



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, October 20, 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: N/A

3. Town Manager's Report:

4. Board Reports, Motions & Ordinances:

- a. VTRANS VA Cutoff Bridge Presentation
- b. 2022 Budget for Consideration
- c. Quechee Fire Presentation (10 Minutes)
- d. Pool Bond Town Vote
- e. Award Hartford Well #2 Clean and Redevelop Contract

- f. Cargill Salt Contract Award
- g. Round #2 of Special \$2K COVID RECOVERY GRANTS
- h. Ratify Ideal Candidate Town Manager Profile
- i. Mask on Hartford Campaign

VI. Commission Meeting Reports

VII. Consent Agenda (motion required)

Approve Payroll Ending: 10/17/2020

Approve Meeting Minutes of: 10/6/2020

Approve A/P Manifest of: 10/16/2020 & 10/20/2020

Selectboard Meeting Dates of:

- Already Approved:
 - 11/2/2020 Monday – Regular & Budget Meeting
 - 11/5/2020 Thursday - Budget Meeting
 - 11/17/2020 Tuesday – Regular & Budget Meeting
 - 11/19/2020 Thursday - Budget Meeting

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

IX. Adjourn the Selectboard Meeting (motion required)

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



AGENDA MEMORANDUM

October 16, 2020

Town Selectboard Meeting Item: 4.a.

Submitted by: Hannah Tyler, Director of Public Works

- Subject:** VA Cutoff Bridge (Bridge #7)
- Background:** The State of Vermont, Agency of Transportation has been very busy developing preliminary plans for the replacement of the VA Cutoff Bridge. In 2019, members of that project team attended several board meetings to present alternatives.
- Discussion:** The State of Vermont and the HNTB team are joining us this evening to provide a project update, discuss broad timelines, and project complexities.
- Impact:** None at this time
- Recommendation:** N/A

TOWN OF HARTFORD
Vermont

TO: Honorable Selectboard

FROM: Patrick MacQueen
Interim Town Manager

DATE: October 19, 2020

RE: FY22 Budget Message

Submitted herewith for Selectboard consideration is the Town Manager's budget for the 2022 Fiscal year.

GENERAL FUND

The General Fund is the Town's largest fund and the one that receives by far the most attention because it is the fund which is supported to a large degree by property taxes.

In the midst of all the uncertainty brought on by the pandemic, putting out a municipal budget in the face of such uncertainty is not an easy thing for a Selectboard to do. Property tax payments continue to lag well behind normal for this time of year. On the other hand, it may be as simple as the average taxpayer saying to him or herself there is no reason to pay this until I have to.

Overall, this budget continues funding all current initiatives in the FY21 budget. However, it adds no additional initiatives with two exceptions:

The first is funding for the new position of Assistant Finance Director. It is my opinion that this is a glaring weakness in the town's current financial management situation where there is no back up to support any absence of the Finance Director. Also, it provides some needed additional capacity to manage and take on existing and additional grant funding.

The second is the provision of \$75k of selected funding as requested by the Committee on Homelessness.

Overall, not counting these two new additions described above, the General Fund Budget proposed spending in this budget has been held substantially even with current year spending. As the Board is aware, Departments were asked and did respond with budget reductions of 5% and 10%, all of which show up in separate columns in this budget along with narrative explanations which indicate what is being reduced in each case. Accordingly, the Board is in a better position to

adjust the budget if need be in a way that is more effective than it would otherwise be. Again, apart from the two new additions mentioned below, the FY22 budget submitted herewith holds General Fund spending essentially flat at \$17.6M over the FY21 current year.

However, one of the larger adjustments to be dealt with in this budget is the guidance from the Board to take no funds as revenue from Unassigned Fund Balance (UFB). The amount that was taken as non-property tax revenue for the FY21 budget year we are in was \$742,472 and last year (FY20) it was \$865,013. This is roughly equivalent to 5% of the property tax revenue proposed this year to offset property taxes. Because this translates to an equivalent increase in the property tax, the impact will be very noticeable in any budget that the Board puts together. While the guidance from the Board to discontinue the bad habit of making up budget revenue from the UFB is very good guidance, trying to discontinue that bad habit all in one year may be difficult. Consideration should be given to making this course correction over the course of say three to five years rather than all at once.

In September of this year the Board provided a Budget Guidance Memo for the staff to use in putting together the proposed FY '22 budget. The preparation of the budget started almost simultaneously with the provision of this memo so there was little time to consider it before being immersed in the budget cutting exercise. The preoccupation of the staff in putting the budget together was what was perceived to be the over-riding directive of the Board's Budget Guidance Memo to show flat and reduced budgets along with the directive of not allocating funds from UAB adding to the already challenging task of further trying to reduce budgets in the face of requests to increase it.

In any event, I feel the need to provide response to the Budget Guidance Memo and how this budget stacks up against it. Each item from the memo is listed below and a quick response as to where it stands:

Do not allocate funds from Unassigned Fund Balance.	<i>Complied.</i>
Submit flat, -5%, -10% departmental budgets.	<i>Complied.</i>
Analyze and assess increase public safety call volume.	<i>Underway pending negotiations</i>
Fund selected short and medium-term goals stated in the Final Report of the Hartford Committee on Homelessness.	<i>Complied</i>
Improve Media Presence online	<i>Underway</i>
Continue funding Town marketing plan.	<i>Funded, localized marketing ongoing but town-wide on hold due to Covid</i>
Create town-wide green stormwater management plan (to include soil carbon).	<i>Ongoing review</i>
Develop food forest & commit to Municipal Edible Plantings.	<i>Ongoing</i>
Resolve Downtown parking shortage.	<i>Ongoing</i>
Determine the future of the Transfer Station and Solid Waste	<i>Ongoing</i>
Fund ADA accessibility, snow removal, mowing and year-round maintenance.	<i>Ongoing and never ending.</i>

Consider a Community Wellness Department	<i>Further guidance needed</i>
Fund cemetery management.	<i>Ongoing</i>
Carry out flood criticality analysis and continue storm water and sewage inventory analysis.	<i>Further guidance needed and ongoing</i>
Reduce salt budget when possible without reducing public safety.	<i>Ongoing</i>
Fund implementation of Equity and Inclusion Strategic Plan	<i>Further guidance needed</i>

ENTERPRISE FUNDS

The Town of Hartford has five (5) enterprise funds. An enterprise fund is a fund usually a lot like a utility (water and sewer) which are essentially self-supporting through fees charged for their service. It has two separate Water Funds for water systems in Wilder and Queechee and two separate Sewer Funds again separate for Wilder and Queechee. Each of these four funds stand financially on their own and do not require outside funding from taxes or other sources.

The fifth enterprise fund, the so-called Solid Waste Fund presumably was created as an enterprise fund in the expectation that it would be able to charge fees adequate to offset its costs. This has not turned out to be the case at least to date, and this fund is normally subsidized from the General Fund to make up for its shortfalls. It will be a challenge for the Town and the Public Works Department to modernize and improve the operations and financial base of solid waste operations in the town so that they are better understood and managed both internally and in relation to the regional solid waste district and surrounding solid waste operations.

4.b. DRAFT BUDGET

Click on this link to view
the 2020 Draft Budget

[https://www.hartford-
vt.org/DocumentCenter/View/4654/DRAFT-2020-
Budget-Complete](https://www.hartford-vt.org/DocumentCenter/View/4654/DRAFT-2020-Budget-Complete)



AGENDA MEMORANDUM

October 20, 2020

Town Selectboard Meeting Item: 4c

Submitted by: Scott Cooney, Fire Chief

Subject: Quechee Fire Station Staffing Study

Background: In 2018, the Town sponsored five community forums during the development of the 2019 Town Plan. One of the strategies identified to address “Emergency Service Goals” was to explore staffing options for the Quechee Fire Station. In 2018, the Town authorized increasing fire department staffing to five (5) responders per shift. Call volume has steadily increased in the last few years. In reviewing call volume for the last two years (2018 & 2019), the villages of White River Junction and Hartford make up the highest call volume (2,756). Wilder village experienced 1,124 calls for service and Quechee and West Hartford combined totaled 1,256. The greatest disparity in delivering emergency services town wide is the total response time from the VA Cutoff Rd station to the Quechee and West Hartford villages. In White River Junction, Wilder and Hartford village first responders 90 percent of the time arrive on scene in 7 minutes 44 seconds. In Quechee and West Hartford first responders 90 percent of the time on average arrive in 15 minutes and 30 seconds.

Discussion: Preliminary estimates to renovate the Quechee Station to allow for living quarters is \$500,000. To study the effects of staffing prior to the commitment of construction funding I am recommending leasing/renting a temporary living trailer for the property. For the purpose of staffing two first responders in Quechee with a fire engine and an ambulance. This study to begin for the remaining FY 21 fiscal year and into the FY 22 fiscal year. This would allow the staff to present data that may or may not support the funding of a Quechee station renovation. During the study period the department would evaluate call volume, reduction in response time data, the effects of maintaining staffing levels to support two stations and the impact on fire department operations. In July 2020, the Board approved encumbering \$35,000 for the purpose of installing a fire sprinkler system in the Quechee Station. Rather than funding this project prior to a possible future station renovation I would recommend using a portion of the funds to fund the study in the FY 21 fiscal year, the FY 22 funding would come from the approved budget.

**Financial
Impact:**

Funding the study for the remaining FY 21 fiscal year is approximately \$2,000 per month and would be funded through the \$35,000 previously allocated for the installation of a fire sprinkler system. The funding for the FY 22 fiscal year will be presented in the operating budget.

Recommendation**Motion:**

I move to authorize the Interim Town Manager to enter into a leasing agreement for a temporary building at the Quechee Station. Further, to authorize the Interim Town Manager to use previously encumbered funds to support this project through the remaining FY 21 fiscal year.

Attachments: Addressing Service Gaps PPT
Example Temporary Building Quotation



Hartford Fire

Addressing Service Gaps





2019 HARTFORD TOWN PLAN SUMMER 2018 COMMUNITY FORUMS GOALS, STRATEGIES & ACTIONS

Based on a summary provided by Consultant Rebecca Sanborn Stone,
Community Workshops, LLC

In June and July of 2018, five community forums were held on the following topics:

- Town Plan 101 & Community Priorities
- Energy & Transportation
- Community Facilities/ Services & Historic Preservation
- Natural Resources & Land Use
- Housing & Economic Development

The Community Forums provided a wealth of information and public input. In many instances these are reflective of current activities and aspirations. In other instances, new directions and approaches are suggested. We recognize the community forums were the beginning of a process to further explore these new ideas within the Hartford community, and would take more time than available for the current update of the Town Plan. This summary of the outcomes of the community forums is included in the 2019 Town Plan update as an appendix to recognize their importance and the commitment to further discussion.



Police and Emergency Services Goals

Provide strong police and emergency services to all five villages

Maintain full staffing, equipped stations, and meet response standards throughout Hartford

Build a human-centered approach to law enforcement, emergency and social services

Strengthen coordination between departments and holistic policies focused on wellbeing and positive relationships

Improve police presence and enforcement

Align police response and patrols with community needs and underserved locations

Strategy 1: Build, maintain and staff fire & rescue stations serving all Hartford villages and locations

Actions	More Details	Who
Secure funding and build a fire station in Wilder		Fire Dept. Town Manager
Explore staffing options for Quechee fire station		Fire Dept. Town Manager

Strategy 2: Fully staff Police and Fire departments

Actions	More Details	Who
Expand recruitment and job training programs to hire more police, fire & rescue staff		Police Dept. Fire Dept. Town Manager
Identify and address barriers to recruitment of staff and personnel	Examples: workforce housing, childcare, quality schools, salaries and benefits	Police Dept. Fire Dept. Town Manager



Water Supply and ISO Review, Dec. 2011



During ISO's 2011 evaluation, the Hartford Fire Department received 32.02 points out of a possible for 50 points for Fire Department operations. There were three primary areas in which the department fell noticeably short: company distribution, company personnel, and training. Some deficiencies were noted in four other areas as well: engine companies, reserve pumpers, ladder service, and reserve ladders. However, those deficiencies were not as significant.

Since 2011:

- Company Personnel has been addressed
- Training has been addressed
- **Company Distribution has not yet been addressed**



COVID-19 Pandemic



- Perceived increase in the Quechee Resident Population
- Documented increase of travelers:
 - Health Officers Report:

3/29/2020	MA	49
	NY	32
	CT	6
	NJ	4
	RI	3
	other	15
	Total	109

5/17/2020	MA	148
	NY	52
	CT	19
	NJ	8
	RI	9
	other	44
	Total	280



Calls for Service by District 01/01/18- 8/12/20



Total Calls for Service: 5,136

WRJ & Hartford Village: 2,756

Wilder: 1,124

Quechee: 1,016

(1,256) Combined Q/WH

W. Hartford: 240



Travel Time by District



District	Current Travel Time		Station 2 Travel Time	Travel Time Reduction
	90%		Google	
WRJ/Wilder/Hartford Village	7:44			
Quechee/W Hartford				
Sunrise Area	11:40		3:00	(8:40)
Kingswood Area	19:47		6:00	(13:47)
Simon Pearce	14:32		1:00	(13:32)
Westfield Dr	15:47		10:00	(5:47)



Hartford Station #2 Willard Rd Quechee

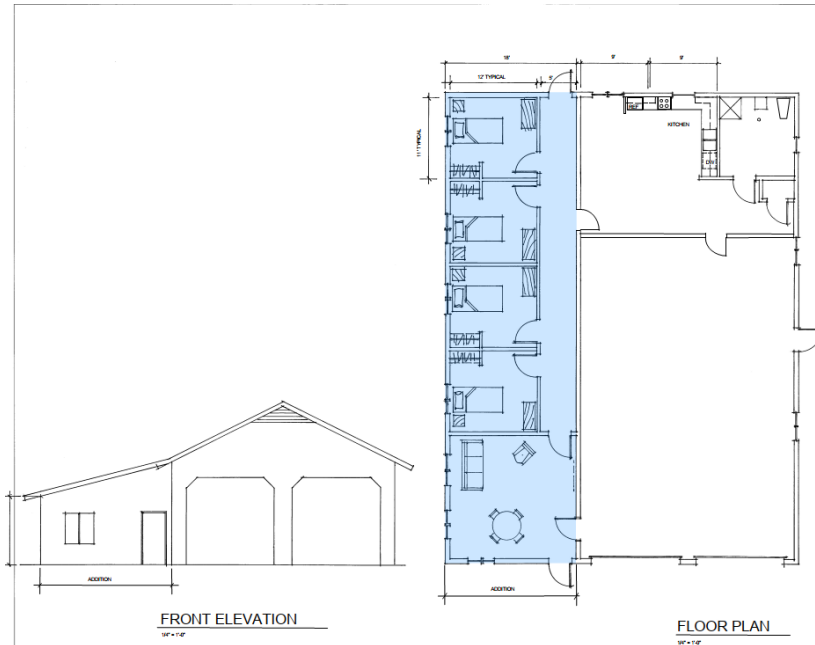




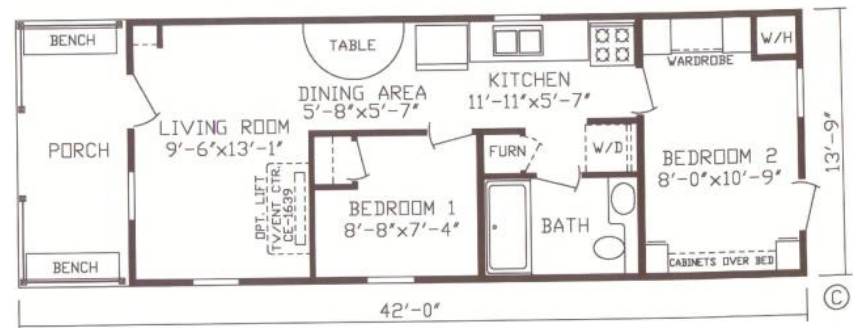
Options: 2 FF/EMT-Paramedics Staff Station 2 Fire Engine/Ambulance



Permanent Addition of Living Space



Temporary Addition of Living Space





Lease Proposal

Prepared for:

SCOTT COONEY

802-598-0061

scooney@hartford-vt.org



www.industrialhousingsolutions.com

866-704-1192 (Phone)

800-283-3774 (Fax)

Proposal #: IHS5478TL/HB



Lease Proposal for:

At Industrial Housing Solutions, we are always looking for innovative products and floor plans to meet our clients' needs. We offer a wide variety of housing options for our clients. We also have the ability to custom build a floor plan to meet your exact requirements. We believe that exceeding your expectations every time is the only way to do business.

Our staff has years of experience and have been specially trained to provide the knowledge and experience needed to be the very best in the industry.

Industrial Housing Solutions will exceed your house leasing needs:

- We are the national leader in industrial on-site housing.
- With over 35 years of experience, our procedures and infrastructure are mature and will be able to quickly accommodate all of your needs.
- Our company services a full range of businesses and industries – nationwide.
- Our company is large enough to service all of your housing needs and small enough to understand the value of “old-fashioned” customer service.
- We have an exceptional performance record, which lends credibility to our ability to deliver as promised.
- We have a wide range of housing options to meet any and all housing needs.
- Your complete satisfaction is our number one goal.



Industrial Housing Solutions will provide the following options:

2 Bedroom Park Model– The Park Model has 2 bedrooms 1 bathrooms, kitchen, dining room, and living room. The mobile home comes standard with a stove, refrigerator, dishwasher, a/c, and washer/dryer.

-

Cost proposal per unit: delivered to White River Junction, Vermont

Required 12-month lease: \$1,775.00 USD/monthly

Delivery and pick-up fees \$2800.00 USD

Block, Level, and Tie-Down: \$1,800.00 USD

Skirting (Optional): \$1,500.00 USD

Security Deposit: \$2,000.00 USD (Refundable)

Lessee is responsible for all required set-up permits.

Lessee is responsible for all utility hook-ups and steps.



Pricing is valid for 30 days and is based upon required 12-month lease. After 30 days, pricing and availability is subject to change. To ensure equipment and pricing of this proposal, please sign and date and send back to our office, including the deposit within 30 days of the assigned date below.

A written lease agreement shall be executed upon approval of this proposal.

Thank you for the opportunity to provide you with this proposal. Please feel free to call with any questions.

Prepared by: Jerry Moore Date: 8/31/2020

Accepted by: _____ Date: _____

From: Garrett Baxter <gbaxter@vlct.org>
Sent: Wednesday, October 7, 2020 3:29 PM
To: Pat MacQueen <pmacqueen@hartford-vt.org>
Subject: RE: Town of Hartford Town Meeting vote

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

Good afternoon Pat and welcome back for your second stint as interim Town-Manager for the Town of Hartford.

As to your question, I'm not sure what to make of this article as it fails to state a term of years for which the Town would be incurring indebtedness. If the Town still intends to bond for this project it should speak with its bond counsel. Since a vote to finance assets over the term of five years must abide by the statutes governing a bond vote [see 24 V.S.A. §§ 1755-1757], and such an article must be in substantially the following form, "Shall the voters authorize (describe public improvement or acquisition) in an amount not to exceed (\$) to be financed over a period not to exceed (number of years)", and since this article again fails to mention any such term, I would question whether the article (I assume it was approved) provides the Selectboard with the requisite legal authority to bond for the stated purpose. Again, that is a question that is best left to the Town's bond counsel who should have been consulted during this process.

Regardless of the legality of the article, I'm not of the opinion that it compels the Selectboard to pursue it even it was. Now, to my knowledge this is a question of first impression, meaning that it has not been ultimately addressed by the VT Supreme Court, so your Town Attorney may have a different take on this matter, but I'm of the position that such an article, if adopted, would only constitute the requisite authorization for the selectboard to borrow the monies necessary to facilitate the acquisition of the capital asset pursuant to 24 V.S.A. § 1786a. It would not serve as a mandate to do so. My focus in coming to this interpretation is on the Legislature's use of the word "authorize", the dictionary definition of which is to give authority to or empower, not to compel. Though your article lacks this language (i.e. "authorize") the voters only have as much authority as the Legislature has given it. This reading would also seem to coincide with the Selectboard's general supervision over the affairs of the town pursuant to 24 V.S.A. § 872, which imbues it with the authority to act in the best interests of the town. It seems irrational to me that a Selectboard would be forced to move forward with bonding for a capital asset or project when extrinsic circumstances arise that renders acting on that authorization unadvisable.

That being said, it would ultimately be up to a court to interpret the binding effect of the will of the voters who could potentially bring action in Superior Court to seek a writ of mandamus ordering the selectboard to act upon the article. Of course, there may also be political ramifications of not acting upon what many may perceive as the clear intent of the voters.

Given the potential fallout both legally and politically to acting or not acting on the article, it may be worthwhile to have a more in depth discussion regarding these questions with the Town Attorney who being much closer to the situation than our office, will be much better positioned to advise and strategize a course of action and public outreach going forward.

I hope that helps. Stay safe and take care.

Sincerely,

Garrett A. Baxter

Garrett A. Baxter, Esq.
Senior Staff Attorney, Municipal Assistance Center
Vermont League of Cities and Towns
1-800-649-7915

RE: Town of Hartford Town Meeting vote**Paul Giuliani <pgiuliani@primmer.com>**

Fri 10/9/2020 3:47 PM

To: Pat MacQueen <pmacqueen@hartford-vt.org>**Cc:** Ralphine N. O'Rourke <RO'Rourke@primmer.com>; Elijah Emerson <eemerson@primmer.com>**[EXTERNAL EMAIL: DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

Hi Pat –

First item of business is to clarify the means by which the Town authorized these improvements. The Town did NOT proceed under 24 VSA 1786a. That is a statutory procedure for financing capital assets other than through the issuance of general obligation bonds. Instead, the Town approved a bond issue under the general bonded indebtedness statute (24 VSA Ch. 53, Subch. 1). The proposition of incurring bonded indebtedness that was approved by the voters does not specify a financing duration because there is no provision in the general law to do so. The proposition approved by the voters is taken directly from the statute (24 VSA 1758(a) regulating bond elections, not from the statute (24 VSA 1786a) which provides an alternative to bond financing. The March 2020 authorization permits the Selectboard to issue general obligation improvement bonds having a term of up to thirty years. It does not compel the Selectboard to proceed with issuing the authorized bonds if the Selectboard determines it would be imprudent or financially irresponsible to do so.

The general rule is that “a vote taken at an annual or special meeting shall remain in effect unless rescinded or amended”. 17 VSA 2661(a). It is within the voters’ prerogative to nullify the vote on the March 2020 proposition, or to modify it. A proposition to amend or rescind could be advanced by motion of the Selectboard or on a petition signed by ten percent (not five percent) of the voters. The petition threshold is higher because the subject under consideration is a bond election. 24 VSA 1755(a)(1). While the power to rescind or amend is for the voters to exercise, the Selectboard has the inherent power to delay or postpone implementation of the 2020 vote in light of unexpected exigencies. For instance, if bids come in higher than expected, it is within the Selectboard’s purview to put things on hold in order to modify the project, re-bid the project, or to seek supplemental project financing. Unexpected permitting problems, soil contamination, or other environmental problems likewise would justify a postponement. The point is that putting the project on hold due to external circumstances is for the Selectboard to decide.

Abandoning the project and withdrawing the March 2020 authorization to bond is for the voters to decide. Likewise the voters have the power to amend the March 2020 proposition to increase or decrease the amount of authorized bonds. The voters could amend the proposition to expand or contract the improvements by the addition or removal of a project component. However, while the underlying vote remains in place, the voters cannot compel the Selectboard to proceed if the Selectboard determines that to do so would have adverse economic consequences to the Town.

The current public health crisis is a legitimate consideration in deciding whether to move forward, abandon the project, rescind the vote, or delay construction. The potential magnitude of the pandemic on the Town may very well cause the Selectboard to pause temporarily until the climate improves. If, on the other hand, the Selectboard is less than optimistic over the prospects of this project being constructed within the bond authorization, it might be appropriate for the voters to decide whether to rescind the action taken at the March 2020 meeting.

I hope these thoughts are of some help to you and the Selectboard. Glad to discuss further at your convenience.

Stay well.

