINS, ICE JAMS, FLOODING
1101	2/13/1996	Flood	ICE JAMS, FLOODING
1201	1/15/1998	Severe Storm(s)	SEVERE ICE STORMS, RAIN, HIGH WINDS, FLOODING
1228	6/30/1998	Severe Storm(s)	SEVERE STORMS, FLOODING
1307	11/10/1999	Severe Storm(s)	TROPICAL STORM FLOYD
1336	7/27/2000	Severe Storm(s)	SEVERE STORMS, FLOODING
1488	9/12/2003	Severe Storm(s)	SEVERE STORMS, FLOODING
1698	5/4/2007	Severe Storm(s)	SEVERE STORMS, FLOODING
1715	8/3/2007	Severe Storm(s)	SEVERE STORMS, FLOODING
1790	9/12/2008	Severe Storm(s)	SEVERE STORMS, FLOODING
4022	9/1/2011	Hurricane	TROPICAL STORM IRENE
4140	8/2/2013	Flood	SEVERE STORMS AND FLOODING

Source: FEMA National Emergency Management Information System (NEMIS).

The total damage reported for Windsor County from Tropical Storm Irene in 2011 was \$130.1 million, representing 65% of all reported damages over the 50+-year reporting period.

The **National Oceanic and Atmospheric Administration** (NOAA) also compiles storm events data, dating from 1996 to present. These cover “regional” weather events for the larger Windsor County area (National Weather Service Forecast

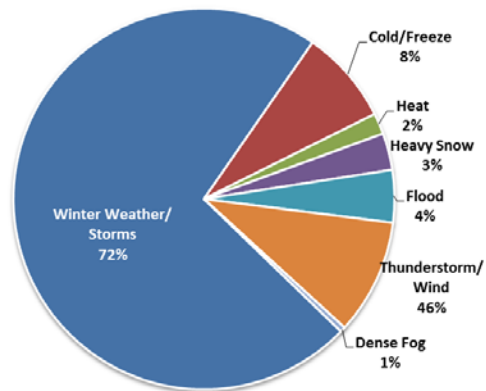
Table 5.2. Hazard Events: Windsor County (1960–Apr 2012)

Type	Events	Damage (\$2012)			% Total	
		Property	Crop	Total	Events	Damage
Flooding	54	\$166,638,713	\$8,855,053	\$175,493,766	7.6%	88.0%
Hail	31	\$305,805	\$234,037	\$539,842	4.4%	0.3%
Lightning	49	\$430,662	\$9,302	\$439,964	6.9%	0.2%
Severe Storm	120	\$5,604,374	\$1,147,097	\$6,751,470	16.9%	3.4%
Winter Weather	342	\$12,081,133	\$1,129,362	\$13,210,495	48.3%	6.6%
Wind	104	\$1,768,995	\$5,876	\$1,774,871	14.7%	0.9%
Tornado	2	\$73,443	\$0	\$73,443	0.3%	0.0%
Hurricane ¹	2	\$23,017	\$27,904	\$50,921	0.3%	0.0%
Heat	2	\$0	\$1,000,000	\$1,000,000	0.3%	0.5%
Avalanche	1	\$97,039	\$0	\$97,039	0.1%	0.0%
Fog	1	\$5,986	\$0	\$5,986	0.1%	0.0%
Total	708	\$187,029,165	\$12,408,631	\$199,437,797	100.0%	100.0%

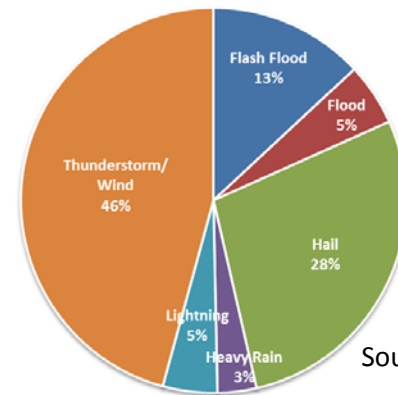
Source: Spatial Hazard Events and Losses Database for the United States, V.10.0 (through April 2012).

¹Tropical storm Irene is included in the database as a flood event, and not as a hurricane or tropical storm.

Regional Storm Events
Windsor County NWZ, 1996-2013 (June)
[Total: 225]



Local Storm Events
Windsor County, 1996-2013 (June)
[Total: 153]



Source: NOAA

Zone) for periods of extreme temperature and drought, flooding, winter weather and storms; as well as more “local” (county and town-level) events, including flash floods, high winds, hail and lightning. Over this 16+ year reporting period, 225 reported regional storm events (averaging around 14 per year), and 153 countywide or local storm events (averaging around 9 per year) were catalogued – including seven events specific to Hartford. In some cases several events are reported for the same storm system. Database entries also include more general estimates of related property and crop damage – totaling \$6.5 million at the regional level, and \$131.6 million at the county/local level – of which \$127.5 million, or 97%, was specific to Irene. Reported damages again are largely due to flooding – including, in this context, more localized flash flooding.

As expected, the majority of recorded regional events relate to winter storms and winter weather, while the majority of more localized events are associated with severe thunderstorms. In addition to flooding and flash flooding, storm-related hazards include high winds, with estimated gusts ranging from 35 to 50 knots (40 to 60 miles per hour) and hail up to 1.75 inches. Hazards related to cold temperatures – including unseasonal frosts, and periods of extreme cold during winter months – are more common than heat spells; however, four heat-related events have been reported since 2006, including dry spells in 2011 and 2012 that resulted in some crop damage.

These analyses confirm that, with regard to frequency, winter weather and severe storm events are responsible for most

hazardous conditions at the town and county level; however flooding – including flash flooding and fluvial (stream bank) erosion – by far results in the most damage to property and crops, even when damages from Irene are not included.

Locally Identified Hazards. A local history of hazard events was compiled from community forums, town documents and interviews with town and state officials. For identified hazards, local knowledge generally confirms and augments state and county-level information.

Given the impacts of Tropical Storm Irene on Hartford and Vermont, there is understandably a strong focus at both the local and state level on mitigating hazards associated with flooding. The town has also long recognized and prepared for the fact that the community faces a broad range of potential natural and manmade (or “technical”) hazards, as referenced in the state’s 2013 Hazard Mitigation Plan.

Identified hazards were ranked according to geographic extent, probability (based on past frequency), and level of impact using a version of the state’s ranking criteria adapted for local use (Appendix C). Hazards were also ranked for local mitigation planning purposes by those attending public meetings (Appendix D). The results indicate that, though many of the hazards identified by the state could potentially affect Hartford, with regard to losses to property and major impacts to human health and safety the four top hazards facing the community are:

- **Flooding and fluvial erosion (from storms, ice jams, dam failure),**
- **Severe winter storms,**
- **Transportation accidents/hazardous materials, and**
- **Structural fires.**

These are consistent with hazards identified for mitigation in the previous Hartford Annex to the Regional Pre-disaster Mitigation Plan, as well as the “top threats” facing the community listed in Hartford’s 2013 Emergency Operations Plan:

Hartford Emergency Operations Plan (2013)

Top Threats:

- Flooding
- Structural Fire
- Hazardous Materials Accident
- Mass Casualty Incident (Health Emergency, Epidemic or Pandemic)
- Severe Winter Ice & Snow Event
- Multiple Vehicle Accident
- School Incident

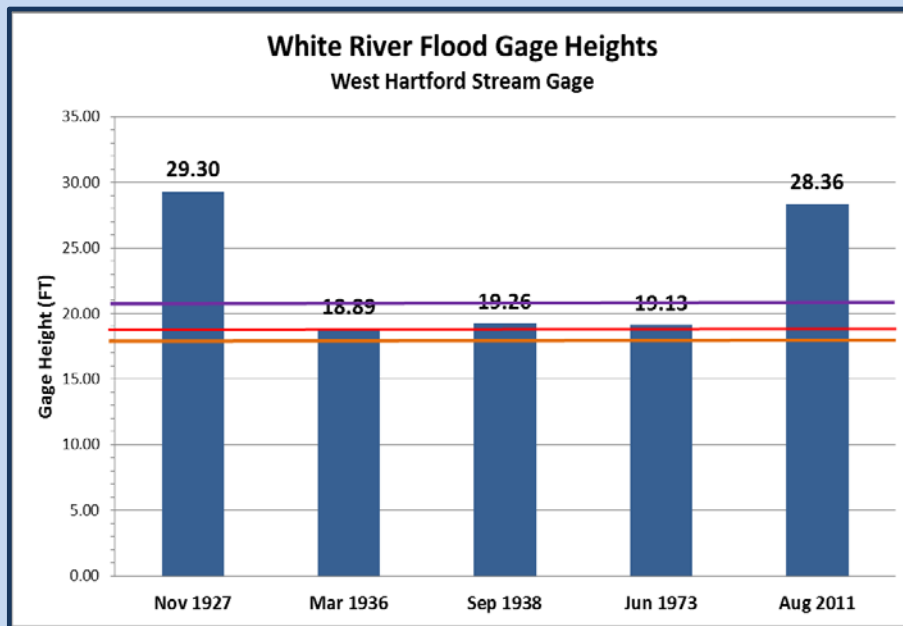
Landslide hazards, identified in the previous annex as “probable and damaging” are also considered for mitigation in Section 6 below; but, because past damage has been highly localized and partially addressed (Pomfret Road, Jericho Road/Country Lane), and the full extent of local risk remains undocumented, landslide risks were not ranked as highly by the community as structural fires. This is also true for high wind events, which do occur, but are highly localized and have resulted in minimal damage. The hazards of highest concern, and related risks and community vulnerabilities, are described in more detail as follows.

FLOODING AND FLUVIAL EROSION

Flooding. Flooding can happen at any time of the year, but historically has resulted from ice jams and snowmelt runoff in the spring, and severe storms in late summer and fall. The most widespread and damaging floods – including the November 1927 flood and most recently Irene in August 2011 – have all been associated with hurricanes or tropical storms tracking up the northeast coast. In each case heavy rainfall, on top of already saturated soil conditions, resulted in very large volumes of runoff over a short period of time.

The magnitude and impact of flooding from Tropical Storm Irene in 2011 rivaled and potentially exceeded that of the 1927 flood. The White River, which flows into the Connecticut River at White River Junction, has a total drainage area of 712 square miles (1,840 sq. km.). During Irene the river basin received, on average, more than six inches of rain, resulting in a peak discharge of 90,100 cubic feet per second, as measured at the West Hartford gauge station before it stopped transmitting data. The river at West Hartford crested at 28.36 feet – more than 10 feet above flood stage.

Local damage from Irene was extensive – the total cost of which has yet to be determined. Municipal properties and infrastructure damaged from flooding and bank erosion included five local parks, municipal water and sewer systems, and local roads, bridges and culverts. Roads washed out in more than sixty locations; and the West Hartford and Quechee bridges both suffered extensive damage. Emergency and temporary infrastructure repairs completed through January



Major Flood Stage (21 ft)
Moderate Flood Stage (19 ft)
Flood Stage (18 ft)

Flood Impacts:

28 Feet – Extremely dangerous. The White River will cover the entire valley in some areas resulting in widespread, devastating damage. Homes and businesses near the river will be inundated; some may be swept off their foundations. Portions of Routes 14 and 107 will be covered and may be damaged or destroyed.

18 Feet – Route 14 west of West Hartford will be flooded; widespread field flooding in the White River valley.

Sources: USGS; NOAA, National Weather Service.

2012 totaled \$1,534,000. The cost of remaining repairs at that time was estimated at more than \$4 million. Many homes and businesses – including the West Hartford library, post office and village store – also flooded. Private property losses were also then estimated at more than \$4 million.⁸ Most permanent repair work is now complete – though as noted earlier, the town is continuing to pursue property buyouts under the federal hazard mitigation grant program, and to renovate both the Hartford Municipal Building and the West Hartford Library.

⁸ John D. Knott, Jr., Pleasant Mountain LLC, Project Manager and Disaster Relief Consultant, Town of Hartford, VT (2012 Report).

Ice Jams. Spring flooding due to ice jams, though not nearly as devastating, is a much more frequent occurrence – and sometimes also very destructive. According to historical accounts, spring floods on the White River have been an annual occurrence. The “Great Flood of 1867” caused by an ice jam on the White River, combined with February rain and runoff, destroyed the bridge and many homes and businesses in West Hartford, and resulted in one death.⁹

⁹ William Howard Tucker, *History of Hartford, Vermont, July 4, 1761-April 4, 1889*, The Free Press Association, 1889; pp. 25, 26.

Since then, 50 accounts of ice jams in Hartford have been compiled in the ice jam database maintained by the US Army's Cold Regions Research and Engineering Laboratory (CRREL), based in Hanover, NH (<http://icejams.crrel.usace.army.mil/>) – the majority (63%) occurring on the White River between West Hartford and White River Junction.

	Date Range	Ottauquechee River	White River	Connecticut River	Total
Hartford	1867-1992	2	13		15
White River Junction	1943-1998		1	9	10
West Hartford	1867-1997		18		18
Quechee	1935-1992	8			8
Total		10	32	9	51

Source: USACE CRREL Ice Jam Database.

Ice jams along the White River frequently result in minor flooding and bank erosion. They cause more damage during periods of high water. The most destructive jams reported since 1867 have occurred at the confluence of the White and Connecticut Rivers – including jams that took out the Bridge Street Bridge on US 5 across the White River in 1964, and again in 1990. The bridge was replaced in 1992 with cells to monitor ice loading. The 1990 jam also temporarily closed the Hartford Village bridge. Ice and flash flooding in 1964 blocked off both entrances to White River Junction from Route 14, and damaged several houses and businesses, resulting in \$1.2 million in



damages to roads and bridges, and \$1.9 million in damages to private property.

Ice jams on the Connecticut River are much less frequent, based on available reports, but tend to form in the vicinity of White River Junction at the confluence of the White River, in the vicinity of the I-89 bridge. When jams do occur, flash flooding is a real concern. A 1970 jam on the Connecticut flooded several commercial buildings, and raised backwater at the Wilder Dam.

Ice jams on the Ottauquechee occasionally result in flooding behind the Quechee Club House. A 1972 jam destroyed the golf course bridge; a 1992 jam flooded and damaged portions of the Lakeland Golf Course, delaying its opening for the season. There is also a history of ice jams on Main Street, east of the intersection with Old Quechee Road.

HARTFORD DAMS					
DAM NAME	STREAM	OWNER	DAM STATUS	PURPOSES	DAM HAZARD CLASS
Hurricane Lower Reservoir	Kilburn Brook-TR	Town of Hartford	Breached (Partial)	Water Supply, Other	Low Hazard Potential
Hurricane Upper Reservoir	Kilburn Brook-TR	Town of Hartford	Breached (Partial)	Water Supply, Other	Low Hazard Potential
Wright Reservoir	Connecticut River-TR	Town of Hartford	In Service	Water Supply, Other	Significant Hazard Potential
Deweys Mills	Ottauquechee River	US Army Corps of Engineers - NAE	In Service	Hydroelectric	Low Hazard Potential
Quechee Mills	Ottauquechee River	Simon Pearce (U.S.) Inc	In Service	Other	Low Hazard Potential
Lake Pinneo	Ottauquechee River-TR	Quechee Lakes Landowners	In Service	Recreation	Low Hazard Potential
Podunk Brook	White River-TR	Null	Null	Null	Null
Simonds Reservoir	Kilburn Brook-TR	Town of Hartford	Abandoned	Other	Low Hazard Potential
Hartford Woolen Co.	White River	Null	Breached	Null	Null
Wilder	Connecticut River	TransCanada Hydro Northeast, Inc.	Null	Null	Null
Deweys Pond	Ottauquechee River	US Army Corps of Engineers - NAE	In Service	Recreation, Other	Low Hazard Potential

Source: Vermont Dam Inventory, VT Dept. of Environmental Conservation.

Over the years the town has taken measures to reduce the impacts of ice jams and flash flooding in areas particularly prone to flooding – including Quechee Main Street and Route 14, and the River Road near the Taftsville Bridge. Work completed in 2007 to build up the River Road has reduced the amount of flooding in this area.¹⁰

Dam Failure. There are eleven dams in Hartford listed in state's dam inventory, including four water supply dams owned by the town (one now abandoned), two hydroelectric dams (including the Wilder Dam on the Connecticut), and two dams owned by the US Army Corps of Engineers, constructed in part for flood control. Only one of the dams listed – the Wright Reservoir Dam owned by the town – is rated as having a significant hazard potential. This is based on the potential

extent of downstream impacts in the event of a failure, and not the current condition of the dam. A significant hazard is one that will likely result in little loss of life, but appreciable potential economic loss (e.g., to commercial structures).

The Wright Reservoir serves as a municipal water supply and, bordered by the 142-acre Hurricane Forest Wildlife Refuge, is also an important town recreational resource. The earthen reservoir dam, constructed in 1930 on a tributary of the Connecticut River, is 330 feet long and 36 feet high. The impounded reservoir has a surface area of around three acres.

An inundation map has not been located but, in the event of a dam failure, the surge of water could impact the Wright Reservoir Road, I-89 and commercial properties along US 5 located below the dam. The town recently contracted with an engineering firm to design the full rehabilitation of the Wright Reservoir Dam.

¹⁰ Interview with Allyn Ricker, Hartford Town Highway Superintendent, March 19, 2013.



Fluvial Erosion. Fluvial erosion – erosion caused by rivers and streams – ranges from gradual streambank erosion to catastrophic changes in the location and dimensions of a river channel during a major flood event. The majority of damage caused by flooding in Vermont – and locally – is due to fluvial erosion associated with flash flooding – especially outside of FEMA-mapped floodplains, which indicate only potential inundation areas based on calculated flood heights.

Fluvial erosion is also a major cause of landslides in Vermont. Following Irene, two “cliff hanger” properties in Quechee damaged by fluvial erosion– both on Waterman Hill Road – were slated for buyout at a total cost of \$473,998 (VHMP, p.4-91). River channel erosion in Quechee also undermined municipal infrastructure under the river bed, requiring major stream channel repair work following Irene.

Given the known hazards and costs associated with fluvial erosion, the state is in the process of mapping river corridors that are highly susceptible to fluvial erosion. This work is expected to be completed in 2014. Once maps are available, the state is strongly recommending that municipalities adopt fluvial erosion hazard area (river corridor) bylaws, in addition to flood hazard bylaws, to further limit development and minimize associated risks within known hazard areas.

*The **White River Tactical Basin Plan** (VANR July 2013), which covers the Lower White River through Hartford, includes state recommendations and actions to protect, maintain and improve river water quality and habitat by managing activities that cause known stressors. Key recommendations include minimizing floodplain encroachments, and to implement flood restoration projects that connect the river channel to its floodplain, and to protect targeted river corridors. Actions specific to Hartford include:*

- *Map and prioritize floodplain encroachment parcels for possible removal/restoration, based on ... fluvial erosion hazards and past flood damage, with a focus on developed floodplains in village centers (West Hartford).*
- *Complete discharge and stormwater mapping inventories and plans, and implement related report recommendations (Hartford/White River Junction).*
- *Undertake green infrastructure demonstration projects (Hartford/White River Junction).*
- *Provide outreach to municipalities regarding stormwater zoning and bylaws (Hartford/White River Junction).*
- *Provide technical assistance to towns in implementing high priority stormwater best management practices (Hartford/White River Junction).*

Table 5.3. Hartford Flood Hazard Risk Assessment Summary

Type of Structure	Number (excluding outbuildings)			Listed Value (including outbuildings)		
	Total (#)	SFHA (#)	SFHA (% Total)	Total (\$)	SFHA (\$)	SFHA (% Total)
Residential	3,253	28	0.9%	\$622,888,500	\$3,418,400	0.6%
MH (no land)	308	0	0.0%	\$10,090,400	\$0	0.0%
MH (w/land)	103	4	3.9%	\$5,139,100	\$180,200	3.5%
Commercial	537	25	4.7%	\$221,778,100	\$3,639,500	1.6%
Industrial	14	7	50.0%	\$4,564,800	\$2,028,000	44.4%
Exempt (Public, Nonprofit)	119	5	4.2%	\$85,743,900	\$4,333,600	5.1%
Condominiums	256	6	2.3%	\$183,967,500	\$5,034,300	2.7%
Total	4,590	75	1.6%	\$1,134,172,300	\$18,634,000	1.6%

Flood Risk Assessment. The initial risk assessment included in the 2008 Hartford Annex of the Regional PDM plan identified 47 residences and 17 commercial businesses within the mapped 100-year floodplain which were vulnerable to potential flooding, having a total estimated value of \$20,778,167.¹¹ At the time, this represented 1% of the town’s total grand list.

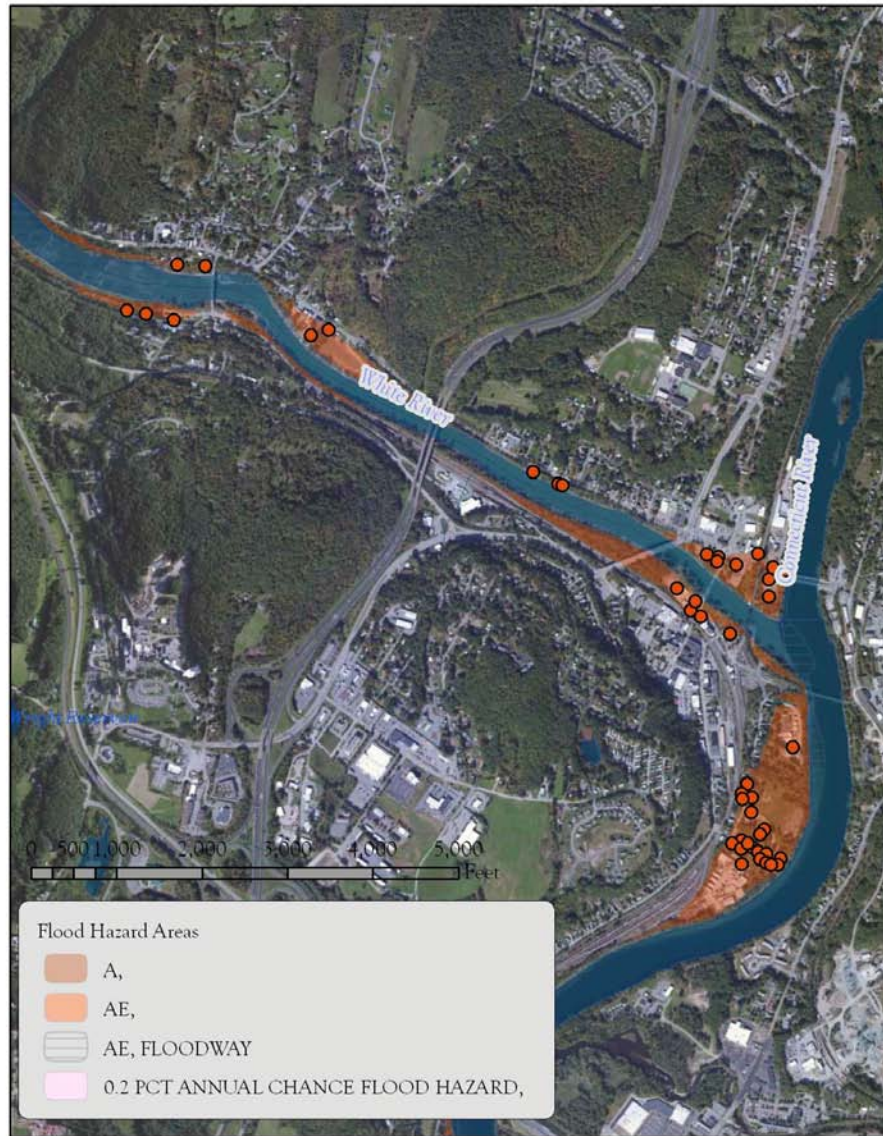
This assessment was updated in 2013 by Hartford town staff using maps provided by the regional commission that showed structures located within Special Flood Hazard Areas (SFHAs) identified on current Flood Insurance Rate Maps (FIRMs). The

results are presented in Table 5.3. The maps on the next page identify structures within the SFHAs.

Overall, there is very little identified risk. A total of 75 properties (principal structures) were identified within the mapped floodplain (1% chance of flooding) – representing 1.6% of all principal structures in town. Less than 1% of the town’s residential properties is located in the mapped floodplain – however nearly 5% of the town’s commercial properties – and 50% of industrial properties – are vulnerable to flooding. Five public buildings – including the Hartford Municipal Building in White River Junction, the Hartford Town Library in Hartford Village, and the West Hartford Library in West Hartford – are located in the mapped floodplain. Other community assets and areas of local concern identified in the floodplain include:

¹¹ A similar but less detailed analysis from Ned Swanberg, Vermont Flood Hazard Mapping Coordinator (June 2013), identified 69 structures and 70 “families” in the mapped Special Flood Hazard Area – including four in the mapped floodway.

