



**TOWN OF HARTFORD  
SELECTBOARD AGENDA**

Tuesday, June 30, 2020, 6:00pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

Selectboard meetings will resume in Town Hall with required distancing, total capacity of 25 persons (public body, staff and public), required COVID-19 screening for admission, and mask-wearing.

This meeting is livestreamed on <https://www.youtube.com/user/catv810> – click “live now”

**I. Call to Order the Selectboard Meeting**

**II. Pledge of Allegiance**

**III. Local Liquor Control Board**

1. Proposed Liquor Control Policy Amendment

**IV. Order of Agenda**

**V. Selectboard**

1. **Public, Selectboard Comments and Announcements**

2. **Appointments:** Interview Selectboard Applicants

- a. Emma Behrens
- b. F.X. Flinn
- c. Jeffrey McDonough

3. **Town Manager’s Report:** Significant Activity Report ending June 29, 2020.

4. **Board Reports, Motions & Ordinances:**

- a. Financial Report for April & May 2020 (Information Only)

- b. Cornerstone Community Center – VDCP Planning Grant Discussion (Information Only)
- c. 2020 Series – Vermont Bond Bank (Motions Required for 1, 2 & 3)
  - 1) Bond Resolution and Certificate
  - 2) Municipal Tax Certificate
  - 3) Loan Agreement
- d. Transfer Station Options Cost Comparison (Information only)
- e. Paving Bid Award (Motion Required)
- f. Aggregate & Winter Sand Bid Award (Motion Required)
- g. Chloride Bid Award (Motion Required)
- h. Authorize Town Manager to Execute Quit Claim Deed for 53 s.f. Boundary Line Adjustment to Four Eyes LLC, 155 Maple Street. (Motion Required)
- i. Updates and Recommendations from Ad Hoc Committee on Coronavirus Response Regarding Mask-Wearing Inside Businesses (Motion Required)
- j. Prospects for a Permitted Encampment for Homeless Persons (Information Only)

#### **VI. Commission Meeting Reports:**

#### **VII. Consent Agenda (Motion Required)**

Approve Payroll Ending: 6/27/2020  
Approve Meeting Minutes of: 6/16/2020 and 6/19/2020  
Approve A/P Manifest of: 6/26/2020 & 6/30/2020  
Selectboard Meeting Dates of:  
Already Approved: 7/2, 7/14 and 7/28

#### **VIII. Executive Session:**

- 1. Discussion of the appointment of a town manager under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes.
- 2. Discussion of the appointment of a Selectboard member to fill the vacant seat under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes.

#### **IX. Appointment to fill the vacant Selectboard seat (Motion Required)**

**X. 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

June 30, 2020

Local Liquor Control Board Item: III.3

Submitted by: Brannon Godfrey, Town Manager

**Subject:** Update on Proposed Amendment to Town of Hartford Liquor Control Policy

**Background:** The existing Town of Hartford Liquor Control Policy and application process requires applicants to list a complete history all charged violations by licensees, directors, owners, stockholders or for Liquor/Tobacco License Violations including on licensee's premises and/or against employee. In March, the Hartford Local Liquor Control Board (LLCB) discussed the timeframe the violations should cover.

On April 28, the Town Clerk drafted a policy revision that would require new applicants to provide only a 3-year history of charged violations, and 18-month history for licenses renewals. The Local Liquor Control Board (LLCB) requested a review and comments of the proposed policy from former Selectboard Vice Chair Dick Grassi and Police Chief Kasten.

In a phone call with Dick Grassi on June 9, he advised that the thinking of the LLCB at the time the policy was drafted was that it was best to have applicants submit charges without time limits because there may be relevant charges of any age. He said that by requesting the full history, the LLCB would have the discretion to determine what charges were relevant when the license application is under their review. Otherwise, by prescribing defined time limits for listing charges, the LLCB may not be aware of all relevant charges. Chief Kasten was agreeable to the time limits on the history of charges, and clarified a question about the system check on charges.

**DISCUSSION:** On June 16, the LLCB discussed the policy revision in consideration of these recommendations. After discussion, the LLCB directed staff to bring back a revised Policy for adoption on June 30 that: 1) leaves unlimited by time the requirement for new license applicant to list the history of charged violations, excluding any while under the age of 18; and 2) sets a limit of three (3) years that renewal applicants must list the history of charged violations, excluding any while under the age of 18.

**Financial Impact:** None

**Recommendation:** Approve the revised policy.

  
Town Manager

**Attachments:** Proposed Amendment to Selectboard Policy #3: Liquor Control Policy and Procedures





## **Town of Hartford, Vermont**

### **SB Policy #3: Liquor Control Policies and Procedures**

In its capacity as the Local Liquor Control Board (LLCB), as established by 7 V.S.A. §166, The Town of Hartford Selectboard establishes these policies and procedures associated with approval of Vermont Department of Liquor Control (VDLC) applications, including, but not limited to, new and renewing Liquor Licenses, Outside Consumption Licenses, Requests to Cater, Art Gallery Permits, Bookstore Permits, Special Event Permits, and Festival Event Permits.

#### **SECTION I- Processing of New Applications:**

##### **First Class, Second Class Liquor License, Caterers License, Outside Consumption License:**

- a) New applications will be submitted to the Town Clerk with the appropriate fees payable to the Town of Hartford and/or the Vermont Department of Liquor Control (VDLC).
- b) Requests for Outside Consumption Licenses (New/Renewal) must be accompanied by a sketch of the defined outside area. Sketch must also include location of exits, location of bathrooms, and location where alcohol is being served (bar area). Application must include a history of: 1) any violations a licensee, director, owner, stockholder has been charged with (excluding any charged while under the age of 18) AND 2) a list of ALL LIQUOR/TOBACCO License Violations on premises and/or charges against employee, etc.
- c) The Town Clerk will scan and email the application to the Hartford Police and Fire Department. The Hartford Police Department will conduct a background check on all \*applicants listed on the application and make recommendation (*\*Applicant is defined as the individuals and the Limited Liability Company or Corporation or other entity listed on the application. Additional fees apply to cover the cost of background checks*) The Hartford Fire Department will conduct a fire inspection of the establishment. If the establishment passes the fire inspection, the Hartford Fire Department will forward a copy of the inspection report to the Hartford Town Clerk's office to be filed with the application.
- d) Upon approval by the Hartford Police and Fire Departments, the Town Clerk will deliver a copy of the application to the Town Manager's Office for consideration at the next regularly scheduled meeting of the Selectboard, LLCB. New License applicants will be

required to attend the Selectboard, LLCB meeting. The Town Clerk's Office will notify the New License applicants of the Selectboard, LLCB meeting date that pertains to their application. Renewal applicants with violations during the previous license period must also appear before the Selectboard, LLCB.

- e) The Selectboard acting as LLCB will review the applications and interview the applicants. Upon completion of the interview and application review, the Selectboard, LLCB may take action on the application before them.
- f) If approved by the Selectboard, LLCB, the Town Clerk will sign the application and mail it to VDLC, along with the required fees paid by the applicant.

## **SECTION II - License Renewals:**

Liquor Licenses run from May 1st through April 30th, and are generally renewed in the first few months of the calendar year.

- a) Upon receipt of the renewal applications via email :from VDLC, the Town Clerk will print out the applications and any additional information necessary to send to the applicants, and mail the renewals and support materials to the applicants by January 31st each year, or as soon thereafter as practically possible. **Renewal applications must include a 3-year history of: 1) any violations a licensee, director, owner stockholder has been charged with (excluding any charged while under the age of 18) AND 2) a list of ALL LIQUOR/TOBACCO License Violations and/or charges against employee, etc.** Renewal applications must be returned by the deadline established by the Town Clerk to ensure there are no delays in the licensing process.
- b) Once received, the Town Clerk will scan and email the applications to the Hartford Police and Fire Department. The Hartford Police Department will conduct a background check on all \*applicants listed on the application and make recommendation to the Town of Hartford Selectboard, LLCB. (*\*Applicant is defined as the individuals and the Limited Liability Company or Corporation or other entity listed on the application. Additional fees apply to cover the cost of background checks.*) The Fire Department will conduct annual fire inspections of any establishment at which an assembly of 50 or more people is a usual occurrence. If the establishment passes the fire inspection, the Hartford Fire Department will forward a copy of the inspection report to the Town Clerk's office to be filed with the applications. If the establishment does not typically hold assemblies of 50 or more people, the Hartford Fire Department may choose to inspect the property on a biennial basis rather than yearly.
- c) Upon approval by the Hartford Police and Fire Departments, the Town Clerk will provide to the Town Managers Office a listing of all applicants and a copy of the licenses to the Selectboard for consideration at the next regularly scheduled meeting.

- d) At the Selectboard LLCB meeting, the Selectboard will review the applications and may choose to interview the applicants as necessary. Upon completion of the review and interview process (if conducted), the Selectboard LLCB may take action on the applications before them. Renewal applicants with violations during the previous license period must also appear before the Selectboard, LLCB.
- e) If approved by the LLCB, the Town Clerk will sign the applications and mail to VDLC, along with the required fees.

**SECTION III - Processing of Requests to Cater Permits, Art Gallery Permits, Book Store Permits, Special Event Permits, & Festival Event Permits:**

- a) The application will be submitted to the Town Clerk with the appropriate fees payable to the Town of Hartford and/or the Department of Liquor Control (VDLC). All applications must be accompanied by a sketch defining the area. Sketch must also include location of exits, location of bathrooms, and location where alcohol is being served (bar area).
- b) The Town Clerk will review the application to ensure the applicant has valid Liquor or Caterers License and/or a valid Certificate from the (VDLC) along with the required documentation. If the applicant meets the above stated requirements, the Town Clerk will send the application to the Town Manager for consideration.
- c) The Selectboard, LLCB authorizes the Town Manager to use sole discretion to approve or disapprove Request to Cater, Art Gallery Permit, Book Store Permit, Special Event Permit, and Festival Event Permit applications based upon the information provided within the permit/application. Applicant has the right to appeal decisions made by the Town Manager. Final decisions will be made by the Selectboard, LLCB at the next regularly scheduled Selectboard, LLCB meeting.
- d) Once approved, the Town Clerk will sign and mail the application to the VDLC along with the required fee. The Town Clerk will provide a copy of approved applications to the Hartford Police/Fire Department and the Town Managers Office for information at the next regularly scheduled meeting of the Town of Hartford Selectboard, LLCB.

This policy is effective upon passage by the Town of Hartford Selectboard, acting as the Local Liquor Control Commission.

Adopted by the Town of Hartford Selectboard on the 28<sup>th</sup> of April, 2020.

\_\_\_\_\_  
Dan Fraser, Selectboard Chair

\_\_\_\_\_  
Alicia Barrow, Selectboard Member

\_\_\_\_\_  
Simon Dennis, Selectboard Vice Chair

\_\_\_\_\_  
Joe Major, Selectboard Member

\_\_\_\_\_  
Kim Souza, Selectboard Clerk

\_\_\_\_\_  
Alan Johnson, Selectboard Member

Attest:

\_\_\_\_\_  
Lisa O’Neil, Town Clerk, Hartford, Vermont

Emma Behrens  
17 Victory Circle, Apt. A  
White River Junction, VT  
05001

Dear Hartford Selectboard,

It is with great pleasure that I write to you to express my interest in the Selectboard vacancy. I grew up in Strafford, Vermont, studied marketing and public relations at Ithaca College and then moved to Los Angeles for a job in public relations and event planning for films and TV shows. Despite my time on the West Coast, my heart was always in Vermont. In 2018, I moved back and began working at the Quechee Inn at Marshland Farm. I have a strong desire to improve our town and believe serving the people of Hartford on the Selectboard is an effective way to do this. As a born and raised Vermonter, and a young woman in Hartford, it is important to me to help this community continue to grow and flourish while remaining attractive to young professionals.

One of my greatest concerns following COVID-19, after keeping our community safe, is helping our small businesses to bounce-back. First Fridays are such a wonderful thing for the local economy and a tremendous boost to the WRJ foot traffic. I would love to find ways to continue those safely. There has also been a huge increase in the demand for local food amidst this crisis. Creating a weekly Farmer's Market in WRJ would boost foot traffic for the local stores, provide an opportunity for small businesses to reach new customers and help our community get fresh, local food.

As a manager at the Quechee Inn at Marshland Farm, I've seen first-hand how devastating the pandemic is to tourism and hospitality. Hartford is located off the 2<sup>nd</sup> most traveled tourist corridor in Vermont, and yet we see substantially fewer tourists than nearby Woodstock or Hanover. Those travelers that do visit Hartford stop at the Quechee Gorge but few make the trip into White River Junction or beyond. The character of our town speaks for itself so I believe that with increased advertising, we can help Vermont visitors add a stop in Hartford into their itinerary.

In order for the town to grow and prosper, we must also make sure that Hartford remains an appealing place for young people to live. A large part of that means ensuring affordable properties for these people to live. However, it's also important to cultivate a vibrant and diverse downtown with opportunities to work and socialize. This is in some ways a circular issue; vibrant businesses attract invested new residents and these residents in turn support our businesses.

Community development is a passion of mine and I'm grateful for the opportunity to serve on the Hartford Selectboard beside other individuals committed to the wellbeing of our town. If you have any questions, don't hesitate to reach out to me at (802) 333-0035 or [Emma@Behrens.net](mailto:Emma@Behrens.net). I appreciate your time and consideration.

Best,  
Emma Behrens  
17 Victory Circle

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: The Selectboard of the Town of Hartford, Vermont

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**I. APPLICANT DATA:**

Name: Emma Behrens

Address: 17 Victory Circle, Apt. A, White River, Vermont, 05001

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Telephone: (Home) (802) 333-0035 (Work) \_\_\_\_\_ (Other) \_\_\_\_\_

Email Address: emma@behrens.net

How long have you been a Hartford resident? 1 year

Are you a registered voter? Yes

**II. EDUCATION:**

High School: Hanover High School Year Graduated: 2012

College 1: Ithaca College Degree Earned: BS

Course of Study: Integrated Marketing Communications, Minor in Sociology 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
<u>-The Quechee Inn at Marshland Farm, Feb. 2019-Present, Sales and Catering Manager, Duties include: event planning, marketing, logistics</u>			

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<u>-LTLA Communications, July 2016-March 2018, Junior Publicist, Duties included: organizing events and securing press coverage to help our clients on their campaign for the Academy Awards</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? \_\_\_\_\_

With advance notice, I can generally be available for an evening meeting on any night of the week. Fridays and Saturdays are often difficult for me though because I plan weddings and events and am needed to coordinate their rehearsals and receptions.

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

I have nothing but love for this sweet little town and have a strong desire to make it stronger, better and kinder. My skills as an event planner allow me to focus on the big picture without losing sight of the small details. I value community development and would love to organize events with this mission. Additionally, my training and work at WISE has made me a compassionate advocate for those members of our community facing violence in their life. Our community is only as strong as our most vulnerable members.

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

I haven't worked in Government in the past. My experience is limited to voting for people and causes I supported.

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

WISE (Upper Valley) - Crisis Line Volunteer - 2019-Present

Ithaca College Students Today, Alumni Tomorrow (Ithaca, NY) - President - 2012-2016

NCCT Community Theater (Upper Valley) - Board Member and Teen Co-President - 2009-2012

- 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? \_\_\_\_\_

One of my biggest concerns following COVID-19 is helping the small businesses in the area recover.

- f. What might some solutions be? \_\_\_\_\_

First Fridays are such a wonderful thing for the local economy and a tremendous boost to the WRJ foot traffic. I would love to find ways to continue those safely. There has also been a huge increase in the demand for local food amidst the crisis.

~~Creating a weekly Farmer's Market in WRJ would both boost foot traffic for the local stores, provide an opportunity for small businesses to reach new customers and help our community get fresh, local food.~~

- g. Other hobbies/interests: \_\_\_\_\_

My partner and I love exploring New England waterfalls, sampling Vermont breweries and eating at local diners.

#### V. REFERENCES: (Please list three)

Name: Stacey Glazer, volunteer coordinator at WISE

Telephone: (802) 785-2415

Name: Barb Masteller, aunt & friend

Telephone: (802) 333-9640

Name: Rick Trahan, innkeeper at the Quechee Inn

Telephone: (802) 295-3133

  
APPLICANTS SIGNATURE

6/24/2020

DATE

# ADVISORY BOARD/COMMISSION APPLICATION

## I. APPLICANT DATA:

Are you a registered voter? Yes

## II. EDUCATION:

Course of Study: \_\_\_\_\_ Year: \_\_\_\_\_

### III. WORK HISTORY:



#### 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 familiar with the duties of a member of the Selectboard and am willing to perform them

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

\_\_\_\_\_ It is important that the Selectboard has a full complement of members. I am well versed in town matters and will not require any time to get up to speed.

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

\_\_\_\_\_ Hartford Justice of the Peace for most years 2001-present except 2012-2014 when as Selectboard member serving as Vice-Chair. Also chaired Town Meeting Committee 2011-2012, 2015-2018

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

\_\_\_\_\_ Town of Hartford Delegate to ECFiber Governing Board; currently serving as 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? \_\_\_\_\_

\_\_\_\_\_ Housing and good jobs

- f. What might some solutions be? \_\_\_\_\_

\_\_\_\_\_ We need to be thinking ahead and laying the groundwork now for a future in which living and working in Vermont is perceived to be highly desirable. The pandemic has made this clear; climate change will crystalize it.

- g. Other hobbies/interests: \_\_\_\_\_ Astronomy, Golf and Genealogy

#### V. REFERENCES: (Please list three)

Name: \_\_\_\_\_ Rebecca White Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Kevin Raleigh Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Bill Mann Telephone: \_\_\_\_\_



6/22/2020

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 X appointment(s) or \_\_\_ re-appointment to: Selectboard

**I. APPLICANT DATA:**

Name: Jeffrey McDonough

Address: 133 Colonial Dr. Unit 506, White River Junction, VT 05001

Telephone: (Home) 317-480-0912 (Work) \_\_\_\_\_ (Other) \_\_\_\_\_

Email Address: jef.mcdonough@gmail.com

How long have you been a Hartford resident? 2 years

Are you a registered voter? Yes

**II. EDUCATION:**

High School: Bay High, Bay Village, OH Year Graduated: 2000

College 1: Cleveland State University Degree Earned: BA

Course of Study: Linguistics Year: 2009

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>King Arthur Flour</u>	<u>3/2018-5/2020</u>	<u>Business Analyst</u>	<u>Reports, visualizations, training</u>
<u>EY (Formerly Ernst &amp; Young)</u>	<u>9/2015-11/2017</u>	<u>Business Analyst</u>	<u>Process improvement analysis</u>
	<u>10/2013-9/2015</u>	<u>Data Analyst</u>	<u>Tax credit reports, SQL, C#, VBA</u>
	<u>7/2012-10/2013</u>	<u>Call center lead</u>	<u>Management, QA, Reporting, Scheduling</u>
	<u>2/2012-7/2012</u>	<u>Customer Service</u>	<u>Call center inbound agent</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? Flexible.
- 
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I've been wanting to get involved in local government because there is much to do and the work is necessary and impactful. Experienced in data and process flow analysis. Excellent problem solving skills. Consensus oriented.
- 
- c. What are your past experiences in Municipal, State or Federal Government? My experience so far has been as a citizen rather than as a public servant, but I'm excited to learn.
- 
- d. What civic or social organizations have belonged to and what positions did you hold? Toastmasters International, club 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? The economy of the next few years is going to be challenging for residents and for government budgets at all levels. This will exacerbate pre-existing issues such as the housing crunch and income inequality, and it will make it more difficult for the town to assist.
- 
- f. What might some solutions be? There may be opportunities to support businesses in the area of zoning and permits, without sacrificing environmental initiatives. Public services that many residents rely on should be protected, ideally. Communication with residents will be more important than ever. Greater social media engagement may help, and possibly updating the website.
- 
- g. Other hobbies/interests: Member of Valley Improv, photography, guitar, ukelele, hiking
- 

#### V. REFERENCES: (Please list three)

Name: Courtney Williamson Telephone: 603-686-0793

Name: Belinda Chiu Telephone: 919-323-9342

Name: Danni Babick Telephone: 469-964-8852

Jef McDonough  
APPLICANTS SIGNATURE

6/24/2020  
DATE



## **AGENDA MEMORANDUM**

**June 30, 2020**

**Town Selectboard Meeting Item: 4.a**

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

**Subject:** FY20 Financial Report Update

**Background:** This will be a briefing on the revenues and expenditures recorded through the month of May of the current fiscal year.

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

**Financial Impact:** N/A

**Recommendation:** No action required. Receive the financial report.

**Attachment:** Presentation

  
\_\_\_\_\_  
Town Manager

# Budget FY 19/20 Update

As of May 31, 2020

Board Presentation June 30, 2020

Gail Ostrout  
Finance Director

## General Fund – Notes of Interest

We are 11 months into the 2020 budget. As a whole the Town is within the expected glide path of 92%.

		Expenditures	Encumbrances	Balance		%
Budget	\$ 17,459,768	\$ 14,452,653	\$ 705,238	\$ 2,301,877		87%
Glide Path	\$ 17,459,768	\$ 16,062,987	\$ -	\$ 1,396,781		92%
Variance + / -				\$ (905,096)		

			GENERAL FUND APPROPRIATION										
			AS OF										
			May 31, 2020										
				GLIDE PATH = 92%									
	<u>FYE 19 /20</u>							<u>FYE 18 / 19</u>					
	Budget	Expended	Encumbered	Balance	% Used			Budget	Expended	Encumbered	Balance	% Used	
Selectboard	\$ 76,765	\$ 57,759	\$11,100	\$ 7,906	90%		Selectboard	\$ 68,519	\$ 55,673	\$ -	\$ 12,846	81%	
Boards & Commissions	\$ 11,218	\$ 10,283	\$0	\$ 935	92%		Boards & Commissions	\$ 10,340	\$ 9,216	\$ 1,525	\$ (402)	104%	
Manager	\$ 392,644	\$ 365,121	\$3,753	\$ 23,770	94%		Manager	\$ 482,234	\$ 439,663	\$ 329	\$ 42,242	91%	
Election	\$ 16,880	\$ 14,113	\$3,700	\$ (933)	106%		Election	\$ 24,984	\$ 21,531	\$ -	\$ 3,453	86%	
Advice & Litigation	\$ 100,000	\$ 102,628	\$0	\$ (2,628)	103%		Advice & Litigation	\$ 50,000	\$ 29,227	\$ -	\$ 20,773	58%	
Vital Statistics	\$ 181,335	\$ 161,752	\$946	\$ 18,637	90%		Vital Statistics	\$ 167,654	\$ 149,424	\$ 2,100	\$ 16,130	90%	
Municipal Offices	\$ 119,022	\$ 101,674	\$2,946	\$ 14,402	88%		Municipal Offices	\$ 116,300	\$ 102,636	\$ -	\$ 13,663	88%	
Financial Management	\$ 387,033	\$ 319,693	\$147	\$ 67,193	83%		Financial Management	\$ 368,224	\$ 308,543	\$ 4,797	\$ 54,884	85%	
Auditing	\$ 37,000	\$ 31,409	\$0	\$ 5,591	85%		Auditing	\$ 42,000	\$ 42,000	\$ -	\$ -	100%	
Valuation	\$ 184,987	\$ 159,132	\$77	\$ 25,778	86%		Valuation	\$ 200,895	\$ 188,297	\$ 786	\$ 11,812	94%	
Tax Collection	\$ 26,370	\$ 23,542	\$0	\$ 2,828	89%		Tax Collection	\$ 21,124	\$ 20,891	\$ 13	\$ 220	99%	
Information Technology	\$ 214,074	\$ 183,589	\$5,872	\$ 24,613	89%		Information Technology	\$ 161,867	\$ 128,126	\$ 5,464	\$ 28,277	83%	
Police	\$ 3,453,132	\$ 2,691,160	\$29,524	\$ 732,448	79%		Police	\$ 3,203,063	\$ 2,583,916	\$ 99,458	\$ 519,690	84%	
Fire	\$ 3,692,463	\$ 3,252,467	\$55,702	\$ 384,294	90%		Fire	\$ 3,197,683	\$ 2,931,711	\$ 14,613	\$ 251,359	92%	
Dispatch	\$ 1,013,007	\$ 859,921	\$7,887	\$ 145,199	86%		Dispatch	\$ 880,686	\$ 719,706	\$ 24,594	\$ 136,386	85%	
Public Works	\$ 3,301,647	\$ 2,371,849	\$430,672	\$ 499,126	85%		Public Works	\$ 3,135,179	\$ 2,410,692	\$ 55,225	\$ 669,261	79%	
Cemeteries	\$ 15,800	\$ 15,800	\$0	\$ -	100%		Cemeteries	\$ 15,800	\$ 15,800	\$ -	\$ -	100%	
Trees	\$ 1,000	\$ -	\$0	\$ 1,000	0%		Trees	\$ 550	\$ 550	\$ -	\$ -	100%	
				OVER BUDGET - TIMING RELATED (NO CONCERN)									
				ENCUMBRANCE PLACE HOLDER (NO CONCERN)									
				OVER BUDGET									

			GENERAL FUND APPROPRIATION Continued										
			AS OF										
			May 31, 2020										
				GLIDE PATH = 92%									
FYE 19 / 20	Budget	Expended	Encumbered	Balance		% Used		FYE 18 / 19	Budget	Expended	Encumbered	Balance	% Used
Health	\$ 93,366	\$ 94,785	\$0	\$ (1,419)		102%		Health	\$ 78,517	\$ 78,113	\$ -	\$ 404	99%
Senior Services	\$ 160,719	\$ 136,140	\$921	\$ 23,658		85%		Senior Services	\$ 164,002	\$ 138,173	\$ -	\$ 25,829	84%
Low Income Services	\$ 9,000	\$ 9,000	\$0	\$ -		100%		Low Income Services	\$ 9,000	\$ 9,000	\$ -	\$ -	100%
Youth & Adult Services	\$ 18,944	\$ 18,944	\$0	\$ -		100%		Youth & Adult Services	\$ 17,944	\$ 17,944	\$ -	\$ -	100%
Appropriations	\$ 101,162	\$ 101,162	\$0	\$ -		100%		Appropriations	\$ 93,850	\$ 93,850	\$ -	\$ -	100%
Parks & Rec	\$ 1,485,374	\$ 1,188,972	\$79,909	\$ 216,492		85%		Parks & Rec	\$ 1,545,856	\$ 1,278,939	\$ 19,535	\$ 247,382	84%
Planning	\$ 606,465	\$ 487,387	\$18,321	\$ 100,757		83%		Planning	\$ 571,028	\$ 474,355	\$ 18,309	\$ 78,363	86%
Library	\$ 361,633	\$ 351,856	\$0	\$ 9,777		97%		Library	\$ 361,285	\$ 351,056	\$ -	\$ 10,229	97%
Contingenices / Refunds	\$ 174	\$ 174	\$262	\$ (262)		0%		Contingenices / Refunds	\$ -	\$ 1,303	\$ -	\$ (1,303)	0%
County Judicial Services	\$ 104,043	\$ 104,043	\$0	\$ -		100%		County Judicial Services	\$ 102,000	\$ 101,474	\$ -	\$ 526	99%
Bond Redemptions	\$ 1,045,648	\$ 1,040,987	\$0	\$ 4,661		100%		Bond Redemptions	\$ 1,063,417	\$ 1,059,235	\$ -	\$ 4,182	100%
Transfers	\$ 245,813	\$ 197,313	\$53,500	\$ (5,000)		102%		Transfers	\$ 340,000	\$ 362,002	\$ -	\$ (22,002)	106%
Capital	\$ 3,052	\$ -	\$0	\$ 3,052		0%		Capital	\$ 8,408	\$ 5,355	\$ -	\$ 3,052	64%
Budget	\$ 17,459,768	\$ 14,452,653	\$ 705,238	\$ 2,301,877		87%		Budget	\$ 16,502,407	\$ 14,128,402	\$ 246,747	\$ 2,127,258	87%
Glide Path	\$ 17,459,768	\$ 16,062,987	\$ -	\$ 1,396,781		92%		Glide Path	\$ 16,502,407	\$ 15,182,214	\$ -	\$ 1,320,193	92%
Variance + / -				\$ (905,096)				Variance + / -				\$ (807,065)	



GENERAL FUND REVENUE  
AS OF  
May 31, 2020

<u>FYE 19 / 20</u>				<u>FYE 18 /19</u>			
	Estimated	Year to Date	%		Estimated	Year to Date	%
Taxes	\$ 14,061,120	\$13,930,442	99%	Taxes	\$ 13,500,714	\$ 13,238,439	98%
Permits & Licenses	\$ 20,700	\$ 14,321	69%	Permits & Licenses	\$ 20,040	\$ 21,650	108%
Intergovernmental	\$ 328,750	\$ 335,236	102%	Intergovernmental	\$ 268,000	\$ 289,877	108%
Services	\$ 1,684,100	\$ 1,794,296	107%	Services	\$ 1,808,155	\$ 1,708,679	94%
Fines & Forfeitures	\$ 25,050	\$ 7,086	28%	Fines & Forfeitures	\$ 10,050	\$ 9,704	97%
Other	\$ 85,950	\$ 108,171	126%	Other	\$ 122,482	\$ 106,243	87%
<hr/>				<hr/>			
Accounts Receivable Balance	=	\$ 1,578,137		Accounts Receivable Balance	=	\$ 1,719,831	

<u>Delinquent Taxes as of 5/31/2020</u>				
FYE 2009-2019				FYE 2009-2018
\$ 319,593.31				\$ 306,812.13
FYE 2020				FYE 2019
<u>\$ 587,623.64</u>				<u>\$ 739,264.46</u>
Total				Total
\$ 907,216.95				\$ 1,046,076.59

LOCAL OPTION TAX									
Current Balance as of 5/31/2020 \$406,821.15									
Approved Uses in FYE 2020:					Revenue Comparision:				
Cemetery Maintenance & Repair	\$ 99,650.00		FYE 2019		FYE 2020	Change			
*fully executed									
		1ST Qtr	\$75,014.73		\$78,184.36	\$3,169.63			
Ambulance	\$ 227,000.00								
*fully executed		2nd QTR	\$90,148.20		\$104,494.91	\$14,346.71			
Pool Design & Engineering	\$ 70,000.00	3RD QTR	\$85,834.46		\$86,882.75	\$1,048.29			
*Spent to date	<u>\$ (15,320.00)</u>								
Balance In Process	\$ 54,680.00	4th QTR	\$62,037.06	\$45,047.72	(\$16,989.34)				
			\$313,034.45	\$314,609.74	\$1,575.29				
Estimated balance after Pool Design & Engineering fully executed as approved:									
\$352,141.15									

## INVOICE CLOUD ONLINE PAYMENT FEES:

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

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

As of 5/31/2020 the following fees have been absorbed by the Town:

Delinquent Tax \$138.91

Fund 50 \$129.21

Fund 55 \$258.43

Fund 60 \$129.22

Fund 65 \$516.87

Total \$1,172.64

## COVID -19 RELATED EXPENSES as of 5/31/2020

Materials & Supplies:					\$	23,495.05		
Labor:					\$	<u>22,882.47</u>		
					\$	46,377.52		

**ENTERPRISE FUND EXPENSES  
AS OF MAY 31, 2020**

Glide Path = 92%

**FYE 19 / 20**

**FYE 18 / 19**

	Budget	Expended	Encumbered	Balance	% Used		Budget	Expended	Encumbered	Balance	% Used
<b>Solid Waste</b>						<b>Solid Waste</b>					
FUND 30	\$ 858,154	\$ 695,455	\$ 1,465	\$ 161,234	81%	FUND 30	\$ 871,731	\$ 806,798	\$ 296	\$ 64,637	93%
<b>WRJ Water</b>						<b>WRJ Water</b>					
FUND 50	\$1,109,448	\$ 1,269,056	\$ 93,457	\$ (253,065)	123%	FUND 50	\$ 1,798,037	\$ 957,737	\$ 3,173	\$ 837,127	53%
	includes	*\$593,158	capital that will be moved								
	to the balance sheet			\$ 340,093							
<b>Quechee Water</b>						<b>Quechee Water</b>					
FUND 55	\$ 506,364	\$ 307,695	\$ 56,212	\$ 142,457	72%	FUND 55	\$ 1,036,645	\$ 300,950	\$ 610	\$ 735,084	29%
	includes	*\$65,350	capital that will be moved								
	to the balance sheet			\$ 207,807							
<b>WRJ Waste Water</b>						<b>WRJ Waste Water</b>					
FUND 60	\$1,827,168	\$ 1,504,205	\$ 24,735	\$ 298,227	84%	FUND 60	\$ 2,111,548	\$1,402,829	\$ 6,218	\$ 702,502	67%
	includes	*\$69,030	capital that will be moved								
	to the balance sheet			\$ 367,257							
<b>Quechee Waste Water</b>						<b>Quechee Waste Water</b>					
FUND 65	\$1,359,516	\$ 872,571	\$ 22,789	\$ 464,156	66%	FUND 65	\$ 1,475,074	\$ 881,376	\$ 2,775	\$ 590,923	60%
	includes	*\$42,565	capital that will be moved								
	to the balance sheet			\$ 506,721							

ENTERPRISE FUND REVENUES  
AS OF  
May 31, 2020

FYE 19 / 20				FYE 18 / 19			
	Estimated	Year to Date	%		Estimated	Year to Date	%
Solid Waste FUND 30	\$ 871,350	\$ 630,848	72%	Solid Waste FUND 30	\$ 890,418	\$ 797,477	90%
Accounts Receivable Balance	=	\$ 8,447		Accounts Receivable Balance	=	\$ 41,356	
	Estimated	Year to Date	%		Estimated	Year to Date	%
WRJ Water FUND 50	\$ 1,086,000	\$ 877,377	81%	WRJ Water FUND 50	\$ 1,827,500	\$ 1,079,518	59%
Accounts Receivable Balance	=	\$ 109,911		Accounts Receivable Balance	=	\$ 110,206	
	Estimated	Year to Date	%		Estimated	Year to Date	%
Quechee Water FUND 55	\$ 506,000	\$ 433,457	86%	Quechee Water FUND 55	\$ 1,039,054	\$ 404,731	39%
Accounts Receivable Balance	=	\$ 25,502		Accounts Receivable Balance	=	\$ 18,643	
	Estimated	Year to Date	%		Estimated	Year to Date	%
WRJ Waste Water FUND 60	\$ 1,815,440	\$ 1,531,049	84%	WRJ Waste Water FUND 60	\$ 2,115,000	\$ 1,427,508	67%
Accounts Receivable Balance	=	\$ 186,595		Accounts Receivable Balance	=	186158	
	Estimated	Year to Date	%		Estimated	Year to Date	%
Quechee Waste Water FUND 65	\$ 1,367,710	\$ 1,183,527	87%	Quechee Waste Water FUND 65	\$ 1,477,753	\$ 1,178,442	80%
Accounts Receivable Balance	=	\$ 67,166		Accounts Receivable Balance	=	\$ 49,252	

Questions we didn't answer during this review process?

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

Thank you  
Gail Ostrout  
Finance Director





## AGENDA MEMORANDUM

June 30, 2020

### Town Selectboard Meeting Item: 4.b.

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

**Subject:** Cornerstone Community Center VCDP Planning Grant Discussion

**Background:** The Cornerstone Community Center (CCC) is pursuing renovation of the former Elks Club building located at 14 Elk Street in Hartford Village. When completed, it will be a multiuse facility with programming for children, adults, and older citizens from diverse socioeconomic backgrounds. The CCC's proposal is to complete building renovations to create a space that is safe and accessible for everyone, and meets licensing standards. The improvements also are intended to preserve this historic building that is listed as a contributing structure in the Hartford Village Historic District. Initial renovation plans indicate approximately \$500,000 in facility and campus improvements.

The CCC would like to have a discussion with the Selectboard regarding submittal of an application to the Vermont Community Development Program (VCDP) that may lead to a future VCDP Implementation Grant and other funding sources.

VCDP is funded from the Federal HUD Community Development Block Grant program and must be submitted through a municipality. Use of VCDP funds requires meeting certain criteria, such as at least 51 % of those benefitting are low-and-moderate-income households, historic preservation, and economic development.

**Discussion:** The CCC is proposing a \$60,000 VCDP Planning Grant to complete an Impact Standards and Feasibility Study needed for a future implementation grant; identify other sources of funding for project implementation; complete a Phase One Environmental Site Assessment; complete a project Environmental Review; and identify any environmental work that would need to be done with project implementation. Attached is more detailed project information provided by the CCC.

The CCC is requesting Selectboard support to proceed to a formal public hearing to determine if the Town will submit a VCDP application to the State. To meet federal public notice requirements, the earliest SB meeting date would be July 28, 2020. The next VCDP grant submittal deadline is November 5, 2020. Completing the grant application, implementing the Planning Grant and meeting all local, federal and state requirements would be the responsibility of the CCC. The Town would have some grant administrative functions.

**Financial Impact:** The Town typically includes in VCDP grant budgets a line item for the Town's grant administrative expenses involving legal, audit and other outside services.

**Recommendation:** Hold a public hearing to determine if the Town should submit a VCDP Planning Grant application for the CCC.

  
\_\_\_\_\_  
Town Manager

**Attachment:** Project Summary



Cornerstone inspires and nurtures everyone in community.

Date: June 8, 2020

To: Lori Hirshfield, Director of Planning and Development,  
Town of Hartford, Vermont  
171 Bridge Street  
White River Junction, VT 05001

From: Havah Armstrong Walther, Campaign Fund Manager, Cornerstone Community Center

Re: ***Cornerstone Community Center's*** Letter of Intent to apply for the State of Vermont's  
Community Development Program ***Planning Grant*** and ***Public Facilities***  
***Implementation Grants***

Ms. Hirshfield:

We write to you today on behalf of the Board of Directors for Cornerstone Community Center (CCC), located at 14 Elk Street in Hartford, Vermont. CCC has a strategic plan to renovate the facility and expand its current offerings, and create new initiatives that will benefit children, adults, and older citizens from diverse socioeconomic backgrounds, with services that improve the quality of life for residents of Hartford and surrounding communities. CCC wishes to apply for a Planning Grant, and ideally, a Public Facilities Implementation Grant with the State of Vermont's Community Development program. The purpose of this letter is to request the support of the Town of Hartford for CCC's application as a sub-recipient of the VTVDP grant program. In this letter of intent, we will outline CCC's strategic goals, renovation plans, budget, and need for financial support. It is our hope that the Town of Hartford is willing to lend its expertise and guidance, as well as endorse the applications for grant funding.

