



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, July 14, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

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

<https://zoom.us/j/549799933> - Please mute your microphone.
[youtube.com/catv810](https://www.youtube.com/catv810) – click “live now”.

**If you're calling in from phone dial:
(415) 762-9988**

**Type in the Room ID: 549-799-933 followed by #
Press # a second time
Press *9 to raise your hand for public comment**

I. Call to Order the Selectboard Meeting

II. Pledge of Allegiance

III. Local Liquor Control Board: N/A

IV. Order of Agenda

V. Selectboard

1. Public, Selectboard Comments and Announcements

2. Appointments

- a. Consider the Appointment of Marcia Gauvin to Resilient Hartford for a three -year term beginning July 14, 2020 and ending on July 13, 2023.
- b. Appointment of Fire Marshal Tom Peltier as Building Safety Officer
- c. Nomination to VLCT Board of Directors

3. **Town Manager's Report:** Significant Activity Report ending July 13, 2020.

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

- a. Interim Town Manager Contract (Motion Required)
- b. Preliminary FY2022 Budget Calendar (Motion Required)
- c. Reciting the Pledge of Allegiance at Selectboard Meetings
- d. Award of the Cleaning Contract (Motion Required)
- e. Mini Excavator and Trailer Bid Award (Motion Required)
- f. Review of the draft RFP for Curbside Solid Waste Collection (Information Only)
- g. Selectboard Liaison Assignments (Motion Required)
- h. Reschedule August 11th the Selectboard Meeting (Motion Required)
- i. Update on Homeless Camping Research (Information Only)
- j. HBRLF Committee Recommendations for Mini-Grant Applications and Approval of Use of VCDP Program Income (Motion Required)

VI. Commission Meeting Reports:

VII. Consent Agenda (Motion Required)

Approve Payroll Ending: 7/11/2020
Approve Meeting Minutes of: 6/30/2020, 7/2/2020 and 7/8/2020
Approve A/P Manifest of: 7/10/2020 & 7/14/2020
Selectboard Meeting Dates of:
Already Approved: 7/28
Needs Approval: 8/11 and 8/25

VIII. Executive Session:

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

IX. Adjourn the Selectboard Meeting (Motion Required):

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

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

PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or re-appointment to: **Resilient Hartford**

I. APPLICANT DATA:

Name: **Marcia Gauvin**

Address: **24 Hazen St.**

Telephone: **802 356-3704**

(Work) **802 457-2155 - Woodstock Elementary**

Email Address: **swimmingwhole@gmail.com**

How long have you been a Hartford resident? **1 year and one mos.**

Are you a registered voter? **yes**

II. EDUCATION:

High School: **Caribou High School - Caribou Maine**

Year Graduated: **1981**

College 1: **University of Maine - Orono**

Degree Earned: **BS- Chemistry / BS Biochemistry**

Year: **1987**

College 2: **University of Maine - Orono**

Degree Earned: **MA - English**

Year: **1989**

College 3: **Union Institute and University - Montpelier, VT**

Degree Earned: Course of Study: **MA in Education**

Year: **2013**

III. WORK HISTORY:

Please list Employer : **Woodstock Elementary**

Dates **2015 - Present**

address **15 South Street - Woodstock**

Employment Position held - **STEM Teacher**

Job duties - **teaching technology and engineering - K-6**

03/10/2020

IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? **2-4**

Please provide days of the week which you are generally available. **Open at this point**

Would you be available for evening meetings? **Yes**

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

c. What are your past experiences in Municipal, State or Federal Government? **None**

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

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

f. What might some solutions be? ?

g. Other hobbies/interests: **Gardening/**

V. REFERENCES: (Please list three)

Name: **Frederica Graham**

Telephone: **802 295-6504**

Name: **Maggie Mills - Principal Woodstock Elem**

Telephone: **802 356-3704**

Name: **Cory Unger**

Telephone: **1 802-280-5461**

APPLICANTS SIGNATURE Marcia Gauvin

DATE 6/26/2020

Brannon Godfrey

From: Scott Cooney
Sent: Tuesday, July 14, 2020 3:02 PM
To: Brannon Godfrey
Subject: Peltier Appointment Notes

Dilapidated buildings are any structures that are hazardous to the health and safety of the public or presents a threat of damage to other buildings or property. The Building Safety Officer and Deputy Building Safety Officer are appointed by the Hartford Selectboard to enforce the Dilapidated Building Ordinance and may hold any other office in the Town of Hartford. Historically, the Building Safety Officer has been the Fire Marshal or Fire Chief and the Deputy has been the Public Works Director. On July 1st, Tom Peltier was promoted to the Fire Marshal's position. I recommend that Tom Peltier be appointed as the Building Safety Officer for the Town of Hartford.

Scott D. Cooney
Fire Chief
Hartford Fire Department
812 VA Cutoff Road
White River Junction, VT 05001
802-295-3232
www.hartford-vt.org

Our Mission "*Excellence in Service*"



Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.



89 Main Street, Suite 4,
Montpelier, VT 05602.
800-649-7915 | 802-229-9111
mcarroll@vlct.org

Dear Local Official:

The Vermont League of Cities and Towns (VLCT) is the statewide association of cities and towns, and proudly counts every city and town in Vermont among its members. VLCT supports providing authority, autonomy, and resources to cities and towns so that local elected and appointed officials have the tools needed to discharge important responsibilities.

Each year, the VLCT Board of Directors seeks the names of qualified candidates for the Board. The term of office is two years and each member is limited to three consecutive two-year terms, unless elected to an officer position. Officers are limited to two one-year terms as Vice President and two one-year terms as President. Currently, there is a vacancy on the Board and the VLCT Board Nominating Committee is soliciting for candidates to submit to the Board for consideration. Among the criteria for Board membership are geographic distribution, balance among qualified offices, and representation from different sized municipalities. A list of current VLCT Board members is attached.

According to the VLCT Bylaws, members of the Board of Directors shall be “qualified” officials of full member cities or towns—that is, selectpersons, mayors, municipal managers, clerks, treasurers, or persons in positions established in municipal charters with responsibilities comparable to one of the above. Persons elected to the Board of Directors must be able to attend monthly Board meetings at the VLCT office in downtown Montpelier, on a virtual platform or by telephone, usually starting at noon and lasting three to four hours.

VLCT encourages any “qualified official” who is interested in serving on the Board to submit an application. Vacancies can occur throughout the year and it is important to have a list of those who are willing to step in to a vacant position. We also encourage applicants from geographical regions not currently represented on the Board.

When elected to the Board, you will be asked to do the following:

- provide overall governance of the organization;
- assist in formulating VLCT’s legislative municipal policy for membership approval;
- provide direction to VLCT’s long-range strategic goals and objectives;
- support VLCT’s implementation of its mission *to serve and strengthen local government*; and

- give direction to staff during the legislative session in the context of the adopted Municipal Policy, including occasionally testifying before legislative committees or executive branch agencies.

Being a Board member also requires approximately two days in early October each year to help with VLCT's Town Fair and Annual Meeting. It may involve membership on VLCT policy committees or legislatively established study committees. Many members of the Board are asked on occasion to act as an "ambassador" for the League by visiting neighboring towns and cities to explain our programs and policies, and to seek input from other local officials. VLCT provides reimbursement for travel expenses plus a small per diem for attendance at Board meetings.

If you or a qualified individual you know wants to make a difference in Vermont municipal government as a member of VLCT's Board of Directors, please fill out and return the accompanying application **by Friday, July 17, 2020, to mcarroll@vlct.org.**

We look forward to hearing from you!

Sincerely,


Maura Carroll
Executive Director



VLCT Board of Directors Nomination Form



89 Main Street, Suite 4,
Montpelier, VT 05602.
800-649-7915 | 802-229-9111
mcarroll@vlct.org

Nominee's name:

Municipality:

Title:

Years in position:

Phone:

Email:

Address:

City:

State:

Zip:

Nominee's other municipal involvement (include dates):

Nominee's other professional skills. Please comment on nominee's background, if any, in such areas as insurance, risk management, finance, investments, marketing, or legal. You need not limit your comments to these areas.

Nominee's other information (such as occupation, education, activities, or interests):

Why does the nominee want to serve on the VLCT Board? What contribution does the nominee feel he or she can make to this Trust?

Recommender's name:

Municipality:

Title:

Years in position:

Phone:

Email:

Address:

City:

State:

Zip:

Why are you making this recommendation?

How do you know the person you are recommending?

Please return your completed nomination form by email (mcarroll@vlct.org) or by mail to Maura Carroll, Executive Director, VLCT, 89 Main Street, Suite 4, Montpelier, VT 05602.



AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Meeting Item: 4.a

Submitted by: Brannon Godfrey, Town Manager

- Subject:** Interim Town Manager Contract
- Background:** The Selectboard is considering the appointment of an Interim Town Manager to begin service immediately after the effective date of resignation of Brannon Godfrey on August 1, 2020.
- Discussion:** Following executive session, the Selectboard may appoint the Interim Town Manager by name and approve the draft contract for services through Municipal Resources, Inc.
- Financial Impact:** The cost of services (\$105/hr. plus travel expenses) will be charged to the salary and expense lines for the Town Manager in the FY21 General Fund and Enterprise Funds according to the existing fund allocation.
- Recommendation:** For consideration and approval.
- 

Town Manager
- Attachments:** Draft Contract with Municipal Resources Inc. for Interim Town Manager Services



PROFESSIONAL SERVICES AGREEMENT

I. PARTIES TO THE AGREEMENT

This Agreement, dated _____, is to retain professional consulting services for the **Town of Hartford, Vermont (the Client)**, to be provided by **Municipal Resources, Inc. (MRI)**, and is lawfully entered into between the Client, by its authorized representative, Daniel Fraser, Selectboard Chair, and MRI, by its authorized representative, Donald R. Jutton, Senior Consultant.

II. SCOPE OF WORK

This engagement will consist of providing interim management services to the Town of Hartford. MRI will assign _____, an experienced public manager, to provide staff support necessary to address the professional, technical, and management functions of the Town.

It is expected that the Interim Town Manager will dedicate up to 24 hours per week to the role and will be on-site as necessary, but in light of the current Coronavirus situation the parties agree to limit on-site visits to the extent practicable. The Interim Town Manager will be generally be available by phone, teleconference, text and e-mail at all times (within reason) for consultation with Department personnel, Selectboard members or other local official or in the event of an emergency requiring input/direction and he will respond to citizen inquiries / contacts promptly. The consultant will be available to commit additional time as requested by the Board, if necessary, to ensure that the duties and responsibilities of the role are fulfilled.

The Interim Town Manager will establish and consistently maintain a positive and professional ongoing working relationship with the Town staff and those with whom he will interface in the community.

If at any time, the Selectboard determine that the assigned consultant's services do not satisfy the needs of the Town, they may terminate the agreement with 10 days advance notice or request that MRI replace the assigned consultant with a similarly qualified manager to the extent that MRI has someone available. In such event, MRI will cooperate and assist the Selectboard in any way that ensures continued operations and a smooth transition.

In the event that MRI is unable to provide the services of the assigned consultant due to accident, injury, prolonged illness, or any other reason, for a period projected to be more than 10 days, the

Selectboard, at their sole discretion, may allow MRI to provide a substitute consultant or suspend payment hereunder and terminate the agreement without penalty.

III. FEES AND CHARGES

Our services for this project will be provided on a time and expense basis. Fees for professional services provided by the Interim Town Manager will be billed at **\$105.00/hour**. Travel time will be billed at 50% of the normal hourly rate, and will be charged after the first ½ hour of travel to, and the first ½ hour of travel from, the Client's location. Mileage to and from the client's location, as well as mileage incurred by use of the consultant's personal auto if used on Town business, will be billed at the current allowable IRS rate. There is no charge for incidental or emergency phone consultations.

Fees for services performed will be invoiced monthly. MRI will provide a detailed, itemized description of the services provided and expenses incurred. Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

IV. MRI PERSONNEL IN CHARGE

Donald Jutton will serve as Principal-In-Charge of this engagement. [REDACTED] will serve as MRI's Project Representative, interfacing directly with the Client.

Mr. Jutton will serve as the Communication Liaison between the Client and MRI to expedite the flow of project information, to record and properly direct Client inquiries regarding the project, and to ensure that problems or issues that may arise during the engagement are addressed and resolved expeditiously

Communications or correspondence related to any problems, issues, or changes required for this project shall be directed to the Client at the following address:

Daniel Fraser, Chair
Selectboard
171 Bridge Street
Hartford Municipal Building
White River Junction, VT 05001
(802) 295-9353

V. TERM

This agreement shall remain in force and effect through completion of the assignment. Either party may terminate the Agreement with 10 days advance written notice to the other party.



THIS AGREEMENT IS SUBJECT TO THE PROVISIONS CONTAINED IN ADDENDUM I, ATTACHED HERETO AND INCORPORATED HEREWITH.

ACCEPTED AND AGREED

FOR THE TOWN OF HARTFORD, VT

MUNICIPAL RESOURCES, INC.

Daniel Fraser, Selectboard Chair
Date: _____

Donald Jutton, Senior Consultant
Date: _____



ADDENDUM I

A. MUTUAL REPRESENTATIONS

MRI represents to the Client it is a duly constituted corporation under the laws of the State of New Hampshire and is authorized to do business in the State of New Hampshire as a professional services corporation.

MRI has in force and effect general commercial liability and errors and omissions insurance coverage to protect the Client from accidents which MRI or its authorized representatives may cause to persons or property or from professional errors or omissions when performing under this agreement.

MRI has no liens or encumbrances which would adversely affect the ability of MRI to perform as stipulated under this agreement, its terms, and conditions.

The Client represents to MRI that sufficient funds have been appropriated so it may retain and compensate MRI for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

The Client is aware of no action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating MRI for the services provided.

B. NOTICE OF CHANGE OF PERSONNEL

Except as otherwise provided below, the MRI consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project. MRI retains the right, upon 10 days written notice, to remove from the project any of its consultants whom it believes can no longer suitably perform under its obligations to this agreement or any Supplement to it.

The Client, upon 10 days written notice, may request MRI to replace any of its consultants with another qualified representative.

C. ADMINISTRATION OF AGREEMENT MODIFICATIONS

In all cases where this agreement is modified or expanded a written Supplemental Scope of Work (Supplement) must be prepared which clearly defines the services to be provided and details the billing rates or amounts to be charged by MRI and paid by the Client. Supplements must be executed by the authorized representatives of the respective parties prior to any billable work being undertaken. The Supplement(s) shall identify:



- The MRI officer or principal responsible for the successful delivery of services and/or project completion and the client's contracting official(s) or officer(s);
- The specific details of the work to be performed;
- The MRI personnel to be assigned;
- The basis upon which MRI services are being retained, including the normal hourly rate(s), cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided;
- The Client's contact person responsible for administering the Supplement, activities or project and the associated reporting requirements; and
- Any special or other conditions such as time deadlines, special reporting requirements, budget limitations, or other similar constraints.

D. INDEMNIFICATION

The Client agrees to hold harmless, indemnify, and defend [REDACTED], and MRI while acting for and on behalf of the Client as if they were acting in the capacity of employees of the Client, within the limits, restrictions, and subject to the conditions of the Client's insurance coverage.

E. NON-SOLICITATION

The Client agrees that, for a period of one-year following the completion of the terms of this Agreement, they shall not, directly or indirectly, hire, solicit, or otherwise encourage any MRI personnel or affiliates assigned to this Agreement, to leave MRI's employment.

In the alternative, if the client should wish to hire any MRI personnel or affiliate assigned to this Agreement it agrees to compensate MRI with payment in the amount of 25% of that person's first year's total compensation package.

Initialed for Client: _____
Date: _____

Initialed for MRI: _____
Date: _____





AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Meeting Item: 4.b

Submitted by: Brannon Godfrey, Town Manager

- Subject:** Preliminary FY2022 Budget Calendar
- Background:** The FY22 Budget will be considered by the voters for approval at the March 2, 2021 Town Meeting. Last year, the Selectboard did not meet in the second half of December, and additional workshops were necessary to finalize the budget prior to January deadline for publishing the warning.
- Discussion:** The proposed calendar moves the FY22 Budget Calendar back a little earlier so that the Selectboard is approving the budget by the end of December. This allows additional flexibility if snow days and additional discussion carry the Selectboard approval into early January.
- Financial Impact:** There is no direct financial impact.
- Recommendation:** Consider the FY22 Budget Calendar.


Town Manager

Attachments: Proposed FY22 Budget Calendar

FY22 Budget Calendar		7/8/2020 10:50
Item	Date	Time
Selectboard Workshop to Develop Budget Guidance Memo	August 10,2020	6:00pm
Selectboard Approval of Budget Guidance Memo	August 25, 2020	6:00pm
Department Heads Input Budget Requests to Munismart (on or before)	September 25, 2020	
Department Heads Meet with Town Manager and Finance Dir. (round 1)		
	Week of Sept. 28	
- Police	TBD	TBD
- Fire	TBD	TBD
- Parks & Recreation	TBD	TBD
- Clerk	TBD	TBD
- IT	TBD	TBD
- Assessor	TBD	TBD
- Planning	TBD	TBD
- Finance & Human Resources	TBD	TBD
- DPW	TBD	TBD
Department Heads Meet with Town Manager and Finance Dir. (round 2)		
	October 7 - 9	
- DPW	TBD	TBD
- Clerk	TBD	TBD
- Police	TBD	TBD
- Fire	TBD	TBD
- Parks & Recreation	TBD	TBD
- IT	TBD	TBD
- Assessor	TBD	TBD
- Planning	TBD	TBD
- Finance & Human Resources	TBD	TBD
Town Manager presents recommended Budget to Selectboard		
	October 20, 2020	6:00pm
Selectboard Budget Workshop (<i>with regular SB meeting - special day because of General Election on Nov. 3</i>): Technology, Parks & Recreation	Information (Monday) 11/2/2020	6:00pm
Selectboard Budget Workshop (special meeting): Public Works + Enterprise Funds (Funds 10, 30, 50, 55, 60 & 65)	Thursday 11/5/2020	6:00pm
Selectboard Budget Workshop (with regular SB meeting): Finance, Town Clerk, Assessor	November 17, 2020	6:00pm
Selectboard Budget Workshop (special meeting): Fire, Police and Communications	Thursday 11/19/2020	6:00pm
Selectboard Budget Workshop (with regular SB meeting): Planning, Town Manager	December 1, 2020	6:00pm
Selectboard Budget Workshop (with regular SB meeting): Discussion, Wrap-Up	December 15, 2020	6:00pm
<i>Budget Workshop Snow Dates</i>	<i>December 22 & 29</i>	<i>6:00pm</i>
Selectboard Budget Adoption (regular meeting)	December 29, 2020	6:00pm
Budget Warning (earliest date <40 days before Town Meeting)	January 21, 2021	
Town Report to Printers	??	
Budget Warning (latest date > 30 days before Town Meeting)	January 31, 2021	
Budget & Candidates Night	February 22, 2021	7:00pm
Town Meeting Day - Saturday Floor Meeting	February 27, 2021	10:00am
Town Meeting Day - Australian Ballot	March 2, 2021	7am - 7pm



AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Meeting Item: 4.c

Submitted by: Brannon Godfrey, Town Manager

- Subject:** Reciting the Pledge of Allegiance at Selectboard Meetings
- Background:** The Selectboard has traditionally begun its regular meetings with the reciting of the Pledge of Allegiance.
- Discussion:** A member of the Selectboard has requested consideration of eliminating the recitation of the Pledge from the Order of Agenda.
- Financial Impact:** There is no direct financial impact.
- Recommendation:** For discussion.


Town Manager



AGENDA MEMORANDUM
July 14, 2020
Town Selectboard Meeting Item: 4.d
Submitted by: Brannon Godfrey, Town Manager

Subject: Award of Cleaning Contract

Background: The Town issued an invitation to bid on an annual cleaning contract on June 8. The scope of services includes routine and special COVID cleaning services as needed for a two-year period for Town Hall, the Police Station and the West Hartford Library. Prospective bidders were invited to inspect the properties prior to bid submission.

Bid instructions specified the submission of the completed bid form, indemnification provision form, signed acknowledgment and deliver schedule, certificate of insurance coverages, and signed acknowledgment forms for Bid Addenda 1 and 2. Bid instructions stated that bids would be evaluated in accordance with Town of Hartford Purchasing Policy, and specifically cited provisions of the local vendor preference allowance.

