



**TOWN OF HARTFORD  
SELECTBOARD AGENDA**

Tuesday, November 17, 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: 549799933 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**

1. Simon Pearce Restaurant, Main Street, Quechee, VT 05059
  - Amend the wording of the location description on current First and Third Licenses. Update the descriptions to delete “and common entrance.”

**IV. Order of Agenda**

**V. Selectboard**

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

**2. Appointments**

- a. Interview Applicants for the Open Selectboard Seat
  - Rachel Edens
  - David Harris
  - Brett Mayfield
  - Sharon Miller-Dombrowski



(Communications, Police & Fire)

- Needs Approval:  
12/1/2020 Tuesday - Regular & Budget Meeting  
12/14/2020 Monday – Candidates for Town Manager Interviews  
12/15/2020 Tuesday – Regular & Budget Meeting  
12/29/2020 Tuesday – Regular Meeting & Budget Adoption

### **VIII. Executive Session**

Motion 1: 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)

Motion 2: Move that we 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.  
(For the purpose of discussing mediation/settlement)

Motion 3: 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.**

## Lana Livingston

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**From:** Sherry West  
**Sent:** Tuesday, November 10, 2020 1:24 PM  
**To:** Lana Livingston; John MacLean; Dan Fraser  
**Subject:** FW: Attn: Hartford Select Board - Amendment to Liquor License(s)  
**Attachments:** 20-21 Liquor licensing Mill\_with edits.pdf

The following with attachment is from Simon Pearce, which if possible to be placed on next agenda.

*Sherry A. West*

Hartford Asst. Town Clerk  
171 Bridge St.  
White River Jct., VT 05001  
802-295-2785  
[swest@hartford-vt.org](mailto:swest@hartford-vt.org)

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

**PLEASE NOTE: HARTFORD does not bear any responsibility or liability for missing or incorrect information or documents.**

**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.**

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**From:** Pamela Lessard <pamela.lessard@simonpearce.com>  
**Sent:** Tuesday, November 10, 2020 1:14 PM  
**To:** Sherry West <swest@hartford-vt.org>  
**Subject:** Attn: Hartford Select Board - Amendment to Liquor License(s)

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

To the Town of Hartford Select Board,

I am contacting you on behalf of Simon Pearce U.S. Inc. regarding a request to amend the wording of the location description on our current Licenses.

Per our recent meeting with Michael Welch, the area liquor investigator, he advised to update the descriptions on our current First and Third Class licenses.

The revisions would be an amendment to each license. Our license details are below. We've attached copies of our current licenses, with the section noted for revisions, for your reference.

Please let me know if you have any questions or need additional information.

Regards,  
Pam Lessard  
Executive Assistant  
Simon Pearce, U.S. Inc.

**Licensee #2386-001, Simon Pearce U.S. Inc.**  
**Doing Business as: Simon Pearce Restaurant**

**License #2386-001-RST-1RST-001**

First Class Restaurant/Bar license To Sell Malt and Vinous Beverages, for on-premise consumption

**"Location and Description of Premises" should now read as follows: (\*1st paragraph as noted below; 2nd paragraph remains the same)**

1st class restaurant on first floor of two story building, excluding retail store section.  
Licensed area is to include 2nd floor function rooms & basement located at 1760 Main Street in village of Quechee town of Hartford, Vermont.

**License #2386-001-3RST-001**

Third Class Restaurant/Bar license To Sell Spirituous Liquors, for on-premise consumption

**"Location and Description of Premises" should now read as follows: (\*1st paragraph as noted below; 2nd paragraph remains the same)**

1st class restaurant on first floor of two story building, excluding the retail store section.  
Licensed area is to include 2nd floor function rooms & basement located at 1760 Main Street in village of Quechee town of Hartford, Vermont.

--

**pamela lessard** | executive assistant | simon pearce  
802 230 2429 o | 802 356 4826 c | [simonpearce.com](http://simonpearce.com)  
109 park road | windsor, vt | 05089



# VERMONT

# 2020

Licensee # 2386-001

License # 2386-001-3RST-001

THIRD CLASS RESTAURANT/BAR LICENSE TO SELL SPIRITUOUS LIQUORS  
For On-Premise Consumption

Granted to

NAME Simon Pearce (US) Inc.

Doing Business as: Simon Pearce Restaurant

Town or City of: HARTFORD

Business/Legal Address

Main Street

County of: WINDSOR

Quechee

VT

05059

and State of Vermont, to sell spirituous liquors in the interior of the restaurant/bar hereinafter described, for consumption in the said premises only, under and in accordance with Title 7 of the Vermont Statutes Annotated as amended.

## LOCATION AND DESCRIPTION OF PREMISES:

1st class restaurant on first floor of ~~two story building, excluding retail store section, and common entrance.~~ <sup>delete \*</sup> Licensed area is to include 2nd floor function rooms & basement located at 1760 Main St. in village of Quechee town of Hartford, Vermont

This license framed under glass shall at all times be displayed in a conspicuous place in the interior of the licensed premises so that it may be read by the public.

This license is void unless licensee is holder of a current food license issued by the State Board of Health.

This license is void unless licensee is licensed with the Vermont Department of Taxes to collect the Vermont Meals and Rooms Tax.

This license is granted in consideration of the application therefor, and said application and all statements, information, answers, promises and agreements therein contained are hereby referred to and made a part hereof.

Dated at Hartford, in the County of Windsor and  
State of Vermont, this 9th day of March A.D. 2020

Control Commissioners of HARTFORD  
the Town or City of.....

in the County of..... WINDSOR  
and the State of Vermont .....

Authorized Agent:

Lisa M. Ouel  
.....  
Signature of Town/City Clerk

Effective May 1, 2020  
Expires April 30, 2021 unless sooner revoked

# VERMONT

# 2020

Licensee # 2386-001

License # 2386-001-1RST-001

FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES  
For On-Premise Consumption

Granted to

NAME Simon Pearce (US) Inc.

Doing Business as: Simon Pearce Restaurant

Town or City of: HARTFORD

Business/Legal Address  
Main Street

County of: WINDSOR

Quechee  
VT 05059

only on the premises hereinafter described, to be consumed on said premises and not elsewhere, under and in accordance with Title 7 of the Vermont Statutes Annotated, as amended.

LOCATION AND DESCRIPTION OF PREMISES:

1st class restaurant on first floor of two story building, excluding retail store section ~~and common entrance~~. Licensed area is to include 2nd floor function rooms & basement located at 1760 Main St. in village of Quechee town of Hartford, Vermont

This license framed under glass shall at all times be displayed in a conspicuous place in the interior of the licensed premises so that it may be read by the public.

This license is void unless licensee is holder of a current food license issued by the State Board of Health.

This license is void unless licensee is licensed with the Vermont Department of Taxes to collect the Vermont Meals and Rooms Tax.

This license is granted in consideration of the application therefor, and said application and all statements, information, answers, promises and agreements therein contained are hereby referred to and made a part hereof.

Dated at Hartford, in the County of Windsor and  
State of Vermont, this 9th day of March A.D. 2020

Control Commissioners of  
the Town or City of..... HARTFORD .....

in the County of..... WINDSOR .....

and the State of Vermont

Authorized Agent: , -

*Lisa M. O'Neil*  
.....  
Signature of Town/City Clerk

Effective May 1, 2020  
Expires April 30, 2021 unless sooner revoked

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

**ADVISORY BOARD/COMMISSION APPLICATION**

Application for ✓ appointment(s) or    re-appointment to: Hartford Selectboard

**I. APPLICANT DATA:**

Name: Rachel S. Edens

Address: 23 Hazen St., White River Junction, VT 05001

Telephone: (Home) 919-951-4963 (Work)    (Other)   

Email Address: Rachel.Edens@gmail.com

How long have you been a Hartford resident? 4 years

Are you a registered voter? yes

**II. EDUCATION:**

High School: West Caven HS - Vantageboro, NJ Year Graduated: 1998

College 1: UNC - Chapel Hill Degree Earned: BA

Course of Study: English / African American Studies Year: 2003

College 2: East TN State University Degree Earned: MA MPA

Course of Study: Public Administration Year: 2014

**III. WORK HISTORY:**

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>VT Humanities Council</u>	<u>9/01/2020 -</u>	<u>Program Officer</u>	
<u>Dartmouth College</u>	<u>7/2015 - 3/2019</u>	<u>Assistant Dean, Office of Pluralism &amp; Leadership</u>	
<u>Tusculum College</u>	<u>6/2011 - 6/2015</u>	<u>Director, Center for Civil Advancement</u>	



#### IV. PROFESSIONAL EXPERIENCE:


- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.  
Would you be available for evening meetings? Yes; I am typically available each week day. Occasionally I have obligations on Wednesdays.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have been a Hartford Resident for 4 years + would like to be more involved in the community. In addition to be excited to learn more about local government, I bring a strong background in service, community engagement, higher education, and diversity/inclusion.
- c. What are your past experiences in Municipal, State or Federal Government? None; this would be my first time serving in government. Consulting
- d. What civic or social organizations have belonged to and what positions did you hold?  
Board Member: Rural Resources (TN), Just Connections in Service Learning, Appalachian Transition Fellowship Advisory Team; AmeriCorps VISTA
- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions?  
Racial justice; Strengthening local economy; welcoming + incorporating new residents; environment + climate change
- f. What might some solutions be?  
Open, safe group facilitated discussion, Community Reads programming in partnership with VT Humanities; policy creation to welcome immigrants; economic vitality incubators; Service Learning partnerships
- g. Other hobbies/interests: Reading; Journaling; Social justice; wellness + health; cooking + gardening

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

Name: Bacca White Telephone: ~~860-401-2000~~

Name: Dea Draper Telephone: ~~860-401-2010~~

Name: Clay Davis Telephone: ~~860-401-2015~~

  
APPLICANT'S SIGNATURE

11 Nov. 2020  
DATE

TOWN OF HARTFORD  
171 BRIDGE STREET  
White River Jct., VT 05001  
802-295-9533 (Tel.) 802-295-6382 (Fax)

**ADVISORY BOARD/COMMISSION APPLICATION**

Application for \_\_ XX\_\_ appointment(s) \_\_\_\_\_re-appointment to: \_\_\_\_Select Board \_\_\_\_\_

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**I APPLICANT DATA:**

Name: David Harris  
Address: 59 Raymond Circle, White River Jct., VT 05001  
Telephone: (802) 295-3901 (Home) (603) 667-6213 (Cell)  
Email: [daveharris.ret@gmail.com](mailto:daveharris.ret@gmail.com)

How long have you been a Hartford Resident? Since 1986 (34 Years)

Are you a registered voter? Yes

**II Education:**

High School:	Burr & Burton, Manchester VT	Year Graduated:	1977
College:	University of Vermont	Degree Earned:	BS
Course of Study:	Engineering	Year Graduated:	1981

**III WORK HISTORY:**

<u>Employer</u>	<u>Dates of Employment</u>	<u>Position Held</u>	<u>Duties</u>
Dartmouth (Geisel)	1997 to 2020	Director of Facilities	Engr/Mgt
Dufresne-Henry Engr	1987 to 1997	Dept Head – Civil/Env	Design/Constr
Veterans Administration	1981 to 1987	Asst Director of Engineering	Engr/Mgt

#### IV Professional Experience

- a. When are you available to serve?

I am retired and have no restrictions

- b. Why do you want to serve and what skills/training can you contribute?

I am a longtime Hartford resident who, with my wife, have raised two children here, both of whom attended the Hartford school system from kindergarten through high school. They were accepted to great colleges, and are now working in professional careers. The Hartford school system helped prepare them for college and those careers, and I am very pleased with the education they received. I would like to help ensure that Hartford remains a vibrant town with a competitive educational system. As a taxpayer, I would also like to help ensure that we continue to have good municipal services across multiple departments, while at the same time maintaining a tax structure that is affordable for our broad community. I believe in supporting, through our taxes, programs for the less fortunate, and I'd like to see Hartford continue to be a leader in efforts to assist local charities.

I have a background in engineering planning, design, permitting and construction; experience with facilities; have run multiple departments and supervised numerous employees; I have been responsible for developing and managing multi-million dollar budgets; have completed both relatively small projects, and those exceeding 100 million dollars; I have written funding grants; I have worked in the public sector (VA), the private sector (D-H), and academia (Dartmouth); volunteered in the community in a variety of roles; etc. Many of the components of my background and experience have relevancy to Town governance, and it is those skills that I would like to bring to the board.

- c. What is your experience in Municipal, State or Federal Government?

I have no direct employment experience with Municipal, State or Federal governance, however as a consulting engineer working for Dufresne-Henry, and as the Director of Facilities for the Geisel School of Medicine at Dartmouth, I have presented many construction projects to local planning commissions and to State agencies for permits and approval. I have gone before Act 250 Commissions and been a part of community presentations. I have worked with, and come to know, many of the governmental administrators in towns across Vermont, have worked with and come to know the State professionals in Waterbury and Montpelier. In my private life, my volunteer work has helped me learn about, and to work with town and school professionals and administrators. And my time on the Judicial Conduct Board gave me insights into the workings of our court system, the police, and both prosecuting and defense attorneys.

d. What Civic or social organizations have you belonged to and what position did you hold?

I.	Wilder School Building Committee	Member
II.	Upper Valley Lake Sunapee Regional Planning Com.	Brownfield Sites
III.	Everyone Wins – White River School (5 years)	Reading Mentor
IV.	Vermont Judicial Conduct Board (5 years)	Board. Member
V.	Special Needs Support Center (SNSC)	Board Member
VI.	Steps Towards Adult Responsibility (STAR)	Board President
VII.	Youth Sports – Hockey, Basketball, Baseball	Coach (girls & boys)
VIII.	Northern Stage Theatre	Usher
IX.	Boy Scouts of America	Asst. Den Leader

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

Broadly I think that most municipalities are faced with needs and demands that exceed the municipal budget. That creates a tension between the desire for residents to keep their taxes low, while at the same time their wanting to have good services. I think that Hartford should continue to review and rank municipal priorities, and to weigh those priorities against available budgets. That is a topic that can and should be discussed at the Select Board, in my opinion, and where it can begin to be addressed. I also think that Hartford needs to continue to advocate for competitive salaries so that we can recruit and secure excellent municipal employees...all the way up to the Town Manager level...who will protect and advocate for our community.

f. What might some solutions be?

One approach, of course, is to grow the tax base by attracting new businesses to Hartford. We all have seen the development that has occurred both on Sykes Avenue and in Downtown White River, for example. Those are great starts toward increasing revenue. Another approach is to work on the efficiency side. That is, look at ways to improve operational efficiencies and/or to think about cooperative efforts that might reduce the duplication of services or work efforts.

g. Other hobbies/interests?

I like all types of sports and continue to play ice hockey, tennis and some golf. I exercise regularly and enjoy hiking, downhill and x-country skiing, cycling and walking. I play guitar and the drums. I love to read and keep at least a couple of books going on my Kindle at any given time. I keep up with my professional engineering licenses in VT and NH by attending engineering seminars at Dartmouth (...the Jones Seminars). And, I spend as much time as I can with my kids, although both are grown and living in the big cities of NYC and Baltimore.