Accompanying this letter of interest, please find our Case Statement that articulates the complete vision and expected outcomes of a fully operational community center, as well as other attachments that provide information regarding CCC's business plan. Thank you in advance for your consideration of our request to apply for funding. Please do not hesitate to contact us should you have questions, or if there is anything outstanding regarding our inquiry. We certainly look forward to the opportunities that could be provide under your leadership.

Sincerely,

***Havah Walther***

Havah Walther  
Campaign Fund Manager, Cornerstone Community Center,  
and Principal, Start Change  
[startchangevt@gmail.com](mailto:startchangevt@gmail.com)  
M: 802.291.2096 802-281-3317

**Attachments:**

Attachment A: *Cornerstone Community Center's Case Statement*

Attachment B: Members of the Board of Directors, Committee Members and Campaign Staff

Attachment C: Letter of Support

Attachment D: Financials including Income to Date, In-Kind, Match and Operating Proforma

Attachment E: Low to Moderate Income Beneficiaries Data Collection

Attachment F: Covid-19 standards of practice for disease prevention

Attachment G: Fund Development Planning Post Covid-19

Attachment H: Renovation Budget



Cornerstone inspires and nurtures everyone in community.

**Cornerstone Community Center**  
**Letter of Intent to Apply for a VTCDP Planning Grant:**

***Cornerstone Community Center's Mission Statement:***

**COME, BELONG, THRIVE.** *Cornerstone inspires and nurtures everyone in community*

***Background Statement:***

**COME, BELONG, THRIVE.** Those are the guiding tenets of the Cornerstone Community Center. Located in Hartford, Vermont, the CCC has grown from humble beginnings into a multifaceted collection of critical programs, services, and partnerships intended to benefit the 85,000 residents of the Upper Valley. CCC's initial efforts included Joseph's Storehouse, a small food shelf, and Potter's House School, an early care and education program. Today, in addition to those offerings, CCC has become a valued partner of other agencies, such as the Vermont Foodbank, the Division of Children and Families, and Dartmouth-Hitchcock Hospital.

CCC is now well-positioned to enhance its reach and services, thanks to a major expansion into the historic Horace Peace Building (formerly known as the Elk's Lodge), right next door to its original location. With this expansion, the CCC looks forward to adding programs related to youth and career development. It also hopes to expand its food shelf, offer senior activities to promote wellbeing and provide a space for shared-services, meetings, and events.

In short, the CCC, with its expansion into the 25,000 square foot Horace Peace Building, and its ambitious increase in programming, will provide the Upper Valley with a centralized hub of services that foster meaningful and productive community connections.

### ***Community Need Statement:***

The project is launching a new community center that supports any resident in the Greater Upper Valley. The founders of Cornerstone seek to ease the strain on youth, families, and seniors and build resiliency through connection and belonging. Knowing that “The Opposite of Addiction is Connection,” the best way to support our community is through building a place to come, belong, and thrive.

### ***Cornerstone Community Center’s Overarching Goals:***

The Upper Valley needs a place-based support network for all kinds of residents. CCC will offer multi-generational game nights, supported parenting groups, and teen meeting places—all in one building. By hosting an intersection of generations, economic, and disability statuses, the CCC will help to shape a community in which residents feel connected and engaged with one another.

### ***Activities that will answer community needs:***

- After School care: There are nearly 1,000 K-5th graders in Hartford, and most afterschool programs have a waitlist as high as 18 months
- Our Summer Camp programs and offers leadership training for teens through the Council in Training Program
- Shared Services Hub allows families to work with human services agencies in a community setting. The CCC program already enjoys an MOU with Hartford DCF for \$20,000 worth of shared services
- Career Development will offer counseling services and career exploration for adults through other on-site programs such as Early Childcare, Recreation, and Hospitality
- Joseph's Storehouse currently distributes 2,000-3,000 pounds of food per week in 1.5 days. With over 17,000 children and nearly 10,000 seniors in VT living in food-insecure households, the CCC feels a mandate to help feed our community.
- Games and Activities Center will serve a giant hole in entertainment for children. With the closure of the Hartford Town Pool, residents have testified before the select board that

middle school and teen-aged students have little else to do, especially between 2:30 and 6:30 when most risky behaviors develop with young people.

- Seasons senior program will be open to area seniors for programming, volunteering, and general recreation.

### ***Funding Need Statement:***

To accomplish CCC's strategic goals for the community center, renovations to the facility will be necessary to create a space that is safe and accessible for everyone. Initial renovation plans indicate that \$500,000 in facility and campus improvements. CCC plans to ensure the historic preservation of the building, while still increasing accessibility to meet state, regional, and national licensing standards. To accomplish this, we will apply for up to a \$60,000 Vermont Community Development Planning Grant. Please see the Resources list below regarding CCC's Renovation Budget.

### ***Resources:***

CCC has many resources that will support the goals of our strategic plan:

#### **1. Board and Committee Support:**

*Please see Attachment B for a list of board, committee and campaign staff*

#### **2. Community Support:**

*Please see Attachment C for a letter of support*

#### **3. Financial and In-Kind Support towards 25% match:**

*Please see Attachment D regarding year to date financials*

#### **4. Low to Moderate Income Beneficiaries Data Collection:**

*Please see Attachment E regarding Beneficiaries*

#### **5. Covid-19 standards of practice for disease prevention:**

*Please see Attachment F regarding Covid-19 standards of practice*

## **6. Fund Development Planning Post Covid-19:**

*Please see Attachment G regarding fund development planning post Covid-19*

## **7. Renovation Budget:**

*Please see Attachment H regarding the renovation budget*

### ***Inputs:***

CCC will need to acquire from the Town of Hartford an approved **Resolution for Grant Application**. It is our understanding that, in order to obtain the resolution, the following must be accomplished:

- Public Hearing Notice
- Public Hearing
- Minutes from the Public Hearing

### ***Planning Grant Activities:***

If successful in acquiring a planning grant, CCC will accomplish the following activities:

- Complete a Phase One Environmental Review, FEMA mapping and floodplain reporting
- Complete the Historic Preservation, Archaeology and Wildlife Reviews
- Complete the Planning Grant Narrative, grant requirements and budget documents
- Ensure project is consistent with the Consolidated, Municipal & Regional Planning goals
- Complete the Impact Standards and Feasibility Study for the project and application

### ***A planning grant would also fund the following project activities:***

- Completion of the Planning Grant Narrative, Administration and Reporting

### ***Intermediate Outcomes of a Successful Planning Grant:***

A successful planning grant award could allow CCC to apply for a Public Facilities Implementation Grant (IG) in late 2020. Our application for an IG grant would support any work identified during the environmental review, historic preservation, and archaeological review processes. CCC anticipates an application for no more than \$500,000 which would support the cost of renovations, grant administration, and program management. In addition, the IG grant offers the potential for other funding opportunities, such as the Village Center Designation and the Rural Economic Development Initiative. These two resources would assist with the preservation of the historic attributes of the community center and support long-lasting workforce development for Hartford residents.

### ***Long-Term Outcomes for Cornerstone Community Center:***

Cornerstone Community Center has a grand plan to support the town of Hartford and the 85,000 residents that make up our extended community. With an endorsement and expert guidance from the town, the project will support the anticipated outcomes:

- Preservation of a historic building for our community
- Programs and services that support older citizens with enrichment and volunteer opportunities
- A projected 14 full-time and 14 part-time new employment opportunities, with the addition of the culinary learning program and the expansion of Potter's House School and After-School Program
- Services for adults and families in transition
- Joseph's Storehouse will serve additional households with food and meals
- A shared-service hub in a centralized location where agency and community partners can collaborate to benefit community participants
- An event center, activity center and café where individuals, families and groups can gather to build healthy relationships, fun and pursue interests that enrich their lives.



## COME BELONG THRIVE

Cornerstone inspires and nurtures everyone in community.

**This historic building** will address community needs by dramatically expanding our services to include youth development, career development, a food shelf, wellbeing and senior activities, plus a shared services hub and meeting/event space.

### WHY Cornerstone?

**Come** to a safe place to learn and play.  
Connect with neighbors, meet new friends.  
Activities for your whole family. Discover  
that you **belong**. Shop for food. Relax at  
Wi-Fi Café. Learn new skills. Develop a new  
career. Make new memories. **Thrive** as a  
community.

*The Cornerstone Community Center will advance the  
wellbeing of the Upper Valley.*

## **Cornerstone Community Center**

Rev 12 A

Currently Serving 25 towns in VT and 22 in NH

tford's historic district and was formerly the Elks Lodge. **Improvements were made** in 1990 to include an elevator, commercial kitchen, large event space, pub, dining room, numerous offices, and meeting spaces. The historical uniqueness of the building in a historic area makes the site an ideal location for the **Cornerstone Community Center**.

**The building is over 25,000 square feet** and has three distinct floor plans. Each floor can be secured and separated.

- Hub for state, regional, local services
- Culinary Career Academy Career Development Center Community Kitchen Meeting spaces and large ballroom Game and Activity Center
- Wi-Fi Café Extensive Parking

### **The New Cornerstone Community Center Building**

**Built in 1884 as an elegant home**, this lovely building is in

**The benefit** of housing the Cornerstone Community Center in this site is the building itself, allowing dramatic expansion of current services and launching new programs. The 25,000 square foot facility has a full-service commercial kitchen and a reception room of about 9,000 square feet complete with dance floor. The space was designed for catering large events and can accommodate 400 people comfortably.

**The kitchen and adjoining catering facility** will allow us to offer on-the-job training in the food services industry. This on-site facility gives us the ability to offer certification training to those in the career development program or culinary career program who have an interest in the food services industry.

**By 2020, Cornerstone will create an estimated 14 full-time and 14 part-time new jobs.**

**Cornerstone is a community center** where children, teenagers and adults of all ages are truly valued and provided with the resources they need to *turn a corner for change*.

**It will expand** these existing programs:

Early Childhood Education

Afterschool Program Summer

Camp Program Food Shelf

**It will launch** new programs and services:

**Potter's House School & Child Care Center**

**Potter's House School and Child Care Center** has served the Upper Valley since 1995. We are recognized as an Independent School by the State of Vermont and a specialized birth through preschool Early Childhood Education Center. We continue to reach families in both Vermont and New Hampshire.

**We proudly participate in STARS**, Vermont's quality recognition system for childcare,

preschool, and after school programs. Having reached 4 Stars, we are proudly exceeding state regulations by providing professional services that meet the needs of children and families. This expansion allows us to be eligible for our 5th Star, Vermont's highest designation.

**We are a specialized center**, one of only six in the Upper Valley, which serves children from diverse economic and cultural backgrounds. About one third of our students come through the Department of Children and Families (DCF) looking for a stable and loving place after having experienced various trauma in their young lives. We support DCF by participating in transitioning families back to reunification and providing space for family visits. Over the years we've developed a special relationship with Dr. Nina Sand-Loud MD, Behavioral Developmental Pediatrician, at Dartmouth Hitchcock Medical Center (DHMC). She recognizes the significant impact we are making in our community and regularly sends doctors in her residency program to observe the connections we are making with children in our classrooms who have experienced severe attachment disorders and trauma. She recognizes our impact and the current great need in our community. Our center is diverse in children and economic backgrounds.

**We support foster care parents** in the community through our relationship with DCF and have actually witnessed adoptions of children in our care.

**We purpose to prepare** our students to be the future strength of our communities and the world. The loving environment we provide produces a strong sense of community along with a safe place for each child to grow. We are at full capacity of 38 children, ages 6 weeks to 5 years old. We have a waiting list for all ages that extends through 2020. This new building space will allow us to expand.

*"7,300 Upper Valley children under 5 years old live in fully employed families needing access to early childhood education. But in a four-county region – Orange and Windsor in VT, and Grafton and Sullivan in NH, just under 5,000 licensed spots are available. Researchers said, "Early childhood is a critical development period, and access to early childhood education is essential not only for learning but also as a necessary support for parents who work. More than half the families who responded to the survey said they encountered wait lists longer than three months."*

Researchers at Carsey School of Public Policy at University of New Hampshire 9/2018

**This new building space will allow us to expand to 80 children.**

DCF recently shared their need to place 30 children, 6 weeks-5 years, and 27 children 6-12 years for daycare. This did not include "Open Family Case" children who are not in custody but live with their parents. The need is great and the only limit we have in meeting the need is more space. DCF 4/3/19

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### **Afterschool Program**

*"Since coming to Potter's House, I think I'm learning*

**The Potter's House Afterschool Program** is open to all youth from surrounding Upper Valley communities. The afterschool program runs during the school year five days per week from 3:15 pm to 5:30 pm. The program focuses on academic enrichment *more. I enjoy it a lot more. I wasn't thinking about my future, now I am.*"

and character development of participating children and teens also using resources in the game and activities center. The program is staffed by adults who have undergone training in youth development. Students from a diverse spectrum of economic backgrounds will receive individual support while building relationships in community. **Robert, age 13**

### **The program includes activities in:**

- Tutoring

There are nearly 1,000 children K-5<sup>th</sup> grade in Hartford School District.

- Mentoring

- Basic Education Achievement

Currently, afterschool programs have waiting lists of up to 18 months.

- Computer training

By securing the new building

- Entrepreneurial skills

- Character Development.

quickly, we can impact need, with an initial 40 students (expanding to 100) and begin September 1<sup>st</sup>. **We meet special needs and care** as some of our students come through the Vermont Department of Children and Family Services, looking for a stable and loving place.

**Upon entering the program**, a plan will be developed to provide for their academic enrichment.

Students who progress academically and demonstrate the development of self-governing skills, will be eligible to participate in the Culinary Career Academy program.

**Community youth and afterschool program need a safe and supervised setting for recreation.**

**The game and activity center is such a place.** It is roughly 4,400 square feet. The space will be equipped with

Among VT's K-12 students: 21,690 are enrolled in afterschool 22,163 are waiting for an available program

recreational activities such as video games, board games, music and media. The setting is comfortable and relaxed, offering a supervised recreational 21,690 are alone and unsupervised after school setting for youth to engage in structured activities,

Across America 1 in 5 kids are home alone and

and internet. unsupervised from 3pm to 6pm, when juvenile crime and victimization peak, and parents are working.

8 in 10 VT parents say afterschool programs give them peace of mind and help them keep their jobs.

79% say afterschool helps them keep their jobs. 66% say afterschool reduces the likelihood kids will engage in risky behavior.

62% VT parents agree afterschool programs help get children excited about school.

66% say "I belong in this program." 64% say "I am using my skills." 63% say "I feel like I matter at this program."

**This new building space will allow us to expand the Afterschool program to 100 children.**

4

### **Summer Camp Program**

**The Summer Camp Program is a favorite** among children and parents alike! Our program is unique, filled with hands on learning adventures and field trips. We go to the ocean, Fort Ticonderoga, Shelburne Museum, Plymouth Rock and Mayflower Ship, Calvin Coolidge National Park and Museum, Billings Farm and Museum, Montshire Museum, VINS, local farms, apple orchards, sugar houses, fairs, Northern Stage, Lebanon Opera House, Hopkins Theater, and more!

**We've turned away many** this summer because we are at capacity with no more space. We have a waiting list. With the new building we will expand to 40 students (5-13 years). We have a counselor in training program.



## **Shared Services Hub**

**The Department of Children and Families and other agencies struggle** with finding meeting space for professional development training, for transitioning families to reunification, and for family visits. Our goal is to promote and provide a central and much-needed shared services hub to help support and create high quality childcare in the region. We envision a collaborative community approach to increasing the quality, efficiency, and sustainability of Upper Valley childcare programs. As a local hub, DCF, educators, clinical staff, and human resources will work together with other community partners to support businesses. They will identify needs, leverage resources, find opportunities for professional development, provide counseling, assist writing resumes, utilize the Culinary Career Academy, share expertise and ideas, while providing high quality services for families and children in the region. The center will continue to grow organically to meet current and future needs in our community.

**This new building space will expand Summer Camp to 40 children.**

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## **Career Development Center**

**Cornerstone Career Development** is designed to offer innovative career development training to youth and adults who are in transitions, or life-challenges, or are facing underemployment, unemployment, or barriers to workplace success.

**Participants will have opportunities** to seek additional academic and career enrichment through the Culinary

Career Academy food-services training program. They will also learn about entrepreneurship in hospitality, such as catering.

**Candidates will be recruited** first from program areas of the Cornerstone Center. Additional recruitment will come from collaborations with Hartford Career and Technology Center and community partners which offer stabilizing life services.

**Our early childhood education** and afterschool programs, along with the food shelf and Culinary Career Academy, in collaboration with the shared services hub, will work together to build capacity in all fields.

### **Culinary Career Academy**

**Cornerstone Community Center** has a large commercial kitchen. It will serve event space catering needs, Wi-Fi Café, the food bank, and the Culinary Career Academy.

**In addition to the job training program** that prepares individuals for careers in the food service industry, students develop and apply new skills by rescuing food that would otherwise be wasted from grocery stores, farms and food service companies. They learn to transform this food and create meals that are then distributed through food shelves and meal sites in our region. They will also serve customers in the Cornerstone Wi-Fi Café. We continue to collaborate and build relationships with Willing Hands, VT Food Bank, and other businesses that participate in our food programs. Currently, there is a shortage of trained cooks and servers in Upper Valley restaurants, where patrons must wait, though there are empty tables available. **The academy will impact this need in our community.**

**Building expansion will graduate an estimate of 40 students with new careers annually. By 2020, Cornerstone will create an estimated 14 full-time and 14 part-time new jobs.**

## Food Shelf

*“When you feel you have nothing, you feel you are nothing. Now I feel loved. I have self-confidence. I don’t have to hide anymore. People want to see me.”*

Roxanne 31 Hartford, VT **Joseph’s Storehouse** will continue its more than 28 years as a food shelf outreach serving 25 towns in VT and 22 towns in NH. We distribute 1,000 to 3,000 pounds of meat, fresh produce, pantry items and toiletries every Saturday and Sunday with the help of 28 volunteers from the Upper Valley. **We are unique** according to Joe Dasher, Network Relations Manager, VT Food Bank, as we are the only food shelf in Vermont that also delivers food covering a 40-mile radius to individuals, shut-ins, senior housing complexes, and those unable to come to the center. Joe is amazed how we currently serve over 1,200 people monthly in the small space we have. The new building would solve space and storage issues and add mid-week distribution when necessary. It has a large community kitchen with huge walk-in refrigerator and freezer too. Joe says there are only two such community kitchens in VT, one in Barre and one in Chittenden. It’s perfectly located to serve Vermont and New Hampshire.

**So much more happens** during distribution hours and beyond. We build relationship with individuals and families. We know them by name, and what is going on in their lives both joys and sorrows, sickness and health, and just life itself. We laugh and cry with them, giving words of encouragement and sometimes hugs. We have a craft table for the children and serve a community meal during distribution, using healthy recipes and education on how to use vegetables or fruits they may be unfamiliar with. Those who come are diverse in age and economic backgrounds, some are homeless. Nothing is thrown away, as a local pig farmer takes anything left after deliveries. The food shelf allows us to connect with community needs and to offer this added service for those participating in our programs. Let’s end hunger for all!

### **Our team of 28 volunteers could grow to 50 by 2020.**

**HUNGER IS A PROBLEM!** In VT 59,882 people live in food insecure households.

**17,726 VT children under the age of 18 live in food insecure homes and are at risk for poor health, nutritional deficiencies & obesity/overweight, as well as developmental delays, poor academic achievement, depression, and increased aggressive or hyperactive behavior.**

**9,746 VT adults over 60 live in food insecure homes (6%). Seniors are more likely to be diabetic, suffer from depression, have limited daily activities, and far less likely to be considered in excellent or good health.**

**In NH, 1 in 9 men, women, and children live in food insecurity, 12% of children & 6% of seniors.**

**1 Hunger Free Vermont 4/9/19 2 New Hampshire Food Bank 6/5/19**

## **Meetings and Events**

**The Cornerstone will provide** a large, open and comfortable event space where everyone can **come, belong,** and **thrive** together, while developing relationships and creating a community where they desire to belong.

**The facility** has almost 9,000 square feet and capable of hosting 400 comfortably. There are also additional rooms for more intimate meetings and gatherings. The space is supported with an elevator for lower and main floor access and a large surrounding parking lot. It will be wired with high speed internet access and technology resources, overhead projectors and sound for online meetings, supporting the interconnected world in which we

live.

**The center provides meeting space** and event services for commercial businesses, organizations, and individuals. These include family reunions, camps, performances, meetings, weddings, proms, and special events. The Center also hosts community events such as BINGO and other fun nights out for individuals and families of the Upper Valley. These events draw people from southern and northern New England.

**Many Upper Valley organizations are looking** for meeting space for training sessions, small conventions, celebrations, dinners, galas, and holiday parties, charity events, board meetings, and award ceremonies with company milestones and employee appreciation to name a few. With evolving trends in business best practices, companies are realizing the return on investment in building relationships with measured success both in their organization and surrounding community.

**The Cornerstone is a community space** for both ongoing events, and a meeting place for special events geared toward strengthening and bridging young and older generations. This space is focused on bringing the community together in a common and easy-to-get-to place where educational and fun activities are planned on an ongoing basis.

**The facility has more than 9000 sq ft for Meetings and Events.**

**The center provides a place where young people and adults will bridge generations** while participating in fun social activities strengthening healthy relationships. The center will have a large game room and activities center on the lower level of almost 4,400 square feet, where people of all ages can interact and enjoy spending time with others. Games would include billiards, ping pong, air hockey, foosball, along with other board games, UNO, dominos, cards, chess, puzzles, and even some video games. The center will host community tournaments, Lego building, and events drawing people who might not visit on a regular basis.

**The area is also large enough to host** community movies and TV sporting events viewed on large screen TV's that would spread out for comfortable and easy viewing.

**Game rooms facilitate a social space** where young people can engage and make connections with others. The game and activities center is safe, supervised and comfortable with easy access for all to spend hours enjoying and interacting with new friends.

**Research proves that game rooms improve academic performance and emotional wellness.**

**Cognitive benefits** are observed in children who play musical instruments, billiards, foosball and other table games helping develop areas of the brain that are neglected in traditional schoolwork.

*“While you are busy playing your match, your brain works overtime to maintain a connection between your body and mind...through the activation of a number of neural networks and channels...that lead to your game.”*

Dr. Jan Molman, Professor of Psychology at Rutgers University

## **Seasons**

**Seniors bridging generations and impacting our community** by sharing skills and guidance through wisdom, mentoring, and building relationships. They will organize

special events and enjoy the game and activities center too.

**The community room is safe, supervised, and comfortable.**

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### **Cornerstone Wi-Fi Café**

**Social Wi-Fi transforms an average café into a modern meeting place.** The center will provide technology resources for people to connect with others through social media.

**The Cornerstone Community Center will have a Wi-Fi Café** where people can come and relax with a cup of coffee and snacks while dropping off or picking up their children from childcare, afterschool program, or one of the events going on within the facility. The area is relaxing and provides a place to meet new people or connect with friends. It's a place where information can be shared about what's going on in the community and a place where new bonds and relationships are developed.

**It is expected by 2020** there will be about 24 billion devices connected wirelessly to the internet. We live in a connected world and 75% of people surveyed think Wi-Fi is the second (right after coffee) most important attribute of a good café. **What do people do in a café or restaurant?** They reach for their smartphones in order to text their friends and post pictures.

**The Wi-Fi Café is a place to relax, refresh, and meet people.**

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***Turning a Corner for Change***, the Capital Campaign of the Cornerstone Community Center, is seeking to raise \$995,000 to purchase, renovate, and preserve a unique historical property in a designated historical district. We are also seeking funds to cover the first year operating and administration costs while additional income streams are developed.

**PROJECT BUDGET** Building Purchase of building (deposit \$140,000)  
\$592,000.00 Indoor outdoor renovations, \$ 8.40 sq. ft, Paving \$210,000.00  
Afterschool\* Staff, program, equipment \$43,090.00 Food Shelf\* Equipment  
\$9,000.00 Facility Equipment, furniture, Wi-Fi, security \$36,500.00 Administrative  
Accounting, database setup \$14,900.00 Campaign costs, 10% of total \$89,510.00  
**Grand total: \$995,000.00 Program costs\*** This is seed money to hire staff,



buy equipment, and create space; we need funds first to enable receiving revenue from participants.

**Capital Campaign Plan Overview Audiences:** The campaign will seek support from alumni, family, staff and friends of the Potter's House School and from the broader community of the Upper Valley of Vermont and New Hampshire, and from national, regional and local foundations.

**Timeline:** We can purchase the building as soon as we have funding for the deposit, then continue fundraising to pay for the balance of the project by the end of 2019.

**PRO FORMA OPERATING BUDGET 2019 - 2021 Revenue 2019 2020**

**2021** Fundraising/Grants \$796,000.00 \$229,000.00 \$30,000.00 Programs  
\$641,765.00 \$1,051,800.00 \$1,296,840.00 Rents (events & office space)  
\$22,399.00 \$66,400.00 \$69,720.00

**Total Revenue \$1,460,164.00 \$1,347,200.00 \$1,396,560.00**

**Expenses** Property Costs \$837,790.00 \$446,000.00 \$269,029.00 Marketing  
\$3,500.00 \$1,500.00 \$1,500.00 Program Expenses \$35,500.00 \$80,400.00  
\$92,714.00 Administrative Expenses \$12,500.00 \$14,500.00 \$16,025.00  
Wages/Payroll \$372,805.00 \$615,640.00 \$771,150.00 Fundraising Expenses  
\$90,000.00 \$3,000.00 \$3,000.00

**Total Expenses \$1,352,095.00 \$1,161,040.00 \$1,153,418.00**

**Net Profit (Loss) \$108,069.00 \$186,160.00 \$243,142.00** *This budget includes everything under the umbrella of Praise Chapel Inc.*

The Cornerstone Community Center will continue the community-wide programs of Praise Chapel, established in 1989. Praise Chapel, 1615 Maple Street – Box 620, Hartford, VT 05047

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**This gift came straight from their hearts:** *“Three boys asked about the architect drawings of the new building. I explained it would be the first ever community center in Hartford and everyone in the Upper Valley would be welcome to come and enjoy it. They suggested a Lego event on the program schedule. ‘Who is buying it?’ ‘Who will it belong to?’ they asked. ‘Everyone!’ I said. The next day the boys handed me a napkin wrapped around something heavy – a large amount of coins. ‘What’s this all about?’ I asked. They were so excited about the new community center that they emptied all their piggy banks so they could have ownership in it. They planned to go tell all their friends and ask for \$1.00 from each one. I thanked them profusely - our very first donation. It was everything they had! The gift came straight from their hearts. This was a sign we were off to a very good start. These boys are already champions in our community!*

## **WAY'S TO SUPPORT THIS COMMUNITY CENTER – we welcome gifts of any size**

- Please feel free to call us about your wanting to make this community center come to life. (802) 295-5654 Office
- Make a gift of cash or check made out to Cornerstone Community Center, 1615 Maple St. – Box 620, Hartford, VT 05047
- Donate online at [cccvt.org](http://cccvt.org)
- A gift of appreciated securities gives you a fair-market tax deduction and avoids capital gains.
- An outright gift from your IRA if you are 70 1/2 or older avoids income tax on the distribution.
- Ask us to submit a proposal for a grant from your Donor-advised Fund.
- Email: [cornerstonecommunitycentervt@gmail.com](mailto:cornerstonecommunitycentervt@gmail.com)
- [www.cccvt.org](http://www.cccvt.org)

### **Executive Board Officers**

Lani Janisse, President Kathleen  
Janisse, Vice President Deborah  
Kerwin, Secretary

1615 Maple Street Box 620,  
Hartford VT 05047 802  
295-5654

Shawn Wilder, Treasurer Christine  
Edwards, Asst. Treasurer

### **Directors**

Chris Robbins JC  
Trembley Norm  
Berman Jeanette  
Digby Ben Robbins  
Barbara Dean  
Jackie Robbins

### **Campaign Committee Members**

Kathleen Janisse, Director Shawn Wilder,  
Chairman Havah Walther, Campaign  
Manager Christine Edwards, Administrator  
Deborah Kerwin, PHS Director Norm  
Berman, Committee Member Theodosia  
Cook, Committee Member Susanne Abetti,  
Committee Member Elizabeth Wilson,  
Committee Member Anne Peyton CFP  
CFRE, Yellow Brick Road, Campaign  
Counsel



Cornerstone inspires and nurtures everyone in community.

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Shawn Wilder, Treasurer  
Christine Edwards, Asst Treasurer

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JC Trembley  
Norm Berman  
Jeanette Digby  
Ben Robbins  
Barbara Dean  
Jackie Robbins

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Norm Berman  
Theodosia Cook  
Susanne Abetti  
Elizabeth Wilson  
Havah Walther, Start Change, Campaign Manager  
Anne Peyton CPF CFRE, Yellow Brick Road, Campaign Counsel  
Sharon Miller-Dombroski, Start Change, Grant Writer

August 19, 2019

To Whom It May Concern,

I am happy to write a letter in support of the Potter House Child Care and Preschool program as they seek to embark on building a new and improved facility to expand their ability to meet the increasingly complex needs of the children in the Upper Valley. Is as true of much of Vermont, there is a great need for affordable, high quality child care in the Upper Valley and we have been fortunate with the care that Potter House has been providing until now. As a developmental and behavioral pediatrician I understand the impact of a caring, developmentally stimulating environment for our youngest infants and children can have on overall development.

I have been able to form a relationship with Deb Kerwin and other staff at Potter House in a number of ways. I have had patients who attended the child care center and Deb and her staff opened their doors to allow observations that provided helpful information as I made treatment plans. The staff has then made great efforts to help implement my recommendations while the children attended the center.

As part of a pediatric residency program, pediatricians in training spend time with me learning about both typical child development as well as children with developmental concerns. Being able to observe children in natural settings such as a child care program is the best way to learn about child development. Deb and her staff have been welcoming residents to come and observe and learn for the past 5 years. The residents always return and share all the positive interactions they have seen between the staff and the children and feel it is such a beneficial educational experience.

I know that being able to expand services to meet the needs of more children in a variety of ways will be provide much benefit to Hartford and the greater Upper Valley community and I am happy to lend my support.

Please do not hesitate to contact me should you like to discuss my thoughts any further,



Nina Sand-Loud, MD  
Developmental and Behavioral Pediatrician  
Behavior and Neurodevelopmental Disorders Program  
Children's Hospital at Dartmouth Hitchcock  
[nina.sand-loud@hitchcock.org](mailto:nina.sand-loud@hitchcock.org)  
[chadkids.org](http://chadkids.org)

phone 603.653-6060 | fax 603-653-9199

Cornerstone Community Center  
Year to Date Income Report  
June 8, 2020

**Foundation Income:**

Byrne Foundation	\$ 50,000
VT Let's Grow Kids	50,000
NHCF	5,000
NHCFC-19 Funding	4,000

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<b>Total:</b>	<b>\$109,000</b>
	=====

**In-Kind/Match:**

Labor and Materials	\$150,000
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<b>Total:</b>	<b>\$150,000</b>
	=====

**Donors:**

Individuals	\$ 51,147
Praise Chapel	40,000

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<b>Total:</b>	<b>\$ 91,147</b>
	=====

<b>Grand YTD TOTAL:</b>	<b>\$350,148</b>
	=====



Cornerstone inspires and nurtures everyone in community.

### **Serving Low to Moderate Income Individuals:**

We know from the families whose children attend the early care and education program that 38 children are currently enrolled in the program. Of that number 19 families receive a Vermont child care subsidy. This tells us that 50 percent of the children enrolled are from very low, or low to moderate income families. With the expansion of CCC, we will enroll an additional 30 children ranging in age from birth to six, and up to 100 school age children. We anticipate that new children will also come from low to moderate income families.

Beginning this month, we are collecting data on the participants we serve at Potter's House. We are using the Department of Housing and Urban Development (HUD) eligibility forms to determine grant eligibility. HUD sets income limits that determine income limits based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. Beginning in July, the second phase of data collection will be with CCC staff, volunteers and Joseph's Storehouse attendees.



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Cornerstone inspires and nurtures everyone in community.

### **Fund Development Planning Post Covid-19:**

Cornerstone Community Center understands that the greater community and grantors are focused on disease prevention AND supporting a thriving community. In our discussions with funders, feedback indicates that CCC's programs and initiatives support both disease prevention and a thriving community. CCC plans to continue to raise funding for the project through its campaign efforts. Those plans include individual donors, events, and grant writing.





### Cornerstone Community Center Renovation Budget

Building		
Purchase of building	\$592,000	
Indoor outdoor Facility renovations, paving	\$195,000	
		787,000
After School		
Afterschool programs, hoops etc.	\$3,600	
Balls, games	\$1,500	
Tables, 50 black	\$5,000	
Staff salary	\$10,000	
Facility Staff, 9am - 2pm	\$15,600	
		35,700
Food bank		
Shelving	\$2,000	
Office equipment, computer, printer, copier	\$2,500	
Linen Tablecloth, 50	\$500	
Vinyl Table cloth, 50	\$500	
Tub Containers, 20	\$500	
		6,000
Facility		
TV and broadcasting station	\$20,000	
WiFi	\$3,000	
Security	\$7,500	
Insurance		6,000
Record Keeping		
Software, Quickbooks, Adobe, Microsoft Office other.	\$1,500	
Accounting services and setup	\$8,000	
		9,500
Other		
Campaign costs, 10% of total		86,870
<b>Grand total:</b>	<b>\$868,700</b>	



## AGENDA MEMORANDUM

June 30, 2020

Town Selectboard Meeting Item: 4.c

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

**Subject:** VT Bond Bank Sale 2020 Series 2 for South Main, North Main, and Gates Streets Construction 2019 Voter Approved TIF Project

**Background:** In March of 2019, Hartford voters approved proceeding with the construction and financing for the South Main, North Main and Gates Streets TIF (Tax Increment Financing) construction project involving engineering, design, permitting for public sidewalk, road, streetscape, lighting, water, stormwater, sanitary sewer, and retaining wall improvements, and related costs. Of the \$5,477,000 estimated project cost, \$1,735,000 is the subject of the current Bond Bank application for the non-utility portion of the project. The remaining \$3,742,000 is being financed through the VT Clean Water State Revolving Loan Fund (CRSRF) and VT Drinking Water State Revolving Loan Fund (DWSRF) which have more favorable loan terms.

**Discussion:** Attached are the documents for the bond sale prepared by the Town's bond attorney, Paul Giuliani with Primmer Piper Eggleston & Cramer PC. Also attached is a cover memo from the attorney explaining the documents that must be adopted by the Selectboard and executed with signatures as prescribed in the memo.

- Selectboard Signatures (Resolution and Certification; Municipal Tax Certificate; General Obligation Bond)
- Selectboard Chair Signature (Loan Agreement)

Some of the documents also require Town Treasurer and/or Town Clerk signatures.

**Financial Impact:** The bond debt will be paid for with anticipated Hartford TIF District tax increment.

**Recommendation:** Review the attached bond documents, and if acceptable adopt and execute the attached bond documents and designate the Selectboard Chair as the Duly Authorized person for all other necessary documents to execute the bond.