Discussion: The Town received a total of four bids: Strategic Cleaning (Wilmot, NH), A Clean Vision (W. Lebanon, NH), Right Way Cleaning (Enfield, NH), and LL Potwin Services (Hartford, VT). The bid responses from Strategic Cleaning and A Clean Vision were incomplete. Right Way Cleaning (Enfield, NH) and LL Potwin Services (Hartford, VT) submitted complete responses as follows:

- Right Way Cleaning (Enfield, NH) proposed a total annual cost of \$46,280 for Year 1 and \$48,100 for Year 2
- LL Potwin Services (Hartford, VT) proposed a total annual cost of \$47,944 for Year 1 and \$49,382.32 for Year 2. Potwin is eligible for the local 5% allowance, making its bid the equivalent of \$45,546.80 for Year 1 and \$47,340.70 for Year 2 for bid comparison and therefore the lower of the two complete bids.

The Town's past experience with Potwin Services for cleaning services has been positive, and the company's references are good. The Town Manager recommends awarding the bid to Potwin.

Financial Impact: The FY21 General Fund Budget includes a total of \$48,600 for contract cleaning services.

Recommendation: Authorize the Town Manager to execute a contract for cleaning services with LL Potwin Services in the amount of \$47,944 for FY21 and \$49,382.32 for FY22.



Town Manager

Attachments: Bid Tabulation
Bid Analysis

CLEANING PROPOSAL ANALYSIS – July 2, 2020

- A total of four (4) Proposals submitted prior to 2:00pm June 26, 2020
 - Strategic Cleaning (Wilmot, NH)
 - A Clean Vision (W. Lebanon, NH)
 - Right Way Cleaning (Enfield, NH)
 - LL Potwin Services (Hartford, VT)

- Two (2) of the four (4) were submitted incomplete, and therefore not demonstrate a full understanding of, and conformance to, the solicitation requirements in accordance with Sec. 6.4 of Purchasing Policy.
 - Strategic Cleaning (Wilmot, NH) proposed a total annual cost of \$79,820 for all buildings for two years
 - Proposal did not include the bid form
 - Proposal did not include the signed indemnification provision form, but stated it will sign an agreement to do so
 - Proposal did not include the signed acknowledgment and deliver schedule
 - Proposal did not include the certificate of insurance coverages, but stated it will submit one
 - Proposal did not include a signed Addendum 1 or Addendum 2

 - A Clean Vision (W. Lebanon, NH) proposed a total annual cost of \$45,240 for Year 1 and \$45,240 for Year 2
 - Proposal did not include the signed indemnification provision form
 - Proposal did not include the signed acknowledgment and deliver schedule
 - Proposal did not include the certificate of insurance coverages
 - Proposal did not include a signed Addendum 1

- Two (2) of the four (4) were submitted complete with all signed forms:
 - Right Way Cleaning (Enfield, NH) proposed a total annual cost of \$46,280 for Year 1 and \$48,100 for Year 2

 - LL Potwin Services (Hartford, VT) proposed a total annual cost of \$47,944 for Year 1 and \$49,382.32 for Year 2

- Under Sec. 9.3 of the Purchasing Policy, an allowance of up to 5% in additional cost may be made for local vendors, as defined by businesses having an office, store or agent with the Town of Hartford. Only one bidder, LL Potwin Services, meets the definition of “local vendor” and is current with Town taxes as required in Sec. 9.2. **The adjusted annual costs for LLL Potwin Services with a 5% allowance for competitive bid comparison purposes are of \$45,546.80 for Year 1 and \$47,340.70 for Year 2.**

- **LL Potwin Services is the lowest cost proposal that is in conformance with the competitive sealed proposal requirements. References for LL Potwin (below) were positive. The FY21 Budget includes a total of \$48,600 for contract cleaning services (161 - \$30,500; 211 - \$13,600; 524 - \$5,000).**

	<u>Year 1</u>	<u>Year 2</u>
• Strategic Cleaning (Wilmot, NH)	incomplete bid	
• A Clean Vision (W. Lebanon, NH)	incomplete bid	
• Right Way Cleaning (Enfield, NH)	\$46,280	\$48,100
• LL Potwin Services (Hartford, VT)	\$45,546.80	\$47,340.70

References for LL Potwin Services:

1. Lebanon Police Department: Deputy Chief Phil Roberts 603-448-1212

7-01-20 3:50pm

How long has LL Potwin Services been your cleaning contractor? 7months in this recent cycle. Potwin comes in as needed when our full-time staff is out on medical leave.

Are you satisfied with their performance? Yes.

Are your satisfied with the value of the service for the cost? Yes.

They do a great job and are very trustworthy.

2. Dr. Toby Kravitz, DDS: Sandra Zonay 802-649-2630

7-01-20 3:56pm

How long has LL Potwin Services been your cleaning contractor? Over 5 years

Are you satisfied with their performance? Yes.

Are your satisfied with the value of the service for the cost? Yes.

Renee is conscientious. She addresses issues promptly. They do their job well.

3. VT Dept of Transportation District 4: Angela Pero 802-295-8888

7-01-20 3:59pm

How long has LL Potwin Services been your cleaning contractor? Since the building was new – about 2 years.

Are you satisfied with their performance? Yes.

Are your satisfied with the value of the service for the cost? Yes.

They are great with extra cleaning needs for COVID. Great with special cleaning projects. Figured out the right solvent to remove grease brought in by crews leaning against cubicle panels. We are very pleased.

**4. Dead River Fuel Co.: ~~Crystal Rogers~~ 802-457-1610 Caroline Schneider,
General Manager**

7-01-20 4:07pm

How long has LL Potwin Services been your cleaning contractor? Since the building was new – about 2 years.

Are you satisfied with their performance? Yes.

Are your satisfied with the value of the service for the cost? Yes.

They are great with extra cleaning needs for COVID. Great with special cleaning projects. Figured out the right solvent to remove grease brought in by crews leaning against cubicle panels. We are very pleased.

5. Vermont State Housing Authority: Ron Dwinell 802-384-0993

7-01-20 4:30pm

How long has LL Potwin Services been your cleaning contractor? Since Bridge & Main opened – about 2 years

Are you satisfied with their performance? Yes.

Are your satisfied with the value of the service for the cost? Yes.

They are very affordable.

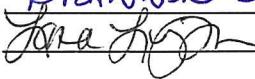
3:00 pm

26-Jun-20

Bid Tabulation
Contract Cleaning Services

Business Name	Bid Sheet	Indemnification	Acknowledgement/De livery Schedule	Insurance Certificate	Addendum 1 signed	Addendum 2 signed	Annual Cleaning Cost Year 1	Annual Cleaning Cost Year 2
STURTELL CLEANING WILMOT, NH							\$79,820	BLANK NOTED AS SAME for 2 years
A CLEAN VISION W. LEANON, NH						✓	45,240	45,240
RIGHT WAY CLEANING ENFIELD, NH	✓	✓	✓	✓	✓	✓	46,280	48,100.00
LL POTVIN WAS, VT	✓	✓	✓	✓	✓	✓	47,944	49,382.32

Opened By: BRANNON GODFREY 

Witness: Jana Lynn 



AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Meeting Item: 4.e

Submitted by: Hannah Tyler, Director of Public Works

Subject: Mini Hydraulic Excavator and Trailer Bid Award

Background: The Town issued an RFP seeking bids for a Mini Hydraulic Excavator and trailer. The Department of Public Works advertised the RFP in the *Valley News*, as well as distributing to local dealers.

Discussion: The Town received bid forms from Tri County in West Springfield Vermont, NorTrax in Springfield Vermont, Ambrose Equipment in Hookset New Hampshire, Chappell Tractor in Concord New Hampshire, G. Stone Commercial in Middlebury Vermont, and Milton CAT in Milford MA.

- Tri County submitted a “No Bid” for both the mini hydraulic excavator and trailer, as Tri County could not meet the specifications set forth.
- NorTrax submitted a bid of \$76,900.00 for a John Deere 50G, and no bid for a trailer.
- Ambrose Equipment submitted a bid of \$91,330.00 for a Wachter Neuson EZS3 and \$18,225.00 for an Interstate 20/24TDT trailer, totaling \$109,555.00
- Chappell Tractor submitted a bid of \$66,732.00 for a Yanmar VIO50-6A, and \$8,303.00 for a B Wise THD22-17 trailer. The Yanmar VIO50-6A did not meet the specifications set forth, as it is an open cab excavator.
- G. Stone Commercial submitted a bid of \$69,562.61 for a DOOSAN DX50-5K excavator, and a bid of \$12,800.00 for a B Wise THD22-17 trailer, totaling \$82,362.61.
- Milton CAT submitted a bid of \$59,900.00 for a CAT 304E2 CR, and no bid for a trailer.

Impact: Both Ambrose Equipment and G. Stone Commercial were the only two companies to submit complete bids to meet the specifications in the RFP. Ambrose Equipment’s bid totaled \$109,555.00. G. Stone Commercial’s bid totaled \$82,362.61. Funds were budgeted and encumbered in the FY20 White River Water Fund (Fund 50) and Quechee Water Fund (Fund 55) for this purpose.

Recommendation:

Authorize the contract be awarded to G. Stone Commercial for the purchase of a DOOSAN DX50-5K Mini Hydraulic Excavator and a B Wise THD22-17 trailer. It is further recommended that we purchase the 5 year warranty for the DOOSAN DX50-5K that will cover the mini hydraulic excavator for 5 years if anything were to break. The cost of the 5 year warranty is \$2,902.06, bringing the total amount to \$85,264.67.



Town Manager

Attachment: Bid Tabulation

BIDDER	ADDRESS	Excavator Amount	Model	Trailer Amount	Model	Bid Specs Met	Total Bid Amount
Tri County	154 Way Side Ave. West Springfield VT	No Bid	N/A	No Bid	N/A	No Bid Given	N/A
NorTrax	300 Clinton St. Springfield VT	\$76,900.00	John Deere 50G	No Bid	N/A	No Trailer Bid Given	N/A
Ambrose Equipment	1401 Hookset Rd. Hookset NH	\$91,330.00	Wacher Neuson EZ53	\$18,225.00	Interstate 20/24TDT	Yes	\$109,555.00
Chappell Tractor	391 Loudon Rd. Concord NH	\$66,732.00	Yanmar VIO50-6A	\$8,303.00	B Wise TG18- 15	No, Open Cab Excavator	N/A
G. Stone Commercial	489 Foote St. Middlebury VT	\$69,562.61	DOOSAN DX50-5K	\$12,800.00	B Wise THD22-17	Yes	\$82,362.61
Milton CAT	100 Quarry Dr. Milford MA	\$59,900	CAT 304E2 CR	No Bid	N/A	No Trailer Bid Given	N/A



AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Meeting Item: 4.f

Submitted by: Brannon Godfrey, Town Manager

- Subject:** Review of Draft RFP for Curbside Solid Waste Collection
- Background:** At its June 30 Meeting, the Selectboard requested staff to bring for review and discussion a draft Request For Proposals (RFP) for curbside collection of all municipal solid waste based on the one developed by the Town 6+ years ago.
- Discussion:** At the time of this writing, I have only been able to locate the RFP issued for curbside recycling in 2015. I have been unable to locate a draft RFP for curbside collection of all residential waste streams. This item will need to be continued to the next Selectboard meeting.
- Financial Impact:** To be determined.
- Recommendation:** For information.
- 

Town Manager
- Attachments:** 2015 Curbside Recycling RFP

TOWN OF HARTFORD, VERMONT
**REQUEST FOR PROPOSAL:
RECYCLING COLLECTION SERVICES FOR
RESIDENTIAL CURBSIDE**
(May 12, 2015)

General Information: The Town of Hartford is requesting proposals (RFP) from qualified companies to provide solid waste collection services in accordance with the information and documents provided which include the Request for Proposal and Scope of Services. The length of the contract will be one (1) year, with the possibility of a three year contract and two -one year options to renew; at Hartford's discretion.

The RFP is available beginning May 12, 2015 at the Town of Hartford Public Works Office. **Envelopes must be marked "Curbside Recycling Collection Proposal, 2015"**. To be considered, sealed proposals must be received at the Department of Public Works 173 Airport Road, White River Junction by 3:00 PM on June 5, 2015.

There is no expressed or implied obligation of the Town of Hartford to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Companies seeking to submit a proposal to the Town of Hartford for residential curbside collection services should thoroughly review the attached Scope of Services and all other documents in this RFP document in order to fully understand the scope of work required by the Town of Hartford. Companies are encouraged to visit the community to ascertain pertinent local conditions such as nature and types of haul routes, character and accessibility of sites to be serviced, location and character of recycling and/or disposal sites, and any other conditions essential to the work.

Criteria for Selection: All proposals submitted will be evaluated using the following criteria:

1. Compliance with the RFP
2. Ability to competently provide the services
3. Qualifications of the firm
4. Experience working with municipalities of similar size and composition.
5. Cost

Cost and Fee Arrangements: In order to be considered responsive a bidder shall respond completely to at least one of the four options on Proposal Form 1. Contractors are encouraged to complete the attached Proposal Forms in their entirety. Any additional recommendations, services, or options may be included as additions to the project on an optional basis. Fees for such options should be appended to the Proposal Form and should be clearly separate from it. Proposals must also describe any cost adjustment mechanisms including period of adjustment (e.g., 12 months) and proposed formula or other mechanism for adjustment.

Background Information: The Town of Hartford current population is approximately 10,000 (rounded). Table 1 presents the current housing breakdown. Note that 1018 condominiums or houses in the Quechee area may be unoccupied or seasonally unoccupied.

Table 1: Service Recipients, By Housing Type

SERVICE RECIPIENTS, BY TYPE		
<i>Residential Curbside Service</i>	<i>Units</i>	<i>Stops</i>
Single Family Homes	3,072	3,072
2- 4 Family Units	612	258
Units in Mobile Home Parks	234	234
Condominiums	90	90
Commercial (5+ units)	546	57
Commercial (1-4 units)	84	39
<i>Subtotal:</i>	4,638	3,750
<i>Residential Containerized Service (1)</i>	<i>Units</i>	<i>Locations</i>
Apartments	23	2
Condominiums	999	35
Mobile Home Parks	84	2
<i>Subtotal:</i>	1,106	39
Total Housing Units:	5,744	
(1) Dumpsters or multiple rolling carts		

At the present time households may choose to contract with a subscription refuse hauler, or take their refuse and recyclables to the Town of Hartford Transfer Station. The Town currently contracts with Casella Waste Management for every other week collection of single stream recyclables. The Town has had a residential curbside program for at least 15 years. Until approximately two years ago the residents were accustomed to source separating recycled materials. Approximately two years ago the Town's contractor went to single stream "zero sort" curbside recycling. For the most recent year a total of 600 tons of recyclables were collected from the curb and it is estimated that roughly 45 to 50 percent of the households choose to participate in this collection which is paid for through property taxes. It is unknown whether the Act 148-July 1, 2015 deadline for mandated recycling will affect the volume of curbside collection. The Selectboard did not include funding of curbside recycling within their regular budget for the 2015-2016 fiscal year but included a special warrant article for the voters to separately decide on the expenditure of up to \$180,000 for curbside recycling for FY2015-2016. The voters approved this expenditure by a vote of 1410 in favor and 234 opposed. The period of this contract is most likely to run from July 1, 2015 to June 30, 2016 but pricing for a longer term will be reviewed by staff and may be considered by the Selectboard if terms of the bid warrant interest by the Selectboard.

Scope of Services: The Company agrees to furnish all materials, equipment, and labor necessary to perform all the work described in the Scope of Service document attached.

Timetable for Submission: For consideration to be given to any proposal submitted pursuant to this RFP, five (5) copies must be received by 3:00 PM on June 5, 2015 at the following address: Director of Public Works, Town of Hartford 173 Airport Road, White River Junction, VT 05001 Attention: Recycling Collection Proposal. No faxed, emailed, or late proposals will be accepted. The Town will not be responsible for proposals placed in the mail which do not arrive by the deadline. Proposals received before the time of opening will be kept secure and unopened by the Director of Public Works. Proposals received after the deadline will be returned unopened.

Contact with Town Personnel: At no time shall any proposer, agent, representative, contracted personnel or consultants to any company contact or otherwise communicate with Town personnel, except for the designated contact, Richard Menge, Director of Public Works (rmenge@hartford-vt.org), 173 Airport Road, White River Junction, VT 05001, phone (802-295-3622.)

Disposition and Disclosure of Proposals: All proposals submitted in response to this RFP will become the property of the Town of Hartford and a matter of public record upon execution of a contract. The proposer must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any firm claiming such an exemption must also state in this proposal that the firm agrees to hold harmless, indemnify, and defend the Town and its agents, officials, and employees in any action or claim brought against the Town for its refusal to disclose such materials, trade secrets, or other proprietary information to any party making a request therefore. Any firm failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

Addenda to RFP: If it becomes necessary to revise any part of this RFP, addenda will be supplied to all firms who have notified the Town that they wish to receive all addenda. All questions requiring clarification to this Request for Proposal shall be submitted no later than 7 days before the proposal deadline.

Contractors Independence: The Contractor is an independent contractor with respect to all services performed under this Contract. The Contractor accepts full and exclusive liability for the payment of any and all premiums, contributions, or taxes for workers' compensation, Social Security, unemployment benefits, or other employee benefits now and hereinafter imposed under any state or federal law which are measured as wages, salaries, or other remuneration paid to persons employed by Contractor on work performed under the terms of the contract. The Contractor shall defend, indemnify, and save harmless the Town of Hartford from any claims or liability for such contributions or taxes. Nothing contained in this document or any act of the Town of Hartford, or consultant, shall be deemed or construed to create any third-party beneficiary or principal and agent association or relationship involving the Town of Hartford. The Contractor is not the Town of Hartford's agent and has no authority to take any action or execute any documents on behalf of the Town of Hartford.

Reservation of Rights: The Town of Hartford reserves the right to:

- A. Accept or reject any and all proposals received in response to this RFP, and to re-advertise for new submittals.
- B. Waive or modify any irregularities in proposals received after prior notification to the proposer.
- C. Request the submission of proposal modifications at any time before the award is made, if such is in the best interest of the Town.
- D. Consider proposals or modifications received at any time before the award is made, if such is in the best interest of the Town.
- E. Request clarification and/or additional information from the proposer during the evaluation process.
- F. Utilize any and all ideas submitted in these proposals received unless those ideas are covered by legal patent or proprietary rights and the patent of those rights is indicated by the proposer. Proposals will become the property of the Town of Hartford.
- G. In the event of Contract termination, enter into Contract negotiations with other qualified firms that submitted acceptable proposals, rather than redoing the proposal process for the project.
- H. Negotiate with the selected proposer to include further services not identified in this RFP.

Expiration of the Proposal: By submitting a proposal, the company offers to enter into the Contract, the form and content of which shall be agreed upon by both parties. The proposal shall not be revocable for one hundred twenty (120) days following the response deadline indicated above. The Town of Hartford reserves the right to waive defects in the offer of the proposer, to reject any or all offers, and to request additional information from any and all proposers.

Town Insurance Requirements

The Contractor shall not commence work under this contract until the Contractor has obtained all the insurance required under this section and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his subcontract until the insurance required of the subcontractor has been so obtained and approved.

1. Compensation Insurance

The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance as required by applicable State law for all of his employees to be engaged in work at the site of the project under this contract and, in case of any such work, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide adequate employer's liability insurance for the protection of his employees that are not otherwise protected.

2. Contractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance

The Contractor shall procure and shall maintain, during the life of this contract, Contractor's Public Damage Insurance and Vehicle Liability Insurance in the amounts specified in Article 27.8.

3. Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance

The Contractor shall either (1) require each of his subcontractors to procure and to maintain, during the life of his subcontract, Subcontractor's Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the type and in the amounts specified in paragraph 7 below or, (2) insure the activities of his subcontractors in his policy, specified in paragraph 2, by listing the subcontractor as an "Additional Insured."

4. Scope of Insurance and Special Hazards

The insurance required under paragraph 2 and paragraph 3 shall provide adequate protection for the Contractor and his subcontractors, respectively, against damage claims which may arise from operations under this contract, whether such operations be by the insured or by anyone directly or indirectly employed by him and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in the Special Conditions.