TOWN OF HARTFORD, VERMONT

SHERMAN MANNING POOL PROJECT

Questions & Answers to Article 24



ARTICLE 24

ARTICLE 24. Shall the Town of Hartford issue general obligation bonds or notes in an amount not to exceed Three Million Three Hundred Thousand Dollars (\$3,300,000), subject to reduction from available state and federal grants-in-aid, for the purpose of making public improvements, namely, the construction of a public swimming pool at the former Sherman Manning Pool located in the Hartford High School athletic complex, at an estimated cost of Three Million Three Hundred Thousand Dollars (\$3,300,000)?

For more information on the pool studies, see the full reports which are available on the Hartford Town website: <https://www.hartford-vt.org/2361/Sherman-Manning-Pools> These reports include the community survey results along with information on the evaluation of alternative pool sites, preliminary pool designs, costs, and operational proforma.

Answers to Your Questions

Why is a new pool proposed?

Generations of Hartford residents have enjoyed the benefits of the Sherman Manning Pool. Thousands of kids learned to swim at the pool, hundreds of youth gained valuable work experience as lifeguards, residents of all ages and abilities enjoyed countless hours socializing in and around the pool. After 51 years of service, the old pool developed a number of significant problems and was closed after the 2017 season. (Major flaws in the gutter and concrete structure resulted in massive leaking – the pool simply was not holding water.) Community surveys completed in 2018 demonstrated strong support for having a municipal pool. A committee of community volunteers worked with engineers and designers to develop the most cost effective plan to have a safe, efficient and attractive outdoor pool for Hartford residents.

What will the new pool provide for the community?

The pool will continue the tradition enjoyed since 1967 of having an outdoor public pool conveniently located at the middle and high school campus. The new pool design will incorporate some of the design features requested through community wide surveys, such as:

- Lap swim area for exercise, lesson and general recreation play.
- Slide feature into pool.
- Zero entry (beach front design) pool to a depth of 8 feet.
- Spray features within the shallow water area.
- Deck shade structures with pool deck furniture.
- Grassy areas surrounding pool deck space and new fencing all around.
- New entry structure for access controls. Includes two family changing rooms to accommodate need for bathrooms when field house returns to late summer school usage.
- Rehabilitated filtration room with Americans with Disabilities Act (ADA) compliant access for staff and first aid.
- The new pool will use much less water which will help reduce use of resources.



Once the bond is approved, the town will continue to work with community members and the school district to finalize the design for the pool and grounds, use of the fieldhouse and bath house entry and changing areas.

How much would it cost to run the pool each year?

Historically, the operating cost for the Sherman Manning Pool averaged \$75,000 annually. The new annual program operating costs are estimated at \$100,000 which includes the wages for all the lifeguards and swimming instructors as well as operating and maintenance expenses. An extended season and expanded programming contribute to the estimated increase in the operating costs. Municipal outdoor summer pools in the northeast are not large revenue producers. However, the operations proforma revenue projections for the new pool is estimated to generate up to 35% of the total operating costs.

What is the annual cost to pay the bond off?

Approval of the \$3.3 million proposed bond would result in an average of \$200,000/year in debt service costs for 20 years. At the current tax rate, these debt service on the pool bond will be approximately equal to 2 cents on the tax rate, or about \$50/year for the owner of a \$250,000 property.

When and where would the new pool be built?

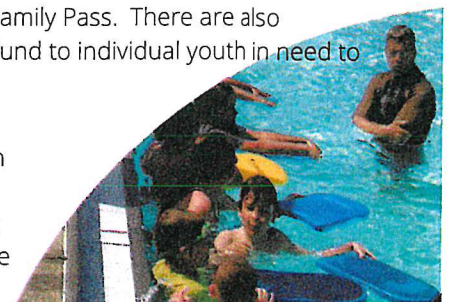
Construction would be coordinated with the School District calendar to begin and be substantially completed in 2021, with a proposed opening in the Spring of 2022. For decades the Town and School District have collaborated on the pool which is located on school grounds and operated by the town. Following two years of planning, it was determined that having the pool at the school is the most cost effective and accessible location. The School Board supports the pool project.

Who will be able to use the pool?

The pool will be open to people of all ages and abilities. Members of the public may purchase either daily or season passes to use the pool with lower rates for Hartford residents. Historically, resident rates have been very reasonable. For example: \$5 for a daily admission, \$45 for a Season Youth Pass, and \$95 for a Family Pass. There are also scholarships available to Hartford residents through the Brian Hanson Scholarship Fund to individual youth in need to access swim lessons or season passes.

How many people use the pool?

An average of 130 people a day used the pool during the most recent seasons when the pool was open. This includes people using season or daily passes and youth participating in camps. The new pool, with added features, expanded programming and an extended season will increase participation levels. The future capacity for the pool area is a total of 400 people.



March 2020 Town Meeting Ballot Issues - Frequently Asked Questions (FAQs)

Climate Action Initiative (Article 25 on Town Meeting Ballot)

What would be required of the Town?

- By 2027 the Town would need to account for greenhouse gas emissions resulting from all Town activities on an annual basis. This includes direct GHG emissions like those from the operation of Town buildings or vehicles and infrastructure as well as indirect emissions like those resulting from purchased electricity and the extraction, production, and transportation of purchased materials. The Town will need to move away from the use of polluting fossil fuels and invest in renewable energy, energy efficient equipment, and, when necessary, emissions offsets to achieve carbon neutrality by 2027.

What does “carbon neutrality” mean?

- “Carbon neutrality” means annual zero net anthropogenic (human caused or influenced) CO₂ emissions by a certain date. By definition, carbon neutrality means every ton of anthropogenic CO₂ emitted is compensated with an equivalent amount of CO₂ removed (e.g. via carbon sequestration). For example, if a Town plow truck emitted X tons of CO₂ in a year, the Town would have to balance those emissions by taking X tons of CO₂ out of the atmosphere. This could be achieved by planting trees, investing in carbon free energy, or taking another action that lowers or avoids emissions by an equivalent amount. The Town could implement projects such as these or invest indirectly by purchasing carbon offsets.

How will we achieve it, and how much will it cost the Town?

- There are many, well understood actions that the Town can take to achieve carbon neutrality, like weatherizing its buildings and transitioning to low-emissions vehicles and equipment where feasible. In many cases, reducing energy demand (through conservation and efficiency measures) can lead to savings. There will be costs associated with making the transition to clean, efficient technologies as well. The solutions (technologies, etc.) available to the Town will likely improve in the coming years; i.e. more options can be expected and at a cost that makes them more economically feasible. Additionally, the Town plans to hire a consultant to advise it on the most cost-effective strategies for achieving the goal.
- The Town government saved \$46,000 on energy costs last year as a result of energy efficiency and solar, and these savings will grow as the Town does more to conserve energy and use cleaner, more efficient technologies.

For additional questions, see presentation linked on Town website here: <https://www.hartford-vt.org/DocumentCenter/View/2828/Climate-Action-Warrant-Article-FAQs-long-version>

Municipal Pool Bond (Article 24 on Town Meeting Ballot)

What will the proceeds from the \$3,300,000 bond buy?

- A replacement outdoor pool at the existing Sherman Manning Pool location on the Hartford High School campus. The new pool design will incorporate some of the design features requested through community wide surveys, such as:
 - Zero entry (beach front design) pool to an 8ft depth.
 - Spray features within zero depth area.
 - Separate spray pad with deck features.
 - Lap swim area for exercise, lesson and general recreation play.
 - Slide feature into pool.
 - Deck shade structures with pool deck furniture.
 - New entry structure for access controls. Includes two family changing rooms to accommodate need for bathrooms when field house returns to late summer school usage.
 - Grassy areas surrounding pool deck space.
 - Rehabilitated filtration room with Americans with Disabilities Act (ADA) compliant access for staff and first aid.
 - Continued usage of field house during non-school operation.
 - Replaced perimeter fencing.

If approved, what are the ongoing annual operating costs for this pool?

- An average of \$200,000/year in debt service costs for 20 years
- Program costs of approximately \$100,000 would be resumed (these ceased when the former pool closed in 2017).
- At the current tax rate, these annual costs will approximately equal to 2¢ on the tax rate, or about \$50/year for the owner of a \$250,000 property

If approved, when would it be built?

- Bond proceeds would be available from the Vermont Bond Bank later this year. Construction would be coordinated with the School calendar and begin and be substantially completed in 2021, with a proposed opening in the Spring of 2022.

Who will be able to use the pool?

- It will be open to all.

For additional questions, see presentation linked on Town website here: <https://www.hartford-vt.org/DocumentCenter/View/2369/Pool-Bond-Informational-Meeting-21320>

Tax Increment Financing (TIF) Bond (Article 23 on Town Meeting Ballot)

What is Article 23 about?

- This year's Town Meeting warning will contain a warrant item for \$2,666,600 for the next set of public infrastructure improvements in the White River Junction's TIF District.

What are the voters voting on?

- The voters will be asked to approve the projects, and how the projects will be financed using new tax revenue generated by new private development in the TIF District.

What are the Projects?

- The projects include engineering, design, permitting and construction of public sidewalk, road, streetscape, lighting, water, stormwater improvement, and related costs for two public parking lots on South Main Street, and a roadway section along 87 and 101 Maple Street.

Is there more I need to know?

- Yes. The following link includes the official "Public Information Notice" and presentation which contain very important and detailed information about the proposed projects and financing.
<https://www.hartford-vt.org/DocumentCenter/View/2830/TIF-2020-TIF-Project-Detailed-Public-Info-Notice-Update>



AGENDA MEMORANDUM

September 20, 2020

**Town Selectboard Meeting Item:
Submitted by: Hannah Tyler, Director of Public Work**

- Subject:** **Well #2 Cleaning & Redevelopment, Staff Recommendation (RFP 2020-01)**
- Background:** The Town sought unit cost bids for the cleaning and redevelopment of Well #2 in Wilder. (See attached email correspondence for detailed background on the matter.)
- Discussion:** The Town received unit bid pricing from Maher Services, Inc. of North Reading, Massachusetts and Weston & Sampson CMR, Inc. of Reading, MA.
- Impact:** The total base cost for the Maher comes to \$19,740.00 and the total base cost for the Weston & Sampson comes to \$23,480.00. Further, the hourly cost for additional labor from Maher is \$160.00/Hr. and \$335.00/Hr. for Weston and Sampson.
- Recommendation:** Staff recommends accepting the proposal from Maher Services, Inc. due to their excellent past performance history with the town and the lower cost of services.

Christopher Holzwarth

From: Brannon Godfrey
Sent: Wednesday, March 18, 2020 10:22 AM
To: Christopher Holzwarth; Hannah Tyler
Cc: Jeremy Delisle
Subject: RE: RE: Hartford Well #2 Cleaning & Redevelopment Request

Chris – Thank you for this thoughtful analysis and recommendation. I agree that we need to get the well #2 cleaning and pump maintenance under contract and funding it from the filter replacement line item. Please proceed.

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

From: Christopher Holzwarth
Sent: Tuesday, March 17, 2020 12:24 PM
To: Hannah Tyler <htyler@hartford-vt.org>; Brannon Godfrey <bgodfrey@hartford-vt.org>
Cc: Jeremy Delisle <jdelisle@hartford-vt.org>
Subject: RE: Hartford Well #2 Cleaning & Redevelopment Request

Hannah & Brannon,

Rick Kenney, Chief Water Operator has requested that we move forward with plans to clean and redevelop Hartford Well #2 immediately in response to its recent decline in productivity.

The following summarizes the history, short term recommendation, long term recommendation, and financing option.

Well History:

1. Well #2 was placed into service in 2004 and originally rated at 1,000-GPM (27-GPM/ft). Its capacity started to decline almost immediately after being put into service.
2. In 2012 the wells specific capacity had dropped more than 10-GPM/ft, to 15.6-GPM/ft at 690-GPM, a 31% decline.
3. In 2012 well #2 was cleaned and redeveloped with a large amount of fine sand being pumped from the well. This was not expected.
4. After the cleaning and redevelopment the wells capacity increased to 17.6-GPM/ft at 808-GPM, still a 12% drop from its original capacity in eight years.
4. The cost for the 2012 well cleaning was \$14,905 plus \$3,137 for inspection and minor maintenance/repair of the pump.
5. By December, 2019 the capacity had dropped to 12.5-GPM/ft at 525-GPM, a 47% drop from its original capacity. Currently the well is barely capable of meeting the current approximate system demand at 500-GPM (10.5-GPM/ft), a 50% drop from its original capacity in fifteen years. The drop in capacity appears to be directly connected to the extended use required during the replacement of Well #1 which was not anticipated.

Short Term Recommendations:

6. The Water Department recommends the well be cleaned with the understanding that it will never be brought back to close to its original capacity of 1,000-GPM. The Water Department estimates capacity after cleaning would likely be around 650 to 700-GPM. The longevity of the well can likely be extended thereafter by using it sparingly as a backup to well #3.
7. The rough cost estimate for its cleaning and some minor pump maintenance is less than \$25,000 based on previous cost.
8. This expense was not anticipated and therefore not budgeted at this time.

Long Term Recommendation:

9. The Water Department recommends a search for a new well site. DPW recommends that we work with a consultant to determine a capital plan to address engineering, possible acquisition, and implementation.

Well #2 Cleaning and Redevelopment Financing Recommendation:

10. DPW recommends utilizing funds in the filter replacement budget to address this item. The filters are currently being managed have additional life expectancy within them. The original fund had \$88,000 in it. To date the fund has been utilized to relocate the utility pole at the site (-\$1,453.00) and had a transfer (-\$6,500) from it to cover a shortfall in GL 50-955-220-000 leaving an adequate balance of \$80,047.00.

If you both approve this request then we will need to utilize the RFP process to procure the services. Attached is a draft RFP.

Thank you for your time in this matter,

Chris

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

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.



Town of Hartford, Vermont
Department of Public Works
Well #2 Cleaning & Redevelopment
HVT DPW RFP No. 2020-01
August 14, 2020

EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this proposal will be in full accordance with the applicable specifications applying thereto unless exceptions stated in the RFP.

The Proposer's name and address exactly as it would appear in a contract:

Entity Name: MAHER SERVICES, INC

Street Address: 71 CONCORD ST.

Town, State, Zip: NORTH READING, MA 01864

Proposer's Phone Number: 978-664-9355

Proposer's Fax Number: 978 664-9356

Proposer's E-mail Address: pmaher@maherserv.com

Form of Ownership ☐ Sole Proprietorship ☐ Franchise ☐ Partnership ☒ Corporation
 ☐ Joint Venture ☐ LLC ☐ Other (Specify) _____

If a corporation, state of incorporation: Massachusetts

Federal Identification Number (or SSN for sole proprietorship): 26-2393364

Please include your IRS Form W9 with your proposal.

I certify the proposing entity complies with State of Vermont Title 21:

Labor, Chapter 5: Employment practices, Sub-Chapter 6: Fair
Employment Practices, §495. Unlawful employment practice.

Yes ☒

No ☐

SIGNATURE: Robert J. Maher

PRINTED NAME AND TITLE: Robert J. Maher, Treasurer

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this proposal on behalf of your business entity. Please continue completing this exhibit on the next page.

EXHIBIT A – LETTER OF TRANSMITTAL (continued)
COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: MAHER SERVICES, INC.

Company's Primary Business :

State the proposer's primary business, the number of years in the industry, and the number of employees assigned to these related activities in the spaces below:

Primary Business	# of Years	# of Employees Assigned
Well & Pump Services	12	21

Current Pending Lawsuits:

Please provide any and all suits either with the Town of Hartford or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies in the space below:

NONE

Local Office of Proposer: Office in/nearest to Hartford, Vermont: Registered Agent
CT Corporation System
17 GW Tatro DR.
Jeffersonville, VT 05464

EXHIBIT A – LETTER OF TRANSMITTAL (continued)
COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: Maier Services, INC

Key Personnel: Name	Title	Contact Information: Mailing address, telephone number, fax number and email address	Designated as Primary Contact for the Town of Hartford YES / NO
Peter Maier	President	71 Concord St. North Reading. 978 664 9355 MA 01864 pmaier@maierserv.com	YES
John Maier	V. President	jmaier@maierserv.com	NO



Town of Hartford, Vermont
Department of Public Works
Well #2 Cleaning & Redevelopment
HVT DPW RFP No. 2020-01
August 14, 2020

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company: MAHER SERVICES, INC.

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company for HVT DPW RFP No. 2020-01. Do not use the Town of Hartford as a reference.

Company Name: <u>Chelmsford Water District</u>	
Address: <u>20 Watershed Ln Chelmsford MA 01824</u>	
Contact Person: <u>Robert Delaney</u>	
Telephone Number: <u>978-256-2381</u>	Fax Number:
Email Address: <u>rdelaney@chelmsfordwater.com</u>	
Company Name: <u>Acton Water District</u>	
Address: <u>693 Mass. Ave, Acton, MA 01720</u>	
Contact Person: <u>Chris Allen</u>	
Telephone Number: <u>978-263-9107</u>	Fax Number:
Email Address: <u>Chris@actonwater.com</u>	
Company Name: <u>Bellingham, MA</u>	
Address: <u>10 Mechanic St, Bellingham, MA 02019</u>	
Contact Person: <u>Don DiMartino</u>	
Telephone Number: <u>508-966-5816</u>	Fax Number:
Email Address: <u>DDmartino@bellinghamma.org</u>	



Town of Hartford, Vermont
Department of Public Works
Well #2 Cleaning & Redevelopment
HVT DPW RFP No. 2020-01
August 14, 2020

EXHIBIT C – Fixed Unit Price Bid Form

BIDDER'S NAME: MAHER SERVICES, INC
LEGAL ADDRESS: 71 Concord St, North Reading, MA ZIP CODE: 01864
MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

TELEPHONE AREA CODE: 978 NUMBER: 664-9355
FAX PHONE AREA CODE: 978 NUMBER: 664-9356
EMAIL ADDRESS PMaher@maherServ.com
DATE: August 26, 2020
COMPLETION DATE: December 1, 2020

PROJECT: HVT DPW RFP 2020-01, Well #2 Cleaning & Redevelopment

RECEIPT OF BIDS: 2:00 PM, LOCAL TIME, FRIDAY, SEPTEMBER 4, 2020

ADDRESSED TO: Hartford Town Manager's Office
HVT DPW RFP No. 2020-01 – Well #2 Cleaning & Redevelopment
c/o Christopher Holzwarth, Project Manager
171 Bridge Street
White River Junction, VT 05001
Telephone: (802) 295-3622
Fax: (802) 295-7051
E-Mail: cholzwarth@hartford-vt.org

EXHIBIT C – Fixed Unit Price Bid Form (Continued)

The undersigned, having carefully examined and thoroughly perused specifications for the above named project; and become fully familiar with all conditions affecting the work required by those specification, including the scopes of work, hereby proposes to provide all materials, labor, services, etc., required thereby for the following fixed price bid amounts for each item.

Town of Hartford Well # 2 Cleaning & Redevelopment Proposal					
Item	Description	Quantity	Unit	Unit Cost	Total
1	Mobilization, demobilization, set and remove surge equipment, video inspection before and after redevelopment. Generator to run surge equipment.	lump sum		4,500.00	4,500.00
2	Set and remove pumping equipment.	lump sum		8,000.00	8,000.00
3	Chemicals (list)				
a)	MURATIC Acid	165	gallon	6.00	990.00
b)	Chlorine	1	LS	60.00	60.00
c)	POLYMER	2	gal	95	190.00
d)					
4	Labor - Redevelop	30	hour	175.00	5,250.00
5	Labor - Pump / Motor inspection/cleaning	lump sum		750.00	750.00
6	Additional labor per hour		hour	160.00	
7	Additional items (list)				
	TOTAL				19,940.00

1. Unit price bid shall include furnishing a performance bond for based on the contract price associated with the work as security for the faithful performance of all the contractor's obligations under the contract documents. Bond cost is the contractor's responsibility and should be included in the fixed unit price bid amounts. All bonds shall remain in effect at least until one year after the date when final payment becomes due, except where otherwise provided by Law or regulation or by the Contract Documents. All bonds signed by an agent must be accompanied by a certified copy of the authority to act. If the surety on any Bond furnished by contractor is declared a bankrupt or becomes insolvent or it's right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of the preceding paragraph. Contractor shall within five days thereafter substitute another Bond and Surety, both of which must be acceptable to the Town.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Maier Services, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 71 Concord Street	Requester's name and address (optional)
	6 City, state, and ZIP code North Reading, MA 01864	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
2	6	-	2	3	9	3	3	6
								4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Balot & Maier</i>	Date ► 2/24/2020
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



HARTFORD PUBLIC WORKS DEPARTMENT

173 AIRPORT ROAD, WHITE RIVER JUNCTION, VT 05001 • (802) 295-3622 • FAX 802-281-7051

REQUEST FOR PROPOSALS

Hartford Water System
Well #2 Cleaning & Redevelopment
Town of Hartford, Vermont

HVT DPW RFP No. 2020-01
August 14, 2020

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SECTION 1 – PROPOSAL INSTRUCTIONS

1.01 Communications Regarding This Project: Please direct all communications regarding the RFP process to:

Department of Public Works
HVT DPW RFP No. 2020-01 –Well #2 Cleaning & Redevelopment
c/o Christopher Holzwarth, Project Manager
173 Airport Road
White River Junction, VT 05001
Telephone: (802) 295-3622
Fax: (802) 295-7051
E-Mail: cholzwarth@hartford-vt.org

All communications/questions concerning this RFP must be submitted in writing referencing the specific paragraph and page number. The deadline for questions is listed in Section 1.02 (RFP Schedule). Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02 (RFP Schedule). Changes to this RFP will be made only by formal written correspondence issued by the Town.

A copy of this proposal and any additional documentation can be found at the Town of Hartford's website at: <https://www.hartford-vt.org/bids.aspx>

1.02 RFP Schedule: The following is the anticipated schedule for the RFP Process.

Issue RFP:	August 14, 2020
Notify Town of Intent to Attend Pre-Proposal Meeting	4:00 PM E.S.T. time on Friday August 21, 2020.
Voluntary Pre-Proposal Meeting:	Meeting will be at the Town of Hartford, Department of Public Works, Conference Room, 173 Airport Road, White River Junction, VT 05001 from 10:00 AM to 11:00 AM E.S.T. on Wednesday August 26, 2020.
Voluntary Site Visit:	Site visit if needed will begin at Well #2 immediately following Pre-proposal meeting from 11:00 AM – 12:00 PM on August 26, 2020.
Last Day to Submit Questions:	4:00 PM local E.S.T. on Friday August 28, 2020.
Written Responses to Questions:	Wednesday September 2, 2020.
Due Date for Proposals:	2:00 PM E.S.T. on Friday September 4, 2020.
Selection	Within two weeks of Proposal.
Contract Negotiations	Shortly after notification.
Contract Approval	T.B.D.

1.03 Pre-Proposal Meeting: The Town shall conduct a **Voluntary** pre-proposal meeting. The date and location of the meeting is listed in Section 1.02 (RFP Schedule). The intent of the pre-proposal meeting is to discuss the project and proposal in general terms. Questions need to be in writing and submitted by the date listed in Section 1.02 (RFP Schedule). Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02 (RFP Schedule). .

This will be the only opportunity for the Contractors to meet with the Town prior to submitting a proposal. Each proposer should limit representation at this meeting to no more than 2 persons.

1.04 Site Visit: The Town shall conduct a **Voluntary** Site Visit. The date and location of the site visit is listed in Section 1.02 (RFP Schedule). The intent of the site visit is to review the project location and site conditions. Questions need to be in writing and submitted by the date listed in Section 1.02 (RFP Schedule). Written responses will be prepared by the Town and posted on the Town's web site by the date listed in Section 1.02 (RFP Schedule).

This will be the only opportunity for the Contractors to meet with the Town at the project location. Each proposer should limit representation at the site visit to no more than 2 persons.