  
\_\_\_\_\_  
Town Manager

**Attachments:** Bond Documents and Bond Attorney Cover Memo

RESOLUTION AND CERTIFICATE  
(General Obligation)

WHEREAS, at one or more meetings of the Selectboard of the Town of Hartford (herein called the "Municipality") at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held, as appears of record, it was unanimously found and determined that the public interest and necessity required certain public improvements herein described by reference to Exhibit A attached, and it was further found and determined that the cost of making such public improvements, after application of available funds and grants-in-aid from the United States of America and/or the State of Vermont, and other sources of funding, would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds or notes of the Municipality to pay for its share of the cost of the same should be submitted to the legal voters at a meeting thereof, and it was so ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, pursuant to the foregoing action, a meeting of the Municipality was warned and held at the place and time appointed therefor, submitting an article(s) of business to be voted upon by ballot between the hours stated in the Warning, all as appears by reference to Exhibit A attached hereto; and

WHEREAS, the said Warning was duly recorded, published and posted, and said meeting was duly convened and conducted, or was subsequently validated in the manner provided by law, all as appears of record, and which proceedings are hereby ratified and confirmed in all respects; and

WHEREAS, immediately upon closing of the polls and after counting of the ballots cast, the results as set forth in Exhibit A hereto were declared by the Moderator, all as appears of record, and pursuant to which the Municipality is carrying forward the authorized improvements and pursuing the same diligently to completion; and

WHEREAS, pursuant to powers vested in them by law, the Selectboard is about to enter into a Loan Agreement (Exhibit B) on behalf of the Municipality with the Vermont Municipal Bond Bank (the "Bond Bank") respecting a Loan from the Bond Bank in the amount of \$1,735,000 repayable, and with interest, as follows:

<u>Payment Due</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
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As per Exhibit C attached

AND WHEREAS, the bond to be delivered by the Municipality to the Bond Bank at the time of receiving the proceeds of the Loan (the "Bond") shall be substantially in the form attached hereto as Exhibit D, which Bond is hereby awarded and sold to the Bond Bank at a price of par and accrued interest;

THEREFORE, be it resolved that the Selectboard proceed forthwith to cause the Bond to be executed and delivered to the Bond Bank upon the price and terms stated, and be fully registered as the law provides; and

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

BE IT FURTHER RESOLVED, that in addition to all other taxes, annually there shall be assessed and collected in the manner provided by law until the Bond, or any bond or bonds issued to refund or replace the same, and the interest thereon, are fully paid, a tax, user fee, charge or assessment sufficient to pay the interest on the Bond or bonds and such part of the principal as shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Bond Bank is hereby authorized, the presiding officer of the Selectboard of the Municipality being directed to execute the Loan Agreement on behalf of the Municipality and the Selectboard thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in the Loan Agreement, the Loan Application made by the Municipality to the Bond Bank (Exhibit E), and the Tax Certificate of the Municipality and the Post-Issuance Compliance Procedures included therein (Exhibit F) to be delivered to the Bond Bank in connection with the issuance and sale of the Bond, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in the Loan Agreement, Loan Application and Tax Certificate are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its Selectboard in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Bond to the Bond Bank, execution and delivery of the Bond, this Resolution and Certificate, Loan Agreement, Tax Certificate, and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that Primmer Piper Eggleston & Cramer PC, bond counsel to the Municipality, be authorized and empowered to take possession of said documents for delivery to the Bond Bank, and to complete said documents by the inclusion of appropriate dates and ministerial changes at the direction of the Selectboard of the Municipality or its designated officer; and to acknowledge receipt of the proceeds of the Bond on behalf of the Municipality; and



BE IT FURTHER RESOLVED, that, to the extent required by the covenants, undertakings, representations and certifications for the benefit of the Bond Bank set forth in the Municipality's Tax Certificate, the Municipality's Treasurer and its bond counsel, after consultation with the Bond Bank and its bond counsel, are authorized to order for purchase by the Municipality out of the proceeds of the Bond such federal and state obligations as may be required to limit or restrict investment yield on the Bond proceeds (and, accordingly, to limit the yield on the proceeds of the bonds of the Bond Bank ("Bond Bank Bonds") issued to finance the purchase of the Bond), thereby avoiding rebate payments by the Bond Bank to the United States with respect to such Bond Bank Bonds; and

BE IT FURTHER RESOLVED, that to the extent proceeds derived from the sale of the Bond will be used to reimburse the Municipality for capital expenditures previously made for the improvements described in Exhibit A, this Resolution shall serve as a declaration of official intent under Section 1.150-2 of the Treasury Regulations (or a re-publication of any previously made declaration of official intent) to effect a reimbursement in an amount not to exceed the total of all previous capital expenditures; and

BE IT FURTHER RESOLVED, that the proceeds derived from the sale of the Bond be deposited to the credit of the Municipality for requisition and disbursement as provided in the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Bond dated August 1, 2020 payable as aforesaid, and reciting that it is issued under and pursuant to the vote hereinabove mentioned, and we also certify that the Bond is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; that the Bond is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

We acknowledge that information the Municipality has furnished to the Bond Bank and others will be relied upon in the public offering of securities for sale. We represent that all information the Municipality has provided in connection with the Loan, the Bond, the Loan Agreement, Loan Application, Municipality Tax Certificate and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of our knowledge. We further represent that the Municipality has disclosed to the Bond Bank and others all information material to the Loan, and the public offering of securities by the Bond Bank, and has not failed to disclose any information it deems material for such purpose.

We further certify that no litigation is pending or threatened affecting the validity of the Bond nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Bond, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

We further certify that all actions set forth in this resolution were proposed, considered and approved in a public meeting duly called, noticed and held in compliance with all applicable open meeting, public records access, public procurement, bid solicitation, and conflict of interest enactments.

Dated: \_\_\_\_\_, 2020

ATTEST:

TOWN OF HARTFORD

\_\_\_\_\_  
Clerk

By: \_\_\_\_\_

(Seal)

\_\_\_\_\_  
All or a Majority of the  
Selectboard

And by: \_\_\_\_\_  
Its Treasurer

## MUNICIPALITY TAX CERTIFICATE

### (General Obligation)

This Municipality Tax Certificate (this “Tax Certificate”) is being delivered as of August 6, 2020 (the “Closing Date”) by the Town of Hartford (the “Municipality”), to the Vermont Municipal Bond Bank (the “Bond Bank”) in connection with the sale to the Bond Bank of the \$1,735,000 General Obligation Bond of the Municipality dated August 1, 2020 (the “Municipal Bond”) pursuant to the Loan Agreement between the Bond Bank and the Municipality dated as of August 1, 2020 (the “Loan Agreement”). The Bond Bank is simultaneously issuing bonds dated the Closing Date (“Bond Bank Bonds”) for the purpose, among others, of financing the purchase of the Municipal Bond. The Municipality understands and agrees that the certifications and expectations set forth herein will be relied upon by the Bond Bank and its bond counsel in establishing that interest on the Bond Bank Bonds will be excluded from the income of the holders thereof for federal income tax purposes.

The undersigned Treasurer and at least a majority of the Selectboard of the Municipality do hereby certify as follows:

1. We are the officers of the Municipality duly charged and responsible for issuing the Municipal Bond. The certifications and expectations set forth in this document are being given to enable the Bond Bank to make certain certifications and to have certain expectations pursuant to Sections 141 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the “Code”).
2. The Municipality is a political subdivision of the State of Vermont and is an entity with general taxing powers, the power to incur debt, the power of eminent domain, and the power to enact and enforce police power measures.
3. The date(s), maturities, denominations and rates of interest of the Municipal Bond are as shown and more fully described in Schedule A, attached hereto.
4. The proceeds of the Municipal Bond will be used to provide funds for the purpose of financing tax increment financing district capital improvements located in White River Junction, Vermont (the “Project”), as shown on Schedule B attached. No other amounts have a sufficiently direct nexus (within the meaning of Code Section 148) to the Municipal Bond or the Project to conclude that the amounts would have been used to finance the Project in the absence of the proceeds of the Municipal Bond.
5. No proceeds of the Municipal Bond will be applied to retire existing obligations (“Prior Obligations”) unless such Prior Obligations were used to finance Project costs on a “new money” basis, including timely reimbursement of Project costs advanced under a duly adopted notice of official intent, or as part of a chain of



exclusively current refundings of obligations issued on a “new money” basis (“Original Obligations”). No proceeds of the Municipal Bond will be used to retire any Prior Obligations more than 90 days after the Closing Date. Proceeds, if any, invested during such up-to-90 day period, pending application to retire Prior Obligations, may be invested without regard to yield.

6. The Municipality reasonably expects that at least 85% of the proceeds of the Municipal Bond will have been expended on Project costs within three years from the earlier of the Closing Date or the date of issuance of any Original Obligations. The Municipality has or will have incurred a binding obligation to a third party to expend on Project costs at least 5% of the proceeds of the Municipal Bond and, if applicable, of the proceeds of each issue of Original Obligations within six months after the respective issue date(s) thereof. Work on the acquisition, construction or accomplishment of the Project will proceed with due diligence to the completion thereof. There are no unspent proceeds of the Prior Obligations. Proceeds not expended within three years shall be invested at a yield not in excess of the yield on the Bond Bank Bonds.

7. The total proceeds (including interest earnings therefrom) received from the sale of the Municipal Bond with respect to the Project do not exceed the total cost of the Project. All proceeds of the Municipal Bond will be deposited with the Disbursing Agent pursuant to the Loan Agreement. All such funds will be maintained in a segregated fund and not commingled with amounts from other sources, and shall be requisitioned (i) to reimburse the Municipality for Project costs advanced under a duly adopted notice of official intent, (ii) to retire Prior Obligations or (iii) to pay Project costs after the date hereof, all as provided in the Loan Agreement.

8. Any reimbursement of an expenditure made prior to the issue date of the Municipal Bond or any Original Obligations is pursuant to a declaration of official intent. In addition, any declaration of official intent of the Municipality to reimburse itself out of such proceeds for Project expenditures incurred before the Closing Date or the date of issuance of any Original Obligations, was adopted not later than 60 days after the date such expenditures were made. No expenditure has been or will be so reimbursed (a) more than 18 months after the later of the date the expenditure was made or the Project component to which it relates was placed in service and (b) more than three years after such expenditure was made.

9. No portion of the Project will be sold or otherwise disposed of in whole or in part, except due to normal wear and tear and obsolescence, while the Municipal Bond is outstanding. Public use of the Project will continue for so long as the Municipal Bond remains outstanding. The Municipality will notify the Bond Bank immediately in the event of any change in use or disposition of the Project. In such event, the Municipality will cooperate with the Bond Bank to undertake remediation measures under Code Section 141 at the earliest opportunity so as to preserve the tax exempt character of the Bond Bank Bonds.

10. Principal of and interest on the Municipal Bond will be paid from taxes and other revenues of the Municipality. Funds designated for payment of the principal of and interest on the Municipal Bond, whether or not deposited into a segregated debt service fund, will be expended within thirteen (13) months of the date of such designation. Any amounts received from the investment of such designated amounts will be used to pay debt service on the Municipal Bond within one (1) year of the date of receipt. The debt service fund, if any, will be used to achieve a proper matching of revenues with principal and interest payments within each bond year and will be depleted at least once each bond year except for a reasonable carryover amount not to exceed the greater of (i) the earnings on the fund for the immediately preceding bond year or (ii) one-twelfth of principal and interest payments on the issue for the immediately preceding bond year.

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

12. No portion of the proceeds of the Municipal Bond will be invested, directly or indirectly, in federally insured deposits or accounts other than (a) investments of unexpended Municipal Bond proceeds for an initial temporary period until the proceeds are needed for the Project; and (b) investment of moneys on deposit in a bona fide debt service fund. No portion of the proceeds of the Municipal Bond will be loaned or otherwise made available to any private person, nor shall any of such proceeds be expended or invested in a manner which will contribute to or result in the Bond Bank Bonds being classified as "hedge bonds" under Section 149(g) of the Code.

13. The Project is and will be owned by the Municipality and will not be leased to any person which is not a state or local government unit, or an instrumentality thereof. In addition, the Municipality will not enter into any contracts or other arrangements, including without limitation, management contracts, capacity guarantee contracts, take or pay contracts, or put or pay contracts, pursuant to which any persons have any right to use or make use of the Project on a basis not available to members of the general public or which confers special economic benefits on any private person. No private business use of the Project will be made without consent of the Bond Bank, which consent may be conditioned on the Bond Bank receiving an opinion of nationally recognized Bond Counsel that such use will not have an adverse effect on the tax-exempt status of interest on the Bond Bank Bonds.

14. The Municipality will do and perform all acts and things necessary or desirable in order to assure that interest paid on the Bond Bank Bonds shall, for purposes of federal income taxation, be excludable from the gross income of the recipients thereof. In that regard, the Municipality understands that the Bond Bank will be required to

comply with arbitrage rebate and yield restriction requirements of Code Section 148 with respect to the Bond Bank Bonds and the Municipality agrees to fully cooperate with the Bond Bank in providing requested information and otherwise as set forth in the Loan Agreement,

15. In furtherance of the foregoing covenant with respect to the maintenance of the tax-exempt status of interest on the Bond Bank Bonds, the Municipality hereby covenants to adhere to the record-retention requirements of Section 6001 of the Code and the Regulations and, in addition, adopts and commits to implement the procedures set forth in Schedule C which are intended to provide the following:

(a) Assignment of tax-exempt compliance responsibilities to appropriate departments, officers, or employees.

(b) Establishment and maintenance of books and records for all obligations of the Municipality financed by a particular issue of Bond Bank Bonds.

(c) Establishment of Code Section 148 compliant procedures for the investment of gross proceeds for all of the Municipality's obligations financed by a particular issue of Bond Bank Bonds.

(d) Maintenance of records relating to all allocations of expenditures of proceeds of all of the Municipality's obligations financed by a particular issue of Bond Bank Bonds.

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

16. This Tax Certificate has been delivered to the Bond Bank as part of the record of proceedings and accompanying certificates with respect to the issuance of the Bond Bank Bonds.

17. On the basis of the foregoing, it is not expected that the proceeds of the Municipal Bond will be used in a manner which would cause the Bond Bank Bonds to be a "arbitrage bonds" or "private activity bonds" under Sections 103, 141 and 148 of the Code. To the best of our knowledge and belief, there are no other facts, estimates or circumstances that would materially change the foregoing conclusions.

18. There are and will be no other obligations of the Municipality:

(a) sold within fifteen (15) days of the date of sale of the Bond Bank Bonds;

(b) sold pursuant to a common plan of financing as was employed in the sale of the Bond Bank Bonds; and

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

IN WITNESS WHEREOF, we have hereunto set our hands on behalf of the  
Municipality this \_\_\_\_ day of August, 2020.

TOWN OF HARTFORD

By: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All or a Majority of Its  
Selectboard

And By: \_\_\_\_\_

Its Treasurer

Schedule B

1.     Title of Bonds:         \$1,735,000 Town of Hartford Tax Increment Financing  
  District Improvement General Obligation Registered Bond

Total Principal Amount: \$1,735,000

Dated: August 1, 2020

Maturity Date(s)     Principal Amount(s)         Interest Rate(s)

As per attached specimen bond.

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

Resolution and Warning of Selectboard January 29, 2019

Annual Town Meeting March 5, 2019

Resolution and Certificate of Selectboard \_\_\_\_\_, 2020

3.     Project                             Estimated Date                     Estimated Date  
   of Completion                     All Proceeds Expended

TIF District

No. R-1

UNITED STATES OF AMERICA  
STATE OF VERMONT  
TOWN OF HARTFORD  
GENERAL OBLIGATION BOND

\$1,735,000

The Town of Hartford (hereinafter called the ("Municipality")), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Municipal Bond Bank, or registered assigns, the sum of ONE MILLION SEVEN HUNDRED THIRTY-FIVE THOUSAND DOLLARS (\$1,735,000) in installments on November 1 of each year as set forth below, with interest on each installment at the rate per annum set forth below opposite the year in which the installment becomes due:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2020	\$-0-		2036	\$86,750	
2021	\$86,750		2037	\$86,750	
2022	\$86,750		2038	\$86,750	
2023	\$86,750		2039	\$86,750	
2024	\$86,750		2040	\$86,750	
2025	\$86,750		2041	\$-0-	
2026	\$86,750		2042	\$-0-	
2027	\$86,750		2043	\$-0-	
2028	\$86,750		2044	\$-0-	
2029	\$86,750		2045	\$-0-	
2030	\$86,750		2046	\$-0-	
2031	\$86,750		2047	\$-0-	
2032	\$86,750		2048	\$-0-	
2033	\$86,750		2049	\$-0-	
2034	\$86,750		2050	\$-0-	
2035	\$86,750				

The interest rate of each installment shall run from the date of the original delivery of this Bond to the Vermont Municipal Bond Bank and payment therefor and until payment of each installment and such interest shall be payable semi-annually on November 1 and May 1 of each year in the amounts set forth in Exhibit A of the Loan Agreement with respect to this Bond between the Municipality and the Vermont Municipal Bond Bank dated August 1, 2020. Both principal and interest on this Bond are payable in lawful money of the United States at U.S. Bank National Association, in Boston, Massachusetts, or at its successor as Trustee under the General Bond Resolution of the Vermont Municipal Bond Bank. Final payment of the interest and principal of this Bond shall be made upon surrender of this Bond for cancellation at the bank or trust company at which this Bond is then payable.

This Bond is issued by the Municipality for the purpose of financing tax increment financing district improvements under and by virtue of No. M-5 of the Acts of 2009, as amended, Chapter 53 of Title 24, Vermont Statutes Annotated, the vote of its legal voters duly passed on March 5, 2019, and resolutions duly adopted by its Selectboard.

This Bond is transferable only upon presentation to the Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Bond have been done, have happened, and have been performed in regular and due form, as required by such law and vote, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Municipality are hereby irrevocably pledged.

IN TESTIMONY WHEREOF, the Municipality has caused this Bond to be signed by at least a majority of its Selectboard and its Treasurer and its seal (if it has a seal) to be affixed hereto as of August 1, 2020. (Absence of a seal hereon means that the Municipality has no seal and no seal is required.)

TOWN OF HARTFORD

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\_\_\_\_\_  
\_\_\_\_\_

All or a Majority of its  
Selectboard

\_\_\_\_\_  
Treasurer



## LOAN AGREEMENT

### (General Obligation)

This LOAN AGREEMENT, dated as of August 1, 2020 (this "Loan Agreement"), is between the VERMONT MUNICIPAL BOND BANK, a body corporate and politic constituted as an instrumentality of the State of Vermont exercising public and essential governmental functions and doing business as the Vermont Bond Bank (hereinafter referred to as the "Bond Bank"), created pursuant to the provisions of 24 V.S.A., Chapter 119, as amended (hereinafter referred to as the "Act"), having its principal place of business at Winooski, Vermont, and the Town of Hartford (hereinafter referred to as the "Municipality").

### W I T N E S S E T H:

WHEREAS, pursuant to the Act, the Bond Bank is authorized to make loans of money (hereinafter referred to as the "Loan" or "Loans") to Governmental Units; and

WHEREAS, the Municipality is a Governmental Unit as defined in the Act, and pursuant to the Act is authorized to accept a Loan from the Bond Bank, to be evidenced by its Municipal Bond purchased by the Bond Bank, and the proceeds of which will be held for the benefit of the Municipality by U.S. Bank National Association, as disbursing agent (the "Disbursing Agent") subject to requisition as set forth herein; and

WHEREAS, the Municipality is desirous of borrowing money from the Bank for the purpose of paying the costs (the "Project Costs") of certain capital improvements, as described in Schedule B to the Municipality's Tax Certificate (the "Project"), in the amount of \$1,735,000 and has applied to and has requested of the Bank a Loan in such amount, and the Municipality has duly authorized the issuance of bonds in the principal amount of \$5,477,000, of which a bond(s) in the amount of \$1,735,000 (the "Municipal Bond") is to be purchased by the Bank as evidence of the Loan in accordance with this Agreement, which Municipal Bond shall be in substantially the form appended hereto by the Municipality as Exhibit B; and

WHEREAS, to provide for the issuance of bonds of the Bond Bank (the "Bond Bank Bonds") in order to obtain from time to time monies with which to make the Loan and other loans to governmental units, the Bond Bank has adopted the General Bond Resolution on May 3, 1988, as amended (herein referred to as the "Bond Resolution"), and will adopt a supplemental resolution authorizing the making of such Loan, inter alia, to the Municipality and the purchase of the Municipal Bond;

NOW, THEREFORE, the parties agree:

1. The Bond Bank hereby makes the Loan and the Municipality accepts the Loan. As evidence of the Loan, the Municipality hereby sells to the Bond Bank and the Municipal Bond in the principal amount of \$1,735,000 at a price of \$[2A]. The Municipal

Bond shall bear interest from the date of its delivery to the Bond Bank at the rates per annum set forth in Exhibit A hereto. Notwithstanding the foregoing, the Municipal Bond shall bear interest at such rate or rates as shall be required for the Municipal Bond to comply with Section 601(2) of the Bond Resolution.

2. (a) The Municipality hereby acknowledges that the Bond Bank has entered, or will enter, into a disbursing agent agreement with the Disbursing Agent for the deposit and disbursement of the proceeds of the Municipal Bond.

(b) Pending their disbursement, the proceeds of the Municipal Bond shall be held by the Disbursing Agent. From time to time the Municipality shall requisition from the Disbursing Agent portions of the Municipal Bond proceeds necessary to pay Project Costs. Such requisitions shall be made in the form attached hereto as Exhibit C. The Municipality shall certify to the Bond Bank and to the Disbursing Agent the name(s) and the title(s) of the person(s) authorized to execute and submit such requisitions.

(c) Proceeds of the Municipal Bond held by the Disbursing Agent shall be invested by the Disbursing Agent at the direction of the Municipality in accordance with the provisions of the Municipality's Tax Certificate and consistent with the Investment Policy of the Bond Bank.

(d) At the time of submission of the final requisition for Project Costs relating to the Project, including all retainage of Project Costs, the Municipality shall provide to the Disbursing Agent and the Bond Bank a Completion Certificate, in accordance with the provisions of Section 2(e).

(e) The Municipality shall proceed with due diligence to complete the Project. Completion of the Project shall be evidenced by a certificate signed by the Municipality delivered to the Disbursing Agent and Bond Bank stating that the Project has been substantially completed so as to permit efficient use in the operations of the Municipality and setting forth any Project Costs remaining to be paid from the Project Fund established with the Disbursing Agent.

3. The Municipality has duly adopted or will adopt, prior to the Bond Bank's purchase of the Municipal Bond, all necessary resolutions and has taken or will take, prior to the Bond Bank's purchase of the Municipal Bond, all proceedings required by law to enable it to enter into this Loan Agreement and issue its binding obligations to the Bond Bank.

4. The Municipality shall make funds sufficient to pay interest as the same becomes due available to the Bond Bank on the first (1<sup>st</sup>) day of the month prior to each interest payment date for the Bond Bank Bonds. The Municipality shall make funds sufficient to pay the principal as the same matures (based upon the maturity schedule provided by and for the Municipality and appended hereto as Exhibit A) available to the Bond Bank on the first (1<sup>st</sup>) day of the month prior to each principal payment date for the Bond Bank Bonds. All payments shall be made by Automated Clearing House (ACH) unless otherwise directed by the Bond Bank.

5. The Municipality is obligated to pay fees and charges to the Bond Bank (hereinafter referred to as the "Fees and Charges") within thirty (30) days of demand by the Bond Bank. Such Fees and Charges actually collected from the Municipality shall be in an amount sufficient, together with other monies available therefor, including any grants made by the United States of America or any agency or instrumentality thereof or by the State or any agency or instrumentality thereof:

(a) To pay, as the same becomes due, the administrative expenses of the Bond Bank;

(b) To pay an allocable share of financing costs incurred with respect to a series of Bond Bank Bonds, including fees and expenses of the attorney or firm of attorneys of recognized standing in the field of municipal law selected by the Bond Bank, trustees' and paying agents' fees and expenses, costs and expenses of financial consultants, underwriters or placement agencies, printing costs and expenses, the payment to any officers, departments, boards, agencies, divisions and commissions of the State of Vermont of any statement of cost and expense rendered to the Bond Bank pursuant to Section 4556 of the Act, and all other financing and other miscellaneous costs.

(c) To pay an amount equal to a reasonable estimate of the interest that could have been earned by the Bond Bank on any funds advanced by the Bond Bank for the purposes described in 5(a) and 5(b) above, calculated at a rate equal to the highest rate on the Bond Bank's unrestricted investments for the period during which such advances remain outstanding.

6. The Municipality is obligated to make the principal portion of the Municipal Bond payments scheduled by the Bond Bank on an annual basis and is obligated to make the interest portion of the Municipal Bond payments on a semi-annual basis and to pay the Fees and Charges imposed by the Bond Bank as set forth in Section 5 hereof.

7. The Bond Bank shall not sell and the Municipality shall not redeem any part of the Municipal Bond prior to the date on which all outstanding bonds of the Bond Bank issued with respect to such Loan are redeemable, and in the event of any sale or redemption prior to maturity of the Municipal Bond thereafter, the same shall be in an amount equal to the aggregate of (i) the principal amount, interest accrued to the redemption date and redemption premium, if any, needed to redeem a sufficient amount of Bond Bank Bonds to assure Bond Bank compliance with Section 601(2) of the Bond Resolution and (ii) the costs and expenses of the Bond Bank in effecting the redemption of the Bond Bank Bonds so to be redeemed, less the amount of monies available in the applicable sub-account(s) in the redemption account established by the Bond Resolution and available for withdrawal from the Reserve Fund and for application to the redemption of Bond Bank Bonds so to be redeemed in accordance with the terms and provisions of the Bond Resolution, as determined by the Bond Bank.

In no event shall any such sale or redemption of the Municipal Bond be effected without the written agreement and consent of both parties hereto, which agreement shall

specify the dollar amount to be paid by the Municipality.

8. Simultaneously with the delivery of the Municipality's Bond to the Bond Bank, the Municipality shall furnish to the Bond Bank an opinion of bond counsel satisfactory to the Bond Bank which shall set forth among other things the unqualified approval of the Municipal Bond then being delivered to the Bond Bank and that the Municipal Bond will constitute a valid and binding obligation of the Municipality.

9. The Municipality shall be obligated to inform in writing the Bond Bank and the corporate trust office of the trustee for the Bond Bank Bonds at least thirty (30) days prior to each June 1st and December 1st of the name of the official to whom invoices for the payment of interest and principal should be addressed.

10. Notwithstanding Paragraph 13 hereof, prior to payment of the amount of the Loan, or any portion thereof, and the delivery of the Municipal Bond to the Bond Bank or its designee, the Bond Bank shall have the right to cancel all or any part of its obligations hereunder if:

(a) Any representation made by the Municipality to the Bond Bank in connection with its application for Bond Bank assistance shall be incorrect or incomplete in any material respect.

(b) The Municipality has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.

11. If any provision of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

12. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.

13. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement.

14. This Loan Agreement merges and supersedes all prior negotiations, representations, and agreements between the parties hereto relating to the subject matter hereof and constitutes the entire agreement between the parties hereto in respect thereof.

15. (a) The Municipality covenants that it will not take any action, or fail to take any action, if any such action or failure to take action would adversely affect the exclusion from gross income of interest on the Bond Bank Bonds under Section 103(a) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder (collectively, the "Code"). In furtherance of the foregoing covenant, Municipality covenants to comply with covenants in the Municipality's Tax Certificate.

(b) The Municipality agrees to provide to the Bond Bank such information and detailed records as is required, and not otherwise available from the Disbursing Agent, for the calculation by the Bond Bank of the rebate requirement imposed by Section 148 of the Code which, in part, will require a determination of the difference between the actual aggregate earnings of the investment of the proceeds of an issue of Bond Bank Bonds (including proceeds of the Municipal Bond) and the amount of such earnings assuming a rate of return equal to the yield on such issue of Bond Bank Bonds.

(c) In the event the proceeds of the Municipal Bond are no longer expected to be expended for the purpose(s) for which they were issued, the Municipality shall endeavor to find an alternate expenditure of such proceeds that complies with the requirements of the Code, the covenants in the Municipality's Tax Certificate and the other tax covenants contained in this Agreement for lawful purposes which may be financed by tax-exempt bonds. Any such proposed substitute expenditure shall be reported promptly to the Bond Bank before it is made and shall be accompanied by a Counsel's Opinion (as defined in the Bond Resolution) certifying to the legality of such substitute expenditure and to the effect that the substitution shall not have an adverse effect on the continuing exclusion of interest paid and to be paid on the related Bond Bank Bonds from income for federal income tax purposes.

(d) The Municipality shall comply with and perform its undertakings set forth in its Tax Certificate executed coincident with the delivery of the Municipal Bond to the Bond Bank, including without limitation Schedule C thereof (Municipal Bond Post-Issuance Compliance Procedures). The Municipality shall retain all records of expenditures for a period of not less than 3 years after the payment of the Bond Bank Bond and furnish the Bond Bank with any and all documents necessary upon its request in order to show the compliance of the Municipal Bond with the provisions of the Code and applicable regulations.

(e) Notwithstanding anything in this Loan Agreement to the contrary, the obligation of the Municipality to comply with all tax covenants contained or referenced in this Loan Agreement and the Municipality's Tax Certificate shall survive the defeasance or payment in full of the Municipal Bond.

16. The Municipality agrees to provide to the Bond Bank upon request such certifications and information as the Bond Bank may reasonably request in order for the Bond Bank to verify at any time the representations, expectations, procedures and covenants set forth in:

(a) The Municipality's Tax Certificate to be executed coincident with the delivery of the Municipal Bond to the Bond Bank; and

(b) The Bond Bank's Tax Certificate executed coincident with the delivery of the Bond Bank Bonds to the purchaser(s) thereof.

17. The Municipality shall provide to the Bond Bank annually upon publication (1) a copy of its municipal report prepared, distributed and filed in accordance with 24 V.S.A. §§1173-1174, 1681-1683 and (2) if prepared by the Municipality, a copy of its financial statements and independent auditor's report thereon. In addition, within thirty (30) days following a request by the Bond Bank, or such shorter period as prescribed under Securities Exchange Commission Rule 15c2-12, the Municipality agrees to furnish the Bond Bank with its most recent financial statements, explanatory notes and other financial and operating information as the Bond Bank may request. In addition, the Municipality agrees to notify the Bond Bank within ten (10) days of the occurrence of any notice event which has or may have an effect upon its financial condition or its ability to perform fully and timely any covenant, obligation or undertaking set forth in this Loan Agreement or the Municipal Bond. As used in this paragraph, a notice event is any one of the following:

(a) Actual or anticipated delinquency or default of payment of principal of or interest on the Municipal Bond or any other debt obligation of the Municipality;

(b) Any actual or anticipated default or breach on the part of the Municipality with respect to any term or provision of this Loan Agreement or like agreement to which the Municipality is a party;

(c) Unscheduled draws on debt service reserves which reflect financial difficulties for the Municipality;

(d) Unscheduled draws on any letter of credit, guarantee or similar credit enhancement which reflects financial difficulties for the Municipality;

(e) Substitution of any entity furnishing the Municipality with credit or liquidity enhancement, or the failure of such entity to perform;

(f) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determination of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Municipal Bond, or other material events affecting the tax status of the Municipal Bond;

(g) Material modifications of the rights of any person owning a legal or beneficial interest in the Municipal Bond;

(h) The actual or contemplated call, redemption, refunding or defeasance of the Municipal Bond, or the sale, release or substitution of the improvements financed by the Municipal Bond;

- (i) Any change in the credit rating of the Municipality;
- (j) Tender offers with respect to the Municipal Bond;
- (k) Bankruptcy, insolvency, receivership or similar event of the Municipality;
- (l) The merger, consolidation or acquisition of the Municipality;
- (m) The sale or transfer of all or substantially all of the assets of the Municipality, whether absolute or pursuant to a management or operating agreement, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms;
- (n) The sale or disposition of assets financed by the Municipal Bond, or a change of use thereof constituting “deliberate action” as defined in the Code;
- (o) A change in the identity or name of the Municipal Bond trustee, or the appointment of a successor or additional trustee, if material;
- (p) The incurrence of a financial obligation of the Municipality, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Municipality, any of which affect security holders, if material; or
- (q) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Municipality, any of which reflect financial difficulties.

For the purposes of the event identified in subparagraph (k), the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Municipality in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Municipality, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Municipality. For purposes of the events identified in subparagraphs (p) and (q), the term “financial obligation” means (i) a debt obligation, (ii) a derivative instrument entered into in connection with, or pledged as security of a source of payment for, an existing or planned debt obligation, or (iii) a guarantee of (i) or (ii).

18. The Municipality acknowledges that information it has furnished the Bond Bank and others will be relied upon in the public offering of Bond Bank Bonds for sale. The Municipality represents that all information it has provided in connection with the



Loan, the Municipal Bond, this Loan Agreement, the Loan Application, the Municipality's Tax Certificate and all certifications, statements, representations and records identified or referred to therein are true, accurate and complete to the best of the knowledge of the Municipality and its officers. The Municipality further represents that it has disclosed to the Bond Bank and others all information material to the Loan, and the public offering of Bond Bank Bonds, and has not failed to disclose any information it deems material for such purpose.

19. The Municipality agrees that it will not purchase (and shall not permit any related party to the Municipality to purchase) any Bond Bank Bonds.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

Attest: VERMONT MUNICIPAL BOND BANK

\_\_\_\_\_  
Vermont Municipal Bond Bank  
Executive Director

By: \_\_\_\_\_  
Chair

(SEAL)

Attest: TOWN OF HARTFORD

\_\_\_\_\_  
Town of Hartford Clerk

By: \_\_\_\_\_  
Chair  
Selectboard

(SEAL)

EXHIBIT A  
MATURITY SCHEDULE  
TOWN OF HARTFORD

<u>Municipality's Bonds Due November 1</u>	<u>Principal Amount</u>
2020	-0-
2021	86,750
2022	86.750
2023	86.750
2024	86.750
2025	86.750
2026	86,750
2027	86,750
2028	86.750
2029	86,750
2030	86.750
2031	86.750
2032	86,750
2033	86.750
2034	86,750
2035	86.750
2036	86,750
2037	86.750
2038	86,750
2039	86.750
2040	86.750
2041	-0-
2042	-0-
2043	-0-
2044	-0-
2045	-0-
2046	-0-
2047	-0-
2048	-0-
2049	-0-
2050	-0-
Total:	\$1,735,000

LOAN AGREEMENT CERTIFICATE

The undersigned Treasurer of the Town of Hartford (the “Municipality”) hereby certifies, on behalf of the Municipality, that the Municipality is obligated under the Loan Agreement, dated as of August 1, 2020 between the Municipality and the Vermont Municipal Bond Bank (the “Bond Bank”) to provide to the Bond Bank annually upon publication a copy of the annual report on the finances and administrative activities of the Municipality generated and distributed in accordance with 24 V.S.A. §§ 1173-1174, 1681-1683 and any independent auditor’s report on the financial statements of the Municipality.

Dated: August \_\_, 2020

\_\_\_\_\_  
Treasurer

## ASSIGNMENT SEPARATE FROM BOND

FOR VALUE RECEIVED, the Vermont Municipal Bond Bank (the "Bond Bank") hereby pledges, assigns and transfers unto U.S. Bank National Association, Boston, Massachusetts, as Trustee for the benefit of holders of bonds of the Bond Bank issued under the Bond Bank's General Bond Resolution adopted May 3, 1988, as amended, one general obligation bond of

## TOWN OF HARTFORD

in the principal amount of \$1,735,000, No. R-1 herewith, outstanding in the name of the Bond Bank on the books of said Governmental Unit.

Dated: August \_\_\_, 2020

## VERMONT MUNICIPAL BOND BANK

By: \_\_\_\_\_  
Executive Director

## CERTIFICATE OF REGISTRATION OF TRANSFERS

The Bond is registered in the name of the transferee noted hereon on the books of the Governmental Unit kept by the Treasurer as transfer agent.

<u>Name of Registered Transferee</u>	<u>Date of Registration of Transfer</u>	<u>Date to Which Interest Paid</u>	<u>Aggregate Principal Paid</u>	<u>Balance of Principal Due</u>	<u>Signature of Treasurer</u>
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U.S. Bank National Association,  
as Trustee for the  
Vermont Municipal  
Bond Bank

IRC SECTION 148 CERTIFICATION

NAME OF MUNICIPALITY: TOWN OF HARTFORD

FEDERAL EMPLOYER IDENTIFICATION NO: 03-6000505

- (1) List all outstanding debt instruments (bond anticipation and grant anticipation notes) issued by the Municipality to provide temporary construction financing for the project(s) being financed permanently by the proceeds of the Municipality's Bond dated August 1, 2020 and being sold to the Vermont Municipal Bond Bank, and the unexpended proceeds, if any, for each:

<u>Issue Date</u>	<u>Principal Amount</u>	<u>Maturity Date</u>	<u>Unexpended Proceeds</u>
05-01-20	\$3,000,000	04-30-21	

- (2) The Municipality is a political subdivision of the State of Vermont and (1) has general taxing powers, and (2) at least ninety-five percent (95%) of the proceeds of the Municipality's bond will be used for local governmental activities of the Municipality.

Date: August \_\_, 2020

\_\_\_\_\_  
Municipal Treasurer

No. R-1

TOWN OF HARTFORD \$1,735,000 GENERAL OBLIGATION  
BOND DATED AUGUST 1, 2020

CERTIFICATE OF REGISTRATION

It is hereby certified that this bond is a registered bond, the principal and interest due thereon payable only to the holder of record as appears in the office of the Treasurer of the issuing Municipality. This bond may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Municipality at the office of the Treasurer of the Municipality who shall record such transfer in the records of the Municipality and on the bond. The name and address of the original registered owner of this bond is Vermont Municipal Bond Bank, 20 Winooski Falls Way #305, Winooski, VT 05404-2228.

Dated as of the \_\_\_\_<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Treasurer

RECEIPT

Received of the Vermont Municipal Bond Bank the sum of \$1,735,000 being in full payment for bond(s) of the Town of Hartford dated August 1, 2020 this day sold and delivered to said Bank.

Dated this \_\_\_\_<sup>th</sup> day of August, 2020.

TOWN OF HARTFORD

By: \_\_\_\_\_  
Duly Authorized





100 East State Street | P.O. Box 1309 | Montpelier, VT 05601-1309

June 19, 2020

TO: Participating Municipalities

FROM: J. Paul Giuliani

RE: 2020 Series 2 Vermont Municipal Bond Bank Sale

Enclosed is the original documentation needed to complete the 2020 Series 2 sale. Under separate cover, each participating municipality will receive a commitment letter from the Bond Bank. The commitment letter should be executed and returned to the Bond Bank as soon as possible.

In order to effect a trouble-free sale and closing, it is essential that the enclosed materials be considered, adopted and executed without delay. Unless properly executed original documents from all municipalities are in our possession and ready for delivery to the Bond Bank by July 21, 2020, the sale and closing may be delayed. We cannot stress too strongly the importance of adopting and executing the enclosed documentation as soon as possible. If the next regularly scheduled meeting of the legislative body is too close to the July 21, 2020 return date, a special meeting may be advisable for this purpose.

Once returned to us, we will hold the executed documents pending confirmation of the bond sale, and will deliver the same at the closing in Boston, tentatively scheduled for August 5-6.

Regarding execution of the enclosed documents, the following action should be taken at a duly warned regular or special meeting of the legislative body:

(1) Resolution and Certificate. This should be signed by all or a majority of the legislative body and the date of the regular/special meeting entered where indicated on the last page. The municipal Clerk and municipal Treasurer should sign where indicated, and the municipal seal (if any) affixed over the Clerk's signature.

(2) Municipality Tax Certificate. Regardless of how and when the Bond proceeds are going to be spent, it is essential that the enclosed Certificate be executed by the municipal Treasurer, and all or a majority of the legislative body on page 4.

Please note that the Municipality Tax Certificate contains Internal Revenue Code post-issuance compliance procedures relating to arbitrage and private use of bond-financed improvements (Schedule C). These procedures are the result of Internal Revenue Service examination and audit initiatives intended to test Code compliance among municipal issuers throughout the country.

(3) Loan Agreement. Do not fill in any blanks in the Loan Agreement or on Exhibit A. This information will be entered prior to closing. The Chair of the legislative body and the municipal Clerk should sign on the last page. The municipal seal (if any) should be affixed over the Clerk's signature.

Please note the commitment to furnish the Bond Bank with financial and operating information on an ongoing basis (Section 17). Also, your attention is directed to Section 18 which contains representations consistent with recent Internal Revenue Service, Securities and Exchange Commission, and Municipal Securities Rulemaking Board directives.