#### IV REFERENCES

1. Robert Gerety Phone: (800) 273-7021 (H)
2. Hilde Ojibway Phone: (800) 886-8669 (H)
3. G. Dino Koff Phone: (800) 788-6581 (H)



Dear Select Board Members,

I am submitting my application for Select Board member. I have lived in Hartford for over 37 years and through my private, professional and civic activities I have tried to service Hartford in a positive manner.

I feel at this time in my life I have a good knowledge to help in the future development of Hartford in structure and community development.

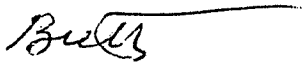
I have and continue to grow as a human but still make many mistakes but do my best to learn from them. I have strived to keep my mind open to many diverse ideas in my own personal development and would continue to do so in this civic position.

It is an honor to just serve the Town of Hartford know matter what position I hold. If I were to hold the position I would continue to do my best to continue to listen to the many voices in the town and do my best to make their live better for being citizens of Hartford.

Thank you for considering my application.

All the best,

William "Brett" Mayfield

A handwritten signature in cursive script, appearing to read "Brett", with a horizontal line extending to the right.

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

**ADVISORY BOARD/COMMISSION APPLICATION**

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

**I. APPLICANT DATA:**

Name: William Brett Mayfield  
Address: P.O. Box 1343 White River Jct. VT  
05001  
Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) 802 591-3978  
Email Address: wmayfield@aol.com  
How long have you been a Hartford resident? 37 years  
Are you a registered voter? yes

**II. EDUCATION:**

High School: South Fe High Year Graduated: 1971  
College 1: Crofton University/Goddard Degree Earned: B.S./M.A.  
Course of Study: College Year: 1982/1985  
Physical Education/Psychology  
Kolome Institute for Health Medicine 1980  
College 2: University of Northern Iowa Degree Earned: Psy.D., Ph.D.  
Course of Study: Psychology Year: 2001/2011  
Integrative Medicine

**III. WORK HISTORY:**

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

#### IV. PROFESSIONAL EXPERIENCE:

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

Would you be available for evening meetings? I am available day and evenings as needed.

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

I have always chosen to serve for behind the scenes. I have served on different boards and have kept active in the daily activities of the town for many years.

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

I have served as the Town Health Officer for 13 years. I have served as the Town Service Officer, Justice of the Peace, Park & Rec Commission member, Sister City Committee, Coronado's

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

President of Board Greater Hartford Restorative Justice Center, Advisory Board Member, Upper Valley Medical Reserve Corps, Board Member, STANT Change, all present,

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

Continued economic relief to Hartford businesses, support for shelter for those who are in need, continued growth of Hartford's business development, a stable

f. What might some solutions be? To promote growth by advancing the strong diverse community Hartford has. To continue promoting strong diversity and camaraderie for our citizens. Continue downtown development and continued

- g. Other hobbies/interests: Coach for Special Olympics, Japanese Martial Arts, Skiing, golf,

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

Name: Martha McLafferty

Telephone: [REDACTED]

Name: Heather Walther

Telephone: [REDACTED]

Name: April Smith

Telephone: [REDACTED]

William B. Mayfield  
APPLICANTS SIGNATURE

10/23/2020  
DATE

IV. C. and was elected Trustee of Public Funds  
2013-2016.

d. Board Member, Kedyard Charter School, Board Member  
Heathford Historical Society, both Past.

e. budget and support for all the Town services,  
communication and education on diversity and  
inclusion.

f. development of renewable energy and Town wide  
infrastructure.

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

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

**I. APPLICANT DATA:**

Name: Sharon Miller-Dombroski

Address: 283 Colonial Drive White River Junction, Vermont 05001

Telephone: (Home) 603.667.8182 (Work) 603.667.8182 (Other)                     

Email Address: SMDombroski@gmail.com

How long have you been a Hartford resident? 19 Years

Are you a registered voter? Yes

**II. EDUCATION:**

High School: Timberlane Regional H.S. Year Graduated: 1987

College 1: Colby-Sawyer College Degree Earned: Bachelor's of Science

Course of Study: Early Education, Phycology Year: 1991

College 2: Plymouth State College Degree Earned: Credits towards Masters

Course of Study: Educational Leadership Year: 1999

**III. WORK HISTORY:**

Please list employer name & address (most recent first)	Dates of Employment	Position Held	Job Duties
<u>Creative Solutions for Nonprofits, LLC</u> <u>283 Colonial Drive WRJ, VT 05001</u>	<u>Spring 2020</u>	<u>Principal Owner</u>	<u>Consulting</u>
<u>Green Mountain Children's Center</u> <u>92 Farm Vu Drive WRJ, VT</u>	<u>Fall 2016-Winter 2020</u>	<u>Executive Director</u>	<u>Organizational Management</u>
<u>Kendal at Hanover</u> <u>Lyme Road, Hanover, NH</u>	<u>2012-2016</u>	<u>Dir of Intergenerational Programs</u>	<u>Program &amp; Services</u>



#### IV. PROFESSIONAL EXPERIENCE:

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

Yes

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

Growing up in a military family, I had the opportunity to live worldwide with different cultures, languages, and customs. After graduating from college, getting married, and starting a family, it was time to find the best place to raise our children. We wanted to find a community that was safe, clean, and a great place to live. Having worked with many of the region's towns and school districts over the years, we decided that Hartford, Vermont would be a great place to live, work, and play.

Serving as a member of Hartford's Selectboard will be an opportunity to give back to Hartford for that has come to mean so much to my family and me. I believe that the work of the selectboard is integral to having a strong community and feel that I have much to contribute to Hartford. Over the past twenty-five years, I have worked or volunteered for multiple nonprofit organizations in the region. In each of these capacities, I have applied my skills as a servant leader. I have worked diligently to encourage diversity of thought to create a culture of trust and transparency. I also believe that consensus building is of utmost importance in decision making for a community.

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

None at this time.

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

President, Board of Incorporators, Pleasant Preschool, Claremont, NH

Campaign Coordinator, Granite United Way, Upper Valley

Co-Chair for the Early Care and Education Association, Upper Valley

President of the Board of Director's, Spark Community Center, Lebanon

Treasurer, Windsor County Mentors, Windsor, Vermont

Executive Director, Green Mountain Children's Center, Hartford, VT, Claremont, NH

Director of Programs, Kendal at Hanover, Hanover, NH

Finance, Coordinator of Local First Alliance and Leadership Upper Valley, Vital Communities, Hartford, VT

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

Balancing the perceptions of town residents within the budgetary and regulatory guidelines of municipal government.

- f. What might some solutions be?

Support communication systems including listening sessions and open forums.

Engage more community members to participate in advisory boards.

Building Consensus for the Town of Hartford.

- g. Other hobbies/interests:

Photography, Painting, Reading, Volunteering.

V. REFERENCES: (Please list three)

Name: Richard Paul Jr. Telephone: [REDACTED]

Name: Chris and Jennifer O'Keefe Telephone: [REDACTED]

Name: Elizabeth Sunde Telephone: [REDACTED]

*Sharon Miller-Dombroski*

*November 11, 2020*

APPLICANTS SIGNATURE:

DATE:

October 6, 2020

The Selectboard  
Town of Hartford, Vermont

In connection with audit engagements, we are required by auditing standards generally accepted in the United States of America to communicate certain matters with those charged with governance. The term “those charged with governance” means the persons with responsibility for overseeing the strategic direction of the entity and obligations related to the accountability of the entity, for example, the Selectboard (the Board) or a designated Board officer or committee. This communication is provided in connection with our audit of the financial statements of the Town of Hartford, Vermont (the Town) as of and for the year ended June 30, 2020.

These standards require us to communicate with you any matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. They also set the expectation that our communication will be two way, and that the Board or their designee will communicate with us matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing, and extent of audit procedures.

This letter summarizes those matters which we are required by professional standards to communicate to you in your oversight responsibility for the Town’s financial reporting process.

#### **Auditor’s Responsibility under Professional Standards**

Our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States were described in our arrangement letter dated October 9, 2019. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

#### **An Overview of the Planned Scope and Timing of the Audit**

The scope of the audit was also described in our arrangement letter dated October 9, 2019. The audit was conducted in September; our exit conference with management was held on October 1, 2020; drafts of the financial statements and reports were provided to management on October 2, 2020.

#### **Accounting Policies and Practices**

- **Preferability of Accounting Policies and Practices**

Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice.

- **Adoption of, or Change in, Accounting Policies**

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Town. The Town did not adopt any significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period.

- **Significant or Unusual Transactions**

We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

- **Management's Judgments and Accounting Estimates**

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. The significant accounting estimates reflected in the Town's 2020 financial statements are depreciation expense, a long-term obligation for accrued postclosure care in the Solid Waste Fund, the State of Vermont's estimate of the Town's pension expense, pension deferrals, net pension liability for the Vermont Municipal Employees' Retirement System, and the estimated future liability for other postemployment benefits.

### **Audit Adjustments**

During the audit we proposed 7 adjustments to the general ledger balances provided for audit. Management also provided 6 adjustments to adjust additional items that were identified by management during the audit.

Management accepted the proposed adjustments and those changes are reflected in the 2020 financial statements. The significant effects of these audit adjustments were to (1) correct fund balances, (2) correct interfund transfers, (3) reclassify local option tax revenue to appropriate fund, (4) correct debt-service principal and interest allocation, and accrued interest calculation, due to covid-19 interest and admin fee waivers, and (5) record transfer of construction in progress from governmental activities to the wastewater fund.

A copy of the audit adjustments is available upon request.

### **Uncorrected Misstatements**

During the course of our audit, we accumulated one uncorrected misstatement that was determined by management to be immaterial to the financial statements, and to the related disclosures. This "passed adjustments" was to correct the prior year other postemployment benefits liability in the governmental activities.

Town of Hartford, Vermont  
October 6, 2020  
Page 3

### **Disagreements with Management**

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.

### **Consultations with Other Accountants**

We are not aware of any consultations that management may have had with other accountants about accounting or auditing matters.

### **Significant Issues Discussed with Management**

We did not have correspondence with management regarding significant issues arising from the audit. We have discussed accounting matters relating to the Town's accounting estimates and audit adjustments. We have also discussed the Town's Welcoming Hartford Ordinance (WHO) and the potential impact it may have on federal funding.

### **Significant Difficulties Encountered in Performing the Audit**

We did not encounter any significant difficulties in working with management during the audit.

### **Material Weaknesses**

We identified no material weaknesses in the Town's system of internal control over financial reporting during our audit of the financial statements.

### **Certain Written Communications between Management and Our Firm**

Management provided written representations in connection with the audit in a letter to our firm dated October 6, 2020. A copy of the letter is available upon your request.

This report is intended solely for the information and use of the Selectboard and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this letter. We appreciate the opportunity to be of service to the Town.

Very truly yours,  
Mudgett, Jennett & Krogh-Wisner, P.C.



**TOWN OF HARTFORD, VERMONT**  
**FINANCIAL STATEMENTS**  
**JUNE 30, 2020**  
**AND**  
**INDEPENDENT AUDITOR'S REPORTS**

## TOWN OF HARTFORD, VERMONT

JUNE 30, 2020

## TABLE OF CONTENTS

	Page(s)
Independent Auditor's Report.....	1 - 2
Management's Discussion and Analysis.....	3 - 9
Basic Financial Statements:	
Government-wide Financial Statements -	
Statement of Net Position.....	10 - 11
Statement of Activities .....	12
Fund Financial Statements -	
Balance Sheet - Governmental Funds .....	13 - 14
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds .....	15 - 16
Statement of Revenues and Expenditures - Budget and Actual - General Fund .....	17 - 19
Statement of Net Position - Proprietary Funds.....	20
Statement of Revenues, Expenses and Changes in Net Position - Proprietary Funds.....	21
Statement of Cash Flows - Proprietary Funds.....	22 - 23
Notes to Financial Statements .....	24 - 40
Supplementary Schedules:	
Schedule 1 - Combining Balance Sheet - Other Governmental Funds .....	41
Schedule 2 - Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Other Governmental Funds .....	42
Schedule 3 - Combining Statement of Net Position - Water Fund .....	43
Schedule 4 - Combining Statement of Revenues, Expenses and Changes in Net Position - Water Fund .....	44
Schedule 5 - Combining Statement of Net Position - Wastewater Fund .....	45
Schedule 6 - Combining Statement of Revenues, Expenses and Changes in Net Position - Wastewater Fund.....	46
Schedule 7 - Schedule of Town's Proportionate Share of Net Pension Liability - VMERS .....	47
Schedule 8 - Schedule of Town's Contributions - VMERS.....	47
Schedule 9 - Schedule of Changes in the Town's Total OPEB Liability and Related Ratios Other Postemployment Benefits Plan .....	48
Compliance Reports:	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> .....	49 - 50
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance Required by Uniform Guidance .....	51 - 52
Schedule of Expenditures of Federal Awards .....	53 - 54
Notes to Schedule of Expenditures of Federal Awards.....	55
Schedule of Findings and Questioned Costs .....	56-57
Status of Prior Audit Findings.....	57

## **INDEPENDENT AUDITOR'S REPORT**

The Selectboard  
Town of Hartford, Vermont

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Hartford, Vermont (the Town) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Hartford, Vermont as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and schedules 7 through 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying schedules 1 through 6, and the Schedule of Expenditures of Federal Awards as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance) are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying schedules 1 through 6, and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying schedules 1 through 6, and the Schedule of Expenditures of Federal Awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 6, 2020 on our consideration of the Town's internal control over financial reporting; on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements; and on other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Montpelier, Vermont  
October 6, 2020

**TOWN OF HARTFORD, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2020**

The following is a discussion and analysis of the Town of Hartford's (the Town) financial performance including an overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2020. Readers should consider this information in conjunction with the financial statements which are located after this analysis. This discussion and analysis provides comparisons between FY 2020 and FY 2019.

**FINANCIAL HIGHLIGHTS**

**Government-wide Highlights**

The Town's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at June 30, 2020 by \$34,007,569 compared to \$34,320,229, at June 30, 2019. This represents a decrease of \$312,660. The change in net position for fiscal year 2020 was a decrease of \$312,660 compared to a decrease of \$451,594 for fiscal year 2019.

**Fund Highlights**

At the end of the fiscal year, the Town's governmental funds reported a combined ending fund balance of \$9,942,278, an increase of \$359,920 in comparison with an increase of \$1,615,647 for the prior year. Of the total fund balance, \$6,818,567 represents amounts restricted, committed or assigned to specific purposes, such as reserves and encumbrances approved by management, \$52,761 is nonspendable, leaving an unassigned balance of \$3,070,950.

**Long-term Debt**

The Town's long-term debt decreased \$1,760,335 during the fiscal year and had a total ending balance of \$22,813,506.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The Town's financial statements consist of five sections: 1) Independent Auditor's Report, 2) Management's Discussion and Analysis, 3) Basic Financial Statements, 4) Supplementary Schedules and 5) Compliance Reports.

