



**TOWN OF HARTFORD
SELECTBOARD AGENDA
SPECIAL MEETING**

Tuesday, May 26, 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. Order of Agenda

III. Selectboard

1. Public, Selectboard Comments and Announcements: TBD

2. Appointments

- a. Review applications and consider appointments of seven members to the Town Manager Selection Committee (Motion Required)
- b. Social Media Discussion (Information Only)
- c. COVID-19 Update (Information Only)

VI. Executive Session:

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

IV. 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.



AGENDA MEMORANDUM

May 26, 2020

Town Selectboard Meeting Item: 2.a

Submitted by: Brannon Godfrey, Town Manager

Subject: Review Applications and Consider Appointment of Seven Members to the Town Manager Selection Committee

Background: Applications were received through May 21.

Discussion: For review, interview and discussion as prescribed in the Charge (attached).

Financial Impact: N/A

Recommendation: To be determined.

Attachment: TMSC Charge
TMSC List /Applications



Town Manager

Hartford Town Manager Selection Committee Charge

Ratified 5/5/20 (revised 5/19/20)

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. **Town employees are not eligible for appointment.** 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.

Town Manager Search Committee Applicants (5/21/2020)

1. John Clerkin, Town Treasurer
2. Brett Mayfield, Town Health Officer, Parks & Rec. Commission, Sister Cities, BCA
3. Allene Swienckowski, HCOREI Chair
4. John Reid, Planning Commission Vice Chair
5. Mike Morris, Past Selectboard Member, Town Mgr. Search Comm. 2019, BCA
6. Asma Elhuni, Town Manager Search Committee 2019
7. Sandy Mariotti, Past Selectboard Member/Clerk
8. Erik Krauss, Energy Commission Chair
9. Laura Simon, Resilient Hartford Member
10. Steven Pomije
11. Jesse Cheung
12. Joanna Alexander
13. Daryl Hadlock
14. Michael McCorry
15. Lannie Collins
16. Frank Klymn, HBRLF, Town Manager Search Committee 2019

17. Jessica McDonough
18. Crystal Pearson, HBRLF Commission
19. Jim Wheatley

- ~~20. Chris Dube, Employee (Fire)~~
- ~~21. Will Laliberty, Employee (Fire)~~
- ~~22. Jeff Lord, Employee (DPW)~~

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 X appointment(s) or ___ re-appointment to: TOWN MANAGER SEARCH
COMMITTEE

I. APPLICANT DATA:

Name: John J. Clerk
Address: 629 Maple Street
White River Jct., VT 05001
Telephone: (Home) 802 295 5223 (Work) 802 291 4085 (Other) ___
Email Address: John@ClerkinAgency.com
How long have you been a Hartford resident? 60 +/- years
Are you a registered voter? ✓

II. EDUCATION:

High School: Hartford High Year Graduated: 1967
College 1: University of VT Degree Earned: BA
Course of Study: Psychology, Socy, Political Science Year: 1971
College 2: Woodbury College Degree Earned: ② Professional Certificate
Course of Study: Paralegal Studies mediation
was enrolled in Master of Mediation Year: 2004-2006

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Asst Town Mgr. Hartford VT</u>	<u>71-74</u>	<u>Asst Mgr.</u>	<u>Asst. TM</u>
<u>Town Mgr. of Hartland, VT</u>	<u>74-75</u>	<u>Town Manager</u>	<u>TM</u>
<u>Executive Director - 6 Town Consortium for Rural Health Care</u>	<u>75-76</u>	<u>Exec Dir.</u>	<u>Ran Board & medical facility</u>
<u>Town Mgr. Castleton, VT</u>	<u>76-78</u>	<u>Town Manager</u>	<u>TM</u>
<u>Hartford Highway Superintendent</u>	<u>78-80</u>	<u>Superior Public</u>	<u>Superint</u>
<u>So - Present Owned and operated various agencies in Town of Hartford</u>	<u>80 - Present</u>	<u>works! Highway real Estate and Insurance</u>	<u>BCA Hartford 30+ years</u>
<u>Hartford Town Treasurer</u>	<u>8+ years</u>	<u>State Representative</u>	<u>2 Term</u>

03/10/2020

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? my time is flexible within the above.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Experience, education, extensive Public Service
I served on the successful Search Committee to hire Leo
- c. What are your past experiences in Municipal, State or Federal Government? Town Mgr., State Representative, Town Treasurer
- d. What civic or social organizations have belonged to and what positions did you hold? Past Rotary, Lions Club, etc.
- 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? Need a qualified Town Manager
- f. What might some solutions be? Search and vet
- g. Other hobbies/interests: Besides work and Public Service, I enjoy few - lousy golf game, pretty good fisherman!

V. REFERENCES: (Please list three)

- Name: Richard Grassi ^{have not asked} Telephone: * I think all these numbers are on record
- Name: Leo Pullan ^{have not asked} Telephone: _____
- Name: Poula Nutty ^{Have not asked} Telephone: _____
- Name: LISA O'NEIL ^{Have not asked} Telephone: _____

John P. Clark
APPLICANTS SIGNATURE

Respectfully,
Submitted 8/11/2020
DATE

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: Town Manager
Search Committee

I. APPLICANT DATA:

Name: William Brett Mayfield
Address: P.O. Box 1343 White River Jct. VT
05001
Telephone: (Home) _____ (Work) _____ (Other) 802591-3978
Email Address: wmayfield@aol.com
How long have you been a Hartford resident? 37 years
Are you a registered voter? yes

II. EDUCATION:

High School: Seatelec High Year Graduated: 1971
College 1: Crofton University/Goddard Degree Earned: B.S./MA
Course of Study: College Year: 1982/1985
Physical Education/Psychology
Wolcott Institute for Study Medicine 1980
College 2: University of Southern California Degree Earned: Ph.D. Ph.D
Course of Study: Psychology/Integrative Medicine Year: 2001/2011

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>White River Health Education</u>	<u>2017 to Present</u>	<u>CEO</u>	
<u>Spauld Community Ctr</u>	<u>2014 to 2017</u>	<u>Executive Director</u>	
<u>PREVAIL Corp.</u>	<u>2008 to 2012</u>	<u>Senior Projects Manager</u>	
<u>Institute of American Special Education</u>	<u>2009/2014</u>	<u>Director</u>	
<u>Green Mountain Institute</u>	<u>1999 to 2005</u>	<u>Dean of College</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? open

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have great respect for the Citizens of the Town and for its governance. I would like to have the opportunity to be part of the selective process for the Town Manager and the Town's future.

c. What are your past experiences in Municipal, State or Federal Government? State of Vermont Town Health Officer, Member of Heartland Parks and Rec. Commission, Member Sister City Committee, Justice of the Peace, Health Trustee of Public Fuel Storage

d. What civic or social organizations have belonged to and what positions did you hold? President-Heartland Restorative Justice Center / Member - START Charge non-profit / Former Treasurer of the Board Heartland Historical Society / Board Member Bedford

e. What do you perceive as areas of need in the municipality which could be addressed by either school the administration or one of the advisory boards/commissions? To find a open minded, strong and capable manager who respects all views points and will work with the staff, citizens and Select Board to help lead and guide the town.

f. What might some solutions be?

g. Other hobbies/interests: Japanese Martial Artist for the past 60 years. Ski coach for Special Olympics for the past 22 years.

V. REFERENCES: (Please list three)

Name: Hannah Walther Telephone: 802 291-2096

Name: Martha McLaugherty Telephone: 603 252-1226

Name: April Smith Telephone: 802 440-2338

William Butts Macfarlane
APPLICANTS SIGNATURE

5/19/2020
DATE

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or re-appointment to:_____

I. APPLICANT DATA:

Name: Allene E Swienckowski

Address: PO Box 217
1140 Murphys Rd Deere Run 4A

Telephone: (Home) 802-281-6372 (Work) _____ (Other) 626-524-1415

Email Address: aswienckowski@gmail.com

How long have you been a Hartford resident? six years

Are you a registered voter? Yes

II. EDUCATION:

High School: Bishop Conaty Memorial High School Year Graduated: 1966

College 1: Los Angeles City College Degree Earned: _____

Course of Study: English Lit Year: 1966

College 2: UCLA Degree Earned: Teaching Credential

Course of Study: Education Year: 1978

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Self - AEstutor	8/1988 - 9/2018	Owner	Education Consultant
National Business Academy	9/1986 -6/1988	Director of Ed.	Manage Teachers
LA Unified School District	9/1978 -6/1986	Teacher	Taught ESL +
Security Pacific Nat'l Bank	2/1978 - 2/1980	Manager	Commercial Loans

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? M, T, Th. On HCoreI first and third Wednesdays and Coop Board fourth Wednesdays.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have served on previous hiring committees for the Strategic Plan as well as the search for

Assistant Superintendent for the Hartford School District as well as Election Chair for the Coop Board.

c. What are your past experiences in Municipal, State or Federal Government? HCoreI committee for the last three years. Currently HCoreI chair.

d. What civic or social organizations have belonged to and what positions did you hold? PEO (Phiantrophic Educational Organization - Education sub-committee chair)

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? All community members and their voices are not always heard. Although we endeavor to be equitable and inclusive, data supporting said endeavor is practically non-existent.

f. What might some solutions be? As a community we must be more proactive rather than reactive to community issues that may arise.

g. Other hobbies/interests: Soccer, gourmet cooking and writing,

V. REFERENCES: (Please list three)

Name: Richard Schramm

Telephone: (802) 698-8318

Name: John Hall

Telephone: (510) 306-1376

Name: Liz Blum

Telephone: (802) 649-2030

Allene E. Swienckowski
APPLICANTS SIGNATURE

05/08/2020
DATE

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
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ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Town Manager
Selection Committee

I. APPLICANT DATA:

Name: John H. Reid
Address: PO Box 41, Quechee, VT 05059
Telephone: (Home) 802 698 8436 (Work) _____ (Other) 860 748 7196
Email Address: johnhreid3@gmail.com
How long have you been a Hartford resident? 7 years
Are you a registered voter? yes