The requisition procedure referred to in the Loan Agreement is a recent development. It is designed to assist Bond Bank borrowers in maintaining investment and expenditure records. If an audit or examination is conducted, these records will be invaluable in establishing post-issuance compliance with the arbitrage and private use provisions of the Internal Revenue Code.

Please check the annual loan principal payment amounts on Exhibit A. It should match the payment schedule on your Bond Bank Loan Agreement. Give me a call or send an email if the information is incorrect or incomplete.

(4) Loan Agreement Certificate. All that is required here is the Treasurer's signature.

(5) Bond. Do not enter any interest rates or principal payments. The rates and payments schedule will be verified and entered prior to the Bond sale. All or a majority of the legislative body and the municipal Treasurer should sign where indicated and the municipal seal (if any) should be affixed over the Treasurer's signature.

(6) Certificate of Registration. This requires the municipal Treasurer's signature where indicated.

(7) IRC Section 148 Certification. Please complete by supplying or verifying the information asked for in paragraph (1). If there are no outstanding bond anticipation

notes, please so indicate on the statement. If you have any Unexpended Proceeds of Bond Anticipation Notes for the project being funded, they should be used to pay down the note balance prior to the scheduled closing of the Bond Bank's Series 2020-2. Please give me a call to discuss if you face that situation. This certificate should be signed by the municipal Treasurer. If not entered already, please supply the municipality's federal employer identification number.

The Loan Agreement and the Bond may be missing loan principal information. The missing figures will be entered when the loan is formally approved by the Bond Bank. Even though this information may be missing, please execute all documents as outlined above and return them to us by July 21, 2020. The correct payment amounts and schedules will be verified and the missing information entered before the loan is finalized.

Please note the non-litigation language in the Resolution and Certificate. If the Municipality becomes involved in any litigation regarding the Bond or the expenditure of Bond proceeds, please advise me at once.

We direct your attention to the Municipality Tax Certificate and the representations contained therein. This Certificate should be read carefully. There are some material changes from previously used Municipality Tax Certificates. The Internal Revenue Service, Treasury Department, Securities and Exchange Commission, and the Municipal Securities Rulemaking Board have established new standards with respect to certain tax matters, post-issuance record keeping and disclosure of material events and we have also modified them based on conversations with the Bond Bank's bond counsel. Please call if you have any questions.

Following the closing and delivery of funds, we will furnish a complete transcript of all completed and executed documents, including the approving opinion. In the meantime, you might want to keep a photocopy of the original executed documents you are returning to me.

If any questions arise regarding the execution and return of the enclosed documents, or any aspect of the bond sale, please do not hesitate to call me immediately at 223-2102 (office) or 233-1012 (cell). Also, you may reach me at [pgiuliani@primmer.com](mailto:pgiuliani@primmer.com).

JPG:sr

Enclosures



**AGENDA MEMORANDUM**  
**June 30, 2020**  
**Town Selectboard Meeting Item: 4.d**  
**Submitted by: Hannah Tyler, Director of Public Works**

**Subject:** **Transfer Station Options Cost Comparison**


**Background:** At the June 2, 2020 Selectboard meeting, the Selectboard requested information specifically regarding cost associated with curbside collection of municipal solid waste (MSW), recycling, and organics and also expenses associated with joining the Greater Upper Valley Solid Waste Management District (the District).

**Discussion:** The Town of Brattleboro (ToB) currently has a contract with one private hauler to manage curbside collection of MSW, recyclables (single stream), and organics. This is a long-standing level of service. The expense is primarily borne by the tax payers and supplemented with bag sales. The ToB only provides that level of service to residents on public roads in buildings with less than three residential units. It is not available to commercial interests. A deeper discussion of the information (in the form of a summary email to Brannon) and a spread sheet of the ToB budget is attached.

I spoke with Tom Kennedy, the District Solid Waste Manager, about annual fees associated with joining to meet some of the broader State requirements that we would be unable to, if we were to fully close our facility. Tom noted that our facility is essential to the District and that a closure would be detrimental to the District. Therefore, the District desires to work with the Town to develop plan that is mutually beneficial. Tom was going to reach out to Mia Roethlein (Vermont Dept. of Environmental Conservation) to see if there is any money available to hire a professional to perform a study. He did not provide any financial information to me regarding annual expenses to join the district.

**Impact:** Unknown at this time

**Recommendation:** Updated information for discussion.

  
\_\_\_\_\_  
Town Manager

**Attachments:** June 8 Email from Hannah Tyler to Brannon Godfrey Re: Brattleboro Solid Waste  
Brattleboro FY21 Solid Waste Fund Budget

# TOWN OF BRATTLEBORO FISCAL YEAR 2021 SOLID WASTE FUND BUDGET (PROPOSED)

	ACTUAL FY:2017	ACTUAL FY:2018	ACTUAL FY:2019	BUDGET FY:2020	BUDGET FY:2021	FY20/21 \$ Change	FY20/21 % Change
<b>REVENUES</b>							
MM - Interest Income	\$ 33.22	\$ 58.72	\$ 185.85	\$ 100	\$ 100	\$ -	0.0%
Refuse Bag Revenue	\$ 305,514.00	\$ 297,627.00	\$ 301,287.00	\$ 325,000	\$ 305,000	\$ (20,000)	-6.2%
Container Sales	\$ 2,990.00	\$ 2,414.00	\$ 1,702.00	\$ 2,500	\$ 2,000	\$ (500)	-20.0%
Transfer In	\$ 472,640.00	\$ 536,836.00	\$ 510,000.00	\$ 510,000	\$ 555,385	\$ 45,385	8.9%
<b>TOTAL REVENUE</b>	<b>\$ 781,177.22</b>	<b>\$ 836,935.72</b>	<b>\$ 813,174.85</b>	<b>\$ 837,600</b>	<b>\$ 862,485</b>	<b>\$ 24,885</b>	<b>3.0%</b>
<b>EXPENSES</b>							
Refuse Collection	\$ 136,514.20	\$ 136,545.22	\$ 137,856.52	\$ 138,000	\$ 139,610	\$ 1,610	1.2%
Recycling Collection	\$ 293,373.94	\$ 276,957.92	\$ 278,332.12	\$ 278,000	\$ 282,350	\$ 4,350	1.6%
Town Dumpsters	\$ 34,224.62	\$ 37,916.98	\$ 41,403.44	\$ 40,000	\$ 41,250	\$ 1,250	3.1%
Tipping Fee - Refuse	\$ 100,963.60	\$ 97,716.15	\$ 93,744.00	\$ 100,000	\$ 95,000	\$ (5,000)	-5.0%
Tipping Fee - Recycling	\$ -	\$ 82,385.84	\$ 124,247.30	\$ 125,000	\$ 150,000	\$ 25,000	20.0%
Tipping Fee - Compost	\$ 31,162.30	\$ 42,493.76	\$ 39,887.25	\$ 41,000	\$ 40,000	\$ (1,000)	-2.4%
WSWMD Assessment	\$ 147,213.34	\$ 131,345.00	\$ 104,827.28	\$ 82,795	\$ 79,275	\$ (3,520)	-4.3%
Management & Education	\$ 4,257.21	\$ 2,050.73	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%
Refuse Containers	\$ 2,719.27	\$ -	\$ 4,926.00	\$ 805	\$ 3,000	\$ 2,195	272.7%
Refuse Bags	\$ 29,966.00	\$ 29,117.60	\$ 30,586.36	\$ 30,000	\$ 30,000	\$ -	0.0%
<b>TOTAL EXPENSE</b>	<b>\$ 780,394.48</b>	<b>\$ 836,529.20</b>	<b>\$ 855,810.27</b>	<b>\$ 837,600</b>	<b>\$ 862,485</b>	<b>\$ 24,885</b>	<b>3.0%</b>

**From:** [Hannah Tyler](#)  
**To:** [Brannon Godfrey](#)  
**Subject:** Brattleboro Solid Waste Expenses  
**Date:** Monday, June 08, 2020 5:50:36 PM  
**Attachments:** [SW FY21 Budget.pdf](#)

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Brannon,

This afternoon I spoke with Patrick Moreland, Brattleboro Assistant Town Manager, who manages their Solid Waste needs.

Before I delve into the attached spreadsheet for their FY21 Solid Waste Budget, there are a few items worth mentioning:

- The Town of Brattleboro (ToB) has always had residential curbside trash pick up at the expense of the tax payers. Current expenses are much lower, respectively, than historic costs due to lower tonnage going to the landfill.
- During the implementation of Act148, which required a Pay as You Throw (PAYT) program, ToB contracted with WasteZero (<http://wastezero.com/>) to develop a business plan compliant with State of Vermont regulations to partially fund their curbside collection. He noted that it would be nearly impossible to implement without professional assistance.
- ToB has curbside collection of MSW, recycling, and organics on a biweekly basis. They allow curbside pick ups at residences and multi-family housing under four units (no commercial pick up at any scale). They do not contract pick up on any private roads. Brattleboro has 85 miles of public roads, Hartford has 129 +/- according to the State of Vermont. That's 44 additional miles of route for pick ups in our town. Quick, basic, ratio math - taking the bare, projected costs at Brattleboro's would inflate those expenses from about \$421k to \$639k. At this time, I do not have a comparison of stops, but assume that ours are higher as we currently contract for hauling on private roads.
- Refuse bag revenue notes the anticipated revenue from bag sales (\$2 and \$3 depending on sales). The Catch-22 of the program is that residents are genuinely being more diligent about their waste streams and either contracting their pick up (allowed by ordinance) or diverting enough of their waste stream to truly make a notable difference in the amount they are genuinely sending to the landfill.

Line by line:

- Expenses:
  - 'Refuse collection' is just the expense associated with trucking and collection fees for trash (municipal solid waste)
  - 'Recycling collection' is the expense associated with trucking/collection fees for recyclables and organics



'Town Dumpsters' is the expense associated with all of the trash and recycling cans in the downtown. Also ALL municipal business trash (i.e. trash disposal at the Town Hall, etc.)

- Tipping fees (the expense to actually dispose of the waste that was collected)
  - 'WSWMD Assessment' is the fee associated with being a district member.
- WSWMD takes care of all State of Vermont regulatory requirements such as SWIP implementation, HHW, etc. At this time, we have not received an estimate from GUV but anticipate closer to \$120k and may require a 'buy in'.

The 'bottom line' is that for a town of approximately 12,000 with a third fewer roads, ToB tax payers supplement their Solid Waste funds with nearly \$556k of general fund revenue.

Hannah Tyler  
Director of Public Works  
Town of Hartford  
(802) 369 - 9269

**As a COVID-19 safety precaution, Town of Hartford staff members are currently working remotely. Addressing residents' concerns and questions remains a high priority. We appreciate your patience as we adapt to virtual communications.**

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## AGENDA MEMORANDUM

June 30, 2020

Town Selectboard Meeting Item: 4.e

Submitted by: Hannah Tyler, Director of Public Works

- Subject:** 2020 Street Paving and Reclamation Contract Award
- Background:** The Town of Hartford seeks paving contractors for paving and reclamation work. The project includes reclaiming, shimming, and overlays as well as structure adjustment where necessary.
- The Town crew will place and compact gravels on reclaimed road as well as perform drainage and erosion repairs.
- Discussion:** The Town received bids from United Construction Corp., of Newport, NH, Blaktop, Inc. of West Lebanon, NH and Pike Industries, Inc. also of West Lebanon, NH.
- Staff reviewed the proposals and found inaccuracies in each proposal. Staff then made corrections and revised the totals which were agreed to by the parties.
- The revised totals were \$422,329.05 for United Construction, \$403,133.05 for Blaktop, Inc. and \$405,971.30 for Pike Industries, Inc. Given the small difference in overall price and the lower unit cost for asphalt provided by Blaktop, staff recommends proceeding with Blaktop, Inc.
- Impact:** The estimated base cost of the services is \$403,133.05 without overages. The additional funds within the budget for paving will be utilized for overages and preparation work including additional base gravels and erosion/drainage repairs to be performed by the Town of Hartford. If the current budget is not adequate for all projects, staff recommends deferring work on a portion of Jay Hill Road until the next fiscal year.
- Recommendation:** Authorize the Town Manager to execute a contract with Blaktop, Inc. for paving and reclamation services with a base bid of \$403,133.05 plus overage.
-   
\_\_\_\_\_  
Town Manager
- Attachments:** Bid Tabulation  
2020 Paving/Reclamation Bid Plans  
Pre-bid estimate



Town of Hartford - Paving Calculations 2020											5/18/2020	
Item	Streets to Pave	Length (ft)	Avg. Width	Depth inches	Tons	\$/Ton	Cost \$	Paint (ft)	Cost (ft)	Cost \$	Pave Cost	
1	Bliss RD (0+00-14+55)	1,455	22	4	810	\$75.00	\$60,760	5,820	\$0.07	\$1,246	\$62,006	
2	Bliss RD (14+55-31+50)	1,695	22	4	944	\$75.00	\$70,782	6,780	\$0.07	\$475	\$71,257	
3	Bliss RD (31+50-44+80)	1,330	22	4	741	\$75.00	\$55,540	5,320	\$0.07	\$1,246	\$56,786	
4	Jay Hill (12+05-13+25)	120	22	4	67	\$75.00	\$5,011	480	\$0.07	\$34	\$5,045	
5	Jay Hill (13+25-16+85)	360	22	4	200	\$75.00	\$15,033	1,440	\$0.07	\$101	\$15,134	
6	Jay Hill (16+85-25+85)	900	22	4	501	\$75.00	\$37,583	3,600	\$0.07	\$252	\$37,835	
7	Jay Hill (25+85-31+20)	535	22	4	298	\$75.00	\$22,341	2,140	\$0.07	\$150	\$22,491	
8	Jay Hill (31+20-39+65)	845	22	4	470	\$75.00	\$35,287	3,380	\$0.07	\$237	\$35,523	
9	Campbell ST (38+10-40+56)	246	22	4	137	\$75.00	\$10,273	984	\$0.07	\$69	\$10,342	
10	Meadow LN (0+00-1+35)	135	22	4	75	\$75.00	\$5,638	540	\$0.07	\$38	\$5,675	
11	Meadow LN (1+35-9+50)	815	22	4	454	\$75.00	\$34,034	3,260	\$0.07	\$228	\$34,262	
12	Meadow LN (9+50-14+28)	478	22	4	266	\$75.00	\$19,961	1,912	\$0.07	\$134	\$20,095	
13	Smith Road (0+00-14+96)	1,496	20	3	568	\$75.00	\$42,594	5,984	\$0.07	\$419	\$43,013	
	Miles Paved	1.97			5,531			Pavement	Cost		\$419,463	
	Shoulders (centerline feet)	10,410						Cost of Shoulder Gravel	Installation		\$26,025	
Item	Streets to Reclaim	Length (ft)	Avg. Width (ft)	Grvl. Depth (in)	Tons	Cost/Ton	Cost \$	Sq YDS	Cost/SY	Cost \$	Reclaim Cost	
14	Bliss RD (14+55-31+50)	1,695	22	6	1,416	\$9.00	\$12,741	4,143	\$2.75	\$11,394	\$24,135	
15	Jay Hill (13+25-16+85)	360	22	6	301	\$9.00	\$2,706	880	\$2.75	\$2,420	\$5,126	
16	Jay Hill (25+85-31+20)	535	22	6	447	\$9.00	\$4,021	1,308	\$2.75	\$3,596	\$7,618	
16	Campbell ST (38+10-40+56)	246	22	6	205	\$9.00	\$1,849	601	\$2.75	\$1,654	\$3,503	
18	Meadow LN (1+35-9+50)	815	22	6	681	\$9.00	\$6,126	1,992	\$2.75	\$5,479	\$11,605	
	Miles Reclaimed	0.73						Cost of Road Reclamation			\$51,986	
Item	Structures to Adjust	Sewer MH	Drain MH	CB	WV	Cost/Structure	Cost \$					
19	Jay Hill (37+80)	1				\$1,000	\$1,000				\$1,000	
								Cost of Structure Adjustments			\$1,000	
Item	Streets to Box Cut	Gravel	Gravel	Gravel	Gravel	Gravel	Gravel				Box Cut Cost	
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$					
20	Bliss RD (36+15-36+65)	50	12	24	91	\$9.00	\$820				\$820	
21	Bliss RD (41+70-41+90)	120	24	24	437	\$9.00	\$3,936				\$3,936	
22	Campbell ST (Allowance)	50	24	24	182	\$18.00	\$3,280				\$3,280	
23	Wrights Res. RD (Allowance)	75	24	24	273	\$18.00	\$4,920				\$4,920	
								Cost of Box Cuts			\$12,956	
Item	Street To Underdrain	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe/Fabric	Pipe/Fabric		Underdrain Cost	
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost			
24	Bliss RD (41+00-42+90)	190	4	60	289	\$9.00	\$2,597	\$10.00	\$1,900		\$4,497	
								Cost of Underdrain			\$4,497	
Item	Culvert Replacements	Gravel/Pipe	Gravel	Gravel	Gravel	Gravel	Gravel	Pipe	Pipe		Culvert Cost	
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost (ft)	Cost			
25	Bliss RD	180	6	60	410	\$9.00	\$3,690.00	\$10	\$1,800.00		\$5,490	
26	Jay Hill	380	6	60	866	\$9.00	\$7,790.00	\$10	\$3,800.00		\$11,590	
24	Wrights Res. RD (Allowance)	120	6	60	273	\$18.00	\$4,920.00	\$10	\$1,200.00		\$6,120	
								Cost of Culverts			\$23,200	
Item	Stone Ditch Allowance	Ditch Length	Ditch Width	Stone Depth	Stone	Stone	Stone	Fabric	Fabric		Stone Ditch Cost	
		Length (ft)	Width (ft)	Depth (in)	Tons	Cost/Ton	Cost \$	Cost/SY	Cost			
25	Bliss RD (Allowance)	1,500	6	12	683	\$ 10.00	\$6,833	\$6.00	\$6,000.00		\$12,833	
26	Jay Hill (Allowance)	1,000	6	12	456	\$ 10.00	\$4,556	\$6.00	\$4,000.00		\$8,556	
27	Meadow LN (Allowance)	500	6	12	228	\$ 10.00	\$2,278	\$6.00	\$2,000.00		\$4,278	
28	Wrights Res. RD (Allowance)	500	6	12	228	\$ 10.00	\$2,278	\$6.00	\$2,000.00		\$4,278	
29	Smith Road (Allowance)	750	6	12	342	\$ 10.00	\$3,417	\$6.00	\$3,000.00		\$6,417	
								Cost of Stone Ditches			\$36,361	
Item	Miscellaneous to Pave	Length (ft)	Avg. Width	Depth inches	Tons	\$/Ton	Cost \$				Pave Cost	
30	Bliss RD (Intersection Allow.)	34	22	4	19	\$ 75.00	\$1,420				\$1,420	
31	Bliss RD (Driveways)	502	3	4	38	\$ 75.00	\$2,859				\$2,859	
32	Jay Hill (Intersection Allow.)	47	22	4	26	\$ 75.00	\$1,963				\$1,963	
33	Jay Hill (Driveways)	100	3	4	8	\$ 75.00	\$569				\$569	
34	Meadow LN (Driveways)	264	3	4	20	\$ 75.00	\$1,503				\$1,503	
35	Smith RD (Intersection Allow.)	12	20	3	5	\$ 75.00	\$342				\$342	
36	Smith RD (Driveways)	128	3	3	7	\$ 75.00	\$547				\$547	
					123			Miscl. Pave	Cost		\$7,782	
Item	Miscellaneous	Subtotal	Percentage								Cost	
37	Contingency	\$576,035	4.00%								\$23,041	
	(Bonds, Erosion Control,							Contingency	Cost		\$23,041	

	Overages, Misc, Unforsen, Etc.)											
	<b>LEGEND</b>	<b>Est cost</b>						<b>Total Estimated Paving Costs</b>	<b>\$599,077</b>			
	Paving	\$75 (ton)										
	Center & Fogg Line Paint	\$0.07 (ft)										
	Gravel	\$9.00 (ton)										
	Reclaim 8" Below Pavement	\$2.75 (sy)										
	Adjust Structure(s)	\$1,000 Each										
	Underdrain Pipe/Fabric	\$10.00 (ft)										
	Culvert Pipe	\$10.00 (ft)										
	Ditch Stone	\$15.00 (ton)										
	Ditch Filter Fabric	\$6.00 (sy)										

Bidder #1 – United Construction Corp., Newport, NH  
Bidder #2 – Blaktop Inc., West Lebanon, NH  
Bidder #3 – Pike Industries, Inc., West Lebanon, NH

Item	Quantity	Unit	Bid 1 - Unit Cost	Bid 1 Cost	Bid 2 - Unit Cost	Bid 2 Cost	Bid 3 - Unit Cost	Bid 3 Cost
1	8,925.00	SY	\$2.65	\$23,651.25	\$2.25	\$20,081.25	\$1.50	\$13,387.50
2	2,550.00	TON	\$62.90	\$160,395.00	\$61.16	\$155,958.00	\$63.00	\$160,650.00
3	3,120.00	TON	\$65.63	\$204,765.60	\$61.16	\$190,819.20	\$63.00	\$196,560.00
4	1.00	EA	\$1,200.00	\$1,200.00	\$1,500.00	\$1,500.00	\$350.00	\$350.00
5	1.00	LU	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
6	1.00	LU	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
7	20,820.00	LF	\$1.00	\$20,820.00	\$1.05	\$21,861.00	\$1.15	\$23,943.00
8	41,640.00	LF	\$0.18	\$7,495.20	\$0.19	\$7,911.60	\$0.17	\$7,078.80
9	1.00	LS	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
10	1.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total				\$422,329.05		\$403,133.05		\$405,971.30

Chris  
  
Christopher Holzwarth  
Public Works Project Manager  
173 Airport Road  
White River Junction, VT 05001  
802-295-3622 phone  
802-281-7051 fax



## AGENDA MEMORANDUM

June 30, 2020

Town Selectboard Meeting Item: 4.f

Submitted by: Hannah Tyler, Director of Public Works

- Subject:** Aggregate and Winter Sand Bid Award
- Background:** The Town issued an RFP seeking bids for various aggregates utilized by the Department of Public Works.
- The RFP includes request for unit cost of crushed gravel, bank run gravel, hard pack, winter sand and winter sand delivered. The form also requested a delivery cost per ton for all products.
- Discussion:** The Town received one bid form from Twin State Sand and Gravel.
- Twin State Sand and Gravel provided a bid on all products and delivery cost.
- Impact:** The FY21 Budget includes a combined total of \$70,000 for aggregate in the Summer Maintenance (Div. 311) and Winter Maintenance (Div. 312) budgets. The FY21 Budget includes \$40,000 in the Winter Maintenance budget division. The cost for winter sand from Twin State Sand and Gravel is \$0.20 higher than last year. The cost of bank run gravel went up \$0.30 from last year. Three quarter inch hard pack went down \$0.30 from the previous year, and one and one half inch hard pack went down \$0.15 from the previous year. All other aggregate remained at the same price as the previous year. The unit cost totals for the nine categories of aggregate and delivery are in the attached bid tabulation.
- Recommendation:** Authorize the purchase of aggregate materials from Twin State Sand and Gravel.

  
Town Manager

**Attachment:** Bid Tabulation

TOWN OF HARTFORD  
171 BRIDGE STREET  
WRJ, VT 05001

BID TABULATION SUMMARY

DEPARTMENT:

Bids Taken at the Town Manager's office

DATE:

6/19/20

Tabulated By:

HANNAH

	Name & Address of Bidder	Bid			
1	Twin State	SEE ATTACHED	—		
2					
3					
4					
5					
6					
7					
8					
9					
10					

ATTENDANCE SHEETBid

	Name Printed	Company	Signature
1	Hannah Tyler	DPW	Hannah Tyler
2	Brannon Godfrey	Tott	
3			
4			
5			
6			
7			
8			
9			
10			

# Town of Hartford

## 2020-2021 Aggregate Bid Form

The undersigned, having become familiar with the conditions as set forth in the request for bids, hereby proposes to furnish all supervision, personnel, labor, materials, equipment services and incidentals required to supply the following aggregate products, all for the unit price per ton for the estimated quantities:

<u>Material</u>	<u>Approximate Quantity (Tons)</u>	<u>Approximate Quantity (C.Y.)</u>	<u>Bid Price/ton</u>	<u>Bid Price/C.Y.</u>
Winter Sand	Delivered	5,800	<u>See delivery below</u>	
	Picked up on site	5,800	<u>8.65</u>	
3/4 " Crushed Gravel	200		<u>11.70</u>	
1 1/2" Crushed Gravel	200		<u>11.10</u>	
Bank Run Gravel	200		<u>10.15</u>	
Rip - Rap	1,000		<u>9.85</u>	
"Hard Pack" 3/4"	6,000		<u>8.80</u>	
1 1/2"	11,250		<u>8.15</u>	
Delivery Cost / Ton to Public Works Facility			<u>3.00</u>	
to Quechee Wastewater Facility			<u>5.20</u>	

Date: 6/18/2020 Bidder: Twin State Sand and Gravel Co., Inc.

Authorized Signature: Seth Ames Printed Signature Seth Ames

Address: 73 Elm St W. / PO Box 5243  
West Lebanon, NH 03784

Phone Number: 603-298-8705

E-Mail Address: seth@blaktop.com



## AGENDA MEMORANDUM

June 30, 2020

### Town Selectboard Meeting Item: 4.g

Submitted by: Hannah Tyler, Director of Public Works

**Subject:** Calcium Chloride Bid Award

**Background:** The Town issued an RFP seeking bids for Calcium Chloride and Magnesium Chloride utilized by the Department of Public Works.

The RFP includes request for unit cost of approximately 30,000 gallons of Calcium Chloride and approximately 30,000 gallons of Magnesium Chloride.

**Discussion:** The Town received bid forms from All States Asphalt, Inc. of Sunderland, Massachusetts and Innovative Municipal Products, Inc. of Glenmont, New York.

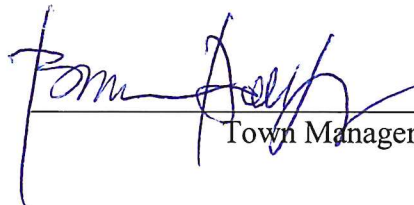
Neither bidder provided a bid for magnesium chloride due to difficulty obtaining that product at this time.

All States Asphalt, Inc. is the low bidder on Calcium Chloride and delivery cost.

**Impact:** The FY21 Budget includes \$30,000 in the Summer Maintenance budget division (311) for chloride materials. All States Asphalt, Inc. provided a bid of \$0.81/gal while Innovative Municipal Products, Inc. provided a bid of \$0.91/gal. The cost of Calcium Chloride from All states Asphalt, Inc. is 89% the cost of Innovative Municipal Products, Inc.

**Recommendation:** Authorize the purchase of Calcium Chloride from All States Asphalt, Inc. In the event of shortages of necessary product at All States Asphalt, Inc., it is also staff's recommendation that the Department of Public Works be authorized to purchase said product from Innovative Municipal Products, Inc. on an as needed basis.

**Attachment:** Bid Tabulation

  
\_\_\_\_\_  
Town Manager



TOWN OF HARTFORD  
171 BRIDGE STREET  
WRJ, VT 05001

BID TABULATION SUMMARY

DEPARTMENT:

Bids Taken at the Town Manager's office

DATE:

June 19<sup>th</sup>, 2020

Tabulated By:

	Name & Address of Bidder	Bid			
1	ALL STATES ASPHALT	\$0.81 / gal			
2	Innovative	\$0.91 / gal			
3					
4					
5					
6					
7					
8					
9					
10					

ATTENDANCE SHEET

Bid Chloride

	Name Printed	Company	Signature
1	Hannah Tyler	DPW	Hannah Tyler
2	Brannon Godfrey	T&H	
3	Frank	Innovative Solutions	
4			
5			
6			
7			
8			
9			
10			

## CALCIUM CHLORIDE BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Calcium Chloride for the estimated gallons.

<u>Material</u>	<u>Approximate Gallons</u>	<u>Price/ Gallon</u>
Calcium Chloride	30,000 gallons	<u>\$0.91</u>
Magnesium Chloride	30,000 gallons	<u>NO BID</u>

Date: JUNE 17, 2020

Company Name: INNOVATIVE MUNICIPAL PRODUCTS (US) INC

Authorized Signature: A. J. J. J. J.

Printed Signature: SYED ALI, BID MANAGER / SR. ANALYST

Address: 454 RIVER ROAD, GLENMONT NY 12077

Phone Number: 1-800-387-5777

Fax Number: 518-729-5181

E-Mail Address: bids@innovativecompany.com

# CALCIUM CHLORIDE BID SHEET

The undersigned, having become familiar with the conditions set forth in the request for bids, hereby proposes to furnish the Calcium Chloride for the estimated gallons.

<u>Material</u>	<u>Approximate Gallons</u>	<u>Price/ Gallon</u>
Calcium Chloride	30,000 gallons	<u>\$0.81 / GAL</u>
Magnesium Chloride	30,000 gallons	<u>NO BID</u>

Date: June 19, 2020

Company Name: All States Asphalt, Inc.

Authorized Signature: 

Printed Signature: Alan L. Chicoine, Vice President

Address: 325 Amherst Rd., PO Box 91

Sunderland, MA 01375

Phone Number: 413--665--7021

Fax Number: 413--665--9027

E-Mail Address: asphalt@asmg.com



## AGENDA MEMORANDUM

June 30, 2020

Town Selectboard Meeting Item: 4.h

Submitted by: Brannon Godfrey, Town Manager

**Subject:** Authorization for Town Manager to Execute Quit Claim Deed for 53 s.f. Boundary Line Adjustment to ForEyes, LLC, 155 Maple Street.

**Background:** For the last several years, Town Attorney Rob Manby has been working on behalf of the Town to resolve a boundary dispute involving the property at 155 Maple Street (the former Citizens Bank). The boundary dispute arose due to errors in a survey done for the prior property owner. Litigation ensued, and the Town of Hartford was named as a Defendant, even though it had no responsibility for the surveyor's error. In 2019, the litigation ended when the title insurer for the prior property owner (CRE JV Mixed Five VT Branch Holdings, LLC) settled with the Town. The settlement terms included reimbursement to the Town for all of the Town's legal and administrative expenses incurred since approximately 2010. The survey company and CRE JV Mixed Five VT Branch Holdings, LLC (through their insurers) paid the Town \$21,035.73 by check dated September 27, 2019. CRE JV Mixed Five VT Branch Holdings, LLC sold the property to ForEyes, LLC in September 2019 to redevelop the building for use as an optometrist shop.

**Discussion:** In 2020, DPW Project Manager Chris Holzwarth discovered another error in a more recent survey in which a small, 53 square foot portion of the building hangs over onto the Town property. The new property owner, ForEyes, LLC, submitted an application to Town of Hartford HPC seeking a lot line adjustment to remedy the building encroachment revealed by the second erroneous survey. The owner has completed first step in the adjustment process, which was to obtain Planning Commission approval of the one-step subdivision for the lot line adjustment on May 22, 2020.

The next step is for the Town to execute a Quit Claim Deed for the 53 square foot portion. The attorney for ForEyes, LLC, Rodney McPhee, has drafted the Quit Claim Deed. Rob Manby has reviewed and approved the deed. Selectboard authorization is necessary for the Town Manager to execute this and other documents or procedures necessary to finalize this boundary line adjustment.

**Financial Impact:** None.

**Recommendation:** Authorize the Town Manager to execute the Quit Claim Deed and any other documents or procedures necessary to finalize this boundary line adjustment.

  
\_\_\_\_\_  
Town Manager

**Attachments:** Quit Claim Deed (draft only – Rob Manby advises the proposed deed submitted to the Town will need to be revised to correct errors)  
Correspondence

## Brannon Godfrey

---

**From:** Robert Manby <robert.manby@wgmlegal.com>  
**Sent:** Monday, June 22, 2020 10:03 AM  
**To:** Brannon Godfrey  
**Cc:** Jo-Ann Ells; Lori Hirshfield; Christopher Holzwarth  
**Subject:** Town of Hartford Boundary Line Adjustment with ForEyes, LLC

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

Hello Brannon,

As you may recall, there is still another step to cure the past surveying errors with the former Citizens Bank building at the corner of Maple and Pine Streets. Hartford Planning Commission approved a lot line adjustment recently, I believe on May 22, 2020. The Town will be signing a quitclaim deed for an additional 53 sq. ft. – necessary to confirm ownership of a portion of the building entryway by ForEyes, LLC. No money will be changing hands.

I believe there is agreement that First American Title Insurance Co. will pay the Town's legal expenses. It remains to be seen whether they will request posting and publication of a Notice by the Town pursuant to 24 V.S.A. Section 1061. I am guessing that next Select Board meeting is Tuesday, June 30, 2020, unless there is something scheduled earlier. In any event, please act as necessary to have the Select Board confirm authority of the Town Manager to sign necessary documents so this matter can be laid to rest.

Thank you.

Rob

C. Robert Manby, Jr., Esq.  
Law Office of C. Robert Manby, Jr., P.C.  
220 Holiday Dr. Suite 6  
P.O. Box 858  
White River Jct., VT. 05001  
[robert.manby@wgmlegal.com](mailto:robert.manby@wgmlegal.com)  
Tel 802-295-9347  
Fax 802-295-8790  
Cell 802-299-8412

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## Brannon Godfrey

---

**From:** Robert Manby <robert.manby@wgmlegal.com>  
**Sent:** Thursday, June 11, 2020 12:29 PM  
**To:** Jo-Ann Ells; Brannon Godfrey  
**Subject:** FW: Boundary Line Adjustment Application #20-04 by For Eyes, LLC First American Claim VT2009403905  
**Attachments:** corr to Attorney Manby 6 11 20.pdf

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

Jo-Ann and Brannon,

I am forwarding the email below, with attachments, regarding the latest (and hopefully last) attempt to clear up the Boundary Line Adjustment process necessary to resolve a surveyor's error (first discovered by Chris Holzwarth) for the former Citizens Bank building (now owned by For Eyes, LLC) at the corner of Maple and Pine Streets. The Town has been, and will continue to be, cooperative here. However, as before, the Town finds itself involved because of errors by others that were beyond the Town's control. Present circumstances will require executing some forms, and a quitclaim deed, and perhaps a requirement for publication and notice pursuant to 24 V.S.A. Section 1061. I have already put in a bit of time reviewing these documents, the transaction documents involved with the sale to For Eyes, LLC, and the Town's file on the multi-year litigation with CRE JV Mixed Five – VT (former owner). My first response to Rod McPhee will be an inquiry about whether the former owner will be paying the Town's attorney fees and any costs. Just wanted you to be aware of that. I will be telling them that the Town has asked me to inquire about that.

Brannon, would you please give me a response indicating you would like me to make that inquiry so I am on solid ground there. I have no idea what the answer will be.

Thank you.

Rob

C. Robert Manby, Jr., Esq.  
Law Office of C. Robert Manby, Jr., P.C.  
220 Holiday Dr. Suite 6  
P.O. Box 858  
White River Jct., VT. 05001  
[robert.manby@wgmlegal.com](mailto:robert.manby@wgmlegal.com)  
Tel 802-295-9347  
Fax 802-295-8790  
Cell 802-299-8412

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**From:** Rodney McPhee [mailto:[rmcphee@fgmvt.com](mailto:rmcphee@fgmvt.com)]  
**Sent:** Thursday, June 11, 2020 11:01 AM  
**To:** Robert manby <robert.manby@wgmlegal.com>  
**Cc:** Tavian Mayer <[tavian@mayerlaw.com](mailto:tavian@mayerlaw.com)>; Theodore Moralle <[TMoralle@firstam.com](mailto:TMoralle@firstam.com)>; Lisa Clifford

<lclifford@fgmvt.com>; Rodney McPhee <rmcphee@fgmvt.com>

**Subject:** RE: Boundary Line Adjustment Application #20-04 by For Eyes, LLC First American Claim VT2009403905

Hi Rob –

Please see my letter and other documents attached hereto regarding the Maple Street property. Please call me with any questions. Thank you.

Rodney E. McPhee, Esq.  
**Facey Goss & McPhee P.C.**  
71 Allen Street, Suite 401  
Rutland, Vermont 05701  
**Mail:** PO Box 578  
Rutland, Vermont 05702

**Direct Dial:** 802 665 2670

**Main Office:** 802 773 3300

**Fax:** 802 775 1581

**Email:** [rmcphee@fgmvt.com](mailto:rmcphee@fgmvt.com)

**Web:** [www.fgmvt.com](http://www.fgmvt.com)



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Shannon A. Bertrand  
David R. Cooper  
Heather Z. Cooper\*  
John A. Facey, III  
James P.W. Goss  
Rodney E. McPhee  
Harry R. Ryan

John C. Newman (1950-2020)



## FACEY GOSS & McPHEE P.C.

ATTORNEYS AT LAW

Antionietta A. Girardi  
Victoria M. Hone\*\*  
Kylie J. Peterson

Paul S. Kulig, of Counsel

\*Also admitted in MA  
\*\*Admitted in MA

Sheri J. Slack, Paralegal  
Holly Webb, Paralegal

Rodney E. McPhee, Esq.  
[rmcphee@fgmvt.com](mailto:rmcphee@fgmvt.com)  
Direct Dial 802.665.2670

June 11, 2020

Via email: [Robert.manby@wgmlegal.com](mailto:Robert.manby@wgmlegal.com)

C. Robert Manby, Jr., Esq.  
Law Office of C. Robert Manby, Jr., P.C.  
P.O. Box 858  
White River Jct., VT 05007

**Re: Boundary Line Adjustment  
Application #20-04 by For Eyes, LLC**

Dear Rob:

As you know, the Town discovered that the surveyor failed to include 53 square feet for an overhang of the building when we did the boundary line adjustment between CRE and the Town last year. As a result, a new boundary line adjustment is necessary.

Attached is the Planning Commission's approval of the boundary line adjustment. A Zoning Application has been filed with the Zoning Administrator by For Eyes, LLC. I am also delivering a mylar for recording to the Town on Friday.