- **Independent Auditor's Report** - This is a description by the auditors of the scope of their work and their official opinion of the financial statements of the Town for the 2020 fiscal year.
- **Management's Discussion and Analysis** - An introduction to the basic financial statements that is intended to be an easily read analysis of the Town's financial activities based on currently known facts, decisions or conditions.
- **Basic Financial Statements** - This section of the report includes government-wide financial statements, fund financial statements, and notes to the financial statements.
- **Supplementary Schedules** - This section of the report includes schedules 1 through 6, which are not required by accounting principles generally accepted in the United States of America (U.S. GAAP) but are presented as supplementary information. These schedules contain the combining information for individual nonmajor governmental funds. This section also includes schedules 7 through 9, which are required by U.S. GAAP. These schedules contain required historical pension information for the Town's portion of VMERS and schedule of funding progress for the Town's postemployment healthcare plan.
- **Compliance Reports** - This section includes the auditor's report on the Town's internal controls over financial reporting and on compliance with a description of their findings. Internal controls deal with the Town's processes and procedures that ensure our financial statements are accurate and that Town assets are being safeguarded in a reasonable fashion. A second auditor's report on compliance and internal controls over compliance requirements of the Town's federal awards is also included.



## Government-wide Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private-sector business. The statements provide both short-term and long-term information about the Town's financial position, which helps readers determine whether the Town's financial position has improved or deteriorated during the fiscal year. These statements include all non-fiduciary financial activity on the full accrual basis of accounting. This means that all revenues and expenditures are reflected in the financial statements even if the related cash has not been received or paid as of June 30.

- **Statement of Net Position** - This statement presents information on all of the Town's assets and deferred outflows of resources and its liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may indicate whether the financial position of the Town is improving or deteriorating.
- **Statement of Activities** - This statement presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The government-wide financial statements have separate columns for governmental activities and business-type activities. The Town's activities are classified as follows:

- **Governmental Activities** - Activities reported here include general government, public safety, public works, health and social services, parks and recreation, conservation and development, and cultural. Property taxes and federal, state and local revenues finance these activities.
- **Business-type Activities** - Activities reported here include the water, wastewater and solid waste activities.

## Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All the Town's funds are categorized as governmental, proprietary or fiduciary.

- **Governmental Funds** - The basic services provided by the Town are reported in the governmental funds. These statements provide a detailed, short-term view of the functions reported as governmental activities in the government-wide financial statements. The government-wide financial statements are reported using the full accrual basis of accounting, but the governmental fund financial statements are reported using the modified accrual basis of accounting. This allows the reader to focus on assets that can be readily converted to cash and determine whether there are adequate resources to meet the Town's current needs.

The Town reports 9 individual governmental funds. Information is presented separately in the governmental fund statements for the General Fund and Community Development Fund which are considered major funds. Data from the other 7 governmental funds are aggregated into a single column on the fund statements. Individual fund data for these nonmajor governmental funds is provided in the supplementary schedules section.

- **Proprietary Funds** - Proprietary funds report activities that operate more like those of private-sector business and use the full accrual basis of accounting. Proprietary funds are reported as business-type activities on the government-wide financial statements. Since proprietary funds use accrual basis accounting, there are no differences between amounts reported on the government-wide statements and the proprietary fund statements. The Town uses proprietary funds to account for its Water, Wastewater and Solid Waste Funds.

## Reconciliation of Government-wide Financial Statements to Governmental Fund Financial Statements

The governmental activities of the government-wide financial statements and the governmental funds of the fund financial statements do not use the same accounting basis and measurement focus. Because the focus of governmental funds is more limited than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. This comparison can help readers better understand the long-term impact of the Town's near-term financing decisions. Both the Balance Sheet - Governmental Funds and the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. These reconciliations are presented on the page immediately following each governmental fund financial statement.

The following indicates some of the reporting differences between the government-wide financial statements and the governmental funds financial statements.

- Capital assets used in governmental activities are not reported on governmental fund statements.
- Long-term liabilities, unless due and payable, are not included in the fund financial statements. These liabilities are only included in the government-wide statements. Long-term liabilities include long-term debt, accrued compensated absences and other postemployment benefits.
- Property taxes not available to pay current period expenditures are deferred in governmental fund statements but not deferred on the government-wide statements.
- Deferred inflows of resources relating to deferred pension credits, deferred outflows of resources relating to deferred pension expense, and net pension asset or liability are reported on the government-wide statements but are excluded from the fund financial statements.
- Capital outlay spending results in capital assets on the government-wide statements but is reported as expenditures in the fund financial statements.
- Bond proceeds provide current financial resources on the fund financial statements but are recorded as long-term liabilities in the government-wide financial statements.

## FINANCIAL ANALYSIS

### Government-wide Financial Statements

The Town's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$34,007,569 at year end. Net position decreased by \$312,660 under the previous fiscal year.

**TABLE 1**  
**Net Position**

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total Primary Government</u>	
	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>
<b>Assets</b>						
Current Assets	\$ 10,589,431	\$ 11,657,928	\$ 9,639,409	\$ 9,568,449	\$ 20,228,840	\$ 21,226,377
Noncurrent Assets	37,028,850	38,187,707	20,716,592	19,994,130	57,745,442	58,181,837
<b>Total Assets</b>	<b>47,618,281</b>	<b>49,845,635</b>	<b>30,356,001</b>	<b>29,562,579</b>	<b>77,974,282</b>	<b>79,408,214</b>
<b>Deferred Outflows of Resources</b>						
	<b>1,486,015</b>	<b>1,308,813</b>	<b>-</b>	<b>-</b>	<b>1,486,015</b>	<b>1,308,813</b>

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total Primary Government</u>	
	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>
<b>Liabilities</b>						
Current Liabilities	1,524,219	2,275,661	1,157,508	1,268,809	2,681,727	3,544,470
Noncurrent Liabilities	27,575,819	28,548,240	13,340,470	12,884,991	40,916,289	41,433,231
<b>Total Liabilities</b>	<b>29,100,038</b>	<b>30,823,901</b>	<b>14,497,978</b>	<b>14,153,800</b>	<b>43,598,016</b>	<b>44,977,701</b>
<b>Deferred Inflows of Resources</b>	<b>1,542,052</b>	<b>1,731,757</b>	<b>-</b>	<b>-</b>	<b>1,542,052</b>	<b>1,731,757</b>
<b>Net Position</b>						
Net Investment in						
Capital Assets	23,084,829	24,196,160	8,318,359	8,490,421	31,403,188	32,686,581
Restricted	5,501,808	4,355,514	-	-	5,501,808	4,355,514
Unrestricted	(10,124,431)	(9,952,884)	7,539,664	6,918,358	(2,584,767)	(3,034,526)
<b>Total Net Position</b>	<b>\$ 18,462,206</b>	<b>\$ 18,598,790</b>	<b>\$ 15,858,023</b>	<b>\$ 15,408,779</b>	<b>\$ 34,320,229</b>	<b>\$ 34,007,569</b>

The larger portion of the Town's net position reflects its net investment in capital assets less any related outstanding debt used to acquire those assets. These assets are recorded net of depreciation in the financial statements. The Town uses capital assets to provide services to citizens; therefore, those assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities. The remaining portion of the Town's net position represents restricted and unrestricted net position.

The following condensed financial information was derived from the Government-wide Statement of Activities and provides detail regarding the change in net position.

**TABLE 2**  
**Change in Net Position**

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total Primary Government</u>	
	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>
<b>REVENUES</b>						
Program Revenues:						
Charges for Services	\$ 2,441,186	\$ 2,478,322	\$ 4,772,875	\$ 4,650,446	\$ 7,214,061	\$ 7,128,768
Grants and Contributions	1,775,129	1,455,055	-	46,800	1,775,129	1,501,855
Other	168,894	176,969	24,745	26,025	193,639	202,994
General Revenues:						
Property Taxes	13,521,931	14,167,681	-	-	13,521,931	14,167,681
Sale of Tower	-	-	-	-	-	-
Insurance recoveries	174,661	-	2,952	-	177,613	-
Loss on disposition of capital assets	(21,095)	(52,116)	(40,243)	-	(61,338)	(52,116)
Investment Earnings	129,384	119,081	89,718	77,613	219,102	196,694
<b>Total Revenues</b>	<b>18,190,090</b>	<b>18,344,992</b>	<b>4,850,047</b>	<b>4,800,884</b>	<b>23,040,137</b>	<b>23,145,876</b>

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total Primary Government</u>	
	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>	<u>2019</u>	<u>2020</u>
<b>PROGRAM EXPENSES</b>						
General government	2,640,936	3,319,350	-	-	2,640,936	3,319,350
Public safety	7,299,326	7,674,078	-	-	7,299,326	7,674,078
Public works	4,327,148	3,541,220	-	-	4,327,148	3,541,220
Health and social services	360,163	383,410	-	-	360,163	383,410
Parks and recreation	1,583,366	1,767,895	-	-	1,583,366	1,767,895
Conservation and development	907,917	564,914	-	-	907,917	564,914
Cultural	387,942	387,168	-	-	387,942	387,168
Water	-	-	1,250,401	1,531,062	1,250,401	1,531,062
Wastewater	-	-	3,012,674	3,078,393	3,012,674	3,078,393
Solid Waste	-	-	948,073	770,318	948,073	770,318
Interest	434,885	434,125	338,900	6,603	773,785	440,728
<b>Total Program Expenses</b>	<b>17,941,683</b>	<b>18,072,160</b>	<b>5,550,048</b>	<b>5,386,376</b>	<b>23,491,731</b>	<b>23,458,536</b>
<b>Transfers In (Out)</b>	<b>(192,500)</b>	<b>(136,248)</b>	<b>192,500</b>	<b>136,248</b>	<b>-</b>	<b>-</b>
<b>Increase (decrease) in Net Position</b>	<b>\$ 55,907</b>	<b>\$ 136,584</b>	<b>\$ (507,501)</b>	<b>\$ (449,244)</b>	<b>\$ (451,594)</b>	<b>\$ (312,660)</b>

Total governmental activities expenses were \$17,941,683 and \$18,072,160 in fiscal years 2019 and 2020, respectively. The expenses do not include capital outlay, which is reflected as capital asset additions in the government-wide financial statements.

Program revenues are derived directly from the program itself or from parties outside the reporting government's taxpayers or citizenry. They reduce the net cost of the function to be financed from the government's general revenues. Total program revenues from governmental activities were \$4,385,209 in 2019 and \$4,110,346 in 2020. Governmental activities program revenues from charges for services include licenses and permits, planning fees, forfeitures, sale of supplies and several other revenues. Program revenues in the grants and contributions category include federal, state and local grants, and local contributions that are restricted for program use.

General revenues are all other revenues not categorized as program revenues and include property taxes and investment earnings. Total general revenues from governmental activities were \$13,804,881 in fiscal 2019 and \$14,234,646 in fiscal 2020.

### **Fund Financial Statements**

- **Governmental Funds** - The combined fund balance of the governmental funds was \$9,582,358 at June 30, 2019 and \$9,942,278 at June 30, 2020. \$6,818,597 of the FY 2020 fund balance is restricted, committed or assigned; \$52,761 is nonspendable, leaving a remaining unassigned balance of \$3,070,950. The fund balance of the General Fund increased from \$6,893,825 in FY 2019 to \$7,083,015 in FY 2020.

Revenues and expenditures in the General Fund vary from their operating budgets, as shown on the Statement of Revenues and Expenditures - Budget and Actual - General Fund. Management has reviewed these variances and finds them to be acceptable.

- **Proprietary Funds** - The Town's proprietary funds provide the same information found in the government-wide financial statements. Total net position of the Town's proprietary funds at June 30, 2020 was \$15,408,779, a decrease of \$449,244 under the previous fiscal year.

**Capital Assets**

The following is a schedule of capital assets as of June 30, 2019 and 2020.

<b>Capital Assets June 30,</b>				
	<b>Governmental Activities</b>		<b>Business-type Activities</b>	
	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>
Land	\$ 1,431,658	\$ 1,431,658	\$ 424,307	\$ 424,307
Construction in Progress	2,726,657	3,818,801	278,651	1,121,177
Land improvements	1,278,767	1,336,946	147,002	147,002
Buildings and improvements	18,931,468	19,779,127	27,858,484	27,858,484
Vehicles and equipment	9,521,226	10,787,441	1,295,449	1,284,846
Infrastructure	<u>37,640,773</u>	<u>38,203,077</u>	<u>25,489,256</u>	<u>25,539,613</u>
Total Capital Assets	71,530,549	75,357,050	55,493,149	56,375,429
Less Accumulated Depreciation	<u>36,169,897</u>	<u>38,865,878</u>	<u>34,776,557</u>	<u>36,381,299</u>
Capital Assets, Net	<u>\$ 35,360,652</u>	<u>\$ 36,491,172</u>	<u>\$ 20,716,592</u>	<u>\$ 19,994,130</u>

The Town has a net investment in capital assets of \$56,077,244 and \$56,485,302 on June 30, 2019 and June 30, 2020, respectively. The net increase (including additions and deductions) between the two periods amounted to \$408,058.

**Debt**

The following is a schedule of long-term debt as of June 30, 2019 and 2020.

<b>Long-term Debt at June 30,</b>		
	<b><u>2019</u></b>	<b><u>2020</u></b>
<b>Governmental Activities -</b>		
Bond payable - 2012 Series 3	\$ 105,000	\$ -
Bond payable - 2012 Series 1	794,658	737,897
Bond payable - 2017 Series 4	4,616,250	4,308,500
Bond payable - 2014 Series 3	720,000	675,000
Bond payable - 2014 Series 3	3,920,000	3,675,000
Bond payable - 2017 Series 3	<u>2,019,700</u>	<u>1,913,400</u>
Total Long-term Debt	<u>\$ 12,175,608</u>	<u>\$ 11,309,797</u>
<b>Business-type Activities -</b>		
Bond payable - RF3-069	\$ 1,122,400	\$ 942,248
Bond payable - AR1-006	462,981	431,443
Bond payable - AR1-099	5,305,413	4,841,246
Bond payable - AR1-041	3,783,129	3,531,396
Bond payable - RF3-329	1,638,948	1,573,695
Bond payable - RF1-188	69,675	69,675
Bond payable - RF1-202	15,687	15,687
Bond payable - RF1-222	<u>-</u>	<u>98,319</u>
Total Long-term Debt	<u>\$ 12,398,233</u>	<u>\$ 11,503,709</u>

At the end of the fiscal year, the Town had \$11,309,797 in long-term debt outstanding in governmental activities compared to \$12,175,608 in the prior year. For the business-type activities, long-term debt decreased from \$12,398,233 to \$11,503,709.

At the end of the fiscal year, the Town had \$985,215 in capital lease obligations in governmental activities compared to \$100,215 in the prior year.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Town's finances for all of its citizens, taxpayers, customers and creditors. Questions concerning any of the information provided in the report should be addressed to the Town of Hartford, VT at 171 Bridge Street, Hartford, VT 05001.