II. EDUCATION:

High School: Phillips Academy Year Graduated: 1962
College 1: Yale Degree Earned: BA
Course of Study: History Year: 1966
College 2: University of Virginia Degree Earned: LLB
Course of Study: Law Year: 1969

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Edwards & Angell LLP</u> <u>Providence, RI and Hartford, CT</u>	<u>1969-2010</u>	<u>Partner</u>	<u>Executive Committ.</u> <u>Office Manager</u>
<u>PharmLogic LLC</u>	<u>2012-2016</u>	<u>General Counsel</u> <u>+ Secretary</u>	<u>Legal advice</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? I am generally available all weekdays and evenings. One night per month I have a Planning Commission hearing.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have extensive experience in hiring professionals and working with search firms. I appreciate the roll a Town Manager plays in local government.
- c. What are your past experiences in Municipal, State or Federal Government? I am currently on the Hartford Planning Commission and an adviser to Resilient Hartford. I chaired the Planning Commission in Barrington, R.I.
- d. What civic or social organizations have belonged to and what positions did you hold? I have chaired the Board of Trustees of a 300-member church, served as President of 2 youth sports associations, been President of a college alumni association.
- 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? Hartford needs to overcome the negative affects of income inequality, create a welcoming environment for diversity, and incentivize construction of affordable housing.
- f. What might some solutions be? Ensure adequate healthcare is available and utilized by lower income residents, educate residents on the benefits of the WHO, and reduce barriers to construction of multi-family housing.
- g. Other hobbies/interests: Photography, fishing, supporting VETS

V. REFERENCES: (Please list three)

Name: <u>Jon Bouton</u>	Telephone: <u>296-2969</u>
Name: <u>F.X. Flinn</u>	Telephone: <u>295-9366</u>
Name: <u>Norman Watts</u>	Telephone: <u>738-9991</u>

John H. Reid
APPLICANTS SIGNATURE

5/18/2020
DATE

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ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Town Manager
Search Committee

I. APPLICANT DATA:

Name: Michael Morris

Address: P.O. Box 107 60 Udall Brook Rd
Quebec VT 05059

Telephone: (Home) 802-295-1391 (Work) 802-296-4663 (Other) _____

Email Address: morrishomes@comcast.net

How long have you been a Hartford resident? 50+ years

Are you a registered voter? yes

II. EDUCATION:

High School: Hartford Year Graduated: 1973

College 1: _____ Degree Earned: _____

Course of Study: _____ Year: _____

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
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<u>Self Employed</u>	<u>20 years</u>	<u>Modular Homes</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? yes

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have many years experience managing people and projects

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

54 years mil. bray - Serving on Hayfield Select board
Serving on the East Town Manager Committee

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

- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions?

- f. What might some solutions be?

- g. Other hobbies/interests:

V. REFERENCES: (Please list three)

Name: Richard Garret

Telephone: 802-296-2495

Name: Simon Dennis

Telephone: 802-738-3802

Name: Dennis Brown

Telephone: 802-295-5730

MFL
APPLICANTS SIGNATURE

5/18/20
DATE

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171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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ADVISORY BOARD/COMMISSION APPLICATION

Town Manager Search Committee

Application for ___ appointment(s) or ___ re-appointment to: _____

I. APPLICANT DATA:

Name: Asma Elhuni

Address: Hartford VT 05001

Telephone: (Home) 678-644-3544 (Work) _____ (Other) _____

Email Address: asmaelhuni@yahoo.com

How long have you been a Hartford resident? 3 years

Are you a registered voter? Is that relevant?

II. EDUCATION:

High School: GED Year Graduated: 2015

College 1: Georgia Community College Degree Earned: Associate or Arts in Sociology

Course of Study: _____ Year: _____

College 2: Georgia State University Degree Earned: Bachelor or Arts , Political Science

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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United Valley Interfaith Project	2018-Present	Lead Organizer	
Council on American Islamic Relations	2016-2017	Community Outreach Director	
Babysitter	2014-2016	Caretaker	
Second Grade Teacher in Islamic School	2010-2014	Second Grade Teacher in Islamic School	

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? Weekly
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I'd like to serve as Advisory board as I love my town and would like to participate in helping choose the next town manager
- c. What are your past experiences in Municipal, State or Federal Government? I Was on the last committee that choose the last town manager.
- d. What civic or social organizations have belonged to and what positions did you hold? VT Coalition for Ethnic and Social Equity in Schools
- 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? We need to move our town in addressing racial injustices
- f. What might some solutions be? Ensuring that our town be intentional about addressing they system that for so long has favored some groups over others.
- g. Other hobbies/interests: Reading, exercising,

V. REFERENCES: (Please list three)

Name: Shideko Terai Telephone: 603-252-7898

Name: Kathleen Beckett Telephone: 860-392-9306

Name: Sarah Wraight Telephone: 607-342-2913

Asma Elhuni
APPLICANTS SIGNATURE

May 11, 2020
DATE

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 X appointment(s) or ___ re-appointment to: Town Manager Search
Committee

I. APPLICANT DATA:

Name: Sandra Mariotti (Sandy)

Address: 528 Fairview Terrace, WRS, VT 05001

Telephone: (Home) 802 295 5077 (Work) 603 660 8707 (Other) 802 281 0442

Email Address: Smariotti@WGU.edu

How long have you been a Hartford resident? 25 years

Are you a registered voter? yes

II. EDUCATION:

High School: Windsor High School Year Graduated: 1986

College 1: CCV Upper Valley Degree Earned: Liberal Arts for Assoc of Science

Course of Study: Arts/Science for Healthcare Year: 2008

College 2: VT Technical College Degree Earned: AD Nursing

Course of Study: Nursing Science Year: 2016

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
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DHMC / Case Management	2020 - present	Case Manager, RN	→ asst w/ mnt of pt care / dict Admissions
DHMC / Med Specialists	2016 - 2020	RN Clinical Nurse	
DHMC / Perioperative SVC	2009 - 2016	CST II Periop SVC	

* see attached resume for more info

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? M-F any evenings after 6pm
4-8 nights per month easily
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I would like to participate in the selection process for Town manager. I have significant leadership experience, such as Selectman for Hartford for four yrs, & have strong communication skills & consider / debate different sides of issues.
- c. What are your past experiences in Municipal, State or Federal Government? Have served on Town of Hartford Selectboard in past for four yrs
- d. What civic or social organizations have belonged to and what positions did you hold? Have served on the board of Civil Authority w/ election process
Girl Scout troop leader
Sat on & chaired several committees throughout adult life
- 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? Improved communication skills b/t community at large and other colleges
- f. What might some solutions be? Interpersonal + intrapersonal skills training
- g. Other hobbies/interests: Hiking, reading, traveling, the beach + spending time w/ my friends + family

V. REFERENCES: (Please list three)

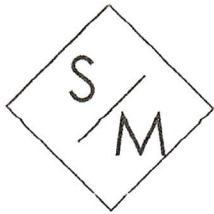
Name: Norman Manditi Telephone: 802 295 5077

Name: Mike Morris Telephone: 802 295 1391

Name: Bob / Kay Manditi Telephone: 802 295 5077

Sardin J. Mariotti
APPLICANTS SIGNATURE

5/19/20
DATE



SANDRA MARIOTTI

n.mariotti@hotmail.com | 802-295-5077 | 528 Fairview Terrace , White River Junction , VT 05001

Summary

Personable and compassionate Registered Nurse with three years experience in Medical Specialties on 1-East with strong communication and people skills. Skilled at establishing care plans, educating patients and families about their medications, treatment and upcoming appointments. Committed to patient advocacy based on their ethical and moral beliefs. Consistently provide caring bedside manner, patient focused care and experience in admission and discharge management. Provide fast and accurate assessments and work calmly under pressure. Collaborate with all team members to provide high quality care to every patient. Advanced skill working with diverse patient populations as I have worked for over thirty years in the medical field in one capacity or another. Expert in managing all aspects of patient care with proven leadership, delegation skills and mentoring abilities. Consistently achieve optimal patient outcomes. Adaptable and exited to take the next step with a challenging Research Nurse position for Neurology Clinical Trials.

Skills

- Strong patient Information documentation
- Excellent interpersonal, communication, and coordination skills
- Highly proficient clinical care assessment with "outside the box thinking"
- Highly proficient medication preparation and administration
- Comfortable with providing necessary and sometimes difficult education to patients and families
- Advocation of patients based on their moral and ethical beliefs
- Associates RN Science Degree, BLS certification, planned Bachelors Degree WGU by January 2020

Experience

Clinical Staff Nurse

07/2016 - Current

DHMC Medical Specialties 1 East | Lebanon, NH

- Helped patients and families feel comfortable during challenging and stressful situations, promoting recovery and reducing compliance issues
- Executed appropriate steps for patient treatment following careful review of physician medical regimen
- Advocated for patient needs with interdisciplinary team and implemented outlined treatment plans
- Helped patients navigate healthcare system and care options by educating on relevant subject areas and answering questions throughout treatment process
- Assessed patient conditions, monitored behaviors and updated supervising physicians with observations and concerns
- Treated patients following physician's orders and treatment plan, administering various types of medications and therapies
- Delivered quality care and comfort to patients with varying disease processes
- Administered scheduled medications and therapies intravenously, rectally, orally, subcutaneously and via intramuscular injections while overseeing pain and medical management plans
- Participated in continuing education programs, member of pressure ulcer committee and participant in quarterly NDNQI prevalence studies to enhance training and nursing knowledge
- Conducted patient assessments and diagnostic tests to provide physician with important patient