5. Proof of Carriage of Insurance

The Contractor shall furnish the Owner with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates shall also contain substantially the following statement: "The insurance covered by this certificate will not be canceled or materially altered, except after ten (10) days written notice has been received by the Owner".

6. Owner's Protective Liability Insurance

The Contractor shall procure and furnish to the Owner and maintain during the life of this Contract complete Owner's Protective Liability Insurance for Bodily Injury Liability Insurance and for Property Damage Liability Insurance.

7. Minimum Insurance Requirements

The minimum limits of liability of such insurance shall be as follows:

a) General (Comprehensive) Liability of such insurance shall be as follows:

Bodily Injury or Death - Each Person	\$ 1,000,000
Bodily Injury or Death - Each Accident	\$ 1,000,000
Property Damage - Each Accident	\$ 500,000
Aggregate	\$ 2,000,000

b) Automobile and Truck Liability

Bodily Injury or Death - Each Person	\$ 1,000,000
Bodily Injury or Death - Each Accident	\$ 1,000,000

	Property Damage - Each Accident	\$ 1,000,000
	Aggregate	\$ 2,000,000
c)	Owner's Protective Liability	
	Bodily Injury (each occurrence)	\$ 1,000,000
	Property Damage, including Explosion, Collapse and Underground Coverage -	
	Each occurrence	\$ 1,000,000
	Aggregate	\$ 2,000,000
d)	Subcontractors General Liability	
	Each Occurrence	\$ 1,000,000
	Aggregate	\$ 2,000,000
e)	Railroad Protective Public and Property Damage Liability (if applicable)	
	Each Occurrence	\$ 1,000,000
	Aggregate	\$ 2,000,000

Scope of Services

RECYCLABLES COLLECTION SPECIFICATIONS

The Town of Hartford is seeking Proposals to provide Bi-weekly Curbside Residential Recyclables Collection for a **one (1) year period** beginning July 1, 2015, where the Contractor is Responsible for the collection and disposal of Act 148 mandated recyclables in accordance with Act 148 and other applicable state laws. The Town is also seeking proposals for a three year contract with option to extend the contract for two – single additional years.

The Contractor may choose to process recyclables at a facility selected by the Contractor at the Contractor's cost, or as an optional proposal, to dump recyclables at the Hartford Transfer Station where the cost of transport and processing will be billed to the Contractor. If the Proposer proposes to use the Town of Hartford Transfer Station facility as a consolidation location for the recycled materials, they shall identify the space they intend to occupy and all associated existing and proposed infrastructure and personnel costs and include them in the Proposer's proposal. Alternatively, if the Proposer intends to use the Hartford Transfer Station for recyclables the Town could estimate the cost of transferring and processing the recyclables and will then add the cost to the Proposal cost to compare against Proposals that include transfer and processing.

The Contractor will supply all labor and collection vehicles for the collection of recyclables.

General Services –Recyclables

1. The collection, handling and removal of all RECYCLABLES from RESIDENTIAL CONTAINERS and DUMPSTERS will be performed by the Contractor in a prompt, thorough, sanitary, and workmanlike manner, under competent and adequate supervision of such work by the Contractor.
2. The Contractor shall be responsible for providing PUBLIC EDUCATION to the residential users. As a minimum the Contractor shall provide an annual schedule via refrigerator magnets (or other suitable media) that indicate the date of collection as well as brochures and literature regarding what is accepted and what is not. If source separation is the option selected by the Town, the Contractor will also be responsible for providing sufficient education to the public to re-educate the public in how to separate materials.
3. The Contractor will conform to all requirements, rules and regulations of the Town of Hartford Board of Health and Town Health Officer, the Selectboard, the Town Manager and to such laws and ordinances as may be applicable to the collection, handling, transportation and disposal of recyclables, garbage, rubbish and other refuse; and to further comply immediately upon notification of such provisions as may be pertinent thereto.
4. Only hazardous weather and road conditions will be considered sufficient cause for cancellation of scheduled collections. The decision to cancel shall be made in coordination with the Public Works Director. Collection of omitted routes shall be resumed as soon as possible without further disruption to the remainder of the collection schedule.
5. Holidays to be observed by the Contractor and personnel include: Christmas, New Year's Day, Memorial Day, Fourth of July, Labor Day, and Thanksgiving Day. For each holiday service recipients shall receive collection service on the day following their normally scheduled collection. The Contractor should indicate in the proposal whether collection weekend is anticipated during holiday weeks.

6. **Equipment General:** The Contractor is responsible for purchasing and/or leasing all vehicles and equipment necessary to adequately and efficiently perform the contractual duties specified in this Contract. As part of this Proposal, the Contractor shall provide to the Town of Hartford a list of the equipment to be used by the Contractor to provide the services covered by the Contract, including year of purchase. Equipment other than described in said list is subject to the approval of the Public Works Director. The Town shall have the right to inspect the equipment and vehicles used for the Town's collection at the Contractor's place of business during regular business hours.

Contractor shall keep each vehicle used in the collection of rubbish and recyclables in the Town of Hartford in good working order as well as clean and presentable, and shall clean all recycling and refuse collection vehicles both inside and out on a regular basis. The Contractor shall be responsible for timely and effective maintenance and repair of all vehicles and equipment, and for the provision of all gasoline, oil, lubricants, parts, and service. All motor vehicles must be registered and inspected in accordance with the laws of the State where vehicles are registered.

The Contractor shall maintain sufficient back-up equipment to ensure that collection services are uninterrupted during the term of this contract.

Each vehicle used for collection of refuse or recyclables shall prominently display the name of the Contractor and a telephone number which can be called during normal business hours to report any problem with collection.

Vehicles used in the collection, removal, and delivery of refuse and recyclables shall be equipped with load packing equipment, which compacts the refuse or recyclables within a completely enclosed container. Vehicles shall be designed to prevent leakage of liquid wastes from the vehicle. Any spills, breakage, or other litter resulting from collection shall be promptly cleaned up at the time of occurrence by the vehicle operator.

7. **Recycle Containers/Set out Procedures:** The Town of Hartford is considering three optional recycling collection systems.

Under **Option 1**, a household may place their comingled recyclables in any combination of bins, blue boxes, or container up to 32 gallons that the household elects to use.

Under **Option 2**, the Contractor will provide one 96 gallon recycling cart to each household at the start of the Contract for comingled recyclables. The carts will remain the property of the Contractor until the end of the three year contract period, at which time they will become the property of the Town. Households can request a smaller 32 gallon cart or 64 gallon cart for recycling. The Contractor may bill the household for a second cart but not for the recyclables that will be placed within the cart.

Under **Option 3**, a household must place source separated materials in separate blue boxes, bins or 32 gallon containers. No more than two containers shall be required for the source separated materials.

The contractor shall collect an unlimited quantity of recyclables placed for collection by service recipients by the tree belt, edge of the street, or other convenient location in front of or adjacent to residences. Under Option 1 and Option 3, recyclables shall be placed in identifiable containers with a maximum capacity of thirty-two (32) gallons or the blue Town provided set-out containers or any other container labeled and easily identified as containing recyclables. Households shall not be restricted by the number of containers of recyclables set out.

Alternatively, under **Option 2**, the Contractor shall collect recyclables in the 96 gallon cart (or smaller if requested by the resident) provided by the Contractor.

8. **Contamination and Improper Set-Out:** If the Contractor encounters any improperly prepared recyclables or contaminants in the recycling container, the Contractor shall ***leave those materials in the container. In no case shall recyclables be placed with refuse, unless permission is granted by the Public Works Director.*** Contractor shall leave a tag on the contaminant(s) stating the reasons why they are not being collected, collect the acceptable recyclables, and leave the container upright with the tagged contaminants remaining. Contractor shall not leave any materials as unacceptable for collection unless tagged/labeled by the Contractor. Appropriate labels shall be provided by the Contractor.
9. Contractor shall carefully handle all containers used to set out recyclables. Containers shall not be bent, thrown, or otherwise abused. Containers shall be thoroughly emptied. Containers shall be accessible to the residents and business owners, particularly in winter, and shall not interfere with traffic or mail delivery service.
10. Contractor agrees to operate all recycling collection vehicles in such a manner as to prevent materials from being blown, falling, or otherwise escaping from a vehicle. If at any time during collection or transport, recyclables are spilled from a container or truck onto a street, sidewalk, or private property, Contractor shall stop and clean up the litter, and place in the collection vehicle all recyclables or rubbish before the vehicle proceeds to the next stop on the collection route. If necessary, the driver shall make all other necessary arrangements for the immediate cleanup of the litter or spilled items.
11. In the event that collection services are interrupted for weather problems Contractor shall perform a make-up collection service in the affected area, on another day during the same collection week. The make-up collection shall accept all bags, boxes, and other temporary receptacles that any Service Recipients may have used for overflow.
12. The failure of the Contractor to collect recyclables that has been properly prepared and set out shall be considered a missed collection.

If either a missed collection or complaint is reported to the Contractor before 3:30 p.m., the Contractor shall collect the missed collection or resolve the complaint on the same day. If a missed collection or complaint is reported to the Contractor after 3:30 p.m., the Contractor shall collect the missed collection or resolve the complaint by 3:30 the next working day.

Service recipients shall be instructed by the Town of Hartford to report missed collections and complaints to the Town of Hartford. The Responsible Town Official shall verify whether a missed collection or complaint has occurred and shall contact the Contractor, particularly the dispatcher or other individual designated by the Contractor as liaison with the Town. The Contractor shall give prompt and courteous attention to all reported missed collections and complaints, and shall maintain a daily log of complaints including date, time, and nature of complaint, and the resolution. This log shall be submitted monthly to the Public Works Director.

13. Contractor agrees that, in performance of work and services under this contract, Contractor will comply with any and all Federal, State, and Local laws and regulations now in effect, or hereafter enacted during the term of this contract, which are applicable to the Contractor, its employees, agents, or subcontractors, if any, with respect to the work and services described herein.
14. The State of Vermont has banned certain materials from disposal. The Contractor is responsible for knowing and following all such regulations. Any non-compliance with these

regulations, when due to contractor's negligence and/or operations, shall be subject to the terms of this contract up to and including termination of the contract.

15. The Contractor shall bill the Town directly on a monthly basis. In order to be eligible to be paid the Contractor shall provide weight slips on a monthly basis for the recyclables picked in in the Town of Hartford. Weight slips must contain gross, net, and tare weights of the vehicle, and date and time of delivery. All information on weight slips must be legible. False or altered weight slips shall be cause for contract termination.
16. The Contractor must file with the Town, prior to July 1, 2015, evidence that there exists adequate liability insurance in the name of the Contractor and of the Town in order to protect and save harmless the Town against all claims, costs and/or damages to persons or property on account of or in any way growing out of the management or operation of equipment or of the acts of the Contractor or any of its employees, servants, or agents.
17. Collection of RECYCLABLES shall start no earlier than 7am each day.
18. The Contractor will provide telephone answering services between the hours of 7am and 5pm, Monday through Friday, to the residents of the Town for emergency calls.
19. It shall be the responsibility of the Contractor to properly notify the public via the media (including the Town web site and Valley News) of all holidays which cause recycle collection to be changed or delayed or when pick-ups are delayed due to weather or other circumstances.
20. The successful Contractor will be required to file with the Town, prior to July 1, 2015, a performance bond in an amount equal to the first year cost of the contract. The cost of the Performance Bond shall be clearly delineated in the Proposal. The performance bond will be reviewed in each successive years and the Town may entertain a reduction for successive years of the Contract.
22. The Contractor has the option to make special arrangements with any resident or business to collect and remove rubbish and recyclables from these other locations. The administration and oversight of this service will be done by the private party, and the cost of this service will be paid by the private party at a rate mutually agreed to by the Party and Contractor. The Contractor must notify the Town of any special arrangements that have been made.
23. In the event that the Town desires to implement a pilot program to test new developments in collection, materials processing, or solid waste management, or to implement an evaluation of programs under this Contract, the Contractor shall enter into good faith negotiation with the town to determine procedures, equipment, and costs (if any) required to implement the program(s). The Contractor shall participate in good faith in implementation and operation of pilot and evaluation program(s) as mutually agreed to with the Town of Hartford.

Recyclable Collections Service Specifications

1. The Contractor shall collect and remove every other week all RECYCLABLES from the COLLECTION PLACE at every DWELLING over all roads, public and private, within the Town of Hartford as stated in an itemization appended hereto as "Exhibit A" (as well as any new roads with DWELLINGS developed within the Town during the duration of this contract) and on such days as shall be mutually agreed upon by the Contractor and the Town. RECYCLABLES shall, at a minimum be those mandated under Act 148. The Proposer may designate additional materials as part of the Proposal.

2. The collection, handling and removal of all RECYCLABLES from RESIDENTIAL COLLECTION containers will be performed by the Contractor in a prompt, thorough, sanitary, and workmanlike manner, under competent and adequate supervision of such work by the Contractor.
3. The Contractor shall retain ownership of recyclables collected by Contractor under the terms of this Contract.

Dumpster and Public Container Collections Specifications

Tables 2 and 3 below present an estimate of current and proposed residential curbside dumpster and municipal building curbside container locations and sizes. The Contractor will be responsible for collecting the Residential Containerized Recycling and Municipal Building Recycling identified in Tables 2 and 3. The cost of collecting from these locations shall be included in the costs carried in Options 1, 2 or 3. Costs shall include dumpster rental, pick up and processing of materials and disposal costs. If recycling participation increases the Contractor shall provide additional containers similar to those already in use at the location as agreed upon by the Town and the location being serviced.

Collection shall be every other week from all containerized locations for recycling unless otherwise noted on the schedule.

Table 2: Residential Containerized Recycling

CONDOMINIUMS	ADDRESS		UNITS	RECYCLING CONTAINER TYPE
HEMLOCK RDGE OWN. AS.	HEMLOCK RIDGE RD	WILDER	44	2 YARD DUMPSTER
MILL RUN	OLD QUECHEE RD	QUECHEE	50	2 YD DPST/4 BINS/4 90 GALLON
OAK KNOLL COLONIAL DRIVE	COLONIAL DR	WILDER	50	(10) 90 GALLON
NEWTON VILLAGE (QLLA)	MURPHY'S ROAD	QUECHEE	35	(3) 90 GALLON
SALT BOX VILLAGE	LYMAN BATCHELDER RD	QUECHEE	56	(4) 90 GALLON Plus 18 BINS
BIRCHWOOD CONDOMINIUMS (QUECHEE)	HARD ROAD	QUECHEE	20	(5) 90 GALLON
KINGSWOOD VILLAGE	BAKER TURN	QUECHEE	69	(5) 90 GALLON
COACH ROAD CONDOS.	QUECHEE MAIN STREET	QUECHEE	30	(5) 90 GALLON
DARTMOUTH PLACE	MURPHY'S ROAD	QUECHEE	28	(5) 90 GALLON
GREENSWAY VILLAGE	MURPHY'S ROAD	QUECHEE	12	(5) 90 GALLON
LAKELAND VILAGE	LAKELAN DRIVE	QUECHEE	24	(5) 90 GALLON
LANDMARK VILLAGE	MURPHY'S ROAD	QUECHEE	16	(5) 90 GALLON
SUGAR HILL	SUGARHILL LANE	QUECHEE	28	(5) 90 GALLON
WINSOR VILLAGE	MURPHY'S ROAD	QUECHEE	25	(5) 90 GALLON
TOWNHOUSE AT THE VALE	WELLS ROAD	QUECHEE	18	(5) 90 GALLON
SNOW VILLAGE	WILLIAMS LANE	QUECHEE	19	(6) 90 GALLON
HEMLOCK RIDGE GARDENS	HEMLOCK RIDGE RD	WILDER	19	Share Hemlock Ridge 2 yd dumpster
SIMPSON DEVELOPMENT	BARRISTER DRIVE	WILDER	37	Share Hemlock Ridge 2 yd dumpster
SIMPSON DEVELOPMENT	HEMLOCK RDGE RD	WILDER	21	Share Hemlock Ridge 2 yd dumpster
		Total:	601	

Table 3: Municipal Building Recycling

<u>LOCATION</u>	<u>TYPE & FREQUENCY OF SERVICE</u>
WEST HARTFORD PUBLIC LIBRARY 5133 ROUTE 14 WEST HARTFORD, VT	TOTES – EVERY OTHER WEEK
WILDER PUBLIC LIBRARY 78 NORWICH AVE. WILDER, VT	TOTES – EVERY OTHER WEEK
QUECHEE PUBLIC LIBRARY 1957 QUECHEE MAIN ST QUECHEE, VT	TOTES – EVERY OTHER WEEK
HARTFORD VILLAGE LIBRARY 1589 MAPLE ST HARTFORD, VT	TOTES – EVERY OTHER WEEK
BUGBEE SENIOR CENTER 262 NORTH MAIN ST WHITE RIVER JCT., VT	DUMPSTER NOW - MIGHT GO TO TOTES WEEKLY PICKUP
HARTFORD HIGHWAY DEPT 173 AIRPORT RD WHITE RIVER JCT., VT	TOTES - EVERY OTHER WEEK
EMERGENCY SERVICES (FIRE & POLICE) VA CUT-OFF RD WHITE RIVER JCT., VT	DUMPSTER - EVERY OTHER WEEK
MUNICIPAL BUILDING 171 BRIDGE ST WHITE RIVER JCT., VT	TOTES - EVERY WEEK
WENDALL BARWOOD ARENA (HOCKEY RINK) 45 HIGHLAND AVE WHITE RIVER JCT., VT	DUMPSEER - EVERY OTHER WEEK (FOR POOL, RINK & PARKS that have been picked up by the Recreation Department)
WATSON DOG PARK 1120 MAPLE ST HARTFORD, VT	TOTE – EVERY OTHER WEEK
MAXFIELD OUTDOOR SPORTS COMPLEX 120 LESLIE DRIVE WHITE RIVER JCT., VT	DUMPSTER – EVERY OTHER WEEK

Definitions

Residential Containers

Residential Refuse: Containers for storage and collection of REFUSE shall not exceed two (2) thirty-two (32) gallons in capacity and shall be tightly covered at all times. **Refuse collection is not included in this contract.**

The Town reserves the right to designate specific containers or bags which must be used by residents.

Dwelling: Any residence, whether single-family home, duplex, condominium, apartment building located within the Town of Hartford.

Recyclables (Residential): Those items designated by State of Vermont Act 148 presently include:

- Clear, brown and green glass bottles and jars
- Aluminum cans, ferrous (tin) cans
- Newsprint
- Corrugated cardboard
- Mixed (mixed paper, magazines, box board etc.)
- Plastics, all rigid plastics and bottles less than 2 gallons in size

Refuse: Refuse collection is not included in this contract. Solid waste, rubbish trash, garbage, refuse or waste generated from the operations of a household, including all materials as defined in Vermont law and regulations. It excludes recyclables, leaf and yard wastes, televisions, electronic items, computer hardware including monitors, motor oil, batteries fluorescent bulbs, white goods, tires, stumps trees, automobile bodies and other motors or parts thereof, scrap metal items, demolition and construction wastes, hazardous wastes, and bulky wastes.

PROPOSAL FORMS

PROPOSAL FORM INSTRUCTIONS

The Town of Hartford will award a single contract for the Scope of Services specified above. As such, Proposers are encouraged to provide stand-alone prices for one or more of the three service options:

1. Recycling Comingled Recyclables in any bin
2. Recycling Comingled Recyclables in 96 gallon carts
3. Recycling source separated recyclables in any bin

If a Proposer only wishes to provide a proposal for one of the service options, simply cross out the areas that you are not proposing and fill in the relevant costs for the service(s) you are willing to provide. Supplemental information must be provided with the proposal if the Proposer intends to use the Hartford Transfer station as a staging area for consolidation of recyclables.

Alternatively, if you want to propose prices for all three options make sure that the price for each service is a stand-alone price.

Collection Plan

Contractors are requested to submit a collection plan with their cost proposal. Bidders are encouraged to continue to use the existing routes but may propose an alternate collection route

and days of collection as long as they also include with their bid the costs and staffing for public outreach, notification and education. We have attached to this proposal the current route information. The collection plan may include:

- Proposed collection areas or routes
- Staffing and number of trucks proposed for each collection day
- Proposed number of collection days per week
- How you intend to address missed collections or weather delays and holiday makeup days

List of Equipment

Contractors are requested to submit with their cost proposal a list of equipment (including equipment age) and manpower available or planned for the project. Resources that are not currently available or that will be obtained for this project need to be identified.