Hartford, Vermont Flood Hazards - White River Junction



Hartford, Vermont Flood Hazards - Quechee



Hartford, Vermont Flood Hazards - West Hartford



- Quechee Water Supply Well
- White River Junction Sewage Treatment Plant
- Buildings in the White River Junction, Quechee Mill and West Hartford Historic Districts
- Municipal Parks (6)
- New England Central Rail Yard, White River Junction
- Highways – including US 4, US 5 and VT 14.

The total listed value of properties at risk of flooding, including outbuildings, exceeds \$18.6 million. As noted for the previous assessment, this does not reflect structures that could be damaged from flash flooding and fluvial erosion that are more likely to occur outside of mapped flood hazard areas.

According to information supplied by the state, there were 65 flood insurance policies in effect in town as of March 2013, including 28 policies for structures within the mapped flood hazard area (37%) – for a total insured value of \$14,532,500. Current flood insurance policies for older (pre-FIRM) structures in Hartford run around \$1,400 for \$139,000 of insured value, while the cost of policies for newer structures is roughly twice that amount. Since 1978 only one substantial damage claim was filed in Hartford – there have been no repetitive loss claims.¹²

Local insurance rates are expected to increase significantly under the federal Flood Insurance Reform Act of 2012(Biggert-Waters Act), which will affect its affordability. This legislation, currently under review in congress, calls on FEMA Program to

¹² Ned Swanberg, Flood Hazard Mapping Coordinator, Vermont Watershed Management Division, June 25, 2013.

raise insurance rates under the National Flood Insurance Program to reflect true flood risk and to make the program more financially stable.

Community Vulnerabilities. Community forums held in association with updating the plan highlighted both perceived community vulnerabilities and lessons learned following Tropical Storm Irene. The results of these forums are summarized in Appendix D. Of particular note:

- Some neighborhoods, and West Hartford in particular, were cut off and isolated from the rest of the town – one West Hartford household took in and fed 17 people for several days. Others slept in their cars. This suggests the need for additional communication and warning systems, evacuation options, and temporary shelters in outer villages and those areas accessed via bridges. Emergency planning should consider multiple access and evacuation routes and collection points, in coordination with other trail groups, such as VAST.
- Municipal staff that manage and coordinate emergency response do not live in town, and may be unable to get to town if roads and bridges are cut off during a major disaster.
- The town’s senior population – particularly those living alone – are especially vulnerable during a major disaster. It’s not clear whether seniors and others with critical medical needs are registered with local authorities. Access to senior housing in White River Junction could also be cut

off, making evacuation –e.g., to the Senior Center or the VA Hospital – difficult.

- Debris collected at the West Hartford bridge, apparently contributing to flooding in the village – local residents are concerned that the bridge is undersized for its location. Many road and driveway culverts are also undersized, which contributed to flooding, road and driveway washouts. Local road standards and stormwater management systems should be updated and improved.
- Temporary housing or shelters are also needed for animals, including farm livestock and people’s pets. The high school shelter doesn’t have adequate space for pets, particularly when school is in session, and allergies are a concern. The suggestion was made to provide a separate trailer with cages for pets on the school property, so that pets can be sheltered near their owners.
- Provisions are needed for hikers coming off the Appalachian Trail through West Hartford during a major disaster.
- More public education and information, improved administrative structures, and better notice and communications systems are needed to plan for, respond to and recover from a major disaster.

A number of local businesses were also affected by Irene – highlighting the need to target outreach, planning and resources to the local business community to better plan for, respond to and recover from future disasters. The Small

Business Development Center located in Hartford has prepared a “Disaster Resilient Business Checklist” and handbook for use by local businesses, which include recommendations to obtain flood insurance and to store backup files offsite.

SEVERE WINTER STORMS

Description. Winter storms are a common occurrence locally and throughout the region, given Vermont’s northern climate. Average winter temperatures fall well below freezing – and often below 0° F in January and February. The lowest temperature of record was -34°F, reached in January 2000. The town, on average, receives around 66 inches of snow per year, which is fairly evenly distributed throughout the winter months. The maximum snowfall on record was 30 inches. Severe winter storms – characterized by heavier than normal snow, sleet, or freezing rain, extensive icing and snow drifts, strong winds and extreme cold – occur less frequently, and can cause considerably more damage.

Extent/Previous Occurrences. Based on reported events, Windsor County averages around 8 to 10 winter storms per year that may result in some damage (NOAA, SHELDUS). There has been only one winter storm in recent history, however, that resulted in a major disaster declaration – the Ice Storm of 1998 – which affected much of Vermont, including higher elevation areas in Hartford (Jericho area).

Winter weather often results in temporary road closures, school and business delays, and brief power outages. Given the frequency of winter storms, the town and local residents are generally well prepared and equipped to deal with normal

winter weather conditions. Severe winter storms, however, affect the entire region as well as the local community, and may result in:

- Extensive damage to above-ground power and utility lines, and extended power outages (as in 1998),
- Road, airport and rail shutdowns, making general travel, transport and emergency vehicle access difficult,
- Business and school closures and government shutdowns, limiting access to goods and services,
- Structural failure from excessive snow loading – especially affecting barns and other large structures,
- Injuries and fatalities – from poor driving conditions (accidents), extreme cold (frostbite, hypothermia), and overexertion (back injuries, heart attacks).

Risk and Vulnerability Assessment. No information specific to Hartford is available for a detailed analysis of risk, but winter storms at the county level result in roughly \$38,000 in damages per storm event, or \$264,000 per year, averaged over a 50-year reporting period (SHELDUS). Winter road maintenance costs also make up a significant portion of the local highway budget. Facilities and infrastructure especially at risk from severe winter storms include the town’s highways and bridges, and overhead utility and transmission lines. Local residents especially at risk include:

- the local homeless population,
- senior residents – and especially those living alone,
- households who rely solely on electric heat,
- low income households in need of fuel assistance,

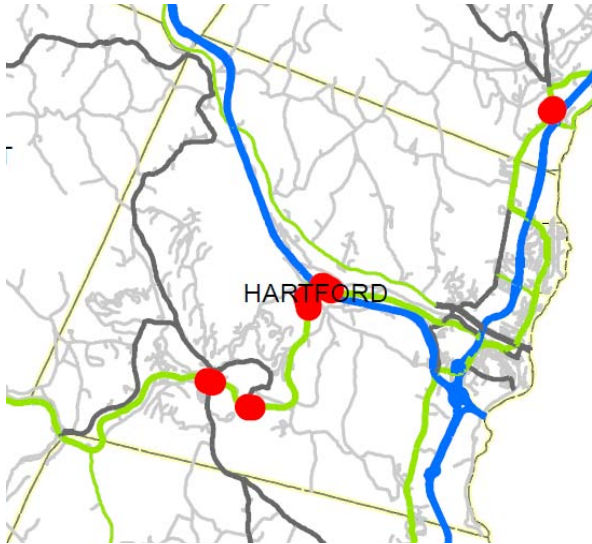
- residents with critical medical needs, including medical support equipment, and
- residents living in remote locations, making access difficult.

TRANSPORTATION INCIDENTS/SPILLS

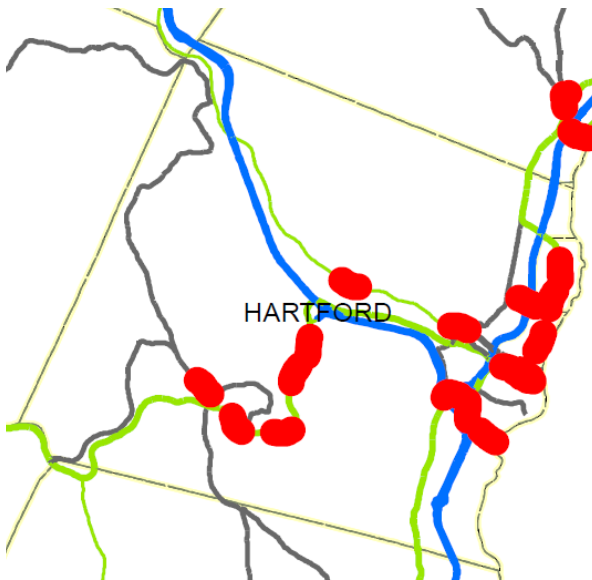
Description. Hartford – and White River Junction in particular – is located at the junction of major highway and rail corridors serving the region. Significant loads of material, including hazardous materials, are transported through town on a daily basis. Interstates 89 and 91, Routes 4, 5 and 14, two rail lines and the rail yard in White River Junction handle most commercial traffic. The release of hazardous materials in association with a traffic or rail accident is a major concern locally.

High accident locations are of particular concern. VTrans has identified a number of high crash inter-sections and highway sections in Hartford, as shown on the accompanying maps. State attention is currently focused on the US 4 Corridor from Hartford to Bridgewater – a highway safety roundtable was convened by the Vermont Highway Safety Alliance in June 2013 to address the high number of accidents along this corridor in recent years.

There have also been train derailments in Hartford– including the largest train accident in Vermont’s history, occurring in February 1887, when an express passenger train headed to Montreal jumped the tracks and plunged into the White River.



High Crash Location Intersections (VTrans, 2006-2010).



High Crash Location Road Segments (VTrans, 2006-2010).

A more recent derailment, in August 2008, involved six New England Central cars. There were no reported spills or injuries, but the accident closed the tracks for more than six hours, and Amtrak passengers had to be bussed to their destinations.

The Federal Transportation Agency does not require manifests for unfixed facilities. Hartford's Public Safety Director has acknowledged that they don't know what's traveling through town or stored in the rail yard, which makes it difficult to plan in advance – but noted that the most common material is likely propane, supplying Irving Fuels – large shipments reportedly come through about every three days. In an emergency the fire department relies on the placards attached to rail cars or trucks, and available shipping manifests, to identify materials being transported.



Placard code translations can be found at:
<http://environmentalchemistry.com/yogi/hazmat/erg/>
 Photo: Fort Bend County LEPC

Risk and Vulnerability Assessment. As reported in the 2008 Hartford Annex, within 1,000 feet of the railroad tracks, Routes 4 and 5, and Interstates 89 and 91 there are 2,442 residences and 357 commercial and industrial buildings, including three critical facilities:

- VA Medical Center
- Three schools
- Hartford Police/Fire Station

Staff at the White River School in particular expressed concern about potential hazardous material spills, given how close the rail line is to the school. The Hartford Superintendent of Schools agreed that a community exercise around a chemical spill should be conducted.

At community meetings, New England Central was given high marks for running a good operation – it was also noted that rails, crossings and signals have recently been improved. That said, there was concern that rail lines continued to stage tankers in White River Junction near populated buildings and the school. The Upper Valley Food Co-op, an important community gathering place, is also located near sided rail cars, some of which may be hauling propane and other hazardous materials.

VA Hospital staff also expressed concern regarding accidental chemical releases, given their proximity to the intersection of two interstate highways and the rail line. For past training exercises they have relied on use of the Hartford Fire Department's decontamination unit.

FIRE HAZARDS

Description. The Hartford Fire Department regularly responds to both structural and brush fires; of the two, structural fires are more of a concern given the potential loss, damage, injury and fatalities that that may result.

Historically (from 1980 through 1991), an average of 25 brush fires was reported each year in town reports. It was then decided that a brushfire had to involve more than five acres to be counted as an incident, and none have been reported since. Small brush fires occur on a regular basis – including the 2010 fire in West Hartford shown below – but result in little if any real damage.



Wildfire West Hartford, 2010

Photo: Hartford FD

Risk and Vulnerability Assessment. Over the years, structural fires have destroyed many of Hartford's historic buildings, including two hotels located at the present site of the Hotel Coolidge. Several of the town's first industrial and railroad buildings in White River Junction also were lost in a large fire in 1860.

Given the concentration of population, higher density residential development and large wooden structures in Hartford's historic villages, the Hartford Fire Department performed a risk analysis and identified major structural fire risks by geographic area in its emergency operations plan. Buildings posing a special fire risk identified by the department include:

White River Junction/Hartford Village/Wilder

- Hotel Coolidge
- Hartford Church
- Harrison Avenue Complex
- Gates-Briggs Building
- Verizon Building
- Hartford High School
- VA Medical Center
- St. Anthony's Church
- Hotel Vermonter
- Brookside Nursing Home

Route 14

- T&R Used Cars
- Gray Auto Sales



Hartford Round House Fire, 2008

Photo: Hartford FD

Quechee

- Simon Pearce
- Condominiums
- Quechee Inn at Marshland Farm
- Quechee Church
- Quechee Club (including base lodge)
- Quechee Fells Barn

Route 5 South

- Pinecrest Motel
- Young's (propane, gasoline, fuel distribution center)
- Landfill – construction and demolition disposal area

VI. MITIGATION PROGRAM

GOALS AND POLICIES

The 2008 Hartford Annex to the Two-River Ottauquechee Regional Pre-Disaster Mitigation (PDM) Plan was a simple eight page plan that referenced several regional goals:

- Reduce the loss of life and injury resulting from all hazards.
- Lessen financial losses and property damage incurred by municipalities, businesses and private citizens due to disasters.
- The impacts of hazards should be first avoided, then reduced where they cannot be reasonably avoided. For flooding and riverine erosion, this can best be achieved by precluding development from hazard areas, and where development exists through property buyouts or flood protection sympathetic to the natural and human resources of the area.
- The connections between land use, development siting, drainage systems, building standards, and road design and maintenance and the effects of disasters on the Region should be recognized and incorporated into policy so that there is no adverse impact (increased hazard) from development.
- Mitigation actions should be part of larger, systematic efforts at disaster reduction based on the highest threats. Flooding should be addressed on a watershed scale. Structural fire and technological hazards should be lessened through statewide safety education and code compliance.

Table 6.1 (page 47) describes the implementation status of the 2008 plan. Current hazard mitigation priorities for Hartford remain very similar, although details on needs and priorities were sharpened by the severe erosive flooding impacts experienced during Tropical Storm Irene and the community planning process described in this Hazard Mitigation Plan. The list of recommended implementation strategies under “Flooding and Erosion” in Table 6.2 for this plan has grown substantially due to that learning process. Landslides, included as a priority in 2008, were removed from the top priority list in this plan due to work having been completed to address the earlier concern.

The regional plan also includes language to support local mitigation. The regional commission is currently conducting a major update of the regional plan under HUD Sustainable Communities funding. Through a post-Irene filter, it’s anticipated that the new plan will also provide the framework for a strong regional effort to reduce impacts from future disaster events.

The 2012 Hartford Master Plan (comprehensive plan) also contains a number of statements, objectives and strategies that support local hazard mitigation planning and implementation:

- Generally, extreme slopes, those in excess of 25%, should not be developed, and any land disturbances in these areas for agriculture, forestry, or ski area activities should be conducted with careful attention to erosion control and stormwater management practices.

- Development on severe slopes, those from 15-25%, should also be discouraged or be very limited. The development permit and/or subdivision approval for construction on severe slopes should require measures that minimize the disturbance of existing vegetation, control erosion, stabilize the slope, and protect down slope areas from stormwater runoff. (p.225).

Further plan recommendations relate to improving flood resilience (p. 248):

- Develop and enforce shoreline protection regulations in order to protect riparian areas.
- Conduct field verification of National Wetlands Inventory designations in order to better protect town wetlands.
- Consider adoption of a wetlands protection overlay district to protect town wetlands.
- Incorporate a zero-peak runoff requirement into the subdivision regulations and site plan review requirements which mandate that new development design drainage systems will not discharge any additional peak runoff into existing town surface waters.
- Assess the condition of the existing dams creating the Hurricane Reservoirs and develop plans for their long-term maintenance.

The following plan recommendations, included under Emergency Management, will assist in hazard mitigation (p. 167):

- Enhance technical rescue capabilities at water-related emergencies, topographical rescue, natural and man-

made disasters, and transportation accidents through external and internal training programs and equipment.

- Enhance hazardous materials response capabilities through external and internal training programs and equipment to protect life, property, and environment from hazardous materials releases.

Finally, the state of Vermont recently added additional state planning goals (under 24 V.S.A. § 4302) to encourage planning for flood resilience:

- New development in identified flood hazard, fluvial erosion, and river corridor protection areas should be avoided. If new development is to be built in such areas, it should not exacerbate flooding and fluvial erosion.
- The protection and restoration of floodplains and upland forested areas that attenuate and moderate flooding and fluvial erosion should be encouraged.
- Flood emergency preparedness and response planning should be encouraged.

Recent amendments to state planning statutes also require the inclusion of a new flood resiliency element in updated town plans after July 2014. This requirement may be met by FEMA-approved hazard mitigation plans that meet these requirements, which may be incorporated by reference in the town plan.

It should also be noted that a decade of public outreach and education was necessary for the town to enact a thirty foot setback and buffer requirement on streams and ponds, and a

100-foot setback and buffer along riverbanks, in its land use regulations, as applied to new development. The Irene experience raised much broader public awareness by clearly demonstrating the stormwater storage role of floodplains – including town recreational lands – and the need for vegetated buffers. Treed riparian areas in town parks that were damaged in Irene have since been re-planted and will be maintained.

EXISTING PROGRAMS

The Town of Hartford participates in the National Flood Insurance Program. Flood Insurance Rate Maps were first developed on July 2, 1979 and updated February 17, 1989 and again on September 28, 2007. The Town first adopted flood hazard area regulations on June 8, 1979.



**Hartford Municipal Building
(in 100-Year Floodplain)**

The bylaw was updated on September 18, 2007. The Town plans to update the bylaw within the next three years to incorporate lessons learned from Tropical Storm Irene. In 2006, Hartford adopted a zoning bylaw amendment, “Protection of Surface Waters.” The bylaw established measures to protect riparian areas and instituted a setback for excavations and the placement of structures within 100’ of rivers and within 30’ of other surface waters.

The Town of Hartford also has Zoning Regulations, Subdivision Regulations, a Transportation Ordinance, an Emergency Management Ordinance, a Hazardous Materials

Ordinance and Department of Public Works Specifications. The Hartford Fire Department’s Fire Prevention Division, under contract with Vermont Division of Fire Safety, issues construction permits for most public buildings under state-adopted fire codes.

Hartford is presently participating in the Hazard Mitigation Grant Program to buyout properties badly damaged by Tropical Storm Irene. To date, four properties have been acquired and three others are proceeding toward purchase. Hartford also received hazard mitigation funds to elevate wastewater pump stations out of the 100-year flood zone. This work was completed in 2013.

The Town of Hartford Department of Planning and Development Services has been responsible for coordinating the update of the town’s hazard mitigation plan. The 2008 Hartford Annex identified hazard mitigation strategies that the town would undertake. Certainly the devastation of Irene eclipsed much of this work from 2011-2013, but the town also learned much from that experience to apply in the update of its mitigation program. Strategies from the 2008 annex, and what has been accomplished to date, are provided in Table 6.1.

Once the updated plan is approved by FEMA for local adoption, the Department of Planning and Development Services will continue to be responsible for monitoring and reporting progress on its implementation, and for coordinating the next plan update, scheduled for 2018.

TABLE 6.1 STATUS: 2008 HMP IMPLEMENTATION PROGRAM	
2008 MITIGATION ACTION	2013 IMPLEMENTATION STATUS
<u>ALL HAZARDS/EOP</u>	
1. Ensure RRP is current	Emergency Services Department completed an update in 2013.
2. Ensure EOP is current with annexes for top hazards	Emergency Services Department completed an update in 2013. Following 2011 flooding, a town staff debriefing and plan analysis was completed by an outside consulting firm and incorporated recommendations into 2013 plan update.
<u>FLASH FLOOD/FLOOD</u>	
3. Continue road inspection and improvement program – culvert survey, upgrades, ditching	Done annually by the Hartford Department of Public Works.
4. Inventory wetlands, update town wetland regulations.	Since the Town does not have extensive areas of wetlands, it has relied on the National Wetlands Inventory Mapping.
5. Notify property owners in flood hazard areas about insurance.	Resource information was provided to affected property owners during the recovery from the 2011 Irene Flood. A town-wide information program is part of the revised 5-year HM plan.
6. Improve flood and fluvial erosion hazard identification and mapping by using PDM.	The Town is waiting for assistance from the State. It is expected to be completed within the next five years.
7. Join the Community Rating System to reduce resident insurance premiums.	The Town considered this in 2005 and determined that with so few flood insurance policies in effect, there was minimal benefit for local property owners. Given the Irene Flood and an increase in flood insurance policies, the Town will reconsider this in the revised 5-year HM Plan.
8. Review town ordinances to require tie down of propane tanks in flood hazard area.	Included by reference to FEMA regulations in 2009 update of Flood Hazard Area Regulations. This will be explicitly stated in update of town regulations included in revised 5-year HM Plan.
9. Work with propane vendors to tie down tanks in flood hazard area.	Not currently a priority for propane vendors. Included in next five year plan.
<u>HAZMAT</u>	
10. Exercise emergency response to a derailment.	The Emergency Services Department is in the process of planning an exercise.
<u>LANDSLIDE</u>	
11. Stabilize potential landslide areas on Pomfret Rd.	Stabilization of a landslide area was completed in 2010.
12. Stabilize potential landslides on Jericho Road and Country Lane; possible residential buyouts.	Town staff investigated HMGP grant in 2009, but the Selectboard decided the potential liability to the Town was too high.
<u>WINTER STORM</u>	
13. Work with utilities to trim hazard trees.	Being done annually.
14. Work with VEM and Red Cross to establish emergency shelters with generators.	Completed in 2010.
15. Educate citizens on preparedness for winter travel and extended power outages.	Due to recovery from 2011 flood, activity deferred to revised 5-year HM Plan.

PLAN MITIGATION IMPLEMENTATION STRATEGIES

A compendium of possible mitigation measures was provided for feedback during a second set of public meetings. One central meeting was held in White River Junction at the municipal offices and a second was held at the West Hartford Store. The public meeting started with a PowerPoint explanation of the strategies and then used a sheet similar to the final score listing in Appendix D. to gain feedback. Participants were asked to identify priority measures that the town should undertake within the next five years, while considering the level of need to address the chosen priority hazards, and which strategies could return the most benefit in addressing those hazards by helping to avoid future damage or losses to individuals or the community. The Conservation and Planning Commission chairs participated actively in this process. Planning and Development Department staff then considered the scoring results in relation to potential hazards to be addressed, and the town's administrative, technical and fiscal resources. Based on this assessment, and considering the largest benefit for the least cost, the Planning Director developed a three-tiered approach:

Priority 1 – Actionable items to be initiated or maintained during the next five years that have a large area-wide benefit for little cost, address urgent post-Irene need for individuals or key community infrastructure, and/or anticipate availability of funding and resources.

Priority 2 – Items needing further analysis during the next five years to determine the best course of action based on cost versus probable benefit. Action may begin based on analyses.

Priority 3 – Items important to the town for consideration in the future, but will not be acted on in the next five years.

Using this approach, Planning and Conservation Commission members identified the top implementation strategies and actions to be taken within the next five years (see Appendix E). Over the course of two meetings the Selectboard reviewed the priorities, taking into consideration the costs and benefits of various strategies, and technical feasibilities. They settled on what the Town could commit to over the next five years, given current and anticipated department workloads and budget.

The resulting breakout of mitigation tasks by category for the Town's 2014-19 implementation program – including those items in Priority 3 which are not likely to be addressed in the next five years, but should remain on the list to continue active consideration – are presented as follows.

All Hazards

Priority 1 – Actionable items to be initiated or maintained during the next five years

1. Develop and implement a multi-hazard public awareness program, including providing information on the town's website, annual report and at town libraries regarding emergency preparedness and emergency services, "hazard vulnerability checklists" for local residents and businesses, and information on preparing home emergency kits. Oversee, monitor and provide updates on the Town Hazard Mitigation Program.

2. Consult with partners, such as the Two Rivers-Ottauquechee Regional Commission, the District #12 LEPC, White River Partnership, neighboring towns and state officials to stay up-to-date on hazard data and the most at-risk critical facilities and potential mitigation techniques. In year four of this plan, revisit the Town's risk assessment based on new data.
3. Integrate hazard mitigation into local decision-making by completing this plan update, integrate into Town Master Plan and review hazard mitigation issues when adopting Town policies and land use regulations.

Priority 2 – Items needing further analysis during the next five years to determine the best course of action

1. Evaluate the financial impact of establishing a local reserve fund within the Capital Improvements Program for future mitigation projects and identify matching funds for grants.
2. Analyze and identify options to mitigate issues regarding extended interruptions in food supply, power, fuel, transportation and communications networks; who are the public and non-public partners that should be involved; what are within local control; and what are regional conversations.

Priority 3 – Items important to the Town for consideration in the future, but will not be acted on in the next five years.

1. Fund a dedicated staff position for hazard mitigation and risk assessment at the town or regional level that can provide services to the Town.