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**TOWN OF HARTFORD, VERMONT**  
**GOVERNMENT-WIDE STATEMENT OF NET POSITION**  
**JUNE 30, 2020**  
(Page 1 of 2)

	<u>Governmental</u> <u>Activities</u>	<u>Business-type</u> <u>Activities</u>	<u>Totals</u>
<b>ASSETS:</b>			
Current assets -			
Cash and cash equivalents	\$ 13,851,124	\$ 4,280,996	\$ 18,132,120
Investments	17,667	-	17,667
Property taxes receivable	832,701	-	832,701
Accounts receivable, net	1,426,340	786,956	2,213,296
Grants receivable	5,000	-	5,000
Prepaid expenses	25,593	-	25,593
Due (to) from other activities	(4,500,497)	4,500,497	-
Total current assets	<u>11,657,928</u>	<u>9,568,449</u>	<u>21,226,377</u>
Noncurrent assets -			
Notes receivable, net	1,696,535	-	1,696,535
Capital assets	75,357,050	56,375,429	131,732,479
less - accumulated depreciation	(38,865,878)	(36,381,299)	(75,247,177)
Total noncurrent assets	<u>38,187,707</u>	<u>19,994,130</u>	<u>58,181,837</u>
Total assets	<u>49,845,635</u>	<u>29,562,579</u>	<u>79,408,214</u>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Deferred pension expense	<u>1,308,813</u>	<u>-</u>	<u>1,308,813</u>
<b>LIABILITIES:</b>			
Current liabilities -			
Accounts payable	986,741	316,727	1,303,468
Accrued wages	358,870	56,841	415,711
Due to school district	1,609	-	1,609
Accrued interest	32,705	-	32,705
Current portion of accrued postclosure liability	-	23,000	23,000
Current portion of long-term debt	760,811	872,241	1,633,052
Current portion of capital lease obligation	134,925	-	134,925
Total current liabilities	<u>2,275,661</u>	<u>1,268,809</u>	<u>3,544,470</u>
Noncurrent liabilities -			
Accrued compensated absences	572,328	91,615	663,943
Other postemployment benefits	13,104,037	1,977,908	15,081,945
Net pension liability	3,472,599	-	3,472,599
Accrued postclosure liability	-	184,000	184,000
Long-term debt	10,548,986	10,631,468	21,180,454
Capital lease obligation	850,290	-	850,290
Total noncurrent liabilities	<u>28,548,240</u>	<u>12,884,991</u>	<u>41,433,231</u>
Total liabilities	<u>30,823,901</u>	<u>14,153,800</u>	<u>44,977,701</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**GOVERNMENT-WIDE STATEMENT OF NET POSITION**  
**JUNE 30, 2020**  
(Page 2 of 2)

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Customer tax overpayments	116,255	-	116,255
Deferred grant revenue	1,412,678	-	1,412,678
Deferred pension credits	<u>202,824</u>	<u>-</u>	<u>202,824</u>
Total deferred inflows of resources	<u>1,731,757</u>	<u>-</u>	<u>1,731,757</u>
<b>NET POSITION:</b>			
Net investment in capital assets	24,196,160	8,490,421	32,686,581
Restricted	4,355,514	-	4,355,514
Unrestricted	<u>(9,952,884)</u>	<u>6,918,358</u>	<u>(3,034,526)</u>
Total net position	\$ <u>18,598,790</u>	\$ <u>15,408,779</u>	\$ <u>34,007,569</u>

The notes to financial statements are an integral part of this statement.



**TOWN OF HARTFORD, VERMONT**  
**GOVERNMENT-WIDE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2020**

		Program Revenues			Net (Expense) Revenue and Changes in Net Position		
	Expenses	Grants and Contributions	Charges for Services	Other	Governmental Activities	Business-type Activities	Totals
<b>FUNCTIONS/PROGRAMS:</b>							
Governmental activities -							
General government	\$ 3,319,350	\$ 188,104	\$ 682,196	\$ 124,823	\$ (2,324,227)	\$ -	\$ (2,324,227)
Public safety	7,674,078	843,423	1,354,597	27,106	(5,448,952)	-	(5,448,952)
Public works	3,541,220	347,873	3,521	2,059	(3,187,767)	-	(3,187,767)
Health and social services	383,410	-	-	-	(383,410)	-	(383,410)
Parks and recreation	1,767,895	6,419	416,948	22,781	(1,321,747)	-	(1,321,747)
Conservation and development	564,914	69,236	21,060	200	(474,418)	-	(474,418)
Cultural	387,168	-	-	-	(387,168)	-	(387,168)
Interest	434,125	-	-	-	(434,125)	-	(434,125)
Total governmental activities	18,072,160	1,455,055	2,478,322	176,969	(13,961,814)	-	(13,961,814)
Business-type activities -							
Water	1,531,062	-	1,418,082	10	-	(112,970)	(112,970)
Wastewater	3,078,393	46,800	2,767,995	3,399	-	(260,199)	(260,199)
Solid waste	770,318	-	464,369	22,616	-	(283,333)	(283,333)
Interest	6,603	-	-	-	-	(6,603)	(6,603)
Total business-type activities	5,386,376	46,800	4,650,446	26,025	-	(663,105)	(663,105)
	\$ 23,458,536	\$ 1,501,855	\$ 7,128,768	\$ 202,994	(13,961,814)	(663,105)	(14,624,919)
<b>GENERAL REVENUES - PROPERTY TAXES</b>					14,167,681	-	14,167,681
<b>- LOSS ON SALE OF CAPITAL ASSETS</b>					(52,116)	-	(52,116)
<b>- INVESTMENT INCOME</b>					119,081	77,613	196,694
<b>TRANSFERS IN (OUT)</b>					(136,248)	136,248	-
					14,098,398	213,861	14,312,259
<b>CHANGE IN NET POSITION</b>					136,584	(449,244)	(312,660)
<b>NET POSITION, July 1, 2019</b>					18,462,206	15,858,023	34,320,229
<b>NET POSITION, June 30, 2020</b>					\$ 18,598,790	\$ 15,408,779	\$ 34,007,569

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**JUNE 30, 2020**  
(Page 1 of 2)

	General <u>Fund</u>	Community Development <u>Fund</u>	Other Governmental <u>Funds</u>	Totals Governmental <u>Funds</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 11,958,835	\$ 89,806	\$ 1,802,483	\$ 13,851,124
Investments	-	-	17,667	17,667
Property taxes receivable	832,701	-	-	832,701
Accounts receivable, net	644,342	45,300	736,698	1,426,340
Grants receivable	-	-	5,000	5,000
Prepaid expenditures	25,593	-	-	25,593
Notes receivable	-	1,696,535	-	1,696,535
Due from other funds	<u>-</u>	<u>265,690</u>	<u>407,516</u>	<u>673,206</u>
Total assets	\$ <u>13,461,471</u>	\$ <u>2,097,331</u>	\$ <u>2,969,364</u>	\$ <u>18,528,166</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>				
<b>LIABILITIES:</b>				
Accounts payable	\$ 193,596	\$ 43,458	\$ 749,687	\$ 986,741
Accrued wages	358,870	-	-	358,870
Due to school district	-	-	1,609	1,609
Due to other funds	<u>5,173,703</u>	<u>-</u>	<u>-</u>	<u>5,173,703</u>
Total liabilities	<u>5,726,169</u>	<u>43,458</u>	<u>751,296</u>	<u>6,520,923</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Deferred property tax revenue	536,032	-	-	536,032
Customer tax overpayments	116,255	-	-	116,255
Deferred note revenue	<u>-</u>	<u>1,412,678</u>	<u>-</u>	<u>1,412,678</u>
Total deferred inflows of resources	<u>652,287</u>	<u>1,412,678</u>	<u>-</u>	<u>2,064,965</u>
<b>FUND EQUITY:</b>				
Fund balances -				
Nonspendable	25,593	-	27,168	52,761
Restricted	-	641,195	2,380,216	3,021,411
Committed	1,948,130	-	-	1,948,130
Assigned	1,849,026	-	-	1,849,026
Unassigned	<u>3,260,266</u>	<u>-</u>	<u>(189,316)</u>	<u>3,070,950</u>
Total fund balances	<u>7,083,015</u>	<u>641,195</u>	<u>2,218,068</u>	<u>9,942,278</u>
Total liabilities, deferred inflows of resources and fund equity	\$ <u>13,461,471</u>	\$ <u>2,097,331</u>	\$ <u>2,969,364</u>	\$ <u>18,528,166</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**JUNE 30, 2020**  
(Page 2 of 2)

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS  
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION:**

Amount reported on Balance Sheet - Governmental Funds - total fund balances	\$ 9,942,278
Amounts reported for governmental activities in the Government-wide Statement of Net Position are different because -	
Capital assets used in governmental funds are not financial resources and are therefore not reported in the funds.	
Capital assets	75,357,050
Accumulated depreciation	(38,865,878)
Liabilities not due and payable in the year are not reported in the governmental funds.	
Accrued compensated absences	(572,328)
Other postemployment benefits	(13,104,037)
Accrued interest on long-term debt	(32,705)
Long-term debt	(11,309,797)
Capital lease obligation	(985,215)
Deferred taxes are reported in the governmental funds to offset uncollected taxes which are not available financial resources.	
Deferred property taxes	536,032
Balances related to net position asset or liability and related deferred outflows/inflows of resources are not reported in the governmental funds.	
Deferred pension expense	1,308,813
Deferred pension credits	(202,824)
Net pension liability	<u>(3,472,599)</u>
Net position of governmental activities - Government-wide Statement of Net Position	\$ <u>18,598,790</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

(Page 1 of 2)

	General Fund	Community Development Fund	Other Governmental Funds	Totals Governmental Funds
<b>REVENUES:</b>				
Property taxes	\$ 13,707,898	\$ -	\$ 522,232	\$ 14,230,130
Intergovernmental	480,796	63,558	910,701	1,455,055
Fees, licenses and permits	626,409	-	-	626,409
Charges for goods and services	1,851,913	-	-	1,851,913
Investment income	101,857	14,389	2,835	119,081
Miscellaneous	138,095	200	38,674	176,969
Total revenues	<u>16,906,968</u>	<u>78,147</u>	<u>1,474,442</u>	<u>18,459,557</u>
<b>EXPENDITURES:</b>				
Current -				
General government	1,617,393	-	9,122	1,626,515
Public safety	7,166,506	-	111,820	7,278,326
Public works	1,765,081	-	-	1,765,081
Health and social services	381,924	-	-	381,924
Parks and recreation	1,104,554	-	27,852	1,132,406
Conservation and development	544,979	19,935	-	564,914
Cultural	355,864	-	-	355,864
Contingencies	517	-	-	517
Reserve expenditures	245,173	-	-	245,173
Capital outlay	3,172,273	72,678	952,782	4,197,733
Debt service - principal - long-term debt	714,511	-	151,300	865,811
- principal - capital lease	140,809	-	-	140,809
- interest	350,955	-	83,170	434,125
Total expenditures	<u>17,560,539</u>	<u>92,613</u>	<u>1,336,046</u>	<u>18,989,198</u>
EXCESS OF REVENUES OR (EXPENDITURES)	(653,571)	(14,466)	138,396	(529,641)
<b>OTHER FINANCING SOURCES (USES):</b>				
Capital lease proceeds	1,025,809	-	-	1,025,809
Interfund transfers in (out), net	(183,048)	-	46,800	(136,248)
Total other financing sources (uses)	<u>842,761</u>	<u>-</u>	<u>46,800</u>	<u>889,561</u>
NET CHANGE IN FUND BALANCES	189,190	(14,466)	185,196	359,920
FUND BALANCES, July 1, 2019	<u>6,893,825</u>	<u>655,661</u>	<u>2,032,872</u>	<u>9,582,358</u>
FUND BALANCES, June 30, 2020	\$ <u>7,083,015</u>	\$ <u>641,195</u>	\$ <u>2,218,068</u>	\$ <u>9,942,278</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

(Page 2 of 2)

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS TO THE  
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES:**

Net change in fund balances - total governmental funds	\$ 359,920
Amounts reported for governmental activities in the Government-wide Statement of Activities are different because -	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	
Additions to capital assets, net of dispositions	4,164,117
Depreciation	(3,033,597)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position.	
(Increase) decrease in compensated absences	(122,716)
(Increase) decrease in other postemployment benefits	(475,528)
(Increase) decrease in accrued interest on long-term debt	1,579
Proceeds from capital lease	(1,025,809)
Principal payments on long-term debt	865,811
Principal payments on capital lease	140,809
Property tax revenue in governmental funds includes deferred revenue of the prior year but excludes deferred revenue of the current year as taxes uncollected within 60 days are unavailable at year end.	
Prior year - deferred property taxes	(598,481)
Current year - deferred property taxes	536,032
Changes in net pension asset or liability and related deferred outflows/inflows of resources will increase or decrease the amounts reported in the government-wide statements, but are only recorded as an expenditure when paid in the governmental funds.	
Net (increase) decrease in net pension obligation	<u>(675,553)</u>
Change in net position of governmental activities - Government-wide Statement of Activities	\$ <u><u>136,584</u></u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF REVENUES AND EXPENDITURES -**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

(Page 1 of 3)

	Original and Final <u>Budget</u>	Actual (Budgetary <u>Basis)</u>	Variance Over (Under)
<b>REVENUES:</b>			
Property taxes	\$ 13,792,345	\$ 13,707,898	\$ (84,447)
Intergovernmental	414,525	480,796	66,271
Fees, licenses and permits	370,750	626,409	255,659
Charges for services	1,463,250	1,851,913	388,663
Investment income	54,250	101,857	47,607
Fund balance carryforward	865,013	-	(865,013)
Miscellaneous	<u>110,550</u>	<u>138,095</u>	<u>27,545</u>
Total revenues	<u>17,070,683</u>	<u>16,906,968</u>	<u>(163,715)</u>
<b>EXPENDITURES:</b>			
General government -			
Selectboard	76,765	66,344	(10,421)
Boards and commissions	7,744	10,283	2,539
Administrative manager	415,900	395,863	(20,037)
Election administration	14,319	14,217	(102)
Advice and litigation	50,000	107,846	57,846
Vital statistics	177,412	178,471	1,059
Municipal offices	83,995	106,519	22,524
Financial management	385,533	349,548	(35,985)
Auditing	37,000	31,409	(5,591)
Valuation	195,064	179,621	(15,443)
Delinquent tax collection	26,370	25,697	(673)
Information technology	<u>199,002</u>	<u>209,219</u>	<u>10,217</u>
Total general government	<u>1,669,104</u>	<u>1,675,037</u>	<u>5,933</u>
Public safety -			
Police services	3,348,068	2,873,647	(474,421)
Special duty police	-	5,227	5,227
Emergency services	3,705,798	3,502,492	(203,306)
Dispatch services	950,352	883,518	(66,834)
County judicial services	<u>102,000</u>	<u>104,043</u>	<u>2,043</u>
Total public safety	<u>8,106,218</u>	<u>7,368,927</u>	<u>(737,291)</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF REVENUES AND EXPENDITURES -**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