- health information used to create focused treatment plans and manage ongoing care
- Responded to emergency situations with speed, expertise and level-headed approaches to provide optimal care, support and life-saving interventions
- Coordinated care with physicians and other clinical staff to prepare for treatment, carry out interventions and enhance continuum of care to deliver comprehensive services
- Monitored patient condition, progress and medication side effects, accurately recording and reporting on changes
- Maintained strict patient data procedures to comply with HIPAA laws and prevent information breaches
- Collaborated with multidisciplinary healthcare teams to develop and adapt individualized treatment plans, consistently achieving patient care and recovery goals
- Educated patients about health conditions and treatments, answering questions and providing take-home materials for further information
- Preceptor to new oncoming nurses to Medical Specialties
- Monitored diet, physical activity, behaviors and other patient factors to assess conditions and adjust treatment plans

Certified Surgical Technician

06/2009 - 07/2016

- DHMC Peri-Operative Services | Lebanon, NH
- Prepare operating room, set up for each procedure, check instruments and equipment
 - Prepare ahead in anticipation of difficult situations and possible surgeon needs
 - Participate in surgical procedure
 - Assist with keeping field and members of team sterile
 - Assist with closing
 - Clean up
 - Specialized in GYN, Urology, Oncology, Robotics

Education and Training	Bachelor of Science: Nursing	2020
	Western Governors University Salt Lake City, UT	
	Associate of Science: Nursing	2016
	Vermont Technical College Randolph Center, VT	
	Certified Surgical Technologist II: Surgical Technology Peri-Operative	2009
	Dartmouth Hitchcock School of Surgical Technology Lebanon, NH	
	Associate of Science: Liberal Arts And Sciences	2008
	Community College of Vermont Montpelier, VT	

Additional Information

I am celebrating my thirty year wedding anniversary this year, have two adult children and two grandsons ages six and two. I enjoy learning new things and have basically been in school all of my life. I enjoy hiking, reading a good book, the beach, traveling and spending time with my family and friends.

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: _____

I. APPLICANT DATA:

Name: _____

Address: _____

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

Email Address: _____

How long have you been a Hartford resident? _____

Are you a registered voter? _____

II. EDUCATION:

High School: _____ Year Graduated: _____

College 1: _____ Degree Earned: _____

Course of Study: _____ Year: _____

College 2: _____ Degree Earned: _____

Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name
& address (most recent first)

Dates of
Employment

Position held

Job duties

IV. PROFESSIONAL EXPERIENCE:

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

V. REFERENCES: (Please list three)

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

APPLICANTS SIGNATURE

DATE



Shillen Mackall & Seldon

promoting justice

SUNSET FARM OFFICES - SUITE 2A
21710 MAXHAM MEADOW WAY
WOODSTOCK, VERMONT 05091

DENNIS O. SHILLEN
ALSO ADMITTED IN FLORIDA
DShillen@promotingjustice.com

D. JAMES MACKALL
ALSO ADMITTED IN TEXAS & OHIO
DJMackall@promotingjustice.com

3301 RICKENBACKER CAUSEWAY
MIAMI, FLORIDA 33149

TELEPHONE: (802) 457-4848
TOLL FREE: (800) 743-4848
FAX: (802) 457-4769
E-MAIL: Lawyers@promotingjustice.com

NICHOLAS J. SELDON
ALSO ADMITTED IN CALIFORNIA
& NEW HAMPSHIRE
NSeldon@promotingjustice.com

JACK T. SPICER
ALSO ADMITTED IN NEW YORK
JSpicer@promotingjustice.com

May 20, 2020

Via Email Only: llivingstonhartford-vt.org

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

To Whom It May Concern:

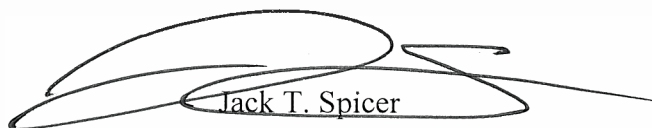
I am writing to recommend that Erik Krauss be selected to serve on the Hartford Town Manager Selection Committee. It has been my pleasure getting to know Mr. Krauss over the last several months while serving with him on the Ad Hoc Climate Advisory Committee and now on the Climate Advisory Committee. I have also interacted with Mr. Krauss in my role as a member of Resilient Hartford. In the time we have worked together, I have gotten to know Mr. Krauss's professional character and experience as an active member of the Hartford community.

I distinctly remember a time when Mr. Krauss presented at a Resilient Hartford meeting on a household energy efficiency initiative being pursued by the Energy Commission. During this presentation, I was struck by how resourceful and prepared Mr. Krauss was for that presentation. Perhaps more importantly though, I was impressed by his deep understanding of the needs and concerns of members of the Hartford community, familiarity with the processes of and people in the Town government, and ability to provide tangible options for collaboration.

Serving on Climate Advisory Committees with Mr. Krauss has also brought to light qualities he possesses that would further the goals of the Hartford Town Manager Selection Committee. For example, Mr. Krauss makes himself accessible outside of meetings, knows how to conduct and materially contribute to meetings (including meetings conducted over videoconferencing software), and promotes meaningful dialogue that connects members of the Hartford community to the goals he has been charged with achieving.

For the reasons outlined herein, I believe Mr. Krauss would be a tremendous asset to the Hartford Town Manager Selection Committee and I recommend him without reservation.

Sincerely,



Jack T. Spicer

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 X. appointment(s) or ____re-appointment to: Town

> Manager Search Committee

>

> APPLICANT DATA:

>

> Name: Laura Simon

>

> Address: O O Box 1112 Wilder, VT

>

> Telephone: 802 296-8318

>

> Email Address: simonlaura06@gmail.com

>

> How long have you been a Hartford resident? @ 20 yrs

>

> Are you a registered voter? Yes

>

> II. EDUCATION:

> High School: Queen of Peace No Arlington, NJ, 1975

>

> College 1: Course of Study: RUTGERS, Social Work, BA, 1975 College 2:

> Course of Study: Adelphi, Masters Social Work, MSW 1983 College 3:

> UVM, Masters in Education, Special Education, 2000 College 4: UVM,

> Certificate of Advanced Standing, School Library, 2007

>

> III. WORK HISTORY: (most recent of 40+ yrs experience) Please list

> Employer name & address (most recent first)

>

> Substitute teacher Hartford and Lebanon school districts 9/15-present

> (furloughed) Job duties- provide education based on teacher's

> direction

>

> 9/12-6/15 HCRS, Springfield, VT School based therapist. Provide

> counseling in Windsor and Springfield school districts

>

> Other jobs in 1990's through 9/11 include Special educator at

> Woodstock High School, Springfield Middle School, a private special needs school and social worker at Easter Seals, NH.

>

> 1983- 1997, Director of Social Services at Burlington Housing Authority. As part of a team I help provide housing to thousands of low income residents in Burlington, working with the police, the mayor and town council as well as numerous social services and schools.

>

> 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?

>

> I currently serve on Resilient Hartford which meets once a month. I could work one night a week and maybe more for the Town Manager Search Committee.

>

> I prefer M-Thursday evenings although I have some day times as well.

> Would you be available for evening meetings? Yes

>

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

>

> I want to be on this committee to help the town find a flexible and caring town manager who can lead the town of Hartford so we are a place where all residents receive the care and support they deserve.

>

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

>

> I served as the Town Service Officer in Hinesburg, VT

>

> I currently serve on Resilient Hartford Committee.

>

> I have worked in state, federal and municipal positions.

>

> My work has brought me to many towns in Vermont working on poverty,

> with farm workers, veterans, survivors of domestic violence and I have

> become involved in environmental and social justice issues. I have

> supervised numerous people over my 40+ years of professional

> experience. For my longest professional job I worked with a team that

> provided public housing to thousands of people in Burlington, VT. I

> also have personal experience in the building trades. I have been a

> key member of a team that recruited and hired the Director of Public

> Housing in Burlington, VT

>

>

> d. What civic or social organizations have belonged to and what

> positions did you hold? Mostly environmental groups of which I was a

> co-director. I founded and directed the Vt Blues Society. I am a

> member of UV Apple Corps

>

> e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions?

> I believe we need to build more resiliency and community connections to help respond in times of crisis. Also, we need to provide education on tolerance.

>

> f. What might some solutions be? If town leadership brings together those from various camps and provides education maybe we can avoid further incidents like recently when a man of color and his son were asked to leave.

>

> g. Other hobbies/interests:

> Biking, healthy cooking, hiking, guitar, singing and song writing,

> environmental studies V. References

>

> Name: Joy Kosta- (802) 359-3210, personal reference

>

> Name: Karen Ganey (802) 432-8164, through my work with UV Apple Corps

>

> Name: Kim Sousa, Coordinates the Hartford Mutual Aid group where I

> deliver food to folks without homes

>

> (Sorry I do not have a printer.)

>

> Signed:

> Laura Simon

> APPLICANTS SIGNATURE

> DATE: 5/20/20

>

TOWN OF HARTFORD
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PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for 1 appointment(s) or re-appointment to: HARTFORD TOWN
MANAGER SELECTION COMMITTEE

I. APPLICANT DATA:

Name: STEVEN M. POMIJE
Address: 183 S. MAIN ST. APT. A
WRTJ, VT 05001
Telephone: (Home) 612-730-2000 (Work) same (Other) _____
Email Address: s.matthewpomije@gmail.com
How long have you been a Hartford resident? 1 YEAR, 8 MONTHS
Are you a registered voter? YES

II. EDUCATION:

High School: MONTGOMERY-LONSDALE, MN. Year Graduated: 1984
College 1: U. of MPLS., MN. Degree Earned: B.M.
Course of Study: MUSIC COMPOSITION Year: 1991
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>CHELSEA GREEN PUBLISHING, WRTJ,</u>	<u>DIRECTOR</u>	<u>MANAGE/</u>	<u>HIRING</u>
<u>THE MIT PRESS, CAMBRIDGE, MA,</u>	<u>SR. MARKETING MGR.</u>	<u>MANAGE/</u>	<u>HIRING</u>
<u>QUARTO PUBLISHING, MA,</u>	<u>SR. MARKETING MGR.</u>	<u>MANAGE/</u>	<u>HIRING</u>
<u>SHAMBHALA PUBLICATIONS,</u>	<u>DIRECTOR OF PUBLICITY;</u>	<u>MANAGE/</u>	<u>HIRING</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? M - F EVENINGS; YES.