1.05 Submitting A Proposal: Each Contractor seeking consideration for performance of services related to the project must submit a Proposal. Proposers are to submit one original copy signed by an officer authorized to bind the company along with one digital and one paper copy of their written proposal. All proposals shall be sealed, properly addressed with the name of the contractor and sent to:

Hartford Town Manager's Office
HVT DPW RFP No. 2020-01 – Well #2 Cleaning & Redevelopment
c/o Christopher Holzwarth, Project Manager
171 Bridge Street
White River Junction, VT 05001

Sealed proposals must be received at the above address by the date/time indicated in Section 1.02 (RFP Schedule). Proposals received after the scheduled date/time will be rejected. All supporting materials and documentation must be included with the proposal. The responsibility of timely delivery lies solely with the proposer. Faxed and e-mailed proposals are not acceptable.

The Town reserves the right to reject any and all proposals, to waive any irregularities in a proposal, or to accept the proposal which in the judgment of proper officials is in the best interest of the Town. The Town reserves the right to accept a part or parts of a proposal unless otherwise restricted in the RFP or issue subsequent Requests for Proposal. The Town reserves the right to approve or reject any sub-Contractors proposed for work under this proposal or waive any minor irregularities

The Town reserves the right to select the successful proposer on the basis of proposals received, without seeking further information for clarification from proposers. Upon review of proposals, the Town September designate the most qualified proposals as finalists for further review. These finalists September be invited to make oral presentations and participate in a question and answer session with the Town. The Town shall have the right to visit selected user sites, should this be deemed necessary.

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this RFP.

The Town does not guarantee that any contract will be awarded as a result of this RFP. In the event that a contract award is made but the contract is not executed, the Town does not guarantee that the contract will be re-awarded.

1.06 Required Proposal Contents: Any supplemental documentation shall be included with the original and all of the copies. If not, the proposal September be considered as non-responsive. Contractors are required to submit the following information in their proposal:

- **Letter of Transmittal:** The proposer shall provide a transmittal letter with authorizing signature for the proposal. The letter must briefly summarize the vendor's ability and willingness to perform the services required by the RFP. The letter of Transmittal must be on the form provided in Exhibit A.
- **Company Profile and Background.** Provide the following information on the forms within Exhibit A:
 - o **Location** - The street address of the proposer's company headquarters.
 - o **Local Office of Proposer** - Provide the location of the proposer's office nearest to Hartford, Vermont. Include the local office, a contact name, address, telephone, and fax numbers.
 - o **Company's Primary Business** - State the proposer's primary business, the number of years in the proposer's industry, and the number of employees assigned to these related activities.
 - o **State the legal make-up** of your company: sole proprietorship, partnership, corporation, etc.
 - o **Please list any Lawsuits that you are currently engaged in.** Please provide any and all suits either with the Town of Hartford or any other Municipalities (include, but not limited to Federal, State, Local or other Municipalities and Governmental agencies).
- **Key Personnel Information.** Provide the name, title, mailing address, telephone number and e-mail address of the persons who will function as the Town's primary contact and back-up contact person. Provide brief resumes/qualifications of personnel who will be primarily involved in this project. Include any certifications earned, special training taken, and memberships in professional groups. Complete Form found in Exhibit A.
- **References:** Provide a list of references on form provided as Exhibit B. The Town is particularly interested in contacting your governmental clients in the state of Vermont.
- **Fixed Unit Price Bid Forms.** Complete the fixed unit price bid form (Exhibit C) as required per Section 2.04 (Pricing Structure).
- **Statement of Exceptions to RFP requirements:** Provide a detailed description of any exceptions taken to the requirements of this RFP, including the Town Standard Terms and Conditions in Section 3. Exceptions shall be referenced to the applicable RFP section/sub-section numbers. Any other departures from the Town's RFP are to be identified and failure to do so shall make the proposal non-responsive.

1.07 Disqualifications: Late proposals, incomplete and non-responsive proposals will automatically disqualify a proposal.

1.08 Evaluation Criteria: The selection committee will evaluate each proposal submitted based on the following criteria. After receipt and review of the written proposal, the Town September elect to have the proposal presented in person, or clarifications submitted in writing.

Proposers shall not assume that any information shared with the Town prior to this RFP will be considered in the Evaluation process of this RFP. Evaluation team September or September not have prior knowledge of any discussions and processes. **Evaluation will be completed on the information submitted in proposal only.**

Evaluation Criteria		
Item	Description	Percentage Possible
1	Cost	60%
2	Prior Experience and past record of performance	10%
3	Availability of workforce and equipment	10%
4	Commitment to project timelines	10%
5	References	10%
6	Any other criteria determined appropriate by the Town	T.B.D.
Total Points		100%

1.09 Miscellaneous Items: All Contractors submitting a proposal will be notified via email, upon final determination by the Town of the firm selected to perform the requested work. All work and materials used in all work shall be completed in accordance with all applicable Town, State and Federal Ordinances, Rules, Regulations, and Specifications, and reasonable scheduling established by the Town.

SECTION 2 – SCOPE OF PROJECT

2.01 Project Introduction: The Town of Hartford is seeking sealed proposals from contractors for the cleaning and redevelopment of the Hartford Water System Well #2 located in Wilder, Vermont within the current calendar year. This RFP is not a contract offer and no contract will exist unless and until a written contract is signed by the Town and the successful proposer. Proposers shall complete the attached fixed unit price bid form (Exhibit C) for the related work. The Town currently has this work budgeted for the current calendar year ending June 30th 2020.

A. Well #2 – Information

Well #2 is described as follows;

- Circa 2005
- Diameter – 18"
- Depth – 112 feet
- Screen – 20' of 90 slot vee wire
- Pump intake – 88.8'
- Impacted with manganese. Has been cleaned once.
- Last cleaned in 2012. Specific Capacity after cleaning 17.6 GPM/FT @ 808 GPM
- Current specific capacity 6.8 GPM/FT @ 510 GPM

2.02 Scope of Work: Contracting firms must submit statements of experience and qualifications (cover letter not to exceed two pages) to the Town of Hartford in regards to providing construction services for this project. The contractor should demonstrate an understanding and ability to comply with all applicable rules, regulations, specifications and documents associated with this project as indicated in the project overview and deliverables outlined below.

A. Project Overview

Project proposal shall include the following:

- Using contractor generator to power the redevelopment pump
- Video inspection before and after redevelopment
- Flow tests before and after redevelopment
- 30 hours of machine time redeveloping the well. Hourly rate must be delineated for any billing of more or less hours noted at the proposed rate/hour.
- The existing well pump/motor shall be cleaned and inspected. A cost estimate shall be required if repairs are needed.
- All contractors shall be VOSHA certified

B. Project Deliverables

- The contractor shall prepare a detailed proposal that includes itemized pricing for MOB/DeMOB, Price/Hr for redevelopment, setup of surge equipment, chemicals, pump removal/cleaning, video inspection and reporting.
 - Unit price bid shall include furnishing a performance and payment bond for each project based on the contract price associated with each work order as security for the faithful performance and payment of all the contractor's obligations under the contract documents. Bond cost is the contractor's responsibility and should be included in the fixed unit price bid amounts. All bonds shall remain in effect at least until one year after the date when final payment becomes due, except where otherwise provided by Law or regulation or by the Contract Documents. All bonds signed by an agent must be accompanied by a certified copy of the authority to act. If the surety on any Bond furnished by contractor is declared a bankrupt or becomes insolvent or it's right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of the preceding paragraph. Contractor shall within five days thereafter substitute another Bond and Surety, both of which must be acceptable to the Town.

2.04 Pricing Structure. Prices proposed will remain firm for acceptance within **180** calendar days after the RFP closing date. The fee proposal and cost structure should be submitted to include the following:

1. The contractor shall provide a Fixed Unit Price Bid Form (Attachment C) for the Well #2 Cleaning & Redevelopment task.

SECTION 3 – REQUIREMENTS AND CONDITIONS FOR ALL PROPOSERS

3.01 Tax Exemption: All items purchased under this contract will be exempt from the State of Vermont Sales Tax as provided for in 32 V.S.A. § 9701(5); § 9743(1)-(3). Blanket Certification of Exemption Forms will be furnished to the Proposer by the Finance Division.

3.02 Proposer Affidavit: If the successful proposer should be a corporation not incorporated under the laws of the State of Vermont, a certificate from the Secretary of State showing the rights of the successful proposer to do business in the State of Vermont shall be furnished. Each proposer is required to submit with their bid, an Affidavit stating that neither the proposer nor agents thereof, nor any other party of the proposer has paid or agreed to pay directly or indirectly, any person, firm or corporation, any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will hereafter be paid.

3.03 Proposer's Financial Obligation to the Town: No bid September be accepted or contract awarded to any person, firm or corporation that is in arrears or in default to the Town, or that is a defaulter of surety or otherwise upon any obligation to the Town, or has failed to perform faithfully any previous contract with the Town.

3.04 Proposer's Incurred Costs: Each proposer shall be responsible for all costs incurred in preparing a response to this RFP. All materials and documents submitted by the proposer in response to this RFP shall become the property of the Town, and shall not be returned. Respondents selected for further negotiations, as well as the proposer ultimately selected to enter into a contractual agreement with the Town, shall be responsible for all costs incurred by it during negotiations.

3.05 WARRANTY AND BOND: Contractor warrants all work performed under this Contract for a period of one year from the date the work is completed and accepted by Municipality. The warranty must be secured either by Contractor's performance bond or such other security as is acceptable to Municipality.

The performance bond shall be based on the contract price associated with the work as security for the faithful performance of all the contractor's obligations under the contract documents. The bond cost is the contractor's responsibility and should be included in the fixed unit price bid amounts. All bonds shall remain in effect at least until one year after the date when final payment becomes due, except where otherwise provided by Law or regulation or by the Contract Documents. All bonds signed by an agent must be accompanied by a certified copy of the authority to act. If the surety on any Bond furnished by contractor is declared a bankrupt or becomes insolvent or it's right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of the preceding paragraph. Contractor shall within five days thereafter substitute another Bond and Surety, both of which must be acceptable to the Town.

3.06 STANDARD AGREEMENT TERMS FOR PROFESSIONAL SERVICES

(standard terms subject to change by the Town subject to change prior to the award of the contract.)

Article 1 – Term: The Agreement shall commence upon execution by the Town and shall terminate upon expenditure of all funds provided herein or on June 30th, 2021, whichever date is earlier.

Article 2 – Services to be Performed by Contractor: Contractor shall provide all services necessary to complete the Services that are described in an Attachment, Scope of Services, which is incorporated herein by reference.

Article 3 – Compensation: Upon receipt, review, and acceptance of an invoice by the Department of Public Works it will be forwarded to the Finance Department where the standard terms of payment will follow the most current Town of Hartford Purchasing Policy and Procedure as approved by the Selectboard.

Article 4 – Town’s Responsibilities: The Town will furnish Contractor, at no cost or expense, all reports, records, data that might be necessary or useful to complete the Services required under this Agreement.

Article 5 – Standard of Care: Contractor shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional under similar circumstances. Contractor shall have no liability for defects in the Services attributable to Contractor’s reliance upon or use of data or other information furnished by the Town or third parties retained by the Town. If, during the one year period following completion of the Services, it is shown there is an error in the Services caused by Contractor’s failure to meet such standards and Town has notified Contractor in writing of any such error within that period, Contractor shall perform, at no additional cost to Town, such Services within the original Project as September be necessary to remedy such error.

Article 6 – Indemnification: Contractor shall indemnify and defend the Town and its elected officials, officers, employees and agents from and against all claims, losses, damages, and expenses (including reasonable attorneys’ fees) of whatsoever kind and nature, to the extent that such claims, losses, damages, or expenses are caused by or arise out of the performance or non-performance of this Agreement and/or the acts, omissions, or conduct of Contractor and its agents, employees, contractors, sub-contractors and representatives in undertaking and performing the Services.

This Article shall survive early termination or expiration of this Agreement.

Article 7 – Insurance: During the term of this Agreement, Contractor shall maintain, at its sole cost and expense, no less than the following insurance issued by an insurance company authorized to conduct business in the State of Vermont and having an “A” rating or better:

- (1) General Liability Insurance, having a combined single limit of \$2,000,000 for each occurrence and \$2,000,000 in the aggregate.
- (2) Automobile Liability Insurance, having a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- (3) Employers’ Liability Insurance, having a limit of \$500,000 for each occurrence.
- (4) Professional Liability Insurance, having a limit of \$1,000,000 annual aggregate.
- (5) Contractor shall maintain errors and omissions insurance in the amount of \$1,000,000.00.
- (6) Contractor also shall maintain Workers’ Compensation Insurance in such amounts as required by law for all employees, and shall furnish to the Town evidence of same.

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Contractor for the Contractor’s operations. These are solely minimums that have been developed and must be met to protect the interests of the Town.

Current certificates of insurance for all policies and concurrent policies required to be maintained by Contractor pursuant to this Article shall be furnished to the Town. All such insurance policies, excluding Professional Liability Insurance, shall name the Town, its elected officials, officers, agents, employees, and volunteers as additional insureds, but only to the extent of the extent of the policy limits stated herein. All policies of insurance required hereunder shall contain a provision requiring a minimum of thirty (30) days advance written notice to the Town in the event of cancellation or diminution of coverage.

Article 8 – Ownership of Documents and Intellectual Property: Documents and reports prepared by Contractor as part of the Services shall become the sole and exclusive property of the Town upon payment, except as otherwise provided in this Agreement. Contractor shall have the unrestricted right to their use.

Contractor shall retain its rights in pre-existing and standard scripts, databases, computer software, and other proprietary property. Intellectual property that is not specifically designed or created exclusively for the Town in the performance of this Agreement shall also remain the intellectual property of Contractor.

Article 9 – Termination: This Agreement September be terminated by the Town upon written notice in the event of substantial failure by Contractor to perform in accordance with the terms of this Agreement. Contractor shall have fifteen (15) calendar days from the date of the termination notice to cure or to submit a plan for cure acceptable to the other party.

The Town September terminate or suspend performance of this Agreement for the Town's convenience upon thirty (30) days prior written notice to Contractor. In the event of termination by the Town hereunder, the Town will pay Contractor for Services actually provided up to the date of termination.

Article 10 – Standard Terms

A. Delay in Performance

Neither the Town nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either the Town or Contractor under this Agreement, provided the aforementioned circumstances are not due to the negligence or fault of the asserting party or any of its agents, employees, contractors, sub-contractors and/or representatives.

Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance and any effects on the project's time-line.

B. Governing Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of Vermont, without giving effect to the principles thereof relating to conflicts or choice of laws. Any arbitration, litigation or other legal matter regarding this Agreement or performance by either party must be brought in a court of competent jurisdiction in Windsor County, Vermont.

C. Communications

Any written communication or notice required or permitted by this Agreement shall be made in writing and shall be delivered personally, sent by express delivery, certified mail or first class U.S. mail, postage pre-paid to the address specified below:

Company Name: Weston & Sampson CMR, Inc.

Address: 55 Walkers Brook Drive, Suite 100

Town, State Zip Code: Reading, MA 01867

Attention: Stephen J. Richard

Title: Vice President

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Contractor and the Town.

D. Equal Employment Opportunity

Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, lay-off, termination, rates of pay or other forms of compensation, or selection for training, including apprenticeship.

It is expressly agreed and understood that State of Vermont Title 21: Labor, Chapter 5: Employment practices, Sub-Chapter 6: Fair Employment Practices, §495. Unlawful employment practice constitutes a material condition of this Agreement as fully and as if specifically rewritten herein and that failure to comply therewith shall constitute a breach thereof entitling the Town to terminate this Agreement at its option and September bar Contractor from receiving future Town contracts.

E. Waiver

A waiver by the Town or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall be effective only in the specific instance and for the specific purpose for which it is given and shall not affect the waiving party's rights with respect to any other or further breach.

F. Severability

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void, unenforceable, invalid or illegal provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision.

G. Independent Contractor

By executing this Agreement for professional services, Contractor acknowledges and agrees that it will be providing services to the Town as an “independent contractor”. As an independent contractor for the Town, Contractor shall be prohibited from representing or allowing others to construe the parties’ relationship in a manner inconsistent with this Article. Contractor shall have no authority to assume or create any obligation on behalf of, or in the name of the Town, without the express prior written approval of a duly authorized representative of the Town.

Contractor, its employees and any persons retained or hired by Contractor to perform the duties and responsibilities under this Agreement are not Town employees, and therefore, such persons shall not be entitled to, nor will they make a claim for, any of the emoluments of employment with the Town of Hartford. Further, Contractor shall be responsible to withhold and pay, or cause such agents, contractors and sub-contractors to withhold and pay, all applicable local, state and federal taxes. Contractor acknowledges its employees are not public employees for purposes of Vermont Municipal Employees Retirement System (“VMERS”) membership.

H. Assignment

Contractor shall not assign any rights or duties under this Agreement without the prior written consent of the Town. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement. Nothing contained in this Article shall prevent Contractor from employing independent Contractors, associates, and subcontractors to assist in the performance of the Services.

I. Third Party Rights

Except as expressly provided in this Agreement, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Town and Contractor.

J. Amendment

The parties September mutually agree to amend this Agreement. However, no such amendment shall be effective unless it is reduced to a writing, which references this Agreement, executed by a duly authorized representative of each party and, if applicable or required, approved by the Town of Hartford, Vermont, Selectboard.

K. Political Contributions

Contractor affirms and certifies that it complies with State of Vermont Title 17: Labor, Chapter 61: Campaign Finance, Sub-Chapter 3: §2941 Limitations of Contributions

L. Integration

This Agreement represents the entire and integrated agreement between the Town and Contractor. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement.



Town of Hartford, Vermont
Department of Public Works
Well #2 Cleaning & Redevelopment
HVT DPW RFP No. 2020-01
August 14, 2020

EXHIBIT A – LETTER OF TRANSMITTAL

The undersigned hereby certifies that items furnished as a result of this proposal will be in full accordance with the applicable specifications applying thereto unless exceptions stated in the RFP.

The Proposer's name and address exactly as it would appear in a contract:

Entity Name: Weston & Sampson CMR, Inc.

Street Address: 55 Walkers Brook Drive, Suite 100

Town, State, Zip:
Reading, MA 01867

Proposer's Phone Number: 978-532-1900

Proposer's Fax Number: N/A

Proposer's E-mail Address: richards@wseinc.com

Form of Ownership ☐ Sole Proprietorship ☐ Franchise ☐ Partnership ☒ Corporation
 ☐ Joint Venture ☐ LLC ☐ Other (Specify) _____

If a corporation, state of incorporation: Massachusetts

Federal Identification Number (or SSN for sole proprietorship): 20-5684540

Please include your IRS Form W9 with your proposal.

I certify the proposing entity complies with State of Vermont Title 21:
Labor, Chapter 5: Employment practices, Sub-Chapter 6: Fair
Employment Practices, §495. Unlawful employment practice. Yes ☒ No ☐

SIGNATURE: 

PRINTED NAME AND TITLE: Stephen J. Richard, Vice President

By signing this page, you state that you are an authorized representative, and have reviewed and are presenting this proposal on behalf of your business entity. Please continue completing this exhibit on the next page.

EXHIBIT A – LETTER OF TRANSMITTAL (continued)**COMPANY PROFILE AND BACKGROUND**

Name of Proposing Company: Weston & Sampson CMR, Inc.

Company's Primary Business :

State the proposer's primary business, the number of years in the industry, and the number of employees assigned to these related activities in the spaces below:

Primary Business	# of Years	# of Employees Assigned
Construction, Maintenance & Repair, Well Rehabilitation	13+	@65

Current Pending Lawsuits:

Please provide any and all suits either with the Town of Hartford or any other Municipalities and Government Agencies; including, but not limited to Federal, State, Local or other Municipalities and Governmental Agencies in the space below:

N/A

Local Office of Proposer: Office in/nearest to Hartford, Vermont: _____

Weston & Sampson
98 Main St #2
Waterbury, VT 05676

Weston & Sampson CMR, Inc.
7 Perimeter Road
Manchester, NH 03103

EXHIBIT A – LETTER OF TRANSMITTAL (continued)
COMPANY PROFILE AND BACKGROUND

Name of Proposing Company: Weston & Sampson CMR, Inc.

Key Personnel: Name	Title	Contact Information: Mailing address, telephone number, fax number and email address	Designated as Primary Contact for the Town of Hartford YES / NO
Tom Hydro	General Manager VT Licensed Driller	55 Walkers Brook Drive Reading, MA 01867	YES
Doug Johnson	Senior Pump Mechanic	"	NO
Tim Gabersek	Pump Mechanic	"	NO



Town of Hartford, Vermont
Department of Public Works
Well #2 Cleaning & Redevelopment
HVT DPW RFP No. 2020-01
August 14, 2020

EXHIBIT B – REFERENCES FOR PROPOSING COMPANY

Name of Proposing Company: Weston & Sampson CMR, Inc.

List company names, addresses, and telephone numbers for at least three references presently or previously served by your Company for HVT DPW RFP No. 2020-01. Do not use the Town of Hartford as a reference.

Company Name: Enosburg Falls Water Department	
Address: 42 Village Drive Enosburg Falls, VT 05450	
Contact Person: Gary Denton	
Telephone Number: 802-933-4443	Fax Number: n/a
Email Address: gdenton@enosburg.net	
Company Name: City of Newport Water Department	
Address: 222 Main Street Newport, VT 05855	
Contact Person: Pedro Grondin, Supervisor	
Telephone Number: 802-334-8886	Fax Number: n/a
Email Address: pedro.grondin@newportvermont.org	
Company Name: Springfield Water & Sewer	
Address: 216 Fairgrounds Road Springfield, VT 05156	
Contact Person: Jeff Strong, Superintendent	
Telephone Number: 802-886-2208	Fax Number: 802-886-2200
Email Address: waterdept@vermontel.net	



Town of Hartford, Vermont
Department of Public Works
Well #2 Cleaning & Redevelopment
HVT DPW RFP No. 2020-01
August 14, 2020

EXHIBIT C – Fixed Unit Price Bid Form

BIDDER'S NAME: Weston & Sampson CMR, Inc.

LEGAL ADDRESS: 55 Walkers Brook Drive, Suite 100, Reading, MA ZIP CODE: 01867

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

44 Concord Street, Wilmington, MA ZIP CODE: 01887

TELEPHONE AREA CODE: _____ NUMBER: 978-532-1900

FAX PHONE AREA CODE: _____ NUMBER: N/A

EMAIL ADDRESS richards@wseinc.com

DATE: September 2, 2020

COMPLETION DATE: Estimated by December 31, 2020 (negotiable)

PROJECT: **HVT DPW RFP 2020-01, Well #2 Cleaning & Redevelopment**

RECEIPT OF BIDS: **2:00 PM, LOCAL TIME, FRIDAY, SEPTEMBER 4, 2020**

ADDRESSED TO: [Hartford Town Manager's Office](#)
HVT DPW RFP No. 2020-01 – Well #2 Cleaning & Redevelopment
c/o Christopher Holzwarth, Project Manager
171 Bridge Street
White River Junction, VT 05001
Telephone: (802) 295-3622
Fax: (802) 295-7051
E-Mail: cholzwarth@hartford-vt.org

EXHIBIT C – Fixed Unit Price Bid Form (Continued)

The undersigned, having carefully examined and thoroughly perused specifications for the above named project; and become fully familiar with all conditions affecting the work required by those specification, including the scopes of work, hereby proposes to provide all materials, labor, services, etc., required thereby for the following fixed price bid amounts for each item.

Town of Hartford Well # 2 Cleaning & Redevelopment Proposal					
Item	Description	Quantity	Unit	Unit Cost	Total
1	Mobilization, demobilization, set and remove surge equipment, video inspection before and after redevelopment. Generator to run surge equipment.	lump sum		\$5,575.00	\$5,575.00
2	Set and remove pumping equipment.	lump sum		\$5,040.00	\$5,040.00
3	Chemicals (list)				
	a) Muriatic Acid (to remove mineral deposits)	165	gallon	\$6.00	\$990.00
	b) Sodium Hexametaphosphate (to remove formation fines)	100		\$4.00	\$400.00
	c) Calcium Hypochlorite (to attack biological growth)	25		\$4.00	\$100.00
	d) Neutralization Chemicals	lump sum		\$425.00	\$425.00
4	Labor - Redevelop	30	hour	\$335.00	\$10,050.00
5	Labor - Pump / Motor inspection/cleaning	lump sum		\$900.00	\$900.00
6	Additional labor per hour		hour	\$335.00	
7	Additional items (list) Not applicable				
	TOTAL				\$23,480.00

1. Unit price bid shall include furnishing a performance bond for based on the contract price associated with the work as security for the faithful performance of all the contractor's obligations under the contract documents. Bond cost is the contractor's responsibility and should be included in the fixed unit price bid amounts. All bonds shall remain in effect at least until one year after the date when final payment becomes due, except where otherwise provided by Law or regulation or by the Contract Documents. All bonds signed by an agent must be accompanied by a certified copy of the authority to act. If the surety on any Bond furnished by contractor is declared a bankrupt or becomes insolvent or it's right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of the preceding paragraph. Contractor shall within five days thereafter substitute another Bond and Surety, both of which must be acceptable to the Town.