(Page 2 of 3)

	Original and Final <u>Budget</u>	Actual (Budgetary <u>Basis)</u>	Variance Over <u>(Under)</u>
<b>EXPENDITURES (CONTINUED):</b>			
Public works -			
Summer maintenance	1,270,158	1,055,073	(215,085)
Winter maintenance	735,537	645,732	(89,805)
Bridge maintenance	312,700	10,768	(301,932)
Street and traffic lighting	52,000	58,402	6,402
Traffic control	35,000	21,729	(13,271)
Sidewalk maintenance	6,000	4,061	(1,939)
Equipment operation and maintenance	537,318	519,222	(18,096)
General highway	197,180	190,624	(6,556)
Total public works	<u>3,145,893</u>	<u>2,505,611</u>	<u>(640,282)</u>
Health and social services -			
Cemeteries	15,800	17,571	1,771
Trees	1,000	-	(1,000)
Health inspection	1,615	5,627	4,012
Community health	74,532	74,532	-
Mental health services	16,995	16,995	-
Senior services	150,021	138,093	(11,928)
Low income services	9,000	9,000	-
Youth and adult services	25,744	25,744	-
General appropriated services	94,362	94,362	-
Total health and social services	<u>389,069</u>	<u>381,924</u>	<u>(7,145)</u>
Parks and recreation -			
Program administration	234,994	227,823	(7,171)
Swim program	2,421	1,023	(1,398)
Youth program	263,986	279,135	15,149
Adult program	16,200	6,817	(9,383)
Community activities	43,802	32,049	(11,753)
Parks maintenance	247,814	208,223	(39,591)
Buildings maintenance	12,837	10,103	(2,734)
Maxfield sports grounds	86,310	47,677	(38,633)
Maxfield sports buildings	17,869	11,884	(5,985)
Barwood arena	473,616	447,993	(25,623)
Welcome center	65,508	51,661	(13,847)
Total parks and recreation	<u>1,465,357</u>	<u>1,324,388</u>	<u>(140,969)</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF REVENUES AND EXPENDITURES -**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

(Page 3 of 3)

	<u>Original and Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance Over (Under)</u>
<b>EXPENDITURES (CONTINUED):</b>			
Conservation and development -			
Conservation	3,005	1,291	(1,714)
Zoning	120,322	111,503	(8,819)
Planning and development	442,416	427,879	(14,537)
Housing and community development	6,275	473	(5,802)
Historic preservation	3,250	1,076	(2,174)
Energy	6,890	2,697	(4,193)
Resilience	1,760	60	(1,700)
Total conservation and development	<u>583,918</u>	<u>544,979</u>	<u>(38,939)</u>
Cultural -			
Library services	1,929	-	(1,929)
Library appropriations	357,205	355,864	(1,341)
Total cultural	<u>359,134</u>	<u>355,864</u>	<u>(3,270)</u>
Employee insurance costs	<u>-</u>	<u>14,892</u>	<u>14,892</u>
Contingencies	<u>-</u>	<u>517</u>	<u>517</u>
Capital expenditures	<u>-</u>	<u>1,040,336</u>	<u>1,040,336</u>
Reserve expenditures	<u>-</u>	<u>1,307,077</u>	<u>1,307,077</u>
Debt service -			
Debt service - principal	334,665	326,476	(8,189)
Debt service - interest	714,512	714,511	(1)
Total debt service	<u>1,049,177</u>	<u>1,040,987</u>	<u>(8,190)</u>
Total expenditures	<u>16,767,870</u>	<u>17,560,539</u>	<u>792,669</u>
EXCESS OF REVENUES OR (EXPENDITURES)	302,813	(653,571)	(956,384)
<b>OTHER FINANCING SOURCES (USES):</b>			
Capital lease proceeds	-	1,025,809	1,025,809
Interfund transfers in (out), net	(302,813)	(183,048)	119,765
Total other financing sources (uses)	<u>(302,813)</u>	<u>842,761</u>	<u>1,145,574</u>
NET CHANGE IN FUND BALANCE	\$ <u>-</u>	\$ <u>189,190</u>	\$ <u>189,190</u>

The notes to financial statements are an integral part of this statement.



**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF NET POSITION - PROPRIETARY FUNDS**  
**JUNE 30, 2020**

	<u>Water Fund</u>	<u>Wastewater Fund</u>	<u>Solid Waste Fund</u>	<u>Totals Proprietary Funds</u>
<b>ASSETS:</b>				
Current assets -				
Cash and cash equivalents	\$ 1,148,742	\$ 2,649,896	\$ 482,358	\$ 4,280,996
Accounts receivable, net	253,744	508,988	24,224	786,956
Due from other funds	<u>1,760,082</u>	<u>2,632,190</u>	<u>108,225</u>	<u>4,500,497</u>
Total current assets	<u>3,162,568</u>	<u>5,791,074</u>	<u>614,807</u>	<u>9,568,449</u>
Noncurrent assets -				
Capital assets	14,656,433	39,346,539	2,372,457	56,375,429
less - accumulated depreciation	<u>(7,923,029)</u>	<u>(26,390,422)</u>	<u>(2,067,848)</u>	<u>(36,381,299)</u>
Total noncurrent assets	<u>6,733,404</u>	<u>12,956,117</u>	<u>304,609</u>	<u>19,994,130</u>
Total assets	<u>9,895,972</u>	<u>18,747,191</u>	<u>919,416</u>	<u>29,562,579</u>
<b>LIABILITIES:</b>				
Current liabilities -				
Accounts payable	183,964	96,621	36,142	316,727
Accrued wages	18,815	30,356	7,670	56,841
Current portion of accrued postclosure liability	-	-	23,000	23,000
Current portion of long-term debt	<u>218,085</u>	<u>654,156</u>	<u>-</u>	<u>872,241</u>
Total current liabilities	<u>420,864</u>	<u>781,133</u>	<u>66,812</u>	<u>1,268,809</u>
Noncurrent liabilities -				
Accrued compensated absences	28,642	49,685	13,288	91,615
Other postemployment benefits	586,889	1,280,857	110,162	1,977,908
Accrued postclosure liability	-	-	184,000	184,000
Long-term debt	<u>2,297,858</u>	<u>8,333,610</u>	<u>-</u>	<u>10,631,468</u>
Total noncurrent liabilities	<u>2,913,389</u>	<u>9,664,152</u>	<u>307,450</u>	<u>12,884,991</u>
Total liabilities	<u>3,334,253</u>	<u>10,445,285</u>	<u>374,262</u>	<u>14,153,800</u>
<b>NET POSITION:</b>				
Net investment in capital assets	4,217,461	3,968,351	304,609	8,490,421
Unrestricted	<u>2,344,258</u>	<u>4,333,555</u>	<u>240,545</u>	<u>6,918,358</u>
Total net position	\$ <u>6,561,719</u>	\$ <u>8,301,906</u>	\$ <u>545,154</u>	\$ <u>15,408,779</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES**  
**IN NET POSITION - PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

	Water Fund	Wastewater Fund	Solid Waste Fund	Totals Proprietary Funds
<b>OPERATING REVENUES:</b>				
Charges for services	\$ 1,418,082	\$ 2,767,995	\$ 464,369	\$ 4,650,446
Miscellaneous	<u>10</u>	<u>3,399</u>	<u>22,616</u>	<u>26,025</u>
Total operating revenues	<u>1,418,092</u>	<u>2,771,394</u>	<u>486,985</u>	<u>4,676,471</u>
<b>OPERATING EXPENSES:</b>				
Operation and maintenance	250,608	745,517	446,259	1,442,384
Salaries and benefits	889,814	1,175,661	256,569	2,322,044
Depreciation	<u>390,640</u>	<u>1,157,215</u>	<u>67,490</u>	<u>1,615,345</u>
Total operating expenses	<u>1,531,062</u>	<u>3,078,393</u>	<u>770,318</u>	<u>5,379,773</u>
Operating income (loss)	<u>(112,970)</u>	<u>(306,999)</u>	<u>(283,333)</u>	<u>(703,302)</u>
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Capital contribution	-	46,800	-	46,800
Investment income	22,388	49,692	5,533	77,613
Interest expense	<u>(1,291)</u>	<u>(5,312)</u>	<u>-</u>	<u>(6,603)</u>
Total nonoperating revenues (expenses)	<u>21,097</u>	<u>91,180</u>	<u>5,533</u>	<u>117,810</u>
INCOME (LOSS) BEFORE TRANSFERS	(91,873)	(215,819)	(277,800)	(585,492)
Operating transfers in	-	-	197,313	197,313
Operating transfers out	<u>-</u>	<u>(61,065)</u>	<u>-</u>	<u>(61,065)</u>
Operating transfers, net	<u>-</u>	<u>(61,065)</u>	<u>197,313</u>	<u>136,248</u>
CHANGE IN NET POSITION	(91,873)	(276,884)	(80,487)	(449,244)
NET POSITION, July 1, 2019	<u>6,653,592</u>	<u>8,578,790</u>	<u>625,641</u>	<u>15,858,023</u>
NET POSITION, June 30, 2020	\$ <u>6,561,719</u>	\$ <u>8,301,906</u>	\$ <u>545,154</u>	\$ <u>15,408,779</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

(Page 1 of 2)

	<u>Water Fund</u>	<u>Wastewater Fund</u>	<u>Solid Waste Fund</u>	<u>Totals Proprietary Funds</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>				
Cash received from customers	\$ 1,412,008	\$ 2,767,021	\$ 496,189	\$ 4,675,218
Cash paid to suppliers for goods and services	(136,805)	(761,650)	(478,773)	(1,377,228)
Cash paid to employees for services	(589,209)	(955,347)	(292,298)	(1,836,854)
Net cash provided (used) by operating activities	<u>685,994</u>	<u>1,050,024</u>	<u>(274,882)</u>	<u>1,461,136</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>				
Purchases of capital assets	(682,307)	(210,576)	-	(892,883)
Capital contributions	-	46,800	-	46,800
Proceeds from long-term debt	-	98,319	-	98,319
Transfers in (out)	-	(46,800)	-	(46,800)
Principal paid on bonds	(245,405)	(747,438)	-	(992,843)
Interest paid on bonds	(1,291)	(5,312)	-	(6,603)
Net cash provided (used) by capital and related financing activities	<u>(929,003)</u>	<u>(865,007)</u>	<u>-</u>	<u>(1,794,010)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>				
Transfers in (out)	-	(14,265)	197,313	183,048
Change in due to/from other funds	(262,162)	(215,128)	65,510	(411,780)
Net cash provided (used) by noncapital financing activities	<u>(262,162)</u>	<u>(229,393)</u>	<u>262,823</u>	<u>(228,732)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>				
Investment income	<u>22,388</u>	<u>49,692</u>	<u>5,533</u>	<u>77,613</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(482,783)	5,316	(6,526)	(483,993)
<b>CASH AND CASH EQUIVALENTS, July 1, 2019</b>	<u>1,631,525</u>	<u>2,644,580</u>	<u>488,884</u>	<u>4,764,989</u>
<b>CASH AND CASH EQUIVALENTS, June 30, 2020</b>	\$ <u>1,148,742</u>	\$ <u>2,649,896</u>	\$ <u>482,358</u>	\$ <u>4,280,996</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT**  
**STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**  
(Page 2 of 2)

	<u>Water Fund</u>	<u>Wastewater Fund</u>	<u>Solid Waste Fund</u>	<u>Totals Proprietary Funds</u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:</b>				
Operating income (loss)	\$ (112,970)	\$ (306,999)	\$ (283,333)	\$ (703,302)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities -				
Depreciation	390,640	1,157,215	67,490	1,615,345
(Increase) decrease in accounts receivable	(6,084)	(4,373)	9,204	(1,253)
Increase (decrease) in -				
Accounts payable	161,680	63,478	(9,514)	215,644
Accrued interest	(47,877)	(79,611)	-	(127,488)
Accrued postclosure liability	-	-	(23,000)	(23,000)
Accrued wages	2,455	4,623	(3,112)	3,966
Other postemployment benefits	286,061	208,599	(31,804)	462,856
Accrued compensated absences	<u>12,089</u>	<u>7,092</u>	<u>(813)</u>	<u>18,368</u>
Net cash provided (used) by operating activities	\$ <u>685,994</u>	\$ <u>1,050,024</u>	\$ <u>(274,882)</u>	\$ <u>1,461,136</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**1. Summary of significant accounting policies:**

The Town of Hartford, Vermont (the Town) was chartered by King George III of England on July 4, 1761. The Town adopted a governance charter in accordance with Vermont statutes on November 4, 2008, which was subsequently ratified by the State on May 7, 2012. The Town operates under a Selectboard/Town Manager form of government, and provides the following services: general administration, public safety (police, fire, and ambulance), streets, health and social services, culture and recreation, planning and zoning, community development, public improvements, and utility operations (solid waste, water and wastewater).

- A. Reporting entity - The Town is a primary unit of government under reporting criteria established by the Governmental Accounting Standards Board (GASB). Those criteria include a separately elected governing body, separate legal standing, and fiscal independence from other state and local governmental entities. Based on these criteria, there are no other entities which are component units of the Town.

The financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to governmental units. The GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The GASB periodically updates its codification of the existing *Governmental Accounting and Financial Reporting Standards* which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes U.S. GAAP for governmental units.

- B. Government-wide and fund financial statements - The basic financial statements include both government-wide and fund financial statements. The government-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the Town. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

In the government-wide Statement of Net Position, the financial position of the Town is consolidated and incorporates capital assets as well as long-term debt and obligations. The government-wide Statement of Activities reflects both the gross and net costs by category. Direct expenses that are clearly identifiable with the category are offset by program revenues of the category. Program revenues include charges for services provided by a particular function or program and grants that are restricted to meeting the operational or capital requirements of the particular segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Nonmajor funds are summarized in a single column as combined in the supplementary schedules.

- C. Basis of presentation - The accounts of the Town are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, deferred outflows/inflows of resources, fund balances or net position, revenues, and expenditures or expenses, as appropriate.

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**1. Summary of significant accounting policies (continued):**

**C. Basis of presentation (continued) -**

The Town reports the following major governmental funds:

General Fund - The General Fund is the primary operating fund of the Town. It is used to account for all financial resources, except those required to be accounted for in another fund.

Community Development Fund - The Community Development Fund is used to account for community development grant programs and the Hartford Business Revolving Loan Fund.

The Town reports the following major proprietary funds:

Water Fund - The Water Fund is used to account for the Town's water operations.

Wastewater Fund - The Wastewater Fund is used to account for the Town's wastewater operations.

The Town also reports the Solid Waste Fund, a nonmajor proprietary fund, to account for the Town's solid waste operations.