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I WANT TO BECOME ACTIVE IN COMMUNITY ORGS.

I HAVE 15 YEARS EXPERIENCE OF HIRING, MANAGING TEAMS, AND PROJECT PLANNING.

- c. What are your past experiences in Municipal, State or Federal Government? VOTING, SIGNING PETITIONS, WRITING LETTERS. UP UNTIL NOW, MY CAREER DEMANDED TOO MANY HOURS TO GET INVOLVED AS MUCH AS I WOULD HAVE LIKED TO.

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

VOLUNTEER AT COVER AND THE MAIN ST. MUSEUM.

- 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? A CLEANER, SAFER COMMUNITY WITH MORE AMENITIES TO ATTRACT NEW RESIDENTS, AND ATTRACTING MORE NEW BUSINESSES THAT CATER TO THE COMMUNITY.

- f. What might some solutions be? RESOLVE PARKING ISSUES; CREATE GREEN INITIATIVES THAT RESIDENTS CAN EMBRACE; CREATE STATUTES THAT MAINTAIN THE HISTORIC INTEGRITY OF THE TOWN.

- g. Other hobbies/interests: GARDENING, READING, HIKING, BICYCLING, DINNER PARTIES.

V. REFERENCES: (Please list three)

Name: JONATHAN GREEN

Telephone: 617-821-9802

Name: TIM PENNY

Telephone: 507-837-2208

Name: JULIE SAIDEN BERG

Telephone: 617 792 4153


APPLICANTS SIGNATURE

5/21/20
DATE

STEVEN MATTHEW POMIJE

White River Junction, Vermont | (612) 730-2000 | s.matthewpomije@gmail.com | [LinkedIn](#)

SUMMARY OF QUALIFICATIONS

- A book industry professional with a bookselling background and 14 years of publicity, promotion and marketing experience in trade publishing
- Proven ability to build strong media relationships and garner press coverage
- Strong record of creating strategic and creative campaign plans and promotional launches
- Solid record of fostering positive relationships with authors, retailers, consumers, and key marketing, industry, and promotional partners
- Recognized as a decisive leader and enthusiastic team player
- Excellent event planning skills, including author promotions at consumer and trade shows, and national author tours and appearances
- Expert experience with nonfiction including lifestyle, self-help, food, parenting, health and wellbeing, mind-body-spirit, also literary and genre fiction including YA and mystery

EXPERIENCE

2018 to 2019	Director of Publicity, Chelsea Green Publishing (White River Junc, VT)
2017 to 2018	Sr Publicity & Marketing Manager, The MIT Press (Boston, MA)
2016 to 2017	Sr Marketing Manager, Food & Lifestyle, Quarto Publishing Group (Beverly, MA)
2012 to 2016	Director of Publicity, Shambhala Publications, Inc. (Boston, MA / Boulder, CO)
2008 to 2012	Publicity Manager, Llewellyn Worldwide/Flux/Midnight Ink (Saint Paul, MN)
2006 to 2008	Publicist, Shambhala Publications, Trumpeter (Boston, MA)

KEY RESPONSIBILITIES

- Managed teams of publicists, conference coordinator, marketing copywriter; introduced criteria for focused prioritization of media campaigns, conference exhibitions, and award program; developed manual and created common practices across the publicity team; developed and utilized standardized and branded press material; key media liaison for the press.
- Developed marketing plans and facilitation of key and secondary marketing, publicity and promotion campaigns across ten imprints and their separate markets; approx. 165+ self-help, health and wellbeing, lifestyle, cookbooks, spiritual and mind body spirit titles/year; key media, event, and promotional partner liaison for lead titles.
- Key role in planning and implementing all national author appearances and tours, promotions, and launch events at bookstores, trade shows and national conferences, and other venues.
- Lead role in developing/maintaining lead title author and agent communications via conferencing and ongoing information sharing.
- Seasonal face-to-face pitching to primary trade and national media outlets.
- Key liaison with Penguin Random House and other Sales Reps regarding media placement and publicity, ARC quantity determination, and author event grids.
- Managed title-specific meetings with marketing and publicity teams to develop and implement

publicity and marketing strategies.

- Developed publicity and promotional points for TI sheets, press material, and advance reader's copy back cover copy.
- Developed lead title media lists, plan and coordinate print and digital galley and review copy distributions.
- Planned, tracked, and distributed serial and excerpt assets to media for new titles.
- Planned online ad campaigns, including Amazon, Instagram, and Facebook.
- Represented company at BookExpo America, London Book Fair, library shows, and other trade and consumer conferences.
- Hired, managed, and mentored publicists, freelance publicists, and interns as needed.
- Managed award determinations and submissions via an award coordinator, attended ceremonies on company's behalf.

COMPETENCIES AND CONTRIBUTIONS

- Successfully increased media placement in primary print, newsprint, and online outlets.
- Have developed 3000+ magazine and newsprint relationships through the US, Canada, and the UK and have garnered placement in media outlets like NPR's *Here & Now*, and *Marketplace*; Fox Extra; *The Splendid Table*; *Food & Wine*; *Martha Stewart Living*; *O, the Oprah Magazine*; *Real Simple*; the *New York Times Book Review*; the *Los Angeles Times*; the *Times Literary Supplement*; the *Wall Street Journal*, and numerous other media outlets.
- Led campaigns for three recent James Beard Award-winning books.
- Successfully increased title exposure to industry players, reviewers, and librarians via promotional strategies at all primary industry and library conferences via effective pre-publication author appearances, lead title-focused promotional material, increased implementation of new technologies and social networking platforms, targeted communication, increased coverage of trade show dailies, participation in key library lists and awards.
- Instigated and maintain relationships with key promotional partners, including NetGalley, *Publishers Weekly*, regional trade and library show coordinators.
- Implemented enhances digital communication with industry partners via regularly scheduled seasonal highlight alert, trade show newsletters, and title-based e-blasts.

SKILLS

- Adept on PC and Mac. Proficient in MS Office Suite, Adobe Photoshop, InDesign, Campaign Enterprise. Familiar with Acrobat Pro, WordPress, SEO, MailChimp, and basic HTML.
- Amazon Marketing Services ad platform; Facebook Ads Manager.
- Proficient in industry platforms, including CisionPoint, Oracle (CRM), Edelweiss, Firebrand, NetGalley, BookScan, and Penguin Random House's internal MyPlans marketing platform.
- Excellent strategic planning, budgeting, and ROI analysis.
- Excellent written and verbal communication skills.
- Strong and result-driven event management skills.
- Solid comprehension of online and social media marketing strategies.

ADDITIONAL INDUSTRY EXPERIENCE

Member, Bookbuilders of Boston; Board President, Minnesota Book Publishers' Roundtable; Publishers Publicity Association, member; BookExpo America attendee, 10 years; American Library Association annual and midwinter conferences, 4 years; London Book Fair attendee, 2 years; MIBA trade show attendee, 5 years; Bouchercon attendee, 2 years; NEIBA trade show attendee, 1 year; Publishing Business Conference & Expo, 1 year; MPIBA trade show attendee, 1 year; ABA Winter Institute, 1 year; Loft Literary Center Mystery Conference presenter, 2009; Loft Literary Center YA Blogger Conference presenter, 2010; MN Book Publishers' Roundtable Board Member, 3 years; Board of Directors, SASE: The Write Place, 2 years; Book reviewer, Rain Taxi Literary Review, 2 years; bookseller and event manager, Borders, 5 years.

EDUCATION

- Conservatory of Music, University of Minnesota, Minneapolis: Studied music composition and opera history with Dominick Argento, Alex Lubet, and David Evan Thomas.
- University of Birmingham, Edgbaston, UK: One year coursework on English history and literature.
- Century College, St. Paul, MN: Management certificate.
- MediaBistro: Beginning Video Production for Social Media course.
- Salem State University: WordPress Beginners and Intermediate coursework.

INTERESTS

Reading, traveling, cooking, music, art and history museums, bicycling, soccer, theater, and cookbook collecting. James Beard Foundation member. Former professional supernumerary for the Minnesota Opera. Former pianist and co-producer of the *Red Curtain Cabaret*. Following the BBC, the *Guardian*, *Mother Jones*, *The Atlantic*, *The Nation*, the *Atlantic*, NPR.