Other Information

1. A performance bond will be required annually based on 100% of the estimated annual cost of the contract. The Town would like the option to reduce the amount of the bond in subsequent years. Please indicate the basis or percentage of contract cost that the bond represents that would be credited back to the Town.
2. If the Proposer intends to include a Fuel Adjustment Clause in the Final Contract, then the Fuel Adjustment formula must be specified in the Proposal.



AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Meeting Item: 4.g

Submitted by: Brannon Godfrey, Town Manager

Subject: Selectboard Liaison Assignments

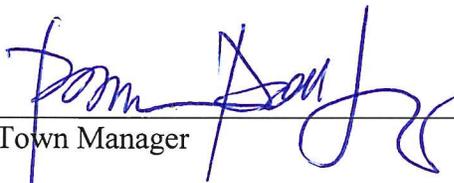
Background: The following Selectboard Liaison assignments are available for designation:

- Aquatics Center Oversight Committee
- Historic Preservation Commission
- Zoning Board of Adjustment

Discussion: With the appointment of Emma Behrens as the 7th Selectboard member on June 30, 2020, the Selectboard may wish to consider designating her for the unassigned liaisons or a wholesale re-designation for the remainder of the term (March 2, 2021)

Financial Impact: There is no direct financial impact.

Recommendation: Consider Selectboard Liaison assignments for remainder of the term.



Town Manager

Attachments: 2020-2021 Selectboard Liaison Assignments

Boards, Committees & Commissions		2020 Liaisons
Aquatics Center Oversight Committee		Dennis Brown
Conservation Commission		Alan Johnson
Hartford Committee On Racial Equity & Inclusion (2 seats)		Alicia Barrow/Joe Major
Resilient Hartford		Simon Dennis
Design Review Committee		Kim Souza
Energy Commission		Alan Johnson
Hartford Business Revolving Loan		Kim Souza
Hartford Tree Board		Dan Fraser
Historic Preservation Commission		Dennis Brown
Parks & Recreation Commission		Joe Major
Planning Commission		Kim Souza
Sister Cities		Alicia Barrow
School Board		Dan Fraser 1 st Alt - Joe Major 2 nd Alt - Kim Souza
Town & School Meeting Committee		Simon Dennis
Upper Valley Leadership Committee		Simon Dennis
Zoning Board of Adjustment		Dennis Brown
EC Fiber Board		F. X. Flinn
Climate Committee		Alan Johnson
Ad Hoc Committee on Coronavirus Response		Dan Fraser & Simon Dennis



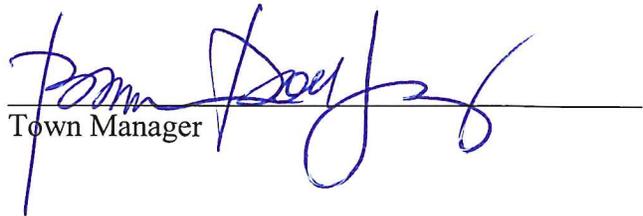
AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Meeting Item: 4.h

Submitted by: Brannon Godfrey, Town Manager

- Subject:** Reschedule August 11, 2020 Selectboard Meeting for August 10, 2020
- Background:** A regular meeting of the Selectboard falls on Tuesday, August 11, which is the same date as the Vermont primary election.
- Discussion:** Selectboard members, as Board of Civil Authority members and as election volunteers, typically are not available for a regular Selectboard meeting on election days. In order to keep the Accounts Payable and Payroll approvals on cycle and not delayed, the recommendation is to hold the regular Selectboard meeting on Monday, August 10 at 6:00pm.
- Financial Impact:** There is no direct financial impact.
- Recommendation:** Reschedule the regular Selectboard meeting for Monday, August 10 at 6:00pm.


Town Manager



AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Meeting Item: 4.i

Submitted by: Brannon Godfrey, Town Manager

Subject: Update on Homeless Camping Research

Background: At its July 2 Special Meeting, the Selectboard voted to direct the Town Manager to prepare a report researching the feasibility of using one of three Town-owned properties (map images attached) for a designated homeless campsite:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest
- 2333 Hartford Ave – Maanawaka Conservation Area

Discussion: On July 6, I requested the Police Chief, Fire Chief Parks & Recreation Director, Planning Director and Town Health Officer to evaluate the sites for their respective issues and potential solutions. This team will return its preliminary findings to me by July 17, after which it will meet to confer and assist me in preparing a report for the Selectboard on July 28. No adjoining property owners have been contacted.

Financial Impact: To be determined.

Recommendation: For information.



Town Manager

Attachments: Vice Chair Simon Dennis Memo
Town Manager 7/6/20 Memo
GIS maps (100 Arboretum Ln, Hurricane Hill, Maanawaka Conservation Area)

From: [Brannon Godfrey](#)
To: [Phillip Kasten](#); scooney@hartford-vt.org; [Lori Hirshfield](#); hlyler@hartford-vt.org; [Brett Mayfield](#); shausler@hartford-vt.org
Subject: Comments on Designated Homeless Camping
Date: Monday, July 06, 2020 4:27:00 PM
Attachments: [S Dennis Memo Permitted Encampment Study 063020.pdf](#)
[100 Arboretum Ln UVAC.png](#)
[270 Wright Reservoir Rd Hurricane Hill.png](#)
[2333 Hartford Ave Maanawaka Conservation Area.png](#)

Good afternoon Lori, Hannah, Scott Cooney, Phil, Brett and Scott Hausler. At its special meeting on Thursday evening, the Selectboard voted to direct me to prepare a report for the Selectboard researching the feasibility of three Town-owned properties (map images attached) for a designated homeless campsite:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest
- 2333 Hartford Ave – Maanawaka Conservation Area

The Selectboard discussion from Thursday on the subject is found here (17:53 – 48:03) :
<http://catv.cablecast.tv/CablecastPublicSite/show/12364?channel=1&seekto=1073>

The Selectboard has asked me to report back to them in 30 days, with an update on my progress at its July 14 meeting.

What I would like each of you to do is provide me your comments on each site for at least the categories listed below. Please feel free to add categories.

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and
- Emergency Response Access
- Public Street Accessibility for health, social, mental health and other essential governmental services
- Impacts on Neighboring Private Properties
- Environmental Impacts
- Feasibility of Servicing Central Solid Waste Collection
- Feasibility of Servicing Portable Toilets
- Access to Safe Drinking Water
- Feasibility of/regulatory issues for erecting secure storage structure
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar

I would also welcome any comments you may have on the designated campsite approach and regional strategies to end homelessness and provide permanent housing solutions. Please submit your draft response to me by the end of the day Friday July 17. Call me when you have questions.

Brannon Godfrey
Hartford Town Manager
171 Bridge St.
White River Junction, VT 05001
802-295-9353 ext. 216

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.

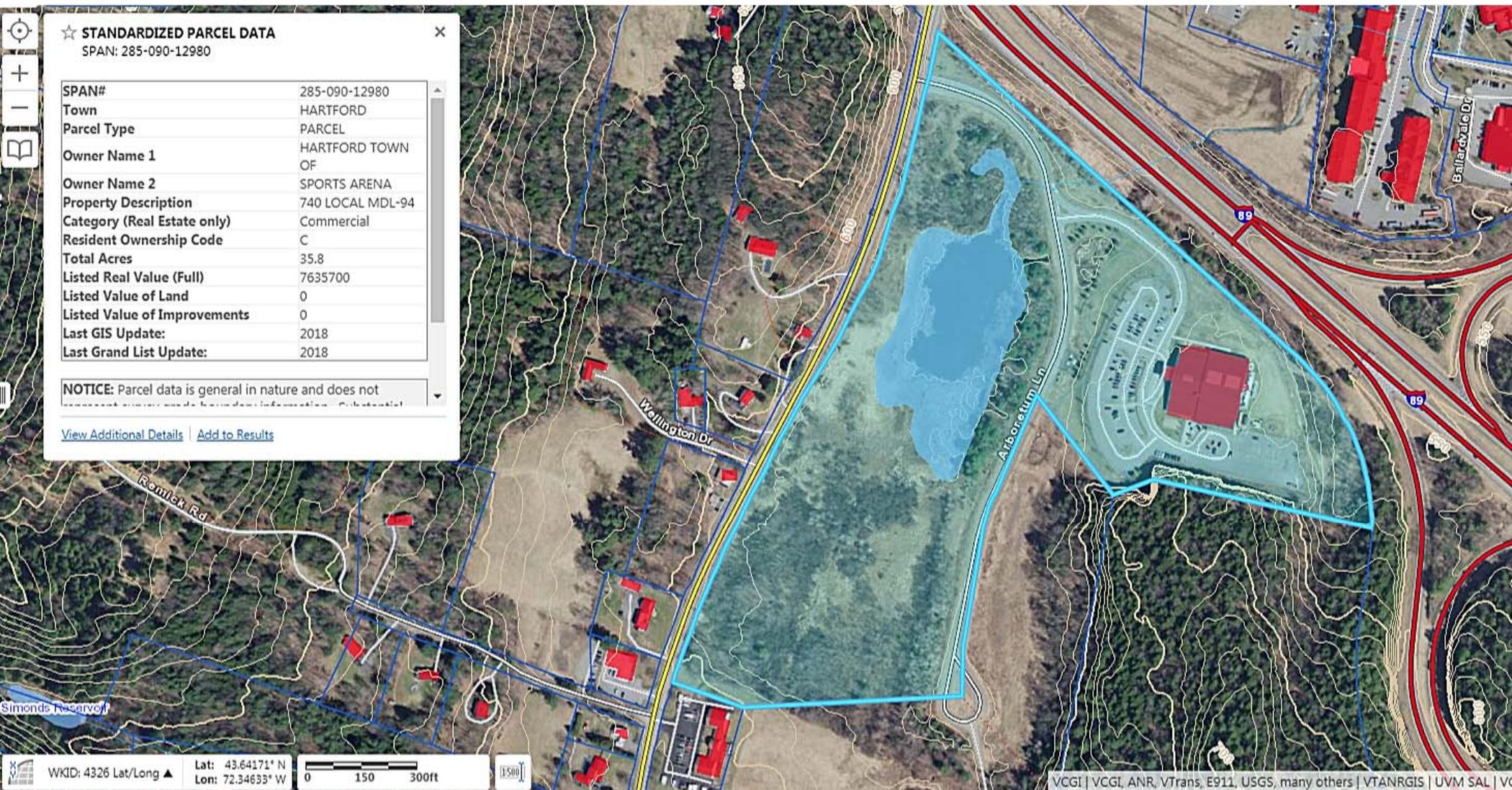
Rules & Regulations

- 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.



★ STANDARDIZED PARCEL DATA

SPAN: 285-090-12980

SPAN#	285-090-12980
Town	HARTFORD
Parcel Type	PARCEL
Owner Name 1	HARTFORD TOWN OF
Owner Name 2	SPORTS ARENA
Property Description	740 LOCAL MDL-94
Category (Real Estate only)	Commercial
Resident Ownership Code	C
Total Acres	35.8
Listed Real Value (Full)	7635700
Listed Value of Land	0
Listed Value of Improvements	0
Last GIS Update:	2018
Last Grand List Update:	2018

NOTICE: Parcel data is general in nature and does not represent an official record of information.

[View Additional Details](#) | [Add to Results](#)



Graphics that contain geometry exceeding 5000 vertices will not be highlighted.

Don't Display Again



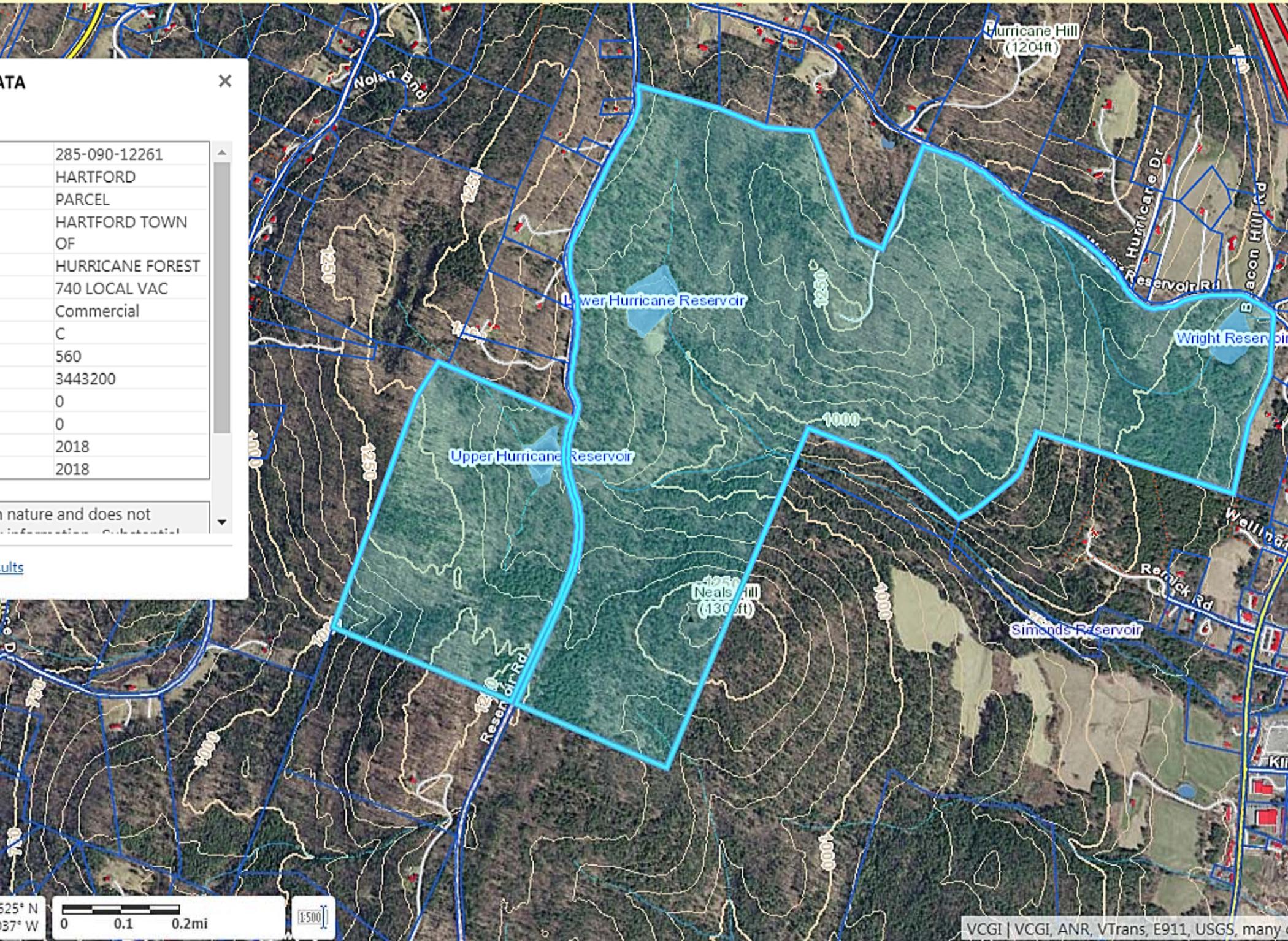
DATA



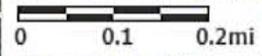
285-090-12261
HARTFORD
PARCEL
HARTFORD TOWN OF
HURRICANE FOREST
740 LOCAL VAC
Commercial
C
560
3443200
0
0
2018
2018

nature and does not
information. Substantial

Results



525° N
37° W



1:500

DATA



285-090-12268
HARTFORD
PARCEL
HARTFORD TOWN
OF
MAANAWAKA
CONSERVATION
AREA
740 LOCAL VAC
Miscellaneous
C
21.7
122400
0
0
2018
2018

results

8224° N
0559° W





AGENDA MEMORANDUM

July 14, 2020

Town Selectboard Public Hearing Item: 4.j.

Submitted by: Lori Hirshfield, Director, Department of Planning & Development
Hartford Business Revolving Loan Fund Committee

Subject: Hartford Business Economic Recovery Grants and Use of VCDP Program Income

Background: In May of this year, the Selectboard discussed a desire to assist businesses significantly impacted by the COVID-19 Pandemic and the shutdown of the economy for several months. As a result, the Selectboard directed the Hartford Business Revolving Loan Fund (HBRLF) Committee to evaluate the feasibility of a \$1,000 to \$2,000 program that potentially would be forgivable. The Committee concluded that the administration required to do a standard loan underwriting process to screen and process 25 or more applications in a very short period of time for these extremely small loans would be very challenging to accomplish. Alternatively, the Committee is proposing a small one-time grant award of \$2000 per business.

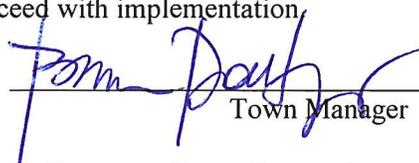
Discussion: Attached is a draft description of the proposed Hartford Business Economic Recovery Grants with eligibility criteria, specified uses, application and award process, and suggested application form. The grants would be available to businesses that have experienced a revenue loss of 50% or more due to COVID. The Committee is recommending using \$50,000 of the \$80,000 currently in the HBRLF for the grant program, with the goal of having a second round using a portion of the \$146,596 of VCDP Program Income that the Town will be receiving in the near future from last year's Village at WRJ VCDP loan repayment.

If there are more applicants than available funds, a lottery selection process is proposed to make access to the limited funds as equitable as possible. A frequent comment heard from businesses is that the first-come-first-served process of other COVID assistance programs leaves out people who are not able to respond as quickly to funding opportunities, which frequently have closed within the first day or so of being opened. The goal is to have the program ready to roll-out by the end of July, and widely publicized in print, social media and frequently used list serves. Town staff, the HBRLF Committee and Green Mountain Economic Development Corporation would work together to process applications, and submit the list of selected businesses to the Selectboard for approval. The specific procedure for approval and issuance of the grants still needs to be reviewed with the Finance Director and the Town Treasurer.

Financial

Impact: \$30,000 would remain for future HBRLF loan applications, plus future income from existing loan payments and anticipated VCDP Program Income.

Recommendation: Approve the grant program as proposed subject to input from the Finance Director and Town Treasurer on the process for Selectboard approval and grant issuance, and direct the Town Manager to proceed with implementation.



Town Manager

Attachment: Hartford Business Economic Recovery Grants Proposal

On Town of Hartford Letterhead

Town of Hartford
Hartford Business Revolving Loan Fund
HARTFORD BUSINESS ECONOMIC RECOVERY GRANTS

The Town of Hartford, its Selectboard and its Business Revolving Loan Fund Committee understand the hardships businesses in town have suffered due to the COVID-19 pandemic and the shutdown of the economy that was required to preserve the health of our community. In order to assist businesses in town to recover, the Town has made available \$50,000 from the Hartford Business Revolving Loan Fund (HBRLF) to be given out as grants in the amount of \$2,000 to businesses hard-hit by the pandemic.

Program Overview:

- One-time grant award of \$2,000 with no repayment due (This is not a loan)
- Limited to one award per business entity and principal owner
- Eligible grant uses: building rent, mortgage payments, payroll, utilities, COVID alterations, etc.

Criteria for Eligible Businesses:

- Must be a registered business entity in good standing with the State of Vermont or demonstrate you are a business in the Town of Hartford.
- Have a physical establishment for the business within the Town of Hartford.
- Business established prior to 2020.
- Self-certify a loss of business revenue of 50% or more related to COVID-19
- Have no pre-existing tax liens or legal judgements prior to March 2020 and are not currently filing for bankruptcy.

- The following entities are **NOT Eligible:**
 - Investment Real Estate Entities or Individuals
 - Churches
 - Non-Profit Organizations
 - Banks and Financial Institutions
 - Any business(s), entity or individual that previously defaulted on a loan from the Town of Hartford

Application and Review:

- Applications will become available to the public on **month, date, 2020** and can be submitted starting then.
- The Deadline for applying is **month, date, 2020 (two weeks after applications become available)**.
- If the number of eligible applicants exceeds the available funds, awardees will be chosen randomly by lottery. Applications not chosen this round will be retained should more funding become available for a second round.
- Award notifications will take place on **month, date, 2020**.