Flooding and Erosion

Priority 1 – Actionable items to be initiated or maintained during the next five years

1. Elevate the West Hartford library.
2. Continue the Hazard Mitigation Grant Buyout program for properties substantially damaged during the 2011 Irene flooding by completing purchase and site restoration for grants already received and applying for funds to purchase other affected properties.
3. Update the Hartford Flood Hazard Area Regulations to clarify existing requirements for all development in known flood hazard areas, such as tying down propane tanks in flood hazard areas, and elevation certificates or surveys showing elevations for new construction. Integrate lessons learned from the Irene Flood.
4. Work with propane vendors to tie down tanks in flood hazard areas.
5. Incorporate flood resilience, flood mitigation and floodplain management in local planning, and as a separate element of the town plan (new statutory requirement by July 1, 2014).

6. Develop policies and recommendations to reduce exposure and risk within known flood and fluvial erosion hazard areas, especially for critical facilities and infrastructure.
 7. Identify off-site, low-risk storage locations for copies of critical public records.
 8. Develop policies to protect natural resource areas that provide floodplain protection, riparian buffers, and other ecosystem services that mitigate flooding (e.g., riverbanks, wetlands, riparian buffers, farm, forest and other open land).
 9. Address erosion (including fluvial erosion) by updating stormwater management, sediment and erosion control regulations, to include regulations for development in areas of steep slope and stream buffers.
 10. Identify locations in town where properties have experienced flooding due to overflowing storm sewer systems, culverts, etc., and determine causes.
 11. Regularly inspect and maintain town bridges and culverts and schedule to replace undersized culverts as determined by field inspection.
 12. Inventory and track repetitive loss properties. Encourage property owners to document damage from flood events, including repair costs, photographs and high water level.
1. Analyze what is required to organize and promote activities to increase local flood risk awareness. This should include:
 - Encourage homeowners to purchase flood insurance.
 - Distribute flood protection safety information to the owners of flood-prone property.
 - Educate citizens about safety during flood conditions, including not driving on flooded roads.
 - Educate property owners regarding options for mitigating their properties from flooding.
 - Educate property owners about the benefits of stabilizing stream banks with vegetation.
 - Educate the public about securing debris, propane tanks, yard items, or stored objects that may be swept away, damaged, or pose a hazard if washed away by floodwaters.
 2. Continue community participation in the National Flood Insurance Program (NFIP) and consider upgrading to membership in the Community Rating System (CRS) to gain lower NFIP rates for property owners.
 3. Analyze what is required to develop a program to promote the retrofit of historic properties within known flood hazard areas.
 4. Investigate benefit and costs of developing and implementing stormwater and erosion control management plans for public buildings.

Priority 2 – Items needing further analysis during the next five years to determine the best course of action

5. Investigate developing a town-wide program to collect, map and address accurate fluvial geomorphic data for the river corridors.
6. Investigate interest and available resources to establish an annual “Clean our culverts” day during a “Hazards Awareness Week”, or fold into Green Up Day, to encourage residents to keep their culverts clear.
7. Investigate adopting a “zero discharge policy” for stormwater in subdivision and site design.

Hazardous Materials Transportation Accidents (Chemicals)

Priority 1 – Actionable items to be initiated or maintained during the next five years

1. Conduct an emergency response exercise every two years with the Railroad companies, VTrans and fuel dealers.

Priority 2 – Items needing further analysis during the next five years to determine the best course of action

1. Identify options and needed resources to disseminate public information materials on how the Town will respond, what residents should do in such an emergency, and where or how they can get information in an event.

Severe Wind

Priority 1 – Actionable items to be initiated or maintained during the next five years

1. Include evaluating the burial of utility lines serving new development as part of subdivision and site plan review.
2. Work with utility companies to identify options to secure above ground utility poles.
3. Develop a public awareness campaign to encourage protecting and securing residential properties from severe wind events.

Severe Winter Weather

Priority 1 – Actionable items to be initiated or maintained during the next five years

1. Continue to insulate public buildings and facilities to provide shelter during extreme weather events.
2. Complete renovations to the Municipal Building
3. Develop schedule to implement energy audit recommendations for Public Works buildings
4. Complete renovations to the Middle School and complete energy audit of at least one more town building.

Priority 2 – Items needing further analysis during the next five years to determine the best course of action

1. Determine interest in and resources needed to organize outreach to residents vulnerable to severe winter hazards, including freezing temperatures and power outages by

planning for and organizing outreach and assistance, and providing community shelter(s), especially during extended power outages.

2. Identify options and resources needed to develop a public awareness program regarding severe winter storms which includes distributing information about:
 - Common winter hazards, family and traveler emergency preparedness, and winter driving safety tips.
 - The installation of carbon monoxide monitors and alarms, and the safe use of heaters.
 - Services available to vulnerable residents.
 - Advice on use of electric vehicles as generators, if the appropriate switch is in place.
3. Determine the need to conduct a snow load analysis for public buildings with flat roofs and any possible town role in devising a warning process for other building owners.

Fire Hazards

Priority 1 – Actionable items to be initiated or maintained during the next five years

1. Design and implement an educational outreach program for residents regarding benefits of residential fire sprinklers.

Priority 2 – Items needing further analysis during the next five years to determine the best course of action

1. Identify opportunities and constraints of requiring that all new development meet industry standards for fire protection including installation of fire sprinklers.

Priority 3 – Items are important to the Town for consideration in the future, but will not be acted on in the next five years.

1. Identify new needed locations and find resources to install and maintain more dry hydrants in strategic locations around town.

Landslides

Priority 3 – Items are important to the Town for consideration in the future, but will not be acted on in the next five years.

1. Stabilize potential landslides and possible residential buyouts on Jericho Road, Country Lane, and Pomfret Road.

Table 6.2 allocates responsibilities, program funding resources/costs and time period by Mitigation Action. The majority of the Mitigation Actions are further broken out into major steps (a, b, c.), with benchmark dates by when each step will be completed. The few Action items without steps were determined to be one major task. The “When (Timeline)” column provides the calendar year by which the task will be completed, and takes into consideration the workflow demands of the Mitigation Plan and other Town responsibilities unrelated to the Mitigation Plan.

The “Funding Resources” column addresses the funding source and estimated cost of implementing (which was part of the town’s analysis in prioritizing tasks for the next five years), represented by Low (under \$5000), Medium (\$5,000 - \$10,000) and High (over \$10,000). The Hartford Department of Planning and Development Services will have primary responsibility for overseeing, monitoring and providing updates on the Town’s HMP/mitigation program, and will involve other Town Departments and outside organizations as noted in the Table.

Table 6.2 Hartford Hazard Mitigation Program: 2014-2019

Mitigation Action	Who (Leadership)	By When (Timeframe)	How (Funding, Resources & Cost)	Implementation (via Existing Programs, Organizations)
A. All Hazards				
<i>PRIORITY 1– Actionable items to be initiated or maintained during the next five years</i>				
A.1.1 Develop and implement a multi-hazard public awareness program: a. Compile “hazard vulnerability checklists” for local residents and businesses, and information on preparing home emergency kits. Post on the town’s website, in annual reports and at town libraries. b. Identify other public information needed on emergency preparedness and emergency services, and develop implementation schedule.	Planning & Development Department and Public Safety Department	a. 2016 (6-12 months) b. 2018 (6-12 months)	Town Budget Cost Low	Coordinate with Small Business Development, Distribution via Town website, Newsletter, Town Reports, libraries, Senior Center, churches, schools, Public Access TV
A.1.2 Monitor, review and prepare annual updates to maintain active Town Hazard Mitigation Program	Planning & Development Department	Annual status reports (12 months)	Town Budget Cost Low	Selectboard, Town Manager and Town Department
A.1.3 Consult with partners such as the Two Rivers-Ottawaquechee Regional Commission, White River Partnership, neighboring towns and state officials: a. Identify any changes in hazard data, most at-risk critical facilities, and potential mitigation techniques. b. Review/revise risk assessment based on new data.	Planning & Development Department	a. 2015-2016 (12-18 months) b. 2017 (9-12months)	Town Budget Cost Low	Other Town Departments, Planning Commission and Conservation Commission
A.1.4 Integrate hazard mitigation into local decision-making: a. Complete current update of HM Plan, and integrate into Town Master Plan. b. Review hazard mitigation issues when adopting Town policies and land use regulations.	Planning & Development Department and Planning Commission	a. 2014 (3-6 months) b. 2015-2019 (3-4 years)	In Annual Work Program Cost Low	Incorporate recommendations into town plan, bylaw and policy updates

Mitigation Action	Who (Leadership)	When (Timeframe)	How (Funding, Resources & Cost)	Implementation (via Existing Programs, Organizations)
PRIORITY 1– Actionable items to be initiated or maintained during the next five years				
A.2.5 Analyze and identify options to mitigate issues regarding extended interruptions in food supply, power, fuel, transportation and communications networks; a. Determine what issues are within local control; and what are regional conversations. b. Investigate public and non-public partner involvement.	Planning & Development, Emergency Management Director	a. 2017 (9-12 months) b. 2018 (9-12 months)	In Annual Work Program of both Departments Cost a. Medium b. Low	Via broad public process & Two Rivers-Ottawquechee Regional Commission
A.2.6 Evaluate the financial impact of establishing a local reserve fund within the Capital Improvements Program for future mitigation projects, and identify matching funds for grants.	Planning & Development Department	2015 (6-12 months)	Planning & Development Staff Cost Low	Town Manager, Selectboard & Planning Commission
B. Flooding and Erosion				
PRIORITY 1 – Actionable items to be initiated or maintained during the next five years				
B.1.1 Elevate the West Hartford Library as part of the repair and reconstruction of the building following the 2011 Irene Flood.	Planning & Development Department	2014 (9-12 months)	FEMA & Town Funds Cost High	Town Manager & Selectboard
B.1.2 Continue the Hazard Mitigation Grant Buyout program for properties substantially damaged during the 2011 Irene Flood. a. Complete purchase and site restoration for grants already received. b. Apply for funds to purchase other properties. If obtained complete purchase, site restoration.	Planning & Development Department	a. 2014 (2-3 years) b. 2014-2015 (12-18 months)	HMGP & CDBG Funds Cost High	Town Manager & Selectboard
B.1.3 Mitigate damage from future flood and erosion damage through changes in the Hartford Flood Hazard Area Regulations: a. Complete draft revision to clarify existing requirements for all development in known flood hazard areas, such as tying down propane tanks in flood hazard areas, and elevation.	Planning & Development Department	a. 2015 (9-12 months)	VT Emergency Management, Agency of Natural Resources Rivers Management and Two Rivers-Ottawquechee Regional Commission	Planning Commission, Selectboard

Mitigation Action	Who (Leadership)	When (Timeframe)	How (Funding, Resources & Cost)	Implementation (via Existing Programs, Organizations)
B.1.3 Mitigate damage from future flood and erosion damage through changes in the Hartford Flood Hazard Area Regulations (cont.): certificates or surveys showing elevations for new construction. Integrate lessons learned from the Irene Flood. b. Finalize and adopt regulation changes.		b. 2017 (12-18 months)	Cost High	
B.1.4 Secure tanks in flood hazard areas. a. Assemble group of vendors & town agencies. b. Identify options/recommendations for securing tanks. c. Implement recommendations.	Public Safety Department	a. 2015 (1-3 mths) b. 2016 (6-9 mths) c. 2017 (9-12 mths)	Annual Work Program Cost: a. Medium b. Medium c. Low	Planning & Development Department
B.1.5 Reduce exposure and risk within known flood hazard areas through changes in the Town Plan and establishment of policies and recommendations, especially for critical facilities and infrastructure, and as required by new State law. a. Identify off-site, low-risk storage locations for copies of critical public records. b. Assemble working group and develop draft policies and recommendations c. Finalize policies and recommendations, and begin implementation.	Planning & Development Department	a. 2014 (3-6 months) b. 2016 (18-24 months) c. 2019 (18-24 months)	Annual Work Program Cost: a. Low b. Low c. Medium	Public Works, Town Manager & Selectboard
B.1.6 Mitigate impact of flooding in riverbanks, wetlands, riparian buffers, farm, forest and other open land through better management and protection of sensitive natural resources in and around these areas. a. Assemble working group and identify sensitive areas and opportunities for protection. b. Develop draft policies and recommendations. c. Finalize policies/recommendations and initiate implementation.	Conservation Commission with Planning & Development Department	a. 2017 (9-12 months) b. 2018 (9-12 months) c. 2019 (9-12 months)	Annual Work Program Cost: a. Low b. Medium c. Medium	White River Partnership, Vermont River Conservancy, Upper Valley Land Trust and other partners

Mitigation Action	Who (Leadership)	When (Timeframe)	How (Funding, Resources & Cost)	Implementation (via Existing Programs, Organizations)
B.1.7 Update stormwater management, sediment and erosion control regulations to comprehensively address fluvial and other erosion, steep slopes and stream buffers. a. Complete draft document. b. Complete final draft. c. Complete adoption process	Planning & Development Department with Planning Commission	a. 2015 (12-18 months) b. 2016 (9-12 months) c. 2017 (6-9 months)	Annual Work Program Cost: a. Medium b. Medium c. Low	Two Rivers-Ottawquechee Regional Commission, Agency of Natural Resources and Selectboard
B.1.8 Identify locations in town where properties have experienced flooding due to overflowing storm sewer systems, culverts, etc., and determine causes. a. Complete analysis in White River Junction.; begin pursuing recommendations. b. Identify other locations in town and develop analysis schedule. c. Complete analysis in at least one of the areas.	Public Works Department	a. 2015 (6-12 months) b. 2017 (6-9 months) c. 2019 (9-12 months)	Annual Work Program Cost: a. Medium b. Low c. Medium	Two Rivers-Ottawquechee Regional Commission
B.1.9 Regularly inspect town bridges and culverts to determine if adequate funds are in the Town budget for maintenance and upgrades to meet required standards.	Public Works Department	Annually (6-9 months)	Annual Work Program Cost Low	Selectboard
B.1.10 Inventory and track repetitive loss properties, including repair costs, photographs and high water level. a. Update FEMA database started with Tropical Storm Irene, with most current information for public and private properties. b. Solicit information from property owners to document damage from other flood events.	Planning & Development, Parks & Recreation, Public Works Dept.	a. 2016 (9-12 months) b. following events (9-12 months)	Annual Work Program Cost: a. Medium b. Low	Vermont Emergency Management
<i>PRIORITY 2- Items needing further analysis during the next five years to determine the best course of action.</i>				
B.2.11 Analyze what is required to organize and promote activities to increase local flood risk awareness. Identify options/strategies and consider implementation.	Planning & Dev. Dept., Public Safety & Conservation Commission	2016 (9-12 months)	Grant assistance Cost Low	Vermont Emergency Management, CERT or Two Rivers-Ottawquechee Regional Commission

Mitigation Action	Who (Leadership)	When (Timeframe)	How (Funding, Resources & Cost)	Implementation (via Existing Programs, Organizations)
B.2.12 Review criteria and responsibilities for participation in the National Flood Insurance Program (NFIP) Community Rating System (CRS) and determine if appropriate for the Town.	Planning & Development Department	2015 (9-12 months)	Annual Work Program/Cost Low	Town Manager, Selectboard, VLCT and other CRS communities
B.2.13 Analyze what is required to develop a program to promote retrofitting of historic properties within flood hazard areas, and determine if the Town should proceed.	Planning & Dev. Department, Hartford Historic Preservation Commission	2018 (9-12 months)	Possible Certified Local Government Grant Cost Medium	Preservation Trust of Vermont, Vermont Division for Historic Preservation
B.2.14 Investigate the benefits and needed resources to develop and implement stormwater and erosion control management plans for public buildings.	Department of Public Works & Planning & Development Department	2018 (9-12 months)	Annual Work Program Cost Medium	Selectboard and School Board
B.2.15 Investigate developing a town-wide program to collect, map and address accurate fluvial geomorphic data for the river corridors.	Planning & Development Department	2017 (9-12 months)	Annual Work Program Cost High	Vermont Agency of Natural Resources, White River Partnership and Two Rivers-Ottawaquechee Regional Commission
B.2.16 Identify interest and available resources to establish an annual “Clean our culverts” day during a “Hazards Awareness Week”, or fold into Green Up Day, to encourage residents to maintain their culverts.	Department of Public Works & Planning & Development Department	2016 (6-9 months)	Annual Work Program Cost Low	Hartford Conservation Commission
B.2.17 Investigate adopting a “zero discharge policy” for stormwater in subdivision and site design.	Planning & Dev. Dept. & Planning Commission	2018 (3-6 months)	Annual Work Program Cost Low	Department of Public Works & Selectboard
C. Hazardous Materials Transportation Accidents (Chemicals)				
<i>PRIORITY 1 - Actionable items to be initiated or maintained during the next five years</i>				
C.1.1 Conduct an emergency response exercise every two years with the Railroad companies, VTrans and fuel dealers	Public Safety Department	2015, 2017, 2019 (3-6 months each year)	Annual Work Program, VTrans, VT DEC and VEM Cost Low	VTrans, Rail Companies

Mitigation Action	Who (Leadership)	When (Timeframe)	How (Funding, Resources & Cost)	Implementation (via Existing Programs, Organizations)
<i>PRIORITY 2- Items needing further analysis during the next five years to determine the best course of action.</i>				
C.2.2 Identify options and needed resources to disseminate public information on how the Town will respond, where or how residents can obtain information, and what residents should do in such an emergency	Public Safety Department	2018 (9-12 months)	Annual Work Program Cost Low	Upper Valley Strong, Community Leaders
D. Severe Wind				
<i>PRIORITY 1 - Actionable items to be initiated or maintained during the next five years</i>				
D.1.1 As subdivision and site development review applications come before the Planning Commission, evaluate the feasibility of undergrounding utilities.	Planning & Dev. Dept. & Planning Commission	Regularly reviewed during application submittal process (1-2 months)	Annual Work Program Cost Low	Utility Companies, Two Rivers-Ottauquechee Regional Commission
D.1.2 Work with utility companies to identify options to secure above ground utility poles. a. Assemble group of utility representatives & town agencies. b. Identify options/recommendations for securing utility poles. c. Begin implementation of recommendations.	Planning Commission	a. 2015 (2-3 months) b. 2016 (9-12 months) c. 2018 (6-12 months)	Annual Work Program Cost: a. Low b. Medium c. Medium	Department of Public Works
D.1.3 Develop a public awareness campaign to encourage protecting and securing residential properties from severe wind events in coordination with Mitigation Action A.1.1. a. Develop vulnerability checklist and distribution of information. b. Identify other information needed regarding emergency preparedness and emergency services, and develop implementation schedule.	Public Safety Department	a. 2016 (6-12 months) b. 2018 (6-12 months)	Town Budget Cost: a. Low b. Low	Distribution via Town website, Newsletter, Town Reports, libraries, Senior Center, churches, schools, Public Access TV

Mitigation Action	Who (Leadership)	When (Timeframe)	How (Funding, Resources & Cost)	Implementation (via Existing Programs, Organizations)
E. Severe Winter Weather				
<i>PRIORITY 1 – Actionable items to be initiated or maintained during the next five years</i>				
E.1.1 Continue to insulate public buildings and facilities to provide shelter during extreme weather events. a. Complete renovations to Municipal Building. b. Develop schedule to implement energy audit recommendations for Public Works buildings. c. Complete renovations to Middle School d. Complete energy audit of 1 other town building.	Energy Commission	a. 2015 (12-15 months) b. 2015 (1-3 months) c. 2016 (12-18 months) d. 2016 (3-6 months)	Town Budget Cost a. High b. Medium c. High d. Medium	Town Manager, Selectboard, Efficiency Vermont
<i>PRIORITY 2– Items needing further analysis during the next five years to determine the best course of action.</i>				
E.2.2 Determine if sufficient interest and resources exist to organize community-based outreach, assistance and shelters for vulnerable residents during extended freezing temperatures and power outages.	Public Safety Department	2018 (6-12 months)	Annual Work Program Cost Low	Community Leaders
E.2.3 Identify options and resources needed to develop a public awareness program regarding severe winter storms in coordination with Mitigation Action A.1.1. a. Develop vulnerability checklist and distribution of information. b. Identify other information needed regarding emergency preparedness and emergency services, and develop implementation schedule	Public Safety Department	a. 2016 (6-12 months) b. 2018 (6-12 months)	Town Budget Cost a. Low b. Low	Distribution via Town website, Newsletter, Town Reports, libraries, Senior Center, churches, schools, Public Access TV
E.2.4 a. Determine the need to conduct a snow load capacity analysis for public buildings given changing weather patterns. b. Determine the Town’s role in a community warning process for buildings with flat roofs.	Public Safety Department	a. 2016 (9-12 months) b. 2017 (3-6 months)	Work Program Cost a. Low b. Low	Selectboard, VT Dept of Labor and Industry

Mitigation Action	Who (Leadership)	When (Timeframe)	How (Funding, Resources & Cost)	Implementation (via Existing Programs, Organizations)
F. Fire Hazards				
<i>PRIORITY 1 - Actionable items to be initiated or maintained during the next five years</i>				
F.1.1 Provide educational materials and outreach to residents regarding benefits of residential fire sprinklers. a. Design outreach program b. Implement	Public Safety Department	a. 2014 (3-6 months) b. 2015-2019 (3-5 years)	Town Budget Cost: a. Low b. Medium	Distribution via Town website, Newsletter, Town Reports, libraries, Senior Center, churches, schools, Public Access TV
<i>PRIORITY 2- Items needing further analysis during the next five years to determine the best course of action.</i>				
F.2.2 Identify the opportunities and constraints of requiring that all new development meet industry standards for fire protection, including installation of fire sprinklers.	Public Safety Department	2018 (9-12 months)	Work Program Cost Medium	Planning Commission and Selectboard

The following **Priority 3** items are important to the Town for consideration in the future, but will not be acted on in the next five years:

All Hazards

1. Fund a dedicated staff position for hazard mitigation and risk assessment at the town or regional level that can provide services to the Town.