I believe the only other remaining items are a filing a State Boundary Line Adjustment Exemption form. Attached is a draft of that application which needs to be signed by the two property owners. I am sending a copy to the surveyor to confirm the measurements but I believe they are correct. If it meets with the Town's approval, would you please have it executed and return it to me for filing with the State.

Also enclosed is a Quit Claim Deed from the Town whereby the 53 square feet is conveyed. Once the mylar is recorded and Zoning Permit issued, I will fill in that information and file it in the land records.

If the Quit Claim Deed meets with your approval, would you please have a representative of the Town execute the deed and forward the original to me for recording. I believe I have the necessary information for a Property Transfer Return as that information should be the same from last year's transfer.

Robert Manby, Esq.

June 11, 2020

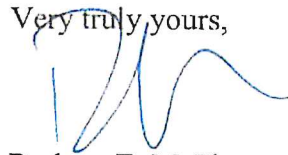
Page 2

The only question I have is whether a new notice under Section 1061 is required or whether prior notice that was done in 2019 is sufficient. If a new notice is required, please advise if you need my assistance with completing this notice requirement.

I hope to update the title to this property on Friday when I deliver the mylar to the Zoning Administrator for recording. Once the appeal period for the Planning Commission Boundary Line Adjustment Decision expires, the Zoning Permit issued, the State Boundary Line Adjustment Exemption form is filed, Quit Claim Deed executed by the Town and recorded in the land records (after notice under Section 1061, if necessary) all issues associated with the boundary line adjustment with respect to the Town conveying the 53 square feet will be complete.

I look forward to hearing from you at your earliest convenience.

Very truly yours,



Rodney E. McPhee

REM/lpc

Enclosures

cc: Tavian Mayer, Esq.  
Theodore Moralle, Esq.

## PLANNING COMMISSION APPROVAL



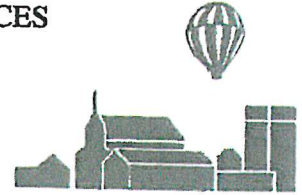
**TOWN OF HARTFORD**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES**

171 Bridge Street  
White River Junction, Vermont 05001-1920

Telephone: 802/295-3075

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May 29, 2020

Dean Barcelow  
128 No Main Street  
W.R.J., VT 05001

RE: Application #20-04

Dear Dean,

The Hartford Planning Commission approved the above referenced application for a one-step subdivision. A copy of the Findings of Fact and Decision is enclosed.

You must now submit your Mylar to the Office of Planning and Development for endorsement by the Planning Commission. **The Mylar must be endorsed and filed within 180 days or else the Planning Commission's approval will become void.** You must simultaneously obtain a zoning permit for this application. Please make arrangements to deliver the Mylar and zoning permit application at least a week before the 180 day deadline. I have enclosed a zoning permit application for your convenience.

If you have not already done so, please contact the District Environmental Office at 279-4747 for any State Permits which your project might require.

A feedback form is enclosed. The Office of Planning and Development Services would appreciate any comments you have regarding the permitting process.

If you do not agree with the Commission's decision, you may appeal the decision to the Vermont Environmental Court as provided for in 24 V.S.A. s. 4471 and V.R.E.C.P.5.

Do not hesitate to contact me if you have questions about the Planning Commission's decision, the conditions placed on the decision, or the permitting process.

Sincerely,

Jo-Ann Ells  
Hartford Zoning Administrator

Certified Mail 7015 0640 0004 0109 1693

CC: Hartford Town Clerk  
Brannon Godfrey, Town Manager  
Rodney McPhee ✓  
Tavian Mayer

Enclosures



1. 20-04

**APPROVED  
FINDINGS OF FACT  
CONCLUSIONS OF LAW  
AND  
DECISION**

**HARTFORD PLANNING COMMISSION**

**Application #20-04 by For Eyes, LLC and the Town of Hartford  
for approval of a lot line adjustment  
between lots 43-0121-001 and 46-0002-000  
corner of Maple Street and Pine Street  
White River Junction, in a CB-2 zoning district.**

This decision pertains to application #20-04 by For Eyes, LLC and the Town of Hartford (owners/applicants) for approval of a one-step subdivision for a lot line adjustment between lots 43-0121-001 and 46-0002-000, corner of Maple Street and Pine Street, White River Junction, in a CB-2 zoning district.

**FINDINGS OF FACT**

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Planning Commission meeting of May 26, 2020 the Hartford Planning Commission makes the following Findings of Fact:

**General Information**

1. The owner of record of lot 43-0121-001 is The Town of Hartford who acquired the lot on 10-27-48. The deed is recorded in volume 52, page 337 of the Hartford Land Records.

The owner of record of lot 46-0002-000 is, For Eyes, LLC who acquired the lot on 09-27-19. The deed is recorded in volume 563, page 347 of the Hartford Land Records.

2. Lot 43-0121-001 is approximately 1.2 acres.

Lot 46-0002-000 is approximately 10,871 sq. ft.

3. Lot 43-0121-001 is located at 0 Pine Street and is developed with a public parking lot.

Lot 46-0002-000 is located at 155 Maple Street and is developed with a commercial structure that is currently vacant.

2. 20-04

4. The lots are in a CB-2 zoning district.

5. The lots are class one.

**This Application**

6. As outlined in exhibits #1 and #2, the overhang on the western entrance to the building on lot 46-0002-000 encroaches on lot 43-0121-001.
7. As shown in exhibit #2, the applicants propose to adjust the common boundary line adjacent to the western entrance by approximately 53 sq. ft. to resolve the encroachment.
8. Minimum Area and Dimensional Standards for a class one lot in the CB-2 zoning district are:

<u>Area (in square feet)</u>		<u>Lot Dimensions (in feet)</u>		<u>Setbacks (in feet)</u>		
<u>Per Dwelling</u>	<u>Per</u>	<u>Width</u>	<u>Depth</u>	<u>Front</u>	<u>Side</u>	<u>Rear</u>
<u>Unit</u>	<u>Lot</u>					
2 FAR	2,000	25	N/A	0	0	0

9. After the lot line adjustments, the lots will continue to meet the minimum dimensional requirements of the zoning district.
10. Given that the change in acreage is small, the applicants request a waiver from providing a full boundary survey of lot 43-0121-001, 2' contours, development envelopes, and an orthophoto showing the proposed lot line adjustment.

The requested waivers meet the requirements of section 200-30 of the Hartford Subdivision Regulations.

11. The applicants understand that they retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project.
12. The applicants understand that a Mylar must be properly endorsed and recorded within 180 days of this decision and that a zoning permit must be obtained or the decision will be void.

**CONCLUSIONS OF LAW**

Based upon the foregoing Findings of Fact, the Hartford Planning Commission concludes that the proposed subdivision meets the requirements of the Town of Hartford Subdivision Regulations including:

Section 200-2 Hartford Subdivision Regulations:

3. 20-04

- A. To guide future development in accordance with the Hartford Master Plan (the Plan), Zoning Regulations, Flood Hazard Area Regulations, Capital Budget and Program, and all other Town adopted bylaws, ordinances, regulations, plans, policies, and procedures.
- B. To promote a desirable relationship to the land form, its topography and geology, natural drainage and surface water runoff, surface water, and groundwater.
- C. To conserve natural resources and fragile features such as prime agricultural soils, wetlands, streams, ponds, steep slopes, ridgelines, important wildlife habitat and connectivity, and scenic views.
- D. To minimize the fragmentation of productive resource lands, including farm and forest land, and to promote their continued use and availability for agriculture, forestry, and wildlife.
- E. To maintain Hartford's historic settlement pattern, defined by compact villages surrounded by rural countryside.
- F. To encourage variety, innovation, flexibility and greater efficiency in residential development including clustering of lots, in accordance with the provisions of 24 V.S.A. §4417 (Planned Unit Development).
- G. To establish standards of subdivision design including, but not limited, to provisions for pedestrian and vehicular traffic, surface water runoff, surface water, and suitable building sites for the land use contemplated.
- H. To ensure development does not exceed the ability of the Town to provide public services and facilities, and that these facilities and services are available and will have sufficient capacity to serve any proposed subdivision. Such facilities and services include, but are not limited to: parks, recreation areas, schools, police and fire protection, libraries, water and wastewater facilities, roads and public parking.
- I. To provide adequate utilities such as water, wastewater, electricity, telephone and broadband.
- J. To provide the most efficient relationship between land use and the circulation of traffic throughout the Town, encourage access management, and avoid undue traffic congestion and overburdening of roads, highways and intersections.
- K. To promote the conservation of energy and use of renewable energy resources.
- L. To encourage variety in the type, size, and cost of housing to meet the needs of Hartford's diverse population.



4. 20-04

### DECISION

The Hartford Planning Commission, based upon the forgoing Findings of Fact and Conclusions of Law, hereby approves application #20-04 by For Eyes, LLC and the Town of Hartford (owners/applicants) for approval of a one-step subdivision for a lot line adjustment between lots 43-0121-001 and 46-0002-000, corner of Maple Street and Pine Street, White River Junction, in a CB-2 zoning district.

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked and a new application or permit required if conditions and findings are violated or modified without written approval.

The applicant is responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

Those in favor: Bruce Riddle, John Reid, Robin Adair Logan, Dillon Bianchi, Dennis Brown

Those in opposition: None

Those not participating: Dave Sherman, absent

Dated at Hartford, Vermont this 28 day of May 2020.

HARTFORD PLANNING COMMISSION

By 

Chairperson/Vice-Chairperson

**Appeal Rights:** An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. The fee is \$250.00. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

### EXHIBIT LIST

1. Application #20-04
2. Letter from Christopher Blanchard dated February 7, 2020 with six exhibits



5. 20-04

3. Survey entitled "Boundary Line Adjustment, 155 Maple Street in Hartford, Vermont, prepared by VHB, dated February 04, 2020

# ZONING PERMIT APPLICATION



# Application for Building or Zoning Permit

**NOTICE:** NO CONSTRUCTION MAY START before permit has taken effect.  
 Permit subject to 15-Day Appeal Period.  
 Structure cannot be used or occupied before the issuance of a  
 Certificate of Occupancy.

**NOTE:** APPLICATION MUST BE COMPLETED IN INK. THANK YOU.

App. No: \_\_\_\_\_  
 Impact Fees: \_\_\_\_\_  
 Permit Fee: \_\_\_\_\_  
 Town Clerk Fee: \$ 15.00  
 Receipt No: \_\_\_\_\_

Location of Property: 155 MAPLE STREET, WRT VT 05001

Name of Owner: For Eps LLC DEARBORN - MEMBER Mailing Address: 6516 VT RT 14

Phone / Day: 802-552-3604 Eve: (same)

Email: dean.barnes@gmail.com

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone / Day: \_\_\_\_\_ Eve: S.A.M.E.

Email: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## ZONING DISTRICT

CB	<input checked="" type="checkbox"/>	QII	<input type="checkbox"/>	RC-2	<input type="checkbox"/>	VB	<input type="checkbox"/>
CBDR	<input type="checkbox"/>	QLMP	<input type="checkbox"/>	RL-1	<input type="checkbox"/>	VR-1	<input type="checkbox"/>
IC	<input type="checkbox"/>	R-1	<input type="checkbox"/>	RL-3	<input type="checkbox"/>	VR-2	<input type="checkbox"/>
PUD	<input type="checkbox"/>	R-2	<input type="checkbox"/>	RL-5	<input type="checkbox"/>	VR-C	<input type="checkbox"/>
QG	<input type="checkbox"/>	R-3	<input type="checkbox"/>	RL-10	<input type="checkbox"/>	FC	<input type="checkbox"/>
CLASS 1	<input type="checkbox"/>	CLASS 2	<input type="checkbox"/>	CLASS 3	<input type="checkbox"/>		

Type of Work Proposed: Lot line adjustment

Category: \_\_\_\_\_ No. of Units: \_\_\_\_\_

LOT SIZE: 53 sq ft % of Coverage: \_\_\_\_\_

UTILITIES: \*IF MUNICIPAL SEE REVERSE

SEWER: Town ☐ Septic Tank ☐

WATER: Town ☐ Well ☐

IS DRIVEWAY BEING CREATED OR ALTERED? Yes ☐ No ☒

TOTAL SQ. FOOTAGE OF PROJECT: \_\_\_\_\_  
 (Must Include ALL Construction)

HEATED SQ. FOOTAGE OF PROJECT: \_\_\_\_\_

ESTIMATED VALUE OF WORK: \$ \_\_\_\_\_

## BREAKDOWN OF APPLICABLE PROJECT ONLY:

BLDG: Number of Stories \_\_\_\_\_  
 Finished Height \_\_\_\_\_  
 Number of Rooms \_\_\_\_\_  
 Number of Baths \_\_\_\_\_  
 Bedrooms \_\_\_\_\_

GARAGE: Stories \_\_\_\_\_  
 Dimensions: \_\_\_\_\_ x \_\_\_\_\_  
 Attached ☐ Detached ☐

DECKS/PORCHES: \_\_\_\_\_

*It is understood and agreed that I will abide by the Hartford Zoning Regulations as adopted by the Town of Hartford on January 27, 1975 or as hereinafter from time to time amended. The permit is voided in the event of misrepresentation or failure to undertake construction within the time period prescribed.*

This property ☐ is ☐ is not in a Flood Plain area.  
 This property ☐ is ☐ is not near surface water

Landowner's Signature: For Eps LLC

Date: 6-4-2020

Applicant's Signature: Dean Barnes - MEMBER

Date: 6-4-2020

- IN THE SPACE BELOW OR ON AN ATTACHMENT,  
 PLEASE PROVIDE SKETCH INCLUDING:
- DIMENSIONS OF LOT, INCLUDING ALL PROPERTY BOUNDARY LINES (P/L)
  - EXISTING OR PROPOSED DRIVEWAY
  - ABUTTING STREETS/SURFACE WATER IDENTIFIED ON MOST RECENT EDITION OF HARTFORD G.I.S. NATURAL RESOURCES MAP
  - ALL EXISTING AND PROPOSED STRUCTURES, INCLUDING DIMENSIONS OF EACH AND DISTANCE FROM PROPERTY LINES
  - NORTH ARROW

ALL INFORMATION MUST BE PROVIDED OR  
 APPLICATION WILL BE DEEMED INCOMPLETE.

TOWN OF HARTFORD		
NAME	LI DRC	ZDA
Name	<u>For Eps LLC</u>	
Application #	<u>155 Maple St</u>	
Exhibit #		
Approval Date	<u>5/22/2021</u>	

Direct deposit detail:

From:  
FOREYES LLC  
6686 VT Route 14  
South Royalton, VT 05068

Town of Hartford Vermont

Town of Hartford Vermont

From:  
FOREYES LLC  
6686 VT Route 14  
South Royalton, VT 05068

Check Date: 06/04/20  
Check Number: 137  
Total Payment: 155.00

Year to Date Paid:

Direct deposit detail:

153

153

Year to Date Paid:

Check Date: 06/04/20  
Check Number: 137  
Total Payment: 155.00

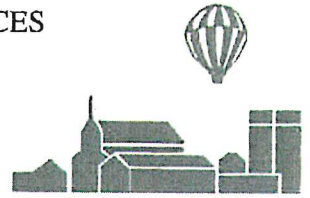


# TOWN OF HARTFORD

## DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES

171 Bridge Street  
White River Junction, Vermont 05001-1920

Telephone: 802/295-3075  
Fax: 802/295-6382  
www.hartford-vt.org



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

May 29, 2020

Dean Barcelow  
128 No Main Street  
W.R.J., VT 05001

RE: Application #20-04

Dear Dean,

The Hartford Planning Commission approved the above referenced application for a one-step subdivision. A copy of the Findings of Fact and Decision is enclosed.

You must now submit your Mylar to the Office of Planning and Development for endorsement by the Planning Commission. **The Mylar must be endorsed and filed within 180 days or else the Planning Commission's approval will become void.** You must simultaneously obtain a zoning permit for this application. Please make arrangements to deliver the Mylar and zoning permit application at least a week before the 180 day deadline. I have enclosed a zoning permit application for your convenience.

If you have not already done so, please contact the District Environmental Office at 279-4747 for any State Permits which your project might require.

A feedback form is enclosed. The Office of Planning and Development Services would appreciate any comments you have regarding the permitting process.

If you do not agree with the Commission's decision, you may appeal the decision to the Vermont Environmental Court as provided for in 24 V.S.A. s. 4471 and V.R.E.C.P.5.

Do not hesitate to contact me if you have questions about the Planning Commission's decision, the conditions placed on the decision, or the permitting process.

Sincerely,

Jo-Ann Ells  
Hartford Zoning Administrator

Certified Mail 7015 0640 0004 0109 1693

CC: Hartford Town Clerk  
Brannon Godfrey, Town Manager  
Rodney McPhee  
Tavian Mayer

Enclosures



**APPROVED  
FINDINGS OF FACT  
CONCLUSIONS OF LAW  
AND  
DECISION**

**HARTFORD PLANNING COMMISSION**

**Application #20-04 by For Eyes, LLC and the Town of Hartford  
for approval of a lot line adjustment  
between lots 43-0121-001 and 46-0002-000  
corner of Maple Street and Pine Street  
White River Junction, in a CB-2 zoning district.**

This decision pertains to application #20-04 by For Eyes, LLC and the Town of Hartford (owners/applicants) for approval of a one-step subdivision for a lot line adjustment between lots 43-0121-001 and 46-0002-000, corner of Maple Street and Pine Street, White River Junction, in a CB-2 zoning district.

**FINDINGS OF FACT**

Based upon the information contained in the exhibits for this application (see attached list) and the evidence adduced at the Planning Commission meeting of May 26, 2020 the Hartford Planning Commission makes the following Findings of Fact:

**General Information**

1. The owner of record of lot 43-0121-001 is The Town of Hartford who acquired the lot on 10-27-48. The deed is recorded in volume 52, page 337 of the Hartford Land Records.

The owner of record of lot 46-0002-000 is, For Eyes, LLC who acquired the lot on 09-27-19. The deed is recorded in volume 563, page 347 of the Hartford Land Records.

2. Lot 43-0121-001 is approximately 1.2 acres.

Lot 46-0002-000 is approximately 10,871 sq. ft.

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Lot 46-0002-000 is located at 155 Maple Street and is developed with a commercial structure that is currently vacant.

2. 20-04

4. The lots are in a CB-2 zoning district.
5. The lots are class one.

**This Application**

6. As outlined in exhibits #1 and #2, the overhang on the western entrance to the building on lot 46-0002-000 encroaches on lot 43-0121-001.
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8. Minimum Area and Dimensional Standards for a class one lot in the CB-2 zoning district are:

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<u>Per Dwelling</u>	<u>Per</u>					
<u>Unit</u>	<u>Lot</u>	<u>Width</u>	<u>Depth</u>	<u>Front</u>	<u>Side</u>	<u>Rear</u>
2 FAR	2,000	25	N/A	0	0	0

9. After the lot line adjustments, the lots will continue to meet the minimum dimensional requirements of the zoning district.
10. Given that the change in acreage is small, the applicants request a waiver from providing a full boundary survey of lot 43-0121-001, 2' contours, development envelopes, and an orthophoto showing the proposed lot line adjustment.

The requested waivers meet the requirements of section 200-30 of the Hartford Subdivision Regulations.

11. The applicants understand that they retain the obligation to identify, apply for, and obtain any relevant local and state permits for this project.
12. The applicants understand that a Mylar must be properly endorsed and recorded within 180 days of this decision and that a zoning permit must be obtained or the decision will be void.

**CONCLUSIONS OF LAW**

Based upon the foregoing Findings of Fact, the Hartford Planning Commission concludes that the proposed subdivision meets the requirements of the Town of Hartford Subdivision Regulations including:

Section 200-2 Hartford Subdivision Regulations:

3. 20-04

- A. To guide future development in accordance with the Hartford Master Plan (the Plan), Zoning Regulations, Flood Hazard Area Regulations, Capital Budget and Program, and all other Town adopted bylaws, ordinances, regulations, plans, policies, and procedures.
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- K. To promote the conservation of energy and use of renewable energy resources.
- L. To encourage variety in the type, size, and cost of housing to meet the needs of Hartford's diverse population.



4. 20-04

### DECISION

The Hartford Planning Commission, based upon the forgoing Findings of Fact and Conclusions of Law, hereby approves application #20-04 by For Eyes, LLC and the Town of Hartford (owners/applicants) for approval of a one-step subdivision for a lot line adjustment between lots 43-0121-001 and 46-0002-000, corner of Maple Street and Pine Street, White River Junction, in a CB-2 zoning district.

This decision is also subject to the condition that no modification or expansion shall be made to the project as described and limited in the above Findings of Fact and Conclusions of Law without the written approval of the Hartford Zoning Board of Adjustment and/or the Hartford Planning Commission. This decision may be revoked and a new application or permit required if conditions and findings are violated or modified without written approval.

The applicant is responsible for insuring compliance with all applicable State and Federal regulations pertaining to this application.

Those in favor: Bruce Riddle, John Reid, Robin Adair Logan, Dillon Bianchi, Dennis Brown

Those in opposition: None

Those not participating: Dave Sherman, absent

Dated at Hartford, Vermont this 28 day of May 2020.

HARTFORD PLANNING COMMISSION

By [Signature]

Chairperson/Vice-Chairperson

**Appeal Rights:** An interested person who has participated in the proceeding related to this decision has the right to appeal this decision to the Vermont Environmental Court, pursuant to 24 V.S.A. s. 4471 and V.R.E.C.P.5, in writing, within 30 days of the date of this decision. The fee is \$250.00. If you fail to appeal this decision, your right to challenge this decision at some future time may be lost because you waited too long. You will be bound by this decision, pursuant to 24 V.S.A. s. 4472 (d) (exclusivity of remedy; finality).

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2. Letter from Christopher Blanchard dated February 7, 2020 with six exhibits

5. 20-04

3. Survey entitled "Boundary Line Adjustment, 155 Maple Street in Hartford, Vermont, prepared by VHB, dated February 04, 2020

7018 1130 0000 5522 2827

BETHEL  
34 N MAIN ST  
BETHEL, VT 05032-9998  
500588-0516  
(800)275-8777  
06/08/2020 12:26 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic)	1	\$0.70	\$0.70
(WHITE RIVER JUNCTION, VT 05001)			
(Weight: 0 Lb 1.50 Oz)			
(Estimated Delivery Date)			
(Thursday 06/11/2020)			
Certified			\$3.55
(USPS Certified Mail #)			
(70181130000055222827)			

Total: \$4.25

Credit Card Remitd \$4.25  
(Card Name: VISA)  
(Account #: XXXXXXXXXX6687)  
(Approval #: 08785G)  
(Transaction #: 586)  
(AID: A0000000031010 (Chip)  
(AL: VISA CREDIT)  
(PIN: Not Required CAPITAL ONE VISA)

\*\*\*\*\*  
Due to limited transportation availability as a result of nationwide COVID-19 impacts package delivery times may be extended. Priority Mail Express® service will not change.  
\*\*\*\*\*

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WHITE RIVER JUNCTION, VT 05001

Certified Mail Fee \$3.55

Extra Services & Fees (check box, add fee \$0.70 (per lb))

☐ Return Receipt (hardcopy) \$0.00

☐ Return Receipt (electronic) \$0.00

☐ C. Mailed Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.70

Total Postage and Fees \$4.25

Sent To

Street and Apt. No., or PO Box No.

City, State, ZIP+4®

06/08/2020 07:07

# STATE BOUNDARY LINE ADJUSTMENT EXEMPTION FORM

# Boundary Line Adjustment Exemption Form

## Exemption 1-304(9) - Wastewater System and Potable Water Supply Rules

**Step 1:** Please provide the following information:

<b>Landowner 1 - Name(s):</b> For Eyes, LLC		<b>Landowner 2 - Name(s):</b> Town of Hartford	
<b>Landowner 1 - Mailing Address:</b> c/o Rodney E. McPhee, Esq., Facey Goss & McPhee P.C., P.O. Box 578 Rutland, VT 05702		<b>Landowner 2 - Mailing Address:</b> Town of Hartford 171 Bridge Street White River Jct., VT 05001	
<b>Property 911 Address, if different than Mailing Address:</b> Corner of Maple Street and Pine Street White River Junction, VT Lots: 43-0121-001 and 46-0002-000		<b>Property 911 Address, if different than Mailing Address:</b> Corner of Maple Street and Pine Street White River Junction, VT Lots: 43-0121-001 and 46-0002-000	
<b>Landowner 1 - Phone Number:</b> (802) 665-2670		<b>Landowner 2 - Phone Number:</b> (802) 295-9353	
<b>Landowner 1 - Current Acreage:</b> 10,626 sq. ft.	<b>Landowner 1 - New Acreage:</b> 10,924 sq. ft.	<b>Landowner 2 - Current Acreage:</b> 34,180 sq. ft.	<b>Landowner 2 - New Acreage:</b> 33,882 sq. ft.
<b>Town(s):</b> White River Junction		<b>Previous State Permit #'s (if any):</b> N/A	<b>Lot Number(s) (if any):</b> 43-0121-001 and 46-0002-000

**Step 2:** Please check the box or boxes that apply to the lot line adjustment and attach any requested supporting information.

Check the boxes that apply to this land conveyance:

- ☒ (i) a lot being reduced in size is being reduced by no more than two percent, please include calculations showing percent of lot size reduction. Example: 5.9 acres take away 0.1 acres = 0.1 divided by 5.9 = 0.017 = 1.7 % reduction.); or
- ☒ (ii) a lot is increased in size;
- ☐ (iii) the boundary line being adjusted is located, after adjustment, at least 500 feet from the footprint of the building or structure on an improved lot (Please include the footprint of all buildings –except storage buildings- on the diagram that shows the original and the new proposed property lines and show the distance from the building(s) to the new proposed property line.)
- ☐ (iv) the Secretary, on a case-by-case basis, makes a written determination that the proposed adjustment will not have an adverse effect on any existing potable water supply or wastewater system on the affected lots.

**Step 3A:** For adjustments that meet (i) – (iii) above, please complete this form and submit this form with a plan showing the existing and proposed boundaries to the Regional Office and to the town for recording and indexing in the Town land records. When this is complete, you are exempt, and no written confirmation is required.

**Step 3B:** For adjustments being submitted for review under (iv) above, please complete this form and submit the form and a plan showing the existing and proposed boundaries and the location of all buildings and existing water supplies and septic systems on the affected lot(s) to the appropriate Regional Office. The Secretary will provide a written determination whether condition iv applies. If the Secretary determines that condition (iv) applies, deliver the written determination and plan to the town for recording and indexing in the town land records. **If the Secretary determines Exemption §1-304(9)(A)(iv) does not apply, a Wastewater System and Potable Water Supply permit will be required prior to adjusting the boundary line(s).**

By signing this form, the landowner is certifying the boundary line adjustment meets the exemption in section §1-304(9) (A) of the Wastewater System and Potable Water Supply Rules, effective April 12, 2019.

\_\_\_\_\_  
**Landowner 1 Signature(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Landowner 2 Signature(s)**

\_\_\_\_\_  
**Date**



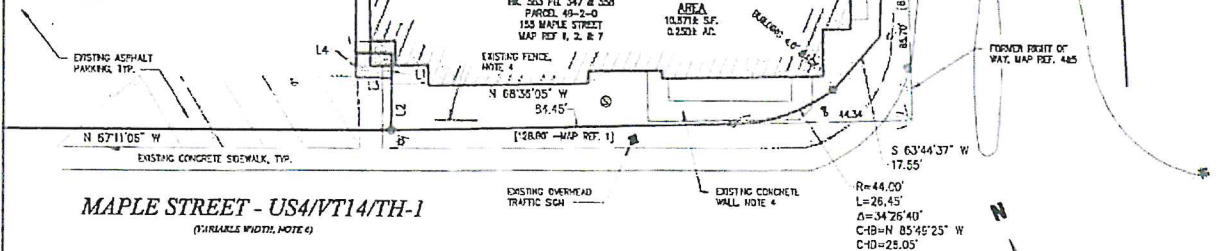
THIS PLAT IS APPROVED SUBJECT TO THE PROVISIONS OF FACT, CONCLUSIONS OF LAW, AND DECISION FOR THIS SUBMISSION A COPY OF WHICH IS ON FILE IN THE HARTFORD DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES.

APPROVAL NO. HARTFORD PLANNING COMMISSION

DATE: BY: CHAIR/VICE CHAIR

OFFICE OF RECORD  
TOWN OF HARTFORD  
BOOK 52, PAGE 337  
PARCEL 43-121-1  
0 PINE STREET

Parcel Line Data		
NUMBER	BEARING	DISTANCE
L1	N 23°11'18" E	5.93'
L2	N 23°11'18" E	12.91'
L3	N 66°45'42" W	8.89'
L4	N 23°11'18" E	5.93'
L5	N 66°45'42" W	8.89'



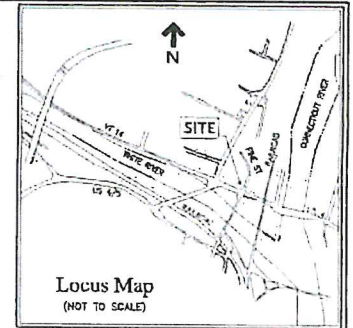
MAPLE STREET - US4/VT14/TH-1  
(TRUNKLINE WIDTH, NOTE 6)

#### General Notes

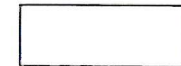
- THE OWNER OF RECORD AT THE TIME OF THE SURVEY IS:  
PARCEL 46-2-0  
FOREYES, LLC  
BOOK 563, PAGES 347, 358  
PARCEL 43-121-1  
TOWN OF HARTFORD  
BOOK 52, PAGE 337
- THE PROPERTY LINES SHOWN WERE DETERMINED BY ACTUAL FIELD SURVEY CONDUCTED IN OCTOBER 2017 AND ARE BASED ON PHYSICAL EVIDENCE FOUND, AND PLATS AND DEEDS OF RECORD. MONUMENTS WERE SET BY VHB IN DECEMBER 2018.
- THE EXISTING CONDITIONS SHOWN ON THIS PLAN ARE BASED UPON AN ACTUAL ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY VHB IN OCTOBER 2017, UNLESS OTHERWISE NOTED.
- AS NOTED HEREON, LIMITED EXISTING CONDITIONS WERE DISTORTED FROM MAP REFERENCE 2.
- BEARINGS SHOWN HEREON ARE REFERENCED TO THE VERMONT STATE PLANE COORDINATE SYSTEM NAD83 (2011) AND ARE BASED ON REAL TIME NETWORK OBSERVATIONS USING THE VERMONT CONTINUOUSLY OPERATING REFERENCE NETWORK (CORN).
- THE RIGHT OF WAY LIMITS FOR MAPLE STREET, VT14/US4/TH-1 ARE BASED ON PHYSICAL EVIDENCE FOUND AND MAP REFERENCES 4 & 5.
- THE RIGHT OF WAY LIMITS FOR PINE STREET, TH-173 (FORMERLY US 5), ARE BASED ON PHYSICAL EVIDENCE FOUND AND MAP REFERENCES 4 & 5.
- THE KEY DEED FOR THIS PARCEL IS FROM FLOYD EASTMAN TO GULF OIL COMPANY AND IS RECORDED IN BOOK 50, PAGE 59. THAT DEED DESCRIBES THE PARCEL AS BEING BOUNDED BY MAPLE AND PINE STREETS AND A LINE OFFSET 3-FEET AND PARALLEL TO AN EXISTING FENCE. THE GULF OIL COMPANY SUBSEQUENTLY EXCHANGED DEEDS AND PARCELS WITH THE TOWN OF HARTFORD AS DESCRIBED IN BOOK 56, PAGES 492 AND 495 RESPECTIVELY. THOSE DEEDS BOTH REFERENCE MAP REFERENCE 1. MAP REFERENCE 1 SHOWS THE FENCE CALLED FOR IN THE KEY DEED ALONG WITH DIMENSIONS ALONG EACH OF THE BOUNDARIES. THIS SURVEY WAS ABLE TO SUBSTANTIATE AND RECREATE THE BOUNDARIES SHOWN ON MAP REFERENCE 1. ANY DISCREPANCIES BETWEEN THE PARCEL DIMENSIONS SHOWN ON THIS SURVEY WITH THOSE SHOWN ON MAP REFERENCE 1 ARE DUE TO SUBSEQUENT TAVINGS BY THE STATE OF VERMONT AS SHOWN ON MAP REFERENCES 4 AND 5.
- THERE ARE SUBSTANTIAL DISCREPANCIES BETWEEN THE PARCEL DIMENSIONS SHOWN ON MAP REFERENCES 1 & 2. THIS SURVEY WAS NOT ABLE TO RECONSTRUCT THOSE SHOWN ON MAP REFERENCE 2.
- THE PURPOSE OF THIS PLAT IS TO DEPICT A BOUNDARY LINE ADJUSTMENT BETWEEN THE TOWN OF HARTFORD PARCEL AS DESCRIBED IN BOOK 52, PAGE 337 AND THE FOREYES, LLC PARCEL AS DESCRIBED IN BOOK 563, PAGES 347 AND 358, BOTH BEING RECORDED AT THE HARTFORD TOWN CLERKS.
- THE SUBJECT PARCELS ARE LOCATED WITHIN THE CENTRAL BUSINESS TWO DISTRICT AS SHOWN ON THE OFFICIAL ZONING MAP FOR THE TOWN OF HARTFORD ADOPTED 10/14/2008. MINIMUM LOT WIDTH IS LISTED AS 25', DEPTH AS 114', AND THE FRONT, SIDE AND REAR SETBACKS ARE LISTED AS 0' IN THE CURRENT ZONING REGULATIONS DATED 11-01-2008.
- THE OVERHEAD CANOPY AND ASSOCIATED DRIVE THROUGH ISLAND IMPROVEMENTS WERE IN THE PROCESS OF BEING REMOVED AT THE TIME OF THIS SURVEY. THIS INFORMATION WAS PROVIDED BY THE TOWN OF HARTFORD DEPARTMENT OF PUBLIC WORKS.

#### Legend

- 3/4-INCH REBAR W/CAP "BOUNDARY MARK, VHS, VT 15 #14, RYAN CLOUTIER, SET FLUSH
- CATCH BASIN
- DRAIN MANHOLE
- HANDICAP SPACE
- LIGHT POST
- SEWER MANHOLE
- TRAFFIC SIGNAL
- EDGE OF PAVEMENT
- PROPERTY LINE



#### PROPOSED BOUNDARY LINE ADJUSTMENT



AREA  
532.5 SF.

#### Map References

- A SURVEY ENTITLED "SERVICE STATION REDEVELOPMENT, WHITE RIVER JUNCTION, VT. PINE & MAPLE STS. GULF OIL CORP.," DATED 11/12/53, AND RECORDED AT THE HARTFORD TOWN CLERKS IN SLIDE 147A.
- A SURVEY ENTITLED "ALTA/ACSM LAND TITLE SURVEY, CITIZENS BANK 155 MAPLE STREET, VILLAGE OF WHITE RIVER JUNCTION, TOWN OF HARTFORD, VT.," PREPARED BY MELANIE SUMMERS INC. DATED 04/12/06, AND RECORDED AT THE HARTFORD TOWN CLERKS IN SLIDE 588B.
- A SKETCH PLAN ENTITLED "HARTFORD COOPERATIVE SOCIETY, INC., MAPLE STREET, WHITE RIVER JUNCTION, VERMONT," PREPARED BY ROCKWOOD LAND SERVICES LLC, DATED OCTOBER 2011, AND RECORDED AT THE HARTFORD TOWN CLERKS IN BOOK 465, PAGE 73A.
- VERMONT AGENCY OF TRANSPORTATION PROJECT PLANS FOR PROJECTS F020-3(1), F041-3(1), F037-1(3), DATED 1/4/86, AND ON FILE WITH THE AGENCY.
- VERMONT AGENCY OF TRANSPORTATION RIGHT OF WAY PLANS FOR PROJECTS F041-3(10) AND F020-3(1), DATED 1/23/86, AND ON FILE WITH THE AGENCY.
- A SURVEY ENTITLED "BOUNDARY PLAT, 155 MAPLE STREET, IN HARTFORD, VERMONT, RECORD OWNER ONE 1/4 MOOD FIVE VT BRANCH HOLDINGS, LLC, PREPARED FOR FIRST AMERICAN TITLE INSURANCE COMPANY," PREPARED BY VHB INC., AND DATED APRIL 6, 2018.
- A SURVEY ENTITLED "BOUNDARY LINE ADJUSTMENT, 155 MAPLE STREET, IN HARTFORD, VERMONT, RECORD OWNER ONE 1/4 MOOD FIVE VT BRANCH HOLDINGS, LLC, PREPARED FOR FIRST AMERICAN TITLE INSURANCE COMPANY," PREPARED BY VHB INC., AND DATED DECEMBER 18, 2018.

#### BOUNDARY LINE ADJUSTMENT 155 MAPLE STREET

#### IN HARTFORD VERMONT

RECORD OWNER: FOREYES, LLC  
PARCEL 46-2-0

TOWN OF HARTFORD  
PARCEL 43-121-1

PREPARED FOR: FIRST AMERICAN TITLE INSURANCE COMPANY

PREPARED BY: Vanasse Hangen Brustlin, Inc.  
40 IDX Drive, Building 100, Suite 200  
South Burlington, Vermont 05403  
802.497.6100

SCALE: 1 INCH = 20 FEET DATE: FEBRUARY 04, 2020

#### Certification

THIS SURVEY IS BASED ON PHYSICAL EVIDENCE MEASURED IN THE FIELD, AND WRITTEN EVIDENCE ABSTRACTED FROM PUBLIC AND PRIVATE LAND RECORDS. THIS SURVEY IS CONSISTENT WITH THAT EVIDENCE AND WAS PREPARED IN ACCORDANCE TO THE LATEST ADOPTED VERSION OF 28 V.S.A. SECTION 2596(a) AND 27 V.S.A. SECTION 1403.