Town of Hartford
Hartford Business Revolving Loan Fund
HARTFORD BUSINESS ECONOMIC RECOVERY GRANTS
APPLICATION

Deadline for Applying is **Month, Date, 2020**

Business Name: _____

Business Address: _____

Business Location (if different from above): _____

EIN: _____

Contact Person: _____

Contact Phone Number: _____

Contact Email: _____

The Town of Hartford has made available \$50,000 for Hartford businesses impacted by the COVID-19 pandemic, to be awarded as \$2,000 grants.

By applying for this \$2,000 grant, the applicant certifies:

- They are a registered business entity in good standing with the State of Vermont or demonstrate you are a business in the Town of Hartford (extra documentation may be requested);
- They have a physical establishment for the business within the Town of Hartford;
- The Business was established prior to 2020;
- Certifies a loss of business revenue of 50% or more related to COVID-19;
- Will use the grant for legitimate business expenses such as building rent, mortgage payments, payroll, utilities, COVID-19 alterations, etc.;
- Have no pre-existing tax liens or legal judgements prior to March 2020 and not currently filing for bankruptcy;
- Are an ongoing business with no current intention of permanently closing;
- The applicant is aware that as a municipal entity, names and amounts of grants are part of the public record;
- They, as a business(s), entity or individual, have not previously defaulted on a loan from the Town of Hartford.

I acknowledge and agree to the above the conditions.

Signed: _____ Date: _____

Please provide a signed W-9 Tax Form with Application

Return forms electronically (preferred method) to: mcondon@gmedc.com

Or by mail to:

Lori Hirshfield, Director, Dept of Planning,
Town of Hartford, 171 Bridge St.,
White River Junction, VT 05001

Must be received by **Month, Date, 2020**. Postmarks not accepted.



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

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”

Present: Dan Fraser, Selectboard Chair; Simon Dennis, Selectboard Vice Chair; Kim Souza Selectboard Clerk; Alan Johnson, Selectboard Member; Joseph Major, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant; Emma Behrens; Jef McDonough; Havah Armstrong Walther; Lori Hirshfield, Director of Planning and Development; Gail Ostrout, Director of Finance; Hannah Tyler, Director of Public Works; Lannie Collins; Sharon Miller-Dombroski; Kathleen Janisse.

Telephone: Alicia Barrow, Selectboard Member

CATV LINK: <http://catv.cablecast.tv/CablecastPublicSite/show/12355?channel=1>

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

II. Pledge of Allegiance: Selectboard Member, Joe Major led the Pledge of Allegiance.

III. Local Liquor Control Board: Selectboard Chair, Dan Fraser recessed the Selectboard meeting and opened the Local Liquor Control Board at 6:01 P.M.

1. Proposed Liquor Control Policy Amendment

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 June 16, the LLCB discussed a policy revision. 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.

Selectboard Member, Alan Johnson made the motion to approve the revised and amended Local Liquor Control Policy. Selectboard Member, Joe Major seconded the motion. 5 were in favor and one (Fraser) Abstained. The motion passed.

Selectboard Chair, Dan Fraser closed the Local Liquor Board and reopened the Selectboard Meeting at 6:11 P.M.

IV. Order of Agenda: Selectboard Vice-Chair, Simon Dennis let everyone know that F.X. Flinn withdrew his application for the Selectboard Position. There is also an added application from Havah Armstrong Walther that came in past the deadline but the board will still consider. He also suggested going into Executive Session directly after the interviews to discuss and appoint a new Selectboard member.

V. Selectboard

1. Public, Selectboard Comments and Announcements

Citizen comments: No comments.

Selectboard comments: Selectboard Member, Kim Souza recommended returning to Zoom meetings. This would be after the July 2nd meeting which will be held at Town Hall. Selectboard Chair, Dan Fraser disagreed and preferred the Town Hall meeting where the citizens can come and participate in the meeting. Citizen, Lannie Collins agreed with Kim Souza and said it was much better involvement when people could connect with Zoom and participate from home. Selectboard Member, Joe Major wants the safest way to conduct the meetings which he sees as Zoom meetings. We are still in the middle of a pandemic and a safe way to conduct a public meeting is with Zoom. There was a consensus to go back to Zoom meetings starting July 14th.

Selectboard Chair, Dan Fraser announced that Brad Goedkoop, Hartford's Tree Warden, will be leaving the position that he has held for 17 years. He

has served tirelessly for many years and was very dedicated.

Also, the White River Rotary donated \$10,000 to the dairy farmers so the milk produced would not be dumped.

2. **Appointments:** Interview Selectboard Applicants

The following Applicants were interviewed: Emma Behrens, Jef McDonough and Havah Armstrong Walther. The decision will be made in Executive Session.

Selectboard Vice Chair, Simon Dennis made the motion to go into Executive Session for 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. Selectboard Clerk, Kim Souza seconded the motion. The motion passed at 6:49 P.M.

Selectboard Clerk, Kim Souza made the motion to close the Executive Board meeting at 7:28 P.M. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Simon Dennis made the motion to appoint Emma Behrens to the Selectboard for a term ending March 6, 2021. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

The Board had a difficult decision to make as all the applicants were qualified and great candidates. We hope they will volunteer for a town commission, board or committee.

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

Link: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/188>

Kim Souza reminded and urged everyone that mail-in ballots are available at the Town Clerk's office for the August election.

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

- a. Financial Report for April & May 2020 (Information Only)
Submitted by Gail Ostrout, Finance Director.

Revenues and expenditures through May 2020 for the General Fund and Enterprise Funds were summarized and presented.

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

- b. Cornerstone Community Center – VDCP Planning Grant Discussion (Information Only) Submitted by Lori Hirshfield, Director of Planning and Development.

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 renovation 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 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.

MOTION: Selectboard Vice Chair, Simon Dennis made the motion to Hold a public hearing to determine if the Town should submit a VCDP Planning Grant application for the CCC. Selectboard Clerk, Kim Souza seconded the motion.

All were in favor and the motion passed.

- c. 2020 Series – Vermont Bond Bank (Motions Required for 1, 2 & 3)

Lori Hirshfield, Director of Planning and Development presented the information from the Vermont Bond Bank.

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.

The bond debt will be paid for with anticipated Hartford TIF District Tax increment.

- 1) Bond Resolution and Certificate

Motion: Selectboard Member, Joe Major made the motion to move approval of the Bond Resolution and Certificate and execution by the Selectboard. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

- 2) Municipal Tax Certificate

Motion: Selectboard Member, Joe Major made the motion to approve the Municipal Tax Certificate and execution by the Selectboard. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- 3) Loan Agreement

Motion: Selectboard Member, Joe Major made the motion to approve the Series 2020 General Obligation Bond in the amount of One Million Seven Hundred Thirty-Five Thousand Dollars and execution by the Selectboard. Selectboard Vice Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.

Selectboard Member, Joe Major made the motion to approve the 2020 Series Loan Agreement, and Loan Commitment Memo, and authorization for the Selectboard Chair to execute these documents on behalf of the Selectboard. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- d. Transfer Station Options Cost Comparison (Information only)

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).

Hannah Tyler, Director of Public Works presented information from the Town of Brattleboro (for comparison) and the District Solid Waste Manager. No specific costs for either services and/or fees were presented at this time because no bid is actually being considered. Kim Souza asked if we did put out an RFP if the local company is able to handle all 3 waste streams.

It was decided to have a future agenda item to take action of releasing an RFP with predicted Cost Impact for Municipal solid waste curbside Pickup.

- e. Paving Bid Award (Motion Required) Presented by Hannah Tyler, Director of Public Works.

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.

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.

Motion: Selectboard Clerk, Kim Souza made the motion To 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. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- f. Aggregate & Winter Sand Bid Award (Motion Required)
Submitted by Hannah Tyler, Director of Public Works.

The Town issued an RFP seeking bids for various aggregates utilized by the Department of Public Works.

The RFP included 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.

The Town received one bid form from Twin State Sand and Gravel.

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 the same price as the previous year.

Motion: Selectboard Member, Alan Johnson made the motion to Authorize the purchase of aggregate materials from Twin State Sand and Gravel. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

- g. Chloride Bid Award (Motion Required)
Submitted by Hannah Tyler, Director of Public Works.

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. 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.

MOTION: Selectboard Member, Alan Johnson made the motion to Authorize the purchase of Calcium Chloride from All States Asphalt, Inc. In the event of shortages of necessary product at All States Asphalt, Inc., also that the Department of Public Works be authorized to purchase said product from Innovative Municipal Products, Inc. on an as needed basis. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- 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)

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 N 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 N Mixed Five VT Branch Holdings, LLC (through their insurers) paid the Town \$21,035.73 by check dated September 27, 2019. CRE N 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.

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.

MOTION: Selectboard Member, Joe Major made the motion to authorize the Town Manager to execute the Quit Claim Deed and any other documents or procedures necessary to finalize this boundary line adjustment. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- i. Updates and Recommendations from Ad Hoc Committee on Coronavirus Response Regarding Mask-Wearing Inside Businesses (Motion Required)

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.

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."

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.

It was agreed to not issue an emergency order at this time. If a spike in cases happens then the Selectboard could elect to do the emergency order at that time.

Proposed statement:

COVID-19 EMERGENCY RESOLUTION REGARDING MASK WEARING

WHEREAS, the Centers for Disease Control and Prevention (CDC) recommend the use of simple cloth face coverings to slow the spread of COVID-19 and to help prevent people who may unknowingly have the virus from transmitting it to others; and WHEREAS, the Vermont Department of Health “recommends that all Vermonters wear cloth face coverings when outside the home to help slow the spread of COVID-19;” and

WHEREAS, Governor Phil Scott and the Vermont Agency of Commerce and Community Development have issued the following instructions in conjunction with the Governor’s executive orders regarding COVID-19: “Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask.

Businesses and non-profit and government entities may require customers or clients to wear masks” while on their premises, and

WHEREAS, COVID-19 remains a health hazard to residents of Hartford and a significant threat to vulnerable populations; and

WHEREAS, wearing a face covering is an important act we can perform in an effort to protect others from an infection that we may not know we have.

NOW, THEREFORE, BE IT RESOLVED that this Selectboard hereby issues the following COVID-19 Emergency Request:

All persons in the Town of Hartford are hereby strongly requested to wear cloth or factory made face coverings over their nose and mouth while inside buildings visited by the public.

Exceptions

Cloth face coverings should not be placed on young children under age 5; anyone who has trouble breathing; or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Cloth face coverings may not be worn during activities such as eating, drinking or being identified by a bank teller that are not possible while wearing a face covering. However, note that it is particularly important to wear face coverings while engaged in conversation.

Posting Request

Each business establishment is requested to post signage at the entrance and at other appropriate locations stating that customers (or visitors) are required or requested to wear face coverings.

Effective Period

This Resolution shall remain in effect until the Hartford Selectboard amends, rescinds, or suspends this Resolution or until the Governor declares an end to the COVID-19 State of Emergency in Vermont, whichever occurs first. Please note that this resolution may be upgraded to an Emergency Order if there is a significant increase in local cases.

MOTION: Selectboard Clerk, Kim Souza made the motion to adopt the Resolution as read. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

- j. Prospects for a Permitted Encampment for Homeless Persons (Information Only) Presented by Simon Dennis.

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

The Selectboard decided to table this agenda item until the Thursday, July 2nd Special Selectboard Meeting

VI. Commission Meeting Reports: None

VII. Consent Agenda (Motion Required): Selectboard Member, Alan Johnson made the motion to approve the Consent Agenda as read. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed. All were in favor and the motion passed.

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: Selectboard Member, Alan Johnson made the motion to enter 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. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

Selectboard member, Alan Johnson made the motion to close the Executive Session at 11:00 P.M. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

IX. Adjourn the Selectboard Meeting (Motion Required): Selectboard Member, Alan Johnson made the motion to close the Selectboard Meeting at 11:01 P.M. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.



**TOWN OF HARTFORD
SELECTBOARD
SPECIAL MEETING**

Thursday, July 2, 2020, 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Dan Fraser, Selectboard Chair; Simon Dennis, Selectboard Vice Chair, Joe Major, Selectboard Member; Kim Souza, Selectboard Clerk; Brannon Godfrey, Town Manager;

Phone: Alicia Barrow, Selectboard Member
Alan Johnson, Selectboard Member

Absent: Emma Berhens

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order @ 6:02 P.M.
- II. Order of Agenda:** added – Discussion of camping sites for the Homeless population.
- III. Selectboard**
 1. Set the Fiscal Year 2021 Municipal Tax Rate.

Selectboard Member, Joe Major made the motion that the Selectboard approve:

The General Highway Fund with:

- \$13,814,337 for Appropriation,
- \$13,990,371 for Grand List,
- \$0.9874 for Rate,
- and \$13,814,337 for Revenue;

The County Tax with:

- \$107,614 for Appropriation,
- \$13,990,371 for Grand List,
- \$0.0077 for Rate,
- and \$107,614 for Revenue;

The Restricted Appropriations with:

- \$231,727 for Appropriation,
- \$ 13,990,371 for Grand List,
- \$0.0166 for Rate,
- and \$231,727 for Revenue;

The Local Agreement Rate with:

- \$28,895 for Expense,
- \$13,990,371 for Grand List,
- \$0.0021 for Rate,
- and \$28,895 for Revenue;

and the Total Town Tax:

- \$14,182,573 for Appropriation, and
- \$1.0137 for the Rate
-

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

2. Approve Payment Manifest of 7/1/2020

Selectboard Clerk, Kim Souza made the motion to approve the Payment Manifest of 7/1/2020. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

3. Added Item: **Selectboard Vice Chair, Simon Dennis made the motion 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. Selectboard Clerk Kim Souza seconded the motion. All were in favor and the motion passed.**

IV. Adjourn the Selectboard Meeting (Motion Required)

Selectboard Member, Joe Major made the motion to adjourn the meeting at 6:50 P.M. Selectboard Member, Alicia Barrow 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
SPECIAL MEETING**

Wednesday, July 8, 2020, 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Dan Fraser, Selectboard Chair; Simon Dennis, Selectboard Vice Chair; Joseph Major, Selectboard Member; Emma Behrens, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant.

Telephone: Alan Johnson, Selectboard Member
Kim Souza, Selectboard Clerk

Absent: Alicia Barrow, Selectboard Member

CATV LINK: NONE

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

II. Selectboard

1. Set the Fiscal Year 2021 Total Tax Rate Including Education Tax Rate (motion Required)

Selectboard Member, Joe Major made the motion to approve the FY21 Tax Rates as follows:

The General Highway Fund with: \$13,814,337 for Appropriation, \$13,990,371 for Grand List, \$0.9874 for Rate, and \$13,814,337 for Revenue;

The County Tax with: \$107,614 for Appropriation, \$13,990,371 for Grand List, \$0.0077 for Rate, and \$107,614 for Revenue;

The Restricted Appropriations with: \$231,727 for Appropriation, \$ 13,990,371 for Grand List, \$0.0166 for Rate, and \$231,727 for Revenue;

The Local Agreement Rate with: \$28,895 for Expense, \$13,990,371 for Grand List, \$0.0021 for Rate, and \$28,895 for Revenue;

the Total Town Tax: \$14,182,573 for Appropriation, and \$1.0138 for the Rate;

the Education Homestead Tax Rate of \$1.6922;

Education Non-Homestead Tax Rate: \$1.7086;

Total Town and Education Homestead Tax Rate: \$2.7060;

Total Town and Education Non-Homestead Tax Rate: \$2.7224;

Total Appropriation 2020-2021 Fiscal Year: \$14,182,573

Selectboard Vice Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.

V. Adjourn the Selectboard Meeting (Motion Required)

Selectboard Member, Joe Major made the motion to Adjourn the meeting at 6:10 P.M. Selectboard Vice Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

Report Date: 7/10/20
9:47AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 1
User: florentina
ReportAPINH_PmtByDate

Check Date: 7/10/2020 - 7/10/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0174	Revaluation Reserve				
008775	CAI TECHNOLOGIES		7/10/2020	1036	
9672	Q1 FY'21 TAX MAP MAINT.	0.00	\$875.00	0.00	875.00
	Desc: Q1 FY'21 TAX MAP MAINT.	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		875.00	0.00	875.00
030720	MERRIMAN SMART, PLC		7/10/2020	1033	
2297	LEGAL: Villages appeal	0.00	\$2,108.00	0.00	2,108.00
	Desc: LEGAL: Villages appeal	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		2,108.00	0.00	2,108.00
033435	NEW ENGLAND MUNICIPAL RESOURCE	NEMRC	7/10/2020	1034	
45944	SERVICE CALL-CLEANING UP EXPORT	0.00	\$145.00	0.00	145.00
	Desc: SERVICE CALL-CLEANING UP EXPORT FIL	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		145.00	0.00	145.00
037551	PITNEY BOWES INC	PURCHASE POWER	7/10/2020	1035	
JUN'20	POSTAGE	0.00	\$196.00	0.00	196.00
	Desc: Postage	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		196.00	0.00	196.00
041727	SCHNEIDER GEOSPATIAL, LLC	SCHNEIDER GEOSPATIAL, LLC	7/10/2020	1037	
INV-6595	FY2021 WEBSITE SERVICE CORE ANC	0.00	\$4,200.00	0.00	4,200.00
	Desc: FY2021 WEBSITE SERVICE CORE AND MAP	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		4,200.00	0.00	4,200.00
051942	VISION GOVERNMENT SOLUTIONS	VISION GOVERNMENT SOLUTIONS	7/10/2020	1038	
IN004142	VISION CAMA SYSTEM CLOUD SERVIC	0.00	\$7,210.00	0.00	7,210.00
	Desc: VISION CAMA SYSTEM CLOUD SERVICE	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		7,210.00	0.00	7,210.00
25-0174	Highway Infrastructure	Bank Total:		14,734.00	
25-0311	Highway Infrastructure				
003755	B.U.R. CONSTRUCTION, LLC		7/10/2020	1024	
2020-1 B	US RT 5 & SYKES MT AVE - TOWN MA	8,735.23	\$8,735.23	0.00	8,735.23
	Desc: US RT 5 & SYKES MT AVE - TOWN MATCH	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
003755	B.U.R. CONSTRUCTION, LLC		7/10/2020	1026	
2020-1 JULY - B	US RT 5 & SYKES MTN AVE-TOWN MA	557.57	\$557.57	0.00	557.57
	Desc: US RT 5 & SYKES MTN AVE-TOWN MATCH	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
	Vendor Total:		9,292.80	0.00	9,292.80
020135	GREENMAN-PEDERSEN, INC		7/10/2020	1025	
0297489 - B GPI	Sidewalk - Hartford 05/23-06/19	200.89	\$200.89	0.00	200.89
	Desc: Sidewalk - Hartford 05/23-06/19	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
0294277 - B GPI	Sidewalk - Hartford 03/28-04/24	116.62	\$116.62	0.00	116.62
	Desc: Sidewalk - Hartford 03/28-04/24	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		