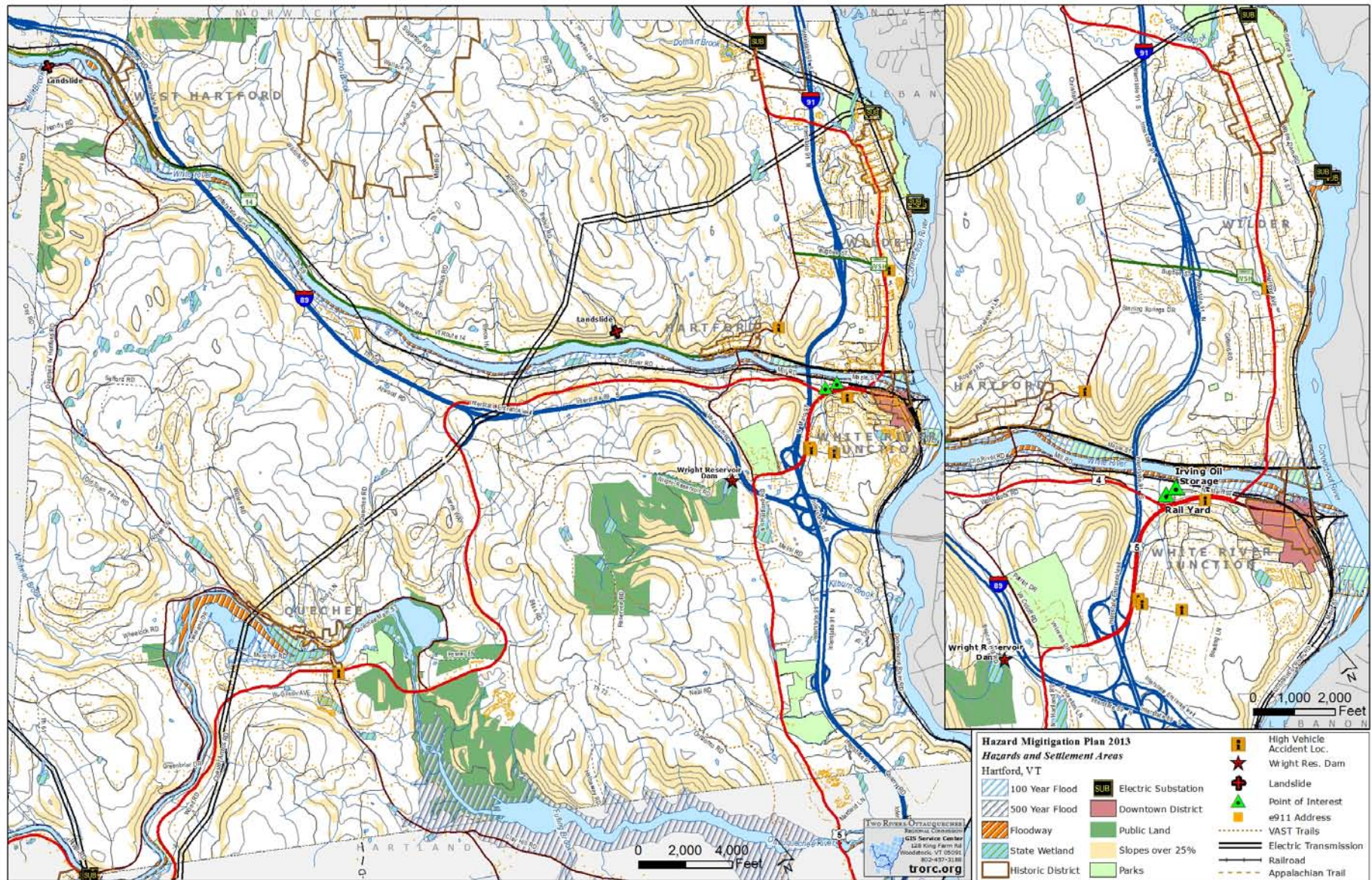
Fire Hazards

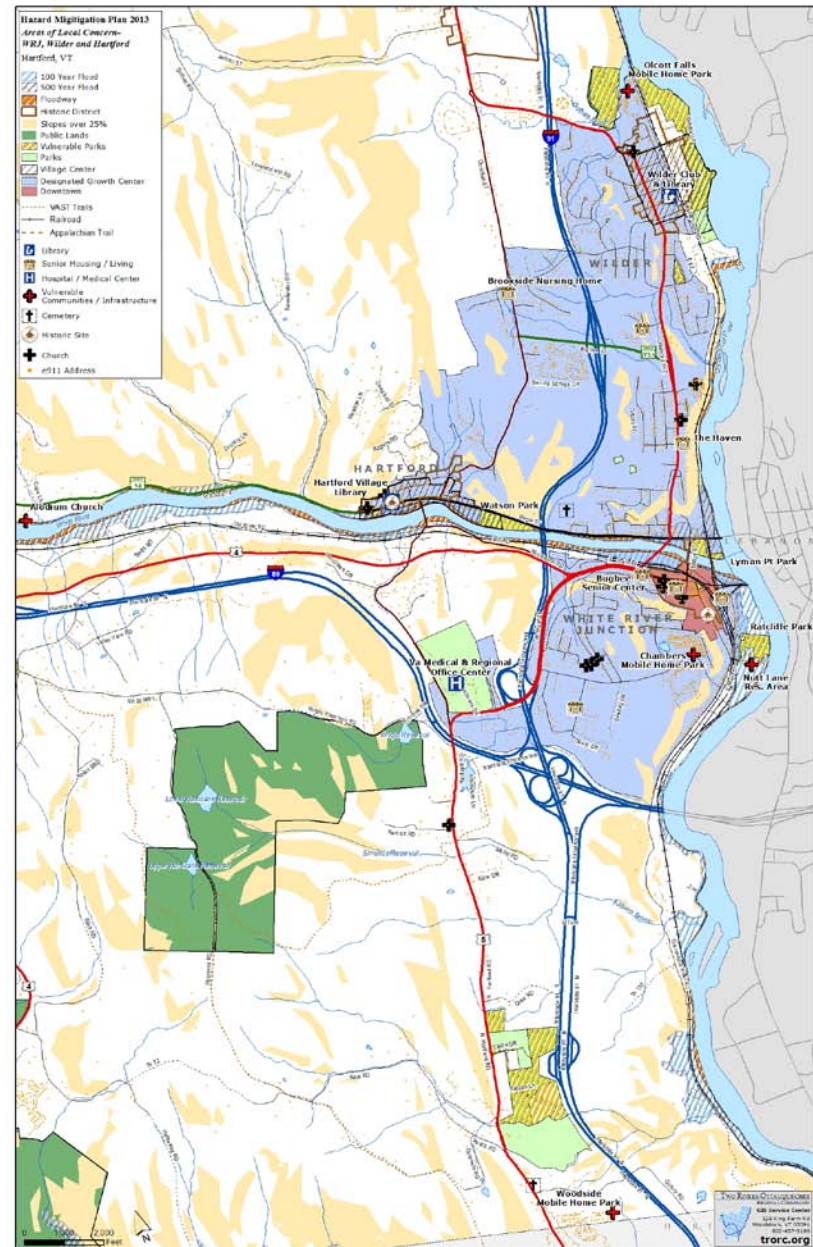
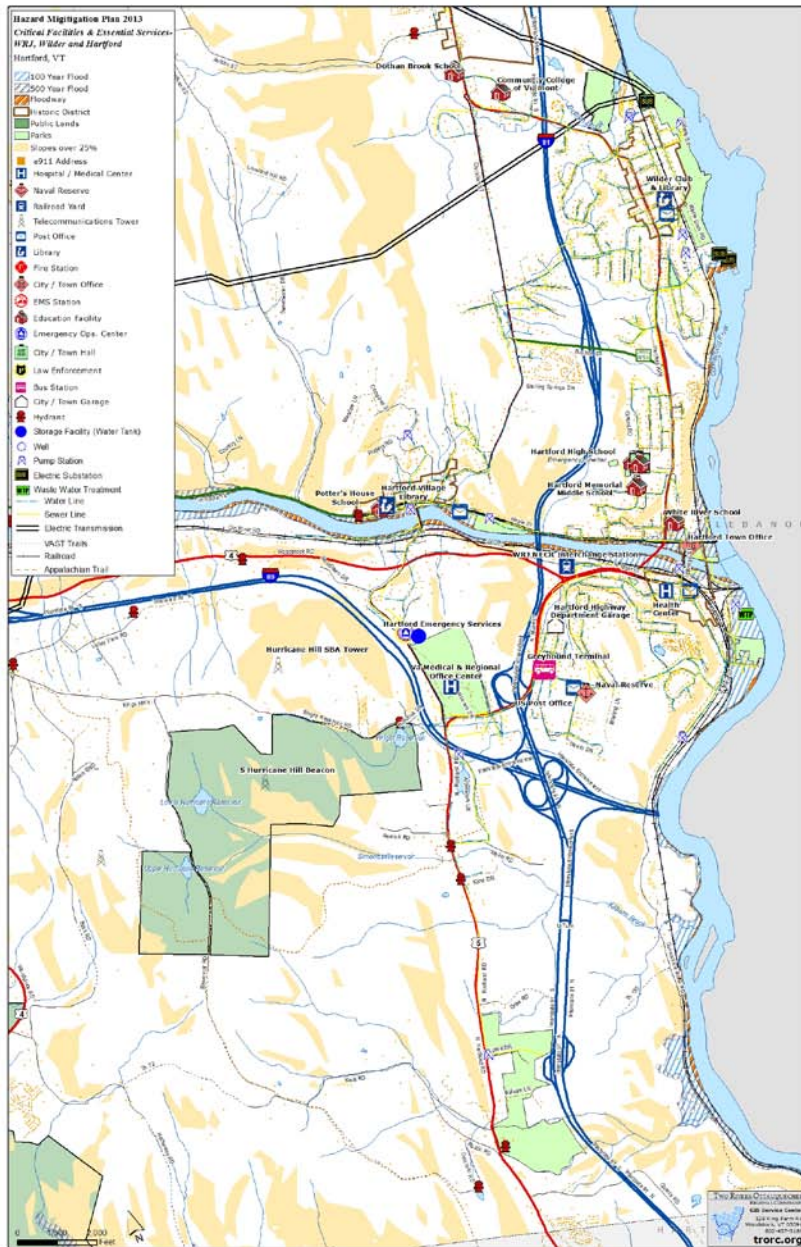
1. Install and maintain dry hydrants in strategic locations around town.

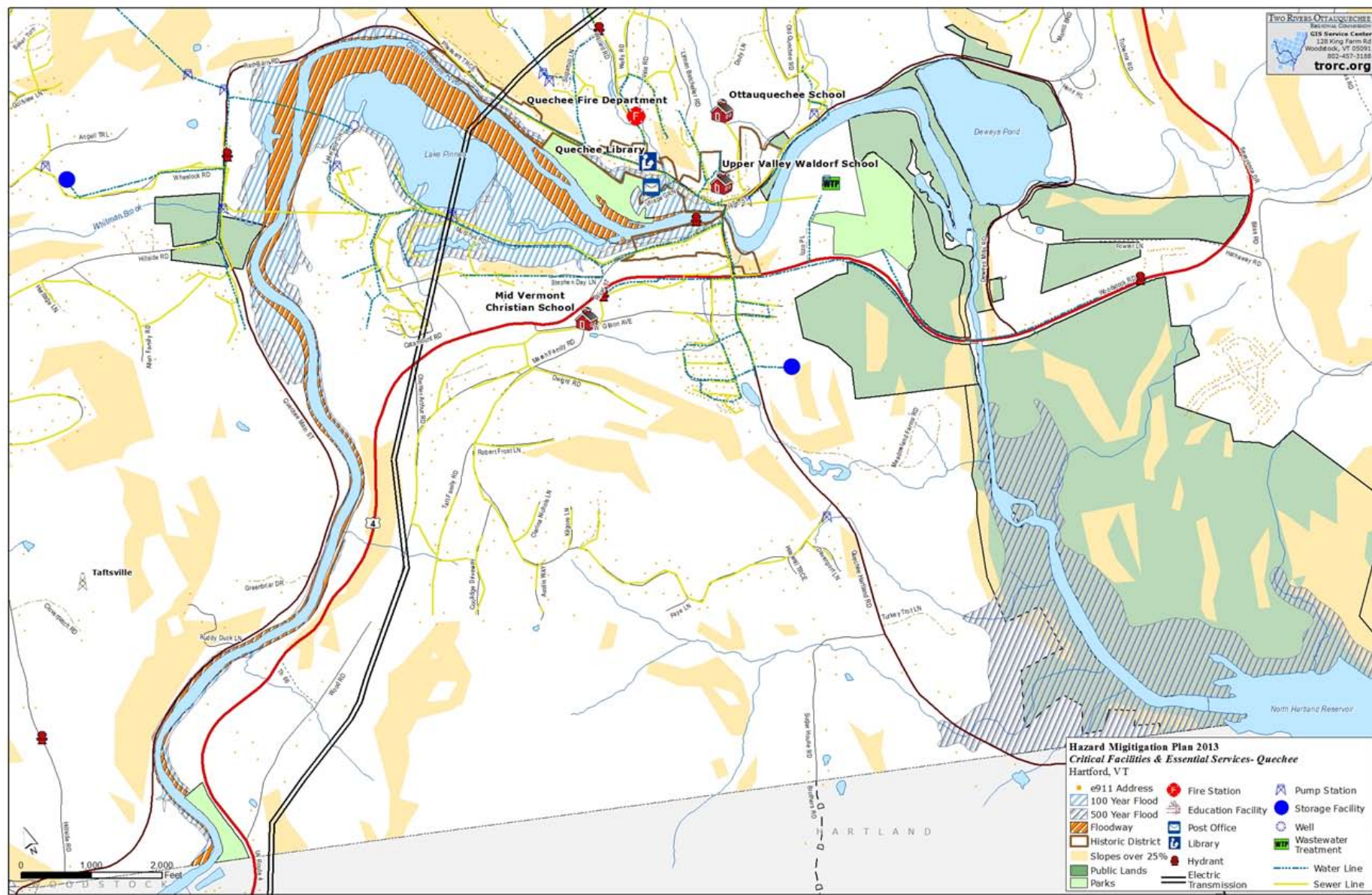
Landslides

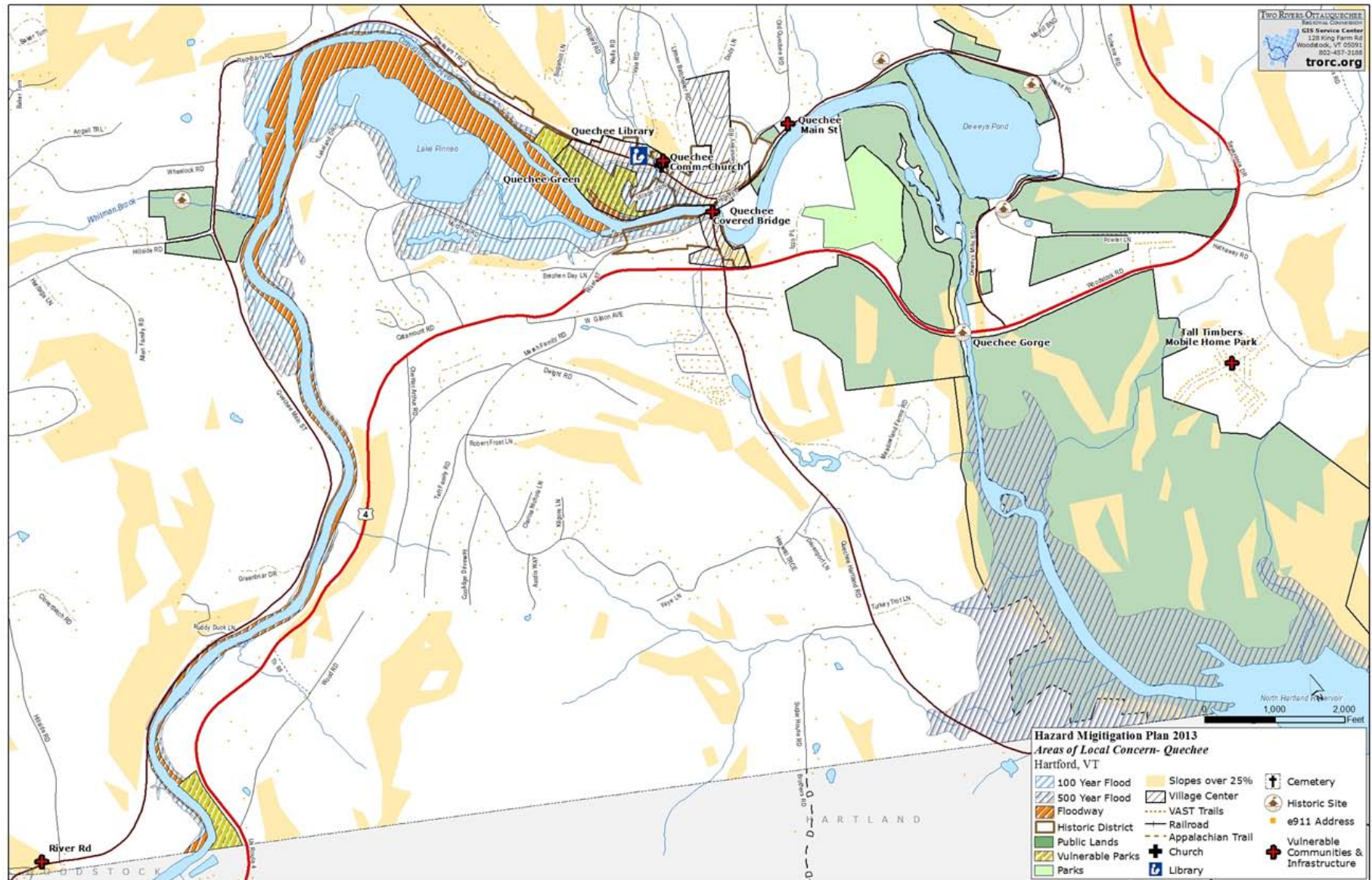
1. Stabilize potential landslides and possible residential buyouts on Jericho Road, Country Lane, and Pomfret Road.

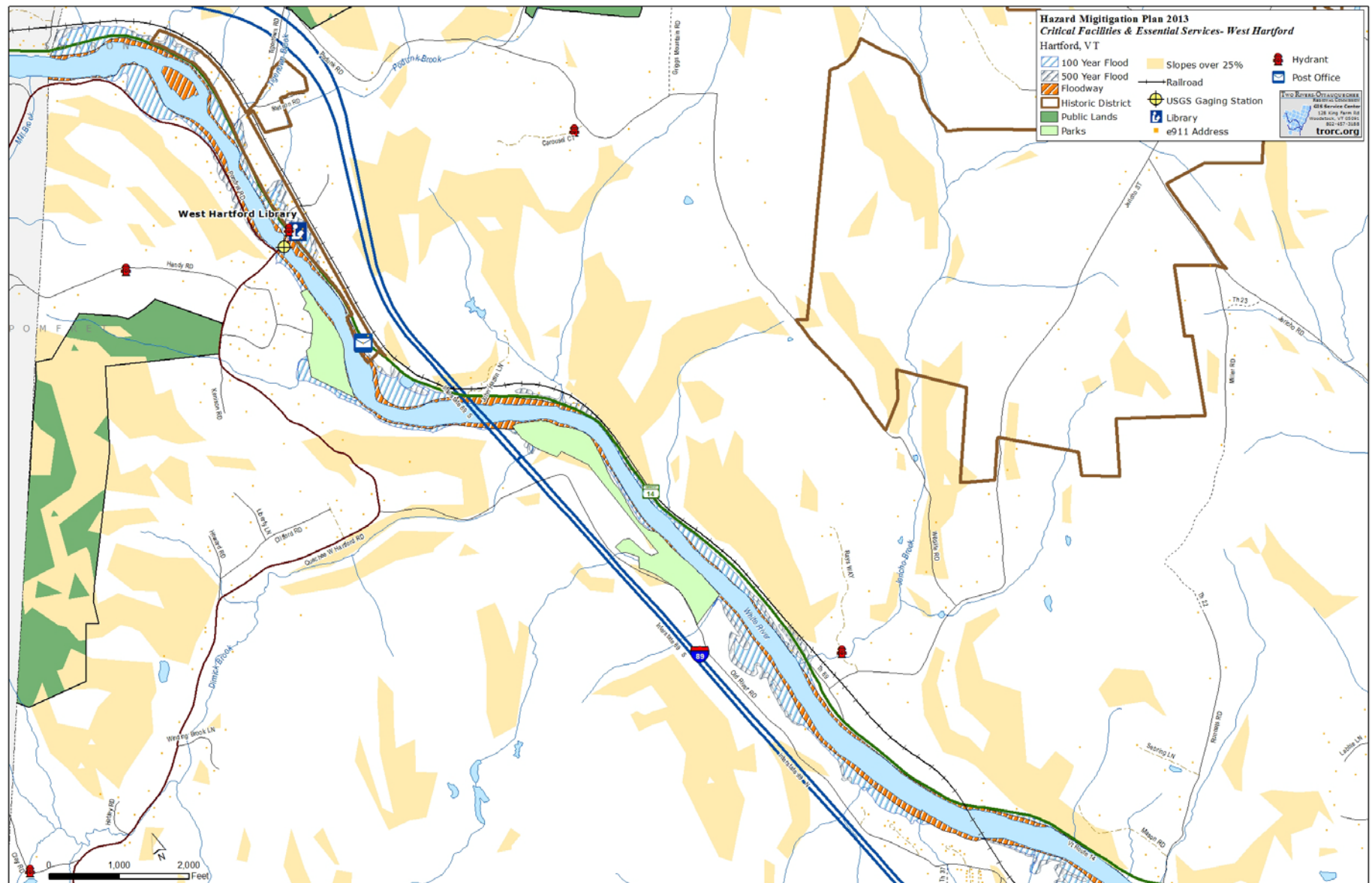
MAPS [Full size maps available from Hartford Planning and Development Department.]

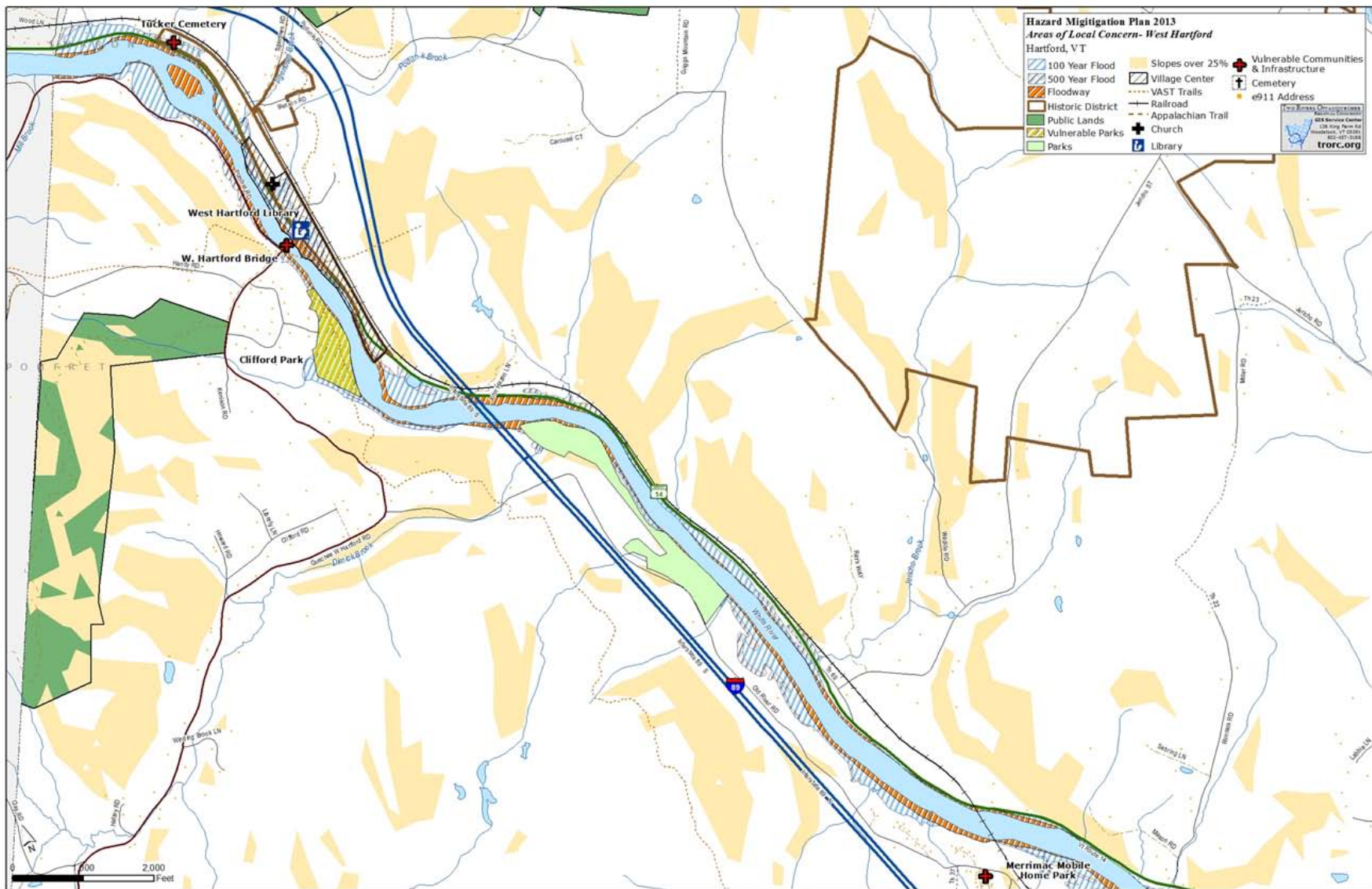












APPENDICES

- A. Hartford Capability Assessment Worksheet
- B. Community Assets Worksheet
- C. Hazards Rating Worksheet
- D. Checklist Summaries from Public Meetings
- E. Planning Commission & Selectboard Consolidated Strategies
- F. Glossary of Acronyms

Appendix A. Hartford Capability Assessment		
	Yes/No	Notes [Names, adoption dates, description, etc.]
Plans		
Comprehensive Municipal Plan	Yes	Adopted in 1959 and updated 1965, 1974, 1980, 1987, 1993, 1998, 2003, 2007 & 2012
Capital Improvement Plan	Yes	Current Year Updated Annually; five-year updated in 2010
Hazard Mitigation Plan	Yes	Adopted in 2008
Emergency Operations Plan	Yes	Updated 2013
River Corridor Management Plan	No	
Other		
Regulations		
Zoning Regulations	Yes	Adopted in 1962 and amended in 1975, 1978, 1981, 1982, 1984, 1988, 1989, 1994, 1995, 1997, 1998, 2001, 2002, 2004, 2005, 2006, 2007 and 2008.
Subdivision Regulations	Yes	Adopted in 1970 and amended in 1972, 1975, 1984 and 1987; update underway with adoption in 2014
Flood Hazard Area Regulations	Yes	Adopted in 1979 and amended 2007
Fluvial Erosion Hazard Area Regulations	No	
Emergency Management Ordinance	Yes	Needs Updating
Stormwater Management Regulations	Yes	In Zoning Regulations
Highway Ordinance/Standards	Yes	Adopted 1990 and updated in 2012
Fire Permits	Yes	Permit Process in place
Public Works Ordinance/Standards	Yes	Adopted 2012
Building Code	No	Fire code – applies to public buildings
Programs		
Open Space/Conservation Fund	Yes	Established in 1993
Right-of-way maintenance	Yes	Ongoing
Administration		