**D. Measurement focus and basis of accounting -** The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as they become both measurable and available. "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures generally are recorded when the fund liability is incurred, if measurable, as under accrual accounting. However, debt service expenditures are recorded only when payment is made.

The proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. Unbilled service revenue is accrued in the Water and Wastewater Funds.

Property taxes are recorded as revenue in the year for which taxes have been levied, provided they are collected within 60 days after year end. Licenses and permits, fines and forfeitures and miscellaneous revenues are recorded as revenues when received because they are generally not measurable prior to collection. Investment earnings and certain intergovernmental grants are recorded as earned.

Ambulance service revenue is recognized as billed. Accounts receivable for ambulance services are reviewed and adjusted for collectability on a routine basis. Allowances for doubtful accounts are established as considered necessary.

Receivables are shown net of an allowance for doubtful accounts, which are estimated losses based on the judgment of management and a review of the current status of existing receivables.

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**1. Summary of significant accounting policies (continued):**

- E. Budgets and budgetary accounting - The Town approves a budget for the General Fund at an annual Town Meeting. The tax rate is determined by the Selectboard (the Board) based on the education and municipal grant lists and the approved operating budget. The accounting method used for budget presentation is the same method used for the financial presentation of operations under U.S. GAAP. Formal budgetary integration is employed as a management control during the year for the General Fund. The Town's department heads may make adjustments to appropriations within their department, while adjustments between departments can only be made with the approval of the Town Manager and Finance Director. The legal level of budgetary control is at the department level. No formal amendments were made to the budget that was approved and adopted. The Town does not legally adopt budgets for other governmental funds. All budgeted amounts lapse at year end.
- F. Property taxes - Property taxes attach as an enforceable lien on property owned as of April 1<sup>st</sup>. Listers establish a grand list of all property and the Board sets the tax rate required to raise the tax revenue authorized by Town and School District voters and the Vermont Agency of Education. Property taxes for the fiscal year ended June 30, 2020 were payable in two installments due August 16, 2019 and February 7, 2020.
- G. Use of estimates - The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and deferred outflows/inflows of resources as well as disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures or expenses during the reporting period. Actual results could differ from those estimates.
- H. Risk management - The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees and others; environmental liability; and natural disasters. The Town manages these risks through participation in public entity risk pools covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. There were no settlements in excess of the insurance coverage in any of the past three fiscal years.  
  
The Town has elected to pay actual unemployment claims instead of enrolling in an unemployment insurance program. No liabilities have been accrued as the Town is not able to make an estimate as to any future costs. The Town paid \$14,631, in unemployment claims during the year end June 30, 2020.
- I. Cash, cash equivalents and investments - The Town considers all cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition to be cash and cash equivalents. Investments and unrealized gains and losses are reflected in the individual fund and government-wide financial statements. Investments of the Town are reported at fair value using quoted prices in active markets for identical assets. This is considered a level 1 input valuation technique under the framework established by U.S. GAAP for measuring fair value. The Town does not own investments valued with level 2 or level 3 inputs, which would use quoted prices for similar assets, or in inactive markets, or other methods for estimating fair value.
- J. Prepaid items - Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**1. Summary of significant accounting policies (continued):**

- K. Capital assets - Capital assets, which include land, buildings, equipment, vehicles and infrastructure, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and in the proprietary fund financial statements. Capital assets are defined by the Town as assets with an estimated useful life in excess of one year and an initial, individual cost of more than \$10,000 for land and improvements, \$20,000 for buildings and improvements, \$5,000 for vehicles and equipment, and \$20,000 for infrastructure. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. The Town does not retroactively report infrastructure assets. The Town began capitalizing newly acquired or constructed general infrastructure assets since the implementation of GASB Statement No. 34. Donated capital assets are recorded at acquisition value. Major outlays for capital assets and improvements are capitalized as projects are constructed. Net interest costs are capitalized on projects during the construction period. Normal maintenance and repairs that do not add to the value of an asset or materially extend an asset's life are not capitalized. Capital assets are depreciated using the straight-line method over the useful lives shown below:

Land improvements	10 - 50 years
Buildings and improvements	10 - 75 years
Vehicles and equipment	3 - 25 years
Infrastructure	20 - 75 years

- L. Deferred outflows/inflows of resources - In addition to assets and liabilities, deferred outflows of resources and deferred inflows of resources are reported as separate sections in the applicable statement of net position or balance sheet. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources in the current period. Deferred inflows of resources represent an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources in the current period.
- M. Compensated absences - It is the Town's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Unused vacation time must be used within the next succeeding fiscal year and is paid to the employee upon termination of their employment if their term of employment has exceeded six months. The accrual for unused vacation time, based on current pay rates, is recorded in the government-wide and proprietary fund financial statements. Governmental funds report compensated absences as an expenditure when the benefit is paid. No liability is reported for earned but unused sick time because it is not a vested benefit.
- N. Other postemployment benefits (OPEB) - The Town provides postemployment benefits for health insurance coverage for any employee who was hired prior to January 1, 2013, has attained age 55 and retires with a minimum of ten years of service (twenty years of service for employees hired after January 1, 1999). Other postemployment benefits are reported in the government-wide and proprietary fund financial statements. Governmental funds report other postemployment benefits as an expenditure when the benefit is paid.
- O. Long-term obligations - Governmental activities, business-type activities, or proprietary funds report long-term debt and other long-term obligations as liabilities in the applicable statement of net position. Governmental funds report the amount of debt issued as other financing sources and the repayment of debt as debt service expenditures.



**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**1. Summary of significant accounting policies (continued):**

- P. Fund equity - In the fund financial statements, governmental funds may report five categories of fund balances: nonspendable, restricted, committed, assigned and unassigned.

Nonspendable fund balance includes amounts associated with inventory, prepaid expenditures, long-term loans or notes receivable, and trust fund principal to be held in perpetuity.

Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed fund balance includes amounts that can be used only for specific purposes determined by the Town's highest level of decision making authority, the voters, as a result of articles passed at Annual or Special Meetings.

Assigned fund balance includes amounts that are intended to be used by the Town for specific purposes as authorized by the Board.

Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in another classification. Deficits are also classified as unassigned.

The Town's policy is to apply expenditures to fund balance in the order of restricted, committed, assigned and unassigned unless the Board specifies otherwise.

**2. Deposits and investments:**

Fair value and classification - Deposits and investments are stated at fair value as described in note 1.I. The classification of investments as of June 30, 2020 is as follows:

<u>Investment</u>	<u>Fair Value</u>
Mutual funds	\$ <u>17,667</u>

Custodial credit risk - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Town will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to a transaction, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of another party. The Town does not have a policy for custodial credit risk. As of June 30, 2020, \$970,617 of the Town's bank balance of \$20,210,463 was uninsured and uncollateralized.

Concentration of credit risk - Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The Town does not have a policy for concentration of credit risk. As of June 30, 2020, the Town does not hold more than 5% of its investments in any one issuer, other than mutual funds.

**TOWN OF HARTFORD, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**3. Notes receivable:**

The Town, through various federal loan programs, has received grants and advanced funds to encourage community development. These loans, generally secured by subordinated collateral positions, are recorded as notes receivable. Notes receivable as of June 30, 2020 are as follows:

Loan, secured, to Piecemeal LLC, interest at 5.5%, monthly payments of \$812, matures June 2021, extended to December 2021 due to Covid-19.	\$ 11,907
Loan, secured, to Vermod Real Estate Holdings, LLC, interest at 5.25%, monthly payments of \$337, matures February 2026, extended to August 2026 due to Covid-19.	42,566
Loan, secured and guaranteed, to West Hartford Village Store, interest at 2.0%, monthly payments of \$125, matures April 2025, extended to October 2025 due to Covid-19.	7,260
Loan, secured, to KAG Hartford RE, LLC, interest at 5.75%, monthly payments of \$1,053, matures July 2023, extended to January 2024 due to Covid-19.	143,368
Loan, secured and guaranteed, to Woodstock Area Adult Day Services, interest at 7.0%, monthly payments of \$581, matures February 2029.	34,256
Loan, secured and guaranteed, to Tafts Flat Properties, LLC, interest at 8.50%, monthly payments of \$1,026, matures July 2024, extended to January 2025 due to Covid-19.	44,500
Loan, secured by a mortgage, to Upper Valley Housing Associates, with no interest, monthly payments beginning January 2034, matures December 2059.	640,000
Loan, secured, to Hartford Scattered Site LP, with no interest, no payments until maturity, matures March 2036.	378,433
Loan, secured, to Bridge and Main Housing L.P., with no interest, no payments until maturity, matures October 2047.	394,245
	<u>\$ 1,696,535</u>

**4. Capital assets:**

Capital asset activity for the year ended June 30, 2020 was as follows:

	Balance <u>July 1, 2019</u>	<u>Increase</u>	<u>Decrease</u>	Balance <u>June 30, 2020</u>
<b>Governmental activities -</b>				
Capital assets, not depreciated:				
Construction in progress	\$ 2,726,657	\$ 1,210,725	\$ 118,581	\$ 3,818,801
Land	<u>1,431,658</u>	<u>-</u>	<u>-</u>	<u>1,431,658</u>
Total capital assets, not depreciated	<u>4,158,315</u>	<u>1,210,725</u>	<u>118,581</u>	<u>5,250,459</u>

**TOWN OF HARTFORD, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**4. Capital assets (continued):**

	Balance July 1, 2019	Increase	Decrease	Balance June 30, 2020
<b>Governmental activities (continued) -</b>				
Capital assets, depreciated:				
Land improvements	1,278,767	58,179	-	1,336,946
Buildings and improvements	18,931,468	847,659	-	19,779,127
Vehicles and equipment	9,521,226	1,609,147	342,932	10,787,441
Infrastructure	37,640,773	562,304	-	38,203,077
Total capital assets, depreciated	<u>67,372,234</u>	<u>3,077,289</u>	<u>342,932</u>	<u>70,106,591</u>
Less accumulated depreciation for:				
Land improvements	456,390	47,731	-	504,121
Buildings and improvements	5,712,305	850,095	-	6,562,400
Vehicles and equipment	6,870,155	697,350	337,616	7,229,889
Infrastructure	23,131,047	1,438,421	-	24,569,468
Total accumulated depreciation	<u>36,169,897</u>	<u>3,033,597</u>	<u>337,616</u>	<u>38,865,878</u>
Total capital assets, depreciated, net	<u>31,202,337</u>	<u>43,692</u>	<u>5,316</u>	<u>31,240,713</u>
Capital assets, net, governmental activities	<u>35,360,652</u>	<u>1,254,417</u>	<u>123,897</u>	<u>36,491,172</u>
<b>Business-type activities -</b>				
Capital assets, not depreciated:				
Construction in progress	278,651	842,526	-	1,121,177
Land	424,307	-	-	424,307
Total capital assets, not depreciated	<u>702,958</u>	<u>842,526</u>	<u>-</u>	<u>1,545,484</u>
Capital assets, depreciated:				
Land improvements	147,002	-	-	147,002
Buildings and improvements	27,858,484	-	-	27,858,484
Vehicles and equipment	1,295,449	-	10,603	1,284,846
Infrastructure	25,489,256	50,357	-	25,539,613
Total capital assets, depreciated	<u>54,790,191</u>	<u>50,357</u>	<u>10,603</u>	<u>54,829,945</u>
Less accumulated depreciation for:				
Land improvements	99,310	5,520	-	104,830
Buildings and improvements	17,823,259	870,656	-	18,693,915
Vehicles and equipment	1,101,425	89,987	10,603	1,180,809
Infrastructure	15,752,563	649,182	-	16,401,745
Total accumulated depreciation	<u>34,776,557</u>	<u>1,615,345</u>	<u>10,603</u>	<u>36,381,299</u>
Total capital assets, depreciated, net	<u>20,013,634</u>	<u>(1,564,988)</u>	<u>-</u>	<u>18,448,646</u>
Capital assets, net, business-type activities	<u>20,716,592</u>	<u>(722,462)</u>	<u>-</u>	<u>19,994,130</u>
Capital assets, net	\$ <u>56,077,244</u>	\$ <u>531,955</u>	\$ <u>123,897</u>	\$ <u>56,485,302</u>

**TOWN OF HARTFORD, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**4. Capital assets (continued):**

Depreciation expense of \$3,033,597 in the governmental activities was allocated to expenses of the general government (\$174,927), public safety (\$414,252), public works (\$1,776,139), health and social services (\$1,486), parks and recreation (\$635,489) and cultural (\$31,304) programs based on capital assets assigned to those functions.

Depreciation expense of \$1,615,345 in the business-type activities was allocated to expenses of the water (\$390,640), wastewater (\$1,157,215) and solid waste (\$67,490) programs based on capital assets assigned to those functions.

**5. Interfund receivable and payable balances:**

Interfund receivable and payable balances, due to the pooling of cash for cash receipts and disbursements, as of June 30, 2020 are as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
<b>Governmental funds -</b>		
General Fund	\$ -	\$ 5,173,703
Community Development Fund	265,690	-
Other Governmental Funds	407,516	-
	<u>673,206</u>	<u>5,173,703</u>
<b>Proprietary funds -</b>		
Water Fund	1,760,082	-
Wastewater Fund	2,632,190	-
Solid Waste Fund	108,225	-
	<u>4,500,497</u>	<u>-</u>
	<u>\$ 5,173,703</u>	<u>\$ 5,173,703</u>

**6. Interfund transfers:**

Interfund transfers constitute the transfer of resources from the fund that receives the resources to the fund that utilizes them. Interfund transfers for the year ended June 30, 2020 were as follows:

	<u>Transfers In</u>	<u>Transfers Out</u>
<b>Governmental funds -</b>		
General Fund	\$ 14,265	\$ 197,313
Other Governmental Funds	46,800	-
	<u>61,065</u>	<u>197,313</u>
<b>Proprietary funds -</b>		
Wastewater Fund		61,065
Solid Waste Fund	197,313	-
	<u>\$ 258,378</u>	<u>\$ 258,378</u>

**TOWN OF HARTFORD, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**6. Interfund transfers (continued):**

Transfers from the General Fund to the Solid Waste Fund of \$197,313 were included in the approved budget to support operations of the Solid Waste Fund. Transfers from the Wastewater Fund to the General Fund and Other Governmental Funds were to reimburse expenditures of \$14,265 and \$46,800, respectively.