PROFESSIONAL REFERENCES

Sean Maher, Director of Marketing, Chelsea Green Publishing: (802) 295-6300 / (617) 216-4296
Jonathan Green, Former Associate Publisher, VP of Sales, Shambhala Publications, Inc.: (617) 821-9802
Julie Saidenberg, Former Publisher, Shambhala Publications, Inc.: (617) 792-4153
Katie Hope, Director of Marketing, the MIT Press: (617) 258-0603
Peter Turner, Former Editorial Director, Red Wheel Weiser / Conari (617) 384-7870
Mounia Touzani, Producer, Fox Extra: (917) 272-4598
Rochelle Bourgeault, Former Acquiring Editor, Roost Books (617) 777-0790

PERSONAL REFERENCES

Tim Penny, Congressman, Wells-Fargo Trustee: (507) 837-2208
Mike Ribaud, Vice President, Kase Printing, Inc., Hudson, NH (603) 821-7007
Brenda Jokisalo, former publishing Account Rep, retired, (612) 807-6950
Maggie Stiefvater, *New York Times* bestselling YA author: historys.child@gmail.com
Amy Chaplin, James Beard Award-winning author: (646) 234-6887
Natalie Goldberg, bestselling author: (505) 699-9108

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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ADVISORY BOARD/COMMISSION APPLICATION

Application for x appointment(s) or re-appointment to: _____
 Hartford Town Manager Selection Committee Charge

I. APPLICANT DATA:

Name: Jesse S. Cheung
Address: 129 S Main St. Apt. 220
 White River Junction, Vermont 05001
Telephone: (Home) _____ (Work) (802) (Other) (954) 253 - 9221
Email Address: cheung.j.shs@gmail.com
How long have you been a Hartford resident? 4 Years
Are you a registered voter? Y

II. EDUCATION:

High School: Charles W. Flanagan Year Graduated: 2009
College 1: Georgia Institute of Technology Degree Earned: BS
Course of Study: Aerospace Engineering Year: 2013

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
Concepts NREC - Wilder, VT	12/18-12/19	SW.Sales Engineer	Proposal Writing, forecasting
Concepts NREC - Wilder, VT	1/20-current	SW.Applications Engineer	Pre-sales demos, CAE SW Support
Lucky's Coffee Garage- Lebanon, NH	12/17-12/18	Barista	Making espresso drinks, cafe duties
Concepts NREC - Wilder, VT	5/16-5/17	Mfg. Sales Engineer	Proposal Writing, forecasting

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? Available 4 nights a month, most evenings during the week work, preferentially Tues-Thurs.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I've never had the opportunity to serve local government, and I believe it would be fulfilling to give time and effort back to the town. As for relevant skills and training, I have been a part of several hiring processes at my former and current companies, and I'm willing to put in the time to research relevant information to ensure I'm informed
- c. What are your past experiences in Municipal, State or Federal Government? No former experience
- d. What civic or social organizations have belonged to and what positions did you hold?
No organization membership held
- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? The local downtown parking lot does not have clearly delineated disabled persons parking spaces, especially in the winter leading to many out-of-town visitors to park in disabled person parking spaces and even the non-space pathways.
- f. What might some solutions be? Clearly delineate the area with more visible signage, or if necessary, enforce violations
- g. Other hobbies/interests: Cycling, Singing

V. REFERENCES: (Please list three)

Name: Dave Schowalter Telephone: (508) 688 - 7009

Name: Deb Shinnlinger Telephone: (603) 523 - 7654

Name: Mark Nunziata Telephone: (802) 999 -2938

APPLICANTS SIGNATURE

DATE

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 7 appointment(s) or re-appointment to Town Manager Selection
Committee

I. APPLICANT DATA:

Name: Joanna (Jo) Alexander

Address: 72 Leaf Court
White River Jct, VT 05001

Telephone: (Home) _____ (Work) _____ (Other) 802 296-1976

Email Address: firejalex@outlook.com

How long have you been a Hartford resident? 18 years

Are you a registered voter? Yes

II. EDUCATION:

High School: Lebanon High School

Year Graduated: 2002 (GED)

College 1: River Valley Community College

Degree Earned: Associates

Course of Study: Physical Therapist Assistant

Year: 2016

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

Gifford Medical Center August 2016-Present Physical Therapist Assistant
Upper Valley Green Cleaning Sept. 2011-August 2016 Sole proprietorship Residential & Commercial cleaning

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? I could serve up to 8 evenings per month, barring Friday evenings.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I would like to contribute to a balanced selection process for the town manager. I work well as part of a team, and my four years experience on the board of directors of the Upper Valley Food Co-op, where I facilitated meetings and built consensus will assist this process.
- c. What are your past experiences in Municipal, State or Federal Government? I have been an audience member/participant at several town select board meetings, and I vote in town, state, and federal elections.
- d. What civic or social organizations have belonged to and what positions did you hold? I'm a founder and organizer of the Upper Valley Community Clothing Swap, a twice-yearly free clothing event for the Upper Valley since 2011. As mentioned above, board member at UVFC, including as vice president and president.
- 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? As a town, it's important to build community resilience, especially now in the face of this pandemic, it's important that all voices are taken into consideration.
- f. What might some solutions be? Making sure that all community members have a voice in decision-making.
- g. Other hobbies/interests: Gardening, photography, exercise.

V. REFERENCES: (Please list three)

Name: <u>Amy Chiriatti</u>	Telephone: <u>608.212.1797</u>
Name: <u>Susan White</u>	Telephone: <u>802.649.3710</u>
Name: <u>Bethany Fleishman</u>	Telephone: <u>802.299.9608</u>

Joanna Alexander
APPLICANT'S SIGNATURE

5.21.20
DATE

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for re-appointment(s) or re-appointment to: Town hall manager
REVIEW ADVISOR

I. APPLICANT DATA:

Name: Daryl F. Hadlock
Address: 768 North Main Street
White River Jct., VT 05001
Telephone: (Home) 802-295-2193 (Work) — (Other) —
Email Address: daryl-hadlock@yahoo.com
How long have you been a Hartford resident? my whole life - 68 years
Are you a registered voter? yes

II. EDUCATION:

High School: Hartford Year Graduated: 1970
College 1: Excelsior College Degree Earned: 2004 MALS
Course of Study: Astronomy Physics Year: 2004
College 2: Oheonta State College Degree Earned: BS / BS
Course of Study: Geology / Earth Science Ed Year: 1979 / 1994
1979 1994 7-12
5-6 Extension

I. WORK HISTORY:

fired
Please list Employer name Dates of Employment Position held Job duties
address (most recent first)
FL 2004 - 2008 Science professor educate
NY 1999 - 2004 " " "
VT/NH 1994 - 1999 " " "
Month Naval Shipyard 1990 - 1994 metrology / management And
Thyges Pet. Co. (Co) 1981 - 1983 Geophysicist oil and gas
Technician

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? Retired as needed

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Project Planner, Evaluator and Scientist.
Work in Networking, Technology and Education.
Government and private industry experience.

c. What are your past experiences in Municipal, State or Federal Government? worked on large contracts for ports month Naval Shipyard in Metrology lab and as technical expert. Trained in identifying user needs and solutions

d. What civic or social organizations have belonged to and what positions did you hold? church events, Education, Sports and Elderly.

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? Key plan to fixing the lack of maintenance to our town roads and put money on the taxpayers benefits and not transient people not yet established in the area.

f. What might some solutions be? Focus on town needs and maintenance and less grandstanding by social groups sopping the taxpayers resources and giving back nothing but headache in return.

g. Other hobbies/interests: Travel and sports. Teaching lecturing and playing music for the cruise industry.

V. REFERENCES: (Please list three)

Name: Dick Grassi Telephone: (802) 296-2495

Name: Michael Morris Sr. Telephone: (802) 296-4669

Name: John Desnoyers Telephone: (802) 359-2900

Dan J. Hallab
PLICANTS SIGNATURE

5/21/2020
DATE

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 x appointment(s) or re-appointment to: Town Manager Selection Committee

I. APPLICANT DATA:

Name: Michael McCrory

Address: 205 Gillette Street, PO Box 941, Wilder, VT 05088

Telephone: (Home) 603-309-6356 (Work) _____ (Other) _____

Email Address: mmccrory802@gmail.com

How long have you been a Hartford resident? 20 yrs

Are you a registered voter? Yes

II. EDUCATION:

High School: Woodstock Union HS Year Graduated: 1992

College 1: University of Colorado, Boulder Degree Earned: BS

Course of Study: Major: Civil Engineering, Minor: Geography Year: 1997

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
Resource Systems Group, WRJ, VT	1997-2001	Project Associate	Transportation Planning
ORW, Landscape Architects, Norwich, VT	2001-2002	Planner/GIS	Community planning, mapping
Pathways Consulting, Lebanon, NH	2002-2009	Project Engineer	Civil design, permitting
UVLSRPC, Lebanon, NH	2009-2016	Sr Planner	Community planning
City of Claremont, Claremont, VT	2016-2018	City Planner	Land Use Regs/Planning
GE Healthcare, Wilder, VT (Home Office)	2018-Present	Project Manager	Manage med equip installs

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? _____
I would be able to meet as needed, not to exceed 1 night per week. Monday, Wednesday, Thursday preferred. Evening meetings preferred, but able to accommodate daytime meetings.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? _____
I would like to contribute to the community through the selection of the new Town Manager. I have many years experience working with municipal boards (both elected and appointed) and have a good understanding of the necessary of skills for a Town Manager (particularly in New England).
- c. What are your past experiences in Municipal, State or Federal Government? _____
Extensive experience working as a private consultant, regional planner, and city planner. Worked with development review (local, state, federal), executive leadership (local, state), and grant programs (on behalf of municipalities).
- d. What civic or social organizations have belonged to and what positions did you hold? _____
Currently on the Board for COVER Home Repair. Past affiliations: Hartford Development Corp (WRJ), Hartford Conservation Commission, various volunteer activities with other organizations.
- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? _____
I see regional needs where Hartford could play its part: affordable housing, promoting success for vulnerable populations (very poor, very old, very young), and racial equity.
- f. What might some solutions be? _____
From a municipal standpoint there needs to be administrative commitment to work within the region (VT/NH)
- g. Other hobbies/interests: _____
Outdoor activities, travel.