	Yes/No	Notes [Names, adoption dates, description, etc.]
Fire Department	Yes	
Rescue Services	Yes	
Policing Services	Yes	
Emergency Management Services	Yes	
Mutual Aid Agreements	Yes	Member agreement with 35 towns
Planning Commission	Yes	1950s
Zoning/Development Review Board	Yes	1962
Mitigation Planning Committee	No	
Staff		
Emergency Manager	Yes	Delegated by Town Manager to Public Safety Director
Floodplain Administrator (FPA)	Yes	1979, Zoning Administrator
Zoning/Code Administrator	Yes	
Community Planner	Yes	
GIS Services	Yes	
Road Foreman/Commissioner	Yes	
Health Officer	Yes	
Fire Officer	Yes	
Public Works Director	Yes	
Other		
Technical Resources		
E-911	Yes	Region PSAP Center
Warning Systems	Yes	Code Red Mass Notification System
Data, Information	Yes	Town Information Technology Staff
Grant Writing	Yes	
Hazus Analyses	No	
Financial Resources		
Property Tax	Yes	

Reserve Funds

Yes

Appendix B. Hartford Community Assets Worksheet

	Facility	Location	Description/Notes
Critical Facilities			
Public Safety	Hartford Emergency Services Building	812 VA Cutoff Road, White River Junction	
Town Office	Hartford Municipal Building	171 Bridge Street, White River Junction	Located within the 100-year flood zone
Town Garage	DPW Facility	173 Airport Road, White River Junction	
Schools	Dothan Brook School	2300 Christian Street, Wilder	
	White River School	102 Pine Street, White River Junction	
	Ottawaquechee School	304 Dody Lane, Quechee	
	Hartford High School	37 Highland Avenue, White River Junction	
	Hartford Memorial Middle School	245 Highland Avenue, White River Junction	
	Hartford Area Career Technology Center	1 Gifford Road, White River Junction	
	Regional Alternatives Program	160 Norwich Avenue, Wilder	
	Upper Valley Waldorf School	80 Bluff Road, Quechee	
	Mid-Vermont Christian School	399 West Gilson Avenue, Quechee	
	Mid-Vermont Christian High School	39 West Gilson Avenue, Quechee	
	Potter's House School	1615 Maple Street, Hartford Village	
	Community College of Vermont	145 Billings Farm Road, Wilder	
	Center for Cartoon Studies	92 South Main Street, White River Junction	
Medical Facilities	VA Medical Center (Hospital)	163 North Hartland Road, White River Junction	
	Good Neighbor Health Clinic	70 North Main Street, White River Junction	

	Upper Valley Haven (Homeless Shelter)	713 Hartford Avenue, White River Junction	
	Facility	Location	Description/Notes
Water Supply/ Fire	Wilder Well	200 Cranberry Lane, Wilder	
	Quechee Well	367 Lakeland Drive, Quechee	Located within the 100-year flood zone
Wastewater	White River Junction Sewage Treatment Plant	319 Latham Works Lane, White River Junction	Located within the 100-year flood zone
	Quechee Sewage Treatment Plant	142 Izzo Place, Quechee	
Dams	Wilder Dam	351 Wilder Dam Road, Wilder	
	Wright Reservoir Dam	Wright Reservoir Road, White River Junction	
Substations		288 Gillette Street, Wilder	
		2393 Hartford Avenue, Wilder	
		2430 Hartford Avenue, Wilder	
Transmission Lines		Taftsville to Wilder	
		Wilder to Norwich	
Waste Disposal	Hartford Transfer Station/Recycling Center	2590 North Hartland Road, White River Junction	
Transportation	Advance Transit	120 Billings Farm Rd, Wilder	
	White River Jct Train Station (incl. AMTRAK)	102 Railroad Row	
	Greyhound Bus Station	44 Sykes Avenue	
	VTrans District Operations Office	221 Beswick Drive	
Cultural Facilities			
Historic Districts/	White River Junction Historic District	Downtown White River Junction	Some buildings in the 100-year flood zone

Sites	Quechee Historic Mill District	Quechee Village	Some buildings in the 100-year flood zone
	Hartford Village Historic District	Hartford Village	
	Wilder Village Historic District	Wilder Village	
	Facility	Location	Description/Notes
Historic Districts/ Sites	Christian Street Rural Historic District	Wilder	
	West Hartford Village Historic District	West Hartford Village	Some buildings in the 100-year flood zone
	Jericho Rural Historic District	Jericho	
	Terraces Historic District	White River Junction	
	Theron Boyd Homestead Historic Site	11 Hillside Road, Quechee	
Libraries	Hartford Town Library	5133 Route 14, West Hartford Village	Located within the 100-year flood zone
	Quechee Library	1957 Quechee Main Street, Quechee	
	Hartford Village Library	1587 Maple Street, Hartford Village	
	Wilder Club and Library	78 Norwich Avenue, Wilder Village	
Parks and Recreational Facilities	George Ratcliffe Park	75 Latham Works Lane, White River Junction	Located within the 100-year flood zone
	Watson Memorial Park	1120 Maple Street, Hartford Village	Located within the 100-year flood zone
	Lyman Point Park	167 Maple Street, White River Junction	Located within the 100-year flood zone
	Dewey's Landing	Quechee Main Street, Quechee	Located within the 100-year flood zone
	Quechee Green Park	70 Village Green Circle, Quechee	Located within the 100-year flood zone
	Erwin Clifford Park	100 Recreation Drive, West Hartford	Located within the 100-year flood zone
	Kilowatt Park North	321 Gillette Street, Wilder	

	Kilowatt Park South	61 Passumpsic Avenue, Wilder	Site of the Wilder Dam
	Frost Park	130 South Street, Wilder Village	
	Meetinghouse Common	520 Center of Town Road, Hartford	
	Maxfield Athletic Fields	120 Lesle Drive, White River Junction	
	Facility	Location	Description/Notes
Parks and Recreational Facilities	Hurricane Forest Wildlife Refuge	270 Wright Reservoir Road, White River Junction	Site of the Wright Reservoir Dam
	Fred Briggs Park	6 South Main Street, White River Junction	
	Veterans Memorial Park	12 Railroad Row, White River Junction	
	Sherman Manning Pool	43 Highland Avenue, White River Junction	
	Wendell Barwood Arena	45 Highland Avenue, White River Junction	
	Maanawaka Conservation Area	2333 Hartford Avenue, Wilder	
	Hartford Town Forest	Reservoir Road, Hartford	
	David Chang Conservation Area	Route 4, Quechee	
Churches	St. Paul's Episcopal Church	749 Hartford Avenue, White River Junction	
	St. Anthony's Catholic Church	41 Church St. White River Junction	
	Valley Bible Church	851 Fairview Terrace, White River Junction	
	United Methodist Church of White River Junction	106 Gates Street, White River Junction	
	Advent Christian Church	150 Advent Lane, White River Junction	
	Greater Hartford United Church of Christ	1721 Maple St. Hartford Village	
	Praise Chapel	1615 Maple Street, Hartford Village	
	Church of Christ	4330 Woodstock Road, Quechee	
	Quechee Community Church	1905 Quechee Main Street, Quechee	
	Alodium Church	1450 Route 14, West Hartford	
	Revival Connections	1613 Route 14, West Hartford	

	West Hartford United Church of Christ	5275 Route 14, West Hartford	
Cemeteries	Hartford Cemetery	Maple Street, White River Junction	
	South End Cemetery	469 South Main Street, White River Junction	
	Mount Olivet Cemetery	1149 Hartford Avenue, White River Junction	
	Russtown Cemetery	North Hartland Road, White River Junction	
	Facility	Location	Description/Notes
Cemeteries	Christian Street Cemetery	Christian Street, Wilder	
	Center of Town Cemetery	Center of Town	
	Quechee Cemetery	Old Quechee Road, Quechee	
	Simond Cemetery	Old Town Farm Road, Quechee	
	West Hartford Cemetery	Route 14, West Hartford	
	Tucker Cemetery	Route 14, West Hartford	
	Delano Savage Cemetery	Route 14, West Hartford	
Senior Housing	Graystone Apartments	471 Dewitt Drive, White River Junction	
	Village Apartments	151 Gates Street, White River Junction	
	Windsor Hollow Apartments	45 Hollow Drive, Wilder	
	Colodny Apartments	92 South Main Street, White River Junction	
	Valley Terrace Assisted Living	2820 Christian Street, Wilder	
	Brookside Nursing Home	1200 Christian Street, Wilder	
Mobile Home Parks	Chambers Mobile Home Park	Walsh Avenue, White River Junction	
	Merrimac Mobile Home Park	Old River Road, Hartford	
	Olcott Falls Mobile Home Park	Walnut Street, Wilder	
	Tall Timbers Mobile Home Park	Tall Timbers Drive, Quechee	
	Woodside Manor Mobile Home Park	Blake Drive, White River Junction	

Appendix C. Hartford Hazards Rating Worksheet

Hazard	Rating			Scoring				Community Priority	Information Sources
	Geographic Extent	Probability	Impact	Geographic Extent	Probability	Impact	Total		
NATURAL HAZARDS									
Dam Failure	Local	Unlikely	Moderate	2	1	3	6	Medium	VANR, USACE
Drought	Regional	Likely	Minor	1	3	2	6	Medium	NOAA, USDA
Earthquake	Regional	Likely	Negligible	1	3	1	5	Low	USGS, VANR
Extreme Temperature	Regional	Likely	Negligible	1	3	1	5	Low	NOAA, SHELDUS
Flash Flooding	Local	Highly Likely	Moderate	2	4	3	9	High	NOAA, FEMA, VANR
Flooding	Regional	Likely	Major	1	3	4	8	High	FEMA, NOAA, SHELDUS, VANR
Fluvial Erosion	Local	Highly Likely	Moderate	2	4	3	9	High	VANR
Hail	Local	Highly Likely	Negligible	2	4	1	7	Medium	NOAA, SHELDUS
Ice Jam	Local	Highly Likely	Moderate	2	4	3	9	High	NOAA, USACE CRREL
Invasive Species	Regional	Likely	Negligible	1	3	1	5	Low	VANR, VEM
Hurricane/Tropical Storm	Regional	Likely	Major	1	3	4	8	High	NOAA, SHELDUS, FEMA
Landslide/Rockslide	Local	Likely	Minor	2	3	2	7	Medium	VANR, VEM, VTRANS
Lightning	Local	Highly Likely	Negligible	2	4	1	7	Medium	NOAA, SHELDUS
Severe Thunderstorm	Regional	Highly Likely	Minor	1	4	2	7	Medium	NOAA, SHELDUS
Severe Winter Storm	Regional	Highly Likely	Moderate	1	4	3	8	High	NOAA, SHELDUS
Tornado	Local	Unlikely	Minor	2	1	2	5	Low	NOAA, SHELDUS
Brush Fire	Local	Highly Likely	Negligible	2	4	2	7	Medium	Fire Department
TECHNICAL HAZARDS									
Hazardous Materials Storage	Local	Likely	Minor	2	3	2	7	Medium	VANR, VEM
Infectious Disease	Regional	Likely	Moderate	1	3	3	7	Medium	VEM, VDH
Structural Fire	Local	Highly Likely	Minor	2	4	2	8	High	Fire Department
Terrorism	Regional	Unlikely	Moderate	1	1	3	5	Low	VEM
Transportation (Spills)	Local	Likely	Moderate	2	3	3	8	High	VANR, VTrans

Hazard Ratings: Scoring*		
Geographic Extent (Extent of area likely to be affected)		
Regional	1	Regional coordination, planning required
Local	2	Local/community planning, response (rated higher for purposes of local mitigation planning)
Probability:		
Unlikely	1	<1% per year (less than one occurrence in one hundred years)
Occasionally	2	1-10% per year (one to ten occurrences in one hundred years)
Likely	3	10-90% per year (10 to 90 occurrences in one hundred years)
Highly Likely	4	90-100% per year (annual occurrence)
Impact:		
Negligible	1	Isolated occurrences of minor property damage, minor disruption of critical facilities and infrastructure, potential for minor injuries
Minor	2	Isolated occurrences of moderate to severe property damage, brief disruption of critical facilities and infrastructure, potential for injuries
Moderate	3	Severe property damage on a neighborhood scale, temporary shutdown of critical facilities, potential for injuries and/or fatalities
Major	4	Severe property damage on a regional scale, shutdown of critical facilities, potential for multiple injuries and/or fatalities
Community Priority:		
High	Total score 8-9 points	
Medium	Total score 6-7 points	
Low	Total score 4-5 points	

Appendix D: Checklist Summary from Public Meetings re Hazard History and Community Vulnerability

Please note “**possible**” below means if the hazard is **possible but not all that likely to occur** in town, and “**likely**” means if there is a **likely risk** for this hazard in all or part of town. In the following columns, if you have memories of damage in the town from historic events, please provide notes on that.

Hartford Hazards Checklist

Natural Hazard	How Likely?	Where, When, Level of Loss
Dam failure	Possible	Wilder dam, Taftsville, Simon Pearce dam, upland beaver dams and private ponds, town can control height of reservoir, and has scheduled decommissioning of dams that were part of reservoir system. Lake Mitchell of MacIntosh Pond could affect W. Hartford if dams failed. Wrights and Simonds still need to be dealt with. Town doesn’t require permits for private ponds
Drought/Wildfire	Becoming more likely	Brushfires a concern with drier conditions; last year several acre fire off Rte 5 south, and off Joe Ranger Rd – concern re seasonal homes in woods having bonfires. Appalachian Trail campers
Earthquake	Possible	Major damage not likely
Flood	Not if, but when!	1927, 2011 – Driveway runoff a problem for roads and neighbors (working on new standards). West Hartford bridge acted like a dam. Ice jam potential is scary. Sediment build-up behind dams is a problem.
Hailstorm	Possible	Not bad
Hurricane	Likely	1938
Ice storm	Likely, (esp above 500’)	1998 loss of power, icy roads, fog, but not much damage or loss. Affected upper elevations of Jericho. Precipitation tends to change at the RR trestle on RTe 14 – from there north it turns solid.
Landslide/ Land subsidence	Likely	Joe Ranger Rd at Pomfret line and Rte 14 just beyond bank in Hartford;; Jericho Rd, Country Lane. Two houses above Quechee Covered Bridge being bought out, Mill Rd along White River. Waterman Rd. West bank upstream of I-89 bridge is unstable.

Natural Hazard	How Likely?	Where, When, Level of Loss
Severe Winter Storm/extended	Likely	Power Outage. Senior Center will check in with WRJ senior home and pick them up during and extended event. See below.
Windstorm/Tornado	Likely	Micro-bursts, several local events, becoming more frequent, one in Quechee 2007/8, Maple Row Farm lost barn in 2008, flattened trees in Watson Park and behind ski hill. 1995 Town Forest affected.
Invasive species	Likely	New pests (fruit flies, new biting flies after Sandy, loss of species)

Manmade Hazard	How Likely?	Where, When, Level of Loss
Nuclear	Possible	Within range; need information on how to prepare.
Hazardous Materials	Possible	Evacuated section of Quechee Village during Irene because of Dead River – tanks floating down river. All large tanks located in bunkers, diked. Young's propane on Rte 5. Concern re RR cars running through backyards, some concern re separation – need to know where they are. What Public Safety Director to have information re what's there. Also concerns re meth labs, and creosote runoff from discarded RR ties on the riverbank
Major bridge, water system, road or other infrastructure failure	Interstate: not as likely, but big problem if failure State bridges: more likely– Ledyard, Stateline Sports	Major concern re bridges, unusual dependence on them – could cut off access to hospitals. Three bridges over White River of higher likelihood. West Hartford's is too short and too low for channel. Other two were bad too – Rte 5, Bridge St and VA/Hartford; undersized culvert between Club House on Quechee Main Street.
Large transportation incident (Chemical spill)	Trucks more likely than RR	Concern re heavier trucks on Rtes 14 and 5 and through villages, Interstate intersection is confusing, RR a chief concern –.signals and rails improved, NE Central a good operation. Stage tanker cars in WRJ for extended periods.
Large structural fire	Possible	Downtown's been lucky–escaped occurrence for many years now, except for the Wrap Block. A Street Industrial Park is a concern. Hotel Coolidge burned twice.
Infectious Disease Epidemic	Low possibility	

General comments/notes from three meetings:

- *Loss of Power for Extended Periods – Utilities calculate the pole loss/year that they can tolerate and stay in the black. After Irene, now looking at metal, concrete poles, line burials. Concern for those that could be without heat or have medical issues, seniors.*
- *Hartford has unique issues as a transportation hub for rail and interstates, also confluence of two rivers.*
- *VA Hospital mainly a nursing home now – no emergency facilities or operating rooms.*
- *Groundwater contamination: Quechee Main blow-out; also concern that groundwater this is a slowly evolving hazard (check brownfield sites).*

Appendix E: Planning Commission & Selectboard Consolidated Strategies

Draft Strategies for Hartford's 5-Year Hazard Mitigation Plan

(Highlighted items are state or federal requirements;
Green items added by PC or SB since 9/3/13 SB meeting)

A. All Hazards

Tier 1 – Items that will be addressed during the next five years

4. Develop and implement a multi-hazard public awareness program, including providing information on the town's website, annual report and at town libraries regarding emergency preparedness and emergency services, "hazard vulnerability checklists" for local residents and businesses, and information on preparing home emergency kits.
5. Maintain partnerships with the Two Rivers-Ottawaquechee Regional Commission, White River Partnership, neighboring towns and state officials to stay up-to-date on hazard data and the most at-risk critical facilities and potential mitigation techniques. **In year four of this Plan, revisit the Town's risk assessment based on new data.**
6. Integrate hazard mitigation into local decision-making by completing this Plan update, and consider hazard mitigation issues when adopting Town policies and land use regulations.

Tier 2 – Items that will be researched during the next five years

3. Consider establishing a local reserve fund within the Capital Improvements Program for future mitigation projects and matching funds for grants.
4. **Research issues surrounding extended interruptions in food supply, power, fuel, and communications networks; who are the public and non-public partners that should be involved; what are within local control; and what are regional conversations.**

Tier 3 – Items that are for future consideration, but not in the next five years

1. Fund a dedicated staff position for hazard mitigation and risk assessment at the town or regional level that can provide services to the Town.

B. Flooding and Erosion

Tier 1 – Items that will be addressed during the next five years

13. Update the Hartford Flood Hazard Area Regulations to clarify existing requirements for all development in known flood hazard areas, such as tying down propane tanks in flood hazard areas, and elevation certificates or surveys showing elevations for new construction. Integrate lessons learned from the Irene Flood.
14. Work with propane vendors to tie down tanks in flood hazard areas.
15. Incorporate flood resilience, flood mitigation and floodplain management in local planning, and as a separate element of the town plan (new statutory requirement by July 1, 2014).
16. Develop policies and recommendations to reduce exposure and risk within known flood hazard areas, especially for critical facilities and infrastructure.
17. Identify off-site, low-risk storage locations for copies of critical public records.
18. Develop policies to protect natural resource areas that provide floodplain protection, riparian buffers, and other ecosystem services that mitigate flooding (e.g., riverbanks, wetlands, riparian buffers, farm, forest and other open land).
19. Address erosion (including fluvial erosion) by updating stormwater management, sediment and erosion control regulations, to include regulations for development in areas of steep slope and stream buffers.
20. Identify locations in town where properties have experienced flooding due to overflowing storm sewer systems, culverts, etc., and determine causes.

21. Regularly inspect and maintain town bridges and culverts and schedule to replace undersized culverts as determined by field inspection.
22. Inventory and track repetitive loss properties. Encourage property owners to document damage from flood events, including repair costs, photographs and high water level.

Tier 2 – Items that will be researched during the next five years

8. Research what is required to organize and promote activities to increase local flood risk awareness. This should include:
 - Encourage homeowners to purchase flood insurance.
 - Distribute flood protection safety information to the owners of flood-prone property.
 - Educate citizens about safety during flood conditions, including not driving on flooded roads.
 - Educate property owners regarding options for mitigating their properties from flooding
 - Educate property owners about the benefits of stabilizing stream banks with vegetation
 - Educate the public about securing debris, propane tanks, yard items, or stored objects that may be swept away, damaged, or pose a hazard if washed away by floodwaters.
9. Consider community participation in the National Flood Insurance Program (NFIP) and consider upgrading to membership in the Community Rating System (CRS) to gain lower NFIP rates for property owners.
10. Consider a program to promote the retrofit of historic properties within known flood hazard areas.
11. Consider developing and implementing stormwater and erosion control management plans for public buildings.
12. Collect, map and address accurate fluvial geomorphic data for the river corridors.
13. Consider the establishment of an annual “Clean our culverts” day during a “Hazards Awareness Week”, or fold into Green Up Day, to encourage residents to keep their culverts clear.
14. Consider adopting a “zero discharge policy” for stormwater in subdivision and site design.

C. Hazardous Materials Transportation Accidents (Chemicals)

Tier 1 – Items that will be addressed during the next five years

2. Conduct an emergency response exercise every two years with the Railroad companies, VTrans and fuel dealers.

Tier 2 – Items that will be researched during the next five years

2. Consider development of public information materials on how the Town will respond, what residents should do in such an emergency, and where or how they can get information in an event.

D. Severe Wind

Tier 1 – Items that will be addressed during the next five years

2. Encourage burial of utility lines serving new development.

2. Work with utility companies to identify options to secure above ground utility poles.

3. Develop a public awareness campaign to encourage protecting and securing residential properties from severe wind events.

E. Severe Winter Weather

Tier 1 – Items that will be addressed during the next five years

5. Continue to insulate public buildings and facilities to provide shelter during extreme weather events.

Tier 2 – Items that will be researched during the next five years

1. Consider assisting residents vulnerable to severe winter hazards, including freezing temperatures and power outages by planning for and organizing outreach and assistance, and providing community shelter(s), especially during major power outages.
2. Consider development of public awareness program regarding severe winter storms which includes distributing information about:
 - Common winter hazards, family and traveler emergency preparedness, and winter driving safety tips.
 - The installation of carbon monoxide monitors and alarms, and the safe use of heaters.
 - Services available to vulnerable residents.
 - Advice on use of electric vehicles as generators, if the appropriate switch is in place.

F. Fire Hazards

Tier 1 – Items that will be addressed during the next five years

2. Provide educational materials and outreach to residents regarding benefits of residential fire sprinklers.

Tier 2 – Items that will be researched during the next five years

2. Consider requiring all new development meets industry standards for fire protection including installation of fire sprinklers.

Tier 3 – Items that are for future consideration, but not in the next five years

2. Install and maintain dry hydrants in strategic locations around town.

G. Landslides

Tier 3 – Items that are for future consideration, but not in the next five years

1. Stabilize potential landslides and possible residential buyouts on Jericho Road, Country Lane, and Pomfret Road.

Appendix F: Glossary of Acronyms

CERT:	Community Emergency Response Team
CRS:	Community Rating System
HM:	Hazard Mitigation
HMGP:	Hazard Mitigation Grant Program
HUD:	U.S. Department of Housing and Urban Development
LEPC:	Local Emergency Planning Committee
PDM:	Pre-Disaster Mitigation
SFHA:	Special Flood Hazard Area
TRORC:	Two Rivers-Ottauquechee Regional Commission
VA or VAMC:	Veterans Administration Medical Center
VANR:	Vermont Agency of Natural Resources
VAST:	Vermont Association of Snow Travelers
VT DEC:	Vermont Department of Environmental Conservation
VEM:	Vermont Emergency Management
VHMP:	Vermont Hazard Mitigation Plan
VLCT:	Vermont League of Cities & Towns
VTrans:	Vermont Agency of Transportation
VRC:	Vermont River Conservancy
WRP:	White River Partnership



AGENDA MEMORANDUM

May 19, 2020

Town Selectboard Item: 4.e

Submitted by: Brannon Godfrey, Town Manager

Subject: Re-Appointment of Town Forest Fire Warden

Background: On May 1, 2020 the Vermont Department of Forest, Parks and Recreation (VDFPR) notified the Town of Hartford that the term of office for the Town Forest Fire Warden expires on June 30, 2020.

Discussion: VDFPR recommends the re-appointment of the current Warden, who is Fire Chief Scott Cooney. The appointment is for a term of five (5) years.

Financial Impact: N/A

Recommendation: Approve the reappointment of Fire Chief Scott Cooney as the Town Forest Fire Warden to a term ending June 30, 2025.



Town Manager

Attachment: VDFPR Letter and Reappointment Form



State of Vermont
Department of Forests, Parks & Recreation
100 Mineral Street, Suite 304
Springfield, VT 05156-3168
www.fpr.vermont.gov

Agency of Natural Resources

(phone) 802-289-0613
(fax) 802-885-8890

TO: Hartford Select Board
FROM: Jim Esden, District Fire Supervisor
DATE: May 01, 2020
SUBJECT: Re-appointment of Town Forest Fire Warden

The term of office for your Town Forest Fire Warden is due to expire on June 30, 2020.