Report Date: 7/10/20
9:47AM

**Payment Manifest
by Vendor ID**

Page: 2
User: florentina

Town of Hartford

ReportAPINHDD_PmtByDate

Check Date: 7/10/2020 - 7/10/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
0295556 - B GPI	Sidewalk - Hartford 04/25-05/22	536.66	\$536.66	0.00	536.66
Desc: Sidewalk - Hartford 04/25-05/22		Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
	Vendor Total:		854.17	0.00	854.17
25-0311	PARKS - REC RESTRICTED		Bank Total:		10,146.97
25-8055	PARKS - REC RESTRICTED				
041401	S&S WORLDWIDE INC			7/10/2020	1022
IN100542721	Camp Supplies	0.00	\$41.96	0.00	41.96
Desc: Camp Supplies		Acct: 25-985-514-0001	State of VT COVID Restart Stipend		
	Vendor Total:		41.96	0.00	41.96
25-8055	Water Capital Reserve		Bank Total:		41.96
50-0100	Water Capital Reserve				
036187	OTTER CREEK ENGINEERING, INC.			7/10/2020	1017
17667	WILDER WELL#1-CONSTRUCTION PH/	0.00	\$711.25	0.00	711.25
Desc: WILDER WELL#1-CONSTRUCTION PHASE		Acct: 50-952-543-0000	CAPITAL OUTLAY - WILDER		
	Vendor Total:		711.25	0.00	711.25
50-0100	Dog Park		Bank Total:		711.25
73-7302	Dog Park				
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		7/10/2020	1042
9600044482JUN'20	TRASH PICK UP - JUNE 20 - DOG PARK	0.00	\$69.34	0.00	69.34
Desc: TRASH PICK UP - JUNE 20 - DOG PARK		Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:		69.34	0.00	69.34
73-7302	Community Dev -RLF		Bank Total:		69.34
91-7092	Community Dev -RLF				
019750	GREEN MOUNTAIN ECONOMIC DEV CORP			7/10/2020	1006
1533	Quarterly fees for 04/01/20 - 06/30	0.00	\$2,550.00	0.00	2,550.00
Desc: Quarterly fees for 04/01/20 - 06/30		Acct: 91-623-318-7092	Comm Dev - RLF Exp		
1532	Quarterly fees for 1/1/20 - 3/30/20	0.00	\$2,550.00	0.00	2,550.00
Desc: Quarterly fees for 1/1/20 - 3/30/20		Acct: 91-623-318-7092	Comm Dev - RLF Exp		
	Vendor Total:		5,100.00	0.00	5,100.00
91-7092	GENERAL FUND - MASCOMA		Bank Total:		5,100.00
FUND 1 0	GENERAL FUND - MASCOMA				
001303	ALDRICH + ELLIOTT, PC			7/10/2020	69846
18017.002,78870	SERVICES JAN'20-S MAIN/N MAIN&GA	4,874.13	\$4,874.13	0.00	4,874.13
Desc: SERVICES JAN'20-S MAIN/N MAIN&GATES		Acct: 60-965-540-0015	Reimb - VT RLF - RF1.222-2.0		
18017.002,78954	SERVICES FEB'20-S MAIN/N MAIN&GA	4,379.71	\$4,379.71	0.00	4,379.71
Desc: SERVICES FEB'20-S MAIN/N MAIN&GATES		Acct: 60-965-540-0015	Reimb - VT RLF - RF1.222-2.0		
18017.002,79016	SERVICES MAR'20-S MAIN/N MAIN&GA	1,483.68	\$1,483.68	0.00	1,483.68
Desc: SERVICES MAR'20-S MAIN/N MAIN&GATES		Acct: 60-965-540-0015	Reimb - VT RLF - RF1.222-2.0		

Report Date: 7/10/20
9:47AM

**Payment Manifest
by Vendor ID**

Page: 3
User: florentina

Town of Hartford

ReportAPINHDD_PmtByDate

Check Date: 7/10/2020 - 7/10/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
18017.002,79130	SERVICES MAY'20-S MAIN/N MAIN&GA	377.96	\$377.96	0.00	377.96
Desc: SERVICES MAY'20-S MAIN/N MAIN&GATES	Acct: 60-965-540-0015		Reimb - VT RLF - RF1.222-2.0		
Vendor Total:			11,115.48	0.00	11,115.48
001650	ALLEN ENGINEERING POOLS AND SPAS			7/10/2020	69847
111-519238-01	LIQUID CHLORINE	1,435.50	\$1,435.50	0.00	1,435.50
Desc: LIQUID CHLORINE	Acct: 50-952-340-0000		CHEMICALS		
Vendor Total:			1,435.50	0.00	1,435.50
001665	ALPINE SOFTWARE CORP			7/10/2020	69923
HART-028	ANNUAL SUPPORT FEE 2020-2021	0.00	\$5,059.68	0.00	5,059.68
Desc: ANNUAL SUPPORT FEE 2020-2021	Acct: 10-221-318-0000		CONTRACTED SERVICES		
Vendor Total:			5,059.68	0.00	5,059.68
002065	AMERICAN FAMILY LIFE ASSURANCE	AFLAC - AMERICAN FAMILY LIFE		7/10/2020	69848
JUN'20	Supplemental Insurance	0.00	\$1,767.12	0.00	1,767.12
Desc: Supplemental Insurance	Acct: 10-012-300-0270		ACCRUED AD&D PAYABLE		
Vendor Total:			1,767.12	0.00	1,767.12
002300	AMERICAN WATER WORKS ASSOC			7/10/2020	69924
7001816803	2020-2021 Membership Dues Delise J	105.00	\$105.00	0.00	105.00
Desc: 2020-2021 Membership Dues Delise J	Acct: 50-954-313-0000		MEMBERSHIP DUES		
Vendor Total:			105.00	0.00	105.00
003755	B.U.R. CONSTRUCTION, LLC			7/10/2020	69849
2020-1 A	US RT 5 & SYKES MT AVE	545,891.11	\$552,162.79	0.00	552,162.79
Desc: STP0113(59)S	Acct: 80-311-318-8001		CONTRACTED SERVICES(STP 0113(5		
Desc: State Portion of Sykes Sidewalk Pro	Acct: 70-623-318-7021		CONTRACTED SERVICES(GRANT EHI		
Desc: Toyota non-participating costs	Acct: 10-985-623-7021		Upper Sykes Bike Ped - Heritage Toyota		
Desc: Mascoma Non-participating costs	Acct: 10-985-622-7021		Upper Sykes Bike Ped - Mascoma match		
003755	B.U.R. CONSTRUCTION, LLC			7/10/2020	69925
2020-1 JULY - A	US RT 5 & SYKES MTN AVE	34,844.11	\$35,244.43	0.00	35,244.43
Desc: STP0113(59)S FY21 Portion	Acct: 80-311-318-8001		CONTRACTED SERVICES(STP 0113(5		
Desc: STPEH09(15) FY21 portion	Acct: 70-623-318-7021		CONTRACTED SERVICES(GRANT EHI		
Desc: Toyota FY21 portion	Acct: 10-985-623-7021		Upper Sykes Bike Ped - Heritage Toyota		
Desc: Mascoma FY21 Portion	Acct: 10-985-622-7021		Upper Sykes Bike Ped - Mascoma match		
Vendor Total:			587,407.22	0.00	587,407.22
004440	BARRACUDA NETWORKS INC			7/10/2020	69850
Q-181880-1	Barracuda Backup Renewal	0.00	\$5,453.76	0.00	5,453.76
Desc: Barracuda Backup Renewal	Acct: 10-181-318-0000		CONTRACTED SERVICES		
Vendor Total:			5,453.76	0.00	5,453.76
004850	BEN'S UNIFORMS INC.			7/10/2020	69851
92140	UNIFORMS	0.00	\$295.00	0.00	295.00
Desc: UNIFORMS	Acct: 10-211-326-0000		PURCHASE UNIFORMS & CLEANING		
Vendor Total:			295.00	0.00	295.00

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
005215	BRITTON'S LUMBER, HANCOCK BUILDING	BETHEL MILLS, INC	7/10/2020		69852
238065/5	HARDWOOD	50.00	\$50.00	0.00	50.00
	Desc: HARDWOOD	Acct: 65-964-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		50.00	0.00	50.00
006100	BMO FINANCIAL GROUP		7/10/2020		69853
O'Neil 06/16-27/20	O'Neil, Lisa - TC	0.00	\$11.05	0.00	11.05
	Desc: USPS-Postage	Acct: 10-151-322-0000	POSTAGE		
Perry 06/16-27/20	Perry, Diane - PD	0.00	\$36.89	0.00	36.89
	Desc: USPS-POSTAGE	Acct: 10-211-322-0000	POSTAGE		
	Desc: STAPLES-DVD'S	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Sund 06/16-27/20	Sund, Jeremiah - VAL	200.00	\$234.45	0.00	234.45
	Desc: USPS-Postage	Acct: 10-174-322-0000	POSTAGE		
	Desc: ESRI-Annual License	Acct: 25-985-100-0174	Revaluation Exp		
	Desc: USPS-Postage	Acct: 10-174-322-0000	POSTAGE		
Walsh 06/16-27/20	Walsh, Dillon - IT	0.00	\$1,030.25	0.00	1,030.25
	Desc: Connection-UPS	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
	Desc: Zendesk-Ticketing System	Acct: 10-181-318-0000	CONTRACTED SERVICES		
	Desc: Comptia-Certification Test	Acct: 10-181-315-0000	RECRUITMENT & TRAINING		
	Desc: Pearson Vue - Digital signature	Acct: 10-181-318-0000	CONTRACTED SERVICES		
Cooney 06/16-27/20	Cooney, Scott - FD	0.00	\$867.98	0.00	867.98
	Desc: Foxit-PDF Software	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: IPAD FOR AMB 3 FY20	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Czora 06/16-27/20	Czora, Jason - FD	0.00	\$379.99	0.00	379.99
	Desc: BJ's-AC Unit	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Delisle 06/16-27/20	Delisle, Jeremy - DPW	100.00	\$735.18	0.00	735.18
	Desc: Amazon-SiliconLube&HoseReal	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: Amazon-Materials & Suppleis	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
	Desc: VTAgsVcs-LF Licensing	Acct: 30-974-317-0000	PERMITS & LICENSES		
Jay 06/16-27/20	McDonough, Jay - REC	1,079.60	\$1,079.60	0.00	1,079.60
	Desc: Summer Camp Supplies	Acct: 25-985-514-0001	State of VT COVID Restart Stipend		
Kreis 06/16-27/20	Kreis, Dylan - REC	0.00	\$239.94	0.00	239.94
	Desc: Amazon-Dog Waste Bags	Acct: 10-521-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		4,615.33	0.00	4,615.33
006905	BP HARTFORD LLC		7/10/2020		69926
29	SOLAR ARRAY - JULY 2020	1,093.96	\$1,559.40	0.00	1,559.40
	Desc: 1/12 Annual Charge - Public Works	Acct: 10-321-329-0000	ELECTRICITY		
	Desc: 1/12 Annual Charges - Waste Water	Acct: 50-952-329-0000	ELECTRICITY		
	Vendor Total:		1,559.40	0.00	1,559.40
007201	BRODART CO.		7/10/2020		69854
B5919817	HARDCOVER	0.00	\$36.94	0.00	36.94
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5919911	HARDCOVER	0.00	\$15.66	0.00	15.66
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5920148	HARDCOVER	0.00	\$35.07	0.00	35.07
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		

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B5921213	HARDCOVER	0.00	\$15.66	0.00	15.66
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5921249	HARDCOVER	0.00	\$15.09	0.00	15.09
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5926117	HARDCOVER	0.00	\$15.12	0.00	15.12
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			133.54	0.00	133.54
009020	CENTER FOR PUBLIC SAFETY EXCEL, INC			7/10/2020	69927
05-14884	ANNUAL FEE ACCREDITATION	0.00	\$1,010.00	0.00	1,010.00
	Desc: ANNUAL FEE ACCREDITATION	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,010.00	0.00	1,010.00
009470	CHAMPLIN ASSOCIATES INC			7/10/2020	69855
1442	CORNELL PUMP - BRIDGE STREET	7,427.73	\$7,427.73	0.00	7,427.73
	Desc: CORNELL PUMP - BRIDGE STREET	Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			7,427.73	0.00	7,427.73
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		7/10/2020	69856
4047638822	UNIFORMS	0.00	\$124.15	0.00	124.15
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4052262516	UNIFORMS	124.15	\$124.15	0.00	124.15
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4052869896	UNIFORMS	124.15	\$124.15	0.00	124.15
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4054049786	UNIFORMS	80.77	\$80.77	0.00	80.77
	Desc: UNIFORMS	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4054059830	UNIFORMS	0.00	\$247.64	0.00	247.64
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4054123086	UNIFORMS	103.06	\$103.06	0.00	103.06
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4054325956	UNIFORMS	71.33	\$71.33	0.00	71.33
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4054750757	UNIFORMS	80.77	\$80.77	0.00	80.77
	Desc: UNIFORMS	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4054750766	UNIFORMS	0.00	\$238.88	0.00	238.88
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4054813054	UNIFORMS	103.06	\$103.06	0.00	103.06
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		7/10/2020	69928
4055251621	UNIFORMS	80.77	\$80.77	0.00	80.77
	Desc: UNIFORMS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Desc: UNIFORMS	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4055251630	UNIFORMS	0.00	\$238.88	0.00	238.88
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		7/10/2020	69856
4054819670	UNIFORMS	71.33	\$71.33	0.00	71.33

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	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M	7/10/2020	69928	
4055454437	UNIFORMS	103.06	\$103.06	0.00	103.06
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Vendor Total:		1,792.00	0.00	1,792.00
010832	COMCAST		7/10/2020	69929	
0042221JUL'20	INTERNET - JULY'20 - LIB	0.00	\$35.37	0.00	35.37
	Desc: INTERNET - JULY'20 - LIB	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
0134242JUL'20	INTERNET - LF JULY 2020	88.40	\$88.40	0.00	88.40
	Desc: INTERNET - LF JULY 2020	Acct: 30-975-324-0000	TELEPHONE		
	Vendor Total:		123.77	0.00	123.77
011200	CED-TWIN STATE-WHITE RIVER JCT	CED-TWIN STATE-WHITE RIVER JCT	7/10/2020	69857	
9433-412682	BATTERY	0.00	\$16.80	0.00	16.80
	Desc: BATTERY	Acct: 10-325-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		16.80	0.00	16.80
012650	DANIELS INC, NEIL H	NEIL H DANIELS, INC	7/10/2020	69858	
60806	VA CUTOFF BRIDGE REPAIRS	36,000.00	\$41,545.00	0.00	41,545.00
	Desc: VA Cutoff Bridge Repair	Acct: 72-313-313-0510	Town Hwy Structures #BC2056		
	Desc: VA Cutoff town match	Acct: 10-313-318-0000	CONTRACTED SERVICES		
	Vendor Total:		41,545.00	0.00	41,545.00
012665	DANIELS, WANDA	WANDA DANIELS	7/10/2020	69930	
JUL'20	Retiree Reimbursement July 2020	0.00	\$229.17	0.00	229.17
	Desc: Retiree Reimbursement July 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		229.17	0.00	229.17
014447	DUFRESNE GROUP		7/10/2020	69859	
14243	RD FIELD 5E	440.38	\$440.38	0.00	440.38
	Desc: Replacement disposal field 5E final	Acct: 65-964-318-0000	CONTRACTED SERVICES		
14383	Replacement disposal field 5E final	285.00	\$285.00	0.00	285.00
	Desc: replacement disposal field 5E final	Acct: 65-964-318-0000	CONTRACTED SERVICES		
	Desc: Additional Engineering Services	Acct: 65-964-318-0000	CONTRACTED SERVICES		
	Desc: Replacement disposal field 5E final	Acct: 65-964-318-0000	CONTRACTED SERVICES		
14384	RD FIELD 5E	1,718.85	\$1,718.85	0.00	1,718.85
	Desc: Aditonal Engineering Services	Acct: 65-964-318-0000	CONTRACTED SERVICES		
14430	Replacement disposal field 5E final	652.50	\$652.50	0.00	652.50
	Desc: Replacement disposal field 5E final	Acct: 65-964-318-0000	CONTRACTED SERVICES		
14457	Replacement disposal field 5E	475.00	\$475.00	0.00	475.00
	Desc: Replacement disposal field 5E	Acct: 65-964-318-0000	CONTRACTED SERVICES		
14545	Replacement disposal field 5E final	237.50	\$237.50	0.00	237.50
	Desc: Replacement disposal field 5E final	Acct: 65-964-318-0000	CONTRACTED SERVICES		
14579	QUECHEE WWDS AI 2020 - 60%	2,340.00	\$2,340.00	0.00	2,340.00
	Desc: QUECHEE WWDS AI 2020 - 60%	Acct: 65-964-318-0000	CONTRACTED SERVICES		
	Vendor Total:		6,149.23	0.00	6,149.23

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015500	ENDYNE, INC		7/10/2020		69860
334928	WSID 5319 HTFD W TCSP	18.00	\$18.00	0.00	18.00
	Desc: WSID 5319 HTFD W TCSP	Acct: 50-954-318-0000	CONTRACTED SERVICES		
015500	ENDYNE, INC		7/10/2020		69931
336528	WSID 21296 MAXFIELD CMLX	0.00	\$18.00	0.00	18.00
	Desc: WSID 21296 MAXFIELD CMLX	Acct: 10-528-318-0000	CONTRACTED SERVICES		
336765	WSID 21296 MAXFIELD CMLX	0.00	\$20.00	0.00	20.00
	Desc: WSID 21296 MAXFIELD CMLX	Acct: 10-528-318-0000	CONTRACTED SERVICES		
336887	WSID 5319 HTFD	72.00	\$72.00	0.00	72.00
	Desc: WSID 5319 HTFD	Acct: 50-954-318-0000	CONTRACTED SERVICES		
336888	WSID 5320 QUECHEE	18.00	\$18.00	0.00	18.00
	Desc: WSID 5320 QUECHEE	Acct: 55-954-318-0000	CONTRACTED SERVICES		
015500	ENDYNE, INC		7/10/2020		69860
334927	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
	Vendor Total:		236.00	0.00	236.00
016080	CONSOLIDATED COMMUNICATIONS		7/10/2020		69861
11546793396JUN'20	TELEPHONE	0.00	\$97.72	0.00	97.72
	Desc: TELEPHONE	Acct: 10-221-324-0000	TELEPHONE		
11833807752JUN'20	WRJ WATER TANKS - TELEPHONE	322.39	\$322.39	0.00	322.39
	Desc: WRJ WATER TANKS - TELEPHONE	Acct: 50-954-324-0000	TELEPHONE		
12615510982JUN'20	QUECHEE W - TELEPHONE	84.78	\$84.78	0.00	84.78
	Desc: QUECHEE W - TELEPHONE	Acct: 55-953-324-0000	TELEPHONE		
13444320594JUN'20	HTFD RADIO CIRCUITS	0.00	\$522.39	0.00	522.39
	Desc: HTFD RADIO CIRCUITS	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
	Vendor Total:		1,027.28	0.00	1,027.28
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	7/10/2020		69862
0962391	MATERIALS	226.81	\$226.81	0.00	226.81
	Desc: MATERIALS	Acct: 65-964-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	Vendor Total:		226.81	0.00	226.81
017110	FISHER AUTO PARTS, INC		7/10/2020		69863
301-044026	SWEeper-PARTS	0.00	\$14.14	0.00	14.14
	Desc: SWEeper-PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-044297	PD-5 PARTS	0.00	\$336.46	0.00	336.46
	Desc: PD-5 PARTS	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		350.60	0.00	350.60
017300	FOGG'S HARDWARE & BUILDING		7/10/2020		69864
881762	MATERIALS	22.45	\$22.45	0.00	22.45
	Desc: MATERIALS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
882620	MATERIALS	0.00	\$3.99	0.00	3.99
	Desc: MATERIALS	Acct: 10-521-320-0000	EQUIP OPERATION & MAINT		
	Vendor Total:		26.44	0.00	26.44

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017316	FOLLENSBEE, DAVID	DAVID FOLLENSBEE	7/10/2020		69865
PO#6848	REIMBURSEMENT CDL	0.00	\$85.25	0.00	85.25
Desc: CDL license		Acct: 10-325-317-0000	PERMITS AND LICENSES		
PO#6850	Boot allowance	0.00	\$112.49	0.00	112.49
Desc: Boot allowance		Acct: 10-325-326-0000	UNIFORMS		
	Vendor Total:		197.74	0.00	197.74
017850	GALLS, LLC		7/10/2020		69866
015850601	UNIFORMS	0.00	\$19.90	0.00	19.90
Desc: UNIFORMS		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
015852545	UNIFORMS	0.00	\$145.77	0.00	145.77
Desc: UNIFORMS		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
	Vendor Total:		165.67	0.00	165.67
019390	GRAINGER		7/10/2020		69932
9581229268	MATERIALS	17.82	\$17.82	0.00	17.82
Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
9578836190	MATERIALS	15.90	\$15.90	0.00	15.90
Desc: MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		33.72	0.00	33.72
019750	GREEN MOUNTAIN ECONOMIC DEV CORP		7/10/2020		69867
1531	FY 2020 GMEDC Memembership dues	0.00	\$4,836.50	0.00	4,836.50
Desc: FY 2020 GMEDC Memembership dues		Acct: 10-622-313-0000	MEMBERSHIP DUES		
	Vendor Total:		4,836.50	0.00	4,836.50
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP	7/10/2020		69868
13611000004JUN'20	HARTFORD VILLAGE STLGT - HWY	0.00	\$65.35	0.00	65.35
Desc: HARTFORD VILLAGE STLGT - HWY		Acct: 10-314-329-0000	ELECTRICITY		
20822960512JUN'20	1732 QUECHEE MAIN ST	0.00	\$29.98	0.00	29.98
Desc: 1732 QUECHEE MAIN ST		Acct: 10-521-329-0000	ELECTRICITY		
33490000008JUN'20	DEPOT ST SIDEWALK LGTS-HWY	0.00	\$48.47	0.00	48.47
Desc: DEPOT ST SIDEWALK LGTS-HWY		Acct: 10-314-329-0000	ELECTRICITY		
36340000003JUN'20	FROST PARK	0.00	\$20.91	0.00	20.91
Desc: FROST PARK		Acct: 10-521-329-0000	ELECTRICITY		
44390000006JUN'20	BILLINGS FARM RD LIGHTS	0.00	\$99.88	0.00	99.88
Desc: BILLINGS FARM RD LIGHTS		Acct: 10-314-329-0000	ELECTRICITY		
59511000008JUN'20	CAMPBELL ST - PUMP STN	42.85	\$42.85	0.00	42.85
Desc: CAMPBELL ST - PUMP STN		Acct: 50-954-329-0000	ELECTRICITY		
67700100000JUN'20	RT 5 POLE 95 - HWY	0.00	\$30.16	0.00	30.16
Desc: RT 5 POLE 95 - HWY		Acct: 10-314-329-0000	ELECTRICITY		
77700100009JUN'20	POLE 1 PLEASANTVIEW TERR	0.00	\$45.76	0.00	45.76
Desc: POLE 1 PLEASANTVIEW TERR		Acct: 10-314-329-0000	ELECTRICITY		
87700100008JUN'20	CHRISTIAN ST POLE 72-50	0.00	\$23.62	0.00	23.62
Desc: CHRISTIAN ST POLE 72-50		Acct: 10-314-329-0000	ELECTRICITY		
89290000002JUN'20	HEMLOCK RIDGE VAULT-WATER	46.12	\$46.12	0.00	46.12
Desc: HEMLOCK RIDGE VAULT-WATER		Acct: 50-954-329-0000	ELECTRICITY		