V. REFERENCES: (Please list three)

Name: Nancy Merrill Telephone: 603-542-0340

Name: Bill Neukomm Telephone: 802-296-7241

Name: Joe Cooper Telephone: 240-444-0049



APPLICANTS SIGNATURE

5/21/2020
DATE

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171 BRIDGE STREET
White River Jct., VT 05001
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ADVISORY BOARD/COMMISSION APPLICATION

Application for an appointment(s) or re-appointment to: Town manager search Committee

I. APPLICANT DATA:

Name: Lannie Collins

Address: 946 Quechee Hartland Road White River JCT. VT 05001

Telephone: (Home) 802 356 2883 (Work) _____ (Other) _____

Email Address: LJCollinsVT@gmail.com

How long have you been a Hartford resident? 54 years

Are you a registered voter? Yes

II. EDUCATION:

High School: Hartford High School Year Graduated: 1984

College 1: Vermont Technical College Degree Earned: Bachelors of Science

Course of Study: Electro Mechanical Engineering Year: 2012

College 2: Southern New Hampshire University Degree Earned: Masters of Science

Course of Study: Operations and Project Managment Year: 2015

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
Freedom Foods, Randolph VT	Feb 19- Aug 19	Facilitees Engineering	Plant Maintenance duties
CRREL, Hanover NH	Sept 17-Feb 18	Engineering Technician	R & D on engineering project
Thayer School of Engineering, Hanover NH	Aug 16 - Feb 17	Technical Instructor	served as instructor in Machine shop
Gloence, Newport NH	Sept 14 - Feb 15	Process Engineer	Developed work flow process for manufacturing
Brittons Building supplies, Taftsville VT	Oct 05 - Jan 08	Yard Manager	Oversaw operations for outside sales

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? I am available most evenings, no conflicts at the present time.
-
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? With my history as a native of this town and seeing all the various changes I feel I have a good understanding of what type of candidate that would serve the interest of all Hartford residents.
Available skills would be the ability to achieve the task of selecting a new town manager through a project management approach.
-
- c. What are your past experiences in Municipal, State or Federal Government? I have attended in person or viewed online every selectboard meeting for the last 6 years, participated as candidate twice
I served as a member of the 3rd charter committee
-
- d. What civic or social organizations have belonged to and what positions did you hold?
American Legion post 84 White River Jct
-
- 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? As a town we need to focus more on the issues of the town and to do the most good for the most amount of people
-
- f. What might some solutions be? Staying focused on the needs of the majority of the residents of Hartford.
-
- g. Other hobbies/interests: _____
-

V. REFERENCES: (Please list three)

Name: Dennis Brown Telephone: 802 295 5730

Name: Richard Grassi Telephone: 802 296 2495

Name: Mike Morris Sr. Telephone: 802 295 1391

Lannie Collins
APPLICANTS SIGNATURE

05/21/2020
DATE

TOWN OF HARTFORD
171 BRIDGE STREET
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ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Selection Committee
Town Mgr

I. APPLICANT DATA:

Name: Frank M. Klynn
Address: 346 Brookside Dr
Wilder VT 05088
Telephone: (Home) 295 6359 (Work) F (Other) 738 6173
Email Address: bliff2@comcast.net
How long have you been a Hartford resident? 1985
Are you a registered voter? yes

II. EDUCATION:

High School: Lefftown Memorial NY Year Graduated: 87
College 1: St Francis Bkly NY Degree Earned: BA
Course of Study: _____ Year: 71
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>Service Credit Union</u>	<u>1975-2015</u>	<u>Regional Mgr.</u>	<u>all P&L hiring firing marketing development</u> <u>community relations all lending loans etc</u> <u>all collections</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? most all days evenings

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I've been long time in town including last election, plus I work well with a diverse people - want to be a town selectman

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

- d. What civic or social organizations have belonged to and what position did you hold? DAVIDS HOUSE WAY WDS CHAIRMAN, LEANOR ADVANCED TRAINING - SALVATION ARMY, BOARD PRESIDENT, LIVES

- 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? more clear & effective problem resolution

- f. What might some solutions be? better reach out to community

- g. Other hobbies/interests: history, shooting, travel, gardening

V. REFERENCES: (Please list three)

Name: <u>Kevin Raleigh</u>	Telephone: <u>95 7324</u>
Name: <u>Mike Moreis</u>	Telephone: <u>95 1391</u>
Name: <u>Mike Cryan</u>	Telephone: <u>478 4351</u>

APPLICANT'S SIGNATURE

DATE

Jessica L. McDonough

50 Brookside Drive

White River Junction, VT 05001

(412) 779-9952

Jlmc34@gmail.com

PROFESSIONAL STATEMENT: Consistent, detail oriented professional, with over ten years of experience within Higher Education. Lauded for relationship building (and sustaining) to achieve goals, clear communication and prioritization. Exceptional organization with demonstrated ability of effectively navigating within organization(s) to achieve goals.

EMPLOYMENT HISTORY**Dartmouth College, Hanover, NH****Office of Sponsored Projects***Subaward Coordinator**September 2014 – Present*

- Manage complex, time-sensitive tasks associated with a subaward life cycle (e.g.; risk assessment; creation of terms and conditions; negotiations; execution; modification requests; subrecipient monitoring and closeout) for portfolio of over 400 subawards
- Collaborate with various areas of Research Administration (Faculty/staff – internal and external, domestic and foreign) to ensure compliance with all applicable federal and state regulations and university policies/procedures during the life of sponsored research subaward
- Concisely communicate institutional and regulatory policy and procedures to stakeholders in a variety of formats
- Contributor to policies and procedures relating to subaward administration
- Analyzes subrecipient audits and recommends monitoring plan based on audit result/level of findings
- Leverage a variety of software applications (e.g., Excel, OnBase, RAPPORT, Adobe, etc.) to assist in analysis of data

*Grant Accountant**June 2010 – September 2014*

- Reviewed award terms and conditions to develop invoice format and financial data presentation in compliance with sponsoring agency requirements
- Researched and create monthly invoices using Oracle Grants Accounting
- Analyzed and processed monthly subaward invoices using COEUS
- Prepared and posted appropriate correcting journal entries

Norris Cotton Cancer Center*Administrative and Research Grant Coordinator**November 2009 – June 2010*

- Collaborated with faculty and Office of Sponsored Projects Office to ensure compliance on sponsored awards
- Budgeted and reconciled research awards
- Maintained labor distribution for five principle investigators
- Prepared wage and journal transfers

Office of Human Resources*Human Resources Representative II**September – November 2009*

- Triaged inquiries; email, phone and in person

Carnegie Mellon University, Pittsburgh, PA*Business Administrator – Gelfand Center**August 2007 – August 2009*

- Maintained and balanced operating budget to foster partnerships with local schools and education providers
- Reconciled General Ledger and Grants Management, and prepared monthly statements for the Assistant Vice Provost for Educational Outreach
- Planned and executed special events; quarterly teacher trainings/credit hours, Outreach receptions, student activities

Naval ROTC

Administrative Coordinator

January – August 2008

- Liaison between Navy and CMU, office management

SAE International, Warrendale, PA

SAE International is a global association committed to being the ultimate knowledge source for the engineering profession

Education Relations

Program Coordinator

September 2004 – January 2007

- Coordinated and maintained portfolio of collegiate design series engineering programs (Baja, Aero design and Supermileage events)
- Prepared and executed registration process of 2000+ students and faculty
- Guided international universities with acquiring proper travel documentation
- Collaborated with industry sponsors and Marketing Department for event promotion
- Managed over 50 volunteers within event portfolio through relationship building and networking within the industry

Customer Service

Customer Service Representative

January – September 2004

- Supported customers with knowledge of offerings including membership, products, professional development, etc.

Current Outreach, Leadership and Volunteering

- Dartmouth [LEADS](#) Cohort 3 participant
- National Council of University Research Administrators (NCURA) volunteer
- NCURA Professional Development Committee member, 2-year term
- NCURA Online Articles Committee member, 2-year term
- Federal Demonstration Partnership (FDP) working group member for foreign subaward template
- FDP Subaward Template and Guidance Committee member
- FDP Subaward Delays working group member
- FDP Data Use Agreement within Subawards working group member
- RAPPORT working group Lead (Subaward subcommittee)
- Huron working group member for subaward improvement initiative

Certifications

Certified Research Administrator (CRA), Research Administrators Certification Council, expiration June 30, 2024

EDUCATION

SUNY Empire, Saratoga, NY (2009 – 2011) – Business and Economics

Carnegie Mellon University, Pittsburgh, PA (2007 - 2009) – Accounting and Ethics

SUNY Farmingdale, Farmingdale NY (2002 -2004) – Psychology

Herkimer County Community College, Herkimer, NY (1999 - 2001) - AAS Forensic Investigation

Massena Central High School, Massena, NY (1999)

REFERENCES AVAILABLE UPON REQUEST

TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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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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<u>see attached resume</u>			
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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: 802.898.2195

Name: Nicole Rodriguez Telephone: 802.356.2582

Frank Klum 403.398.9623

Cristy 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

TOWN OF HARTFORD
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White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
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ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ___ re-appointment to: Hartford Town Manager Selection Committee

I. APPLICANT DATA:

Name: James Wheatley

Address: 121 Autumn Drive, White River Jct., VT 05001

Telephone: (Home) 802-295-6946 (Work) _____ (Other) 802-279-3921

Email Address: wheatleyjim6@aol.com

How long have you been a Hartford resident? 17 Years

Are you a registered voter? Yes

II. EDUCATION:

High School: Chelsea Public School Year Graduated: 1998

College 1: New Hampshire Technical College Degree Earned: Associates

Course of Study: Fire Science Year: 2000

College 2: Columbia Southern University Degree Earned: Bachelors

Course of Study: Fire Service Administration Year: 2016

III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
City of Lebanon Fire Department	6/2007- Current	Captain/ Paramedic	Shift Commander
Hartford Fire Department	2/2003 - 6/2007	Firefighter/Paramedic	

IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings? I could spare 2 nights a month comfortably but would
be more available for special projects or boards with high priority.

- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I relocated to this community 17 years ago and was welcomed with open arms. I am raising a family here and appreciate what we currently have to offer. I want to insure my children have the same opportunity to live here if they wish to do so as adults. I have significant background in public safety and have a vested interest in ensuring the residents of the community are well protected and have the essential services they need and expect.

- c. What are your past experiences in Municipal, State or Federal Government? My experience is limited to local government and focuses around budget preparation and labor relations.

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

Hartford Area Career Technical Center Allied Health Advisory Board

Hartford Youth Football (Coach)

Hartford AAU Basketball (Coach and Board member)

- 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? In general the town seems to have a good plan of operation. In recent years it has been troubling to see the unrest amongst the select board and the most recent Town Managers. It is important to have open minded policymakers who can make informed data driven decisions without the emotional influence. While leadership at the administrative level is key it is also imperative that we vet department heads of each division of the town to ensure continuity of operations.