Clerk's Certificate of Vote

The undersigned, Clerk of Weston & Sampson CMR, Inc., hereby certifies that, at a meeting duly called in accordance with the by-laws, the Board of Directors unanimously passed the following resolution on December 17, 2019.

VOTED: To authorize

John A. Bocchino, Jr.
Barbara K. Cook
Robert A. Goober

Stephen J. Richard
Michael J. Scipione

Acting individually, to execute and deliver on behalf of the Corporation, contracts for professional services, up to \$2,000,000 in value, which are in the ordinary course of the Corporation's business, during fiscal year 2020.

VOTED: To authorize

David Elmer

Paul W. Jensen

acting individually, to execute and deliver on behalf of the Corporation, contracts for Professional Services which are in the ordinary course of the Corporation's business, not including contracts exceeding \$500,000, during the fiscal year 2020.

VOTED: To authorize

Salvatore V. Ferrara

Thomas Hydro

Christopher B. Wester

acting individually, to execute and deliver on behalf of the Corporation, contracts for Professional Services which are in the ordinary course of the Corporation's business, not including contracts exceeding \$100,000, during the fiscal year 2020.

VOTED: To authorize

James Duncan

William Duncan

John Ellis

acting individually, to execute and deliver on behalf of the Corporation, contracts for Professional Services which are in the ordinary course of the Corporation's business, not including contracts exceeding \$50,000, during the fiscal year 2020.

The undersigned further certifies that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.


Jeffrey J. Alberti, Clerk

Date

9/2/2020



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: January 13, 2020

To Whom It May Concern :

I hereby certify that according to the records of this office,

WESTON & SAMPSON CMR, INC.

is a domestic corporation organized on **October 10, 2006** , under the General Laws of the Commonwealth of Massachusetts. I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 156D section 14.21 for said corporation's dissolution; that articles of dissolution have not been filed by said corporation; that, said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 20010252970

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by:

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Weston & Sampson CMR, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

55 Walkers Brook Drive, Suite 100

6 City, state, and ZIP code

Reading, MA 01867

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

2 0 - 5 6 8 4 5 4 0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ▶

Noelle Grand

Date ▶

1/6/20

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

BACKGROUND

2015-Present
President
Weston & Sampson CMR

2018-Present
Vice President
Weston & Sampson Services

2006-2018
President
Weston & Sampson Services

1998-2005
Vice President
Weston & Sampson Services

1996-1997
General Manager,
Maintenance Div.
Weston & Sampson Services

1997-Present
Instructor
Quincy City College

1994-1996
Director
Weston & Sampson Services

1992-1994
Supervisor, O&M Services
Weston & Sampson Services

1989-1992
Project Engineer
Weston & Sampson Engineers, Inc.

1986-1989
Associate Project
Engineer
Weston & Sampson Engineers, Inc.

1984-1986
Engineer
Weston & Sampson Engineers, Inc.

1982-1983
Engineer Technician
Weston & Sampson Engineers, Inc.

EDUCATION

1984
Bachelor of Science
Civil Engineering
Merrimack College

John has more than 30 years of engineering and project management experience, including design, construction administration, and operations & maintenance (O&M) services on a variety of water and wastewater projects. He serves as an advisor for the full-service operation and maintenance of the Chelsea, Massachusetts water, sewer, and drain system; the wastewater collection system for Braintree, Massachusetts; and the Dracut, Massachusetts Water Supply District. He also manages and coordinates primary operator and contract manager services for clients such as the University of New Hampshire (interim primary operator) and for communities such as Somerville (primary operator), Stoneham, (primary operator), Saugus, and Melrose, Massachusetts.



SPECIFIC PROJECT EXPERIENCE

Water System Management, Cohasset Water Services Inc, Massachusetts. Responsible for project management advisement, including local and state reporting and administration, for the joint venture company, Cohasset Water Services, Inc., which provides full service operation and maintenance of a 3-million-gallon-per day water treatment plant and distribution system.

Water Treatment Facilities Evaluations, Weymouth, Massachusetts. Responsible for the contract management and technical evaluations of two 3-mgd water treatment facilities, focusing on daily operations, staffing, laboratory, and maintenance.

Water Treatment Plant Piping, Various Locations, Massachusetts. Design of site and mechanical piping for the water treatment plant in Amesbury; the Great Sandy Bottom Pond water treatment plant in Pembroke; and the Pratts Court water treatment plant in Stoughton.

Tewksbury Hospital Water System Assessment, Massachusetts Department of Health. Operations project manager for a water system assessment at the hospital, including evaluation of well pumping facilities, operations and maintenance planning, water system mapping, and water quality regulatory compliance.

Iron and Manganese Removal, Dennis Yarmouth Regional School District, Massachusetts. Project manager for the iron and manganese removal project for the District.

Wastewater Treatment Plant Operations, Weston and Byfield, Massachusetts. Chief Operator for the 30,000-gpd RBC wastewater treatment plant for CNI Senior Housing. Operator for the 30,000-gpd activated sludge tertiary wastewater treatment plant for the Governor Dummer Academy in Byfield, which included inspection of six wastewater pump stations and sludge handling.

Wastewater Treatment Facilities for Public Schools, Various Locations, Massachusetts. Principal-in-charge for the O&M of numerous wastewater treatment facilities for the following schools: Dennis-Yarmouth Regional School District, Sharon High School, Freetown-Lakeville Regional School District, Carlisle

**PROFESSIONAL
REGISTRATION**

Massachusetts - Grade D4 and T4
Drinking Water Supply Facilities
License
New Hampshire - Grade D3 and T3
Drinking Water Supply Licenses
Maine - Grade D3 and T3 Drinking
Water
Supply Licenses
New England Water Works
Association Certified Backflow
Prevention Device Inspector #7524
MassDEP Certified Backflow Tester
and Surveyor #31841
Connecticut - Class D2 and T3
Drinking Water Supply Licenses
Rhode Island - Grade D3 and T3
Drinking Water Supply Licenses
Vermont - Class 4B - Public Water
System
Massachusetts - Grade 5C
Wastewater Treatment
Plant Operators License
Massachusetts - Grade 4 Collection
Systems License
Connecticut-Grade 2 Wastewater
Treatment
Plant Operator License
New Hampshire-Grade 3
Wastewater Treatment Plant
Operator License
Maine-Grade B-3 Wastewater
Treatment Plant Operator
Hazardous Waste Operations 40
HR Health and Safety Certification
Massachusetts - Title V Inspector

**PROFESSIONAL
AFFILIATIONS**

American Society of Civil Engineers
New England Water Works
Association
New England Water Environment
Association,
Safety Committee Member
Society of American Military
Engineers
Association of Wastewater
Operations

Public Schools, Hamilton-Wenham Regional School District, and Dover-Sherborn Regional School District.

Wastewater System Inspection and Maintenance Program, Yarmouth and Dennis, Massachusetts. Project manager and inspector for the Yarmouth/Dennis inspection and maintenance program for approximately 20,000 subsurface wastewater systems. Responsibilities included on-site management and inspection, database and computer overview, client (BOH) meetings for enforcement, and on-site training of inspection personnel.

Septage Treatment Facility, Yarmouth-Dennis, Massachusetts. Principal-in-charge for the facility.

Sewer Projects, Holden and West Boylston, Massachusetts. Assisted in the design, permitting, and construction administration of the fast-track Phase II master design and Phase III sewer projects for the Metropolitan District Commission Division of Watershed Management, including gravity sewers, pressure sewers, grinder pumps, pumping stations, and force mains.

Wastewater Treatment Facility Operations, Coventry, Connecticut. Interim chief operator for the wastewater treatment facility, a primary plant with a design flow of 250,000 gallons per day. Also responsible for the maintenance of 5 miles of collection systems.

Wastewater Facilities Upgrade, Northern Division of the Naval Facilities Command, Newport, Rhode Island. Project engineer for the upgrade and renovation of 19 wastewater pump stations and the secondary wastewater treatment plant for the Navy Base facility in Newport.

O&M Advisory Services, Various Locations, Massachusetts. Responsible for the management and coordination of O&M advisory services for the communities of Bedford, Chelmsford, Lexington, Melrose, Nahant, Newton, Quincy, Swampscott, Waltham, and Winthrop. Services include preparation of O&M manuals, preventive maintenance schedules, customized daily log sheets, and troubleshooting.

Wastewater Treatment Systems Design, Various Locations. Design engineer for wastewater treatment systems for the Kendall Company, Kentucky; Briston Arms Apartments in Cambridge, Massachusetts; Tewksbury Townhouse Condominium Association, Tewksbury, Massachusetts; and Unifirst Corporation in Dorchester, Massachusetts.

Fort Square Pumping Station, Quincy, Massachusetts. Construction coordination and operation start-up of the 7.5-mgd Fort Square sewage pumping station. Also prepared the O&M manuals with on-site instruction.

Stormwater Pump Stations Renovations, Massachusetts Turnpike Authority. Project engineer for the evaluation and design of renovations to five stormwater pump stations along the Massachusetts Turnpike Extension. Updated operation and maintenance manuals, prepared a preventative maintenance program, and provided routine inspection of the facilities.

Tide Gates and Outfall Sewers, Quincy, Massachusetts. Project engineer for the design and construction of tide gates and outfall sewers, including filing for permits required by the Massachusetts Division of Wetlands and Waterways Regulations, MEPA, U.S Army Corps of Engineers and the Quincy Conservation Commission.

BACKGROUND

2015-Present
Vice President

2014-2015
Operations Manager
Weston & Sampson

2011-2013
General Manager
Weston & Sampson

2001-2010
Project Manager
Weston & Sampson

1999-2001
Senior Engineer
Weston & Sampson

1996-1999
Project Engineer
Weston & Sampson

1994-1996
Associate Project
Engineer
Weston & Sampson

1992-1994
Environmental Engineer
Weston & Sampson

1991-1992
Surveyor
Meridian
Engineering Collaborative
Inc.

EDUCATION

1999
Master of Science
Environmental Studies
University of Massachusetts

1991
Bachelor of Science
Civil Engineering Technology
Wentworth Institute of Technology

PROFESSIONAL CERTIFICATION

Certified Pool Operator (CPO)
No. CPO 217696

PROFESSIONAL REGISTRATION

Professional Engineer:
Massachusetts No. 45394

Steve, a vice president in our Construction, Maintenance, and Repairs group, brings to this project over 25 years of experience in the design, construction, and project management of municipal water and wastewater pump stations and treatment facilities. Steve also assists in the preparation of statewide pool studies and operation and maintenance (O&M) manuals for state-run/municipal swimming pools.



SPECIFIC PROJECT EXPERIENCE

Wastewater Pumping Station Improvements, Winthrop, Massachusetts.

Project manager for the design of the Phase II wastewater pumping station improvements, which included design of new pumps and motors, pump control panels, heating and ventilating upgrades, and miscellaneous electrical upgrades to three wastewater pumping stations. Responsibilities included preparation of plans and specifications, scheduling, and all necessary incidentals to complete bidding of the project.

Johnson Circle Pumping Station, North Andover, Massachusetts. Project manager for the design of a new submersible pump station to replace an existing ejector pumping station. Responsibilities included preparation of plans and specifications, procurement of necessary permits, scheduling, and all necessary incidentals to complete bidding of the project.

Wastewater Pumping Stations Evaluations, Hamden, Connecticut. Project manager for site visits to and evaluation of three pumping stations. Evaluated pumps, drive shafts, control panels, generator, lighting, and ventilation. Generated a report from the data obtained, and made recommendations.

Wastewater Treatment Plant, Dover-Sherborn Regional School, Massachusetts. Project manager for the installation of a 15,000-gallon-per-day wastewater treatment plant consisting of one influent pumping station, a flow equalization/settling tank, four Bioclere™ aerobic digestion units, a pre-equalization settling tank, an anoxic tank, a post-equalization settling tank, a submersible pumping station, control building, and chemical feed building. Responsibilities included, project oversight, inspection, coordination, and start-up to ensure the plant was installed as specified.

Steam Evaluation Report, Soldiers Home, Chelsea, Massachusetts. Project manager for the evaluation of approximately 10 miles of steam pipelines, ducts, and condensate lines. Used data obtained to determine possible ways to improve system efficiency. Provide project oversight to ensure the proper recommendations were made based on the fuel, water consumption, and climatological data obtained.

Crompton Pool and Greenwood Spray Park, Worcester, Massachusetts. General manager for the maintenance of each facility during the swim season to ensure compliance to code. Maintained and operated equipment and grounds during the season, and oversaw the opening and closing of each facility.

Upgrade of the P. Eugene Casey Pool, Milford, Massachusetts. Project manager for the demolition of a tot pool, decks, and stainless steel gutter on the main pool.

New Hampshire No. 10520

**PROFESSIONAL
AFFILIATIONS**

American Society of Civil Engineers

New England Water Environment
Association

Water Environment Federation

Oversaw the installation of a new gunite shell in the main pool with a new stainless steel gutter, pool painting; raising the deep end from 12 feet to 8 feet; construction of a new concrete deck; site grading; and filling, balancing, and testing prior to opening.

Swasey Indoor Pool Upgrades, University of New Hampshire. Project manager for the installation of new main drain lines with Virginia Graeme Baker Pool and Spa Safety Act covers, and concrete wall extension to accept a new stainless steel gutter with grating. Directed the pool shell plastering and painting, as well as the replacement of the filter system with new sand filters, piping, valves, controls, ultraviolet disinfection system, and variable frequency drive.

Forest River Pool Rehabilitation, Salem, Massachusetts. Project manager for the upgrades to this salt water pool (approximately 750,000 gallons) that had severe cracks and infiltration/exfiltration of water from the floor caused by tidal events. Services included structural crack injection repairs to the pool floor, as well as coring the wall to accept a VGB cover and a pipe to the surge tank.

Studies and Operation and Maintenance (O&M) Manuals for 37 Pools, Various Locations, Massachusetts. Assisted in the preparation of state-wide pool studies and O&M manuals for 37 outdoor swimming pools on behalf of the Department of Conservation and Recreation.

Phase 4 Sewer Design and Construction, Chelmsford, Massachusetts. Senior engineer for the design and construction of over 65 miles of gravity, low-pressure, and force main sewers and 15 pumping stations, requiring the use of horizontal directional drilling at a railroad crossing and canal crossing. Responsibilities included design, permitting, and schedule and budget control.

Wastewater Pumping Station, Cairo, Egypt. Senior engineer for the design of a 1,000-gallon-per-minute pumping station to serve new campus for the American University in Cairo, Egypt. Responsibilities included design of the station and coordination with other consultants who were working on the project.

Decentralized Wastewater Facilities, Wayland, Massachusetts. Design engineer for the planning, design, and construction services of decentralized wastewater facilities, which involved extensive permitting and was funded by the non-point source category of the State Revolving Fund loan program. Analyzed six decentralized problem areas and developed a technically sound, cost-effective plan for collection and disposal of wastewater. Developed the final design of the decentralized wastewater collection system for the Route 20 area, consisting of approximately 1 mile of low-pressure sewers and 40 individual on-lot grinder pump units connecting to an existing wastewater treatment plant at a local business.

Phase 3 Sewer Project, Chelmsford, Massachusetts. Project engineer for the design and construction of over 30 miles of gravity and force main sewers and 10 pump stations, as well as securing all necessary construction permits, schedule and budget control, and coordination of subconsultant activities.

BACKGROUND

2012-Present
General Manager
Weston & Sampson

2007-2012
Assistant General Manager
Weston & Sampson

2005-2007
Senior Instrumentation Technician
Weston & Sampson

1999-2005
Senior Technician
Weston & Sampson

1995-1999
Technician
Weston & Sampson

1991-1995
Technician/Wireman
Omni-Trol, Inc.

1988-1991
Apprentice Electrician
Anthony J. Costanzo
Electrical Contractor

1988
Apprentice Electrician
M.B.T. Electricians

EDUCATION

1988
Gloucester High School
Gloucester, Massachusetts

1988
Gloucester Vocational School
(Electrical)
Gloucester, Massachusetts

Sal has over 25 years of experience in electrical control systems at water and waste water plants and pump stations and is an expert in Variable Frequency Drive repairs and troubleshooting (5 HP up to 500 HP). He is currently a team leader for approximately 20 mechanical, electrical, and plumbing specialists that provide daily contract operations services at water and wastewater treatment facilities.

Sal also has the following experience:

- 20 years of experience with mechanical and pumping equipment in water and wastewater plants and pump stations, chemical feed equipment and controls, and design build of water and chemical treatment systems.
- 15 years of experience in performing CIP evaluations of various water and waste water facilities.



SPECIFIC PROJECT EXPERIENCE

Water and Wastewater Treatment Plants, Various Locations. For water and wastewater treatment plants in Cohasset, Gloucester, Marshfield, Newburyport, and Yarmouth, Massachusetts; Westerly, Rhode Island; and Coventry, Connecticut, was responsible for the installation and maintenance of pump control circuits; motor control centers; lighting and distribution circuits; alarm and telemetry equipment; testing and wiring of pump motors and circuits; and various other wastewater and water treatment-related equipment.

Pump Stations, Various Locations. For municipal clients such as Braintree, Chelsea, Gloucester, Lexington, Melrose, Nahant, Quincy, Swampscott, Waltham, and Wilbraham, Massachusetts, was responsible for the installation of pump station level and alarm control panels; installation and maintenance of telemetering equipment; installation and design of new level and control circuits, VFDs, and flow monitoring equipment.

Equipment Projects, Wrentham Development Center, Wrentham, Massachusetts. Involved with various equipment improvement projects for the wastewater treatment plant at Wrentham Development Center. Projects included installation of a new sewage grinder in headworks, replacement of a worm gear operated pipe skimmer in a clarifier, replacement of a raw water pump, rebuilding of an effluent pump and installation of new influent channel slide gates. Also performed other on-call maintenance and repair work at the facility.

Industrial Process and Environmental Remediation Systems, Various Locations. Installed variable frequency drives (VFDs), pH control systems, recording devices, and power distribution systems for industrial process and environmental remediation systems for clients such as Nutramax, Delta Electronics, and Bardon-Trimount.

Municipal Pool Projects, Various Locations. Installed level control equipment as part of an upgrade project for the municipal pool in Salem, Massachusetts. Also installed a variable frequency drive for the Peirce Island Pool upgrades project in

Portsmouth, New Hampshire.

Control Systems, Various Locations. Technician/wireman assisting in the design and development of various control systems; layout and assembly of control panels per UL specifications including wiring; final testing of all in-house control panels including test data, wiring and installation of various flow monitoring, chemical feed, recording devices, telemetering, level, pump control, and various other water and wastewater treatment related equipment. Also provided assistance and technical support for all installations, and emergency 24-hour service to all customers.

Electrical Projects, Various Locations. Apprentice electrician responsible for common distribution controls, commercial piping, commercial lighting, and generator and transformer hook-ups. Also worked with marine electrical systems, residential wiring, residential alarms, telephone systems, and machinery hook-ups.

BACKGROUND

2016-2018
Master Electrician
Weston & Sampson

2007-2016
Electrician
Weston & Sampson

1996-2007
Electrician
Lanes Appliance and
Electrical Service

2001-2003
Electrical Apprentice
Ray Spittle Associates

EDUCATION

2006
Master Electrician
The Peterson School
Woburn, Massachusetts

PROFESSIONAL REGISTRATION

Licensed Master Electrician -
MA#20533

Licensed Journeyman Electrician -
MA#51179

Vito, a master electrician in Weston & Sampson's construction, maintenance, and repairs group, has over 10 years of experience with electrical control systems at water and waste water plants and pump stations and chemical feed equipment and controls. He also has 5 years of experience in design build of water and chemical treatment systems and performing CIP evaluations of various water and waste water facilities and is an expert in Variable Frequency Drive repairs and troubleshooting.



SPECIFIC PROJECT EXPERIENCE

- Installed and repaired wiring, electrical fixtures, and control equipment.
- Planned new and modified installations to minimize waste of materials, provide access for future maintenance, and comply with specifications and local codes.
- Prepared sketches showing location of wiring and equipment, and followed diagrams and blueprints.
- Measured, cut, bent, threaded, assembled, and installed electrical conduits.
- Supervised and/or managed various employees and electrical teams.
- Installed control and distribution apparatus, including switches, relays, and circuit-breaker panels.
- Tested continuity of circuits to ensure electrical compatibility and safety of components.
- Disassembled defective electrical equipment, replaced defective and worn parts, and re-assembled equipment.
- Performed minor repairs to fuses, light sockets, bulbs, and switches.

BACKGROUND

2014-Present
Project Manager
Weston & Sampson

2013-2014
District Manager
Layne Christensen Company

2011-2013
Environmental Engineer
Nobis Engineering, Inc.

1998-2011
District Manager
Layne Christensen Company

1991-1998
Project Manager
Hydro Group
(Layne Well & Pump Division)

Thomas, a project manager in the firm's water program, has more than 25 years of experience locating, drilling, constructing, testing, equipping and maintaining high-capacity potable water supply wells for municipalities, utilities, and private customers throughout New England. His experience includes regular consultation with engineering firms and designers regarding appropriate drilling methodologies, formation material sampling and analysis, gravel pack and screen design parameters, well development methodologies, well testing procedures with consideration for environmental controls, pumping system design and implementation, and long-term well monitoring and maintenance.



EDUCATION

1991
Bachelor of Science
Civil Engineering
Lehigh University

1991
Bachelor of Arts
Applied Science
Lehigh University

PROFESSIONAL CERTIFICATION

40-Hour OSHA Health & Safety
Training

PROFESSIONAL SOCIETIES

National Groundwater Association

Plymouth County Water Works
Association

New England Water Works
Association

Maine Rural Water Utilities

American Water Works Association,
Connecticut Section

PRESENTATIONS

"Water Well Rehabilitation,"
New Hampshire Water Works
Association

SPECIFIC PROJECT EXPERIENCE

Morses Pond Well Field, Wellesley, Massachusetts. Worked closely with Town officials to review site conditions and prepare a detailed well rehabilitation program to chemically treat and redevelop four high capacity water supply wells and the associated submersible pumping equipment. Coordinated and monitored site activities with low bid Contractor and reviewed and approved project reporting and invoicing.

Well and Pump Rehabilitation with Liner Screen Installation, Woburn, Massachusetts. As low bidder on a well rehabilitation project for the City, completed well and pump evaluation services that resulted in replacement of the vertical turbine pump bowl assembly and the installation and development of a liner screen system to address failure of the original well casing. Liner screen included a new stainless steel wire wrap screen, steel casing, well gravel pack and concrete sanitary seal.

Well Field and Pumping Equipment Rehabilitation, North Kingstown, Rhode Island. Worked with Water Department and Weston & Sampson PCG personnel to investigate and upgrade well pumping equipment as part of a previous energy audit performed on the well field operations that resulted in substantial rebates from the local power provider. Additional services included evaluations of well condition through downhole video inspections and flow testing that resulted in chemical treatment and redevelopment of two wells.

Well Site Suitability Certification, Colchester, Connecticut. Worked with Town officials to review historical site data, oversee field work for soils collection and analysis, coordination of site survey activities and preparation of CT DPH forms for consideration of proposed siting location for replacement Well 3A.

Harrison Well, Portsmouth, New Hampshire. Construction manager for a drilling firm to coordinate the drilling, design, construction, testing, and equipping the replacement of this well. Tasks included site examination, coordination of drill crew field activities, preparation of detailed sieve analysis for gravel pack and screen slot size design, and consultation regarding the design and proper sizing of the submersible pumping equipment, including a pitless adapter.