DATE: RYAN R. CLOUTIER, LS #744

20 0 20 40  
SCALE IN FEET

# QUITCLAIM DEED FOR 53 SQUARE FEET

**QUIT-CLAIM DEED**

KNOW ALL MEN BY THESE PRESENTS that Town of Hartford, a Vermont municipality, with a principal place of business in Hartford, Vermont, hereafter **GRANTOR**, in the consideration of One Dollar and Other Good and Valuable Consideration paid to its full satisfaction by the ForEyes, LLC, a Vermont limited liability company, with a principal place of business in White River Junction, Vermont, hereafter **GRANTEE**, have REMISED, RELEASED, AND FOREVER QUIT-CLAIMED unto the said **GRANTEE** all right and title which the said **GRANTOR**, and its successors and assigns have in, and to a certain piece of land in the Town of Hartford, in the County of Windsor and State of Vermont, described as follows, viz:

Being all lands lying to the east and south of the new westerly and northerly boundary lines of the property known as 155 Maple Street, as shown on a plan entitled "Boundary Line Adjustment, 155 Maple Street, in Hartford, Vermont, Record Owner CRE JV Mixed Five Branch Holdings, LLC, Parcel 46-2-0, Town of Hartford, Parcel 43-121-1," prepared for First American Title Insurance Company, prepared by Ryan R. Cloutier LS#744 of VHB, dated February 4, 2020" and recorded in the Town of Hartford Land Records at Map Slide \_\_\_\_\_.

The purpose of this deed is to include the 53 square feet of property more particularly described on Exhibit A attached hereto, that was incorrectly left out of the deed dated September 4, 2019 from the Town of Hartford to CRE JV Mixed Five VT Branch Holdings, LLC recorded at Book 563, Page 345 of the Town of Hartford Land Records. Reference is made to a Boundary Line Adjustment Agreement between the Town of Hartford and CRE JV Mixed Five VT Branch Holdings, LLC, dated December 14, 2018 and recorded at Book 563, Page 339 of the Town of Hartford Land Records.

Reference is also made to the Town of Hartford Zoning Permit # 2019-025 with an effective date of March 23, 2019 and to the Town of Hartford Zoning Permit # \_\_\_\_\_ with an effective date of \_\_\_\_\_.

TO HAVE AND TO HOLD all its right and title in and to said quit-claimed premises, with the appurtenances thereof, to the said **GRANTEE**, CRE JV Mixed Five VT Branch Holdings, LLC, and its successors and assigns forever.

AND FURTHERMORE, the Town of Hartford, the said **GRANTOR**, does for itself and its successors and assigns, covenant with CRE JV Mixed Five VT Branch Holdings, LLC, the said **GRANTEE** and its successors and assigns, that from and after the ensealing of these presents, the said **GRANTOR** will have and claim no right, in, or to the said quit-claimed premises.

IN WITNESS WHEREOF, I hereunto set my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2020.



Town of Hartford

By: \_\_\_\_\_

Name:

Title:

STATE OF VERMONT  
COUNTY OF WINDSOR, ss.

On this \_\_\_\_ day of \_\_\_\_\_ 2020, before me personally appeared \_\_\_\_\_, duly authorized agent of THE TOWN OF HARTFORD, VERMONT and acknowledged this Agreement, are his/her free act and deed for and on behalf of itself and THE TOWN OF HARTFORD, VERMONT

Before me

\_\_\_\_\_  
Notary Public/Notary Stamp

## Exhibit A

Commencing at a 3/4-inch rebar with cap "Boundary Mark, VHB, VT LS #744, Ryan Cloutier," set flush at the most southerly corner of land now or formerly of the Town of Hartford as described in book 52 page 337 at the Hartford Town Clerks, said point also being on the northerly sideline of Vermont Route 14 and U.S. 4 (VT14/US4), thence;

N 23°11'18" E a distance of twelve and 91/100 feet (12.91') by said Town of Hartford land to the point of beginning, thence;

N 66°48'42" W a distance of eight and 89/100 feet (8.89') through said Town of Hartford land to a point, thence;

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Containing an area of 53 square feet, more or less, and shown on a plan entitled "Boundary Line Adjustment, 155 Maple Street, in Hartford, Vermont, Record Owner ForEyes, LLC, Parcel 46-2-0, Town of Hartford, Parcel 43-121-1," prepared for First American Title Insurance Company, prepared by Ryan R. Cloutier LS#744 of VHB, dated February 04, 2020 and to be recorded with this deed.

## Brannon Godfrey

---

**From:** Robert Manby <robert.manby@wgmlegal.com>  
**Sent:** Thursday, June 11, 2020 12:29 PM  
**To:** Jo-Ann Ells; Brannon Godfrey  
**Subject:** FW: Boundary Line Adjustment Application #20-04 by For Eyes, LLC First American Claim VT2009403905  
**Attachments:** corr to Attorney Manby 6 11 20.pdf

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

Jo-Ann and Brannon,

I am forwarding the email below, with attachments, regarding the latest (and hopefully last) attempt to clear up the Boundary Line Adjustment process necessary to resolve a surveyor's error (first discovered by Chris Holzwarth) for the former Citizens Bank building (now owned by For Eyes, LLC) at the corner of Maple and Pine Streets. The Town has been, and will continue to be, cooperative here. However, as before, the Town finds itself involved because of errors by others that were beyond the Town's control. Present circumstances will require executing some forms, and a quitclaim deed, and perhaps a requirement for publication and notice pursuant to 24 V.S.A. Section 1061. I have already put in a bit of time reviewing these documents, the transaction documents involved with the sale to For Eyes, LLC, and the Town's file on the multi-year litigation with CRE JV Mixed Five – VT (former owner). My first response to Rod McPhee will be an inquiry about whether the former owner will be paying the Town's attorney fees and any costs. Just wanted you to be aware of that. I will be telling them that the Town has asked me to inquire about that.

Brannon, would you please give me a response indicating you would like me to make that inquiry so I am on solid ground there. I have no idea what the answer will be.

Thank you.

Rob

C. Robert Manby, Jr., Esq.  
Law Office of C. Robert Manby, Jr., P.C.  
220 Holiday Dr. Suite 6  
P.O. Box 858  
White River Jct., VT. 05001  
[robert.manby@wgmlegal.com](mailto:robert.manby@wgmlegal.com)  
Tel 802-295-9347  
Fax 802-295-8790  
Cell 802-299-8412

**FRAUD ALERT:** NEVER wire transfer money without calling this office and speaking to us personally on the phone to confirm the wiring information. Even if an email looks like it has come from this office or someone involved in your transaction, call us first to verify the information before sending any money via wire transfer.

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**From:** Rodney McPhee [mailto:rmcphee@fgmvt.com]  
**Sent:** Thursday, June 11, 2020 11:01 AM  
**To:** Robert manby <robert.manby@wgmlegal.com>  
**Cc:** Tavian Mayer <tavian@mayerlaw.com>; Theodore Moralle <TMoralle@firstam.com>; Lisa Clifford

<lclifford@fgmvt.com>; Rodney McPhee <rmcphee@fgmvt.com>

**Subject:** RE: Boundary Line Adjustment Application #20-04 by For Eyes, LLC First American Claim VT2009403905

Hi Rob –

Please see my letter and other documents attached hereto regarding the Maple Street property. Please call me with any questions. Thank you.

Rodney E. McPhee, Esq.  
**Facey Goss & McPhee P.C.**  
71 Allen Street, Suite 401  
Rutland, Vermont 05701  
**Mail:** PO Box 578  
Rutland, Vermont 05702

**Direct Dial:** 802 665 2670

**Main Office:** 802 773 3300

**Fax:** 802 775 1581

**Email:** [rmcphee@fgmvt.com](mailto:rmcphee@fgmvt.com)

**Web:** [www.fgmvt.com](http://www.fgmvt.com)



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Virus-free. [www.avast.com](http://www.avast.com)



## QUIT-CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS that Town of Hartford, a Vermont municipality, with a principal place of business in Hartford, Vermont, hereafter **GRANTOR**, in the consideration of One Dollar and Other Good and Valuable Consideration paid to its full satisfaction by the ForEyes, LLC, a Vermont limited liability company, with a principal place of business in White River Junction, Vermont, hereafter **GRANTEE**, have REMISED, RELEASED, AND FOREVER QUIT-CLAIMED unto the said **GRANTEE** all right and title which the said **GRANTOR**, and its successors and assigns have in, and to a certain piece of land in the Town of Hartford, in the County of Windsor and State of Vermont, described as follows, viz:

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Reference is also made to the Town of Hartford Zoning Permit # 2019-025 with an effective date of March 23, 2019 and to the Town of Hartford Zoning Permit # \_\_\_\_\_ with an effective date of \_\_\_\_\_.

TO HAVE AND TO HOLD all its right and title in and to said quit-claimed premises, with the appurtenances thereof, to the said **GRANTEE**, CRE JV Mixed Five VT Branch Holdings, LLC, and its successors and assigns forever.

AND FURTHERMORE, the Town of Hartford, the said **GRANTOR**, does for itself and its successors and assigns, covenant with CRE JV Mixed Five VT Branch Holdings, LLC, the said **GRANTEE** and its successors and assigns, that from and after the ensealing of these presents, the said **GRANTOR** will have and claim no right, in, or to the said quit-claimed premises.

IN WITNESS WHEREOF, I hereunto set my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2020.

Town of Hartford

By: \_\_\_\_\_

Name:

Title:

STATE OF VERMONT  
COUNTY OF WINDSOR, ss.

On this \_\_\_\_ day of \_\_\_\_\_ 2020, before me personally appeared \_\_\_\_\_, duly authorized agent of THE TOWN OF HARTFORD, VERMONT and acknowledged this Agreement, are his/her free act and deed for and on behalf of itself and THE TOWN OF HARTFORD, VERMONT

Before me \_\_\_\_\_

Notary Public/Notary Stamp

### Exhibit A

Commencing at a 3/4-inch rebar with cap "Boundary Mark, VHB, VT LS #744, Ryan Cloutier," set flush at the most southerly corner of land now or formerly of the Town of Hartford as described in book 52 page 337 at the Hartford Town Clerks, said point also being on the northerly sideline of Vermont Route 14 and U.S. 4 (VT14/US4), thence;

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## AGENDA MEMORANDUM

June 30, 2020

Town Selectboard Meeting Item: 4.i

Submitted by: Brannon Godfrey, Town Manager

**Subject:** Update and Recommendations from the Ad Hoc Committee on Coronavirus Response Regarding Mask-Wearing Inside Businesses

**Background:** The Hartford Ad Hoc Committee on Coronavirus Response – Slow the Spread subgroup that has been considering recommending to the full Committee that the Selectboard take action to make wearing masks mandatory inside of the interior spaces of Hartford businesses.

**Discussion:** The subgroup requested the Town Manager research the legal difference in an Emergency Order and a simple Resolution. The subgroup desires to instill greater compliance by customers inside of businesses, but not to have it be a code that requires the Police Department to enforce.

Carl Andeer, VLCT legal counsel, advises that Emergency Orders that are enforceable with penalties under state law. However, he says, “there is still discretion on the part of the town police on how to enforce – just as they have discretion in how and when they enforce other laws.”

He continues: “If the intent is to adopt some statement encouraging masks but to also have no penalties or enforcement authority, then it should be a simple statement or resolution that the Selectboard adopts that contains no “Order” or rule or other directive.”

The Town Manager and Police Chief have met with the subgroup on this matter. We both believe that positive communications and reinforcement measures by the Town and private property owners are preferable to an Emergency Order with enforcement authority that requires Police intervention to enforce mask-wearing on private property. The full Committee meets at 4pm on June 26 and will presumably make a recommendation to the Selectboard (after the writing of this memo).

**Recommendation:** Consider a Resolution or other measures instead of an emergency order.

  
Town Manager

**Attachments:** VLCT-MAC Advice on Adopted Emergency Order versus Resolution  
Slow the Spread Subgroup Meeting Notes of June 16 and 23  
June 19 HADCCR Committee Minutes



## **Hartford Ad Hoc Committee on Coronavirus Response Meeting Minutes**

6/19/20 @ 4:00 PM | Via Zoom

**Committee Attendance:** Kristi Clemens (Chair), Simon Dennis (Secretary), Becky Chollet, Brannon Godfrey, Brett Mayfield, Martha McDaniel, Deborah Scribner, Becca White.

**Community Attendance:** Dr. Remington Nevil.

**After some techno-glitches involving sound connectivity, Kristi Clemens called the meeting to order at 4:08 and took attendance.**

**Brett Mayfield moved to accept the minutes of 6/5/20, Deborah seconded. All were in favor and the motion passed.**

**Brett Mayfield** reported that restaurants are getting set up and next week they will be allowed to incorporate upto 50% occupancy. Masks are ready for distribution. Business mask feedback: a desk manager was verbally abused by a guest not willing to wear a mask. Testing will continue on Tuesdays for 2 weeks and for the foreseeable future on half days. Pharmacies will test in NH for a price.

Brannon Godfrey reported via email read by Kristi that the town had posted email encouraging continued good practices. Scott Cooney reported that the Fire Department was working on a pro-mask video.

Kristi reported that she and several had received emails from business owners in support of the Town taking pro-mask action.

### **Slow-the-Spread Group**

Martha reported that at the last meeting they discussed with the Town Manager and Police Chief about a mask wearing ordinance. We have been packaging and laundering masks. The Group wishes to avoid any confrontational situations, and yet they would like to support employees and businesses by putting forward a strong pro-mask message.

The STS Group is hoping to make it fun by making it a community project rather than a coercive moment.

**A town statement would be a good thing to do, whether it be a Resolution or an Emergency Order. Simon reported that the Selectboard would take the matter up at their next meeting. Kristi, Martha and Sue will put their heads together to create a statement that HADCCR will review at our next meeting before sending it to the Selectboard.**

Other grants to purchase local masks are in the works. The UVRT has offered \$500.

### **Food Security Group.**

Barbara Farnsworth reported via an email read by Kristi that the state voucher program for people staying in hotels has been extended through 7/15/2020. The Upper Valley Response Team and Hartford Community Coalition along with LISTEN have committed to continue to supply and deliver meals to this community through 7/15. Numbers at the hotel are 117 as of 6/17, down from 157 last week. This aligns with the expected decline because of the new guidelines implemented by state for participation in June.

Hartford Community Coalition (HCC) staff and volunteers are driving the school bus route to deliver lunches daily to about 150 students and adults. HCC is also supplying food for walk-in lunch sites at all Hartford Libraries and White River School, Monday-Friday through August 12th. Potential volunteers are asked to click this link: <https://bit.ly/2Yq97hC>.

The group is meeting next week, 4pm on 6/23, people can contact Barbara for Zoom information if they would like to join the call. All are welcome.

### **Communications Group**

Becky Chollet reported that she and Scott had met to discuss a single channel on the website through VT Alert. They discussed a campaign to get people to register for this. Any communication that this committee wishes to disseminate needs to be vetted by the Communications Committee. Once this happens, it can be posted from the whole committee, through Town Channels.

Infomercials are in the works. (Fire and Police Departments.)

Deborah Scribner asked about a Town Instagram Page. "This is a great platform for photos and videos. Does the Town have an Instagram page?"

Martha McDaniel asked if the Slow-the-Spread Group should update the info page on the Town website weekly? The group responded in the affirmative and it was agreed that STSG will do this.

### **Community Connections and Wellness Group**

This group has not yet met. They are hoping to gather next week.

### **Public Comment**

Dr. Nevin said that he felt that an ordinance or emergency order that has an enforcement mechanism would send a more powerful statement that is commensurate with the nature of the threat the Town is facing. Simon and Martha offered explanations why the Committee had opted for an approach that was more encouraging and less coercive. It was confirmed that we could move forward with a stronger measure in the event of an uptick.

Kristi mentioned that she would send out a doodle poll to find a different time to meet and requested that all committee members be attentive to this poll.

**Sue Buckholz moved to adjourn at 5:04. Deborah seconded. All were in favor and the motion passed.**

Submitted by Simon Dennis, Committee Secretary.

From: Hartford Ad Hoc Committee on Covid-19 Response (HADCCR)

To: Hartford SelectBoard

Re: advice to all Town residents concerning wearing of face coverings in public, enclosed spaces

Date: 26 June, 2020

The Governor of Vermont has declared a state of emergency (“Stay Home, Stay Safe”) in the state, now effective through July 15, with specific directives outlined in Executive Order 1-20. This order requires “Wearing a facial covering over your nose and mouth when you are in close proximity to others from outside your household”; and “All Vermonters are encouraged to wear face coverings over their nose and mouth any time they are interacting with others from outside their households, including in congregate outdoor settings where it is not possible to maintain physical distancing. Masks are not recommended for strenuous outdoor activity, anyone under the age of 2, anyone with a medical condition that is complicated or irritated by a facial covering, or anyone with difficulty breathing. Masks are not required when eating in outdoor settings. Businesses and non-profit and government entities may require customers or clients to wear masks. *The legislative body of each municipality may enact more strict local requirements regarding mask use than those set forth herein.*”

Hartford (through the HADCCR) has done much to make free masks available to those in vouchered housing, to businesses, and to residents. These efforts include:

1. Infographics posted on town website, Facebook, included in Rec dept weekly emails;
2. PSA-type emails promoting mask-wearing to Hartford listserv
  - a. featuring state public health recommendations, medical evidence
  - b. framed as an effort to support Hartford businesses’ re-opening/Hartford Economy (5/21)
3. Letters from SB chair and vice-chair posted to website, Facebook, listerv
4. Free cloth mask distribution (packed with instructions for why/when to wear and how to care for)
  - a. 5/25/20 Installation of racks for free masks at 4 town libraries and Town Hall, resupplied regularly
  - b. Ongoing distribution of free masks to vouchered hotel residents since April
  - c. Ongoing distribution of free masks to Hartford businesses (for employees and customers) since early May
2. Information campaign to inform businesses of availability of free masks and door signs beginning mid-May
  - a. Multiple notices in Hartford Chamber newsletters
  - b. Direct email of notices
  - c. Distribution free door signs (paper and digital versions)
2. Regular solicitation of donations of cloth masks to be distributed
3. Purchase of face masks with town funds for distribution to residents & businesses

Given that masks are generally available to residents at no cost, that scientific evidence increasingly supports the notion that wearing facial coverings when in public reduces the spread of the novel coronavirus among populations, and that employees of Hartford businesses have expressed uneasiness that customers/visitors are often not wearing masks, the HADCCR believes that it would be in the best interest of Hartford residents’ health, and the town’s economic solidity, for the

SelectBoard to express the wish of the Town that residents should wear masks when unavoidably in close proximity to others indoors (such as in a business building).

This could take either the form of a Resolution or an Emergency Order, as allowed by the Governor's executive order (above). The former would have the effect of expressing the wish of Town leadership; the latter could potentially be legally enforceable (see legal opinion of the VLCT, below).

A Resolution might set the tone for the Town in a nonconfrontational way, and could be superseded by a more forceful measure if conditions or behavior should dictate. An Emergency Order would be more easily enforced, but would risk entrenching certain residents' fixed ideas concerning the inadvisability of wearing facial coverings. This is a choice for the SelectBoard to make. It might be useful for the SelectBoard to know that, under present conditions, the Chief of Police favors more a campaign of public encouragement and education than an enforceable order.

---

The authority of the selectboard to adopt an Order to require facemasks derives from 2 sources: 20 VSA section 16 (<https://legislature.vermont.gov/statutes/section/20/001/00016>) and the Governor's Order Addendum 14 that allows municipalities to enact stricter requirements: ("The legislative body of each municipality may enact more strict local requirements regarding mask use than those set forth herein.").

Even if it's an order that could be penalized and enforced under state law, there is still discretion on the part of the town police on how to enforce – just as they have discretion in how and when they enforce other laws.

If the intent is to adopt some statement encouraging masks but to also have no penalties or enforcement authority, then it should be a simple statement or resolution that the selectboard adopts that contains no "Order" or rule or other directive.

For example, here are Burlington's and Brattleboro's **Orders**:

- [https://go.boarddocs.com/vt/burlingtonvt/Board.nsf/files/BPQJKM4D44D3/\\$file/City%20Council%20%E2%80%93%20COVID-19%20Emergency%20Order%20-%20Wearing%20Face%20Coverings%20Required%20in%20Retail%20Stores%20\(Masks\)%20\(REVISED\).pdf](https://go.boarddocs.com/vt/burlingtonvt/Board.nsf/files/BPQJKM4D44D3/$file/City%20Council%20%E2%80%93%20COVID-19%20Emergency%20Order%20-%20Wearing%20Face%20Coverings%20Required%20in%20Retail%20Stores%20(Masks)%20(REVISED).pdf)

- <https://www.ibrattleboro.com/news-information/town-news/2020/05/brattleboro-emergency-order-wearing-face-coverings-required/>.

While Burlington's says "Resolution" they both are in fact Emergency "Orders" because they cite 20 VSA section 16 and the Governor's Order Addendum 14 as authority and because as you can see they say ". . . NOW, THEREFORE, BE IT RESOLVED that this **Selectboard hereby issues the following COVID-19 Emergency Order**. . . ." While the intent may be to only encourage people only to wear masks, because they explicitly cite the state law authority to

create "orders" they could be enforced pursuant to 20 VSA sections 24 or 40. That being said, as I noted initially there's discretion on how aggressive enforcement may be.

For example, the Attorney General released guidance for enforcement of the Governor's first Order, go here and scroll down to "Law Enforcement Guidance": <https://ago.vermont.gov/covid-19-updates-and-information-from-the-attorney-general/>). While this is guidance for enforcement of the Governor's Order and **not** local orders, it's useful to review as a reference.

I hope this helps.

Stay safe and take care,  
Carl Andeer  
VLCT Staff Attorney II  
[candeer@vlct.org](mailto:candeer@vlct.org)

**Slow the spread of Covid-19 workgroup, Town of Hartford VT**  
**Meeting notes, 4 PM, 6/16/20, Zoom (action item responsibilities in BOLD)**

*Present:*

Mayfield  
Chollet  
Dennis  
Scribner  
McDaniel  
Kasten  
Brannon

*I. Discussion of best way to encourage business customers/visitors to wear masks*

All parties had a chance to express their views, and a robust discussion followed.

Possible paths forward:

- SB resolution or emergency order (what's the difference? **Brannon** will seek answer from VLCT) supporting the concept that all customers / visitors to indoor businesses are required to wear masks;
- a route that largely relies on a media education blitz supporting customer / visitor mask wearing, explaining the rationale. This might take the form of a TV (CATV8) infomercial explaining the public health rationale for mask-wearing; or possibly a "selfie contest" inviting people to depict themselves wearing masks at various Hartford businesses, and reminding all that it's in our collective best interest to help local businesses stay open. It'd be great if these selfies included some of SB members, police, or fire staff.
- reliance on entryway sign posting, and trespass charges to police if entrants refuse to wear masks.
- we do not support passage of a police-enforced Town Ordinance.

Points to consider in making this decision:

- we don't want to set up confrontational situations;
- indoor enforcement is difficult;
- although we in this group agree that mask-wearing is a public health measure, increasingly this has become a politicized issue, lending itself to irrational confrontational situations;
- worry that resolution passage might make defiant people more defiant?
- not expressing an official opinion puts the onus on businesses, which is not fair;
- some employees have expressed that they are afraid of various repercussions (by customers and business owners) – though they fear for their personal health.

Chief Kasten would be comfortable with a resolution to empower customer/visitors and business owners to "do the right thing" with regard to public health.

We will discuss this with the full HADCCR on 6/19, and leave it to the SB to carry forward based on these recommendations.

- II. *Update from Town Health Officer (and others as appropriate) re:*
- out of masks (resupply plan created)
  - anticipate that we'll be able to enter "Phase 4" (full reopening, assuming physical distancing and mask-wearing) mid-july to mid-August
- III. *Mask supply, distribution, and needs*
- Town of Hartford purchased 1250 cloth masks (masks.bella.canvas.com). Sadly, these are not of highest quality (single fabric layer; difficult to sanitize / package, because they curl up when washed). Thanks to volunteers organized by Simon, Becky, and Deb for persisting in sanitizing, packaging, and distributing these.
  - awaiting news about grant applications to UV Strong and WR Rotary. This money, if obtained, will be spent to commission the manufacture of high-quality masks by local business(es).
- IV. *Public communications*
- Town policy now believed to be that all communications to residents be passed through the EOC before issuance, in the interests of consistency. Scott Cooney sits on both the EOC and on Workgroup 5 (Communications), and the latter is working to provide speedy feedback on all communications. The aim of Workgroup 5 is to provide at least weekly updates on Covid-19 matters to residents.
- V. *Next meeting:* via Zoom, Tues 6/23 4 PM (**Martha** will send link and agenda to all).

Respectfully,  
Martha McDaniel



**Slow the spread of Covid-19 workgroup, Town of Hartford VT**  
**Meeting notes, 4 PM, 6/23/20, Zoom (action item responsibilities in BOLD)**

*Present:*

Mayfield  
Chollet  
Dennis  
Scribner  
McDaniel

- I. Update from Town Health Officer (and others as appropriate) re: Covid-19 status*
  - 0 new cases in Windsor Cty. since the 2 about 10 days ago
  - about 500 Hartford residences owned by out-of-staters are occupied at present
  - not many concerns about public behavior, except not much mask-wearing at QLLA or Quechee Gorge
  - testing is decreasing; about 60-70 slots per session in Hartford / Springfield
  - next week, testing at CVS / Walmart (\$ for testees) should become available. We have concerns that commercially-based testing results may not be integrated into statewide reporting; **Martha** will raise this question for a VT Digger reporter to ask at one of the Governor's press conferences
  - mask supply: most of the purchased ones (~1000) left, plus about 5 handmade
  - need more masks at dispenser rack at Town Hall (**Becky**)
- II. Mask supply, distribution, and needs (see above, also)*
  - Once **Becky** submits receipts to Simon for expenses related to mask provision (lumber for dispensing racks, bag-ordering expenses), she should be reimbursed from funds generously allocated by UVRT
  - Awaiting news about grant applications to UV Strong and WR Rotary. This money, if obtained, will be spent along with residual funds from UVRT to commission the manufacture of high-quality masks by local business(es).
  - We believe that Hartford schools are planning to resume in-person instruction this Fall. If so, staff and students will need masks. **Martha** will ask Tom DeBalsi what their plans are for providing these, so we can support the schools if necessary.
- III. Letter from HADCCR to SelectBoard*

A McDaniel draft letter was considered.

  - suggestion that this letter include an enumeration of the work the Town has done already to encourage mask-wearing (**Becky** will draft this list).
  - suggestion that the letter also include as many direct quotes as possible of concerns that business employees have conveyed about customers not wearing masks (**all** will send these to Martha for incorporation into letter)
  - should we advise that the SB enact a Resolution or an Emergency Order? (see previous notes for pros and cons). Conclusion: it would be efficient and clear for them to draft a combined plan: Resolution for now, Emergency Order if situation warrants. What threshold to specify for automatic conversion? VT allows nonresidents to arrive without quarantine if they come from a county with fewer than 400 active cases / 1,000,000 population. Perhaps our best threshold would be more than 400/1,000,000 active cases (15 cases) in the 4-town region (Hartford, Hanover, Lebanon, Norwich; =

35,400 as of 2010 census). **Simon** will ask Remington Nevin, MD for input. **Martha** will re-draft the letter for consideration by the full HADCCR.

*IV. Public communications*

Discussion postponed to update to full HADCCR on 6/26.

*V. Next meeting: via Zoom, Tues 6/30 4 PM (Martha will send link and agenda to all).*

Respectfully,  
Martha McDaniel



**AGENDA MEMORANDUM**  
**June 30, 2020**  
**Town Selectboard Meeting Item: 4.j**  
**Submitted by: Simon Dennis, Vice Chair**

**Subject:**                   **Prospects for a Permitted Encampment for Homeless Persons**

**Background:**           Selectboard Vice Chair Simon Dennis submitted the attached memo for Selectboard consideration.

**Discussion:**

**Financial Impact:**    N/A

**Recommendation:**   For discussion.

**Attachment:**           Memo from Simon Dennis

  
\_\_\_\_\_  
Town Manager

# MEMO

**To:** Hartford Selectboard, Town Manager

**From:** Simon Dennis, Selectboard Member

**Date:** June 25, 2020

**Subject:** Proposal to Investigate the Feasibility of a Permitted Campsite on Town-Owned Property within Hartford, VT

## **Purpose**

To evaluate the Town's ability to provide a safe location in Hartford for individuals experiencing homelessness to legally camp out.

## **Background Information**

The number of homeless residents within the Town of Hartford has grown and continues to grow due to socioeconomic circumstances within our state and throughout the nation. This crisis has been compounded by the Coronavirus Pandemic. The State of Vermont is currently sponsoring 114 housing insecure individuals, most of whom were experiencing homelessness at the time of the outbreak, in six hotels within Hartford through their cold weather voucher program. This program is scheduled to end on July 15th. Though the end dates have been extended several times throughout the pandemic, the Governor is now strongly signalling that he is planning to discontinue this program. When this program is discontinued, it is likely that Hartford's homeless population will far exceed our already overtaxed resources and many will end up in unpermitted encampments within the Town.

Unpermitted encampments within Hartford, across the state and throughout the nation are torn down on a regular basis and their residents are evicted. When encampments are closed, the disruption interrupts the already tenuous access to needed services and the timeline to get to more secure housing is elongated.

This issue becomes particularly acute during the winter months. Last winter there were nine individuals 'camping' within the Town. They suffered through an eight day stretch when temperatures plunged below zero. UVGEAR, a local nonprofit that provides necessities to people experiencing homelessness, spent a large portion of their annual budget supplying propane canisters at a rate of three or four per day to these 'winter campers'. In order to keep the heat inside their tents, it was common practice to drape additional tarps over tents. This practice significantly increases the risk of carbon monoxide poisoning and fire. Almost every homeless person has a story of a close call in this regard. The event of loss of life due to carbon monoxide poisoning or fire due to propane burners being knocked over inadvertently has resulted in a significant number of deaths of people experiencing homelessness. Hypothermia has also claimed many homeless lives. These risks of winter camping makes this practice an extremely risky and frightening endeavor.

The Final Report Submitted by the Hartford Ad Hoc Committee on Homelessness included the recommendation (#5) that Hartford "provide[s] a municipal camping area and car camping lot with sanitary resources for individuals who are homeless." The Haven has stated that campers are an

inevitable and underserved part of the housing continuum. Both Michael Redmond (Executive Director) and Renee Weeks (Senior Manager) of the Haven have stated their support for a permitted encampment.

### **Proposed Campsite Requirements**

The location should be: 1) in close proximity to public transit and social, and health services 2) provide a degree of privacy for residents, 3) have an space for portable toilets, as well as trash and recycling dumpsters, 4) have a power source (solar generation, microgenerators or dedicated meter) to run electric heaters, 5) a place for residents to secure personal items, i.e. lockers, 6) a ring or grill to allow residents to have a fire, and 7) allow for temporary/portable heatable structures to be erected on-site.

### **Other models**

- Burlington, VT North Beach Campground
  - The city of Burlington in partnership with ANEW Place relocated 26 homeless to camper trailers at the North Beach Campground. The city leased the camper trailers from Country Camper.
- San Francisco, CA
  - Two San Francisco agencies, Parks & Recreation and Real Estate Division, were tasked with identifying city-owned property and parklands to establish “safe sleeping sites” for unhoused individuals.
- Minneapolis, MN
  - The Minneapolis Park Board passed a resolution that allows homeless individuals to stay overnight in city parks. The board’s commissioner was quoted as saying that they are “committed to providing people currently experiencing homelessness refuge space in Minneapolis parks”.

### **Guidelines & Monitoring**

This will have to be a community effort driven by the stakeholders who are directly affected by this endemic situation. All associated agencies and organizations must be committed to this project to ensure its success.

### **Rules & Regulations**

- Open flame
  - Prohibited inside dwellings, but steel fire circles will be provided for outdoor fires. These fires must be fully extinguished by before quiet hour (10pm)
- Trash/Recycling
  - All refuse must be disposed of in the on site dumpsters
- Potable Water will be provided by individual residents until an alternative source is identified

- Alcohol and Illicit drug use and noise will be regulated in accordance with existing Federal, State and Municipal statute.

**Requested Action**

To direct the Town Manager to work with Staff to identify 1. potential Town-owned properties that could serve as a permitted campsite, 2. potential regulatory obstacles and 3. potential solutions to these obstacles, and to bring this information back to the Selectboard for consideration within an agreed-upon timeframe.



**TOWN OF HARTFORD  
SELECTBOARD  
MINUTES**

Tuesday, June 16, 2020, 6:00pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

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

**Present on Site:** Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant.

**Present on-line:** Simon Dennis, Selectboard Vice-Chair; Alan Johnson, Selectboard Member; Joe Major, Selectboard Member; Alicia Barrow, Selectboard Member; Kim Souza, Selectboard Member.

**CATV Link:** <http://catv.cablecast.tv/CablecastPublicSite/show/12268?channel=1>

Read by the Chair, Dan Fraser,

*As Chair of the Town of Hartford Selectboard I find that, due to the State of Emergency declared by Governor Scott as a result of the COVID-19 pandemic and pursuant to Addendum 6 to Executive Order 01-20 and Act 92, this public body is authorized to meet electronically.*

*In accordance with Act 92, there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the temporary amendments to the Open Meeting Law, I confirm that we are:*

*a) Providing public access to the meeting by [telephone/video/other electronic means], with additional access offered through telephone, zoom and youtube.com. We are using Zoom for this remote meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by*

*<https://zoom.us/j/549799933> - Please mute your microphone, [youtube.com/catv810](https://www.youtube.com/watch?v=catv810) – click “live now”. If you're calling in from phone dial: (415) 762-9988 Type in the Room ID: 549-799-933 followed by #. Press # a second time. Press \*9 to raise your hand for public comment.*

*b) Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone, zoom and youtube.com in our posted meeting agenda. [Instructions have also been provided on the town website on the “Agendas and Minutes.”*

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access. If anybody has a problem, please call 802-369-9036 and Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain. Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law. Let's start the meeting by taking a roll call attendance of all Selectboard members participating in the meeting.*

**I. Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser opened the Selectboard meeting at 6:00 P.M.

**II. Pledge of Allegiance:** The Pledge of Allegiance was recited.

**III. Local Liquor Control Board: Selectboard Chair, Dan Fraser recessed the Selectboard Meeting and opened the Local Liquor Control Board at 6:03 P.M.**

Please Note: Selectboard Member, Kim Souza recused herself for this portion of the Local Liquor Control Board at 6:03 P.M. and left the meeting.

1. Piecemeal, LLC Doing Business as: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (Outside Consumption)

**Selectboard Vice Chair, Simon Dennis made the motion to approve an Outside Consumption permit for Piecemeal, LLC Doing Business as: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001. Selectboard Member, Alicia Barrow seconded the motion. 4 were in favor and 1 (Fraser) abstained. The motion passed.**

2. Skinny Pancake – Quechee, LLC, Doing Business As: Skinny Pancake Quechee, 7161 Woodstock Rd., Quechee, VT 05059 (Outside Consumption)

**Selectboard Member, Alan Johnson made the motion to approve an Outside Consumption permit for Skinny Pancake – Quechee, LLC, Doing Business As: Skinny Pancake Quechee, 7161 Woodstock Rd., Quechee, VT 05059. Selectboard Member, Joe Major seconded the motion. 4 were in favor and 1 (Fraser) abstained. The motion passed.**

Please Note: Selectboard Member, Kim Souza rejoined the LLCB Meeting at 6:07 P.M.

3. Update on Proposed Amendments to Local Liquor Control Board Policy (Information Only)

After some discussion it was decided to have Town Manager, Brannon Godfrey edit the proposed Amendment to the Town of Hartford Liquor Control policy to change the Renewal Applications to requiring a 3-year history and a mention that any charges as a minor would be excluded on both new and renewal applications.

**Selectboard Chair, Dan Fraser closed the Local Liquor Control Board and reopened the Selectboard Meeting at 6:26 P.M.**



#### IV. Order of Agenda – no changes

#### V. Selectboard

##### 1. Public, Selectboard Comments and Announcements

Selectboard Comments: Simon Dennis spoke about the situation in Town with the Homeless population. They are currently 2 sets of people that are sleeping in tents in two different places where they are not allowed or permitted. The Homelessness Committee recommendation of securing a site as a campground for them to go to and also storage lockers for their possessions is still needed. Both Mr. Dennis and Dylan Kreis, of the Parks and Recreation Department, are looking for a place in town for this encampment. Mr. Dennis hopes for a short report and discussion about this at the next Selectboard meeting.

Citizen Comments: Lannie Collins from Quechee asked why the Selectboard comments are now coming before the Citizen comments. Selectboard Chair, Dan Fraser said that this is happening for no reason, he is following the agenda. Mr. Collins also asked about the Chair signing grant applications for certification compliance, does that mean that the Chair is also administering the grant? The answer is no, the Chair is signing the grants for compliance certification only.

Mike Morris called in to let the Selectboard know that he, along with a group of Hartford residents, will be sending out the letter to granting agencies that the board denied the Town Manager to send. They believe it will help in the future to get a better understanding of what grants will be available to the Town.

##### 2. Appointments

- a. Consider the Appointment of Ana Mejia to the Climate Advisory Committee for a two-year term beginning on June 16, 2020 and ending on June 16, 2022.

**Selectboard Member, Alan Johnson made the motion to appoint Ana Mejia to the Climate Advisory Committee for a two-year term beginning on June 16, 2020 and ending on June 16, 2022. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

- b. Appointment of Selectboard Clerk

**Selectboard Chair, Dan Fraser made the motion to appoint Selectboard Member, Kim Souza to be the Clerk of the Selectboard. Selectboard Member, Joe Major seconded the motion. 5 were in favor and 1 (Souza) abstained. The motion passed.**

3. **Town Manager's Report:** Significant Activity Report ending June 15, 2020.

**Link:** <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/187>

4. **Board Reports, Motions & Ordinances:**

- a. HCOREI Presentation on Implementation of Inclusivity and Equity Strategic Plan (information only)

In July 2019, with guidance from the Hartford Committee on Equity and Inclusion (HCOREI), the Hartford School Board and Selectboard approved a contract with the Vermont Partnership to prepare the Inclusivity & Equity Strategic Plan. VP presented the Strategic Plan to the Selectboard at the regular meeting on April 21, 2020.