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
91611000000JUN'20	FERRY RD - SEWER PUMP	122.47	\$122.47	0.00	122.47
	Desc: FERRY RD - SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY		
98340000003JUN'20	A ST PUMP STATION - WW	28.17	\$28.17	0.00	28.17
	Desc: A ST PUMP STATION - WW	Acct: 60-964-329-0000	ELECTRICITY		
98490000001JUN'20	ELM/GILLETTE ST	43.59	\$43.59	0.00	43.59
	Desc: ELM/GILLETTE ST	Acct: 60-964-329-0000	ELECTRICITY		
	Vendor Total:		647.33	0.00	647.33
020070	GREENER WORLD LANDSCAPE			7/10/2020	69869
47059	Soil Testing	0.00	\$635.00	0.00	635.00
	Desc: Soil Testing	Acct: 10-521-318-0000	CONTRACTED SERVICES		
	Vendor Total:		635.00	0.00	635.00
020135	GREENMAN-PEDERSEN, INC			7/10/2020	69870
0294277 - A	Sidewalk - Hartford 03/28-04/24	466.49	\$466.49	0.00	466.49
	Desc: Sidewalk - Hartford 03/28-04/24	Acct: 70-623-318-7021	CONTRACTED SERVICES(GRANT EHI		
0295556 - A	Sidewalk - Hartford 04/25-05/22	2,146.65	\$2,146.65	0.00	2,146.65
	Desc: Sidewalk - Hartford 04/25-05/22	Acct: 70-623-318-7021	CONTRACTED SERVICES(GRANT EHI		
0297489 - A	Sidewalk - Hartford 05/23-06/19	803.55	\$803.55	0.00	803.55
	Desc: Sidewalk - Hartford 05/23-06/19	Acct: 70-623-318-7021	CONTRACTED SERVICES(GRANT EHI		
	Vendor Total:		3,416.69	0.00	3,416.69
020400	HACH COMPANY			7/10/2020	69871
12020819	CHEMICALS	386.31	\$386.31	0.00	386.31
	Desc: CHEMICALS	Acct: 50-952-340-0000	CHEMICALS		
020400	HACH COMPANY			7/10/2020	69933
12024254	CHEMICALS	236.76	\$236.76	0.00	236.76
	Desc: CHEMICALS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		623.07	0.00	623.07
020450	HALEY, CHRISTOPHER	CHRISTOPHER HALEY		7/10/2020	69872
PO#6789	REIMBURSEMENT - BOOTS	0.00	\$150.00	0.00	150.00
	Desc: REIMBURSEMENT - BOOTS	Acct: 10-325-326-0000	UNIFORMS		
	Vendor Total:		150.00	0.00	150.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD		7/10/2020	69873
110390,00330266	WATER - SENIOR CENTER	0.00	\$247.30	0.00	247.30
	Desc: WATER - SENIOR CENTER	Acct: 10-421-328-0000	WATER		
110390,00335689	WATER - SENIOR CENTER	0.00	\$208.80	0.00	208.80
	Desc: WATER - SENIOR CENTER	Acct: 10-421-328-0000	WATER		
113640,00335684	BRIGGS PARK	0.00	\$68.30	0.00	68.30
	Desc: BRIGGS PARK	Acct: 10-521-328-0000	WATER		
120800,00335686	75 LATHAM WORKS LANE	0.00	\$34.15	0.00	34.15
	Desc: 75 LATHAM WORKS LANE	Acct: 10-521-328-0000	WATER		
130125,00335683	171 BRIDGE STREET	0.00	\$395.27	0.00	395.27
	Desc: 171 BRIDGE STREET	Acct: 10-161-328-0000	WATER		
141210,00335685	45 HIGHLAND AVE WABA	0.00	\$553.76	0.00	553.76

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: 45 HIGHLAND AVE WABA	Acct: 10-530-328-0000	WATER		
410265,00332210	131 WILLARD ROAD FIRE STATION	0.00	\$288.59	0.00	288.59
	Desc: 131 WILLARD ROAD FIRE STATION	Acct: 10-221-328-0000	WATER		
	Vendor Total:		1,796.17	0.00	1,796.17
022025	HEALTHEQUITY, INC.			7/10/2020	69934
G4HWGTY	HRA 2019	0.00	\$10.70	0.00	10.70
	Desc: HRA 2019	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
022025	HEALTHEQUITY, INC.			7/10/2020	69874
OAB5JKW	DCRA 2020	0.00	\$185.13	0.00	185.13
	Desc: DCRA 2020	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
U1JTIAT-1	HCRA 2020	0.00	\$266.49	0.00	266.49
	Desc: HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
1AY9ZKZ	HCRA 2020	0.00	\$364.29	0.00	364.29
	Desc: HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
YPT5E5B	HRA 2020	169.20	\$698.47	0.00	698.47
	Desc: RA Reimburse for HRA 2020	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-171-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-175-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-311-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Reimburse for HRA 2020	Acct: 10-511-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
022025	HEALTHEQUITY, INC.			7/10/2020	69934
KC6XJ6D	HRA 2020	719.00	\$1,827.08	0.00	1,827.08
	Desc: RA Reimburse for HRA 2020	Acct: 10-171-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-175-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Reimburse for HRA 2020	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-311-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-511-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 10-521-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 30-971-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Reimburse for HRA 2020	Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
U1JTIAT-2	HCRA 2020	0.00	\$541.00	0.00	541.00
	Desc: HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
	Vendor Total:		3,893.16	0.00	3,893.16
022400	HERRIN, RANDY	RANDALL HERRIN		7/10/2020	69875
PO#6788	REIMBURSEMENT - BOOTS	95.00	\$95.00	0.00	95.00
	Desc: REIMBURSEMENT - BOOTS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Vendor Total:		95.00	0.00	95.00
023951	INTERNATIONAL ASSOCIATION OF			7/10/2020	69935

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0116330	IACP DUES 7/1/20 - 6/30/21	0.00	\$875.00	0.00	875.00
	Desc: IACP DUES 7/1/20 - 6/30/21	Acct: 10-211-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		875.00	0.00	875.00
025600	KENNEY, RICHARD	RICHARD KENNEY	7/10/2020	69876	
PO#6787	REIMBURSEMENT - BOOTS	149.99	\$149.99	0.00	149.99
	Desc: REIMBURSEMENT - BOOTS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Desc: REIMBURSEMENT - BOOTS	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Vendor Total:		149.99	0.00	149.99
026931	LANTAGNE, GWENDOLYN E	GWENDOLYN E LANTAGNE	7/10/2020	69936	
PO#6869	MISC OFFICE SUPPORT W/E 07.10.20	0.00	\$172.50	0.00	172.50
	Desc: MISC OFFICE SUPPORT W/E 07.10.20	Acct: 10-171-318-0000	CONTRACTED SERVICES		
	Vendor Total:		172.50	0.00	172.50
027100	LAVALLEY BUILDING SUPPLY, INC		7/10/2020	69937	
WL4299063-01	POLY TARP	5.58	\$5.58	0.00	5.58
	Desc: POLY TARP	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		5.58	0.00	5.58
027400	LEBANON, CITY OF	CITY OF LEBANON	7/10/2020	69877	
JUN'20 WW	June 2020 grit disposal	5,164.50	\$5,164.50	0.00	5,164.50
	Desc: June 2020 grit disposal	Acct: 60-961-318-0000	CONTRACTED SERVICES		
JUN'20	SW Tipping Fees June'20-LF	6,059.85	\$6,059.85	0.00	6,059.85
	Desc: SW Tipping Fees June'20-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Desc: SW Tipping Fees June'20-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Vendor Total:		11,224.35	0.00	11,224.35
027550	LEBANON, CITY OF	CITY OF LEBANON	7/10/2020	69878	
845186	REFUND - BOSTON RED SOX TRIP	0.00	\$1,539.00	0.00	1,539.00
	Desc: REFUND - BOSTON RED SOX TRIP	Acct: 10-516-325-0000	REFUNDS		
	Vendor Total:		1,539.00	0.00	1,539.00
027700	DE LAGE LANDEN	DE LAGE LANDEN	7/10/2020	69938	
68435174	LEASE - COPIER JUL'20	0.00	\$67.17	0.00	67.17
	Desc: LEASE - COPIER JUL'20	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: LEASE - COPIER JUL'20	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
68435184	LEASE COPIER - JULY 2020	0.00	\$63.11	0.00	63.11
	Desc: LEASE COPIER - JULY 2020	Acct: 10-622-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE COPIER - JULY 2020	Acct: 10-174-320-0000	EQUIP OPERATION/MAINT-OFFICE		
68435182	LEASE COPIER - JULY'20 - REC	0.00	\$63.11	0.00	63.11
	Desc: LEASE COPIER - JULY'20 - REC	Acct: 10-511-318-0000	CONTRACTED SERVICES		
68435188	LEASE - COPIER JUL'20 - LF	37.81	\$37.81	0.00	37.81
	Desc: LEASE - COPIER JUL'20 - LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
	Vendor Total:		231.20	0.00	231.20
028850	MAGEE OFFICE EQUIPMENT INC.		7/10/2020	69939	
C-01078869	LEASE WIDE COPIER 07.29-10.29	412.40	\$515.50	0.00	515.50

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	Desc: wide format copier	Acct: 10-325-320-0000	EQUIPMENT OPER/MAINT - OFFICE		
	Desc: wide format copier	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: wide format copier	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Desc: wide format copier	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Desc: wide format copier	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Vendor Total:			515.50	0.00	515.50
029096	MANBY, C ROBERT JR, PC	C. ROBERT MANBY JR., PC	7/10/2020		69879
4643	EXECUSUITE-132 S MAIN	0.00	\$75.00	0.00	75.00
	Desc: EXECUSUITE-132 S MAIN	Acct: 10-141-318-0000	CONTRACTED SERVICES		
4549	SYKES/LEHMAN ROUNDABOUT	450.00	\$450.00	0.00	450.00
	Desc: SYKES/LEHMAN ROUNDABOUT	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
4642	LEGAL:BASEBALL 32-14 MUSCO LIGHT	0.00	\$300.00	0.00	300.00
	Desc: LEGAL:BASEBALL 32-14 MUSCO LIGHTS	Acct: 10-141-318-0000	CONTRACTED SERVICES		
4644	LEGAL:CITIZENS BANK	0.00	\$975.00	0.00	975.00
	Desc: LEGAL:CITIZENS BANK	Acct: 10-141-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,800.00	0.00	1,800.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	7/10/2020		69880
210653339	OFFICE SUPPLIES	0.00	\$32.99	0.00	32.99
	Desc: OFFICE SUPPLIES	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
CR8094929	RETURN - OFFICE SUPPLIES	0.00	\$-32.99	0.00	-32.99
	Desc: RETURN - OFFICE SUPPLIES	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	7/10/2020		69940
211823190	OFFICE SUPPLIES	0.00	\$65.87	0.00	65.87
	Desc: OFFICE SUPPLIES	Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	7/10/2020		69880
211503735	DESINFECTANT SPRAY	0.00	\$110.55	0.00	110.55
	Desc: DESINFECTANT SPRAY	Acct: 10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
211602251	TONER - COVID	0.00	\$151.99	0.00	151.99
	Desc: TONER - COVID	Acct: 10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
210055875	FACE MASKS - COVID	0.00	\$1,435.20	0.00	1,435.20
	Desc: FACE MASKS - COVID	Acct: 10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
210862042	OFFICE SUPPLIES	0.00	\$30.38	0.00	30.38
	Desc: OFFICE SUPPLIES	Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
211314823	ENVELOPES	0.00	\$11.96	0.00	11.96
	Desc: ENVELOPES	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
211441661	WATER	9.98	\$9.98	0.00	9.98
	Desc: WATER	Acct: 30-971-328-0000	WATER		
	Desc: WATER	Acct: 30-974-328-0000	WATER		
211517818	Address Labels	0.00	\$71.98	0.00	71.98
	Desc: Address Labels	Acct: 10-131-323-0000	MATERIALS & SUPPLIES		
211557034	OFFICE SUPPLIES	0.00	\$11.14	0.00	11.14
	Desc: OFFICE SUPPLIES	Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
211589179	CLEANING WIPES - COVID	0.00	\$40.69	0.00	40.69
	Desc: CLEANING WIPES - COVID	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: CLEANING WIPES - COVID	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		

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Vendor Total:			1,939.74	0.00	1,939.74
030040	MCDONOUGH, JAY	JAY MCDONOUGH	7/10/2020		69881
JAN-FEB'20	UVAC Reimbursement	0.00	\$56.00	0.00	56.00
	Desc: UVAC Reimbursement	Acct: 10-511-313-0000	MEMBERSHIP DUES		
Vendor Total:			56.00	0.00	56.00
030250	MCNALL, KAREN	KAREN MCNALL	7/10/2020		69882
JAN-MAR'20	UVAC Reimbursement	0.00	\$84.00	0.00	84.00
	Desc: UVAC Reimbursement	Acct: 10-511-313-0000	MEMBERSHIP DUES		
030250	MCNALL, KAREN	KAREN MCNALL	7/10/2020		69941
2020- 4	CARD MAKING WORKSHOP JULY 1	0.00	\$51.20	0.00	51.20
	Desc: CARD MAKING WORKSHOP JULY 1	Acct: 10-515-318-0000	CONTRACTED SERVICES		
Vendor Total:			135.20	0.00	135.20
031390	MODERN CLEANERS & TAILORS, INC		7/10/2020		69883
1457	SERVICES JUNE 2020	0.00	\$440.75	0.00	440.75
	Desc: SERVICES JUNE 2020	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			440.75	0.00	440.75
031441	MONAGHAN SAFAR DUCHAM PLLC		7/10/2020		69884
15333	LEGAL PERSONNEL & WHO IMPACT	0.00	\$3,465.50	0.00	3,465.50
	Desc: LEGAL PERSONNEL & WHO IMPACT	Acct: 10-141-318-0000	CONTRACTED SERVICES		
15444	Legal-PW Union Contract	0.00	\$52.50	0.00	52.50
	Desc: Legal-PW Union Contract	Acct: 10-141-318-0000	CONTRACTED SERVICES		
Vendor Total:			3,518.00	0.00	3,518.00
031800	MOSES, KYLE		7/10/2020		69885
PO#6847	REIMBURSEMENT Operator grade 2 exa	101.00	\$101.00	0.00	101.00
	Desc: REIMBURSEMENT Operator grade 2 exam	Acct: 60-961-317-0000	PERMITS & LICENSES		
Vendor Total:			101.00	0.00	101.00
031976	MUNSON EARTH MOVING CORP		7/10/2020		69886
20-029 - 1	S MAIN STR UTILITY & ROADWAY IMPI	60,697.74	\$60,697.74	0.00	60,697.74
	Desc: Services 6/1-6/17/20	Acct: 60-965-544-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
	Desc: Services 6/1-6/17/20	Acct: 50-954-543-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
	Desc: Services 6/1-6/17/20	Acct: 13-921-360-0100	S. Main St Infrastructure- Construction		
Vendor Total:			60,697.74	0.00	60,697.74
033600	NEW ENGLAND STATE POLICE		7/10/2020		69942
INV202000873	NESPIN ANNUAL MEMBERSHIP FY21	0.00	\$100.00	0.00	100.00
	Desc: NESPIN ANNUAL MEMBERSHIP FY21	Acct: 10-211-313-0000	MEMBERSHIP DUES		
Vendor Total:			100.00	0.00	100.00
034925	NORTHEAST RESOURCE RECOVERY ASSC		7/10/2020		69887
73885	HAULING FEES - MAY 2020	247.80	\$247.80	0.00	247.80
	Desc: HAULING FEES - MAY 2020	Acct: 30-971-318-0000	CONTRACTED SERVICES		