"Basics of Water Well Drilling,
Construction and Rehabilitation,"
Plymouth County Water Works
Association continuing education
program

"Basics of Water Well Drilling,
Construction and Rehabilitation,"
American Groundwater Trust
training conference on water well

Smith Well, Dover, New Hampshire. Worked as a design team member with hydrogeologic and engineering consulting firms to drill, complete screen design, construct, develop, test and equip a 600-gpm replacement potable water supply for the city's failed Smith well. Additional services included historical information review to evaluate the aquifer parameters, management of the drilling crew, project schedule coordination, materials procurement, project documentation, and invoicing for the drilling services.

Fitch Court Wells, Marlborough, New Hampshire. Worked closely with a hydrogeologic consulting firm to review historical records and develop and implement a test well drilling program to locate two high-capacity water supply wells to increase the town's overall production capacity. Upon locating the sources, worked with the consultant to evaluate and implement appropriate drilling, development, and testing techniques for the shallow wells. Other project specific tasks included pre-construction site evaluation, drilling crew management, erosion control measures, formation sample analysis, and gravel pack and screen design.

New Source Supply, Bow, New Hampshire. Project manager for the drilling firm awarded a contract for the installation, development and testing of a new high-capacity source of supply for the town. Additional tasks included coordination with consultant and general contractor to manage drilling crew activities for the site preparation, well testing procedures, and design and installation of the permanent submersible pumping equipment.

Brown Farm Well Evaluation and Cleaning, Berlin, New Hampshire. Worked as project manager to assist the town and its consultant with the evaluation and rehabilitation of this existing well. Project tasks included preliminary well testing followed by chemical treatment and redevelopment of the well to restore capacity, and the design and installation of replacement vertical turbine pumping equipment.

Well 3A Site Suitability Certificate Application, Colchester, Connecticut. Assisting the Town with the application process to gain approval from the CT DPH for the installation of a replacement high capacity water supply well (2016)

Hazardville Water Company, Enfield, Connecticut

- South Maple Street Well – Replace submersible well pump (2015)
- Avery Well 4 – Removal and replacement of vertical turbine well pump (2015)
- Grant Well – Flow testing and water sampling (2016)

Cromwell Fire District Water, Cromwell, Connecticut

- Annual well & pump inspections

Avon Water Company, Avon, Connecticut

- Annual well & pump inspections

STATE OF VERMONT

Agency of Natural Resources

Be it known that

THOMAS S HYDRO

License ID# WD00303

is a Licensed

**Combined Water Well and Monitoring Well Driller
In the State of Vermont**

Qualifying Individual for: WESTON & SAMPSON CMR INC

This certification is effective on 07/13/2020
and expires on 06/30/2023



Certificate Number 18834

*Peter Walke, Commissioner
Department of Environmental Conservation
By:*

A handwritten signature in blue ink that reads "Bryan J. Redmond".

*Bryan Redmond, Director
Drinking water and Groundwater Protection Division*

WELL & PUMP SERVICES

inspection, maintenance & repair

For more information, contact:

Thomas Hydro

(978) 977-0110 x 5021

hydrot@wseinc.com

Blake Martin

(978) 977-0110 x 2290

martinb@wseinc.com



■ Annual Well & Pump Inspection & Testing Service

Flow testing to evaluate condition of well and pumping equipment

Beneficial for budget and maintenance planning

■ Emergency Pump & Motor Inspection & Repair Service

■ Downhole Color Video Inspection Services

Firsthand view of well casing & screen

Pre- & post cleaning inspections

Verification of well construction details

■ Well Cleaning & Redevelopment

Chemical treatments

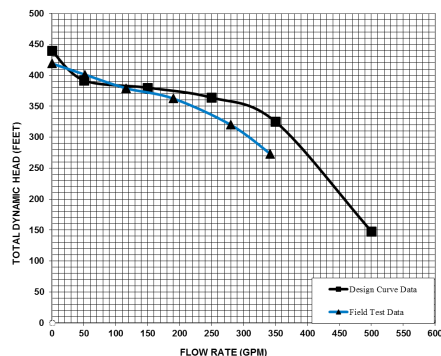
Surge & pump development

■ Vertical Turbine & Submersible Well Pump Sales & Service

Goulds Pumps

US Vertical Hollow Shaft Motors

Centripro & Franklin Electric Submersible Motors



Weston & Sampson offers comprehensive maintenance services for potable groundwater supply wells and associated pumping equipment. Our staff conducts annual inspection flow tests to evaluate well and pump conditions, assists with maintenance scheduling and budget planning, and provides complete rehabilitation services, including customized chemical treatments, surge and pump redevelopment, and pumping equipment repair/replacement. Weston & Sampson staff have nearly 90 years of experience in the field, and the expertise to assist both municipal and industrial clients with the management of one of their most valuable assets.

Weston & Sampson CMR, Inc.
Well & Pump Services

Well Rehabilitation Equipment

Weston & Sampson CMR, Inc. utilizes specialized equipment for the most efficient access and performance of the well rehabilitation procedures. The standard equipment includes the following:

(2) Rear Mount Crane Pump Rigs Equipped with Hydraulic Surging Piston w/1 to 6-Foot Stroke Length

4" Steel Developing Pipe

Multiple High Capacity Submersible Developing Pumps

Multiple 1,500 Gallon Neutralization Tanks

Color Downhole Video Camera w/On Screen Depth Counter

Reinforced Rubber Surge Blocks

Misc. Suction & Discharge Hoses

Orifice Pipe(s)

Amperage/Voltage Meter

Vibration Meter

Misc. Hand Tools

1,300 psi Pressure Washer

Safety Note:

Due to the use of heavy equipment and hazardous chemicals and the potential for exposure to electrical hazards, the Weston & Sampson field crew will consist of 2-men for all on-site activities associated with well redevelopment projects.



AGENDA MEMORANDUM

October 12, 2020

Town Selectboard Meeting Item: 4.f

Submitted by: Hannah Tyler, Director of Public Works

Subject: Winter Salt Bid Award

Background: The Town received bids for winter deicing salt.

The bids included the cost per ton for bulk deicing salt.

Discussion: The Town received bid forms from Cargill and from American Rock Salt.

The bid form from Cargill included pricing of \$69.21 per ton for bulk deicing salt. The bid form from American Rock Salt included pricing of \$76.00 per ton.

Cargill is the low bidder for salt and delivery.

Impact: The cost winter sand from Cargill is 8.93% per ton less expensive than from American Rock Salt.

Recommendation:

Authorize the purchase of winter deicing salt from Cargill.

Attachment: Bid Tabulation



Salt, Road Safety
24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

Wednesday, September 30, 2020

Billing Information		Shipping Information	*Contact Information	
Account Number	1500011602	2500010978	Attn:	VALUED CUSTOMER
Name	HARTFORD TOWN	HARTFORD TOWN OF - D4	Title	
Address 1	171 BRIDGE ST	173 AIRPORT RD	Phone	
P O Box			Fax	
City State Zip	WHITE RIVER JUNCTION, VT 05001-7034	WHITE RIVER JUNCTION, VT 05001-6029	Mobile	
County	WINDSOR		e-mail	
*PLEASE VERIFY THAT ALL CONTACT INFORMATION IS CORRECT. IF CHANGES ARE REQUIRED PLEASE NOTE THEM ON THE NEXT PAGE.				

Cargill, Incorporated Deicing Technology Business Unit ("Cargill") is pleased to submit the following quote for your DEICING SALT needs for the 2020/2021 season.

Price Basis Per Ton

Product	DELIVERY	Estimated Tons	Terminal
BULK DEICING SALT	\$69.21	2500	WHITE RIVER
THE PRODUCT QUOTED IN THIS AGREEMENT IS INTENDED FOR BULK DEICING USE ONLY.			

PLEASE SIGN AND RETURN THIS QUOTE LETTER TO OUR ATTENTION WITHIN TEN (10) BUSINESS DAYS FROM DATE OF LETTER. WE CANNOT UPDATE YOUR ACCOUNT FOR THIS YEAR WITHOUT THE SIGNED QUOTE LETTER. THIS PRICE QUOTE LETTER DOES NOT CONSTITUTE AN ORDER. ORDERS MUST BE PLACED BY CALLING CUSTOMER SERVICE AT 800-600-SALT (7258). ORDERS BEING PLACED FOR PICKUP MAY NOT BE AVAILABLE FOR 24 HOURS FROM THE TIME THE ORDER IS PLACED.

TERMS AND CONDITIONS –

- Provided this Price Quote Letter is signed and returned within ten (10) business days from the Date, Cargill agrees to hold the quoted prices firm from September 30, 2020 through April 30, 2021. Notwithstanding the foregoing, the prices contained in this Price Quote Letter are contingent on Customer's adherence to these Terms and Conditions and the attached Terms and Conditions of Sale, including, but not limited to, Customer's compliance with the Customer account's payment and credit terms stated below.
- If purchase is not made by December 31, 2020, Cargill reserves the right to revoke the pricing provided in this Price Quote Letter.
- The Estimated Tons figure is an estimate of the total quantity of each Product(s) to be purchased by Customer under this Price Quote Letter. Customer is not obligated to purchase a minimum percentage of the Estimated Tons. Cargill is not obligated to sell Customer any quantity of the Estimated Tons.
- Cargill's obligation to sell Product(s) is SUBJECT TO PRODUCT AVAILABILITY. Cargill has the right to (i.) decline, or suspend shipments of, any Customer order placed under this Price Quote letter or (ii) terminate this Price Quote Letter if, at any time, Cargill encounters Product shortages due to commitments to other customers. In addition, Cargill reserves the right to decline, or suspend shipments of, any Customer order placed under this Price Quote Letter for any reason(s) relating to: Conditions at any Cargill terminal/production facility, weather conditions, or any other reason that may affect Cargill's ability to accept orders.
- Estimated delivery time three to seven business days after release of an order. This quote assumes that Product will be delivered from or picked up at the terminal set forth above. Sourcing of products from another Cargill facility is subject to availability and additional fees that may be applied to your account. Cargill's sale of Product is expressly conditional upon these Terms and Conditions and Customer's acceptance of the attached Terms and Conditions of Sale. Any terms which may exist on the Customer's standard purchase order (or similar forms) and which alter or are inconsistent with the terms and conditions will be of no legal force or effect and will not govern the transaction contemplated by this Price Quote Letter.
- By accepting, Customer agrees that this Price Quote Letter (including the Terms and Conditions and the attached Terms and Conditions of Sale) constitutes the entire understanding between Cargill and Customer and supersedes all other prior agreements or quotations, whether written or oral, between Cargill and Customer with respect to the Product(s). Any individual signing this Price Quote on behalf of Customer represents and warrants that they have full authority to do so, and that the transaction described herein is consistent with any applicable procurement regulations.

Payment Terms	NET 30	Credit Limit	N/A
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Payment terms & credit limits are subject to change.

Thank you for the opportunity to be of service. We are looking forward to supplying your salt needs.

Cargill, Incorporated Salt, Road Safety Sara Cope Senior Sales Analyst Sara_Cope@cargill.com 800-600-7258 - p 952-404-8491 - f	Accepted
	Signature:
	Name:
	Title:
	e-mail:

Confidential - This document is intended only for the named recipient (i.e., Seller) and contains confidential information. Anyone other than the Seller is not permitted access to this information. Any dissemination or distribution of this information is a breach of the terms and conditions of this document. If you have received this document in error, please advise CDT by reply e-mail / mail at the address above, and delete this document and any email related thereto

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Deicing Technology Business
24950 Country Club Blvd, Suite 450
North Olmsted, OH 44070

Please notify us of any required changes to your account information. Any incorrect information will delay your account setup.

Billing Information		Shipping Information	
Name:			
DBA (If applicable)			
Address 1			
Address 2			
City State Zip			
County			
Attn:			
Phone		Fax	e-mail:

TERMS AND CONDITIONS OF GOVERNMENT ROAD SALT SALES

1. **TERMS TO GOVERN.** The terms and conditions set forth herein shall constitute the sole terms and conditions of sale for this quotation (the "Quote") and any orders placed thereunder. No other terms or conditions, whether contained in Buyer's purchase order or elsewhere, shall be binding on Seller unless agreed to in writing by Seller.
2. **TITLE/RISK OF LOSS.** Title and risk of loss shall pass to Buyer at the time the goods are delivered to or picked up by Buyer.
3. **PAYMENT AND CREDIT TERMS.** Failure of the Buyer to pay on the due date for products shipped shall give Seller the right, but not the obligation, to suspend further shipment, without notice to the Buyer, until all previous shipments are paid, or to terminate this agreement and seek all available remedies from Buyer. Interest at the maximum rate permitted by law will accrue on all invoices unpaid as of the net due date. All payments by Buyer shall be final 180 days after shipment of the goods and Buyer shall have no right to audit payments or deduct future payments after such date. Notwithstanding anything else herein contained, Seller reserves the right to modify payment terms or to allow no credit whatsoever to Buyer if Seller determines that it cannot grant Buyer the credit terms which are specified herein or Buyer's credit changes. Buyer understands that this reservation is necessary to allow Seller's credit department to have adequate time to review Buyer's credit status.
4. **WARRANTY AND LIMITATION OF LIABILITY.** Seller warrants that it has the right to convey good title to the goods and that the goods will be delivered free of all liens and encumbrances. EXCEPT FOR THE WARRANTIES SPECIFICALLY SET FORTH ABOVE, SELLER DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SELLER BE LIABLE FOR TO BUYER, OR TO ANY THIRD PARTY, FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES OF WHATSOEVER NATURE (INCLUDING, BUT NOT LIMITED TO, LOST BUSINESS, LOST PROFITS, DAMAGE TO GOODWILL OR REPUTATION AND/OR DEGRADATION IN VALUE OF BRANDS, TRADEMARKS, TRADENAMES, SERVICE NAMES OR SERVICE MARKS) WHETHER ARISING OUT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE, FAILURE TO WARN, OR STRICT LIABILITY) OR OTHERWISE.
5. **EXCLUSIVE REMEDY.** If upon delivery to Buyer the goods appear not to meet the above warranty, Buyer shall immediately notify Seller who shall have a right to inspect them. Buyer shall not return, repair or dispose of any goods that fail to meet the above warranty without Seller's written consent. In the event Seller breaches the above warranty, Buyer's sole and exclusive remedy and Seller's sole and exclusive liability shall be limited to, at Seller's option, replacement of non-conforming goods with conforming goods or return of the purchase price.
6. **FORCE MAJEURE.** Seller shall be excused for failure to deliver or delay occasioned by conditions beyond Seller's reasonable control, including, but not limited to, Acts of God, fire flood, windstorm, acts of governmental authorities, strikes shortage of raw materials, breakdown, shortage or non-availability of transportation facilities or equipment or any similar event not within Seller's control. In the event Seller is unable to supply the total requirements of its customers, Seller may allocate its available supply among its customers in a manner deemed by Seller to be fair and equitable. If Seller declares force majeure hereunder, Seller may cancel any unperformed portion hereof upon ten (10) days written notice to Buyer.
7. **INCREASES.** Any advance in applicable freight rates or taxes taking effect before the fulfillment of orders placed under this Quote shall be for Buyer's account. All demurrage or detention charges shall be for Buyer's account. Seller reserves the right to add energy and/or transportation related surcharges for Buyer's account. In addition, if Seller is unable, for any reason, to supply the goods from its plant closest to Buyer's facility, then Seller may, but is not required to, supply the goods from another plant, to the extent it is available, subject to Buyer's payment of all increased freight costs.
8. **DELIVERY.** Buyer shall furnish complete shipping instructions in sufficient time to enable Seller to perform its obligations hereunder. Seller shall not be obligated to make shipment in absence thereof. If more than one delivery is called for, each delivery is to be considered a separate contract for purposes of furnishing complete shipping instructions by Buyer. Unless otherwise provided for herein, if the Quote provides for deliveries over a period exceeding one month, Seller shall not be obligated to deliver in any thirty day period more than approximately equal monthly quantities, in relation to the total amount. The destination routing of shipments will be at Seller's option.
9. **TERMINATION.** If either party breaches any of its obligations under this Quote or any order thereunder, the non-breaching party may give ten (10) day notice of termination, and if the breach has not been cured during the said 30-day period, this Quote shall terminate. In the event Buyer files a voluntary petition in bankruptcy, makes an assignment for the benefit of creditors, is adjudicated as bankrupt, and/or becomes insolvent, Seller may terminate this Agreement effective immediately. Termination, pursuant to this Section, while being in itself a remedy for breach, shall not preclude any other legal or equitable remedy which is available to the terminating party.
10. **TAXES.** Buyer shall be liable for any taxes or other exactions levied by Federal, State or local authorities upon the sale, delivery, storage, consumption or transportation of the goods or services, and if any such items are paid or required to be paid by Seller, the amount shall be added to and become part of the price payable to Seller for such goods or services.
11. **ASSIGNMENT.** The rights and obligations under this Quote are not assignable by Buyer unless in writing and signed by Seller.
12. **FORWARD CONTRACT.** The Parties agree that the transactions hereunder constitute a "forward contract" within the meaning of the United States Bankruptcy Code and that each Party is a "forward contract merchant" within the meaning of the United States Bankruptcy Code.
13. **CONTRACT AMBIGUITIES.** The Parties acknowledge that they have had the opportunity to consult with legal counsel of their own choosing. As a result, the rule of construction that provides that ambiguities in a contract shall be construed against the drafter shall not apply to these terms and conditions and the Parties waive any such defense to the terms of these terms and conditions.

Confidential - This document is intended only for the named recipient (i.e., Seller) and contains confidential information. Anyone other than the Seller is not permitted access to this information. Any dissemination or distribution of this information is a breach of the terms and conditions of this document. If you have received this document in error, please advise CDT by reply e-mail / mail at the address above, and delete this document and any email related thereto

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

September 28, 2020
Customer#: 014273-000/001
County: Windsor
loneil@hartford-vt.org

2020-2021 Quotation for BULK ICE CONTROL ROCK SALT

<u>Source of Supply</u>	<u>Delivered Price/Ton (USD)</u>
West Lebanon, NH	\$76.00/ton

- Please note the rock salt we furnish is produced in the United States with American labor and is treated with anti-caking agent.
- Delivered Pricing is based on full truckload quantity for delivery, normally 30-35 tons (22 ton minimum) and/or weight dependent on local regulations.
- Normal delivery is 3 to 5 working days after receipt of order and is subject to availability.
- Payment Terms are NET 30 days from shipment date after which interest will accrue at 2% per month. No orders will be accepted until account is brought up to date.
- This Quotation is limited to your 2020-2021 Estimated Tonnage as listed below through 5/31/21 and is subject to availability.
- This quote must be accepted and acknowledged within 15 days from the date of this proposal. Quote will not be accepted and will be considered invalid after that date.
- Orders may be placed by calling our toll-free number (888) 762-7258. Normal hours of operation are from 8am to 4:30pm. American Rock Salt has made available a website for placing orders on-line, call for details!

Thank you for the opportunity to submit our quotation. We look forward to doing business with you during the 2020-2021 season.

Sincerely,

Jamie A. McClain
Marketing Manager
(888) 762-7258
jamie.mcclain@americanrocksalt.com

ACKNOWLEDGEMENT: PLEASE COMPLETE THE INFORMATION BELOW AND FAX TO (585) 243-7676. YOU MAY ALSO E-MAIL YOUR RESPONSE TO CUSTOMERSERVICE@AMERICANROCKSALT.COM. THIS INFORMATION MUST BE FILLED OUT AND RETURNED BACK BEFORE WE CAN PLACE AN ORDER FOR YOU.

2020-2021 Estimated Tonnage: _____ TONS	Name:
Signature:	Title:
Phone:	Date:
Fax:	Mobile #:
Email Address:	



AGENDA MEMORANDUM

October 20, 2020

Town Selectboard Public Hearing Item: 4.g.

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

Subject: Hartford Business Economic Recovery Grant Awards, 2nd Round

Background: On July 14, 2020, the Selectboard approved the Hartford Business Economic Recovery Grants program to assist up to 25 businesses significantly impacted by the COVID-19 Pandemic, using \$50,000 from the Hartford Business Revolving Loan Fund (HBRLF) Program. Of the 48 applications, 25 were selected through a lottery, and awarded \$2000 grants at the August 25, 2020 Selectboard meeting.

The possibility of an additional round of grant awards was dependent on the town receiving income from loan payments related to a 2018 Vermont Community Development Program (VCDP) grant. The Town lent the funds to a local business to support job creation. Fifty percent of the loan payments come back to the Town as Program Income. The HBRLF Committee supports a second round of awards to the 23 remaining qualified applicants in the lottery using a portion of this program income.

Discussion: The Town has invoiced the state for the \$146,595 of Program Income, which should be received within the next few days. In order to use these funds, the Town must present a plan to the state for approval of a new Revolving Loan Fund (RLF). The Plan must include the program management structure, and the type of activities for which the RLF will be used in accordance with state and federal regulations. Although primarily intended as a loan program, a portion of the RLF can be used for direct grants especially given the current Pandemic.

Allowed State and Federal activities are economic development, housing, public facilities, public services, and handicap accessibility improvements, all of which must benefit at least 51% low-and-moderate income persons. In the past when discussing the use of this VCDP Program Income, the Selectboard has highlighted economic development and housing as priorities. Given the impact of the current COVID Pandemic, the HBRLF Committee supports using the limited funds for economic development.

The town currently has a comprehensive structure in place for the existing HBRLF that could be replicated and modified to incorporate the income requirements and more uses if desired. Also, using the current HBRLF Committee makes sense given its role is generally the same regardless of the purpose of a loan. If the Selectboard is in favor of this approach, staff can come back to the Selectboard on November 2, 2020 with the new RLF guidelines and management structure to ensure compliance with State and Federal requirements. This also would enable the Selectboard to consider using the funds to award a second round of grant recipients meeting the Federal beneficiary requirement.

Financial Impact: None at this time.

Recommendation: Provide direction on the parameters of the new RLF.

Direct the Town Manager to pursue the next round of Hartford Business Economic Recovery grants to the remaining lottery applicants that meet the new RLF income requirements.

Attachment: Current HBRLF Guidelines.

TOWN OF HARTFORD
BUSINESS REVOLVING LOAN FUND GUIDELINES
(as amended May 12, 2015)

A. Loan Committee Structure

1. Membership

The Hartford Business Revolving Loan Fund (HBRLF) Committee shall be comprised of five members, appointed by the Hartford Selectboard. Eligible for membership on the HBRLF Committee will be Town of Hartford residents, business owners, those who are employed in the Town or otherwise having business interest within the Town of Hartford.

2. Chairperson and Other Officers

The HBRLF Committee shall appoint one member of the Committee to serve as Chairperson. In December of each year, the Committee shall have the opportunity to review that appointment. The members of the HBRLF committee shall also elect a Vice-Chair from among their members, to serve in the absence of the Chairperson. In addition to the five voting members of the HBRLF Committee, the Town of Hartford Planning and Development Director shall serve as staff to the Committee.

3. Terms of Member Replacement

The initial membership of the HBRLF Committee will be appointed on the following schedule: one for one year, one for two years, one for three years, one for four years, and one for five years. All new members shall be appointed for three-year terms and confirmed by the Selectboard in March.

In the event that a member is unable to serve a full term, the Selectmen shall appoint someone to serve the unexpired portion of that term.

4. Authority

The HBRLF Committee has the authority, within these policies, to act on all applications for loans from eligible applicants. Final loan approval may result only from a written application, recommendation for approval by the HBRLF Committee, and subsequent approval by the Hartford Selectboard.

5. Voting

Applications for loans shall be recommended for approval by at least a majority of the members of the Loan Committee, except that in no case may such an application be recommended for approval by fewer than three affirmative votes. The votes of the HBRLF Committee members shall be recorded and reported to the Selectboard.

6. Quorum

A quorum for the Loan Committee shall be three (3) members.