The Strategic Plan summarizes VP's general observations, findings and recommendations in the areas of training, data collection and analysis and community engagement. The goals of the Plan include institutionalizing inclusive and equitable practices, promoting strategies to eliminate race-based disparities, and promoting inclusion and engagement of all, particularly marginalized, community members.

HCOREI will be instrumental in working with the Town and Schools to implement the Plan. Chair Allene Swienckowski requested this opportunity to discuss the Committee's role with the Selectboard.

Other presenters were Curtiss Reed and Mary Gannon from the Vermont Partnership for Fairness & Diversity.

Allene Swienckowski asked for permission from the Selectboard and School to allow HCOREI to oversee the process as it moves forward so that it does not become stagnant.

Selectboard Vice Chair, Simon Dennis asked about the plan to move forward. How does the Selectboard launch and carry out the plan outlined in the Strategic Plan. Mr. Reed answered that it begins with training at the highest level.

- b. Norwich Technologies Preferred Solar Siting Designations at 1058 Jericho Road and 406 Rays Lane (Motion Required)

The 2017 Public Utility Commission rules for locating net-meter projects include provisions on designating "preferred sites". Large solar projects (150 - 500 kW) must be located on a preferred site, and medium sized projects (15 - 150 kW) are strongly disincentivized (negative \$0.04/kWh of production) if not located on a preferred site. These rules are in part a response to local concerns about projects not being sited in conformance with local Town Plans. By requiring (large) and encouraging (medium) projects to be located on preferred sites, the rules promote projects that have community support.

Norwich Technologies is seeking a Joint Letter of Support for two sites in Hartford; one at 1058 Jericho Road and one at 406 Rays Way.

The Planning Commission voted in favor of writing a Joint Letter of Support for each project at its May 26, 2020 meeting. Should the Selectboard vote to sign the Joint Letter of Support, it will then go to the Two-Rivers Ottauquechee Regional Commission (TRORC) for review and signature.

**Selectboard Clerk, Kim Souza made the motion to Sign the Joint Letter of Support for the Jericho Road and Rays Way sites to allow the projects to move forward for review by TRORC. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.**

- c. Updates and Recommendations from Ad Hoc Committee on Coronavirus Response (Motion Required)

There are no actions taken by the Committee at the last meeting. There will be a "Slow the Spread" meeting tomorrow. There is discussion as to which action will be the best, an Emergency Order or a Resolution for the requirement to wear a mask inside of all businesses. This is to find the best way to encourage the public to wear masks.

- d. Amendment to Charter Committee Charge (Motion required)

In 2017, the Selectboard considered a process to update the Town Charter for approval by the General Assembly. This would be the fifth revision to the Charter. In May 2018, the Selectboard approved the Charge for the Committee and advertised for interested persons to apply. To date, the Town has received one citizen application. As the Committee has yet to be constituted, the date for the Committee Report of Recommendations in the current Charge (Secs. 1 & 3: 11/25/19) needs to be amended by extending it to a new future date.

**Selectboard Clerk, Kim Souza made the motion that the Selectboard Amend the Committee Charge for the 5<sup>th</sup> Charter review committee to change the completion of the Charge to March 2, 2021 and to change #1 in the charge to change the date from November 30, 2019 to November 30, 2020 and post the positions application submissions are due by July 24<sup>th</sup>. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

## **VI. Commission Meeting Reports:**

Selectboard Member, Alan Johnson reported from the Energy Commission that Erik Krauss will step down as Chair and Molly Smith will become the new Chair.

Selectboard Clerk, Kim Souza reported that the HBRLF Committee will meet again on the 24<sup>th</sup> and she will report after that meeting. She also inquired about the status of the parking lot extension. It was reported that it was on hold. Mr. Godfrey responded that there are a lot of construction projects right now, especially in downtown WRJ. The project is not on hold, it is just "in line" with the other projects.

Selectboard Member, Alicia Barrow reported from HCOREI. They are having conversations and will have a subcommittee review soon. They review legislation that is currently happening in the State of Vermont.

Selectboard Member, Joe Major reported from the Parks and Recreation Committee. The summer programs have started. There are 70 children in the first session. The Concert Series will start on June 24<sup>th</sup> and planning to run for 10 weeks.

Selectboard Vice Chair, Simon Dennis inquired if there are any applications for the open Selectboard seat. At this time there are none.

At this time Mike Morris called in to ask if there was an answer yet from VLCT as to if the WHO is in violation of the individuals' freedom of speech. Mr. Godfrey will follow up on this.

**VIII. Consent Agenda: Selectboard Clerk, Kim Souza made the motion to accept the Consent Agenda as read and authorize the Chair to sign for the Board. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 6/13/2020

Approve Meeting Minutes of: 6/2/2020 and 6/9/2020

Approve A/P Manifest of: 6/12/2020 & 6/16/2020

Selectboard Meeting Dates of:

Already Approved: 6/30/2020

Needs Approval: 7/2, 7/14 and 7/28 and Special Meeting on June 19, 2020

**VIII. Executive Session: Selectboard Member, Alan Johnson made the motion to go into executive session for**

**Discussion of the appointment of a town manager under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes at 9:08 P.M.**

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

**Selectboard Member, Alan Johnson made the motion to close the executive session at 9:41 P.M. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

**IX. Adjourn the Selectboard Meeting:  
Selectboard Member, Alicia Barrow made the motion to adjourn the meeting at 9:42 P.M. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

**All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.**



**TOWN OF HARTFORD  
SELECTBOARD MINUTES  
SPECIAL MEETING**

Friday, June 19, 2020, 6:00pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

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

**Selectboard Members Present on Site:** Dan Fraser, Selectboard Chair; Simon Dennis, Selectboard Vice Chair; Kim Souza, Selectboard Clerk; Alicia Barrow, Selectboard Member; Alan Johnson, Selectboard Member; Joseph Major, Selectboard Member.

**Others:** Brannon Godfrey, Town Manager; Jameson Davis and Nakayah Savage.

**CATV Link:** <http://catv.cablecast.tv/CablecastPublicSite/show/12293?channel=1>

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the Selectboard Special Meeting to order at 6:00 P.M.
- II. Reading of Juneteenth Proclamation and Celebration Program (no motion required)**

The Juneteenth Proclamation was read by Alicia Barrow and Joe Major.

Other presentations:

Joe Major, Alicia Barrow, Allene Swienckowski, John Hall, Vincent Wilson, Jameson Davis, Kahlil Abdullah, Kevin "Coach" Christie, Nakayah Savage, Dance Collective Performers.
- III. Adjourn the Selectboard Meeting:** Selectboard Kim Souza made the motion to close the special Selectboard meeting at 7:48 P.M. Selectboard Joe Major seconded the motion. All were in favor and the motion passed.

Report Date: 6/26/20  
12:10PM

**Payment Manifest  
by Vendor ID**

**Town of Hartford**

Check Date: 6/26/2020 - 6/26/2020

Page: 1  
User: florentina  
ReportAPINHDD\_PmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0311	Highway Infastructure				
043876	STANTEC CONSULTING SERVICES, INC			6/26/2020	1023
61 - 2	SYKES MTN AVE - MAY 2020	353.69	\$353.69	0.00	353.69
Desc:	Upper Sykes - MAY 2020	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
Vendor Total:			353.69	0.00	353.69
25-0311	Local Option Tax		Bank Total:		353.69
25-0500	Local Option Tax				
004285	BARGMANN HENDRIE + ARCHETYPE, INC			6/26/2020	1014
24382	POOL DESIGN - Final	0.00	\$41,680.00	0.00	41,680.00
Desc:	POOL DESIGN - Final	Acct: 25-985-100-0500	Local Option Tax		
Vendor Total:			41,680.00	0.00	41,680.00
25-0500	PARKS - REC RESTRICTED		Bank Total:		41,680.00
25-8055	PARKS - REC RESTRICTED				
053150	SWISH WHITE RIVER LTD			6/26/2020	1019
W380118	CLEANING SUPPLIES - COVID	0.00	\$5.80	0.00	5.80
Desc:	CLEANING SUPPLIES - COVID	Acct: 25-985-514-0001	State of VT COVID Restart Stipend		
053150	SWISH WHITE RIVER LTD			6/26/2020	1020
W379804	CLEANING SUPPLIES ACMP - COVID	0.00	\$328.49	0.00	328.49
Desc:	CLEANING SUPPLIES ACMP - COVID	Acct: 25-985-514-0001	State of VT COVID Restart Stipend		
Vendor Total:			334.29	0.00	334.29
25-8055	Quechee Water Impact Fees		Bank Total:		334.29
55-0200	Quechee Water Impact Fees				
014423	DUBOIS & KING, INC			6/26/2020	1003
620120	WATER MAIN-TASK2:PERMIT DESIGN	0.00	\$276.00	0.00	276.00
Desc:	WATER MAIN-TASK2:PERMIT DESIGN	Acct: 55-954-543-0100	CAPITAL OUTLAY-IMPACT FEES		
Vendor Total:			276.00	0.00	276.00
55-0200	Trees Matter		Bank Total:		276.00
73-7304	Trees Matter				
048575	VERIZON WIRELESS			6/26/2020	1018
9855743661	CELL PHONES - MAY 2020	0.00	\$40.01	0.00	40.01
Desc:	Cell phones	Acct: 73-511-318-7304	CONTRACTED SERVICES(TREES MA		
Vendor Total:			40.01	0.00	40.01
73-7304	GENERAL FUND - MASCOMA		Bank Total:		40.01
FUND 1 0	GENERAL FUND - MASCOMA				
000100	DEPARTMENT OF THE TREASURY	UNITED STATES TREASURY		6/26/2020	69689
FORM 720 - 063020	Annual PCORI Fees	0.00	\$261.62	0.00	261.62
Desc:	Annual PCORI Fees	Acct: 10-811-225-0000	HRA expenses		

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Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
<b>Detail:</b>	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				261.62	0.00	261.62
001170	AIRGAS, INC.		AIRGAS USA, LLC		6/26/2020	69690
	9101654818	OXYGEN	0.00	\$12.50	0.00	12.50
	Desc:	OXYGEN	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	9101708070	OXYGEN	0.00	\$21.34	0.00	21.34
	Desc:	OXYGEN	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	9970864960	CYL RENTALS - NITROGEN	0.00	\$34.19	0.00	34.19
	Desc:	CYL RENTALS - NITROGEN	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				68.03	0.00	68.03
001475	ALICE PECK DAY HOSPITAL				6/26/2020	69691
	208001399	MEDICAL SERVICES - HOEHN & MOCK	0.00	\$423.70	0.00	423.70
	Desc:	MEDICAL SERVICES - HOEHN & MOCK	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Vendor Total:				423.70	0.00	423.70
001650	ALLEN ENGINEERING POOLS AND SPAS				6/26/2020	69692
	111-519182-01	Polymer for treatment plant	4,197.00	\$4,197.00	0.00	4,197.00
	Desc:	Polymer for treatment plant	Acct: 60-961-340-0000	CHEMICALS		
Vendor Total:				4,197.00	0.00	4,197.00
002180	AMERICAN RETROWORKS INC		GOOD POINT RECYCLING		6/26/2020	69693
	76033	NON-CED ITEMS - APRIL 2020	156.45	\$156.45	0.00	156.45
	Desc:	NON-CED ITEMS - APRIL 2020	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:				156.45	0.00	156.45
002250	AMERICAN TEST CENTER, INC				6/26/2020	69694
	2201169	Ground ladder testing	0.00	\$730.00	0.00	730.00
	Desc:	Ground ladder testing	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:				730.00	0.00	730.00
002962	AT&T MOBILITY		AT&T MOBILITY		6/26/2020	69695
	JUN'20	I-PAD INTERNET	57.00	\$57.00	0.00	57.00
	Desc:	I-PAD INTERNET	Acct: 50-952-324-0000	TELEPHONE		
	Desc:	I-PAD INTERNET	Acct: 55-954-324-0000	TELEPHONE		
Vendor Total:				57.00	0.00	57.00
003450	AUTOZONE				6/26/2020	69696
	5120374676	H-12 PARTS	0.00	\$1,024.93	0.00	1,024.93
	Desc:	H-12 PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	5120386400	R-4-08 PARTS	0.00	\$151.19	0.00	151.19
	Desc:	R-4-08 PARTS	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
	5120386401	BATTERY	0.00	\$180.49	0.00	180.49
	Desc:	BATTERY	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
	5120386562	PARTS	0.00	\$44.38	0.00	44.38
	Desc:	PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	5120386580	PARTS	0.00	\$20.26	0.00	20.26



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	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120387478	PARTS		0.00	\$457.27	0.00	457.27
	Desc: PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
5120387679	PARTS		0.00	\$177.20	0.00	177.20
	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120387909	PARTS		0.00	\$8.86	0.00	8.86
	Desc: PARTS		Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
		Vendor Total:		2,064.58	0.00	2,064.58
006100	BMO FINANCIAL GROUP				6/26/2020	69697
	Kasten 06/01-15/20	Kasten, Phil - PD	0.00	\$1,303.20	0.00	1,303.20
	Desc: Enterprise-Detectives Cars		Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
Kreis 05/28-31/20	Kreis, Dylan - REC		0.00	\$37.13	0.00	37.13
	Desc: Walmart-Water Jugs		Acct: 10-521-323-0000	MATERIAL & SUPPLIES		
Ostrout 06/01-15/20	Ostrout, Gail - FIN		0.00	\$254.27	0.00	254.27
	Desc: LinkedIn-Membership Fee		Acct: 10-174-313-0000	MEMBERSHIP DUES		
Perry 06/01-15/20	Perry, Diane - PD		0.00	\$147.97	0.00	147.97
	Desc: Amazon-Trash Bags		Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
	Desc: Formula Ford - Registration		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: VTDMV-Registration		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
Sund 06/01-15/20	Sund, Jeremiah - VAL		0.00	\$31.50	0.00	31.50
	Desc: NEREN-Membership fee		Acct: 10-174-313-0000	MEMBERSHIP DUES		
Vail 05/28-31/20	Vail, Brad - PD		0.00	\$8.25	0.00	8.25
	Desc: USPS-Postage Drug kits		Acct: 10-211-322-0000	POSTAGE		
Vail 06/01-15/20	Vail, Brad - PD		0.00	\$17.80	0.00	17.80
	Desc: USPS-Postage Drug Kits		Acct: 10-211-322-0000	POSTAGE		
Walsh 05/28-31/20	Walsh, Dillon - IT		235.00	\$235.00	0.00	235.00
	Desc: WhalleyCompAssoc-Printer for scale		Acct: 30-973-320-0100	EQUIP MAINTENANCE-SCALES		
Walsh 06/01-15/20	Walsh, Dillon - IT		0.00	\$50.43	0.00	50.43
	Desc: SMTP-Service for email		Acct: 10-181-318-0000	CONTRACTED SERVICES		
Cooney 06/01-15/20	Cooney, Scott - FD		0.00	\$421.46	0.00	421.46
	Desc: Amazon-Uniform		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
	Desc: Platinum-Paramedic School Test Fee		Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
	Desc: BestBuy-TV		Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: Amazon-Brass Fittings		Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
Delisle 06/01-15/20	Delisle, Jeremy - DPW		45.54	\$1,858.53	0.00	1,858.53
	Desc: StateofVT-Permit 8198-9040		Acct: 10-325-317-0000	PERMITS AND LICENSES		
	Desc: Amazon-Prime Membership fee		Acct: 10-325-313-0000	MEMBERSHIP DUES		
	Desc: UPS Store - Postage		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Godfrey 06/01-15/20	Godfrey, Brannon - TM		0.00	\$-20.00	0.00	-20.00
	Desc: Refund - Chrging Station		Acct: 10-121-318-0000	CONTRACT SERVICES		
Hausler 05/28-31/20	Hausler, Scott - REC		0.00	\$556.25	0.00	556.25
	Desc: Vosssign-Signs COVID for Parks		Acct: 10-521-417-0017	EXTRAORDINARY EXP : COVID-19		
Hausler 06/01-15/20	Hausler, Scott - REC		0.00	\$135.80	0.00	135.80
	Desc: USPS-Postage DMV		Acct: 10-511-322-0000	POSTAGE		
	Desc: Staples-Laminate Sheets -Camp Signs		Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
Hedges 05/28-31/20	Hedges, Jack - FD		0.00	\$139.15	0.00	139.15
	Desc: CMC-Rope		Acct: 10-221-331-0200	TECHNICAL/WATER EQUIPMENT		
Jay 06/01-15/20	MCdonough, Jay - REC		972.73	\$1,034.20	0.00	1,034.20

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	Desc: Amazon-Activity Chart		Acct: 25-985-514-0001	State of VT COVID Restart Stipend		
	Desc: Amazon-File Storage Organizer		Acct: 25-985-514-0001	State of VT COVID Restart Stipend		
	Desc: Amazon-Storage Cabinet		Acct: 25-985-514-0001	State of VT COVID Restart Stipend		
	Desc: Michels-Craft Supplies		Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
	Desc: Walmart-Supplies for Camp Ventures		Acct: 10-514-318-0000	CONTRACTED SERVICES		
	Desc: SiloDistilary-Hand Sanitizer		Acct: 25-985-514-0001	State of VT COVID Restart Stipend		
Kasten 05/28-31/20	Kasten, Phil - PD		0.00	\$21.50	0.00	21.50
	Desc: ExxonMobil-Gas Car#1		Acct: 10-211-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:				6,232.44	0.00	6,232.44
006700	BOUND TREE MEDICAL, LLC		BOUND TREE MEDICAL, LLC		6/26/2020	69698
83655032	MEDICAL SUPPLIES		0.00	\$133.99	0.00	133.99
	Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:				133.99	0.00	133.99
006905	BP HARTFORD LLC				6/26/2020	69699
28	SOLAR ARRAY		1,093.96	\$1,559.40	0.00	1,559.40
	Desc: 1/12 Annual Fees		Acct: 10-321-329-0000	ELECTRICITY		
	Desc: 1/12 Annual Fee		Acct: 60-961-329-0000	ELECTRICITY		
Vendor Total:				1,559.40	0.00	1,559.40
007201	BRODART CO.				6/26/2020	69700
B5912726	HARDCOVER		0.00	\$8.09	0.00	8.09
	Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5912727	HARDCOVER		0.00	\$15.65	0.00	15.65
	Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:				23.74	0.00	23.74
007450	BROWN'S, CHARLIE		CHARLIE BROWN'S		6/26/2020	69701
43818	GREASE GUN		0.00	\$27.50	0.00	27.50
	Desc: GREASE GUN		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
44983	PARTS		0.00	\$144.90	0.00	144.90
	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:				172.40	0.00	172.40
007760	BURLINGTON COMMUNICATIONS				6/26/2020	69702
BCS6015	SERVICE CALL		0.00	\$160.00	0.00	160.00
	Desc: SERVICE CALL		Acct: 10-221-320-0100	EQUIP OPERATION-COMMUNICATION		
Vendor Total:				160.00	0.00	160.00
009818	CINTAS CORPORATION NO. 2		CINTAS LOC. #68M, 71M		6/26/2020	69703
4052804151	UNIFORMS		0.00	\$247.64	0.00	247.64
	Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4052804174	UNIFORMS		80.77	\$80.77	0.00	80.77
	Desc: UNIFORMS		Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4053006322	UNIFORMS		70.73	\$70.73	0.00	70.73
	Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4053469107	UNIFORMS		80.77	\$80.77	0.00	80.77

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Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: UNIFORMS		Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4053469202	UNIFORMS		0.00	\$247.64	0.00	247.64
	Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4053559087	UNIFORMS		124.15	\$124.15	0.00	124.15
	Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4053631430	UNIFORMS		70.73	\$70.73	0.00	70.73
	Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
Vendor Total:				922.43	0.00	922.43
010009	CLARK'S TRUCK CENTER		CLARK'S TRUCK CENTER		6/26/2020	69704
434570	PARTS		0.00	\$54.28	0.00	54.28
	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:				54.28	0.00	54.28
010832	COMCAST				6/26/2020	69705
0134242JUN'20	INTERNET - LF		88.40	\$88.40	0.00	88.40
	Desc: INTERNET - LF		Acct: 30-975-324-0000	TELEPHONE		
Vendor Total:				88.40	0.00	88.40
010987	COMPETITIVE COMPUTING, INC				6/26/2020	69706
SIN002580	CONSULTING SERVICES - MAR'20		0.00	\$1,993.20	0.00	1,993.20
	Desc: CONSULTING SERVICES - MAR'20		Acct: 10-181-318-0000	CONTRACTED SERVICES		
SIN002723	Duo Access & Tokens 2020		0.00	\$1,701.20	0.00	1,701.20
	Desc: Duo Access & Tokens 2020		Acct: 10-211-330-0000	OFFICE EQUIPMENT		
SIN002724	CONSULTING SERVICES - APR'20		0.00	\$3,217.50	0.00	3,217.50
	Desc: CONSULTING SERVICES - APR'20		Acct: 10-181-318-0000	CONTRACTED SERVICES		
SIN002920	CONSULTING SERVICES - MAY'20		0.00	\$343.20	0.00	343.20
	Desc: CONSULTING SERVICES - MAY'20		Acct: 10-181-318-0000	CONTRACTED SERVICES		
Vendor Total:				7,255.10	0.00	7,255.10
011987	CROSSMAN, RANDALL P		VERMONT WOODSHOP		6/26/2020	69707
PO#6771	Trail Signs		0.00	\$202.00	0.00	202.00
	Desc: Trail Signs		Acct: 10-611-323-0000	MATERIALS & SUPPLIES		
Vendor Total:				202.00	0.00	202.00
013653	DENNISON LUBRICANTS INC				6/26/2020	69708
1413269	DIESEL EXHAUST FLUID		0.00	\$350.61	0.00	350.61
	Desc: DIESEL EXHAUST FLUID		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
1413271	OIL		0.00	\$335.23	0.00	335.23
	Desc: OIL		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:				685.84	0.00	685.84
013680	GARTH BROOKS		DESORCIE EMERGENCY PRODUCTS LLC		6/26/2020	69709
16074	PARTS		0.00	\$38.00	0.00	38.00
	Desc: PARTS		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
16088	PARTS		0.00	\$399.00	0.00	399.00
	Desc: PARTS		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		

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Vendor ID	Vendor Name				
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Vendor Total:			437.00	0.00	437.00
015090	EASTERN ANALYTICAL, INC		6/26/2020		69710
212041	Spring Well Water Testing SWIP-LF	6,164.50	\$6,164.50	0.00	6,164.50
Desc:	Spring Well Water Testing SWIP-LF	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE		
Vendor Total:			6,164.50	0.00	6,164.50
015430	ELLS, JO-ANN	JO-ANN ELLS	6/26/2020		69711
JAN-JUN'20	MIEAGE REIMBURSEMENT JAN-JUN'20	0.00	\$26.45	0.00	26.45
Desc:	MIEAGE REIMBURSEMENT JAN-JUN'20	Acct: 10-621-311-0000	TRAVEL & MEETINGS		
Vendor Total:			26.45	0.00	26.45
015500	ENDYNE, INC		6/26/2020		69712
328715	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
Desc:	WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
333402	WSID 5319 HARTFORD	72.00	\$72.00	0.00	72.00
Desc:	WSID 5319 HARTFORD	Acct: 50-954-318-0000	CONTRACTED SERVICES		
333403	WSID 5320 QUE	18.00	\$18.00	0.00	18.00
Desc:	WSID 5320 QUE	Acct: 55-954-318-0000	CONTRACTED SERVICES		
333672	WRJ WEEKLY ANALYSIS	220.00	\$220.00	0.00	220.00
Desc:	WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
333673	QUECHEE WW	180.00	\$180.00	0.00	180.00
Desc:	QUECHEE WW	Acct: 65-963-318-0000	CONTRACTED SERVICES		
334284	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
Desc:	WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
334285	WSID 5319 HARTFORD	175.00	\$175.00	0.00	175.00
Desc:	WSID 5319 HARTFORD	Acct: 50-954-318-0000	CONTRACTED SERVICES		
334427	QUECHEE WW	180.00	\$180.00	0.00	180.00
Desc:	QUECHEE WW	Acct: 65-963-318-0000	CONTRACTED SERVICES		
334588	WSID 5319 HARTFORD	200.00	\$200.00	0.00	200.00
Desc:	WSID 5319 HARTFORD	Acct: 50-954-318-0000	CONTRACTED SERVICES		
334589	WSID 5319 HARTFORD	125.00	\$125.00	0.00	125.00
Desc:	WSID 5319 HARTFORD	Acct: 50-954-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,350.00	0.00	1,350.00
015750	ESTEY, JOSEPH	JOSEPH ESTEY	6/26/2020		69713
APR-JUN'20	2nd Quarter Ret Reimburse 2020	0.00	\$1,174.26	0.00	1,174.26
Desc:	2nd Quarter Ret Reimburse 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			1,174.26	0.00	1,174.26
015815	EVANS MOTOR FUELS	EVANS GROUP INC.	6/26/2020		69714
0008856-IN	6000 G - GAS	0.00	\$9,085.20	0.00	9,085.20
Desc:	6,000 gallons of gasoline	Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
0009354-IN	6,000 gallons of Diesel Fuel	0.00	\$8,095.95	0.00	8,095.95
Desc:	6,000 gallons of Diesel Fuel	Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:			17,181.15	0.00	17,181.15
016080	CONSOLIDATED COMMUNICATIONS		6/26/2020		69715

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111020181918JUN'20	QUECHEE WW PLANT	52.96	\$52.96	0.00	52.96
Desc: QUECHEE WW PLANT		Acct: 65-964-324-0000	TELEPHONE		
14091736024JUN'20	WABA - TELEPHONE	0.00	\$160.85	0.00	160.85
Desc: WABA - TELEPHONE		Acct: 10-530-324-0000	Telephone		
14362366935JUN'20	HEMLOCK RIDGE - TELEPHONE	62.62	\$62.62	0.00	62.62
Desc: HEMLOCK RIDGE - TELEPHONE		Acct: 50-954-324-0000	TELEPHONE		
8022957049639JUN'20	SPORTS PARK PUMP STATION	118.78	\$118.78	0.00	118.78
Desc: SPORTS PARK PUMP STATION		Acct: 60-964-324-0000	TELEPHONE		
8022959708618JUN'20	MAXFIELD PUMP HSE	52.20	\$52.20	0.00	52.20
Desc: MAXFIELD PUMP HSE		Acct: 60-964-324-0000	TELEPHONE		
Vendor Total:			447.41	0.00	447.41
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	6/26/2020		69716
0956554	MATERIALS - S MAIN STREET	1,422.73	\$1,422.73	0.00	1,422.73
Desc: Items needed for South Main Street		Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
0956588	PARTS	235.00	\$235.00	0.00	235.00
Desc: PARTS		Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
0960778	MATERIALS	346.18	\$346.18	0.00	346.18
Desc: MATERIALS		Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			2,003.91	0.00	2,003.91
017110	FISHER AUTO PARTS, INC		6/26/2020		69717
301-042087	PARTS	0.00	\$78.61	0.00	78.61
Desc: PARTS		Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
301-042145	PARTS	0.00	\$68.46	0.00	68.46
Desc: PARTS		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
301-042277	PARTS	10.68	\$10.68	0.00	10.68
Desc: PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-042280	RETURN - PARTS	-72.00	\$-72.00	0.00	-72.00
Desc: RETURN - PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-042795	PARTS	0.00	\$117.66	0.00	117.66
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-042828	RETURN - PARTS	0.00	\$-78.61	0.00	-78.61
Desc: RETURN - PARTS		Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
301-042830	COVERALLS	59.90	\$59.90	0.00	59.90
Desc: COVERALLS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
301-043112	PD-6 PARTS	0.00	\$843.60	0.00	843.60
Desc: BRAKE PADS/ROTORS-PD6		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
301-043249	PD-6 PARTS	0.00	\$109.31	0.00	109.31
Desc: PD-6 PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
301-043250	PD-6 PARTS	0.00	\$177.00	0.00	177.00
Desc: PD-6 PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
301-043674	PD-6 PARTS	0.00	\$166.36	0.00	166.36
Desc: PD-6 PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			1,480.97	0.00	1,480.97
017730	KELLEY, CONSTANCE	CONSTANCE KELLEY	6/26/2020		69718
PO#6752	REIMBURSE FOR MASK-CLOTHING AL	0.00	\$63.60	0.00	63.60

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	Desc: REIMBURSE FOR MASK-CLOTHING ALLOWAN	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			63.60	0.00	63.60
017850	GALLS, LLC		6/26/2020		69719
015807460	UNIFORM	0.00	\$39.62	0.00	39.62
	Desc: UNIFORM	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
015807471	UNIFORM	0.00	\$93.75	0.00	93.75
	Desc: UNIFORM	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			133.37	0.00	133.37
019552	GREATER UPPER VALLEY SOLID	GREATER UPPER VALLEY SOLID	6/26/2020		69720
MAY'20	MSW/PUNCHCARDS/COUPONS	4,341.15	\$4,341.15	0.00	4,341.15
	Desc: .05 Tons MSW May'20-LF	Acct: 30-974-313-0200	WASTE GENERATION FEE		
	Desc: District Punchcards Sold May'20-LF	Acct: 30-013-100-0000	EXCHANGES PAYABLE		
	Desc: District Single Coupons Sold May-'2	Acct: 30-013-100-0000	EXCHANGES PAYABLE		
Vendor Total:			4,341.15	0.00	4,341.15
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP	6/26/2020		69721
43833000003MAY'20	BRIDGE ST TRAFFIC LGHTS	0.00	\$51.93	0.00	51.93
	Desc: BRIDGE ST TRAFFIC LGHTS	Acct: 10-314-329-0000	ELECTRICITY		
44926000009JUN'20	STREET LIGHT - HWY	0.00	\$2,098.76	0.00	2,098.76
	Desc: STREET LIGHT - HWY	Acct: 10-314-329-0000	ELECTRICITY		
44926000009MAY'20	STREET LIGHT - HWY	0.00	\$2,028.57	0.00	2,028.57
	Desc: STREET LIGHT - HWY	Acct: 10-314-329-0000	ELECTRICITY		
48832000003JUN'20	ARBORETUM LN SPORTS	98.88	\$98.88	0.00	98.88
	Desc: ARBORETUM LN SPORTS	Acct: 60-964-329-0000	ELECTRICITY		
48832000003MAY'20	ARBORETUM LN SPORTS	122.83	\$122.83	0.00	122.83
	Desc: ARBORETUM LN SPORTS	Acct: 60-964-329-0000	ELECTRICITY		
48933200007JUN'20	VILLAGE GREEN BALLOON FESTIVAL	0.00	\$19.82	0.00	19.82
	Desc: VILLAGE GREEN BALLOON FESTIVAL	Acct: 10-521-329-0000	ELECTRICITY		
49424000005JUN'20	VA CUTOFF WTR STOR	25.08	\$25.08	0.00	25.08
	Desc: VA CUTOFF WTR STOR	Acct: 50-954-329-0000	ELECTRICITY		
49424000005MAY'20	VA CUTOFF WTR STOR	24.44	\$24.44	0.00	24.44
	Desc: VA CUTOFF WTR STOR	Acct: 50-954-329-0000	ELECTRICITY		
49672200000JUN'20	RTE WEST HTFD & QUE	0.00	\$478.26	0.00	478.26
	Desc: RTE WEST HTFD & QUE	Acct: 10-314-329-0000	ELECTRICITY		
49762000005MAY'20	BRIDGE ST PUMP STN	120.10	\$120.10	0.00	120.10
	Desc: BRIDGE ST PUMP STN	Acct: 60-964-329-0000	ELECTRICITY		
91624000005JUN'20	SOLID WASTE ADMIN BLDG-LF	26.54	\$26.54	0.00	26.54
	Desc: SOLID WASTE ADMIN BLDG-LF	Acct: 30-975-329-0000	ELECTRICITY		
62592200000JUN'20	WOODSTOCK RD QUECHEE SALT	0.00	\$20.49	0.00	20.49
	Desc: WOODSTOCK RD QUECHEE SALT	Acct: 10-314-329-0000	ELECTRICITY		
62592200000MAY'20	WOODSTOCK RD QUECHEE SALT	0.00	\$19.85	0.00	19.85
	Desc: WOODSTOCK RD QUECHEE SALT	Acct: 10-314-329-0000	ELECTRICITY		
62713200004JUN'20	WOODSTOCK RD HEAT TAPE	20.49	\$20.49	0.00	20.49
	Desc: WOODSTOCK RD HEAT TAPE	Acct: 55-954-329-0000	ELECTRICITY		
84443200005JUN'20	WATERMAN HL COVEREED BRIDGE	0.00	\$36.66	0.00	36.66
	Desc: WATERMAN HL COVEREED BRIDGE	Acct: 10-314-329-0000	ELECTRICITY		

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67003200002JUN'20	WILLARD RD QUECHEE FIRE	0.00	\$71.83	0.00	71.83	
	Desc: WILLARD RD QUECHEE FIRE	Acct: 10-221-329-0000	ELECTRICITY			
67303200009JUN'20	78 MURPHYS RD	149.01	\$149.01	0.00	149.01	
	Desc: 78 MURPHYS RD	Acct: 65-964-329-0000	ELECTRICITY			
67399084366JUN'20	120 LESLE DR PAV B	0.00	\$86.19	0.00	86.19	
	Desc: 120 LESLE DR PAV B	Acct: 10-527-329-0000	ELECTRICITY			
77303200008MAY'20	LAKE PINNEO WW PUMP STN	50.96	\$50.96	0.00	50.96	
	Desc: LAKE PINNEO WW PUMP STN	Acct: 65-964-329-0000	ELECTRICITY			
68053200009JUN'20	RT 14 W HARTFORD LIBRARY	0.00	\$113.32	0.00	113.32	
	Desc: RT 14 W HARTFORD LIBRARY	Acct: 10-524-329-0000	ELECTRICITY			
71013200002JUN'20	WHITMAN BROOK PUMP STN - WW	248.68	\$248.68	0.00	248.68	
	Desc: WHITMAN BROOK PUMP STN - WW	Acct: 65-964-329-0000	ELECTRICITY			
74713200009JUN'20	WOODSTOCK RD ST LIGHTS - HWY	0.00	\$34.38	0.00	34.38	
	Desc: WOODSTOCK RD ST LIGHTS - HWY	Acct: 10-314-329-0000	ELECTRICITY			
74713200009MAY'20	WOODSTOCK RD ST LIGHTS - HWY	0.00	\$33.38	0.00	33.38	
	Desc: WOODSTOCK RD ST LIGHTS - HWY	Acct: 10-314-329-0000	ELECTRICITY			
74972200005JUN'20	WHEELOCK RD	21.57	\$21.57	0.00	21.57	
	Desc: WHEELOCK RD	Acct: 55-954-329-0000	ELECTRICITY			
74972200005MAY'20	WHEELOCK RD	22.20	\$22.20	0.00	22.20	
	Desc: WHEELOCK RD	Acct: 55-954-329-0000	ELECTRICITY			
77303200008JUN'20	LAKE PINNEO WW PUMP STN	46.94	\$46.94	0.00	46.94	
	Desc: LAKE PINNEO WW PUMP STN	Acct: 65-964-329-0000	ELECTRICITY			
78840100008MAY'20	RAILRD ROW - ENGINE 494 LGTS	0.00	\$85.83	0.00	85.83	
	Desc: RAILRD ROW - ENGINE 494 LGTS	Acct: 10-521-329-0000	ELECTRICITY			
80082200009JUN'20	NOYES LN KINGSWOOD	132.28	\$132.28	0.00	132.28	
	Desc: NOYES LN KINGSWOOD	Acct: 55-954-329-0000	ELECTRICITY			
82948328248MAY'20	PROSPECT ST TEMP SERVICE	0.00	\$109.04	0.00	109.04	
	Desc: PROSPECT ST TEMP SERVICE	Acct: 10-314-329-0000	ELECTRICITY			
87303200007JUN'20	QUE HARTLAND RD	78.46	\$78.46	0.00	78.46	
	Desc: QUE HARTLAND RD	Acct: 65-964-329-0000	ELECTRICITY			
87303200007MAY'20	QUE HARTLAND RD	153.60	\$153.60	0.00	153.60	
	Desc: QUE HARTLAND RD	Acct: 65-964-329-0000	ELECTRICITY			
87833000000MAY'20	MAPLE ST TRAFFIC LGHTS	0.00	\$55.55	0.00	55.55	
	Desc: MAPLE ST TRAFFIC LGHTS	Acct: 10-314-329-0000	ELECTRICITY			
91624000005MAY'20	SOLID WASTE ADMIN BLDG-LF	21.17	\$21.17	0.00	21.17	
	Desc: SOLID WASTE ADMIN BLDG-LF	Acct: 30-975-329-0000	ELECTRICITY			
92124869873JUN'20	43 HIGHLAND AVE WABA PUMP	0.00	\$56.81	0.00	56.81	
	Desc: 43 HIGHLAND AVE WABA PUMP	Acct: 10-530-329-0000	ELECTRICITY			
97303200006JUN'20	NOYES LN PUMP STN	25.05	\$25.05	0.00	25.05	
	Desc: NOYES LN PUMP STN	Acct: 65-964-329-0000	ELECTRICITY			
97762000004MAY'20	N MAIN STREET	0.00	\$43.94	0.00	43.94	
	Desc: N MAIN STREET	Acct: 10-314-329-0000	ELECTRICITY			
01013200009JUN'20	1299 QUECHEE MAIN ST PUMP	136.18	\$136.18	0.00	136.18	
	Desc: 1299 QUECHEE MAIN ST PUMP	Acct: 65-964-329-0000	ELECTRICITY			
02624000002MAY'20	SOLID WASTE FACILITY -LF	247.00	\$247.00	0.00	247.00	
	Desc: SOLID WASTE FACILITY -LF	Acct: 30-971-329-0000	ELECTRICITY			
04013200003JUN'20	BENTLEY RD PUMP	58.95	\$58.95	0.00	58.95	
	Desc: BENTLEY RD PUMP	Acct: 65-964-329-0000	ELECTRICITY			