- f. What might some solutions be? Vetting the Town managers, and department heads through a standardized process. Perform task and needs analysis to see what each role requires for this community and vet individuals based on those results. Personal and professional standards and accountability.

- g. Other hobbies/interests: _____

V. REFERENCES: (Please list three)

Name: Chris Christopoulos

Telephone: 603-252-8810

Name: Andrew White

Telephone: 603-252-0846

Name: Scott Hausler

Telephone: 603-504-5024


APPLICANT'S SIGNATURE

5/15/20
DATE



AGENDA MEMORANDUM

May 26, 2020

Town Selectboard Meeting Item: 2.b

Submitted by: Brannon Godfrey, Town Manager

Subject: Social Media Discussion

Background: Chair Dan Fraser requested this item be placed on the agenda, if needed, for continued discussion begun at the May 19 meeting. Cross-posting of Town announcements from the Hartford Town Hall – Authentic Page of the Municipality Facebook page is limited to other official Town Facebook pages.

Discussion: To be determined.

Financial Impact: N/A

Recommendation: To be determined.



Town Manager



AGENDA MEMORANDUM

May 26, 2020

Town Selectboard Meeting Item: 2.c

Submitted by: Brannon Godfrey, Town Manager

Subject: COVID-19 Update

Background: Chair Dan Fraser requested this item be placed on the agenda, if needed. The ad hoc Hartford Committee on Coronavirus Response did not meet on May 22.

Discussion: The Town Manager will brief the Selectboard on updates with regard to Town Hall operations and business sector accommodations. The Selectboard may want to discuss the conduct of future public meetings by a hybrid of in-person and Zoom.

Financial Impact: N/A

Recommendation: To be determined.



Town Manager

Attachments: Vermont Agency of Commerce and Community Development May 20, 2020
Update on Work Safe Additions to the Be Smart, Stay Safe Order

STATE OF VERMONT

Agency of Commerce and Community Development

 SEARCH[NEWS \(/NEWS\)](#)

UPDATE ON NEW WORK SAFE ADDITIONS TO THE BE SMART, STAY SAFE ORDER

MEMO

FROM: Lindsay Kurrle, Secretary, Agency of Commerce and Community Development
TO: Vermont Businesses and Employers
DATE: **May 20, 2020 || Modifications and new sections are in red.**
RE: Update 8 – New Work Safe Additions to the Be Smart, Stay Safe Order

In the days and weeks to come we will work to restart Vermont's economy in the wake of COVID-19. Understanding the need to restart the economy as soon as possible and improve our overall social wellbeing, we cannot allow for a resurgence of COVID-19 that would undermine or lose the important public health outcomes achieved to date. Our work to transition Vermont out from under the Stay Home order swiftly and responsibly will take just as much effort and goodwill as we have all expended in recent weeks. Working closely with the Health Department, the State Emergency Operations Center, and dedicated professionals across State government, we have developed, and will continue to refine, critical steps to ensure the health and safety of Vermonters and the continuity of our healthcare system.

As we move forward, **businesses and employees must understand that how they work is essential to resuming and maintaining business operations.** Preventing outbreaks and limiting the spread of COVID-19 is the only way to avoid future business and social disruption. The success of this phased restart will depend in large part on the ability of employers and employees to adhere to the public health, safety, and social distancing measures essential to limiting the spread of illness.

To that end, the following is required of all businesses currently operating and those re-started:

MANDATORY HEALTH & SAFETY REQUIREMENTS FOR ALL BUSINESS, NON-PROFIT & GOVERNMENT OPERATIONS

All businesses must follow Vermont Department of Health and CDC guidelines:

[MENU](#)

- Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell).
- Employees must observe strict social distancing of 6 feet while on the job. Businesses and non-profit or government entities shall ensure customers observe strict social distancing of 6 feet while on location, to the extent possible.
- Limit the occupancy of designated common areas, such as break rooms and cafeterias, so that occupants maintain strict social distancing of no less than 6 feet per individual. The employer shall enforce the occupancy limit and require employees to wipe down their area after use or shall ensure cleaning of the common areas at regular intervals throughout the day.
- Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask. Businesses and non-profit and government entities may require customers or clients to wear masks.
- Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization is required frequently including before entering, and leaving, job sites.
- All common spaces (when open) and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned regularly *and*, when possible, prior to transfer from one person to another, in accordance with [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911) (https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911).
- Prior to the commencement of each work shift, pre-screening and health survey shall be required to verify each employee has no symptoms of respiratory illness (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new loss of taste or smell). At the present time non-contact thermometers are in short supply, however employers shall immediately order, and use their best efforts to obtain, thermometers in order to conduct routine temperature checks.
- Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.
- When working inside, open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space.
- No more than 2 people shall occupy one vehicle when conducting work.

- No symptomatic or COVID-19 positive workers are allowed on site and any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.
- All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance. This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.
- All business, non-profit and government operations must use remote work whenever possible.
- All employees, including those already working (except healthcare workers, first responders, and others already trained in infection control, personal protection/universal precautions), must complete, and employers must document, a training on mandatory health and safety requirements as provided by VOSHA, or another training program that meets or exceeds the VOSHA-provided standard. Employers who need translations of the training have one week from the release of the translated training to complete this requirement.
- All businesses that have been closed for 7 or more days during the state of emergency must complete and keep on file a reopening and training plan (businesses with fewer than 10 employees at any physical location are not required to create such a plan, however, they must follow all other guidelines and employees must take the VOSHA training). VOSHA and the Agency of Commerce and Community Development have provided a template at accd.vermont.gov/covid-19/business/restart (<https://accd.vermont.gov/covid-19/business/restart>). The plan must, at a minimum:
 - Adopt a phased approach to reopening which provides sufficient opportunity to operate first in a low density and low contact environment before making the incremental changes needed to accommodate more moderate density activity while continuing to maintain health and safety.
 - Update physical and administrative safety systems to accommodate COVID-19 VDH/CDC/VOSHA guidelines, health monitoring, including temperature checks, cleaning and sanitizing methods and physical distancing measures.
 - Take appropriate measures to protect employees at greater risk of contact by virtue of their occupational role or setting.
 - Businesses with fewer than 10 employees at any physical location are not required to create such a plan, however, they must follow all other health and safety guidelines above including taking [VOSHA training](https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha) (<https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha>).

- For all mass transit CUSTOMERS/ RIDERS (in addition to the mandatory requirement for operators and staff) face coverings are mandatory on public transit conveyances and in stations and terminals.

ADDITIONAL HEALTH AND SAFETY CONSIDERATIONS FOR ALL BUSINESS, NON-PROFIT AND GOVERNMENT OPERATIONS

- Use of shared workspaces, desks, offices, etc. is discouraged to the maximum extent practicable.
- Face-to-face staff meetings should be limited, and physical distancing must be observed.
- Consider staggered work shifts, break times, etc. and expanding hours to reduce number of individuals working together and reduce contact with members of the public.
- To the extent possible, provide access to hand washing and/or hand sanitizer for vendors, and customers.
- Limit staff travel between multiple sites.
- Ensure a safe process to receive supplies and deliveries.
- Consider accommodations for employees at higher risk from COVID-19 infection (as currently defined by the CDC) to work remotely or have a job tasks that minimize public interaction.

BUSINESS CUSTOMER & GENERAL PUBLIC MASK USE

Customers, and the public in general, are encouraged to wear face coverings any time they are interacting with others from outside their household. Businesses may require customers to wear facial coverings over nose and mouth.

CROSS STATE TRAVEL

Commuter (day trip) traffic to and from Vermont by those who travel daily between Vermont and adjacent states is authorized for essential travel (e.g. essential work, healthcare, groceries) and currently authorized daily work, family visitation, or recreation. **Travel to and from Vermont from outside the daily commuting area AND by those who do not travel to and from adjacent states daily is currently restricted and subject to mandatory quarantine upon arrival in Vermont.**

Those participating in essential work or currently authorized work that requires an overnight stay may utilize the state's lodging, camping and short-term rental properties if the individual self-certifies upon arrival that they are authorized to work in Vermont, have not been in contact with someone with COVID-19 in the past 24 hours, and have not experienced COVID-19-like symptoms in the past 24 hours including a fever above 100.4 F, chills, muscle pain, sore throat, headache or new loss of taste or smell.

Leisure travel to Vermont – either for the day or overnight – remains prohibited unless the traveler self-quarantines for 14 days upon arrival.

For more information about how to quarantine, visit the Vermont Department of Health's [quarantine chart](https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine_final.pdf) (https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID-19-chart-observation-isolation-quarantine_final.pdf).

PHASED RESTART

Operations deemed “essential” may continue to operate under pre-existing guidance with the addition of the mandatory health and safety requirements above.

To safely reopen certain operations impacted by the COVID-19 outbreak and not defined as essential, Governor Scott has directed the Agency of Commerce and Community Development - in consultation with the Department of Health and the Department of Public Safety – to authorize, **subject to mandatory health and safety requirements listed above and additional sector specific guidance below**, the following:

1.1 Outdoor Businesses

- Those who exclusively or largely work outdoors (such as landscaping, painting, parks maintenance, recreation maintenance, delivery work, etc.) may resume operations with a maximum of 10 (ten) total workers per location/job.
- Supporting services that were not previously deemed essential may resume operations with the minimum number of employees necessary to support curbside pick-up and delivery services; adherence to the mandatory health and safety requirements or when appropriate; and compliance with retail guidance in 5.1.

1.2 Low or no contact professional services

- Services operating with a single worker or small office environments (such as appraisers, realtors, municipal clerks, attorneys, property managers, pet care operators, and others) may operate if they can comply with the mandatory health and safety requirements listed above, with no more than **10** persons (service provider and client) present at one time.
- **Remote work is required whenever possible.**
- **Operators must maintain a log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.**

2.1 Libraries (clarifying guidance)

- Libraries may operate only by allowing for curbside pickup for lending in accordance with guidance issued by the Department of Libraries (<https://libraries.vermont.gov/covid19/curbsideguidelines>).