**7. Long-term obligations:**

Long-term obligations activity for the year ended June 30, 2020 was as follows:

	Balance July 1, 2019	Additions	Reductions	Balance June 30, 2020	Due Within One Year
<b>Governmental activities -</b>					
Accrued compensated absences	\$ 449,612	\$ 122,716	\$ -	\$ 572,328	\$ 143,082
Other postemployment benefits	12,628,509	475,528	-	13,104,037	-
Net pension liability	3,123,251	349,348	-	3,472,599	-
Long-term debt	12,175,608	-	865,811	11,309,797	760,811
Capital lease obligation	100,215	1,025,809	140,809	985,215	134,925
	<u>\$ 28,477,195</u>	<u>\$ 1,973,401</u>	<u>\$ 1,006,620</u>	<u>\$ 29,443,976</u>	<u>\$ 1,038,818</u>
<b>Business-type activities -</b>					
Accrued compensated absences	\$ 73,247	\$ 18,368	\$ -	\$ 91,615	\$ 22,904
Other postemployment benefits	1,515,052	462,856	-	1,977,908	-
Accrued postclosure liability	230,000	-	23,000	207,000	23,000
Long-term debt	12,398,233	98,319	992,843	11,503,709	872,241
	<u>\$ 14,216,532</u>	<u>\$ 579,543</u>	<u>\$ 1,015,843</u>	<u>\$ 13,780,232</u>	<u>\$ 918,145</u>
Total long-term obligations	<u>\$ 42,693,727</u>	<u>\$ 2,552,944</u>	<u>\$ 2,022,463</u>	<u>\$ 43,224,208</u>	<u>\$ 1,956,963</u>

**8. Landfill closure and postclosure care costs:**

The Town operated a landfill for use by Town residents and various neighboring Towns. The landfill ceased accepting solid waste as of December 31, 1992. Subsequently, the Town operated a landfill for construction and demolition debris. Phase I of this landfill ceased accepting debris for disposal as of July 31, 1998 and was closed and capped during the fiscal year ended June 30, 2000. There are no plans to open Phase II of the landfill. Currently the Town operates a transfer station for municipal solid waste, and a grinding facility and transfer station for construction and demolition debris.

State and federal laws and regulations require that the Town perform certain maintenance and monitoring functions at the landfill site for 30 years after closure and report monitoring results to the state regulatory agency. An estimated liability, estimated by the Town's engineers, of \$207,000 has been recognized in accrued postclosure liability for the future postclosure care costs. The Town is required to annually appropriate funds to finance postclosure care of the facility. The Town also maintains cash set aside to fund future postclosure care expenses. The balance of this cash account at June 30, 2020 was \$372,361. The estimate is based on the amount that would be paid if all equipment, facilities and services required to monitor and maintain the landfill were acquired as of June 30, 2020. However, the actual cost of postclosure care may be higher (or lower) due to inflation, changes in technology, or changes in landfill laws and regulations.

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**9. Debt:**

Long-term - Outstanding long-term debt as of June 30, 2020 is as follows:

**Governmental activities - notes from direct borrowings:**

General obligation note, Vermont Municipal Bond Bank - 2012 Series 1, various interest rates, annual principal payment of \$56,761, due November 2032.	737,897
General obligation note, Vermont Municipal Bond Bank - 2017 Series 4, various interest rates, annual principal payment of \$307,750, due November 2033.	4,308,500
General obligation note, Vermont Municipal Bond Bank - 2014 Series 3, various interest rates, annual principal payment of \$45,000, due November 2034.	675,000
General obligation note, Vermont Municipal Bond Bank - 2014 Series 3, various interest rates, annual principal payment of \$245,000, due November 2034.	3,675,000
General obligation note, Vermont Municipal Bond Bank - 2017 Series 3, various interest rates, annual principal payment of \$106,300, due November 2037.	<u>1,913,400</u>
	<b>\$ <u>11,309,797</u></b>

**Business-type activities - notes from direct borrowings:**

General obligation note, Vermont Municipal Bond Bank - RF3-069, interest at 1%, admin fee at 2%, annual payment of \$180,152, due June 2026.	\$ 942,248
General obligation note, Vermont Municipal Bond Bank - AR1-006, no interest, admin fee at 2%, annual payment of \$40,797, due September 2031.	431,443
General obligation note, Vermont Municipal Bond Bank - AR1-099, no interest, admin fee at 2%, annual payment of \$464,167, due June 2033.	4,841,246
General obligation note, Vermont Municipal Bond Bank - AR1-041, no interest, admin fee at 2%, annual payment of \$327,396, due September 2032.	3,531,396
General obligation note, Vermont Municipal Bond Bank - RF3-329, interest at 1%, admin fee at 2%, annual payment of \$97,460, due October 2037.	1,573,695
General obligation note, Vermont Municipal Bond Bank - RF1-188, no interest or admin fee, annual payment of \$6,967 (based on current borrowings), due October 2031.	69,675
General obligation note, Vermont Municipal Bond Bank - RF1-202, no interest or admin fee, annual payment of \$3,137 (based on current borrowings), due October 2026.	15,687
General obligation note, Vermont Municipal Bond Bank - RF1-222, no interest or admin fee, annual payment of \$19,664 (based on current borrowings), due October 2029.	<u>98,319</u>
	<b>\$ <u>11,503,709</u></b>

**TOWN OF HARTFORD, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**9. Debt (continued):**

Long-term (continued) - Long-term debt activity for the year ended June 30, 2020 was as follows:

	Balance July 1, 2019	<u>Additions</u>	<u>Retirements</u>	Balance June 30, 2020	Due Within One Year
<b>Governmental activities -</b>					
Notes from direct borrowings:					
VMBB - 2012 Series 3	\$ 105,000	\$ -	\$ 105,000	\$ -	\$ -
VMBB - 2012 Series 1	794,658	-	56,761	737,897	56,761
VMBB - 2017 Series 4	4,616,250	-	307,750	4,308,500	307,750
VMBB - 2014 Series 3	720,000	-	45,000	675,000	45,000
VMBB - 2014 Series 3	3,920,000	-	245,000	3,675,000	245,000
VMBB - 2017 Series 3	2,019,700	-	106,300	1,913,400	106,300
	<u>12,175,608</u>	<u>-</u>	<u>865,811</u>	<u>11,309,797</u>	<u>760,811</u>
<b>Business-type activities -</b>					
Notes from direct borrowings:					
RF3-069	1,122,400	-	180,152	942,248	150,875
AR1-006	462,981	-	31,538	431,443	32,168
AR1-099	5,305,413	-	464,167	4,841,246	365,220
AR1-041	3,783,129	-	251,733	3,531,396	256,768
RF3-329	1,638,948	-	65,253	1,573,695	67,210
RF1-188	69,675	-	-	69,675	-
RF1-202	15,687	-	-	15,687	-
RF1-222	-	98,319	-	98,319	-
	<u>12,398,233</u>	<u>98,319</u>	<u>992,843</u>	<u>11,503,709</u>	<u>872,241</u>
	\$ <u>24,573,841</u>	\$ <u>98,319</u>	\$ <u>1,858,654</u>	\$ <u>22,813,506</u>	\$ <u>1,633,052</u>

Debt service requirements to maturity are as follows:

Year ending June 30,	<u>Governmental Activities</u>		<u>Business-type Activities</u>	
	<u>Notes from Direct Borrowings</u>		<u>Notes from Direct Borrowings</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 760,811	\$ 387,978	\$ 872,241	\$ 124,234
2022	760,811	367,366	901,972	235,067
2023	760,811	344,523	922,055	214,983
2024	760,811	321,671	942,608	194,430
2025	760,811	283,687	983,305	173,397
2026-2030	3,804,058	1,035,109	4,430,096	566,921
2031-2035	3,382,784	331,884	2,127,779	149,236
2036-2038	<u>318,900</u>	<u>17,641</u>	<u>323,653</u>	<u>19,610</u>
	\$ <u>11,309,797</u>	\$ <u>3,089,859</u>	\$ <u>11,503,709</u>	\$ <u>1,677,878</u>

**TOWN OF HARTFORD, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2020**

**9. Debt (continued):**

Long-term (continued) -

In prior years the Vermont Municipal Bond Bank (VMBB) has refunded the 1997 Series 1, 2004 Series 1, 2013 Series 1, and both 2001 Series 1 direct borrowings with the 2007 Series 2, 2012 Series 3, 2017 Series 4, and both 2010 Series 4 direct borrowings, respectively, resulting in interest savings to the Town of \$283,491. These savings allocations, to be received between FY08 and FY34, have been reflected as a reduction of interest in the debt service requirements table. There is no remaining principal balance due on the 2007 Series 2, either 2010 Series 4, or 2012 Series 3, direct borrowings at June 30, 2020.

In the event that the Town is in default on their payment obligations issued from the VMBB, the State Treasurer has the ability to intercept State funding until the default is cured.

Subsequent to year end the Town obtained a 2020 Series 2 direct borrowing from the VMBB in the amount of \$1,735,000, and a general obligation note through the State of Vermont Revolving Loan Fund, RF3-390, in the amount of \$1,037,771.

Subsequent to year end the Town received an increase in funding on the RF1-222 direct borrowing from the State of Vermont Revolving Loan Fund of \$849,212.

Short-term - During the year, the Town obtained a line of credit in the form of a 2.8% promissory note in the amount of \$3,000,000 which matures in April 2021. As of the date of this report, the Town has not yet borrowed on this note.

Subsequent to year end the Town obtained a line of credit in the form of a 2.8% grant anticipation note in the amount of \$9,200,000 which matures in July 2021. As of the date of this report, the Town has not yet borrowed on this note.

**10. Capital lease:**

The Town has entered into lease agreements as lessee for financing the acquisition of various capital assets. These lease agreements qualify as capital leases for accounting purposes and, therefore, the cost and depreciation of these assets are included with other capital assets of the Town. The cost of these assets acquired by capital lease is the present value of the future lease payments. The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2020 are as follows:

Year ending June 30,	
2021	\$ 170,361
2022	170,361
2023	140,340
2024	127,187
2025	127,187
2026-2029	<u>407,708</u>
Total minimum lease payments	1,143,144
Less: amount representing interest	<u>(157,929)</u>
Present value of minimum lease payments	\$ <u>985,215</u>



**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**10. Capital lease (continued):**

Subsequent to year end the Town obtained a capital lease in the amount of \$137,701, with 10 annual payments of \$17,790 beginning in September 2021, maturing in September 2030.

Subsequent to year end the Town obtained a capital lease in the amount of \$38,763, with five annual payments of \$8,462 beginning in November 2020, maturing in November 2024.

**11. Tax increment financing district:**

The Hartford Selectboard approved the establishment of a Tax Increment Financing District (TIF) on April 5, 2011, which was later approved by the Vermont Economic Progress Council (VEPC) on December 8, 2011. The District includes the historic White River Junction downtown area, and the area along Maple Street between Prospect Street and Hartford Avenue (Route 5). The TIF creation date is considered to be April 1, 2011, and the TIF activation date is the date of the “execution of the financing” which was July 31, 2014.

The TIF allows the Town to undertake and pay for infrastructure improvements that enable increased private sector economic and community development. With a TIF, the value of properties, within the TIF, are frozen at the time the TIF is created. All property taxes generated by the original base continue to go to the municipal General Fund and the State Education Fund. For twenty years from the first debt incursion, the municipal and education property taxes generated by any new development are shared, with 75% going to finance TIF infrastructure debt and 25% going to the municipal General Fund and State Education Fund. As a general obligation of the Town, if TIF revenues are not sufficient to cover the debt, the Town is still responsible for the payments. The Town cannot incur any new TIF debt until each project or group of projects is approved by the VEPC and then by the voters.

In March 2014, voters approved a \$900,000 borrowing for the first TIF project - reconstruction and realignment of Prospect Street. This included roadway, utilities, pedestrian walkways, lighting, and landscaping for phase one of a multi-phase private redevelopment project, and TIF related costs, such as legal, consultant, engineering, public notices, financing vote, and bidding process. This Town road project is now completed. A new 38,600 sq ft private office building was constructed and occupied in 2015, and a second 10,000 sq ft building was constructed and occupied in 2016. The private development of these two new buildings covers the payments for the related debt. A third building is expected in the future.

In March 2016, Town voters authorized TIF projects and borrowings in the amount of \$900,000 for public parking, storm water and sanitary sewer infrastructure improvements, and related costs. \$200,000 of the authorization was included in the VMBB 2017 Series 3 borrowing issued in August 2017. The financing for the remaining \$700,000 authorized is to be determined upon completion of the engineering work. The parking lot is in the design phase.

In March 2017, Town voters authorized TIF projects and borrowings totaling \$1,926,000 for construction of public sidewalks, roads, streetscapes, water, storm water, sanitary sewer, and South Main Street retaining wall improvements, and related costs, advances, interfund loans and third-party public infrastructure costs. Specific projects are Currier Street Extension, North Main Street sidewalks and streetscapes, and design and engineering of Gates, Currier, North Main and South Main Streets for various improvements. The entire authorization was included in the VMBB 2017 Series 3 borrowing issued in August 2017. The North Main Street sidewalk is completed; the Currier Street Project is expected to be completed in FY 2021; and section

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**11. Tax increment financing district (continued):**

one of the South Main Street project engineering is substantially completed with the remaining section anticipated to be completed in FY 2022.

In March 2019, Town voters authorized TIF projects and borrowings totaling \$5,477,000 for the engineering, design, permitting and construction of public sidewalk, road, streetscape, lighting, water, stormwater, sanitary sewer, retaining wall on South Main Street, North Main Street, and Gates Street, and related costs, TIF administrative costs, audits, advances, interfund loans and third party public infrastructure costs for such improvements and any previously approved TIF improvements. Voters also approved using any unexpended proceeds of borrowings previously issued or voter authorized, to finance the cost of TIF improvements and related costs for this project and any previously approved TIF improvements. \$849,212 of the debt authorization was issued in September 2020 through the Vermont Clean Water State Revolving Fund Loan RF1-222; \$1,037,771 of the debt authorization was issued in September 2020 through the Vermont Drinking Water State Revolving Fund Loan RF3-390; and \$1,735,000 of the debt authorization was issued in August 2020 through the VMBB 2020 Series 2 borrowing.

In March 2020, Town voters authorized TIF projects and borrowings totaling \$2,666,600, for the engineering, design, legal, surveying, permitting and construction of public sidewalk, curb, crosswalks, paving, road, parking, streetscape, landscaping, lighting, and drainage on South Main and Maple Streets, related costs, TIF administrative costs, audits, advances, interfund loans and third-party public infrastructure costs for such improvements and any previously approved TIF improvements. Voters also approved using any unexpended proceeds of bonds or notes previously issued or voter authorized, to finance the cost of TIF improvements and related costs for these projects and any previously approved TIF improvements. Due to the Covid-19 pandemic, debt issuance and project implementation have been delayed.

Also in 2020, the Vermont Legislature approved an extension of the TIF's 20-year debt issuance period from March 2021 to March 2024 due to the impact of the great recession on development in the first three years of the TIF, and the impact of the Covid-19 pandemic.

**12. Fund balances:**

As of June 30, 2020, the General Fund reported a nonspendable fund balance (\$25,593) related to prepaid expenditures. The remaining fund balances of this fund are committed (\$1,948,130) for various reserves, assigned (\$1,106,554) for various encumbrances and (\$742,472) for planned use of fund balance in the FY21 budget and unassigned (\$3,260,266).

**13. Deficit fund balances:**

As of June 30, 2020, the Recreation Fund has a deficit fund balance of \$69,014. Management intends to recover this deficit through future revenues and grant reimbursements.

As of June 30, 2020, the Capital Projects Fund has a deficit fund balance of \$120,302. Management intends to recover this deficit through future grant reimbursements and a transfer from the General Fund.