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	04013200003MAY'20	BENTLEY RD PUMP	87.24	\$87.24	0.00	87.24
	Desc: BENTLEY RD PUMP		Acct: 65-964-329-0000	ELECTRICITY		
	04832000006MAY'20	S MAIN ST PUMP STN	96.71	\$96.71	0.00	96.71
	Desc: S MAIN ST PUMP STN		Acct: 60-964-329-0000	ELECTRICITY		
	08303200003JUN'20	DEWEY FAM RD	131.09	\$131.09	0.00	131.09
	Desc: DEWEY FAM RD		Acct: 65-964-329-0000	ELECTRICITY		
	43382200004JUN'20	EASTMAN HILL PUMP - WATER	287.21	\$287.21	0.00	287.21
	Desc: EASTMAN HILL PUMP - WATER		Acct: 55-954-329-0000	ELECTRICITY		
	09732000006JUN'20	319 LATHAM WORKS LN TRMT PLANT	7,857.39	\$7,857.39	0.00	7,857.39
	Desc: 319 LATHAM WORKS LN TRMT PLANT		Acct: 60-961-329-0000	ELECTRICITY		
	09732000006MAY'20	319 LATHAM WORKS LN TRMT PLANT	8,214.26	\$8,214.26	0.00	8,214.26
	Desc: 319 LATHAM WORKS LN TRMT PLANT		Acct: 60-961-329-0000	ELECTRICITY		
	09832000005MAY'20	BRIGGS PARK - MAIN ST - REC	0.00	\$20.91	0.00	20.91
	Desc: BRIGGS PARK - MAIN ST - REC		Acct: 10-521-329-0000	ELECTRICITY		
	34926000000MAY'20	PARK/LEHMAN BRIDGE	0.00	\$81.39	0.00	81.39
	Desc: PARK/LEHMAN BRIDGE		Acct: 10-314-329-0000	ELECTRICITY		
	11013200008JUN'20	HENDEE WAY-WW	22.89	\$22.89	0.00	22.89
	Desc: HENDEE WAY-WW		Acct: 65-964-329-0000	ELECTRICITY		
	13414587553JUN'20	120 LESLE DR PAV A	0.00	\$173.24	0.00	173.24
	Desc: 120 LESLE DR PAV A		Acct: 10-527-329-0000	ELECTRICITY		
	13833000006APR'20	LYMAN POINT PARK - REC	0.00	\$20.91	0.00	20.91
	Desc: LYMAN POINT PARK - REC		Acct: 10-521-329-0000	ELECTRICITY		
	13833000006MAY'20	LYMAN POINT PARK - REC	0.00	\$22.19	0.00	22.19
	Desc: LYMAN POINT PARK - REC		Acct: 10-521-329-0000	ELECTRICITY		
	23490000009JUN'20	WILDER WELL - WATER	925.79	\$925.79	0.00	925.79
	Desc: WILDER WELL - WATER		Acct: 50-952-329-0000	ELECTRICITY		
	23833000005JUN'20	RT 5 HIGHLAND AVE	0.00	\$74.22	0.00	74.22
	Desc: RT 5 HIGHLAND AVE		Acct: 10-314-329-0000	ELECTRICITY		
	27333200007JUN'20	ALDEN PARTRIDGE RD PUMP STN	33.22	\$33.22	0.00	33.22
	Desc: ALDEN PARTRIDGE RD PUMP STN		Acct: 65-964-329-0000	ELECTRICITY		
	28933000003MAY'20	MAPLE ST	180.50	\$180.50	0.00	180.50
	Desc: MAPLE ST		Acct: 60-964-329-0000	ELECTRICITY		
	33833000004JUN'20	MAXFIELD PUMP STA	69.95	\$69.95	0.00	69.95
	Desc: MAXFIELD PUMP STA		Acct: 60-964-329-0000	ELECTRICITY		
	34591000004MAY'20	RADIO TOWER	0.00	\$152.43	0.00	152.43
	Desc: RADIO TOWER		Acct: 10-271-329-0000	ELECTRICITY		
	37762000000MAY'20	N MAIN ST -TRAFFIC LGHTS	0.00	\$38.86	0.00	38.86
	Desc: N MAIN ST -TRAFFIC LGHTS		Acct: 10-314-329-0000	ELECTRICITY		
	39135140109JUN'20	120 LESLE DR PAV C	0.00	\$20.91	0.00	20.91
	Desc: 120 LESLE DR PAV C		Acct: 10-527-329-0000	ELECTRICITY		
	41082200001JUN'20	291 SUGAR HILL LN	128.79	\$128.79	0.00	128.79
	Desc: 291 SUGAR HILL LN		Acct: 55-954-329-0000	ELECTRICITY		
		Vendor Total:		25,915.12	0.00	25,915.12
020610	HANNUX, SHAWN	SHAWN HANNUX		6/26/2020		69722
	PO#6783	TUITION REIMBURSEMENT	0.00	\$1,440.00	0.00	1,440.00
	Desc: TUITION REIMBURSEMENT		Acct: 10-221-315-0000	RECRUITMENT & TRAINING		



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Vendor Total:			1,440.00	0.00	1,440.00
020734	HARRIS COMPUTER CORPORATION	HARRIS COMPUTER CORPORATION		6/26/2020	69723
MN00128472	MUNISMART LICENSE-SERVER TRANS	0.00	\$29.17	0.00	29.17
Desc:	MUNISMART LICENSE-SERVER TRANSFER	Acct: 10-171-318-0000	CONTRACTED SERVICES		
Vendor Total:			29.17	0.00	29.17
021105	HARTFORD, TOWN OF	TOWN OF HARTFORD		6/26/2020	69724
'19/'20 Transfer	FYE 2020 Approved Reserve Transfer	0.00	\$3,000.00	0.00	3,000.00
Desc:	FYE 2020 Approved Reserve Transfer	Acct: 10-921-544-0611	TRANSFER - CONSERVATION COMM		
Vendor Total:			3,000.00	0.00	3,000.00
021200	HARTFORD, TOWN OF	TOWN OF HARTFORD		6/26/2020	69725
'19/'20 Transfer	FYE 2020 Approved Reserve Transfer	0.00	\$40,500.00	0.00	40,500.00
Desc:	FYE 2020 Approved Reserve Transfer	Acct: 10-921-544-0221	TRANSFER - FIRE/AMB RESERVE		
Vendor Total:			40,500.00	0.00	40,500.00
021375	HARTFORD, TOWN OF	TOWN OF HARTFORD		6/26/2020	69726
MAY'20	GREEN-UP DROP OFF'S	0.00	\$208.00	0.00	208.00
Desc:	GREEN-UP DROP OFF'S	Acct: 10-622-311-0000	TRAVEL & MEETINGS		
Vendor Total:			208.00	0.00	208.00
021457	HARTFORD, TOWN OF	TOWN OF HARTFORD		6/26/2020	69727
'19/'20 Transfer	FYE 2020 Approved Reserve Transfer	0.00	\$5,000.00	0.00	5,000.00
Desc:	FYE 2020 Approved Reserve Transfer	Acct: 10-921-544-0627	TRANSFER - WRJ REVITALIZATION R		
Vendor Total:			5,000.00	0.00	5,000.00
022025	HEALTHEQUITY, INC.			6/26/2020	69728
dx6bih2	DCRA 2020	0.00	\$185.13	0.00	185.13
Desc:	DCRA 2020 - C.T.	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACCT		
m5x2mrz	HCRA 2020	0.00	\$-11.67	0.00	-11.67
Desc:	HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
STY2SV8	HRA 2020	459.33	\$3,012.45	0.00	3,012.45
Desc:	RA Replenish HRA 2020	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
Desc:	RA Replenish HRA 2020	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
Desc:	RA Replenish HRA 2020	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc:	RA Replenish HRA 2020	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Desc:	RA Replenish HRA 2020	Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 50-954-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
Desc:	RA Replenish HRA 2020	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		

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T9VQTCI	HRA 2020	516.62	\$3,450.25	0.00	3,450.25
Desc: RA Replenish HRA 2020	Acct: 10-211-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-121-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-174-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-211-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-221-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-271-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-311-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 10-521-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 30-975-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 30-975-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 50-955-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 55-955-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 60-965-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 60-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020	Acct: 65-963-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 65-965-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020	Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
iav8yax	HCRA 2020	0.00	\$350.31	0.00	350.31
Desc: HCRA 2020	Acct: 10-012-200-0510		SECTION 125 HEALTH CARE ACCT		
Vendor Total:			6,986.47	0.00	6,986.47
023475	INNOVATIVE MUNICIPAL PRODUCTS USINC	INNOVATIVE SURFACE SOLUTIONS		6/26/2020	69729
INV54782	CALCIUM CHLORIDE	0.00	\$3,643.64	0.00	3,643.64
Desc: calcium chloride	Acct: 10-521-323-0000		MATERIAL & SUPPLIES		
Desc: calcium chloride	Acct: 10-527-323-0000		MATERIAL & SUPPLIES		
Desc: calcium chloride	Acct: 10-311-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			3,643.64	0.00	3,643.64
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON		6/26/2020	69730
55062 MAY 2020	PARTS - STATEMENT 06.24.2020	0.00	\$174.39	0.00	174.39
Desc: PARTS - STATEMENT 06.24.2020	Acct: 10-221-321-0000		REPAIRS & MAINT-VEHICLES		
55412 MAY 2020	PARTS - STATEMENT 06.24.2020	0.00	\$192.72	0.00	192.72
Desc: PARTS - STATEMENT 06.24.2020	Acct: 10-211-321-0000		REPAIRS & MAINT-VEHICLES		
55473 MAY 2020	PARTS - STATEMENT 06.24.2020	0.00	\$136.02	0.00	136.02
Desc: PARTS - STATEMENT 06.24.2020	Acct: 10-521-321-0000		REPAIRS & MAINT - VEHICLES		
Vendor Total:			503.13	0.00	503.13
025180	K&W TIRE COMPANY, INC			6/26/2020	69731
05R238619	H-12 ALIGNMENT	0.00	\$79.95	0.00	79.95
Desc: H-12 ALIGNMENT	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
05R238640	PARTS / SUPPLIES	0.00	\$88.00	0.00	88.00
Desc: PARTS / SUPPLIES	Acct: 10-211-321-0000		REPAIRS & MAINT-VEHICLES		
05R238641	PARTS / SUPPLIES	0.00	\$88.00	0.00	88.00
Desc: PARTS / SUPPLIES	Acct: 10-211-321-0000		REPAIRS & MAINT-VEHICLES		

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Vendor Total:			255.95	0.00	255.95
027400	LEBANON, CITY OF	CITY OF LEBANON		6/26/2020	69732
MAY'20	SW Tipping Fees May'20-LF	4,866.90	\$4,866.90	0.00	4,866.90
Desc: SW Tipping Fees May'20-LF		Acct: 30-974-318-0000	CONTRACTED SERVICES		
MAY'20 WW	GRIT DISPOSAL - MAY 2020	5,979.75	\$5,979.75	0.00	5,979.75
Desc: May Grit disposal		Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			10,846.65	0.00	10,846.65
028024	LIFTOFF, LLC			6/26/2020	69733
5266add17	Audio conf - 1 license	0.00	\$40.00	0.00	40.00
Desc: Audio conf - 1 license		Acct: 10-181-318-0000	CONTRACTED SERVICES		
5121add12	Audio conf - 1 license	0.00	\$40.00	0.00	40.00
Desc: Audio conf - 1 license		Acct: 10-181-318-0000	CONTRACTED SERVICES		
5178add15	Audio conf - 1 license	0.00	\$160.00	0.00	160.00
Desc: Audio conf - 1 license		Acct: 10-181-318-0000	CONTRACTED SERVICES		
5141add13	Audio conf - 1 license	0.00	\$80.00	0.00	80.00
Desc: Audio conf - 1 license		Acct: 10-181-318-0000	CONTRACTED SERVICES		
5068add11	Audio conf - 1 license	0.00	\$44.00	0.00	44.00
Desc: Audio conf - 1 license		Acct: 10-181-318-0000	CONTRACTED SERVICES		
5201add16	Audio conf - 1 license	0.00	\$40.00	0.00	40.00
Desc: Audio conf - 1 license		Acct: 10-181-318-0000	CONTRACTED SERVICES		
Vendor Total:			404.00	0.00	404.00
028850	MAGEE OFFICE EQUIPMENT INC.			6/26/2020	69734
C-01071468 - 1	WIDE COPIER - LEASE JUN'20	0.00	\$72.00	0.00	72.00
Desc: WIDE COPIER - LEASE JUN'20		Acct: 10-151-318-0000	CONTRACTED SERVICES		
Vendor Total:			72.00	0.00	72.00
029667	MARTIN, GEOFFREY	GEOFFREY MARTIN		6/26/2020	69735
PO#6766	Reimbursement for purchase of cable	0.00	\$21.16	0.00	21.16
Desc: Reimbursement for purchase of cable		Acct: 10-622-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			21.16	0.00	21.16
029746	DARTMOUTH-HITCHCOCK MEDICAL CTR	DARTMOUTH - HITCHCOCK		6/26/2020	69736
700000516DEC'19	HC WORK FITNESS-ROWLEE D	0.00	\$300.00	0.00	300.00
Desc: HC WORK FITNESS-ROWLEE D		Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
700005551APR'20	HC DOT PHYSICALS - APRIL 2020	0.00	\$232.00	0.00	232.00
Desc: HC DOT PHYSICALS - APRIL 2020		Acct: 10-325-317-0000	PERMITS AND LICENSES		
Vendor Total:			532.00	0.00	532.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		6/26/2020	69737
210933569	COVID-19 MASKS	0.00	\$2,999.75	0.00	2,999.75
Desc: COVID-19 MASKS		Acct: 10-121-417-0017	EXTRAORDINARY EXP : COVID-19		
211277507	HAND SANITIZER	0.00	\$119.90	0.00	119.90
Desc: HAND SANITIZER		Acct: 10-161-417-0017	EXTRAORDINARY EXP : COVID-19		
210622022	WATER	9.98	\$9.98	0.00	9.98
Desc: WATER		Acct: 30-971-328-0000	WATER		

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Desc: WATER		Acct: 30-975-328-0000	WATER		
211133964	OFFICE SUPPLIES	0.00	\$33.85	0.00	33.85
Desc: OFFICE SUPPLIES		Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
211093907	TONER - COVID	0.00	\$83.96	0.00	83.96
Desc: TONER - COVID		Acct: 10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
211247125	OFFICE SUPPLIES	0.00	\$7.76	0.00	7.76
Desc: OFFICE SUPPLIES		Acct: 10-161-323-0000	MATERIAL & SUPPLIES		
211357967	TONER	0.00	\$49.36	0.00	49.36
Desc: TONER		Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			3,304.56	0.00	3,304.56
029870	MAURICE AUTO & TRUCK, INC		6/26/2020		69738
100202	PARTS	0.00	\$35.00	0.00	35.00
Desc: PARTS		Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			35.00	0.00	35.00
030180	LOWELL MCLEODS, INC		6/26/2020		69739
S59985	PARTS	0.00	\$268.40	0.00	268.40
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			268.40	0.00	268.40
030250	MCNALL, KAREN	KAREN MCNALL	6/26/2020		69740
2020-3	VIRTUAL CARD MAKING WKSHOP - M/	0.00	\$48.00	0.00	48.00
Desc: VIRTUAL CARD MAKING WKSHOP - MAY'20		Acct: 10-515-318-0000	CONTRACTED SERVICES		
Vendor Total:			48.00	0.00	48.00
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN	6/26/2020		69742
300115MAY'20	POLICE DEPARTMENT - INV#33864	0.00	\$2,789.00	0.00	2,789.00
Desc: LEGAL SERVICES		Acct: 10-211-318-0000	CONTRACTED SERVICES		
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN	6/26/2020		69741
300105MAY'20	PLANNING & ZONING - INV#33881	0.00	\$32.00	0.00	32.00
Desc: MTTR#00012 MISCELLANEOUS		Acct: 10-622-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,821.00	0.00	2,821.00
031390	MODERN CLEANERS & TAILORS, INC		6/26/2020		69743
MAY'20	MONTHLY DRYCLEANING	0.00	\$595.00	0.00	595.00
Desc: MONTHLY DRYCLEANING		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Desc: MONTHLY DRYCLEANING		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
Vendor Total:			595.00	0.00	595.00
031725	MORSE, KEITH	KEITH MORSE	6/26/2020		69744
06.10.2020	1st Aid Training	0.00	\$520.00	0.00	520.00
Desc: 1st Aid Training		Acct: 10-514-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			520.00	0.00	520.00
031875	MOTOROLA SOLUTIONS, INC	MOTOROLA SOLUTIONS, INC	6/26/2020		69745
42492	Redundant Server for Public Safety	0.00	\$70,000.00	0.00	70,000.00

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	Desc: Redundant Server for Public Safety	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
	Vendor Total:		70,000.00	0.00	70,000.00
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC	6/26/2020		69746
IN1464211	PANTS - UNIFORM	0.00	\$99.44	0.00	99.44
Desc: PANTS - UNIFORM		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
IN1469928	UNIFORM	0.00	\$130.80	0.00	130.80
Desc: UNIFORM		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
	Vendor Total:		230.24	0.00	230.24
034875	NORTHEAST MAILING SYSTEMS, LLC		6/26/2020		69747
361003	POSTAGE SUPPLIES	0.00	\$87.12	0.00	87.12
Desc: POSTAGE SUPPLIES		Acct: 10-161-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		87.12	0.00	87.12
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS	6/26/2020		69748
0565498	MSW/RECYCLING - MAY'20	2,690.79	\$2,690.79	0.00	2,690.79
Desc: MSW Transport May'20-LF		Acct: 30-974-318-0000	CONTRACTED SERVICES		
Desc: Recycling Processing May'20-LF		Acct: 30-971-318-0000	CONTRACTED SERVICES		
Desc: Recycling Transport May'20-LF		Acct: 30-971-318-0000	CONTRACTED SERVICES		
0565560	CURBSIDE - MAY 2020	21,323.01	\$21,323.01	0.00	21,323.01
Desc: Curbside Recy Mthly Chrgs May'20-LF		Acct: 30-931-318-0000	CONTRACTED SERVICES		
Desc: Curbside Recyc Disp ero Sort		Acct: 30-931-318-0000	CONTRACTED SERVICES		
Desc: Curbsid Recy Disp Z Sort May'20-LF		Acct: 30-931-318-0000	CONTRACTED SERVICES		
	Vendor Total:		24,013.80	0.00	24,013.80
035050	NORTHERN NURSERIES INC		6/26/2020		69749
M5144500002358	LIME	134.00	\$134.00	0.00	134.00
Desc: LIME		Acct: 60-964-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		134.00	0.00	134.00
036165	OSBORN, MATTHEW	MATTHEW OSBORN	6/26/2020		69750
MAY'20	MILEAGE REIMBURSEMENT MAY'20	0.00	\$21.85	0.00	21.85
Desc: MILEAGE REIMBURSEMENT MAY'20		Acct: 10-622-311-0000	TRAVEL & MEETINGS		
	Vendor Total:		21.85	0.00	21.85
038188	LL POTWIN SERVICES		6/26/2020		69751
7140	SPRING CLEANING & MOWING MAY'20	0.00	\$1,835.00	0.00	1,835.00
Desc: Spring Cleanup and May mowig		Acct: 10-311-318-0000	CONTRACTED SERVICES		
Desc: SPRING CLEANING & MOWING MAY'20		Acct: 10-421-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,835.00	0.00	1,835.00
038495	PRIORITY EXPRESS, INC.		6/26/2020		69752
81722024	INTERLIBRARY LOAN PROGRAM	10.00	\$20.00	0.00	20.00
Desc: INTERLIBRARY LOAN PROGRAM		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Desc: INTERLIBRARY LOAN PROGRAM		Acct: 80-711-318-8044	Grant - 01130 Courier LSTA17.2.01 (WH		
81722023	INTERLIBRARY LOAN PROGRAM	20.00	\$20.00	0.00	20.00
Desc: INTERLIBRARY LOAN PROGRAM		Acct: 80-711-318-8044	Grant - 01130 Courier LSTA17.2.01 (WH		

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Vendor Total:			40.00	0.00	40.00
039710	REED TRUCK SERVICES INC, S G	SG REED TRUCK SERVICES INC,		6/26/2020	69753
1261	H-4 SERVICE CALL	0.00	\$555.50	0.00	555.50
Desc:	H-4 SERVICE CALL	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			555.50	0.00	555.50
041650	SCHAAL ELECTRIC, P.C.			6/26/2020	69754
3830	Installation-E/V CHARGER	0.00	\$2,875.45	0.00	2,875.45
Desc:	Installation-E/V CHARGER	Acct: 10-622-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,875.45	0.00	2,875.45
043400	MILTON CAT	SOUTHWORTH-MILTON, INC.		6/26/2020	69755
INV1954876	H-12 PARTS	0.00	\$978.93	0.00	978.93
Desc:	H-12 PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			978.93	0.00	978.93
043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS		6/26/2020	69756
7356326	INTERNET	0.00	\$300.00	0.00	300.00
Desc:	INTERNET	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS		6/26/2020	69757
7358040-1	Telephones	129.42	\$1,215.11	0.00	1,215.11
Desc:	Telephones	Acct: 10-211-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-221-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-271-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-121-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-151-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-171-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-174-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-181-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-511-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-622-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-530-324-0000	Telephone		
Desc:	Telephones	Acct: 50-952-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 60-961-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 30-971-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 65-963-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 60-962-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-321-324-0000	TELEPHONE		
Desc:	Telephones	Acct: 10-325-324-0000	TELEPHONE		
Vendor Total:			1,515.11	0.00	1,515.11
043876	STANTEC CONSULTING SERVICES, INC			6/26/2020	69758
61 - 1	SYKES MTN AVE - MAY 2020	1,414.78	\$1,414.78	0.00	1,414.78
Desc:	Upper Sykes - MAY 2020	Acct: 70-623-318-7021	CONTRACTED SERVICES(GRANT EHI		
Vendor Total:			1,414.78	0.00	1,414.78
044204	STEARNS SEPTIC SERVICE, LLC			6/26/2020	69759

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2020-223	Cleaning of wet wells QUECHEE	2,180.00	\$2,180.00	0.00	2,180.00
Desc: Cleaning of wet wells QUECHEE		Acct: 65-964-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,180.00	0.00	2,180.00
044552	STORMWIND LLC			6/26/2020	69760
28674	TRAINING LICENSE	0.00	\$1,990.00	0.00	1,990.00
Desc: TRAINING LICENSE		Acct: 10-181-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			1,990.00	0.00	1,990.00
044760	SUND, JEREMIAH J	JEREMIAH J SUND		6/26/2020	69761
MAY'20	MILEAGE - MAY 2020	0.00	\$90.85	0.00	90.85
Desc: MILEAGE - MAY 2020		Acct: 10-174-311-0000	TRAVEL & MEETINGS		
Vendor Total:			90.85	0.00	90.85
047190	USA BLUEBOOK	USA BLUEBOOK		6/26/2020	69762
267056	MATERIALS	67.75	\$67.75	0.00	67.75
Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			67.75	0.00	67.75
048185	VALLEY IMAGING & AWARDS			6/26/2020	69763
20893	WAT QUALITY NEWSLETTERS	1,870.96	\$1,870.96	0.00	1,870.96
Desc: WAT QUALITY NEWSLETTERS		Acct: 50-954-318-0000	CONTRACTED SERVICES		
Desc: WAT QUALITY NEWSLETTERS		Acct: 55-954-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,870.96	0.00	1,870.96
048300	VALLEY NEWS	VALLEY NEWS		6/26/2020	69764
125978,44032	VALLEY NEWS ADS - JUN'20	0.00	\$98.60	0.00	98.60
Desc: AD#44032 MOWING BIDS		Acct: 10-325-312-0000	ADVERTISING		
125978,43736	VALLEY NEWS ADS - JUN'20	102.00	\$102.00	0.00	102.00
Desc: AD#43736 RFP WW COLLECTION LINE		Acct: 65-965-312-0000	ADVERTISING		
048300	VALLEY NEWS	VALLEY NEWS		6/26/2020	69766
125977,43954	VALLEY NEWS ADS - JUN'20	0.00	\$158.10	0.00	158.10
Desc: AD#43954 PLANNING COMMISION		Acct: 10-622-312-0000	ADVERTISING		
048300	VALLEY NEWS	VALLEY NEWS		6/26/2020	69765
125911,44050	VALLEY NEWS ADS - JUN'20	0.00	\$212.50	0.00	212.50
Desc: AD#44050 SB AGENDA 06.16.2020		Acct: 10-111-312-0000	ADVERTISING		
Vendor Total:			571.20	0.00	571.20
048575	VERIZON WIRELESS			6/26/2020	69767
9855743661	CELL PHONES - MAY 2020	186.43	\$1,526.52	0.00	1,526.52
Desc: Cell Phones		Acct: 10-121-324-0000	TELEPHONE		
Desc: Cell Phones		Acct: 10-171-324-0000	TELEPHONE		
Desc: Cell Phones		Acct: 10-181-324-0000	TELEPHONE		
Desc: Cell Phones		Acct: 10-221-324-0000	TELEPHONE		
Desc: Cell Phones		Acct: 10-211-324-0000	TELEPHONE		
Desc: Cell phones		Acct: 10-271-324-0000	TELEPHONE		
Desc: Cell phones		Acct: 10-325-324-0000	TELEPHONE		
Desc: Cell phones		Acct: 10-511-324-0000	TELEPHONE		

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: Cell phones	Acct: 50-955-324-0000	TELEPHONE		
		Desc: Cell phones	Acct: 55-955-324-0000	TELEPHONE		
		Desc: Cell phones	Acct: 60-965-324-0000	TELEPHONE		
		Desc: Cell phones	Acct: 65-965-324-0000	TELEPHONE		
		Desc: Cell phones	Acct: 10-411-417-0017	EXTRAORDINARY EXP : COVID-19		
048575	VERIZON WIRELESS			6/26/2020		69768
	9855768314	BROADBAND - MAY'20	0.00	\$1,365.05	0.00	1,365.05
		Desc: BROADBAND - MAY'20	Acct: 10-221-324-0000	TELEPHONE		
		Desc: BROADBAND - MAY'20	Acct: 10-211-320-0100	EQUIP OPERATION/COMMUNICATION		
		Desc: BROADBAND - MAY'20 - WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
		Desc: BROADBAND - MAY'20 - NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
		Vendor Total:		2,891.57	0.00	2,891.57
049401	VERMONT DEPT OF HEALTH			6/26/2020		69769
	453	PAPER VT0718501-VT0718750	0.00	\$25.00	0.00	25.00
		Desc: PAPER VT0718501-VT0718750	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
		Vendor Total:		25.00	0.00	25.00
050070	VERMONT INST OF NATURAL SCIENCE			6/26/2020		69770
	1683	Camp Ventures On-site Program	0.00	\$250.00	0.00	250.00
		Desc: Camp Ventures On-site Program	Acct: 10-514-318-0000	CONTRACTED SERVICES		
	1682	Camp Ventures On-site Program	0.00	\$375.00	0.00	375.00
		Desc: Camp Ventures On-site Program	Acct: 10-514-318-0000	CONTRACTED SERVICES		
		Vendor Total:		625.00	0.00	625.00
051347	VERMONT, STATE OF	STATE OF VERMONT		6/26/2020		69771
	DW20044	INDIRECT DISCHARGE-2B SNOW VILL	802.50	\$802.50	0.00	802.50
		Desc: INDIRECT DISCHARGE-2B SNOW VILLAGE	Acct: 65-963-317-0000	PERMITS & LICENSES		
		Vendor Total:		802.50	0.00	802.50
052165	WALSH, DILLON	CHRISTOPHER DILLON WALSH		6/26/2020		69772
	DEC'19-JUN'20	MILEAGE DEC'19 - JUN'20	0.00	\$403.00	0.00	403.00
		Desc: MILEAGE DEC'19 - JUN'20	Acct: 10-181-311-0000	TRAVEL & MEETINGS		
		Vendor Total:		403.00	0.00	403.00
052300	WEBB, F W COMPANY	F.W. WEBB COMPANY		6/26/2020		69773
	67407285	MATERIALS	196.56	\$196.56	0.00	196.56
		Desc: MATERIALS	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		
		Vendor Total:		196.56	0.00	196.56
053150	SWISH WHITE RIVER LTD			6/26/2020		69775
	W379804	CLEANING SUPPLIES ACMP - COVID	0.00	\$166.92	0.00	166.92
		Desc: CLEANING SUPPLIES CAMP - COVID	Acct: 10-521-323-0000	MATERIAL & SUPPLIES		
053150	SWISH WHITE RIVER LTD			6/26/2020		69774
	W378875	DESINFECTANT - COVID	0.00	\$35.40	0.00	35.40
		Desc: DESINFECTANT - COVID	Acct: 10-161-417-0017	EXTRAORDINARY EXP : COVID-19		
	W378782	HAND SANITIZER	0.00	\$155.40	0.00	155.40
		Desc: HAND SANITIZER	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		



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Vendor ID	Vendor Name				
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W378778	CLEANING SUPPLIES	45.62	\$45.62	0.00	45.62
Desc: CLEANING SUPPLIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
W378111	CLEANING SUPPLIES	0.00	\$175.23	0.00	175.23
Desc: CLEANING SUPPLIES		Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			578.57	0.00	578.57
053695	WIND RIVER ENVIRONMENTAL LLC		6/26/2020		69776
4637232	PUMPING SERVICES	329.95	\$329.95	0.00	329.95
Desc: PUMPING SERVICES		Acct: 65-964-318-0000	CONTRACTED SERVICES		
4630433	Sludge Hauling	1,488.00	\$1,488.00	0.00	1,488.00
Desc: Sludge Hauling 6-4-20		Acct: 65-963-318-0000	CONTRACTED SERVICES		
4616429	Sludge Hauling	1,488.00	\$1,488.00	0.00	1,488.00
Desc: Sludge Hauling		Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:			3,305.95	0.00	3,305.95
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC		6/26/2020		69777
IN370431	METER - COPIER MAY 2020	4.94	\$4.94	0.00	4.94
Desc: METER - COPIER MAY 2020		Acct: 30-975-318-0000	CONTRACTED SERVICES		
IN370432	METER - COPIER MAY 2020	0.00	\$10.35	0.00	10.35
Desc: METER - COPIER MAY 2020		Acct: 10-174-323-0000	MATERIAL & SUPPLIES		
Desc: METER - COPIER MAY 2020		Acct: 10-622-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			15.29	0.00	15.29
060124	HARTFORD SOLARFIELD SOLAR, LLC	GREEN MAPLE, LLC	6/26/2020		69778
544067	SOLAR ARRAY JUNE 2020	4,326.58	\$18,411.00	0.00	18,411.00
Desc: WABA - 41.5%		Acct: 10-530-329-0000	ELECTRICITY		
Desc: Town Hall - 16%		Acct: 10-161-329-0000	ELECTRICITY		
Desc: Fire Department - 50% of Public Saf		Acct: 10-221-329-0000	ELECTRICITY		
Desc: Police Department - 37.5% of Public		Acct: 10-211-329-0000	ELECTRICITY		
Desc: Dispatch - 12.5% of Public Safety		Acct: 10-271-329-0000	ELECTRICITY		
Desc: Lake Pinneo Well - 11%		Acct: 55-953-329-0000	ELECTRICITY		
Desc: Depot Street - 6%		Acct: 60-962-329-0000	ELECTRICITY		
Desc: Senior Center - 5%		Acct: 10-421-329-0000	ELECTRICITY / GAS		
Desc: Solid Waste Facility - 3.5%		Acct: 30-971-329-0000	ELECTRICITY		
Desc: High Street/Main Street - 3%		Acct: 65-964-329-0000	ELECTRICITY		
524042	2019 TRUE-UP	372.47	\$1,634.39	0.00	1,634.39
Desc: WABA		Acct: 10-530-329-0000	ELECTRICITY		
Desc: Town Hall		Acct: 10-161-329-0000	ELECTRICITY		
Desc: Fire Department		Acct: 10-221-329-0000	ELECTRICITY		
Desc: Police Department		Acct: 10-211-329-0000	ELECTRICITY		
Desc: Dispatch		Acct: 10-271-329-0000	ELECTRICITY		
Desc: Lake Pinneo Well		Acct: 55-953-329-0000	ELECTRICITY		
Desc: Depot Street		Acct: 60-962-329-0000	ELECTRICITY		
Desc: Senior Center		Acct: 10-421-329-0000	ELECTRICITY / GAS		
Desc: Solid Waste Facility		Acct: 30-971-329-0000	ELECTRICITY		
Desc: High Street - Main Street		Acct: 65-964-329-0000	ELECTRICITY		
Vendor Total:			20,045.39	0.00	20,045.39
501973	AIKEN, LISA	LISA AIKEN	6/26/2020		69779

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
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845011	REFUND - CAMP VENTURES	0.00	\$195.00	0.00	195.00
Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000		REFUNDS		
Vendor Total:			195.00	0.00	195.00
501998	KNIGHT, BRIAN LANE	BRIAN LANE KNIGHT		6/26/2020	69780
INV-0078	TAFT'S FLAT HISTORIC PRESERV SUF	1,728.00	\$2,160.00	0.00	2,160.00
Desc: TAFT'S FLAT HISTORIC PRESERV SURVEY	Acct: 70-625-318-7012		CLG#017710-VT-19-002		
Desc: TAFT'S FLAT HISTORIC PRESERV SURVEY	Acct: 10-625-316-0000		GRANTS & APPROPRIATIONS		
Vendor Total:			2,160.00	0.00	2,160.00
502063	OBAR, JOSH	JOSH OBAR		6/26/2020	69781
845030	REFUND - BOSTON RED SOX	0.00	\$420.00	0.00	420.00
Desc: REFUND - BOSTON RED SOX	Acct: 10-516-325-0000		REFUNDS		
Vendor Total:			420.00	0.00	420.00
502118	MARSHALL, BETHANY			6/26/2020	69782
845031	REFUND - VIDEO CAMP	0.00	\$195.00	0.00	195.00
Desc: REFUND - VIDEO CAMP	Acct: 10-514-325-0000		REFUNDS		
Vendor Total:			195.00	0.00	195.00
502150	KRAEMER, LORI	LORI KRAEMER		6/26/2020	69783
845054	REFUND - BASEBALL FIELD	0.00	\$40.00	0.00	40.00
Desc: REFUND - BASEBALL FIELD	Acct: 10-514-325-0000		REFUNDS		
Vendor Total:			40.00	0.00	40.00
502266	BEST, SERENA	SERENA BEST		6/26/2020	69784
1623534	REFUND	0.00	\$730.00	0.00	730.00
Desc: REFUND	Acct: 10-514-325-0000		REFUNDS		
Vendor Total:			730.00	0.00	730.00
502421	MATTSON, CRYSTAL	CRYSTAL MATTSON		6/26/2020	69785
845004	REFUND - ARTS CAMP	0.00	\$80.00	0.00	80.00
Desc: REFUND - ARTS CAMP	Acct: 10-514-325-0000		REFUNDS		
Vendor Total:			80.00	0.00	80.00
502531	KING, CLARISSA	CLARISSA KING		6/26/2020	69786
844980	REFUND - CAMP VENTURES	0.00	\$310.00	0.00	310.00
Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000		REFUNDS		
Vendor Total:			310.00	0.00	310.00
502602	BURNETT, JENNIFER	JENNIFER BURNETT		6/26/2020	69787
844999	REFUND - CAMP VENTURES	0.00	\$100.00	0.00	100.00
Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000		REFUNDS		
Vendor Total:			100.00	0.00	100.00
502627	DICKERSON, BETSY	BETSY DICKERSON		6/26/2020	69788
844972	REFUND - CAMP VENTURES	0.00	\$835.00	0.00	835.00

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Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Desc: REFUND - CAMP VENTURES		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			835.00	0.00	835.00
502628	DESELLIER, JENNIFER	JENNIFER DESELLIER	6/26/2020		69789
845001	REFUND	0.00	\$50.00	0.00	50.00
Desc: REFUND		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			50.00	0.00	50.00
502629	HOWE, JEAN	JEAN HOWE	6/26/2020		69790
1623619	REFUND	0.00	\$40.00	0.00	40.00
Desc: REFUND		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			40.00	0.00	40.00
502630	KANNAS, ANDREA		6/26/2020		69791
845036	REFUND	0.00	\$125.00	0.00	125.00
Desc: REFUND		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			125.00	0.00	125.00
502631	KILLMER, AMBER		6/26/2020		69792
1623653	REFUND	0.00	\$40.00	0.00	40.00
Desc: REFUND		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			40.00	0.00	40.00
502632	PUGH, KELLY		6/26/2020		69793
845021	REFUND	0.00	\$115.00	0.00	115.00
Desc: REFUND		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			115.00	0.00	115.00
502633	MCBEAN, ANGELA		6/26/2020		69794
845112	REFUND	0.00	\$345.00	0.00	345.00
Desc: REFUND		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			345.00	0.00	345.00
502634	WESCOTT, STEPHANIE		6/26/2020		69795
1623565	REFUND	0.00	\$116.00	0.00	116.00
Desc: REFUND		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			116.00	0.00	116.00
502635	GREENWOOD, JESSICA		6/26/2020		69796
1623662	REFUND	0.00	\$40.00	0.00	40.00
Desc: REFUND		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			40.00	0.00	40.00
FUND 1 0			Bank Total:		312,498.79
Holdback Total			355,182.78		
Batch Totals:		0.00	94,381.41	0.00	449,564.19

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Vendor ID	Vendor Name			
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				Net Amt.

\_\_\_\_\_ DAN FRASER

\_\_\_\_\_ SIMON DENNIS

\_\_\_\_\_ ALICIA BARROW

\_\_\_\_\_ ALAN JOHNSON

\_\_\_\_\_ JOSEPH MAJOR

\_\_\_\_\_ KIM SOUZA

\_\_\_\_\_ J. BRANNON GODFREY JF

\_\_\_\_\_ GAIL OSTROUT

\_\_\_\_\_ JOHN J. CLERKIN