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- Only the minimum number of employees necessary to support curbside pick-up and delivery services are allowed at any one location.

2.2 Farmers Markets

- Farmers markets may open using limited in-person operations to ensure consumer access to quality, healthy food if:
- They adhere to all municipal ordinances and rules and their local municipality agrees to allow opening.
- Markets must significantly alter their business practices to eliminate crowds and reduce contact between vendors and customers including a temporary transition away from shopping and social events to primarily a food distribution system.
- Markets are directed to use a “pre-order, local food pick-up” model and to follow any [additional guidance issued by the Agency of Agriculture, Food and Markets \(https://agriculture.vermont.gov/agency-agriculture-food-markets-news/new-farmers-market-guidance-updated-may-5\)](https://agriculture.vermont.gov/agency-agriculture-food-markets-news/new-farmers-market-guidance-updated-may-5).

3.1 Manufacturing, Construction, and Distribution Operations

- Manufacturing, construction, and distribution operations that ceased operations for more than seven days during the state of emergency may restart with as few employees as necessary to permit full operations while maintaining compliance with the **mandatory health and safety requirements** above, and:
 - Interior residential construction may occur in uninhabited structures, adhering to social distancing standards, with the minimum workers necessary while workers maintain social distance between them whenever possible.

4.1 Outdoor Recreation and Fitness

Vermonters are encouraged to participate in outdoor recreation and fitness activities, while limiting themselves to those activities that can be enjoyed while adhering to social distancing and hygiene requirements, and which require low or no physical contact with anyone outside their immediate household. This includes, but is not limited to biking, hiking, walking, running and other outdoor fitness activities; golf, tennis, skate parks and other outdoor no-contact sports; horseback riding, boating and paddle sports, fishing, hunting, photography and nature walks.

- These opportunities are for Vermont residents, and those who have met the minimum 14-day quarantine requirement. Visitors from other states, and countries, are still being asked not to come to Vermont. If they do they are required to self-quarantine for at least 14 days after arriving in Vermont before engaging in any activities.

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- Vermonters shall limit outdoor recreation and fitness activities to in-state opportunities. Vermonters are encouraged to pursue day trips close to home, however are no longer being asked to limit outings to within 10 miles of their homes. Any individual returning to, or traveling to, Vermont from another state or country for non-essential reasons continues to require 14-days of self-quarantine before engaging in any activities.
- Vermonters participating in outdoor recreation activities that are not physically strenuous are encouraged to wear face coverings over their nose and mouth when in the presence of others. Masks may be removed for strenuous activities and exercise.

Nothing in these guidelines should be interpreted to override the need to continue to observe requirements for use of trails or property. For instance: mud season limitations on the use of trail networks; that users obtain appropriate permission from private landowners where required; and the expectation that, where needed, users will check with state or local land managers regarding conditions that remain in effect. Additional information on good etiquette and safe practices for outdoor recreation is available at: fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19 (<https://fpr.vermont.gov/recreation/outdoor-recreation-and-covid-19>) and vtfishandwildlife.com/outdoor-recreation-and-covid-19 (<https://vtfishandwildlife.com/outdoor-recreation-and-covid-19>).

4.2 Outdoor Recreation Businesses, Facilities and Organizations

Businesses, facilities and organizations which support or offer outdoor recreation and fitness activities that require low or no direct physical contact may return to operation under *all* applicable health and safety requirements established in Governor's Emergency Order. These include, but are not limited to state and municipal parks, recreation associations, trail networks, golf courses, big game check stations, and guided expeditions. In addition, organizations, businesses and facilities catering to outdoor activity must adhere to the conditions set forth below:

- Require an “arrive, play and leave” mentality. Groups may not gather before or after activities (no tailgating, etc.).
- Implement measures, including signage and registration processes, that reinforce parks, facilities, trails, etc. are only open to Vermonters and those who have met the 14-day quarantine requirement.
- Implement measures, including signage, discouraging contact sports and games. For example, outdoor basketball courts may be open to “shoot hoops,” but full contact games should be discouraged.
- Eliminate services or transactions that result in touch points and/or staff-customer interactions that are not absolutely necessary. This includes prioritizing credit card, telephone and electronic payment; cash transactions may only be accepted as a last resort.

- Reduce high contact surfaces and common areas, including closing waiting areas, removing picnic tables, closing play structures, and offering only rental equipment that can and will be thoroughly disinfected between users.
- Close indoor facilities (such as lobbies, pro-shops and other small retail operations, bars and restaurants), and only deliver services curbside, outdoors, or via online portals.
- Limit gatherings of people to 10 or less. Large outdoor facilities such as trail networks and municipal parks may have more than 10 people in them as long as there are no large gatherings in any one distinct portion of the facility exceeding 10 people.
- Restroom facilities may only be opened if they can be regularly cleaned and disinfected per CDC guidelines.
- These opportunities are for Vermont residents, and those who have met the minimum 14-day quarantine requirement. Visitors from other states, and countries, are still being asked not to come to Vermont. If they do they are required to self-quarantine for at least 14 days after arriving in Vermont before engaging in any activities.
- Organized sporting events and spectator events are not permitted at this time.
- Pools and beaches may open if they can comply with this guidance.
- Golf courses shall follow the reopening plans available at accd.vermont.gov/covid-19/business/restart (<https://accd.vermont.gov/covid-19/business/restart>).

5.1 Retail Operations (Effective May 18, 2020)

- Non-essential retail operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater. Operators must POST their temporary occupancy limit, and which method was used to determine it, prominently on all entrances. Posting templates are available at accd.vermont.gov.
- Cashless/touch-less transactions are strongly preferred.
- Curbside pickup remains the preferred method of operation. When possible, retailers should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.
- Yard sales and garage sales may occur at private residences with 10 or fewer people present at any one time.

5.2 Drive-In Operations

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Drive-in operations including, but not limited to, movie theaters, restaurants, religious services, graduation ceremonies, and other gatherings may occur subject to the mandatory health and safety guidance above and:

- Vehicles must be spaced a minimum of 6 (six) feet apart.
- No gatherings outside vehicles are allowed.
- Cashless/touch-less transactions are strongly preferred.
- Restrooms on site must be cleaned and sanitized regularly.
- Any concessions on site must be done via takeout or delivery or pursuant to any future food service guidance.

6.1 Lodging, Campgrounds and other Accommodations

- Lodging operations, short-term rentals, campgrounds and marinas **may accept overnight reservations from Vermont residents, those who have met the 14 day quarantine requirement, and those participating in essential work or currently authorized work under the Agency of Commerce and Community Development's guidance or the original Stay Home, Stay Safe Executive order.** Operators may require a copy of a Vermont driver's license or a [signed document from the guest\(s\) attesting they meet the quarantine requirement \(https://accd.vermont.gov/content/be-smart-stay-safe-certificate-of-compliance\)](https://accd.vermont.gov/content/be-smart-stay-safe-certificate-of-compliance).
- **Guests must complete their self-quarantine in Vermont before arriving at a lodging property, accommodation or short-term rental.**
- Multi-room lodging operations and campgrounds may book a maximum of **25% (twenty-five percent)** of rooms or sites for non-residential lodging (e.g. those who are not semi-permanent/seasonal residents – including housed AHS clients, essential workers, etc. - which are excluded from the calculation). Ensure separation to the greatest extent possible. Standalone cabins, cottages, and short-term rentals are excluded from this requirement.
- All lodging and camping operations with more than 10 (ten) employees must complete and keep on file a reopening and training plan. VOSHA and the Agency of Commerce and Community Development have provided a template at [accd.vermont.gov/covid-19/business/restart \(https://accd.vermont.gov/covid-19/business/restart\)](https://accd.vermont.gov/covid-19/business/restart).
- Check-in/out should be done via phone or electronic means to the greatest extent possible.
- All guests must complete a health questionnaire, which could be completed via phone or electronic means such as email, upon check-in. Any guests that exhibit signs of illness or COVID-19 symptoms upon arrival may not be allowed to check in. If symptoms begin during their stay must

asked to leave and return home if possible. If departure is not possible, guests must self-isolate for the remainder of their stay and the Vermont Department of Health must be contacted immediately.

- A room or accommodation must be thoroughly cleaned in accordance with CDC guidelines before another guest may use the accommodation.
- Operators must ensure there are no gatherings of more than 10 people on the property.
- Only one party should use an elevator at any given time.
- Amenities (game rooms, fitness rooms, etc.) may only be open if they are cleaned and sanitized between guest usage and are managed to restrict access to 10 or fewer individuals, including employees and social distancing can be maintained.
- Food service may only be offered as take out or delivery or in compliance with current restaurant guidance.
- Direct contact services (such as check-in, bell, valet, housekeeping, etc.) must be limited to the greatest extent possible. Cashless / touchless transactions are strongly preferred.
- Operators must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

7.1 Restaurants - Outdoor Dining (effective 5/22)

- Reservations or call ahead seating is required.
- Ordering via phone or electronic means is preferred.
- Takeout service rather than table side delivery of food is preferred.
- Cashless/touch-less transactions are strongly preferred.
- Tables must be spaced a minimum of 10 feet apart.
- Members of only 2 households and 10 total people may be seated at the same table.
- Operators must limit the total number of customers served/seated at one time to 50 or their maximum licensed seating capacity, whichever is less.
- Disposable menus are required.
- Disposable/single use condiment packets are encouraged. Multi-use condiments and all other items for general use must be cleaned and sanitized between customers.

- Operators must maintain an easily accessible log of customers and their contact information for 30 days in the event contact tracing is required by the Health Department.

If your business or circumstance does not meet these criteria, additional guidance will be forthcoming.

For additional information visit <https://accd.vermont.gov/covid-19/business/restart>
(<https://accd.vermont.gov/covid-19/business/restart>).

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