B. Revolving Loan Fund

1. Purpose

The Hartford Business Revolving Loan Fund will be used principally to provide loans that will assist Town of Hartford businesses to create or retain employment in Hartford. Loans under this program will be made to enhance the economic vitality and stability of the community, and economic development opportunities in the Town. Under special circumstances where a project will broadly stimulate economic development activities in the Town, the Selectboard may approve the use of funds directly by the Town, or as a grant for a private sector development.

The intent of the Loan Fund is to compliment and support the activity of lending institutions; therefore, loan requests that leverage other funds will be given priority. Applications will not be considered unless applicant has previously sought other financing.

2. Borrower Eligibility

The applicant must demonstrate to the HBRLF Committee's satisfaction a commitment, intent, and ability to repay the loan.

The borrower must operate a business in Hartford and propose to use the borrowed funds for the portion of the business in Hartford; or the borrower must show that Hartford residents will be the primary beneficiaries of the loan.

The borrower must be current on Hartford taxes and have a satisfactory credit history.

3. Eligible Activities

The HBRLF will be used for any legitimate business need, including the revitalization of the White River Junction downtown area.

4. Security

Security on loans will be determined by the HBRLF Committee on a case-by-case basis. Need for co-signers, and other specific security arrangements may be made as a condition of recommending loan approval by the HBRLF Committee. Personal guarantee of loans is required by all business owners having 20% or greater interest in the business.

5. Types of Loans

The HBRLF Committee shall consider, but not be limited to fully amortized loans, with the interest rate set at one hundred percent of the prevailing Wall Street prime rate plus 3 % (to be

set on the date that the HBRLF Committee approves the loan). Normal loan terms will be for up to five years with no term greater than 10 years. This may be modified for real estate secured loans, where longer terms may be considered. Interest rates will be fixed for the term of the loan. Under special circumstances where a project will broadly stimulate economic development activities in the Town, the Selectboard also may approve a reduction in the interest rate and/or the terms of the loan

6. Funding Limits

No limit is set on the amount of funds sought by the applicant. The HBRLF Committee may recommend funding at or below the amount requested, at its discretion.

7. Restrictions

Sale or transfer of controlling interest in the business without the expressed written consent of the Town will trigger immediate repayment of the loan. Moving the business so that it no longer conforms with the permitted purposes as stated in Section B (1) of this document, without the expressed written consent of the Town will also trigger immediate repayment of the loan. Providing neither of the above has occurred, the HBRLF Committee will consider extending a loan upon written request and a current business plan.

C. Loan Application Procedure

1. Loan Application

All loan requests must be accompanied by the HBRLF application form, and the items below. The form will require the applicant to disclose a personal financial statement, and authorize a review of the applicant's credit standing. A credit report will be obtained.

There will be an application fee payable to the Town of Hartford at the time of application submittal. The fee is non-refundable and covers the cost of the credit report and processing.

The application must include the following items:

a. Project Description: Describe the purposes for which the loan will be used; the total project cost and other sources of funding; the amount of the loan requested.

b. Business Plan: Describe short and long-term goals of the business. Include information that describes the business environment, size and character of the market, major competitors, major customers, uniqueness of product or service, special skill of borrower, general marketing and production plan, location, key personnel and management plan.

c. Financial Information: Financial and income tax statements for three years past and projections for two years forward.

d. List of Equipment: Land, buildings, etc. to be purchased.

e. Detail of the Number of Jobs: To be created or retained, and a statement of benefit to the Town.

The HBRLF Committee may waive specific components of the written request for projects under \$5,000, upon request of the applicant.

In addition, the applicant may be required to meet with a Business Development Specialist to review the submitted application materials. The Development Specialist's written evaluation/analysis will be included in the application materials sent to the HBRLF Committee.

2. Underwriting Requirements

The following types of insurance may be required from the borrowers, depending on the Town's insurable interest:

a. Homeowner's or Property/Casualty insurance sufficient to cover the amount of all mortgages and liens including the Town of Hartford loan.

b. Flood Hazard Insurance will be required for all loans made for improvements of properties existing within the standard intermediate flood plain (100 year flood plain), at least in the amount of the loan made by the HBRLF Committee. The Committee will require flood insurance for the amount of all mortgages, up to the maximum insurable value under the National Flood Insurance Program.

c. Business Liability Insurance may be required by any recipient of loan funds.

d. Keyman life insurance may be required on the principals in the amount of the loan naming the Town of Hartford as beneficiary and assignee.

For all insurance on the property, notification shall be sent to the insurance carrier to add the Town of Hartford as a loss payee. Subsequent yearly notification of continued coverage must be sent to the Town.

3. Loan Application Decisions

All applications will be reviewed and decided upon by the Loan Committee on a case-by case basis. The HBRLF Committee will reach one of three decisions within 30 days:

a. Recommended for Approval – subject to the HBRLF Committee's terms and conditions, the Committee is recommending the loan to the Selectboard for approval.

b. Tabled – for more information, at which time the HBRLF staff person will set up an appointment to obtain this information.

c. Declined – at which time the HBRLF Chairperson will send out the appropriate letter informing the applicant that their request was turned down and for what reasons.

Based on any one of the three decisions, a letter must be sent to the applicant within ten days after HBRLF Committee meets.

4. Loan Closing and Documentation

The Town of Hartford will contract with a local financial institution or other responsible agent to initiate and conduct closings. The Town shall provide the bank with the necessary documents and information, including the loan amount approved, required collateral, and any terms and conditions. The bank or HBRLF staff person shall contact the applicant and arrange for closing.

All closings costs, including but not limited to prepaid interest, title search, appraisal, recording, uniform commercial code (UCC) preparation and filing, legal opinions, security documents, and other miscellaneous costs will be the financial responsibility of the applicant, and may be included in the loan amount. The applicant, regardless of the final disposition of the request for funds, will pay the non-reimbursable application fee.

5. Loan Payment

Loan payments shall be made directly to the Town of Hartford or its designated agent. Loans will regularly be paid back in monthly installments of principal and interest, unless prior arrangements are made before loan closing.

6. Financial Reporting

All loan recipients must provide annual financial statements to the Town of Hartford as a condition of approval.

D. Loan Servicing

1. General Procedures

Loan payments shall be due every month at the financial institution servicing loans for the Town of Hartford. A late charge of 5% may be assessed for any late payment of 10 days or more. Loans may be prepaid at any time without penalty. The Town of Hartford will negotiate with the financial institution of its choice regarding servicing costs and servicing procedures.

2. Reports

The status of each outstanding loan shall be monitored by the Town or its agent.

3. Review

The Hartford Selectboard shall review these policies and make changes as needed to meet Town needs.

4. Delinquent Accounts

A loan shall be considered delinquent and collection efforts instituted by the Agent/Town for any loan delinquent for thirty (30) days or more.

5. Collection and Foreclosure

The Hartford Revolving Loan Fund Committee has the authority to settle and compromise on outstanding loans and to proceed against debtors in small claims court for amounts up to the maximum allowed by state statute.

The Committee is further authorized to settle and compromise on outstanding loans, proceed against debtors on claims not eligible for small claims court, and expend funds up to \$2,500. All expenditures over this amount are to be reviewed by the Selectboard prior to further expenditure.

Foreclosure may be considered for but is not limited to the following circumstances:

- a. Abandonment of the property;
- b. Refusal to pay note;
- c. Sale of mortgaged property if loan assumption is not approved by the Town;
- d. Death of borrower and the estate does not pay the note;
- e. When a first mortgage holder threatens foreclosure and the Town of Hartford holds second or third mortgage.

Foreclosure proceedings will be governed by applicable State Statutes.

6. Loan Restructuring

Recasting of loans shall be considered when the borrower's financial situation has changed significantly since the closing of the loan. The decision regarding any loan restructuring must be approved by the HBRLF Committee. Any restructuring of loans resulting in reducing the overall debt must be approved by the Hartford Selectboard.

7. Bad Debts

Any loan which has a remaining balance after liquidation of collateral will be pursued through reasonable post collection procedures.

8. Non-discrimination

In accordance with the provisions of the Equal Opportunity and Employment Act, the HBRLF Committee may not discriminate in its lending practices on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation or physical or mental handicap.

9. Confidentiality

All HBRLF Committee meetings to consider loan requests shall be held in Executive Session.

Disclosure of any information relating to an application, to transactions by, and decisions of the HBRLF Committee shall remain confidential, except that for any loan recommended for approval, the amount, borrower, rate and term may be disclosed.

E. Government Programs and Other Funding Sources

The HBRLF Committee, Town and Town's agent will adhere to all applicable requirements associated with the original source of the funds.

F. Appeals

1. When Applicant Disagrees with the HBRLF Committee's Decision

When an applicant disagrees with a decision of the HBRLF Committee, the following procedures shall be followed:

- a. The applicant shall contact the HBRLF chairperson and request a personal appearance before the HBRLF Committee for the purpose of appealing its decision;
- b. The HBRLF Committee shall meet to hear the appeal as the first order of business at its next regularly scheduled HBRLF Committee meeting or specially convened meeting.
- c. The decision of the HBRLF Committee shall be final.

G. Conflict of Interest

Members of the HBRLF Committee (and any others as dictated by CDBG or Special Purpose regulations) shall be ineligible to apply for revolving loan funds for as long as they are members. The Conflict of Interest provision applies to procurement of supplies, equipment, construction, and services by the Applicant, all members of the Legislative Bodies, officers or employees of the Town, or their designees, or other persons who exercise any functions or responsibilities with respect to the application. Officers and employees shall not participate in any decision concerning matters in which they have a financial interest. Conflicts and the appearance of

conflicts of interest shall be avoided in order to assure public confidence in the operation of the HBRLF.

H. Amendments

Amendments may be proposed at any time by the HBRLF Committee, and recommended by a majority vote to the Hartford Selectboard for approval. Amendments will be approved by a majority of the Selectboard.

Amended and accepted this _____ day of _____, 2015 by the Selectboard

Chair

Vice-Chair

Clerk

H. Amendments

Amended and accepted this 12 day of May, 2015 by the Selectboard

Vice-Chair

Alex S. Dutcher

Sam Dennis

Robert H. H.



memo

TOWN OF HARTFORD, VT

To: Selectboard

From: Slow the Spread Committee

Cc:

Date: 9/18/20

Re: Funding Committee Request

The Slow the Spread Committee is requesting that the Town allocate \$800 to acquiring banners to be hung downtown which would promote the wearing of masks during the continuing pandemic. Selectboard consideration of this request is appreciated.



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

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

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

Present at Town Hall: Dan Fraser, Selectboard Chair; Patrick MacQueen, Interim Town Manager; Lana Livingston, Administrative Assistant; Simon Dennis, Selectboard Vice Chair.

Present via ZOOM: Alan Johnson, Selectboard Member; Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member; Alicia Barrow, Selectboard Member.

CATV LINK: <http://catv.cablecast.tv/CablecastPublicSite/show/12991?channel=1>

Selectboard Chair, Dan Fraser read the following:

As Chair of the Town of Hartford Selectboard I find that, due to the State of Emergency declared by Governor Scott as a result of the COVID-19 pandemic and pursuant to Addendum 6 to Executive Order 01-20 and Act 92, this public body is authorized to meet electronically. In accordance with Act 92, there is no physical location to observe and listen contemporaneously to this meeting. However, in accordance with the temporary amendments to the Open Meeting Law, I confirm that we are:

a) Providing public access to the meeting by [telephone/video/other electronic means], with additional access offered through telephone, zoom and youtube.com. We are using Zoom for this remote meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by

*If you're calling in from phone dial: (415) 762-9988 Type in the Room ID: 549-799- 933 followed by #. Press # a second time. Press *9 to raise your hand for public comment.*

b) Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone, zoom and youtube.com in our posted meeting agenda.

[Instructions have also been provided on the town website on the "Agendas and Minutes."]

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access and

d) Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.

Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law.

Let's start the meeting by taking a roll call attendance of all Selectboard members participating in the meeting.

I. Call to Order the Selectboard Meeting was called to order at 6:07 P.M. by Selectboard Chair, Dan Fraser.

II. Pledge of Allegiance was recited.

III. Executive Session:

Selectboard Member, Alan Johnson made the motion to:

Move to find that premature public disclosure regarding pending litigation matters would clearly place the town at a substantial disadvantage, 1 VSA, Section 313(a)(1)(E). Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.

Selectboard Member, Alan Johnson made the motion to enter executive session to engage in protected attorney/client communications under the provisions of Title I, Section 313(a)(1)(F) of the Vermont Statutes. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Member, Emma Behrens made the motion to close the Executive Session at 7:08 P.M. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

Motion: Selectboard Member, Alan Johnson made the motion to designate Joe Major to assist with legal counsel with the two remediations regarding employment matters that were discussed in the Executive Session with the understanding that any settlements will require full Board approval. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Dan Fraser recessed the Selectboard meeting and opened the Local Liquor Board.

IV. Local Liquor Control Board

- a. Thyme Restaurant, 85 North Main St., WRJ, VT 05001
A change in the licensed space for the restaurant. Expanding to use Suite #146 for service only.

Selectboard Member, Alan Johnson made the motion to approve the change in the licensed space of a 1st Class Liquor License for Thyme Restaurant, 85 North Main Street, WRJ, VT 05001 to expand the use of Suite #146 for service only. Selectboard Member, Joe Major seconded the motion. 5 were in favor, 1 recused (Souza) and 1 abstained (Fraser). The motion passed.

Selectboard Chair, Dan Fraser closed the Local Liquor Board and reopened the Selectboard meeting at 7:12 P.M.

- V. Order of Agenda:** Interim Town Manager, Pat MacQueen requested to add VI.4.d. to the agenda for an update of a Health Insurance change for coverage for Town Employees.

VI. Selectboard

1. Public, Selectboard Comments and Announcements

Public Comments: Lannie Collins from Quechee has recently observed downtown construction workers entering establishments without masks. He would like to know if there is something the Town could do. Simon Dennis said the Town policy is the same as the Governor of Vermont has said that masks are required when in public close spaces. Mr. MacQueen will contact Brett Mayfield, the health officer, to look into this.

Selectboard Comments: None

2. Appointments

- a. Consider the appointment of Ashton Todd to the Energy Commission for a three-year term beginning October 6, 2020 and ending October 5, 2023.

Selectboard Member, Joe Major made the motion to appoint Ashton Todd to the Energy Commission for a three-year term beginning October 6, 2020 and ending October 5, 2023. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

3. Town Manager's Report

Mr. MacQueen asked the Selectboard to authorize an RFP to be given to private and/or other parties that may have an interest in the Transfer Station Operations and the property itself to see what that may yield in the terms of interest and ideas. There were no objections from the Board.

Selectboard Vice Chair, Simon Dennis asked about the plowing of downtown WRJ listed in the Significant Activity Report by the Department of Public Works. The plan is to remove the jersey barriers in downtown for special seating areas for the 2 restaurants the beginning of November. This is for snow removal. Mr. Dennis asked if there would an alternative way to remove the snow and not remove the barriers. Hannah Tyler, DPW Director said that there really isn't a way to do it that wouldn't be timely or costly. The November date is already longer than the original date of when they were to be picked up. Ms. Tyler has not heard from the restaurants directly about this.

Significant Activity Report Link:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/195>

4. Board Reports, Motions & Ordinances:

a. Fairview Terrace

Mr. MacQueen's recommendation to the Board is that up to \$30k be taken from the \$200k in this year's budget to clean up the road as it is (blacktopping etc.) and remove it altogether from the CIP.

Selectboard Vice Chair, Simon Dennis made the motion that the Selectboard remove the full reconstruction of Fairview Terrace road from our Capital Improvement Plan and instead on account of it not showing signs of movement take steps to resurface the road for one lane travel. Selectboard Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

b. Consideration of Pool Award

Scott Hausler, Department Director of Parks and Recreation presented the next steps in the Pool construction to the Board. He was asking for a motion

"to authorize the Town Manager to negotiate a contractual agreement with Bread Loaf Construction for a not-to-exceed amount of \$3,177,000 for the purpose of constructing a new municipal pool. Additionally, authorize the Town Manager to apply to the Vermont Municipal Bond Bank Pooled Loan Program for a 20-year bond for the purpose of funding the new pool project."

After much discussion, Selectboard Vice Chair, Simon Dennis made the motion for the Board to table this discussion until the next Selectboard meeting and ask Scott Hausler to confer with Bread Loaf about the longevity of the bid and ask the Town Manager to investigate any legal ramifications of bringing this matter back to the voters in March given the unexpected economic impact of the pandemic. Selectboard member, Alan Johnson seconded the motion. All were in favor and the motion passed.

c. Truck Bid award

Selectboard Clerk, Kim Souza made the motion to Authorize the purchase of a 2020 3500 from Key Auto of White River Junction. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.

ADDED ITEM: d. Health Insurance Coverage.

Information Only: It has been decided that The Town health insurance plan will be switching to MVP Gold 3 HDHP: a plan comparable and more affordable than our current BCBS plan.

VII. Commission Meeting Reports

Alan Johnson reported from the Energy Commission. They have elected a new Vice Chair, Frederick D. Randall. Within the next few weeks, the energy commission will be issuing a statement of support for the BIPOC community and climate change.

The Climate committee reported that Courtney Williamson has resigned. This leaves 2 openings on the committee vacant. They are in the process of creating a Climate Action Team that will perhaps consist of workgroups and up to 20 people.

Simon Dennis reported that Resilient Hartford is having a good response from citizens about the alternate Use of Parks survey. Over 200 responses already. The new chair of Resilient Hartford is Kye Cochran and Vice Chair is Dylan Kreis.

Dan Fraser reported that the Tree Board is still doing the Tree of the Month Club.

Mr. Fraser thanked all the school staff doing a great job making things work during these difficult times.

VIII. Consent Agenda

Selectboard Member, Joe Major made the motion to approve the Consent Agenda as listed. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 10/3/2020

Approve Meeting Minutes of: 9/22/2020 and 9/29/2020

Approve A/P Manifest of: 10/2/2020 & 10/6/2020

Selectboard Meeting Dates of:

- Already Approved: 10/20/2020
- Needs Approval:

11/2/2020 Monday – Regular & Budget Meeting

11/5/2020 Thursday - Budget Meeting

11/17/2020 Tuesday – Regular & Budget Meeting

11/19/2020 Thursday - Budget Meeting

IX. Executive Session: Selectboard Member, Alan Johnson made the motion to enter into Executive Session for the Discussion of the appointment of a town manager under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

Please Note: Emma Behrens and Alicia Barrow did not join the Executive Session.

Selectboard Member, Alan Johnson made the motion to close the Executive session at 9:39 P.M. Selectboard Vice Chair, Simon Dennis seconded the motion. All (4) were in favor and the motion passed.

Please Note: Joe entered the meeting after the motion.

Motions:

Simon Dennis moved to authorize the Chair to sign a new contract for interim Town Manger with Municipal Resources Inc. to hire John Maclean for the remainder of the Town Manager hiring process. Joe Major 2nd the motion. All (5) in favor. The motion passed unanimously.

Simon Dennis moved to authorize the interim Town Manager to enter in to a contract with MRI for services to enter in to a national search for a Town Manager. Alan Johnson 2nd the motion. All (5) in favor. The motion passed unanimously.

X. Adjourn the Selectboard Meeting: Selectboard Clerk, Kim Souza made the motion to Adjourn the meeting at 9:43 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.

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Bank ID	Bank Name	Payee Name	Check Date	Check No.		
Vendor ID	Vendor Name					
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
25-0311	Highway Infastructure					
003755	B.U.R. CONSTRUCTION, LLC		10/16/2020		1033	
2020-8 B	US RT 5 & SYKES MTN AVE	10.06.2020	80.00	\$80.00	0.00	80.00
Desc:	US RT 5 & SYKES MTN AVE	10.06.2020	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
	Vendor Total:		80.00	0.00	80.00	
25-0311	Landfill Closure	Bank Total:			80.00	
30-0200	Landfill Closure					
015090	EASTERN ANALYTICAL, INC		10/16/2020		1006	
214037	Water sampling for solid waste	0.00	\$276.50	0.00	276.50	
Desc:	Water sampling for solid waste	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE			
	Vendor Total:		276.50	0.00	276.50	
30-0200	Water Capital Reserve	Bank Total:			276.50	
50-0100	Water Capital Reserve					
025715	KEY CHEVROLET OF WHITE RIVER		10/16/2020		1021	
CHEVY 3500	TRUCK - CHEVY 3500	0.00	\$33,012.50	0.00	33,012.50	
Desc:	TRUCK - CHEVY 3500	Acct: 50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE			
	Vendor Total:		33,012.50	0.00	33,012.50	
50-0100	Quechee Water Capital Reserve	Bank Total:			33,012.50	
55-0100	Quechee Water Capital Reserve					
025715	KEY CHEVROLET OF WHITE RIVER		10/16/2020		1002	
CHEVY 3500	TRUCK - CHEVY 3500	0.00	\$31,818.50	0.00	31,818.50	
Desc:	TRUCK - CHEVY 3500	Acct: 55-954-331-0100	DEPT EQUIP - CAPITAL RESERVE			
	Vendor Total:		31,818.50	0.00	31,818.50	
55-0100	Dog Park	Bank Total:			31,818.50	
73-7302	Dog Park					
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	10/16/2020		1049	
9600044482SEP'20	TRASH PICK UP - SEP'20 DOG PARK	0.00	\$69.13	0.00	69.13	
Desc:	TRASH PICK UP - SEP'20 DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK			
	Vendor Total:		69.13	0.00	69.13	
502156	SMITH, WENDY ANN	WENDY ANN SMITH	10/16/2020		1050	
PO#7469	Reimbursement for Dog Park	0.00	\$21.17	0.00	21.17	
Desc:	Reimbursement for Dog Park	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK			
	Vendor Total:		21.17	0.00	21.17	
73-7302	GENERAL FUND - MASCOMA	Bank Total:			90.30	
FUND 1 0	GENERAL FUND - MASCOMA					
000875	ADAMSON INDUSTRIES CORP		10/16/2020		70764	
145753	REMOVE & INSTALL EQUIPMENT IN NI	0.00	\$9,126.70	0.00	9,126.70	

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Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: REMOVE & INSTALL EQUIPMENT IN NEW C	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
Vendor Total:			9,126.70	0.00	9,126.70
001170	AIRGAS, INC.	AIRGAS USA, LLC	10/16/2020		70765
9105538451	MEDICAL SUPPLIES	0.00	\$16.42	0.00	16.42
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			16.42	0.00	16.42
001303	ALDRICH + ELLIOTT, PC		10/16/2020		70766
18018.003,79447	HTFD S MAIN STR STEP III - SEP'20	36,019.29	\$36,019.29	0.00	36,019.29
	Desc: HTFD S MAIN STR STEP III - SEP'20	Acct: 60-965-544-0010	CAPITAL OUTLAY - RF1-222-3.0		
	Desc: HTFD S MAIN STR STEP III - SEP'20	Acct: 50-954-543-0010	CAPITAL -PRE RF3-390-3.0		
	Desc: HTFD S MAIN STR STEP III - SEP'20	Acct: 13-921-360-0100	S. Main St Infrastructure- Construction		
Vendor Total:			36,019.29	0.00	36,019.29
002845	ARC MECHANICAL CONTRACTORS, INC		10/16/2020		70767
23725 A	Arc Mechancial Work on WABA Faucets	0.00	\$832.43	0.00	832.43
	Desc: Arc Mechancial Work on WABA Faucets	Acct: 10-530-318-0000	CONTRACTED SERVICES		
23725 B	Arc Mechancial Work on WABA Faucets	0.00	\$1,491.59	0.00	1,491.59
	Desc: Arc Mechancial Work on WABA Faucets	Acct: 10-530-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:			2,324.02	0.00	2,324.02
003450	AUTOZONE		10/16/2020		70768
5120482583	R-1 Truck Repairs	0.00	\$81.45	0.00	81.45
	Desc: R-1 Truck Repairs	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
5120482584	R-1 Truck Repairs	0.00	\$690.35	0.00	690.35
	Desc: R-1 Truck Repairs	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
5120482761	R-1 Truck Repairs	0.00	\$74.24	0.00	74.24
	Desc: R-1 Truck Repairs	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
5120482765		0.00	\$79.64	0.00	79.64
	Desc: R-1 Truck Repairs	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			925.68	0.00	925.68
003755	B.U.R. CONSTRUCTION, LLC		10/16/2020		70769
2020-8 A	US RT 5 & SYKES MTN AVE 10.06.2020	184,184.59	\$184,184.59	0.00	184,184.59
	Desc: Payment #8 UPPER SYKES BIKE PED	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
	Desc: Payment #8 UPPER SYKES BIKE PED	Acct: 70-623-318-7021	CONTRACTED SERVICES(GRANT EH		
Vendor Total:			184,184.59	0.00	184,184.59
005800	BLAKTOP INC.		10/16/2020		70770
27802	MATERIALS - 2020 PAVING PROJECT	0.00	\$6,112.20	0.00	6,112.20
	Desc: MATERIALS - 2020 PAVING PROJECT	Acct: 10-311-318-0000	CONTRACTED SERVICES		
Vendor Total:			6,112.20	0.00	6,112.20
006100	BMO FINANCIAL GROUP		10/16/2020		70771
Czora 09/19-27/20	Czora, Jason - FD3	0.00	\$21.95	0.00	21.95
	Desc: USPS - Postage	Acct: 10-221-322-0000	POSTAGE		
Delisle 09/19-27/20	Delisle, Jeremy - DPW	246.50	\$246.50	0.00	246.50