I recommend that your current Warden be re-appointed. By law, re-appointments are for a period of five years.

The Select Board can either approve or reject this re-appointment. Should you approve, please have the current warden fill out the attached form, obtain appropriate signatures of the Select Board (the chairperson and at least two members of the board), then return the form to this office for final approval and signing. **The deadline is Jun 19, 2020.**

Should you reject the re-appointment, please send a letter stating your reasons for rejection. Upon receipt of the letter, I will contact your chairperson to discuss the procedure for appointment of a new warden. If you need additional information before acting on this re-appointment, please feel free to call this office at 802-289-0613.



Vermont Town Forest Fire Warden

Reappointment Form

**Mail to:**

Agency of Natural Resources
VT Dept. of Forests, Parks, and Recreation
100 Mineral Street, Suite 304
Springfield, VT 05156-3168

I hereby accept the reappointment to the position of TOWN FOREST FIRE WARDEN for the town of Hartford, Vermont in Windsor County for a term to commence on July 01, 2020, and terminate on June 30, 2025, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed:

Hartford Town Forest Fire Warden

Scott Cooney

Printed Full Name of Warden

603 Maple Street

Mailing Address

Adamant, VT 05001

Mailing Town / State / Zip

Physical Address

Adamant, VT 05001

Physical Town / State / Zip

802-229-7795

Home Phone

802-229-3232

Cell Phone

--

Work Phone

Which Is Your Primary Phone?

scooney@hartford-vt.org

Email Address

Reappointment Approved:

Chair - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Date

Town Forest Fire Warden

Date

Jim Esden - Forest Resource Protection

Date

Commissioner of Dept. of Forests, Parks and Recreation or Designee

Date



AGENDA MEMORANDUM

May 19, 2020

Town Selectboard Item: 4.f

Submitted by: Brannon Godfrey, Town Manager

Subject: Authorization for Chair as Signatory for State Revolving Loan Fund Applications

Background: On April 28, 2020 the Selectboard voted to approve the Chair to sign as an authorized representative for the Town for certain grant awards and documentation.

Discussion: The Vermont Agency of Natural Resources – Department of Environmental Conservation State Revolving Loan Fund Programs requires the Selectboard approval to change the authorized representative.

Financial Impact: N/A

Recommendation: Approve the Change of Authorized Representative Form



Town Manager

Attachment: DEC SRF Change of Authorized Representative Form

CLEAN WATER STATE REVOLVING FUND (CWSRF)
DRINKING WATER STATE REVOLVING FUND (DWSRF)

CHANGE OF AUTHORIZED REPRESENTATIVE

Loan Number: RF1-222.2

- ☐ The following is a change of an authorized representative
☐ The following is the addition of an alternate authorized representative

The _____, as legislative body of the applicant, hereby authorizes _____, to act as an authorized representative of the applicant for the purpose of furnishing to the State of Vermont such information, data and documents pertaining to the above noted project as may be required and otherwise to act as the authorized representative of the applicant in connection with the project. Correspondence should be sent to the authorized representative at the following address:

Phone Number: _____ Email Address: _____

Done this _____ day of _____ 20_____.

BY: _____
Chair, Legislative Body

(All or a majority of its legislative body)



AGENDA MEMORANDUM

May 19, 2020

Town Selectboard Item: 4.g

Submitted by: Brannon Godfrey, Town Manager

- Subject:** **Waiver of Purchasing Policy for Town Manager Search Consultant Contract**
- Background:** On May 5, the Selectboard, the Selectboard voted to hire Don Jutton of Municipal Resources Inc. (MRI) to begin a focused Town Manager search on an hourly basis.
- Discussion:** The proposed cost of services is greater than \$4,001 and less than \$20,000. Section 3.5 of the Town Purchasing Policy requires three written price quotes to be obtained and evaluated. This requirement may be waived on the justification that continued services with MRI from a prior engagement within the last 16 months will result in savings on an hourly basis compared to a consultant less familiar with the Hartford organization.
- Financial Impact:** The not-to-exceed cost of the consultation with MRI is \$11,100.
- Recommendation:** Approve a waiver of the written quote requirement in the Purchasing Policy as provided in Section 3.5 for the procurement of a Town Manager Search consultant.



Town Manager



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, May 5, 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.**

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/11927?channel=1>

Read by the Chair, Dan Fraser,

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=810) – 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.

I. Call to Order the Selectboard Meeting: Dan Fraser, Selectboard Chair called the meeting to order at 6:00 P.M. All were present.

II. Pledge of Allegiance – Dan Fraser led The Pledge of Allegiance.

III. Local Liquor Control Board: N/A

IV. Order of Agenda: No changes

V. Selectboard

1. Public, Selectboard Comments and Announcements:

Citizen Comments:

Mike Morris asked about Town Ordinances that were in violation of Federal Laws other than the Welcoming Hartford Ordinance as Selectboard Member, Alicia Barrows stated at the last Selectboard Meeting. Alicia Barrows said she was mistaken and it was State Laws, not Federal. Mr. Morris later asked if it is unconstitutional to have a Federal law that says one must report immigration status of an individual. Why is it not unconstitutional for the town to have an ordinance that says one cannot report immigration status?

Lannie Collins voiced concerns about the costs of finding and recruiting a Town Manager in this economic downturn as we are still in the Coronavirus situation. He is also concerned about potential law suits over the Welcoming Hartford Ordinance. He asked where will the Town get the money for these events?

Selectboard Comments:

Selectboard Member, Joe Major thanked Brannon for his professionalism, commitment and love for this community. He is very sad to see Brannon leave Hartford.

Selectboard Clerk, Dennis Brown also thanked Brannon & Leslie for their time in Hartford. Mr. Brown announced that he would be resigning from the Selectboard of Hartford after this meeting.

Selectboard Members commented that they hoped Mr. Brown would reconsider and stay on the Board.

2. Appointments: None

3. Town Manager's Report: Significant Activity Report ending May 4, 2020.

Link: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/184>

4. Board Reports, Motions & Ordinances:

- a. Hartford Conservation Commission Forest Management Plan Presentation (Information Only)

A presentation was given by Jon Bouton and Matt Osborn representing the work that the Hartford Conservation Commission has done.

The purpose of this agenda item is to inform the Selectboard of the HCC's current work program for the Town Forest. The HCC is presently working with County Forester A.J. Follensbee on an update of the Forest Management Plan and is planning a small selection timber harvest in the winter of 2021 or 2022. The reasons for the timber harvest include: increase diversity of trees species and habitat to improve resilience, improve wildlife and bird habitat, serve as a public demonstration of sustainable forestry and local renewable forest products and generate income for conservation projects. The cost of the harvest typically is covered by the tree company's sale of the timber. The HCC also is planning two public outreach/input sessions before the plan is finalized and is confident that the impact on recreational use will be minor.

- b. South Main Street Utility and Roadway Infrastructure Improvements Contract Award (Motion Required)

On April 20th, 2020, bids were received for Phase 1 of the South Main Street reconstruction project. This project is the culmination of several years of planning, design, and funding coordination to address deficiencies in our utility infrastructure, stormwater system, the retaining wall, and roadway. The project extends from Nutt Lane to a location near Gates Street.

Selectboard Member, Kim Souza made the motion That the Selectboard awards the bid for the South Main Street Project to Munson Earth-Moving of Williston, Vermont in the amount of \$ 1,899,411.00. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.

- c. Determination of Lack of Necessity for Validation Vote Special Town Meeting (Motion Required)

On April 16, 2020, we received word from Secretary of State's Office and legal counsel Paul Giuliani that the Town is not *required*, either by law or by the Secretary of State, to hold a validation vote. Both advised that the time frame for contesting the initial vote in court has now passed and further, that even if the budget was somehow otherwise challenged in court, a judge would look at the facts and say the error was not significant enough to invalidate the vote.

Selectboard Member, Joe Major made the motion that the Town not hold a special town meeting to validate the vote from the March 3rd election on the budget article. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- d. COVID-19 Response Committee Report Presentation (Motion Required)

On March 10, the Selectboard created the ad hoc Committee on Coronavirus

Response and drafted the Charge. In addition to tasks to monitor and develop recommendations for specific response actions, the Committee Charge included: "Submit a brief report to the Selectboard to explain recommendations no later than April 30, 2020." During April, the Selectboard has considered and approved several recommendations for action from the Committee, including various communications, approving the recommended mask and mask donation program, directing the Town Manager to advertise and appoint a Deputy Town Health Officer, amending the Committee charge and issuing a letter to out-of-state homeowners.

Within the committee's report were 4 short term recommendations and 8 long term proposals.

Selectboard Member, Kim Souza made the motion to accept the report from the Ad Hoc Committee on Coronavirus Response. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Dan Fraser asked the Town Manager to present the individual recommendations in the report at a subsequent meeting.

- e. Appointment Recommendation for Deputy Town Health Officer
(Motion Required)

Town health officers are given authority by the Vermont statutes to investigate and mitigate any potential or existing public health hazard in their town. The Town Health Officer has extensive authority to take emergency mitigation steps and enforce any state health regulation and order and local health ordinances in their town. The Deputy Health Officer will assist the Health Officer.

Selectboard Clerk, Dennis Brown made the motion to approve the recommendation to appoint Thomas Franklin as the Deputy Town Health Officer for a term of 3 years and forward the request to the Vermont Commissioner of Health. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

Dr. Franklin's term will begin June 1, 2020.

- f. Town Manager Search Process - Committee Formation and Charge, and Search Consultant (Information Only)

On April 29, Town Manager Brannon Godfrey submitted a letter of resignation to the Selectboard with an effective date of end of employment on August 1, 2020.

The Chair and Vice Chair have discussed moving forward with the formation of a Search Committee, enacting the Charge for the Committee, and securing a search consultant. The Committee Charge for the 2018 search process is attached as a template. In 2018, the Selectboard contracted with Municipal Resources, Inc. (MRI) of Meredith, NH for the executive search consultation.

Selectboard Alan Johnson made the motion to approve the Charge as amended and to post the ad for the search committee members. Selectboard member Kim Souza seconded the motion. All were in favor and the motion passed.

Hartford Town Manager Selection Committee Charge Ratified 5/5/20 Terms The Hartford Town Manager Selection Committee (HTMSC) will serve for the purpose of guiding the Town through the selection process of Hartford's next Town Manager. The committee will be disbanded as soon as a job offer, made by the Selectboard, is accepted by the intended applicant. Constitution The HTMSC will consist of seven voting members. The seven voting members appointed from the residents of Hartford. All members will have equal voice and vote in matters that come before the committee. The HTMSC will elect its Chair, Vice-Chair and Clerk at its first meeting. Committee Member Selection Process Interested members should apply as soon as possible and not later than 12:00 PM Thursday, May 21st. Interested members should also endeavor to be present for a brief interview at the May 26th, Selectboard Meeting via Zoom.us at 6:00 PM. Members unable to be present at this time may also apply and may be admitted onto the Committee at the discretion of the Selectboard. After the interviews, applicants will be discussed by the Selectboard in executive session, and a motion will be made to constitute the Committee at the same meeting on May 26th. Committee Charge

1.To guide the selection process for Hartford's Next Town Manager in accordance with the attached Town Manager Selection Process Guidelines as ratified by the Selectboard.

2.To work with a professional recruiting firm who will carry out the search.

3.Search activities will include: ○publicize position opening, job description, timeline, selection criteria, etc.

○solicit citizen input on direction and managerial characteristics

○review and investigate applications

○respond to applicants

○check references

○conduct interviews

○additional elements as needed.

These activities will be distributed between the committee and selected recruiting firm.

4.To recommend two to four applicants to the Selectboard

5. To communicate with the Town and Press about the selection process as needed.

As with all Hartford Committees, the Hartford Town Manager Selection Committee must operate in accordance with the Statutes of the State of Vermont and the Ordinances and Policies of the Town of Hartford. In particular, all meetings will be warned and open to the public and the minutes of these meetings will be recorded and posted in accordance with Vermont's Open Meeting Law.

VI. Commission Meeting Reports:

Selectboard Member, Kim Souza attended her first HBRLF meeting. It was a good session.

VII. Consent Agenda: Selectboard Member. Kim Souza made the motion to accept the Consent Agenda. Selectboard Member. Alicia Barrow seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 4/5/2020

Approve Meeting Minutes of: 4/21/2020 & 4/28/2020

Approve A/P Manifest of: 5/1/2020 & 5/5/2020

Selectboard Meeting Dates of:

Already Approved: 5/19/2020

Needs to be Approved: 5/26/2020, 6/2/2020, 6/16/2020 and 6/30/2020

VIII. Executive Session: Selectboard Member. Alan Johnson made the motion to go into executive session for discussion of a contract for an executive search consultant for which premature general public knowledge would clearly place the public body at a substantial disadvantage [I VSA §313(a)(1)(A)] at 9:00 P.M.

Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Member, Alan Johnson made the motion to close the executive session. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Member, Alicia Barrow made the motion to hire Don Jutton of MRI to begin a focused search on an hourly basis. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Vice-Chair, Simon Dennis made a commendation of appreciation of Dennis Brown and hopes he considers staying on the Board until the end of his term.

IX. Adjourn the Selectboard Meeting (Motion Required):

Selectboard Member, Alan Johnson made the motion to adjourn the meeting. Selectboard Member, Joe Major 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: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 1
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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.
25-0174	Revaluation Reserve				
030720	MERRIMAN SMART, PLC		5/15/2020		1032
2263	LEGAL SERVICES - APR'20	0.00	\$240.00	0.00	240.00
Desc:	LEGAL SERVICES - APR'20	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		240.00	0.00	240.00
25-0174	Highway Infastructure	Bank Total:			240.00
25-0311	Highway Infastructure				
029096	MANBY, C ROBERT JR, PC	C. ROBERT MANBY JR., PC	5/15/2020		1019
4613 MANBY	LEGAL SERVICES: SYKES SIDEWALK	2,550.00	\$2,550.00	0.00	2,550.00
Desc:	LEGAL SERVICES: SYKES SIDEWALK	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
	Vendor Total:		2,550.00	0.00	2,550.00
25-0311	Dog Park	Bank Total:			2,550.00
73-7302	Dog Park				
502156	SMITH, WENDY ANN	WENDY ANN SMITH	5/15/2020		1040
PO#6593	Reimbursement for Dog Park Expense	0.00	\$108.89	0.00	108.89
Desc:	Reimbursement for Dog Park Expense	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:		108.89	0.00	108.89
73-7302	Trees Matter	Bank Total:			108.89
73-7304	Trees Matter				
048575	VERIZON WIRELESS		5/15/2020		1017
9853695865	CELL PHONES APR'20	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	5/15/2020		69295
9100914430	OXYGEN	0.00	\$60.06	0.00	60.06
Desc:	OXYGEN	Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
9970069698	CYLINDER RENTAL	0.00	\$33.30	0.00	33.30
Desc:	CYLINDER RENTAL	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		93.36	0.00	93.36
001975	AMBROSE EQUIPMENT CO, INC		5/15/2020		69296
P41399	PARTS	0.00	\$343.56	0.00	343.56
Desc:	PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		343.56	0.00	343.56
002965	ATCO INTERNATIONAL		5/15/2020		69297
I0552382	CLEANING SUPPLIES - COVID	186.00	\$186.00	0.00	186.00
Desc:	CLEANING SUPPLIES - COVID	Acct: 60-965-417-0017	EXTRAORDINARY EXP : COVID-19		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 5/15/2020 - 5/15/2020

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.
Vendor Total:			186.00	0.00	186.00
003450	AUTOZONE		5/15/2020		69298
5120345385	PW-1-12 PARTS	0.00	\$22.67	0.00	22.67
Desc: PW-1-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120345399	H-12 PARTS	0.00	\$34.38	0.00	34.38
Desc: H-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120349221	PARTS	139.99	\$139.99	0.00	139.99
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		
5120349397	PARTS	0.00	\$154.39	0.00	154.39
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120350221	PARTS	0.00	\$26.32	0.00	26.32
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			377.75	0.00	377.75
005520	BIG STATE INDUSTRIAL SUPPLY		5/15/2020		69299
1387540	FACE MASKS/SANITIZER	267.66	\$267.66	0.00	267.66
Desc: FACE MASKS/SANITIZER		Acct: 60-965-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:			267.66	0.00	267.66
005525	BIG TEX TRAILER WORLD		5/15/2020		69300
PI132033	H-10 PARTS	0.00	\$268.17	0.00	268.17
Desc: H-10 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			268.17	0.00	268.17
005800	BLAKTOP INC.		5/15/2020		69301
26963	Pavement for water leaks	931.66	\$931.66	0.00	931.66
Desc: Pavement for water leaks		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			931.66	0.00	931.66
005951	BLUE CROSS BLUE SHIELD VT	BC/BS OF VERMONT	5/15/2020		69302
JUN'20	MEDICAL INSURANCE JUNE 2020	20,510.03	\$117,496.91	0.00	117,496.91
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: 10-211-220-0000	BC/BS		
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		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 3
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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: 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:			117,496.91	0.00	117,496.91	
006100	BMO FINANCIAL GROUP			5/15/2020	69303	
	Cooney 04/21-27/20	Cooney, Scott - FD	0.00	\$192.95	0.00	192.95
	Desc: Amazon-DC Multimeter	Acct: 10-221-323-0000	MATERIAL & SUPPLIES			
	Desc: Amazon-Materials	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING			
	Delisle 04/21-27/20	Delisle, Jeremy - DPW	0.00	\$246.89	0.00	246.89
	Desc: Amazon-Hose for Sweeper	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
	Desc: Amazon - Swivel for Hose	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
	Desc: HD-Cleaning supplies	Acct: 10-325-318-0000	CONTRACT SERVICES			
	Hannux 04/21-27/20	Hannux, Shawn - FD	0.00	\$47.89	0.00	47.89
	Desc: TractorSupply-Chains	Acct: 10-221-323-0000	MATERIAL & SUPPLIES			
	Kreis 04/21-27/20	Kreis, Dylan - REC	0.00	\$149.99	0.00	149.99
	Desc: Amazon-Dog Waste Bags	Acct: 10-521-323-0000	MATERIAL & SUPPLIES			
	Perry 04/21-27/20	Perry, Diane - PD	0.00	\$42.81	0.00	42.81
	Desc: Amazon - Office Supplies	Acct: 10-211-323-0000	MATERIAL & SUPPLIES			
	Vail 04/21-27/20	Vail, Brad - PD	0.00	\$14.65	0.00	14.65
	Desc: USPS-POSTAGE	Acct: 10-211-322-0000	POSTAGE			
	Walsh 04/21-27/20	Walsh, Dillon - IT	0.00	\$88.58	0.00	88.58
	Desc: Comptia Study Guide	Acct: 10-181-315-0000	RECRUITMENT & TRAINING			
	Desc: Dell-Adaptor	Acct: 10-221-330-0000	OFFICE EQUIPMENT			
Vendor Total:			783.76	0.00	783.76	
006700	BOUND TREE MEDICAL, LLC		BOUND TREE MEDICAL, LLC	5/15/2020		69304
	83598263	MEDICAL SUPPLIES	0.00	\$32.79	0.00	32.79
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES			
	83599811	MEDICAL SUPPLIES	0.00	\$907.95	0.00	907.95
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES			

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 4
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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.
83610239	MEDICAL SUPPLIES	0.00	\$113.28	0.00	113.28
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
83610240	MEDICAL SUPPLIES	0.00	\$459.85	0.00	459.85
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			1,513.87	0.00	1,513.87
006905	BP HARTFORD LLC		5/15/2020		69305
27	SOLAR ARRAY	1,093.96	\$1,559.40	0.00	1,559.40
Desc: 1/12 Annual Charge - Public Works		Acct: 10-321-329-0000	ELECTRICITY		
Desc: 1/12 Annual Charge - Waste Water		Acct: 60-961-329-0000	ELECTRICITY		
Vendor Total:			1,559.40	0.00	1,559.40
007450	BROWN'S, CHARLIE	CHARLIE BROWN'S	5/15/2020		69306
43757	FILTERS	17.75	\$17.75	0.00	17.75
Desc: FILTERS		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			17.75	0.00	17.75
007760	BURLINGTON COMMUNICATIONS		5/15/2020		69307
BCS5709	AVETEC EQUIPMENT MAINTEN CONTI	0.00	\$450.00	0.00	450.00
Desc: AVETEC EQUIPMENT MAINTEN CONTRACT		Acct: 10-271-318-0000	CONTRACTED SERVICES		
BCS5708	CONTRACT BASE RATE	0.00	\$140.00	0.00	140.00
Desc: CONTRACT BASE RATE		Acct: 10-271-318-0000	CONTRACTED SERVICES		
Vendor Total:			590.00	0.00	590.00
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	5/15/2020		69308
4049326908	UNIFORMS	80.77	\$80.77	0.00	80.77
Desc: UNIFORMS		Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4049326910	UNIFORMS	14.30	\$225.07	0.00	225.07
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
Desc: UNIFORMS		Acct: 30-971-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4049326962	UNIFORMS	124.15	\$124.15	0.00	124.15
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4049454604	UNIFORMS	70.73	\$70.73	0.00	70.73
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4049791798	UNIFORMS	80.77	\$80.77	0.00	80.77
Desc: UNIFORMS		Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4049791840	UNIFORMS	0.00	\$225.07	0.00	225.07
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4049922076	UNIFORMS	124.15	\$124.15	0.00	124.15
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING		
4049982613	UNIFORMS	70.73	\$70.73	0.00	70.73
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
Vendor Total:			1,001.44	0.00	1,001.44
010009	CLARK'S TRUCK CENTER	CLARK'S TRUCK CENTER	5/15/2020		69309
433311	H-6 PARTS	0.00	\$55.62	0.00	55.62
Desc: H-6 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
433378	H-8 PARTS	0.00	\$162.16	0.00	162.16