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74122	Clean Glass Shipment - LF	509.20	\$509.20	0.00	509.20
	Desc: Clean Glass Shipment - LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			757.00	0.00	757.00
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS	7/10/2020		69888
0572362	MSW/RECYCLING JUNE 2020	2,649.46	\$2,649.46	0.00	2,649.46
	Desc: MSW Transport June'20-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Desc: Recycling Processing June'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Desc: Recyc Transport June'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
0572425	CURBSIDE RECYCLING-JUNE 2020	20,023.17	\$20,023.17	0.00	20,023.17
	Desc: Curbside Recy Mthly Chgs June'20-LF	Acct: 30-931-318-0000	CONTRACTED SERVICES		
	Desc: Curbside Recy Disp Z-Sort June'20-L	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Vendor Total:			22,672.63	0.00	22,672.63
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	7/10/2020		69889
9600004122JUN'20	TRASH PICK UP JUNE 2020	0.00	\$904.93	0.00	904.93
	Desc: Disposal of Trash for 2020 Green-Up	Acct: 10-611-318-0000	CONTRACT SERVICES		
	Desc: Disposal of Trash 2020 Green-Up - H	Acct: 10-611-318-0000	CONTRACT SERVICES		
	Desc: TRASH PICK UP JUNE 2020 - T H	Acct: 10-161-318-0000	CONTRACTED SERVICES		
9600004148JUN'20	TRASH PICK UP - JUNE 20- BUGBEE	0.00	\$172.26	0.00	172.26
	Desc: TRASH PICK UP - JUNE 20- BUGBEE	Acct: 10-421-318-0000	CONTRACTED SERVICES		
9600004155JUN'20	TRASH PICK-UP JUNE 2020	0.00	\$188.07	0.00	188.07
	Desc: TRASH PICK-UP JUNE 2020	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: TRASH PICK-UP JUNE 2020	Acct: 10-221-318-0000	CONTRACTED SERVICES		
	Desc: TRASH PICK-UP JUNE 2020	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
9600306162JUN'20	TRASH PICK UP - JUNE 20 - MAXFIELD	0.00	\$128.00	0.00	128.00
	Desc: TRASH PICK UP - JUNE 20 - MAXFIELD	Acct: 10-527-318-0000	CONTRACTED SERVICES		
9600291752JUN'20	TRASH PICK UP - JUNE 20 - WABA	0.00	\$125.00	0.00	125.00
	Desc: TRASH PICK UP - JUNE 20 - WABA	Acct: 10-521-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,518.26	0.00	1,518.26
035050	NORTHERN NURSERIES INC		7/10/2020		69890
M5144500002337	LIME	30.00	\$30.00	0.00	30.00
	Desc: LIME	Acct: 60-964-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			30.00	0.00	30.00
035550	NUNEZ, JOHN T	JOHN T NUNEZ	7/10/2020		69943
JUL'20	Retiree Reimbursement July 2020	0.00	\$229.17	0.00	229.17
	Desc: Retiree Reimbursement July 2020	Acct: 10-511-418-0100	Retiree Health Insurance		
Vendor Total:			229.17	0.00	229.17
037551	PITNEY BOWES INC	PURCHASE POWER	7/10/2020		69891
JUN'20	POSTAGE	539.95	\$1,060.90	0.00	1,060.90
	Desc: Postage	Acct: 10-121-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-171-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-151-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-511-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-622-322-0000	POSTAGE		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Postage	Acct: 10-175-322-0000	POSTAGE		
	Desc: Postage	Acct: 50-955-322-0000	POSTAGE		
	Desc: Postage	Acct: 55-955-322-0000	POSTAGE		
	Desc: Postage	Acct: 60-965-322-0000	POSTAGE		
	Desc: Postage	Acct: 65-965-322-0000	POSTAGE		
	Desc: Postage	Acct: 30-975-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-211-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-221-322-0000	POSTAGE		
	Vendor Total:		1,060.90	0.00	1,060.90
037751	PONZONI, JOAN	JOAN PONZONI	7/10/2020		69944
JUL'20	Retiree Reimbursement July 2020	248.12	\$310.14	0.00	310.14
	Desc: Retiree Reimbursement July 2020	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retiree Reimbursement July 2020	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retiree Reimbursement July 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retiree Reimbursement July 2020	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: R etiree Reimbursement July 2020	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
037751	PONZONI, JOAN	JOAN PONZONI	7/10/2020		69892
JUN'20	Retiree Reimbursement June 2020	248.12	\$310.14	0.00	310.14
	Desc: Retiree Reimbursement June 2020	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retiree Reimbursement June 2020	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retiree Reimbursement June 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retiree Reimbursement June 2020	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retiree Reimbursement June 2020	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		620.28	0.00	620.28
038188	LL POTWIN SERVICES		7/10/2020		69893
7167	Cleaning Services COVID	0.00	\$855.00	0.00	855.00
	Desc: Cleaning Services COVID	Acct: 10-161-417-0017	EXTRAORDINARY EXP : COVID-19		
7169	EXTRA SANTIZING FOR COVID-19	0.00	\$976.33	0.00	976.33
	Desc: EXTRA SANTIZING FOR COVID-19	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: EXTRA SANTIZING FOR COVID-19	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
038188	LL POTWIN SERVICES		7/10/2020		69945
7167-1	Cleaning Services - COVID	0.00	\$105.00	0.00	105.00
	Desc: Cleaning Services - COVID	Acct: 10-161-417-0017	EXTRAORDINARY EXP : COVID-19		
7182	EXTRA CLEANING SERVICES JUL 1 &2	0.00	\$105.19	0.00	105.19
	Desc: EXTRA CLEANING SERVICES JUL 1 &2	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
	Desc: EXTRA CLEANING SERVICES JUL 1 &2	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
038188	LL POTWIN SERVICES		7/10/2020		69893
7168	Cleaning Services	0.00	\$1,905.50	0.00	1,905.50
	Desc: Cleaning Services	Acct: 10-161-318-0000	CONTRACTED SERVICES		
7170	JANITORIAL SERVICES 6/5 - 6/30	0.00	\$977.47	0.00	977.47
	Desc: JANITORIAL SERVICES 6/5 - 6/30	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: JANITORIAL SERVICES 6/5 - 6/30	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
038188	LL POTWIN SERVICES		7/10/2020		69945
7181	CLEANING SERVICES JUL 1 &2	0.00	\$150.38	0.00	150.38
	Desc: CLEANING SERVICES JUL 1 &2	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: CLEANING SERVICES JUL 1 &2	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		

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7168-2	Cleaning Services	0.00	\$190.55	0.00	190.55
Desc: Cleaning Services		Acct: 10-161-318-0000	CONTRACTED SERVICES		
Vendor Total:			5,265.42	0.00	5,265.42
038340	PREFERRED CONTRACTORS, INC		7/10/2020	69946	
2429-24653	Refrigeration plant maintenance	0.00	\$1,252.50	0.00	1,252.50
Desc: Refrigeration plant maintenance		Acct: 10-530-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,252.50	0.00	1,252.50
038495	PRIORITY EXPRESS, INC.		7/10/2020	69894	
81722027	INTERLIBRARY LOAN	0.00	\$20.00	0.00	20.00
Desc: INTERLIBRARY LOAN		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
81722025	INTERLIBRARY LOAN	0.00	\$20.00	0.00	20.00
Desc: INTERLIBRARY LOAN		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
81722026	INTERLIBRARY LOAN	0.00	\$20.00	0.00	20.00
Desc: INTERLIBRARY LOAN		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
81722028	INTERLIBRARY LOAN	0.00	\$20.00	0.00	20.00
Desc: INTERLIBRARY LOAN		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			80.00	0.00	80.00
039710	REED TRUCK SERVICES INC, S G	SG REED TRUCK SERVICES INC,	7/10/2020	69895	
1158	Repairs made H-8	0.00	\$609.43	0.00	609.43
Desc: Repairs made H-8		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			609.43	0.00	609.43
040250	RICHARD ELECTRIC, INC.		7/10/2020	69896	
43050	Wilder Pump Station	774.57	\$774.57	0.00	774.57
Desc: Wilder Pump Station		Acct: 60-962-318-0000	CONTRACTED SERVICES		
43066	SERVICE CALL	127.50	\$127.50	0.00	127.50
Desc: SERVICE CALL		Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			902.07	0.00	902.07
040375	RICKER, ALLYN	ALLYN RICKER	7/10/2020	69947	
JUL'20	Retiree Reimbursement July 2020	0.00	\$310.14	0.00	310.14
Desc: Retiree Reimbursement July 2020		Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			310.14	0.00	310.14
040516	PERRY, DIANE	DIANE PERRY	7/10/2020	69897	
PO#6803	PETTY CASH	0.00	\$48.62	0.00	48.62
Desc: TOLLS		Acct: 10-211-311-0000	TRAVEL & MEETINGS		
Desc: U-HAUL BOX		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Desc: USPS-POSTAGE-DISCOVERY		Acct: 10-211-322-0000	POSTAGE		
Desc: GAS-CRUISER		Acct: 10-211-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:			48.62	0.00	48.62
040751	ROGERS, LARRY	LARRY ROGERS	7/10/2020	69948	
JUL'20	Retiree Reimbursement July 2020	238.60	\$238.60	0.00	238.60
Desc: Retiree Reimbursement July 2020		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		

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Vendor Total:			238.60	0.00	238.60
041401	S&S WORLDWIDE INC		7/10/2020		69898
IN100526469	Camp Supplies	0.00	\$3,625.40	0.00	3,625.40
	Desc: Camp Supplies	Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			3,625.40	0.00	3,625.40
041471	SAFELITE AUTOGLASS	SAFELITE FULFILLMENT, INC	7/10/2020		69949
629337	RAIN SENSOR	0.00	\$251.67	0.00	251.67
	Desc: RAIN SENSOR	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			251.67	0.00	251.67
041735	SCHWAAB INC		7/10/2020		69899
C087763	OFFICE SUPPLIES	0.00	\$77.24	0.00	77.24
	Desc: OFFICE SUPPLIES	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
	Desc: OFFICE SUPPLIES	Acct: 10-131-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			77.24	0.00	77.24
043185	SOLOMITA, BRITTNEY	BRITTNEY SOLOMITA	7/10/2020		69900
PO#6856	REIMBURSEMENT Disinfecting wipes	0.00	\$29.98	0.00	29.98
	Desc: REIMBURSEMENT Disinfecting wipes	Acct: 10-325-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:			29.98	0.00	29.98
043315	NATIONAL CENTER FOR SAFETY INITIATI		7/10/2020		69901
150130	BACKGROUND CHECK - MAR'20	0.00	\$135.00	0.00	135.00
	Desc: BACKGROUND CHECK - MAR'20	Acct: 10-514-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			135.00	0.00	135.00
044204	STEARNS SEPTIC SERVICE, LLC		7/10/2020		69902
2020-261	Emergency pumping on Bridge Street	822.50	\$822.50	0.00	822.50
	Desc: Emergency pumping on Bridge Street	Acct: 60-964-318-0000	CONTRACTED SERVICES		
Vendor Total:			822.50	0.00	822.50
044913	SWEEPER PARTS SALES SPS INC.		7/10/2020		69903
29561	H-9 PARTS	0.00	\$546.40	0.00	546.40
	Desc: H-9 PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			546.40	0.00	546.40
045484	TELEPHONE & NETWORK TECHNOLOGIES		7/10/2020		69904
3138	UPGRADE PUBLIC SAFETY PHONE SY	0.00	\$817.00	0.00	817.00
	Desc: UPGRADE PUBLIC SAFETY PHONE SYS	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
3611	UPGRADE PUBLIC SAFETY PHONE SY	0.00	\$415.30	0.00	415.30
	Desc: UPGRADE PUBLIC SAFETY PHONE SYS	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
80055	Various PBX work	0.00	\$395.00	0.00	395.00
	Desc: Various PBX work	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
3788	WILDIX POWER SUPPLIES	0.00	\$143.00	0.00	143.00
	Desc: WILDIX POWER SUPPLIES	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		

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2639	Various PBX work	0.00	\$681.00	0.00	681.00
	Desc: Various PBX work	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
2036	Various PBX work	0.00	\$1,650.00	0.00	1,650.00
	Desc: Various PBX work	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
3810	POWER SUPPLIES FOR IP PHONES PI	0.00	\$318.00	0.00	318.00
	Desc: POWER SUPPLIES FOR IP PHONES PD	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
Vendor Total:			4,419.30	0.00	4,419.30
046200	TOWNLIN EQUIPMENT SALES INC			7/10/2020	69905
IC68900	KUBOTA MOWER PARTS	0.00	\$191.22	0.00	191.22
	Desc: KUBOTA MOWER PARTS	Acct: 10-521-320-0000	EQUIP OPERATION & MAINT		
Vendor Total:			191.22	0.00	191.22
046945	TUSTIN, HANNAH	HANNAH TUSTIN		7/10/2020	69906
PO#6790	REIMBURSEMENT - WATER	80.54	\$80.54	0.00	80.54
	Desc: Water for South Main St	Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
	Desc: water for South Main Street	Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			80.54	0.00	80.54
046950	TWIN STATE SAND AND GRAVEL CO			7/10/2020	69907
94501	CONCRETE SAND	258.38	\$258.38	0.00	258.38
	Desc: CONCRETE SAND	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
94276	Twin Pack	0.00	\$1,046.92	0.00	1,046.92
	Desc: Twin Pack	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,305.30	0.00	1,305.30
047715	UPPER VALLEY HUMANE SOCIETY			7/10/2020	69950
1036	ANIMAL SHELTER SERVICES CONTRA	0.00	\$3,500.00	0.00	3,500.00
	Desc: ANIMAL SHELTER SERVICES CONTRACT	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Vendor Total:			3,500.00	0.00	3,500.00
048300	VALLEY NEWS	VALLEY NEWS		7/10/2020	69908
125911JUN'20	VALLEY NEWS ADS - JUNE 2020	0.00	\$537.20	0.00	537.20
	Desc: AD#43831 SB AGENDA 06.09.20	Acct: 10-111-312-0000	ADVERTISING		
	Desc: AD#44268 NOTICE TO TAXPAYERS	Acct: 10-174-312-0000	ADVERTISING		
	Desc: AD#44564 SB AGENDA 06.30.20	Acct: 10-111-312-0000	ADVERTISING		
123440MAR'20	VALLEY NEWS ADS - MARCH 2020	0.00	\$204.90	0.00	204.90
	Desc: AD#320779 RABIES CLINIC	Acct: 10-151-312-0000	ADVERTISING		
	Desc: AD#321290 HTFD HAZARD MITIGATION	Acct: 10-622-312-0000	ADVERTISING		
125978,44034	VALLEY NEWS AD - JUNE 2020	95.20	\$95.20	0.00	95.20
	Desc: AD#44034 RFP SLUDGE HAULING & GREAS	Acct: 60-965-312-0000	ADVERTISING		
Vendor Total:			837.30	0.00	837.30
049525	VERMONT DEPT OF LIBRARIES(75905)	VERMONT DEPT OF LIBRARIES(75905)		7/10/2020	69951
30005535	2020-2021 RB DIGITAL LIB MEMBERSH	0.00	\$181.50	0.00	181.50
	Desc: 2020-2021 RB DIGITAL LIB MEMBERSHIP	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			181.50	0.00	181.50

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051400	VERMONT STATE TREASURER LICENSES	VERMONT STATE TREASURER	7/10/2020	69909	
APR-JUN'20	10 MARRIAGE LICENSES	0.00	\$500.00	0.00	500.00
Desc:	10 MARRIAGE LICENSES	Acct: 10-151-316-0000	STATE PAYMENT - LICENSES		
	Vendor Total:		500.00	0.00	500.00
052650	WEST LEBANON SUPPLY		7/10/2020	69952	
220000182195	SUPPLIES	132.28	\$132.28	0.00	132.28
Desc:	SUPPLIES	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	Vendor Total:		132.28	0.00	132.28
053695	WIND RIVER ENVIRONMENTAL LLC		7/10/2020	69910	
4645915	QWWTP Sludge Hauling	1,488.00	\$1,488.00	0.00	1,488.00
Desc:	QWWTP Sludge Hauling	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,488.00	0.00	1,488.00
054150	WISDOM & POWER LLC		7/10/2020	69911	
MAR-MAY'20	SOLAR ARRAY - MARCH-MAY 2020	5,895.33	\$5,895.33	0.00	5,895.33
Desc:	SOLAR ARRAY - MARCH-MAY 2020	Acct: 50-952-329-0000	ELECTRICITY		
2019-2020 TRUE-UP	True-Up for 2019-20	893.25	\$893.25	0.00	893.25
Desc:	True-Up for 2019-20	Acct: 50-952-329-0000	ELECTRICITY		
JUN'20	SOLAR ARRAY - JUNE 2020	1,965.11	\$1,965.11	0.00	1,965.11
Desc:	SOLAR ARRAY - JUNE 2020	Acct: 50-952-329-0000	ELECTRICITY		
	Vendor Total:		8,753.69	0.00	8,753.69
054815	WORKSAFE TCI INC		7/10/2020	69912	
15093	Signs for downtown	0.00	\$1,610.30	0.00	1,610.30
Desc:	Signs for downtown	Acct: 10-315-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		1,610.30	0.00	1,610.30
059719	AR CONTROL SERVICES LLC	AR CONTROL SERVICES LLC	7/10/2020	69913	
CS041420H-I	Actuator Motor for Quechee Waste Wa	1,459.00	\$1,459.00	0.00	1,459.00
Desc:	Actuator Motor for Quechee Waste Wa	Acct: 65-963-321-0200	REPAIRS & MAINT - MAINS		
	Vendor Total:		1,459.00	0.00	1,459.00
059843	COUTERMARSH, LYNN	LYNN COUTERMARSH	7/10/2020	69953	
JUL'20	Retiree Reimbursement July 2020	430.45	\$430.45	0.00	430.45
Desc:	Retiree Reimbursement July 2020	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retiree Reimbursement July 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retiree Reimbursement July 2020	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retiree Reimbursement July 2020	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		430.45	0.00	430.45
059847	COUTERMARSH, TOM	TOM COUTERMARSH	7/10/2020	69954	
JUL'20	Retiree Reimbursement July 2020	421.85	\$421.85	0.00	421.85
Desc:	Retiree Reimbursement July 2020	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retiree Reimbursement July 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retiree Reimbursement July 2020	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retiree Reimbursement July 2020	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		

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Vendor Total:			421.85	0.00	421.85
059882	CARY, SANDRA	SANDRA CARY	7/10/2020		69914
2020-9	REIMBURSEMENT - PEXIGLASS SCRE	0.00	\$128.00	0.00	128.00
	Desc: REIMBURSEMENT - PEXIGLASS SCREEN	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			128.00	0.00	128.00
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC		7/10/2020		69915
IN374287	METER - COPIER JUNE'20-REC	0.00	\$61.78	0.00	61.78
	Desc: METER - COPIER JUNE'20-REC	Acct: 10-511-318-0000	CONTRACTED SERVICES		
IN374289	METER - COPIER JUNE 2020	0.00	\$105.07	0.00	105.07
	Desc: METER - COPIER JUNE 2020	Acct: 10-121-318-0000	CONTRACT SERVICES		
IN374737	METER - COPIER JUNE 2020 - DPW	37.88	\$47.36	0.00	47.36
	Desc: METER - COPIER JUNE 2020 - DPW	Acct: 10-325-330-0000	OFFICE EQUIPMENT		
	Desc: METER - COPIER JUNE 2020 - DPW	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER - COPIER JUNE 2020 - DPW	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER - COPIER JUNE 2020 - DPW	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: METER - COPIER JUNE 2020 - DPW	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
IN374285	METER - COPIER JUNE 2020	0.00	\$59.70	0.00	59.70
	Desc: METER - COPIER JUNE 2020	Acct: 10-622-323-0000	MATERIAL & SUPPLIES		
	Desc: METER - COPIER JUNE 2020	Acct: 10-174-323-0000	MATERIAL & SUPPLIES		
IN374286	METER-COPIER JUN'20-FD	0.00	\$48.10	0.00	48.10
	Desc: METER-COPIER JUN'20-FD	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN374284	METER - COPIER JUN 2020-LF	5.20	\$5.20	0.00	5.20
	Desc: METER - COPIER JUN 2020-LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
IN374288	METER-COPIER JUN'20	0.00	\$14.24	0.00	14.24
	Desc: METER-COPIER JUN'20	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: METER-COPIER JUN'20	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			341.45	0.00	341.45
060306	TARGET SOLUTIONS LLC	TARGET SOLUTIONS LEARNING, LLC	7/10/2020		69955
INV6693	ANNUAL CREW SCHEDULE 2020-2021	0.00	\$3,193.05	0.00	3,193.05
	Desc: ANNUAL CREW SCHEDULE 2020-2021	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Vendor Total:			3,193.05	0.00	3,193.05
500894	SECURSHRED	SECURSHRED	7/10/2020		69916
337246	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
	Desc: SHREDDING SERVICES	Acct: 10-325-318-0000	CONTRACT SERVICES		
338286	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
	Desc: SHREDDING SERVICES	Acct: 10-161-318-0000	CONTRACTED SERVICES		
Vendor Total:			44.00	0.00	44.00
502051	LISTEN COMMUNITY SERVICES		7/10/2020		69917
1623363	REFUND - CAMP VENTURES	0.00	\$70.00	0.00	70.00
	Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000	REFUNDS		
844072	REFUND - CAMP VENTURES	0.00	\$85.00	0.00	85.00
	Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000	REFUNDS		
844070	REFUND - CAMP VENTURES	0.00	\$85.00	0.00	85.00

Report Date: 7/10/20
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Check Date: 7/10/2020 - 7/10/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		240.00	0.00	240.00
502377	EASTMAN, KAI	KAI EASTMAN	7/10/2020		69918
	PO#6786 Kai's boot allowance	150.00	\$150.00	0.00	150.00
	Desc: Kai's boot allowance	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Vendor Total:		150.00	0.00	150.00
502636	SALLS, DAKOTA	DAKOTA SALLS	7/10/2020		69919
	843983 REFUND - CAMP VENTURES	0.00	\$25.00	0.00	25.00
	Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		25.00	0.00	25.00
502637	MAYER, TRACY	TRACY MAYER	7/10/2020		69920
	845083 REFUND - YOUTH BASEBALL	0.00	\$40.00	0.00	40.00
	Desc: REFUND - YOUTH BASEBALL	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		40.00	0.00	40.00
502638	CHEZHIYA, IRMA	IRMA CHEZHIYA	7/10/2020		69921
	845251 REFUND - CAMP VENTURES	0.00	\$145.00	0.00	145.00
	Desc: REFUND - CAMP VENTURES	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		145.00	0.00	145.00
502639	BERRY, CLAYTON	CLAYTON BERRY	7/10/2020		69922
	844397 REFUND - LACROSSE	0.00	\$150.00	0.00	150.00
	Desc: REFUND - LACROSSE	Acct: 10-514-325-0000	REFUNDS		
	Vendor Total:		150.00	0.00	150.00
FUND 1 0			Bank Total:		849,999.90
	Holdback Total				880,803.42
Batch Totals:		0.00	775,724.16	0.00	1,656,527.58

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Check Date: 7/10/2020 - 7/10/2020

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

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