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Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Amazon- Batteries	Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
	Desc: VRWA-Training	Acct: 65-963-315-0000	RECRUITMENT & TRAINING		
	Desc: VRWA-Training	Acct: 60-961-315-0000	RECRUITMENT & TRAINING		
Hedges 09/19-27/20	Hedges, Charles - FD	0.00	\$26.04	0.00	26.04
	Desc: UPS-Postage	Acct: 10-221-322-0000	POSTAGE		
Jay 09/19-27/20	McDonough, Jay - REC	0.00	\$225.00	0.00	225.00
	Desc: McDonough, Jay - REC	Acct: 10-514-330-0000	ATHLETIC SUPPLIES		
Kasten 09/19-27/20	Kasten, Phill - PD	0.00	\$651.90	0.00	651.90
	Desc: DETECTIVES CAR - FERNANDES	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
Kreis 09/19-27/20	Kreis, Dillon - REC	0.00	\$1,236.61	0.00	1,236.61
	Desc: Rack System for WABA - COVID	Acct: 10-530-417-0017	EXTRAORDINARY EXP : COVID-19		
Lana 09/19-27/20	Livingston, Lana - Admin	0.00	\$86.90	0.00	86.90
	Desc: HotelCoolidge-Lodding Interim TM	Acct: 10-111-315-0000	RECRUITMENT & TRAINING		
Ostrout 09/19-27/20	Ostrout, Gail - FIN	0.00	\$19.15	0.00	19.15
	Desc: 99 Restaurant - Meal	Acct: 10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
Sund 09/19-27/20	Sund, Jeremiah - VAL	0.00	\$32.00	0.00	32.00
	Desc: NEREN MLS - Membership	Acct: 10-174-313-0000	MEMBERSHIP DUES		
WalshD 09/19-27/20	Walsh Dillon - IT	0.00	\$13.97	0.00	13.97
	Desc: Amazon - IT Purchase Card	Acct: 10-181-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			2,560.02	0.00	2,560.02
006905	BP HARTFORD LLC			10/16/2020	70772
32	SOLAR ARRAY	1,093.96	\$1,559.40	0.00	1,559.40
	Desc: 1/12 Annual charge - Public Works	Acct: 10-321-329-0000	ELECTRICITY		
	Desc: 1/12 Annual charge - Waste Water	Acct: 60-961-329-0000	ELECTRICITY		
Vendor Total:			1,559.40	0.00	1,559.40
007201	BRODART CO.			10/16/2020	70773
B5980402	AUDIO CD	0.00	\$22.39	0.00	22.39
	Desc: AUDIO CD	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5973762	HARDCOVERS	0.00	\$12.41	0.00	12.41
	Desc: HARDCOVERS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5974778	HARDCOVERS	0.00	\$7.11	0.00	7.11
	Desc: HARDCOVERS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5974779	HARDCOVERS	0.00	\$10.79	0.00	10.79
	Desc: HARDCOVERS	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			52.70	0.00	52.70
007760	BURLINGTON COMMUNICATIONS			10/16/2020	70774
BCS6770	RADIO MAINTENANCE CONTRACT	0.00	\$140.00	0.00	140.00
	Desc: RADIO MAINTENANCE CONTRACT	Acct: 10-271-318-0000	CONTRACTED SERVICES		
BCS6771	AVETEC EQUIPMENT MAINTENANCE (0.00	\$450.00	0.00	450.00
	Desc: AVETEC EQUIPMENT MAINTENANCE CTR	Acct: 10-271-318-0000	CONTRACTED SERVICES		
Vendor Total:			590.00	0.00	590.00
008775	CAI TECHNOLOGIES			10/16/2020	70775
10467	Mapping	0.00	\$875.00	0.00	875.00
	Desc: Mapping	Acct: 10-174-318-0000	CONTRACTED SERVICES		

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Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name	Check Date	Check No.	
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				875.00	0.00	875.00
009818	CINTAS CORPORATION NO. 2		CINTAS LOC. #68M, 71M	10/16/2020		70776
4062692683	UNIFORMS		67.79	\$67.79	0.00	67.79
Desc: UNIFORMS			Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4063099924	UNIFORMS		103.06	\$103.06	0.00	103.06
Desc: UNIFORMS			Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4063099972	UNIFORMS		80.20	\$80.20	0.00	80.20
Desc: UNIFORMS			Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4063099995	UNIFORMS		0.00	\$221.31	0.00	221.31
Desc: UNIFORMS			Acct: 10-325-326-0000	UNIFORMS		
4063353372	UNIFORMS		67.79	\$67.79	0.00	67.79
Desc: UNIFORMS			Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4063727889	UNIFORMS		0.00	\$221.81	0.00	221.81
Desc: UNIFORMS			Acct: 10-325-326-0000	UNIFORMS		
4063727909	UNIFORMS		80.20	\$80.20	0.00	80.20
Desc: UNIFORMS			Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4063727952	UNIFORMS		103.06	\$103.06	0.00	103.06
Desc: UNIFORMS			Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
Vendor Total:				945.22	0.00	945.22
010009	CLARK'S TRUCK CENTER		CLARK'S TRUCK CENTER	10/16/2020		70777
438386	PARTS		0.00	\$367.12	0.00	367.12
Desc: PARTS			Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
438472	PARTS		0.00	\$41.64	0.00	41.64
Desc: PARTS			Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
CM437693	PARTS - RETURNED		0.00	\$-159.00	0.00	-159.00
Desc: PARTS - RETURNED			Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:				249.76	0.00	249.76
010832	COMCAST			10/16/2020		70778
0134242OCT'20	INTERNET		176.80	\$176.80	0.00	176.80
Desc: INTERNET			Acct: 30-975-324-0000	TELEPHONE		
Vendor Total:				176.80	0.00	176.80
012665	DANIELS, WANDA		WANDA DANIELS	10/16/2020		70779
OCT'20	Retiree Reimburs Oct 2020		0.00	\$229.17	0.00	229.17
Desc: Ret Reimburs Oct 2020			Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:				229.17	0.00	229.17
013200	DEAN, DAVID		DAVID DEAN	10/16/2020		70780
OCT'20	Retiree Reimburs Oct 2020		0.00	\$387.41	0.00	387.41
Desc: Retiree Reimburs Oct 2020			Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:				387.41	0.00	387.41
015180	EASTON ELECTRONICS, INC			10/16/2020		70781
152118	ANNUAL SERVICE CONTRACT		0.00	\$1,195.00	0.00	1,195.00
Desc: ANNUAL SERVICE CONTRACT			Acct: 10-221-318-0000	CONTRACTED SERVICES		

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			1,195.00	0.00	1,195.00
015500	ENDYNE, INC		10/16/2020		70782
347126	WATER TESTING	90.00	\$90.00	0.00	90.00
Desc: WATER TESTING		Acct: 60-961-318-0000	CONTRACTED SERVICES		
348316	WSID 5319 HTFD WAT	72.00	\$72.00	0.00	72.00
Desc: WSID 5319 HTFD WAT		Acct: 50-954-318-0000	CONTRACTED SERVICES		
348317	WSID 5320 QUE CTR	18.00	\$18.00	0.00	18.00
Desc: WSID 5320 QUE CTR		Acct: 55-954-318-0000	CONTRACTED SERVICES		
348673	ERJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
Desc: ERJ WEEKLY ANALYSIS		Acct: 60-961-318-0000	CONTRACTED SERVICES		
348674	WSID 5319 HTFD	18.00	\$18.00	0.00	18.00
Desc: WSID 5319 HTFD		Acct: 50-954-318-0000	CONTRACTED SERVICES		
Vendor Total:			288.00	0.00	288.00
015815	EVANS MOTOR FUELS	EVANS GROUP INC.	10/16/2020		70783
0012303-IN	6000G DIESEL	0.00	\$8,657.40	0.00	8,657.40
Desc: 6,000 gallons of diesel		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:			8,657.40	0.00	8,657.40
016080	CONSOLIDATED COMMUNICATIONS		10/16/2020		70784
11546793396SEP'20	QUECHEE STATION	0.00	\$198.03	0.00	198.03
Desc: QUECHEE STATION		Acct: 10-221-324-0000	TELEPHONE		
Vendor Total:			198.03	0.00	198.03
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	10/16/2020		70785
0985532	Emergency leak repair on Holiday Dr	529.95	\$529.95	0.00	529.95
Desc: Emergency leak repair on Holiday Dr		Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
Vendor Total:			529.95	0.00	529.95
017110	FISHER AUTO PARTS, INC		10/16/2020		70786
301-053443	FILTERS	17.48	\$17.48	0.00	17.48
Desc: Filters to service solid waste load		Acct: 30-971-321-0000	REPAIRS & MAINT-VEHICLES		
301-053938	FILTERS	0.00	\$6.57	0.00	6.57
Desc: FILTERS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-333369	FILTERS	284.24	\$490.56	0.00	490.56
Desc: Filters to service trackless		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Filters to service solid waste load		Acct: 30-971-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			514.61	0.00	514.61
017850	GALLS, LLC		10/16/2020		70787
016548216	CLOTHING ALLOWANCE-FERNANDES	0.00	\$96.83	0.00	96.83
Desc: CLOTHING ALLOWANCE-FERNANDES-BOOTS		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
016580539	UNIFORMS-PANTS	0.00	\$71.11	0.00	71.11
Desc: UNIFORMS-PANTS		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			167.94	0.00	167.94

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019390	GRAINGER			10/16/2020	70788
9667661475	BATTERIES	16.06	\$16.06	0.00	16.06
Desc: Capacitor for mill run pump station		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
9667761473	PIPE CLAMP	4.34	\$4.34	0.00	4.34
Desc: rail mounted pipe clamp		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			20.40	0.00	20.40
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		10/16/2020	70789
34591000004SEP'20	RADIO TOWER	0.00	\$146.76	0.00	146.76
Desc: RADIO TOWER		Acct: 10-271-329-0000	ELECTRICITY		
Vendor Total:			146.76	0.00	146.76
019901	GREEN MOUNTAIN POWER CORP			10/16/2020	70790
513944	POLE STREETLIGHTS RENTAL JUL-SE	0.00	\$1,272.00	0.00	1,272.00
Desc: POLE STREETLIGHTS RENTAL JUL-SEP'20		Acct: 10-314-329-0000	ELECTRICITY		
514479	POLE STREETLIGHTS RENTAL OCT-D	0.00	\$1,272.00	0.00	1,272.00
Desc: POLE STREETLIGHTS RENTAL OCT-DEC'20		Acct: 10-314-329-0000	ELECTRICITY		
Vendor Total:			2,544.00	0.00	2,544.00
020135	GREENMAN-PEDERSEN, INC			10/16/2020	70791
0299122	HTFD STP 0113(59)S INV#6 JUL'20	45,372.04	\$45,372.04	0.00	45,372.04
Desc: HTFD STP 0113(59)S INV#6 JUL'20		Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
0302859	HTFD STP 0113(59)S INV#8 SEP"20	62,022.61	\$62,022.61	0.00	62,022.61
Desc: HTFD STP 0113(59)S INV#8 SEP"20		Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
Vendor Total:			107,394.65	0.00	107,394.65
020223	G. STONE COMMERCIAL DIVISION LLC			10/16/2020	70792
89021	Replace Excavator wrist and buckets	16,000.00	\$19,999.00	0.00	19,999.00
Desc: Replace Excavator wrist and buckets		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Replace excavator wrist and buckets		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Replace excavator wrist and buckets		Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Desc: Replace excavator wrist and buckets		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: Replace excavator wrist and buckets		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			19,999.00	0.00	19,999.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD		10/16/2020	70793
112780,00341231	WATER	0.00	\$383.16	0.00	383.16
Desc: WATER		Acct: 10-321-328-0000	WATER		
113640,00341233	BRIGGS PARK	0.00	\$70.36	0.00	70.36
Desc: BRIGGS PARK		Acct: 10-521-328-0000	WATER		
120800,00341235	75 LATHAM WKS LN	0.00	\$40.33	0.00	40.33
Desc: 75 LATHAM WKS LN		Acct: 10-521-328-0000	WATER		
121050,00341236	WATER	497.42	\$497.42	0.00	497.42
Desc: WATER		Acct: 60-961-328-0000	WATER		
121051,00341237	WATER	36.21	\$36.21	0.00	36.21
Desc: WATER		Acct: 60-961-328-0000	WATER		
130125,00341232	171 BRIDGE STREET	0.00	\$615.82	0.00	615.82
Desc: 171 BRIDGE STREET		Acct: 10-161-328-0000	WATER		

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141210,00341234	45 HIGHLAND AVE WABA	0.00	\$581.26	0.00	581.26
Desc: 45 HIGHLAND AVE WABA		Acct: 10-521-328-0000	WATER		
Vendor Total:			2,224.56	0.00	2,224.56
021500	HARTFORD SCHOOL, TOWN OF	TOWN OF HARTFORD SCHOOL		10/16/2020	70794
2021 Taxes#2	FYE 2021 Taxes #2 Installment	0.00	\$2,500,000.00	0.00	2,500,000.00
Desc: FYE 2021 Taxes #2 Installment		Acct: 10-015-100-0100	DUE TO SCHOOL DISTRICT - TAXES		
Vendor Total:			2,500,000.00	0.00	2,500,000.00
022025	HEALTHEQUITY, INC.			10/16/2020	70795
9ANFE2A	HRA 2020	125.16	\$1,464.42	0.00	1,464.42
Desc: RA Replenish HRA 2020		Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 10-311-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
BDJNM3U	HRA 2017	0.00	\$-752.39	0.00	-752.39
Desc: HRA 2017		Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
bwb3rh	DCRA 2020	0.00	\$185.18	0.00	185.18
Desc: DCRA 2020 - KM		Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACCT		
FYP54SQ	HCRA 2020	0.00	\$1,132.68	0.00	1,132.68
Desc: HCRA 2020		Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
NGJ9XW0	HCRA 2020	0.00	\$559.92	0.00	559.92
Desc: HCRA 2020		Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
OCT'20	MONTHLY FEE - OCT 2020	0.00	\$3.45	0.00	3.45
Desc: MONTHLY FEE - OCT 2020		Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
QGX4ECB	HCRA 2020	0.00	\$538.19	0.00	538.19
Desc: HCRA 2020		Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
SGE30NE	DCRA 2020	0.00	\$185.18	0.00	185.18
Desc: DCRA 2020 - KM		Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACCT		
WM803WX	HRA 2020	9.93	\$60.95	0.00	60.95
Desc: HRA 2020		Acct: 50-954-225-0000	HRA/CHOICECARE CARD		
Desc: HRA 2020		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc: HRA 2020		Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
Z4T8JAG	HRA 2020	37.96	\$1,074.23	0.00	1,074.23
Desc: RA Replenish HRA 2020		Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-175-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 10-311-225-0000	HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 50-954-225-0000	HRA/CHOICECARE CARD		
Vendor Total:			4,451.81	0.00	4,451.81
022610	HIGGINS OFFICE PRODUCTS INC			10/16/2020	70796
P108376	ID Card Maintenance Contract	0.00	\$525.00	0.00	525.00
Desc: ID Card Maintenance Contract		Acct: 10-181-318-0000	CONTRACTED SERVICES		

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Vendor Total:				525.00	0.00	525.00
023473	INGRAM LIBRARY SERVICES LLC			10/16/2020		70797
48532702	BOOKS		0.00	\$14.81	0.00	14.81
Desc: BOOKS		Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
48532703	BOOKS		0.00	\$14.81	0.00	14.81
Desc: BOOKS		Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
48532704	BOOKS		0.00	\$35.71	0.00	35.71
Desc: BOOKS		Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
Vendor Total:				65.33	0.00	65.33
025175	SANEL NAPA WEST LEBANON		SANEL NAPA - WEST LEBANON	10/16/2020		70798
55473,069790	PARTS		0.00	\$95.96	0.00	95.96
Desc: Dehumidifier Belts		Acct: 10-530-321-0100		REPAIRS & MAINT-BUILD & GROUND		
55473,070483	PARTS		0.00	\$68.73	0.00	68.73
Desc: Supplies for Zamboni Hydraulic		Acct: 10-530-320-0000		EQUIP OPERATION & MAINT		
Desc: Oil fillter		Acct: 10-521-321-0000		REPAIRS & MAINT - VEHICLES		
Vendor Total:				164.69	0.00	164.69
025180	K&W TIRE COMPANY, INC			10/16/2020		70799
05R240629	TIRE SERVICE-PD8		0.00	\$88.00	0.00	88.00
Desc: TIRE SERVICE-PD8		Acct: 10-211-321-0000		REPAIRS & MAINT-VEHICLES		
05R240630	TIRE SERVICE-PD10		0.00	\$88.00	0.00	88.00
Desc: TIRE SERVICE-PD10		Acct: 10-211-321-0000		REPAIRS & MAINT-VEHICLES		
Vendor Total:				176.00	0.00	176.00
025223	KAS INC			10/16/2020		70800
512120285-17	SITE CLEAN-UP		0.00	\$278.50	0.00	278.50
Desc: SITE CLEAN-UP		Acct: 10-622-318-0000		CONTRACTED SERVICES		
Vendor Total:				278.50	0.00	278.50
026165	KS STATEBANK			10/16/2020		70801
2020 REALice	Paymnt#1 REALice Unit and Heat Pump		0.00	\$8,462.09	0.00	8,462.09
Desc: Paymnt#1 REALice Unit and Heat Pump		Acct: 10-530-331-0000		DEPARTMENT EQUIPMENT		
Vendor Total:				8,462.09	0.00	8,462.09
027400	LEBANON, CITY OF		CITY OF LEBANON	10/16/2020		70802
SEP'20	SW Tipping Fees Sept'20		6,958.95	\$6,958.95	0.00	6,958.95
Desc: SW Tipping Fees Sept'20		Acct: 30-974-318-0000		CONTRACTED SERVICES		
SEP'20 WW	Grit disposal for September 2020		4,999.50	\$4,999.50	0.00	4,999.50
Desc: Grit disposal for September 2020		Acct: 60-961-318-0000		CONTRACTED SERVICES		
Vendor Total:				11,958.45	0.00	11,958.45
027700	DE LAGE LANDEN		DE LAGE LANDEN	10/16/2020		70803
69550857	lease copier oct'20		0.00	\$67.17	0.00	67.17
Desc: COPIER		Acct: 10-211-318-0000		CONTRACTED SERVICES		
Desc: COPIER		Acct: 10-271-320-0000		EQUIP OPERATION/MAINT-OFFICE		

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Vendor Total:			67.17	0.00	67.17
027849	LEWIS, WILLIAM J.	WILLIAM J. LEWIS	10/16/2020		70804
SEP'20	RETIREE REIMBURSEMENT	0.00	\$611.57	0.00	611.57
Desc:	Ret Reimburs Sept 2020 BCBS Medigap	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburs Sept Oct Nov 2020 Medi	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			611.57	0.00	611.57
027885	LHS ASSOCIATES INC		10/16/2020		70805
67289	Tabulator Coding for November Elect	0.00	\$880.00	0.00	880.00
Desc:	Tabulator Coding for November Elect	Acct: 10-131-318-0000	CONTRACTED SERVICES		
Vendor Total:			880.00	0.00	880.00
029096	MANBY, C ROBERT JR, PC	C. ROBERT MANBY JR., PC	10/16/2020		70806
4686	Legal Services: GWVSWMD AGRMT	0.00	\$200.00	0.00	200.00
Desc:	Legal Services: GWVSWMD AGRMT	Acct: 10-141-318-0000	CONTRACTED SERVICES		
Vendor Total:			200.00	0.00	200.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	10/16/2020		70807
214445065 A	FACE MASKS - COVID	0.00	\$99.50	0.00	99.50
Desc:	FACE MASKS - COVID	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
214065692	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		
214445065 B	FACE MASKS - COVID	0.00	\$99.50	0.00	99.50
Desc:	FACE MASKS - COVID	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
214520662 A	CLEANING SUPPLIES - COVID	0.00	\$54.95	0.00	54.95
Desc:	CLEANING SUPPLIES - COVID	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
214520662 B	CLEANING SUPPLIES - COVID	0.00	\$54.95	0.00	54.95
Desc:	CLEANING SUPPLIES - COVID	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
Vendor Total:			318.88	0.00	318.88
030250	MCNALL, KAREN	KAREN MCNALL	10/16/2020		70808
2020-7	Card Making Class - 9/30	0.00	\$89.90	0.00	89.90
Desc:	Card Making Class - 9/30	Acct: 10-515-318-0000	CONTRACTED SERVICES		
Vendor Total:			89.90	0.00	89.90
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN	10/16/2020		70809
300105SEP'20	PLANNING&ZONING - INV#34348	0.00	\$144.00	0.00	144.00
Desc:	LEGAL SERVICES: EXECUSUITE MATTERS	Acct: 10-621-318-0000	CONTRACTED SERVICES		
300115SEP'20	PD - LEGAL MATTERS	0.00	\$4,622.79	0.00	4,622.79
Desc:	LEGAL MATTERS	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Vendor Total:			4,766.79	0.00	4,766.79
031441	MONAGHAN SAFAR DUCHAM PLLC		10/16/2020		70810
15949	IUPE Negotiation Legal Expenses	0.00	\$630.00	0.00	630.00
Desc:	IUPE Negotiation Legal Expenses	Acct: 10-141-318-0000	CONTRACTED SERVICES		