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 5/15/2020 - 5/15/2020

Page: 5
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.
	Desc: H-8 PARTS	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
		Vendor Total:		217.78	0.00	217.78
010832	COMCAST			5/15/2020		69310
	0042221MAY'20	INTERNET - MAY 2020 - LIB	0.00	\$35.32	0.00	35.32
	Desc: INTERNET - MAY 2020 - LIB	Acct: 10-712-316-0100		APPROP - HARTFORD LIBRARY		
	0134242MAY'20	INTERNET	88.40	\$88.40	0.00	88.40
	Desc: INTERNET	Acct: 30-975-324-0000		TELEPHONE		
		Vendor Total:		123.72	0.00	123.72
010987	COMPETITIVE COMPUTING, INC			5/15/2020		69311
	SIN002262	FIREWALL INSTALL 2019	0.00	\$2,800.88	0.00	2,800.88
	Desc: c2 Firewall work - PD	Acct: 10-271-320-0200		EQUIPMENT MAINT - COMPUTER		
	Desc: Firewall c2 work - Fire	Acct: 10-221-324-0000		TELEPHONE		
	SIN002394	FIREWALL INSTALL 2019	0.00	\$1,857.90	0.00	1,857.90
	Desc: c2 Firewall work - PD	Acct: 10-271-320-0200		EQUIPMENT MAINT - COMPUTER		
	Desc: Firewall c2 work - Fire	Acct: 10-221-324-0000		TELEPHONE		
	Desc: State VPN config	Acct: 10-211-320-0100		EQUIP OPERATION/COMMUNICATION		
		Vendor Total:		4,658.78	0.00	4,658.78
012130	CUMMINS NORTHEAST LLC	CUMMINS SALES AND SERVICE		5/15/2020		69312
	W5-10825	H-5 PARTS	0.00	\$419.52	0.00	419.52
	Desc: H-5 PARTS	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
		Vendor Total:		419.52	0.00	419.52
012665	DANIELS, WANDA	WANDA DANIELS		5/15/2020		69313
	MAY'20	May Retiree Reimburse 2020	0.00	\$229.17	0.00	229.17
	Desc: May Retiree Reimburse 2020	Acct: 10-211-418-0100		RETIREE HEALTH INSURANCE		
		Vendor Total:		229.17	0.00	229.17
013650	DEMCO INC			5/15/2020		69314
	6793197	LIBRARY SUPPLIES	0.00	\$201.49	0.00	201.49
	Desc: LIBRARY SUPPLIES	Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
		Vendor Total:		201.49	0.00	201.49
013653	DENNISON LUBRICANTS INC			5/15/2020		69315
	1402394	OIL	0.00	\$410.00	0.00	410.00
	Desc: OIL	Acct: 10-321-319-0000		EQUIPMENT OPERATION-GAS		
		Vendor Total:		410.00	0.00	410.00
015500	ENDYNE, INC			5/15/2020		69316
	329511	WRJ MONTHLY ANALYSIS	220.00	\$220.00	0.00	220.00
	Desc: WRJ MONTHLY ANALYSIS	Acct: 60-961-318-0000		CONTRACTED SERVICES		
	330216	WSID 5319 HARTFORD WAT TC	72.00	\$72.00	0.00	72.00
	Desc: WSID 5319 HARTFORD WAT TC	Acct: 50-954-318-0000		CONTRACTED SERVICES		
	330217	WSID 5320 QUE CENTRAL	18.00	\$18.00	0.00	18.00
	Desc: WSID 5320 QUE CENTRAL	Acct: 55-954-318-0000		CONTRACTED SERVICES		
	330344	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 6
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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: WRJ WEEKLY ANALYSIS		Acct: 60-961-318-0000	CONTRACTED SERVICES		
330345	QUECHEE WW		180.00	\$180.00	0.00	180.00
	Desc: QUECHEE WW		Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:				580.00	0.00	580.00
016080	CONSOLIDATED COMMUNICATIONS			5/15/2020		69317
11546793396APR'20	TELEPHONE/INTERNET		0.00	\$97.05	0.00	97.05
	Desc: TELEPHONE/INTERNET		Acct: 10-221-324-0000	TELEPHONE		
11833807752APR'20	TELEPHONE/INTERNET WRJ WATER		322.43	\$322.43	0.00	322.43
	Desc: TELEPHONE/INTERNET WRJ WATER		Acct: 50-952-324-0000	TELEPHONE		
12615510982APR'20	TELEPHONE/INTERNET QUE WAT		82.23	\$82.23	0.00	82.23
	Desc: TELEPHONE/INTERNET QUE WAT		Acct: 55-953-324-0000	TELEPHONE		
13444320594APR'20	RADIO CIRCUITS - APR'20		0.00	\$522.39	0.00	522.39
	Desc: RADIO CIRCUITS - APR'20		Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
Vendor Total:				1,024.10	0.00	1,024.10
016390	FASTENAL COMPANY			5/15/2020		69318
NHWES84298	H-5 PARTS		0.00	\$165.21	0.00	165.21
	Desc: H-5 PARTS		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
NHWES84336	GLOVES		64.70	\$64.70	0.00	64.70
	Desc: GLOVES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				229.91	0.00	229.91
016540	FERGUSON ENTERPRISES, INC		FERGUSON WATERWORKS #591 #576		5/15/2020	69319
0950097	PARTS & MATERIALS		0.00	\$186.90	0.00	186.90
	Desc: PARTS & MATERIALS		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
0952301	ADAPTOR		0.00	\$19.62	0.00	19.62
	Desc: ADAPTOR		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				206.52	0.00	206.52
017110	FISHER AUTO PARTS, INC			5/15/2020		69320
301-037914	H-5 PARTS		0.00	\$305.19	0.00	305.19
	Desc: H-5 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038566	OIL FILTERS		0.00	\$1.98	0.00	1.98
	Desc: OIL FILTERS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038567	LOADER-PARTS		0.00	\$12.58	0.00	12.58
	Desc: LOADER-PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038569	LOADER-PARTS		0.00	\$12.58	0.00	12.58
	Desc: LOADER-PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038594	RETURNED PARTS		0.00	\$-324.82	0.00	-324.82
	Desc: RETURNED PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038602	RETURNED PARTS		0.00	\$-9.40	0.00	-9.40
	Desc: RETURNED PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038679	H-5 PARTS		0.00	\$147.22	0.00	147.22
	Desc: H-5 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038753	FILTERS		0.00	\$30.86	0.00	30.86
	Desc: FILTERS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038923	H-5 AIR TANK PARTS		0.00	\$9.40	0.00	9.40

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 7
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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: H-5 AIR TANK PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-038984	PARTS		0.00	\$2.21	0.00	2.21
	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-039211	H-9 PARTS		0.00	\$12.90	0.00	12.90
	Desc: H-9 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-039307	PAINT		8.98	\$8.98	0.00	8.98
	Desc: PAINT		Acct: 60-962-323-0000	MATERIALS & SUPPLIES		
301-039310	MOWER-PLUGS		0.00	\$4.80	0.00	4.80
	Desc: MOWER-PLUGS		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
301-039589	GREASE OIL		121.74	\$121.74	0.00	121.74
	Desc: GREASE OIL		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-039591	FILTERS		15.22	\$15.22	0.00	15.22
	Desc: FILTERS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-039723	WAT-PARTS		7.99	\$7.99	0.00	7.99
	Desc: WAT-PARTS		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
301-039733	WAT-PARTS		14.66	\$14.66	0.00	14.66
	Desc: WAT-PARTS		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
		Vendor Total:		374.09	0.00	374.09
017300	FOGG'S HARDWARE & BUILDING				5/15/2020	69321
	877927	MATERIALS	0.00	\$27.96	0.00	27.96
	Desc: MATERIALS		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
	878565	MATERIALS	34.96	\$34.96	0.00	34.96
	Desc: MATERIALS		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	879506	PAINT	0.00	\$17.98	0.00	17.98
	Desc: PAINT		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
	879507	PAINT	14.36	\$14.36	0.00	14.36
	Desc: PAINT		Acct: 60-962-323-0000	MATERIALS & SUPPLIES		
		Vendor Total:		95.26	0.00	95.26
017850	GALLS, LLC				5/15/2020	69322
	015522925	UNIFORMS	0.00	\$94.04	0.00	94.04
	Desc: UNIFORMS		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
	015523241	UNIFORMS	0.00	\$150.96	0.00	150.96
	Desc: UNIFORMS		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
		Vendor Total:		245.00	0.00	245.00
019390	GRAINGER				5/15/2020	69323
	9516980464	BATTERIES	110.52	\$110.52	0.00	110.52
	Desc: BATTERIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
		Vendor Total:		110.52	0.00	110.52
019552	GREATER UPPER VALLEY SOLID	GREATER UPPER VALLEY SOLID			5/15/2020	69324
	APR'20	MSW/CUPONS APR'20	1,811.61	\$1,811.61	0.00	1,811.61
	Desc: .07 Tons MSW April'20-LF		Acct: 30-974-313-0200	WASTE GENERATION FEE		
	Desc: District Punchcards Sold April'20-		Acct: 30-013-100-0000	EXCHANGES PAYABLE		
	Desc: District Single Coupons Sold Apr'20		Acct: 30-013-100-0000	EXCHANGES PAYABLE		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 8
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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:			1,811.61	0.00	1,811.61
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		5/15/2020	69325
04832000006APR'20	S MAIN ST PUMP STN	117.76	\$117.76	0.00	117.76
Desc: S MAIN ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY		
09832000005APR'20	BRIGGS PARK - MAIN ST - REC	0.00	\$22.19	0.00	22.19
Desc: BRIGGS PARK - MAIN ST - REC		Acct: 10-521-329-0000	ELECTRICITY		
13611000004APR'20	HARTFORD VILLAGE STLGT	0.00	\$51.73	0.00	51.73
Desc: HARTFORD VILLAGE STLGT		Acct: 10-314-329-0000	ELECTRICITY		
20822960512APR'20	1732 QUECHEE MAIN ST	0.00	\$28.34	0.00	28.34
Desc: 1732 QUECHEE MAIN ST		Acct: 10-521-329-0000	ELECTRICITY		
33490000008APR'20	DEPOT ST SIDEWALK	0.00	\$54.09	0.00	54.09
Desc: DEPOT ST SIDEWALK		Acct: 10-314-329-0000	ELECTRICITY		
34591000004APR'20	RADIO TOWER	0.00	\$198.47	0.00	198.47
Desc: RADIO TOWER		Acct: 10-271-329-0000	ELECTRICITY		
34926000000APR'20	PARK/LEHMAN BRIDGE - HWY	0.00	\$94.32	0.00	94.32
Desc: PARK/LEHMAN BRIDGE - HWY		Acct: 10-314-329-0000	ELECTRICITY		
36340000003APR'20	FROST PARK - A STREET	0.00	\$22.19	0.00	22.19
Desc: FROST PARK - A STREET		Acct: 10-521-329-0000	ELECTRICITY		
37762000000APR'20	N MAIN ST - TRAFFIC LIGHT - HWY	0.00	\$41.23	0.00	41.23
Desc: N MAIN ST - TRAFFIC LIGHT - HWY		Acct: 10-314-329-0000	ELECTRICITY		
44390000006APR'20	BILLINGS FARM RD	0.00	\$102.88	0.00	102.88
Desc: BILLINGS FARM RD		Acct: 10-314-329-0000	ELECTRICITY		
49762000005APR'20	BRIDGE ST PUMP STN	230.19	\$230.19	0.00	230.19
Desc: BRIDGE ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY		
59511000008APR'20	CAMPBELL ST - PUMP STN	73.50	\$73.50	0.00	73.50
Desc: CAMPBELL ST - PUMP STN		Acct: 50-954-329-0000	ELECTRICITY		
67700100000APR'20	RT 5 POLE 95	0.00	\$59.42	0.00	59.42
Desc: RT 5 POLE 95		Acct: 10-314-329-0000	ELECTRICITY		
74856156851APR'20	97 S MAIN ST CHARGING STN	0.00	\$49.22	0.00	49.22
Desc: 97 S MAIN ST CHARGING STN		Acct: 10-314-329-0100	ELECTRICITY - CHARGING STATION		
77700100009APR'20	POLE 1 PLEASANT VIEW	0.00	\$47.20	0.00	47.20
Desc: POLE 1 PLEASANT VIEW		Acct: 10-314-329-0000	ELECTRICITY		
78840100008APR'20	RAILRD ROW - ENGINE 494 LGTS	0.00	\$117.57	0.00	117.57
Desc: RAILRD ROW - ENGINE 494 LGTS		Acct: 10-521-329-0000	ELECTRICITY		
87700100008APR'20	CHRISTIAN ST POLE 72-50	0.00	\$26.00	0.00	26.00
Desc: CHRISTIAN ST POLE 72-50		Acct: 10-314-329-0000	ELECTRICITY		
89290000002APR'20	HEMLOCK RIDGE VAULT	45.94	\$45.94	0.00	45.94
Desc: HEMLOCK RIDGE VAULT		Acct: 50-954-329-0000	ELECTRICITY		
91611000000APR'20	FERRY RD	174.87	\$174.87	0.00	174.87
Desc: FERRY RD		Acct: 60-964-329-0000	ELECTRICITY		
97762000004APR'20	N MAIN STREET LIGHTS - HWY	0.00	\$50.30	0.00	50.30
Desc: N MAIN STREET LIGHTS - HWY		Acct: 10-314-329-0000	ELECTRICITY		
98340000003APR'20	A ST PUMP STN	29.61	\$29.61	0.00	29.61
Desc: A ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY		
98490000001APR'20	ELM/GILLETTE ST	156.38	\$156.38	0.00	156.38
Desc: ELM/GILLETTE ST		Acct: 60-964-329-0000	ELECTRICITY		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 9
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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:			1,793.40	0.00	1,793.40
020400	HACH COMPANY		5/15/2020		69326
11949250	CHEMICALS	257.97	\$257.97	0.00	257.97
Desc: CHEMICALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			257.97	0.00	257.97
020734	HARRIS COMPUTER CORPORATION	HARRIS COMPUTER CORPORATION	5/15/2020		69327
XT00162363	ACTIAN V13 WKGRP LICENSE/TRAINING	0.00	\$316.00	0.00	316.00
Desc: ACTIAN V13 WKGRP LICENSE/TRAINING		Acct: 10-171-318-0000	CONTRACTED SERVICES		
Vendor Total:			316.00	0.00	316.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD	5/15/2020		69328
312650,00331522	812 VA CUTOFF RD - WATER	0.00	\$934.97	0.00	934.97
Desc: 812 VA CUTOFF RD - WATER		Acct: 10-221-328-0000	WATER		
Desc: 812 VA CUTOFF RD - WATER		Acct: 10-211-328-0000	WATER		
Desc: 812 VA CUTOFF RD - WATER		Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
411270,00332209	140 IZZO PLACE	83.00	\$83.00	0.00	83.00
Desc: 140 IZZO PLACE		Acct: 65-963-328-0000	WATER		
Vendor Total:			1,017.97	0.00	1,017.97
022025	HEALTHEQUITY, INC.		5/15/2020		69329
2NZ2YDJ	DCRA 2020	0.00	\$185.13	0.00	185.13
Desc: DCRA 2020 - CT		Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACCT		
5MOBN7O	HCRA 2020	0.00	\$3,718.30	0.00	3,718.30
Desc: RA Replenish HCRA 2020		Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
85EZMP3	HRA 2020	1,173.94	\$3,147.85	0.00	3,147.85
Desc: RA Replenish HRA 2020		Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 10-311-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-321-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-325-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-521-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-530-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 10
User: florentina

Report: APINHDM_PmtByDate

Check Date: 5/15/2020 - 5/15/2020

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.
F80M5F9	HRA 2020	260.24	\$2,776.84	0.00	2,776.84
Desc: RA Replenish for HRA 2020	Acct: 10-121-418-0100		RETIREE HEALTH INSURANCE		
Desc: HRA 2020	Acct: 10-171-225-0000		HRA/CHOICECARE CARD		
Desc: HRA 2020	Acct: 10-171-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 10-174-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-211-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-221-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-221-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 10-271-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-311-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-325-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-325-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 30-975-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 50-954-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 50-955-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 55-955-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 60-965-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 60-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 65-963-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 65-965-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
UO1TFVC	HCRA 2020	0.00	\$165.61	0.00	165.61
Desc: HCRA 2020	Acct: 10-012-200-0510		SECTION 125 HEALTH CARE ACCT		
UP9S5E7	HRA 2020	221.10	\$1,792.39	0.00	1,792.39
Desc: RA Replenish HRA 2020	Acct: 10-121-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-174-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-175-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-221-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 10-312-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-325-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 10-530-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 30-971-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 30-975-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
ZB01WZP	DCRA 2020	0.00	\$185.13	0.00	185.13
Desc: DCRA 2020 - CT	Acct: 10-012-200-0520		SECTION 125 DEPENDENT CARE AC		
Vendor Total:			11,971.25	0.00	11,971.25
022630	HIGH COUNTRY ALUMINUM PRODUCTS, LL	HIGH COUNTRY ALUMINUM PRODUCTS	5/15/2020		69330
14740	SWEeper - PARTS	0.00	\$45.00	0.00	45.00
Desc: SWEeper - PARTS	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
Vendor Total:			45.00	0.00	45.00
022703	HILL, MARY	MARY HILL	5/15/2020		69331
MAY'20	May Retiree Reimburse 2020	0.00	\$310.14	0.00	310.14
Desc: May Ret Reimburse 2020	Acct: 10-151-418-0100		Retirees		
Vendor Total:			310.14	0.00	310.14

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 5/15/2020 - 5/15/2020

Page: 11
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.
025180	K&W TIRE COMPANY, INC			5/15/2020	69332
05R237253	TIRE SERVICE	0.00	\$100.00	0.00	100.00
Desc:	TIRE SERVICE	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			100.00	0.00	100.00
027100	LAVALLEY BUILDING SUPPLY, INC			5/15/2020	69333
WL4264514-01	KITCHENETTE COUNTERTOP	0.00	\$216.60	0.00	216.60
Desc:	KITCHENETTE COUNTERTOP	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			216.60	0.00	216.60
027400	LEBANON, CITY OF	CITY OF LEBANON		5/15/2020	69334
APR'20	SW Tipping Fees April'20-LF	4,616.25	\$4,616.25	0.00	4,616.25
Desc:	SW Tipping Fees April'20-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
APR'20 WW	GRIT DISPOSAL APR'20	5,973.00	\$5,973.00	0.00	5,973.00
Desc:	Grit disposal from 4/1 to 4/30	Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			10,589.25	0.00	10,589.25
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		5/15/2020	69335
4333626,66513	#2 OIL 278.5G@\$2.2719 BUGBEE	0.00	\$641.08	0.00	641.08
Desc:	#2 OIL 278.5G@\$2.2719 BUGBEE	Acct: 10-421-327-0000	BUILDING HEAT		
4935943,70743	PROPANE 118.4G@\$0.932 BUGBEE	0.00	\$112.72	0.00	112.72
Desc:	PROPANE 118.4G@\$0.932 BUGBEE	Acct: 10-421-329-0000	ELECTRICITY / GAS		
Vendor Total:			753.80	0.00	753.80
028155	LORD, JEFFREY	JEFFREY LORD		5/15/2020	69336
PO#6609	Reimbursement for CDL license	39.00	\$39.00	0.00	39.00
Desc:	Reimbursement for CDL license	Acct: 65-963-317-0000	PERMITS & LICENSES		
Vendor Total:			39.00	0.00	39.00
028175	GREEN MOUNTAIN ROCK CLIMBING CENTE	GMRCC		5/15/2020	69337
05.01.2020	Rock Climbing Clinics	0.00	\$328.00	0.00	328.00
Desc:	Rock Climbing Clinics	Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			328.00	0.00	328.00
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN		5/15/2020	69338
APR'20	Ret Reimburse Apr 2020	0.00	\$294.76	0.00	294.76
Desc:	Ret Reimburse April 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
MAY'20	Ret Reimburse May 2020	0.00	\$294.76	0.00	294.76
Desc:	Ret Reimburse May 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			589.52	0.00	589.52
028888	LUNDRIGAN, JOYCE	JOYCE LUNDRIGAN		5/15/2020	69339
APR'20	Ret Reimburse April 2020	0.00	\$350.47	0.00	350.47
Desc:	Ret Reimburse April 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
MAY'20	Ret Reimburse May 2020	0.00	\$350.47	0.00	350.47
Desc:	Ret Reimburse May 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 12
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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:			700.94	0.00	700.94
029096	MANBY, C ROBERT JR, PC	C. ROBERT MANBY JR., PC	5/15/2020		69340
4578	LEGAL SERVICES: CITIZENS BANK	0.00	\$350.00	0.00	350.00
	Desc: LEGAL SERVICES: CITIZENS BANK	Acct: 10-141-318-0000	CONTRACTED SERVICES		
4611	LEGAL SERVICES: BRIDGE & MAIN HO	0.00	\$150.00	0.00	150.00
	Desc: LEGAL SERVICES: BRIDGE & MAIN HOUS	Acct: 10-622-318-0000	CONTRACTED SERVICES		
4614	LEGAL SERVICES: TOWN'S CERT-WH	0.00	\$850.00	0.00	850.00
	Desc: LEGAL SERVICES: TOWN'S CERT-WHO	Acct: 10-141-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,350.00	0.00	1,350.00
029745	DARTMOUTH-HITCHCOCK CLINIC	MARY HITCHCOCK MEMORIAL HOSPITAL	5/15/2020		69341
208267416	ROWLEE PHYSICAL	0.00	\$951.10	0.00	951.10
	Desc: ROWLEE PHYSICAL	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Vendor Total:			951.10	0.00	951.10
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	5/15/2020		69342
209898194	WATER	9.98	\$9.98	0.00	9.98
	Desc: WATER	Acct: 30-971-328-0000	WATER		
	Desc: WATER	Acct: 30-975-328-0000	WATER		
209920400	SIT TO STAND W/KEYBOARD TRAY	0.00	\$322.99	0.00	322.99
	Desc: SIT TO STAND W/KEYBOARD TRAY	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
209989257	PAPER	0.00	\$36.99	0.00	36.99
	Desc: PAPER	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
210091465	TONNER	0.00	\$80.98	0.00	80.98
	Desc: TONNER	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
210121421	FACE MASKS	0.00	\$1,790.00	0.00	1,790.00
	Desc: FACE MASKS	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
210151127	SANITIZER	59.98	\$59.98	0.00	59.98
	Desc: SANITIZER	Acct: 30-975-417-0017	EXTRAORDINARY EXP : COVID-19		
	Desc: SANITIZER	Acct: 50-955-417-0017	EXTRAORDINARY EXP : COVID-19		
	Desc: SANITIZER	Acct: 55-955-417-0017	EXTRAORDINARY EXP : COVID-19		
	Desc: SANITIZER	Acct: 60-965-417-0017	EXTRAORDINARY EXP : COVID-19		
	Desc: SANITIZER	Acct: 65-965-417-0017	EXTRAORDINARY EXP : COVID-19		
210160228	TONER	0.00	\$32.44	0.00	32.44
	Desc: TONER	Acct: 10-151-417-0017	EXTRAORDINARY EXP : COVID - 19		
210070280	OUTLET	0.00	\$5.15	0.00	5.15
	Desc: OUTLET	Acct: 10-121-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:			2,338.51	0.00	2,338.51
030180	LOWELL MCLEODS, INC		5/15/2020		69343
S58769	H-6 PARTS	192.06	\$192.06	0.00	192.06
	Desc: H-6 PARTS	Acct: 60-964-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			192.06	0.00	192.06
030250	MCNALL, KAREN	KAREN MCNALL	5/15/2020		69344
2020-2	VIRTUAL CARD MAKING WORKSHOP	0.00	\$24.00	0.00	24.00
	Desc: VIRTUAL CARD MAKING WORKSHOP	Acct: 10-515-318-0000	CONTRACTED SERVICES		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 13
User: florentina

ReportAPINH_PmtByDate

Check Date: 5/15/2020 - 5/15/2020

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:			24.00	0.00	24.00
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN	5/15/2020		69345
300105APR'20	PLANNING & ZONING - INV#33687	0.00	\$416.00	0.00	416.00
Desc: IEGAL SERVICES: MTTR#0012 MISC	Acct: 10-621-318-0000		CONTRACTED SERVICES		
Vendor Total:			416.00	0.00	416.00
031320	MISSION COMMUNICATIONS, LLC		5/15/2020		69346
1039820	Communication for Olcott and A stre	694.80	\$694.80	0.00	694.80
Desc: Communication for Olcott and A stre	Acct: 60-964-318-0000		CONTRACTED SERVICES		
1039781	Communication for Mill Run pump sta	623.40	\$623.40	0.00	623.40
Desc: Communication for Mill Run pump sta	Acct: 65-964-318-0000		CONTRACTED SERVICES		
Vendor Total:			1,318.20	0.00	1,318.20
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC	5/15/2020		69347
IN1447189-1	NOZZLES - SHIPPING COST	0.00	\$24.12	0.00	24.12
Desc: NOZZLES - SHIPPING COST	Acct: 10-221-331-0100		FIRE SUPPRESSION EQUIPMENT		
IN1448570	Thermal Imagining Cameras	0.00	\$8,900.00	0.00	8,900.00
Desc: Thermal Imagining Cameras	Acct: 10-221-331-0000		DEPARTMENT EQUIPMENT		
IN1450565	PANTS	0.00	\$185.48	0.00	185.48
Desc: PANTS	Acct: 10-221-326-0000		PURCHASE/RENTAL UNIFORMS		
IN1450576	UNIFORM	0.00	\$233.94	0.00	233.94
Desc: UNIFORM	Acct: 10-221-326-0000		PURCHASE/RENTAL UNIFORMS		
IN1451790	BELT	0.00	\$48.63	0.00	48.63
Desc: BELT	Acct: 10-221-326-0000		PURCHASE/RENTAL UNIFORMS		
IN1452318	UNIFORMS	0.00	\$419.31	0.00	419.31
Desc: UNIFORMS	Acct: 10-221-326-0000		PURCHASE/RENTAL UNIFORMS		
IN1452304	UNIFORMS	0.00	\$43.38	0.00	43.38
Desc: UNIFORMS	Acct: 10-221-326-0000		PURCHASE/RENTAL UNIFORMS		
IN1450055	EQUIPMENT	0.00	\$490.00	0.00	490.00
Desc: EQUIPMENT	Acct: 10-221-331-0100		FIRE SUPPRESSION EQUIPMENT		
Vendor Total:			10,344.86	0.00	10,344.86
032125	NADEAU, DAWNA	DAWNA NADEAU	5/15/2020		69348
PO#6629	REIMBURSEMENT - SANITIZER WIPES	0.00	\$19.98	0.00	19.98
Desc: SANITIZER WIPES	Acct: 10-171-417-0017		EXTRAORDINARY EXP : COVID-19		
Vendor Total:			19.98	0.00	19.98
032553	NATIONAL FIRE PROTECTION ASSOC		5/15/2020		69349
7704491X	ANNUAL MEMBERSHIP	0.00	\$175.00	0.00	175.00
Desc: ANNUAL MEMBERSHIP	Acct: 10-221-313-0000		MEMBERSHIP DUES		
Vendor Total:			175.00	0.00	175.00
034875	NORTHEAST MAILING SYSTEMS, LLC		5/15/2020		69350
360694	MAILING SUPPLIES / SEALANT	0.00	\$36.74	0.00	36.74
Desc: MAILING SUPPLIES / SEALANT	Acct: 10-161-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			36.74	0.00	36.74

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 14
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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.
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS		5/15/2020	69351
0559314	MSW / RECYCLING APR'20	1,526.31	\$1,526.31	0.00	1,526.31
Desc:	MSW Transport April'20-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
Desc:	Recycling Processing April'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Desc:	Recycling Transport April'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
0559377	CURBSIDE RECYCLING - APR'20	22,313.62	\$22,313.62	0.00	22,313.62
Desc:	Curbside Recyc Mthly Chrgs April'20	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Desc:	Curbside Recy Disp Zero Sort April'	Acct: 30-931-318-0000	CONTRACTED SERVICES		
	Vendor Total:		23,839.93	0.00	23,839.93
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		5/15/2020	69352
9600004148APR'20	TRASH PICK UP - APR'20 BUGBEE	0.00	\$172.26	0.00	172.26
Desc:	TRASH PICK UP - APR'20 BUGBEE	Acct: 10-421-318-0000	CONTRACTED SERVICES		
9600004155APR'20	TRASH PICK UP - APR'20 PD/FD	0.00	\$188.07	0.00	188.07
Desc:	TRASH PICK UP - APR'20 PD/FD	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Desc:	TRASH PICK UP - APR'20 PD/FD	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc:	TRASH PICK UP - APR'20 PD/FD	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
9600291752APR'20	TRASH PICK UP - APR'20 WABA	0.00	\$206.88	0.00	206.88
Desc:	TRASH PICK UP - APR'20 WABA	Acct: 10-521-318-0000	CONTRACTED SERVICES		
9600306162APR'20	TRASH PICK UP - APR'20 MAXFIELD	0.00	\$100.00	0.00	100.00
Desc:	TRASH PICK UP - APR'20 MAXFIELD	Acct: 10-528-318-0000	CONTRACTED SERVICES		
	Vendor Total:		667.21	0.00	667.21
035326	JOHN DEER FINANCIAL f.s.b.	JOHN DEER POWER PLAN (NORTRAX)		5/15/2020	69353
2008857	PARTS	0.00	\$88.20	0.00	88.20
Desc:	PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		88.20	0.00	88.20
035550	NUNEZ, JOHN T	JOHN T NUNEZ		5/15/2020	69354
MAY'20	May Retiree Reimburse 2020	0.00	\$229.17	0.00	229.17
Desc:	May Retiree Reimburse 2020	Acct: 10-511-418-0100	Retiree Health Insurance		
	Vendor Total:		229.17	0.00	229.17
036230	OVERHEAD DOOR OF RUTLAND, INC			5/15/2020	69355
32026	SERVICE CALL	0.00	\$146.60	0.00	146.60
Desc:	SERVICE CALL	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
	Vendor Total:		146.60	0.00	146.60
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE		5/15/2020	69356
43604	INSPECTIONS - APR'20	0.00	\$4.42	0.00	4.42
Desc:	INSPECTIONS - APR'20	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		4.42	0.00	4.42
037040	PEOPLE'S UNITED BANK			5/15/2020	69358
HT02-04292020	2004 RF3-069 WILDER WELL LOAN	180,152.34	\$180,152.34	0.00	180,152.34
Desc:	RF3-069 Bond Installment as budgete	Acct: 50-954-542-0101	DEBT SERVICE-PRINCIPAL		
Desc:	RF3-069 Bond Installment as budgete	Acct: 50-954-542-0100	DEBT SERVICE-INTEREST		
Desc:	RF3-069 Bond Installment as budgete	Acct: 50-954-542-0102	DEBT ADMIN FEE - WILDER WELL		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 15
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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.
037040	PEOPLE'S UNITED BANK		5/15/2020		69357
TH09-042920	AR1-099 WWTF REV LOAN	464,166.75	\$464,166.75	0.00	464,166.75
Desc: AR1-099 Bond Installment as budgete	Acct: 60-961-542-0100		DEBT SERVICE-I PRINCIPAL		
Desc: AR1-099 Bond Installment as budgete	Acct: 60-961-542-0102		DEBT SERVICE-ADMIN FEES		
Vendor Total:			644,319.09	0.00	644,319.09
037276	PETE'S TIRE BARNS, INC		5/15/2020		69359
262488	TIRE CHANGE	177.60	\$177.60	0.00	177.60
Desc: TIRE CHANGE	Acct: 60-961-321-0100		REPAIRS & MAINT-BUILDING		
Vendor Total:			177.60	0.00	177.60
037450	PIKE INDUSTRIES INC		5/15/2020		69360
1073556	STONE	378.21	\$453.78	0.00	453.78
Desc: STONE	Acct: 10-311-323-0000		MATERIAL & SUPPLIES		
Desc: STONE	Acct: 65-963-323-0000		MATERIALS & SUPPLIES		
1074881	ASPHALT	0.00	\$120.00	0.00	120.00
Desc: ASPHALT	Acct: 10-311-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			573.78	0.00	573.78
037551	PITNEY BOWES INC	PURCHASE POWER	5/15/2020		69361
APR'20	POSTAGE	1,397.40	\$2,643.94	0.00	2,643.94
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: 10-211-322-0000		POSTAGE		
Desc: Postage	Acct: 10-221-322-0000		POSTAGE		
Vendor Total:			2,643.94	0.00	2,643.94
038188	LL POTWIN SERVICES		5/15/2020		69362
7104	Town Hall Cleaning - COVID	0.00	\$960.00	0.00	960.00
Desc: Town Hall Cleaning - COVID	Acct: 10-161-417-0017		EXTRAORDINARY EXP : COVID-19		
7105	EXTRA SANITIZING VOCID-19 4/10 - 5/	0.00	\$1,081.52	0.00	1,081.52
Desc: EXTRA SANITIZING VOCID-19 4/10 - 5/	Acct: 10-211-417-0017		EXTRAORDINARY EXP - COVID-19		
Desc: EXTRA SANITIZING VOCID-19 4/10 - 5/	Acct: 10-271-417-0017		EXTRAORDINARY EXP - COVID-19		
7101	Town Hall Cleaning Services	0.00	\$2,286.60	0.00	2,286.60
Desc: Town Hall Cleaning Services	Acct: 10-121-318-0000		CONTRACT SERVICES		
7102	CLEANING SERVICES 04.10-05.07	0.00	\$1,203.04	0.00	1,203.04
Desc: JANITORIAL SRVICES 4/10/20-4/7/20	Acct: 10-211-318-0000		CONTRACTED SERVICES		
Desc: JANITORIAL SRVICES 4/10/20-4/7/20	Acct: 10-271-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			5,531.16	0.00	5,531.16

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 16
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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.
039994	REXEL USA, INC.	REXEL		5/15/2020	69363
S127514403.002	PARTS/MATERIALS	0.00	\$54.97	0.00	54.97
Desc: PARTS/MATERIALS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
S127139262.001	PARTS/MATERIALS	0.00	\$385.00	0.00	385.00
Desc: PARTS/MATERIALS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
S127514403.001	PARTS/MATERIALS	0.00	\$2.16	0.00	2.16
Desc: PARTS/MATERIALS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
S127514403.003	PARTS/MATERIALS	0.00	\$0.54	0.00	0.54
Desc: PARTS/MATERIALS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
S127148077.001	PARTS/MATERIALS	0.00	\$253.42	0.00	253.42
Desc: PARTS/MATERIALS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
S127602677.001	PARTS/MATERIALS	0.00	\$210.21	0.00	210.21
Desc: PARTS/MATERIALS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
S127638122.001	PARTS/MATERIALS	0.00	\$50.40	0.00	50.40
Desc: PARTS/MATERIALS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
S127641587.001	PARTS/MATERIALS	0.00	\$43.02	0.00	43.02
Desc: PARTS/MATERIALS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			999.72	0.00	999.72
040389	RITLAND, DIANE	DIANE RITLAND		5/15/2020	69364
APR'20	Ret Reimburse April 2020	0.00	\$352.37	0.00	352.37
Desc: Ret Reimburse April 2020		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			352.37	0.00	352.37
040751	ROGERS, LARRY	LARRY ROGERS		5/15/2020	69365
MAY'20	May Retiree Reimburse 2020	248.03	\$248.03	0.00	248.03
Desc: May Retiree Reimburse 2020		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Desc: April 2020 Ret Reimburse Underpayme		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			248.03	0.00	248.03
040765	ROLLINS, FLORENTINA N			5/15/2020	69366
PO#6630	REIMBURSEMENT - SANITIZER WIPES	0.00	\$9.99	0.00	9.99
Desc: REIMBURSEMENT - SANITIZER WIPES		Acct: 10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:			9.99	0.00	9.99
041390	SABA MARINE LLC			5/15/2020	69367
14022	BOAT MOTOR REPAIRS	0.00	\$1,069.67	0.00	1,069.67
Desc: BOAT MOTOR REPAIRS		Acct: 10-221-331-0200	TECHNICAL/WATER EQUIPMENT		
Vendor Total:			1,069.67	0.00	1,069.67
041450	SABIL & SONS, INC	SABIL & SONS, INC		5/15/2020	69368
38765	H-5 PARTS	0.00	\$19.54	0.00	19.54
Desc: H-5 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			19.54	0.00	19.54
041641	SAUCIER, PAUL A	PAUL A SAUCIER		5/15/2020	69369
PO#6604	BOOT ALLOWANCE	0.00	\$150.00	0.00	150.00

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 5/15/2020 - 5/15/2020

Page: 17
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: Boot allowance	Acct: 10-325-326-0000	UNIFORMS		
	Vendor Total:		150.00	0.00	150.00
044220	STERICYCLE, INC		5/15/2020		69370
1009861608	STERI-SAFE MAY 2020	0.00	\$27.50	0.00	27.50
	Desc: STERI-SAFE MAY 2020	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		27.50	0.00	27.50
044913	SWEEPER PARTS SALES SPS INC.		5/15/2020		69371
28891	Parts for Johnston sweeper	0.00	\$2,097.30	0.00	2,097.30
	Desc: Parts for Johnston sweeper	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		2,097.30	0.00	2,097.30
045483	TELEFLEX LLC		5/15/2020		69372
9502544931	MEDICAL SUPPLIES	0.00	\$727.50	0.00	727.50
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		727.50	0.00	727.50
046000	TI-SALES INC		5/15/2020		69373
RTN0007496	RETURN - ANTENNA	-46.67	\$-46.67	0.00	-46.67
	Desc: RETURN - ANTENNA	Acct: 50-954-331-0000	DEPARTMENT EQUIPMENT		
	Desc: RETURN - ANTENNA	Acct: 55-954-331-0000	DEPARTMENT EQUIPMENT		
INV0117516	ANTENNA - DAP HR	58.64	\$58.64	0.00	58.64
	Desc: ANTENNA - DAP HR	Acct: 50-954-331-0000	DEPARTMENT EQUIPMENT		
	Desc: ANTENNA - DAP HR	Acct: 55-954-331-0000	DEPARTMENT EQUIPMENT		
	Vendor Total:		11.97	0.00	11.97
046021	TIGERTOWN MAINTENANCE SERVICE, LLC		5/15/2020		69374
05.09.2020	Install upper and lower cabinets an	0.00	\$2,600.00	0.00	2,600.00
	Desc: Install upper and lower cabinets an	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Vendor Total:		2,600.00	0.00	2,600.00
046200	TOWNLINE EQUIPMENT SALES INC		5/15/2020		69375
IC66872	Replacement cylinder for backhoe	533.77	\$533.77	0.00	533.77
	Desc: Replacement cylinder for backhoe	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		533.77	0.00	533.77
046790	TUCKER MACHINE COMPANY, INC		5/15/2020		69376
01-15758	Toro Grandstand Mower	0.00	\$12,520.00	0.00	12,520.00
	Desc: Toro Grandstand Mower	Acct: 10-521-331-0000	DEPARTMENT EQUIPMENT		
	Vendor Total:		12,520.00	0.00	12,520.00
046950	TWIN STATE SAND AND GRAVEL CO		5/15/2020		69377
93585	STONE	0.00	\$342.24	0.00	342.24
	Desc: STONE - Maxfield	Acct: 10-528-321-0100	REPAIRS & MAINT-BUILD & GROUND		
	Desc: STONE	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
93586	TWIN PACK	359.08	\$2,479.94	0.00	2,479.94
	Desc: TWIN PACK - Maxfield	Acct: 10-528-321-0100	REPAIRS & MAINT-BUILD & GROUND		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 18
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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: TWIN PACK	Acct: 65-964-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	Vendor Total:		2,822.18	0.00	2,822.18
047300	UNITED STATES POSTAL SERVICE		5/15/2020		69378
	PO#6583 Postage - 2019 Water Quality Report	1,212.66	\$1,212.66	0.00	1,212.66
	Desc: Postage - 2019 Water Quality Report	Acct: 50-955-322-0000	POSTAGE		
	Desc: Postage - 2019 Water Quality Report	Acct: 55-955-322-0000	POSTAGE		
	Vendor Total:		1,212.66	0.00	1,212.66
047650	UPPER VALLEY EQUIPMENT RENTALS		5/15/2020		69379
	099784 RENTAL	0.00	\$65.75	0.00	65.75
	Desc: RENTAL	Acct: 10-321-318-0000	CONTRACTED SERVICES		
	Vendor Total:		65.75	0.00	65.75
048300	VALLEY NEWS	VALLEY NEWS	5/15/2020		69380
	125911APR'20 VALLEY NEWS ADS APRIL 2020 ADMIN	0.00	\$487.90	0.00	487.90
	Desc: AD#42330 SPECIAL MEETING	Acct: 10-111-312-0000	ADVERTISING		
	Desc: AD#42452 SB AGENDA	Acct: 10-111-312-0000	ADVERTISING		
	Desc: AD#42604 SB SPECIAL MEETING	Acct: 10-111-312-0000	ADVERTISING		
	125978APR'20 VALLEY NEWS ADS APRIL 2020	0.00	\$214.20	0.00	214.20
	Desc: AD#42641 BID PROPOSAL	Acct: 10-325-312-0000	ADVERTISING		
	Desc: AD#42642 BID PROPOSAL	Acct: 10-325-312-0000	ADVERTISING		
	129897APR'20 VALLEY NEWS ADS APRIL 2020 REC	0.00	\$47.60	0.00	47.60
	Desc: AD#42454 BIDS BLEACHER SYSTEM	Acct: 10-511-312-0000	ADVERTISING		
	Vendor Total:		749.70	0.00	749.70
048575	VERIZON WIRELESS		5/15/2020		69381
	9853695865 CELL PHONES APR'20	186.43	\$1,545.53	0.00	1,545.53
	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		
	Desc: Cell Phones	Acct: 10-411-417-0017	EXTRAORDINARY EXP : COVID-19		
	Vendor Total:		1,545.53	0.00	1,545.53
050951	VERMONT RECREATION & PARKS ASSOC VRPA		5/15/2020		69382
	01401 2020 VRPA ANNUAL MEETING(VIRTUA	0.00	\$10.00	0.00	10.00
	Desc: 2020 VRPA ANNUAL MEETING(VIRTUAL)	Acct: 10-511-311-0000	TRAVEL & MEETINGS		
	Vendor Total:		10.00	0.00	10.00
050980	VERMONT SOLID WASTE DISTRICT	VERMONT SOLID WASTE DISTRICT	5/15/2020		69383

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 19
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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.
FEB'20	Feb'20 Services for Waste Mgmt Comp	545.90	\$545.90	0.00	545.90
Desc: Feb'20 Services for Waste Mgmt Comp	Acct: 30-975-318-0000		CONTRACTED SERVICES		
Vendor Total:			545.90	0.00	545.90
051400	VERMONT STATE TREASURER LICENSES	VERMONT STATE TREASURER		5/15/2020	69384
JAN-APR'20	368 Dog License Payment to State	0.00	\$1,840.00	0.00	1,840.00
Desc: 368 Dog License Payment to State	Acct: 10-151-316-0000		STATE PAYMENT - LICENSES		
Vendor Total:			1,840.00	0.00	1,840.00
052300	WEBB, F W COMPANY	F.W. WEBB COMPANY		5/15/2020	69385
67050504	PARTS	13.36	\$13.36	0.00	13.36
Desc: PARTS	Acct: 60-964-321-0200		REPAIRS & MAINT-MAINS		
Vendor Total:			13.36	0.00	13.36
052325	WEED CONCRETE PRODUCTS			5/15/2020	69386
1844	Repair manhole on Lathem Works	0.00	\$61.00	0.00	61.00
Desc: Repair manhole on Lathem Works	Acct: 10-311-323-0000		MATERIAL & SUPPLIES		
1843	Repair manhole on Lathem Works	0.00	\$660.00	0.00	660.00
Desc: Repair manhole on Lathem Works	Acct: 10-311-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			721.00	0.00	721.00
052326	WEED PRECAST, LLC			5/15/2020	69387
1802	PARTS	0.00	\$40.00	0.00	40.00
Desc: PARTS	Acct: 10-311-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			40.00	0.00	40.00
053150	SWISH WHITE RIVER LTD			5/15/2020	69388
W372221	CLEANING SUPPLIES - COVID	0.00	\$63.80	0.00	63.80
Desc: CLEANING SUPPLIES - COVID	Acct: 10-325-417-0017		EXTRAORDINARY EXP : COVID-19		
W372180	CLEANING SUPPLIES	67.00	\$67.00	0.00	67.00
Desc: CLEANING SUPPLIES	Acct: 60-961-321-0100		REPAIRS & MAINT-BUILDING		
W374157	LINERS FOR PARK TRASH	0.00	\$101.58	0.00	101.58
Desc: LINERS FOR PARK TRASH	Acct: 10-521-323-0000		MATERIAL & SUPPLIES		
W372840	CLEANING SUPPLIES	0.00	\$104.95	0.00	104.95
Desc: CLEANING SUPPLIES	Acct: 10-221-323-0000		MATERIAL & SUPPLIES		
W373147	CLEANING SUPPLIES	0.00	\$31.48	0.00	31.48
Desc: CLEANING SUPPLIES	Acct: 10-421-323-0000		MATERIAL & SUPPLIES		
W372609	CLEANING SUPPLIES - COVID	0.00	\$308.70	0.00	308.70
Desc: CLEANING SUPPLIES - COVID	Acct: 10-521-417-0017		EXTRAORDINARY EXP : COVID-19		
Vendor Total:			677.51	0.00	677.51
053695	WIND RIVER ENVIRONMENTAL LLC			5/15/2020	69389
4587329	Sludge Hauling	1,488.00	\$1,488.00	0.00	1,488.00
Desc: Sludge Hauling	Acct: 65-964-318-0000		CONTRACTED SERVICES		
4558917	Sludge Hauling	1,488.00	\$1,488.00	0.00	1,488.00
Desc: Sludge Hauling	Acct: 65-963-318-0000		CONTRACTED SERVICES		
Vendor Total:			2,976.00	0.00	2,976.00

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 5/15/2020 - 5/15/2020

Page: 20
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.
054160	WITMER PUBLIC SAFETY, INC			5/15/2020		69390
2028630	EQUIPMENT		0.00	\$209.31	0.00	209.31
Desc: EQUIPMENT		Acct: 10-221-331-0100		FIRE SUPPRESSION EQUIPMENT		
2024037	UNIFORMS		0.00	\$62.00	0.00	62.00
Desc: UNIFORMS		Acct: 10-221-331-0100		FIRE SUPPRESSION EQUIPMENT		
2026273.001	BOOTS		0.00	\$121.49	0.00	121.49
Desc: BOOTS		Acct: 10-221-326-0000		PURCHASE/RENTAL UNIFORMS		
Vendor Total:				392.80	0.00	392.80
054600	WOOD, JOHN G. JR		JOHN G. WOOD JR	5/15/2020		69391
MAY'20	May Retiree Reimburse 2020		0.00	\$135.50	0.00	135.50
Desc: May Ret Reimburse 2020		Acct: 10-221-418-0100		RETIREE HEALTH INSURANCE		
Vendor Total:				135.50	0.00	135.50
055051	YANKEE GENERATOR INC			5/15/2020		69392
3845	FUEL PUMP/FILTER		300.45	\$300.45	0.00	300.45
Desc: FUEL PUMP/FILTER		Acct: 65-964-318-0000		CONTRACTED SERVICES		
3844	SERVICE CALL		212.93	\$212.93	0.00	212.93
Desc: SERVICE CALL		Acct: 65-963-318-0000		CONTRACTED SERVICES		
Vendor Total:				513.38	0.00	513.38
059843	COUTERMARSH, LYNN		LYNN COUTERMARSH	5/15/2020		69393
MAY'20	May Retiree Reimburse 2020		430.45	\$430.45	0.00	430.45
Desc: May Retiree Reimburse 2020		Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: May Retiree Reimburse 2020		Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: May Retiree Reimburse 2020		Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: May Retiree Reimburse 2020		Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
Vendor Total:				430.45	0.00	430.45
059847	COUTERMARSH, TOM		TOM COUTERMARSH	5/15/2020		69394
MAY'20	May Retiree Reimburse 2020		421.85	\$421.85	0.00	421.85
Desc: May Retiree Reimburse 2020		Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: May Retiree Reimburse 2020		Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: May Retiree Reimburse 2020		Acct: 60-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: May Retiree Reimburse 2020		Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
Vendor Total:				421.85	0.00	421.85
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC			5/15/2020		69395
IN366972	METER - COPIER APR'20 P&D		0.00	\$5.43	0.00	5.43
Desc: METER - COPIER APR'20 P&D		Acct: 10-622-323-0000		MATERIAL & SUPPLIES		
IN367262	METER - COPIER APR'20 - FIN		0.00	\$22.96	0.00	22.96
Desc: METER - COPIER APR'20 - FIN		Acct: 10-171-318-0000		CONTRACTED SERVICES		
IN366976	METER - COPIER APR'20 - TM		0.00	\$89.36	0.00	89.36
Desc: METER - COPIER APR'20 - TM		Acct: 10-121-318-0000		CONTRACT SERVICES		
IN366974	METER - COPIER APR'20 REC		0.00	\$23.11	0.00	23.11
Desc: METER - COPIER APR'20 REC		Acct: 10-511-318-0000		CONTRACTED SERVICES		
IN366975	METER - COPIER APR'20 - PD		0.00	\$17.17	0.00	17.17
Desc: METER - COPIER APR'20 - PD		Acct: 10-211-318-0000		CONTRACTED SERVICES		

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 21
User: florentina

ReportAPINHDPmtByDate

Check Date: 5/15/2020 - 5/15/2020

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: METER - COPIER APR'20 - PD	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN366973	METER COPIER - APR'20 FD	0.00	\$36.74	0.00	36.74
	Desc: METER COPIER - APR'20 FD	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN367261	METER-COPIER APR'20 DPW	27.07	\$33.84	0.00	33.84
	Desc: METER-COPIER APR'20 DPW	Acct: 10-325-330-0000	OFFICE EQUIPMENT		
	Desc: METER-COPIER APR'20 DPW	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER-COPIER APR'20 DPW	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER-COPIER APR'20 DPW	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: METER-COPIER APR'20 DPW	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
IN366971	METER-COPIER APR'20 LF	4.10	\$4.10	0.00	4.10
	Desc: METER-COPIER APR'20 LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
	Vendor Total:		232.71	0.00	232.71
500783	MASON RACING CYCLES			5/15/2020	69396
109853	SERVICE CALL	0.00	\$110.00	0.00	110.00
	Desc: SERVICE CALL	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		110.00	0.00	110.00
500894	SECURSHRED	SECURSHRED		5/15/2020	69397
334949	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
	Desc: SHREDDING SERVICES	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Vendor Total:		22.00	0.00	22.00
500952	PRIMMER PIPER EGGLESTON & CRAMER P			5/15/2020	69398
B04982-00007-200350	LEGAL SERVICES-20019 BOND ELECT	0.00	\$1,050.00	0.00	1,050.00
	Desc: LEGAL SERVICES-20019 BOND ELECTION	Acct: 10-141-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,050.00	0.00	1,050.00
502581	DEMERS, KRISTIN	KRISTIN DEMERS		5/15/2020	69399
844678	REFUND - CAMP VENTURES WEEK 1	0.00	\$25.00	0.00	25.00
	Desc: REFUND - CAMP VENTURES WEEK 1	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		25.00	0.00	25.00
502582	ANTHOINE, ERIN	ERIN ANTHOINE		5/15/2020	69400
844677	REFUND - CAMP VENTURES	0.00	\$1,085.00	0.00	1,085.00
	Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		1,085.00	0.00	1,085.00
FUND 1 0			Bank Total:		899,790.79
	Holdback Total				902,729.69
Batch Totals:	0.00	722,236.70		0.00	1,624,966.39

Report Date: 5/15/20
9:12AM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 5/15/2020 - 5/15/2020

Page: 22
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.

_____ DAN FRASER
_____ SIMON DENNIS
_____ DENNIS BROWN
_____ ALICIA BARROW
_____ ALAN JOHNSON
_____ JOSEPH MAJOR
_____ KIM SOUZA
_____ J. BRANNON GODFREY JI
_____ GAIL OSTROUT
_____ JOHN J. CLERKIN