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Vendor Total:			630.00	0.00	630.00
031920	MUDGETT, JENNETT & KROGH-WISNER, PC			10/16/2020	70811
0850.01	FYE 2020 AUDIT - FINAL	0.00	\$17,000.00	0.00	17,000.00
Desc:	FYE 2020 AUDIT - FINAL	Acct: 10-173-318-0000	CONTRACTED SERVICES		
110428 A	FYE 2020 AUDIT	0.00	\$1,291.00	0.00	1,291.00
Desc:	FYE 2020 AUDIT	Acct: 10-173-318-0000	CONTRACTED SERVICES		
110428 B	FYE 2020 AUDIT	0.00	\$909.00	0.00	909.00
Desc:	As budgeted FYE 2020 Audit	Acct: 10-173-318-0000	CONTRACTED SERVICES		
Vendor Total:			19,200.00	0.00	19,200.00
034925	NORTHEAST RESOURCE RECOVERY ASSC			10/16/2020	70812
75714	HAULING FEES	259.20	\$259.20	0.00	259.20
Desc:	HAULING FEES	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			259.20	0.00	259.20
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS		10/16/2020	70813
0592858	RECYCLING/MSW SEP'20	3,330.57	\$3,330.57	0.00	3,330.57
Desc:	MSW Transport Sept'20-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
Desc:	Recyc Transport Sept'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Desc:	Recyc Process. Sept'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Desc:	Compost/Clean Wood Serv Sept'20-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
0592920	CURBSIDE RECYCLING - SEP'20	22,075.95	\$22,075.95	0.00	22,075.95
Desc:	Curbside Recyc Mthly Chrgs Sept/20-	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Desc:	Curbside Recyc Disp Z-Sort Sept'20-	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Vendor Total:			25,406.52	0.00	25,406.52
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		10/16/2020	70814
9600291752SEP'20	TRASH PICK UP - SEP'20 WABA	0.00	\$128.13	0.00	128.13
Desc:	TRASH PICK UP - SEP'20 WABA	Acct: 10-530-318-0000	CONTRACTED SERVICES		
9600004122SEP'20	TRASH PICK-UP SEP 2020	0.00	\$263.10	0.00	263.10
Desc:	TRASH PICK-UP SEP 2020	Acct: 10-161-318-0000	CONTRACTED SERVICES		
9600004155SEP'20	TRASH PICK UP - SEP'20	0.00	\$192.77	0.00	192.77
Desc:	MONTHLY TRASH REMOVAL	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc:	MONTHLY TRASH REMOVAL	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Desc:	MONTHLY TRASH REMOVAL	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
9600306162SEP'20	TRASH PICK UP - SEP'20 MAXFIELD	0.00	\$141.00	0.00	141.00
Desc:	TRASH PICK UP - SEP'20 MAXFIELD	Acct: 10-527-318-0000	CONTRACTED SERVICES		
Vendor Total:			725.00	0.00	725.00
035050	NORTHERN NURSERIES INC			10/16/2020	70815
M5144500006192	Lime for Maxfield	0.00	\$403.20	0.00	403.20
Desc:	Lime for Maxfield	Acct: 10-527-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			403.20	0.00	403.20
035550	NUNEZ, JOHN T	JOHN T NUNEZ		10/16/2020	70816
OCT'20	Retiree Reimburs Oct 2020	0.00	\$229.17	0.00	229.17
Desc:	Ret Reimburs Oct 2020	Acct: 10-511-418-0100	Retiree Health Insurance		

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Vendor Total:			229.17	0.00	229.17
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE	10/16/2020		70817
48632	INSPECTIONS - AUG'20	0.00	\$33.15	0.00	33.15
Desc: INSPECTIONS - AUG'20		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
49551	INSPECTIONS - SEP'20	0.00	\$33.15	0.00	33.15
Desc: INSPECTIONS - SEP'20		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
JUL'20	INSPECTIONS - JUL'20	0.00	\$4.42	0.00	4.42
Desc: INSPECTIONS - JUL'20		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			70.72	0.00	70.72
037276	PETE'S TIRE BARNS, INC		10/16/2020		70818
263697	Front tires for 928 Loader	0.00	\$3,825.00	0.00	3,825.00
Desc: Front tires for 928 Loader		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			3,825.00	0.00	3,825.00
037551	PITNEY BOWES INC	PURCHASE POWER	10/16/2020		70819
SEP'20	POSTAGE	541.85	\$1,220.05	0.00	1,220.05
Desc: postage		Acct: 10-121-322-0000	POSTAGE		
Desc: postage		Acct: 10-171-322-0000	POSTAGE		
Desc: postage		Acct: 10-151-322-0000	POSTAGE		
Desc: postage		Acct: 10-511-322-0000	POSTAGE		
Desc: postage		Acct: 10-622-322-0000	POSTAGE		
Desc: postage		Acct: 10-175-322-0000	POSTAGE		
Desc: postage		Acct: 50-955-322-0000	POSTAGE		
Desc: postage		Acct: 55-955-322-0000	POSTAGE		
Desc: postage		Acct: 60-965-322-0000	POSTAGE		
Desc: postage		Acct: 65-965-322-0000	POSTAGE		
Desc: postage		Acct: 10-211-322-0000	POSTAGE		
Desc: postage		Acct: 10-221-322-0000	POSTAGE		
Desc: Postage - TAX BILLS		Acct: 10-171-322-0000	POSTAGE		
Vendor Total:			1,220.05	0.00	1,220.05
038188	LL POTWIN SERVICES		10/16/2020		70820
7284	COVID-19 Extra sanitizing SEP'20	0.00	\$600.00	0.00	600.00
Desc: COVID-19 Extra sanitizing SEP'20		Acct: 10-161-417-0017	EXTRAORDINARY EXP : COVID-19		
7285 A	EXTRA SANITIZING - COVID	0.00	\$300.76	0.00	300.76
Desc: EXTRA SANITIZING - COVID		Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
038188	LL POTWIN SERVICES		10/16/2020		70821
7240	MOWING - AUG 2020	0.00	\$1,705.37	0.00	1,705.37
Desc: August mowing		Acct: 10-311-318-0000	CONTRACTED SERVICES		
Desc: August mowing for Bugbee		Acct: 10-421-318-0000	CONTRACTED SERVICES		
038188	LL POTWIN SERVICES		10/16/2020		70820
7283	JANITORIAL SERVICES - SEP'20	0.00	\$2,220.00	0.00	2,220.00
Desc: JANITORIAL SERVICES - SEP'20		Acct: 10-161-318-0000	CONTRACTED SERVICES		
7286	Library Cleaning	0.00	\$300.00	0.00	300.00
Desc: Library Cleaning		Acct: 10-524-318-0000	CONTRACTED SERVICES		
7288	JANITORIAL SERVICES 9/11/20-10/8/20	0.00	\$1,168.00	0.00	1,168.00

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: JANITORIAL SERVICES 9/11/20-10/8/20	Acct: 10-211-318-0000		CONTRACTED SERVICES		
	Desc: JANITORIAL SERVICES 9/11/20-10/8/20	Acct: 10-271-320-0000		EQUIP OPERATION/MAINT-OFFICE		
038188	LL POTWIN SERVICES			10/16/2020		70822
7287	MOWING - SEP'20		0.00	\$1,364.30	0.00	1,364.30
	Desc: September mowing Bugbee	Acct: 10-421-318-0000		CONTRACTED SERVICES		
	Desc: September mowing medians	Acct: 10-311-318-0000		CONTRACTED SERVICES		
038188	LL POTWIN SERVICES			10/16/2020		70820
7285 B	EXTRA SANITIZING - COVID		0.00	\$300.76	0.00	300.76
	Desc: EXTRA SANITIZING - COVID	Acct: 10-211-417-0017		EXTRAORDINARY EXP - COVID-19		
	Vendor Total:			7,959.19	0.00	7,959.19
038495	PRIORITY EXPRESS, INC.			10/16/2020		70823
81722040	INTERLIBRARY LOAN PROGRAM		0.00	\$20.00	0.00	20.00
	Desc: INTERLIBRARY LOAN PROGRAM	Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
81722041	INTERLIBRARY LOAN PROGRAM		0.00	\$20.00	0.00	20.00
	Desc: INTERLIBRARY LOAN PROGRAM	Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
81722042	INTERLIBRARY LOAN PROG		0.00	\$20.00	0.00	20.00
	Desc: INTERLIBRARY LOAN PROG	Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
	Vendor Total:			60.00	0.00	60.00
040075	R.H. SCALES CO, INC	R.H. SCALES CO, INC		10/16/2020		70824
6-101248	UTV PART		0.00	\$12.34	0.00	12.34
	Desc: UTV PART	Acct: 10-221-321-0000		REPAIRS & MAINT-VEHICLES		
	Vendor Total:			12.34	0.00	12.34
040375	RICKER, ALLYN	ALLYN RICKER		10/16/2020		70825
OCT'20	Retiree Reimburs Oct 2020		0.00	\$691.50	0.00	691.50
	Desc: Ret Reimburs Oct 2020	Acct: 10-325-418-0100		RETIREE HEALTH INSURANCE		
	Desc: Ret Reimburs Oct 2020 spouse	Acct: 10-325-418-0100		RETIREE HEALTH INSURANCE		
	Desc: Ret Reimburs Sept 2020 partial spou	Acct: 10-325-418-0100		RETIREE HEALTH INSURANCE		
	Vendor Total:			691.50	0.00	691.50
040510	ROBCO STEEL FABRICATORS			10/16/2020		70826
35877	Repair frame work		1,950.00	\$1,950.00	0.00	1,950.00
	Desc: Repair frame work	Acct: 60-961-318-0000		CONTRACTED SERVICES		
	Vendor Total:			1,950.00	0.00	1,950.00
040751	ROGERS, LARRY	LARRY ROGERS		10/16/2020		70827
OCT'20	Retiree Reimburs Oct 2020		238.60	\$238.60	0.00	238.60
	Desc: Ret Reimburs Oct 2020	Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
	Vendor Total:			238.60	0.00	238.60
040765	ROLLINS, FLORENTINA N			10/16/2020		70828
JUL-OCT'20	REIMBURSEMENT UVAC JUL-OCT 202		0.00	\$112.00	0.00	112.00
	Desc: REIMBURSEMENT UVAC JUL-OCT 2020	Acct: 10-171-318-0000		CONTRACTED SERVICES		
	Vendor Total:			112.00	0.00	112.00

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041933	SETCOM CORPORATION			10/16/2020	70829
43234	HEADSET REPAIRS	0.00	\$337.93	0.00	337.93
Desc:	HEADSET REPAIRS	Acct: 10-221-320-0100	EQUIP OPERATION-COMMUNICATION		
	Vendor Total:		337.93	0.00	337.93
043315	NATIONAL CENTER FOR SAFETY INITIATI			10/16/2020	70830
4755	Coaches Background Checks	0.00	\$300.00	0.00	300.00
Desc:	Coaches Background Checks	Acct: 10-514-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		300.00	0.00	300.00
043400	MILTON CAT	SOUTHWORTH-MILTON, INC.		10/16/2020	70831
INV2049432	Repair track adjuster on 311 excava	0.00	\$62.07	0.00	62.07
Desc:	Repair track adjuster on 311 excava	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		62.07	0.00	62.07
044204	STEARNS SEPTIC SERVICE, LLC			10/16/2020	70832
33642	JETTED LINE FROM CARPORT	0.00	\$613.00	0.00	613.00
Desc:	JETTED LINE FROM CARPORT	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
2020-473	Sludge Hauling 24,000 gallons	1,909.00	\$1,909.00	0.00	1,909.00
Desc:	Sludge Hauling 24,000 gallons	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	Vendor Total:		2,522.00	0.00	2,522.00
044609	STRYKER SALES CORPORATION	STRYKER SALES CORPORATION		10/16/2020	70833
3151338	SERVICE CONTRACT LIFE PAKS	0.00	\$3,283.20	0.00	3,283.20
Desc:	SERVICE CONTRACT LIFE PAKS	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		3,283.20	0.00	3,283.20
045290	TARDIE, CRISTINA	CRISTINA TARDIE		10/16/2020	70834
PO#7521	REIMBURSEMENT	0.00	\$31.46	0.00	31.46
Desc:	STAPLES	Acct: 10-174-322-0000	POSTAGE		
Desc:	UPS - PO BOX - PRIORITY MAIL	Acct: 10-174-322-0000	POSTAGE		
	Vendor Total:		31.46	0.00	31.46
046035	TMDE CALIBRATION LABS INC			10/16/2020	70835
40096	TRAFFIC SAFETY LIDAR CALIBRATION	0.00	\$380.00	0.00	380.00
Desc:	TRAFFIC SAFETY LIDAR CALIBRATION	Acct: 10-211-320-0000	EQUIP OPERATION/MAINT-OFFICE		
40071	RADAR CALIBRATION	0.00	\$385.00	0.00	385.00
Desc:	RADAR CALIBRATION	Acct: 10-211-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Vendor Total:		765.00	0.00	765.00
046170	TOP STITCH EMBROIDERY INC			10/16/2020	70836
397110	TECH RESCUE SHIRTS	0.00	\$642.90	0.00	642.90
Desc:	TECH RESCUE SHIRTS	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
	Vendor Total:		642.90	0.00	642.90
046950	TWIN STATE SAND AND GRAVEL CO			10/16/2020	70837
95984	MATERIALS - 2020 PAVING PROJECT	0.00	\$13,906.99	0.00	13,906.99

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	Desc: MATERIALS - 2020 PAVING PROJECT	Acct: 10-311-318-0000	CONTRACTED SERVICES		
95484	MATERIALS - 2020 PAVING PROJECT	0.00	\$5,148.94	0.00	5,148.94
	Desc: MATERIALS - 2020 PAVING PROJECT	Acct: 10-311-318-0000	CONTRACTED SERVICES		
95754	MATERIALS - 2020 PAVING PROJECT	0.00	\$12,939.32	0.00	12,939.32
	Desc: MATERIALS - 2020 PAVING PROJECT	Acct: 10-311-318-0000	CONTRACTED SERVICES		
Vendor Total:			31,995.25	0.00	31,995.25
047190	USA BLUEBOOK	USA BLUEBOOK	10/16/2020		70838
375299	FILTERS	128.47	\$128.47	0.00	128.47
	Desc: FILTERS	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			128.47	0.00	128.47
047297	UNITED STATES POSTAL SERVICE		10/16/2020		70839
09.28.2020	POSTAGE - SEP'20	0.00	\$195.00	0.00	195.00
	Desc: POSTAGE	Acct: 10-221-322-0000	POSTAGE		
	Desc: POSTAGE	Acct: 10-211-322-0000	POSTAGE		
Vendor Total:			195.00	0.00	195.00
048100	VA HOSPITAL		10/16/2020		70840
PO#7448	2020-001122 DOUBLE PAYMENT	0.00	\$795.00	0.00	795.00
	Desc: 2020-001122 DOUBLE PAYMENT	Acct: 10-221-325-0000	REFUNDS		
Vendor Total:			795.00	0.00	795.00
048300	VALLEY NEWS	VALLEY NEWS	10/16/2020		70841
125717SEP'20	VALLEY NEWS ADS - SEP'20 FD	0.00	\$28.90	0.00	28.90
	Desc: AD#63706 COMMUNICAT SYSTEM UPGRADES	Acct: 10-221-312-0000	ADVERTISING		
Vendor Total:			28.90	0.00	28.90
048575	VERIZON WIRELESS		10/16/2020		70842
9863996309	CELL PHONES - SEP'20	184.72	\$1,655.10	0.00	1,655.10
	Desc: Cell Phones-September 2020	Acct: 10-121-324-0000	TELEPHONE		
	Desc: Cell Phones-September 2020	Acct: 10-171-324-0000	TELEPHONE		
	Desc: Cell Phones-September 2020	Acct: 10-181-324-0000	TELEPHONE		
	Desc: Cell Phones	Acct: 10-221-324-0000	TELEPHONE		
	Desc: Cell Phones-September 2020	Acct: 10-211-324-0000	TELEPHONE		
	Desc: Cell Phones	Acct: 10-271-324-0000	TELEPHONE		
	Desc: Cell Phones	Acct: 10-325-324-0000	TELEPHONE		
	Desc: Cell Phones	Acct: 10-511-324-0000	TELEPHONE		
	Desc: Cell Phones	Acct: 50-955-324-0000	TELEPHONE		
	Desc: Cell Phones	Acct: 55-955-324-0000	TELEPHONE		
	Desc: Cell Phones	Acct: 60-965-324-0000	TELEPHONE		
	Desc: Cell Phones	Acct: 65-965-324-0000	TELEPHONE		
	Desc: Cell Phones-September 2020	Acct: 10-411-417-0017	EXTRAORDINARY EXP : COVID-19		
048575	VERIZON WIRELESS		10/16/2020		70843
986402900	BROAD BAND DATA SEPT 20'	0.00	\$1,549.94	0.00	1,549.94
	Desc: BROAD BAND DATA SEPT 20'	Acct: 10-221-324-0000	TELEPHONE		
	Desc: BROAD BAND DATA SEPT 20'	Acct: 10-211-320-0100	EQUIP OPERATION/COMMUNICATION		
	Desc: BROAD BAND DATA SEPT 20 - NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		

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	Desc: BROAD BAND DATA SEPT 20' WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Vendor Total:		3,205.04	0.00	3,205.04
048745	VERMONT BC/BS			10/16/2020	70844
PO#7471	2019-000546-2 REFUND	0.00	\$605.50	0.00	605.50
Desc:	2019-000546-2 REFUND	Acct: 10-221-325-0000	REFUNDS		
	Vendor Total:		605.50	0.00	605.50
050600	VERMONT OFFENDER WORK PROGRAMS			10/16/2020	70845
PR9899	CUSTOMER FORMS-WRITTEN WARNII	0.00	\$59.37	0.00	59.37
Desc:	CUSTOMER FORMS-WRITTEN WARNINGS	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		59.37	0.00	59.37
052326	WEED PRECAST, LLC			10/16/2020	70846
3894	MATERIALS	0.00	\$463.00	0.00	463.00
Desc:	Materials to replace culverts and u	Acct: 10-311-318-0000	CONTRACTED SERVICES		
	Vendor Total:		463.00	0.00	463.00
053000	WHITE RIVER COUNCIL ON AGING			10/16/2020	70847
'21 Q2	CONTRACTED SERVICES OCT-DEC 20	0.00	\$6,132.50	0.00	6,132.50
Desc:	CONTRACTED SERVICES OCT-DEC 2020	Acct: 10-421-318-0200	CONTRACT SERV SENIOR CTR ADM		
	Vendor Total:		6,132.50	0.00	6,132.50
053040	WHITE RIVER CAR WASH			10/16/2020	70848
SEPT'20	MONTHLY CAR WASH-SEPT	0.00	\$80.00	0.00	80.00
Desc:	MONTHLY CAR WASH-SEPT	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		80.00	0.00	80.00
053150	SWISH WHITE RIVER LTD			10/16/2020	70849
W395495	GLOVES - COVID	0.00	\$53.40	0.00	53.40
Desc:	GLOVES - COVID	Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
W398942	Backpack Vac Repair	0.00	\$309.57	0.00	309.57
Desc:	Backpack Vac Repair	Acct: 10-530-318-0000	CONTRACTED SERVICES		
W398155	LAUNDRY DETERGENT	0.00	\$94.58	0.00	94.58
Desc:	LAUNDRY DETERGENT	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
W397372	GLOVES - COVID	0.00	\$80.10	0.00	80.10
Desc:	GLOVES - COVID	Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
	Vendor Total:		537.65	0.00	537.65
053650	WILSON TIRE INC			10/16/2020	70850
501112	Tires for R2 Truck	0.00	\$689.08	0.00	689.08
Desc:	Tires for R2 Truck	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
	Vendor Total:		689.08	0.00	689.08
054160	WITMER PUBLIC SAFETY, INC			10/16/2020	70851
2062147	LEATHER HELMET FRONT	0.00	\$54.94	0.00	54.94
Desc:	LEATHER HELMET FRONT	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			54.94	0.00	54.94
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR	10/16/2020		70852
OCT'20	Retiree Reimburs Oct 2020	0.00	\$144.60	0.00	144.60
Desc:	Ret Reimburs Oct 2020	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			144.60	0.00	144.60
059843	COUTERMARSH, LYNN	LYNN COUTERMARSH	10/16/2020		70853
OCT'20	Retiree Reimburs Oct 2020	421.85	\$421.85	0.00	421.85
Desc:	Ret Reimburs Oct 2020	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburs Oct 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburs Oct 2020	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburs Oct 2020	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			421.85	0.00	421.85
059847	COUTERMARSH, TOM	TOM COUTERMARSH	10/16/2020		70854
OCT'20	Retiree Reimburs Oct 2020	430.45	\$430.45	0.00	430.45
Desc:	Ret Reimburs Oct 2020	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburs Oct 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburs Oct 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburs Oct 2020	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			430.45	0.00	430.45
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC		10/16/2020		70855
IN387763	METER - COPIER SEP 2020-REC	0.00	\$53.92	0.00	53.92
Desc:	METER - COPIER SEP 2020-REC	Acct: 10-511-318-0000	CONTRACTED SERVICES		
IN387765	METER COPIER - SEP'20 TM	0.00	\$29.34	0.00	29.34
Desc:	METER COPIER - SEP'20 TM	Acct: 10-121-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN387761	METER COPIER - SEP'20	0.00	\$30.41	0.00	30.41
Desc:	METER COPIER - SEP'20	Acct: 10-174-323-0000	MATERIAL & SUPPLIES		
Desc:	METER COPIER - SEP'20	Acct: 10-622-323-0000	MATERIAL & SUPPLIES		
IN387764	METER COPIER - SEP'20	0.00	\$16.15	0.00	16.15
Desc:	METER COPIER - SEP'20	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc:	METER COPIER - SEP'20	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN387760	METER - COPIER SEP 2020-LF	2.75	\$2.75	0.00	2.75
Desc:	METER - COPIER SEP 2020-LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
IN388548	METER COPIER - SEP 2020-FIN	0.00	\$67.85	0.00	67.85
Desc:	METER COPIER - SEP 2020-FIN	Acct: 10-171-318-0000	CONTRACTED SERVICES		
Vendor Total:			200.42	0.00	200.42
500004	BRITT, ARTHUR JR	ARTHUR BRITT JR	10/16/2020		70856
2021	REFUND STATE PAYMENT-PROP TAX	0.00	\$676.20	0.00	676.20
Desc:	REFUND STATE PAYMENT-PROP TAX 2021	Acct: 10-013-100-0100	EXCHANGE - RE TAX CLEARING		
Vendor Total:			676.20	0.00	676.20
500894	SECURSHRED	SECURSHRED	10/16/2020		70857
345716	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
Desc:	SHREDDING SERVICES	Acct: 10-161-318-0000	CONTRACTED SERVICES		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			22.00	0.00	22.00
502681	BROWER, KRISTOPHER	KRISTOPHER BROWER	10/16/2020		70858
2021	REFUND STATE PAYMENT-PROP TAX	0.00	\$953.42	0.00	953.42
Desc:	REFUND STATE PAYMENT-PROP TAX 2021	Acct: 10-013-100-0100	EXCHANGE - RE TAX CLEARING		
Vendor Total:			953.42	0.00	953.42
502682	DANA, ROBERT	ROBERT DANA	10/16/2020		70859
2021	REFUND STATE PAYMENT-PROP TAX	0.00	\$190.78	0.00	190.78
Desc:	REFUND STATE PAYMENT-PROP TAX 2021	Acct: 10-013-100-0100	EXCHANGE - RE TAX CLEARING		
Vendor Total:			190.78	0.00	190.78
502683	LAMBERT, RUTH	RUTH LAMBERT	10/16/2020		70860
2021	REFUND STATE PAYMENT-PROP TAX	0.00	\$15.99	0.00	15.99
Desc:	REFUND STATE PAYMENT-PROP TAX 2021	Acct: 10-013-100-0100	EXCHANGE - RE TAX CLEARING		
Vendor Total:			15.99	0.00	15.99
502684	PIPPIN, BEVERLY	BEVERLY PIPPIN	10/16/2020		70861
2021	REFUND STATE PAYMENT-PROP TAX	0.00	\$324.32	0.00	324.32
Desc:	REFUND STATE PAYMENT-PROP TAX 2021	Acct: 10-013-100-0100	EXCHANGE - RE TAX CLEARING		
Vendor Total:			324.32	0.00	324.32
502685	MOORE, TERRI	TERRI MOORE	10/16/2020		70862
PO#7458	REFUND 2019-000546-2	0.00	\$100.00	0.00	100.00
Desc:	REFUND 2019-000546-2	Acct: 10-221-325-0000	REFUNDS		
Vendor Total:			100.00	0.00	100.00
502686	KUSTAFIK, JOHN		10/16/2020		70863
09.21.2020	REFUND PREV YEARS TAXES-BOA	0.00	\$6,522.11	0.00	6,522.11
Desc:	REFUND PREV YEARS TAXES-BOA	Acct: 10-813-325-0000	REFUNDS-TAXES/OVERPAYMENTS		
Vendor Total:			6,522.11	0.00	6,522.11
FUND 1 0			Bank Total:		3,049,139.75
Holdback Total					3,114,417.55
Batch Totals:		0.00	390,986.48	0.00	3,505,404.03

Report Date: 10/16/20
1:30PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 10/16/2020 - 10/16/2020

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User: florentina
ReportAPINHDD_PmtByDate

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.

_____ DANIEL FRASER

_____ SIMON DENNIS

_____ ALICIA BARROW

_____ ALAN JOHNSON

_____ EMMA BEHRENS

_____ JOSEPH MAJOR

_____ KIM SOUZA

_____ PAT MACQUEEN

_____ GAIL OSTROUT

_____ JOHN J. CLERKIN