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**14. Pension plans:**

401(a) Governmental Money Purchase Plan -

Plan description and funding requirements: The Plan is a governmental deferred compensation plan through the International City Manager's Association (ICMA) Retirement Corporation that operates under section 401 of the Internal Revenue Code. The Plan provides retirement benefits to full time employees hired prior to April 1, 2007, who had not elected to change their plan to VMERS on that date. No other employees of the Town are eligible to participate.

The Town is required to make contributions to the Plan at a rate of 8% of the participant's salary. The ICMA Retirement Corporation administers the plan. Total contributions by the Town for the year ended June 30, 2020 were \$89,166.

457 Deferred Compensation Plan -

Plan description and funding requirements: The Plan is a governmental deferred compensation plan through the International City Manager's Association (ICMA) Retirement Corporation that operates under section 457 of the Internal Revenue Code. The Plan permits employees to defer a portion of their salary until future years. This deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The Town has no liability for losses under the plan. All of the investments are self-directed by each participant. Under federal law, the investments are held in trust for the benefit of the employees. Accordingly, the Town does not report these assets on their financial statements. There is no employer contribution to this Plan.

Vermont Municipal Employees' Retirement System -

Plan description: The Town contributes to the Vermont Municipal Employees' Retirement System (VMERS or the Plan) a cost-sharing multiple-employer public employee retirement system with defined benefit and defined contribution plans, administered by the State of Vermont. The State statutory provisions, found in Title 24, Chapter 125, of the V.S.A., govern eligibility for benefits, service requirements and benefit provisions. The general administration and responsibility for the proper operation of VMERS is vested in the Board of Trustees consisting of five members. VMERS issues annual financial information which is available and may be reviewed at the VMERS' office, 109 State Street, Montpelier, Vermont, 05609-6200, by calling (802) 828-2305 or online at <http://www.vermonttreasurer.gov>.

Benefits provided: VMERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefits do vary between the groups included in the Plan but are determined for the members of each group as a percentage of average compensation in a certain number of the highest consecutive years of service. Eligibility for benefits requires five years of service.

Contributions: Defined benefit plan members are required to contribute 2.75% (Group A), 5.125% (Group B), 10.25% (Group C) or 11.6% (Group D) of their annual covered salary, and the Town is required to contribute 4.25% (Group A), 5.75% (Group B), 7.5% (Group C) or 10.1% (Group D) of the employees' compensation. Defined contribution plan members are required to contribute 5.0% of their annual covered salary and the Town is required to contribute an equal dollar amount. The contribution requirements of plan members and the Town are established and may be amended by the Board of Trustees. The Town's contributions to VMERS for the years ended June 30, 2020, 2019, and 2018, were \$431,926, \$389,629, and \$391,888, respectively. The amount contributed was equal to the required contributions for the year.

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**14. Pension plans (continued):**Vermont Municipal Employees' Retirement System (continued) -

Pension liabilities, deferred outflows of resources, deferred inflows of resources: These financial statements include the Town's proportionate share of the VMERS net pension liability, deferred outflows of resources for pension expense, deferred inflows of resources from investment earnings and contributions, and the related effects on government-wide net position and activities. The State of Vermont has provided the following information to all employers participating in VMERS, which is based on its calculation of the Town's 2.0016% proportionate share of VMERS defined benefit plan.

Town's share of VMERS net pension liability	\$ 3,472,599
Deferred outflows of resources - Deferred pension expense	\$ 1,308,813
Deferred inflows of resources - Deferred pension credits	\$ 202,824

Additional information: VMERS obtains an annual actuarial valuation for the pension plan. Detailed information is provided in that report for actuarial assumptions of inflation rates, salary increases, investment rates of return, mortality rates, discount rates, and the calculations used to develop annual contributions and the VMERS net position.

The Town adopted GASB Statement No. 68 in FY 2015 and is developing the ten years of required supplementary information in schedules 7 and 8. This historical pension information includes the Town's Proportionate Share of Net Pension Liability of VMERS and Town's Contributions to VMERS.

**15. Other postemployment benefits (OPEB) plan:**

The Town's most recent GASB 74/75 Actuarial Valuation was performed with a valuation date of July 1, 2019, with measurement dates of July 1, 2019 and July 1, 2020 for the reporting dates of June 30, 2020 and June 30, 2021, respectively. The Town's next actuarial valuation is scheduled to be performed with a valuation date of July 1, 2021.

Plan description: The Town's Retiree Medical Insurance Program (the Plan) offers comprehensive medical insurance for all retired former full-time employees of the Town. The Plan is a single employer defined benefit OPEB plan administered by the Town. The Town does not accumulate assets in a trust for future benefit payments, but currently funds these benefits on a pay-as-you-go basis.

Benefits provided: The Plan provides health insurance coverage for any employee who was hired prior to January 1, 2013, has attained age 55 and retires with a minimum of ten years of service (twenty years of service for employees hired after January 1, 1999). The Town pays for health insurance costs up to age 65 and then pays for any Medicare supplemental policy, in accordance with the cost-sharing arrangements that exist for regular employees.

Employees covered by benefit terms: At the valuation date, plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits	63
Active employees	<u>55</u>
	<u>118</u>

**TOWN OF HARTFORD, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2020**

**15. Other postemployment benefits (OPEB) plan (continued):**

Total OPEB liability: The Town's total OPEB liability for the year ended June 30, 2020 is \$15,081,945. The Plan is not funded in advance so the net OPEB liability is also \$15,081,945. An analysis of the total OPEB liability is presented in Schedule 9.

Sensitivity of the total OPEB liability: A change in assumptions can have a large effect of the estimated OPEB obligation. An increase of 1% in the healthcare cost trend would increase the OPEB liability to \$18,245,045 while a decrease of 1% would reduce the OPEB liability to \$12,658,130. An increase of 1% in the discount rate used to calculate future costs would reduce the OPEB liability to \$12,927,936 while a decrease of 1% would increase the OPEB liability to \$17,808,134.

Actuarial assumptions and other inputs: The total OPEB liability in the actuarial valuation was determined using the following actuarial assumptions and other inputs:

Actuarial cost method	Individual entry age normal
Discount rate	3.50% per annum
Healthcare cost trend rate	4.50% increase per annum
Inflation rate	2.50% per annum
Compensation increases	3.00% per annum
Mortality tables	Various RP-2014 healthy annuitant tables

**16. Subsequent event/contingencies:**

These financial statements were evaluated for subsequent events to be reported in the notes through October 6, 2020, the date the financial statements were available to be issued.

**TOWN OF HARTFORD, VERMONT**  
**COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS**  
**JUNE 30, 2020**

Schedule 1

	Public Safety Fund	Recreation Fund	Impact Fees Fund	FEMA Fund	TIF Fund	Capital Projects Fund	Cemetery Trust Fund	Total
<b>ASSETS</b>								
Cash and cash equivalents	\$ 4,290	\$ 29,417	\$ 151	\$ -	\$ 1,745,200	\$ -	\$ 23,425	\$ 1,802,483
Investments	-	-	-	-	-	-	17,667	17,667
Accounts receivable	72,981	-	-	5,135	-	658,582	-	736,698
Grants receivable	-	5,000	-	-	-	-	-	5,000
Due from other funds	156,060	-	5,250	386,502	87,505	-	-	635,317
Notes receivable	-	-	-	-	-	-	-	-
Total assets	\$ <u>233,331</u>	\$ <u>34,417</u>	\$ <u>5,401</u>	\$ <u>391,637</u>	\$ <u>1,832,705</u>	\$ <u>658,582</u>	\$ <u>41,092</u>	\$ <u>3,197,165</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>								
<b>LIABILITIES:</b>								
Accounts payable	\$ 36,000	\$ 1,711	\$ -	\$ -	\$ 59,173	\$ 652,803	\$ -	\$ 749,687
Accrued wages	1,609	-	-	-	-	-	-	1,609
Due to other funds	-	101,720	-	-	-	126,081	-	227,801
Total liabilities	<u>37,609</u>	<u>103,431</u>	<u>-</u>	<u>-</u>	<u>59,173</u>	<u>778,884</u>	<u>-</u>	<u>979,097</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>								
Deferred note revenue	-	-	-	-	-	-	-	-
<b>FUND EQUITY:</b>								
Fund balances -								
Nonspendable	-	-	-	-	-	-	27,168	27,168
Restricted	195,722	-	5,401	391,637	1,773,532	-	13,924	2,380,216
Unassigned	-	(69,014)	-	-	-	(120,302)	-	(189,316)
Total fund balances (deficit)	<u>195,722</u>	<u>(69,014)</u>	<u>5,401</u>	<u>391,637</u>	<u>1,773,532</u>	<u>(120,302)</u>	<u>41,092</u>	<u>2,218,068</u>
Total liabilities, deferred inflows of resources and fund equity	\$ <u>233,331</u>	\$ <u>34,417</u>	\$ <u>5,401</u>	\$ <u>391,637</u>	\$ <u>1,832,705</u>	\$ <u>658,582</u>	\$ <u>41,092</u>	\$ <u>3,197,165</u>

**TOWN OF HARTFORD, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - OTHER GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

Schedule 2

	Public Safety Fund	Recreation Fund	Impact Fees Fund	FEMA Fund	TIF Fund	Capital Projects Fund	Cemetery Trust Fund	Total
<b>REVENUES:</b>								
Intergovernmental	\$ 117,229	\$ 5,000	\$ -	\$ 5,705	\$ -	\$ 782,767	\$ -	\$ 910,701
Property taxes	-	-	-	-	522,232	-	-	522,232
Miscellaneous revenues	16,525	22,149	-	-	-	-	-	38,674
Investment income	<u>30</u>	<u>375</u>	<u>2</u>	<u>-</u>	<u>2,272</u>	<u>-</u>	<u>156</u>	<u>2,835</u>
Total revenues	<u>133,784</u>	<u>27,524</u>	<u>2</u>	<u>5,705</u>	<u>524,504</u>	<u>782,767</u>	<u>156</u>	<u>1,474,442</u>
<b>EXPENDITURES:</b>								
General government	-	-	-	-	8,732	390	-	9,122
Public safety	111,820	-	-	-	-	-	-	111,820
Recreation	-	27,852	-	-	-	-	-	27,852
Capital outlay	4,400	-	-	-	165,645	782,737	-	952,782
Debt service - principal	-	-	-	-	151,300	-	-	151,300
Debt service - interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>83,170</u>	<u>-</u>	<u>-</u>	<u>83,170</u>
Total expenditures	<u>116,220</u>	<u>27,852</u>	<u>-</u>	<u>-</u>	<u>408,847</u>	<u>783,127</u>	<u>-</u>	<u>1,336,046</u>
EXCESS OF REVENUES OR (EXPENDITURES)	17,564	(328)	2	5,705	115,657	(360)	156	138,396
<b>OTHER FINANCING SOURCES (USES):</b>								
Interfund transfers in (out), net	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>46,800</u>	<u>-</u>	<u>-</u>	<u>46,800</u>
NET CHANGE IN FUND BALANCES	17,564	(328)	2	5,705	162,457	(360)	156	185,196
FUND BALANCES (DEFICIT), July 1, 2019	<u>178,158</u>	<u>(68,686)</u>	<u>5,399</u>	<u>385,932</u>	<u>1,611,075</u>	<u>(119,942)</u>	<u>40,936</u>	<u>2,032,872</u>
FUND BALANCES (DEFICIT), June 30, 2020	\$ <u>195,722</u>	\$ <u>(69,014)</u>	\$ <u>5,401</u>	\$ <u>391,637</u>	\$ <u>1,773,532</u>	\$ <u>(120,302)</u>	\$ <u>41,092</u>	\$ <u>2,218,068</u>

**TOWN OF HARTFORD, VERMONT**  
**COMBINING STATEMENT OF NET POSITION - WATER FUND**  
**JUNE 30, 2020**

Schedule 3

	Central Water <u>Fund</u>	Quechee Water <u>Fund</u>	Total Water <u>Fund</u>
<b>ASSETS:</b>			
Current assets -			
Cash and cash equivalents	\$ 434,388	\$ 714,354	\$ 1,148,742
Accounts receivable, net	175,667	78,077	253,744
Due from other funds	<u>859,032</u>	<u>901,050</u>	<u>1,760,082</u>
Total current assets	<u>1,469,087</u>	<u>1,693,481</u>	<u>3,162,568</u>
Noncurrent assets -			
Capital assets	10,440,374	4,216,059	14,656,433
less - accumulated depreciation	<u>(6,074,372)</u>	<u>(1,848,657)</u>	<u>(7,923,029)</u>
Total noncurrent assets	<u>4,366,002</u>	<u>2,367,402</u>	<u>6,733,404</u>
Total assets	<u>5,835,089</u>	<u>4,060,883</u>	<u>9,895,972</u>
<b>LIABILITIES:</b>			
Current liabilities -			
Accounts payable	178,187	5,777	183,964
Accrued wages	14,142	4,673	18,815
Current portion of long-term debt	<u>150,875</u>	<u>67,210</u>	<u>218,085</u>
Total current liabilities	<u>343,204</u>	<u>77,660</u>	<u>420,864</u>
Noncurrent liabilities -			
Accrued compensated absences	27,067	1,575	28,642
Other postemployment benefits	486,849	100,040	586,889
Long-term debt	<u>791,373</u>	<u>1,506,485</u>	<u>2,297,858</u>
Total noncurrent liabilities	<u>1,305,289</u>	<u>1,608,100</u>	<u>2,913,389</u>
Total liabilities	<u>1,648,493</u>	<u>1,685,760</u>	<u>3,334,253</u>
<b>NET POSITION:</b>			
Net investment in capital assets	3,423,754	793,707	4,217,461
Unrestricted	<u>762,842</u>	<u>1,581,416</u>	<u>2,344,258</u>
Total net position	\$ <u>4,186,596</u>	\$ <u>2,375,123</u>	\$ <u>6,561,719</u>



**TOWN OF HARTFORD, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENSES AND**  
**CHANGES IN NET POSITION - WATER FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

Schedule 4

	Central Water Fund	Quechee Water Fund	Total Water Fund
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 991,176	\$ 426,906	\$ 1,418,082
Miscellaneous	<u>10</u>	<u>-</u>	<u>10</u>
Total operating revenues	<u>991,186</u>	<u>426,906</u>	<u>1,418,092</u>
<b>OPERATING EXPENSES:</b>			
Operation and maintenance	193,014	57,594	250,608
Salaries and benefits	733,233	156,581	889,814
Depreciation	<u>261,539</u>	<u>129,101</u>	<u>390,640</u>
Total operating expenses	<u>1,187,786</u>	<u>343,276</u>	<u>1,531,062</u>
Operating income (loss)	<u>(196,600)</u>	<u>83,630</u>	<u>(112,970)</u>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Investment income	10,603	11,785	22,388
Interest expense, net of accrued interest	<u>2,806</u>	<u>(4,097)</u>	<u>(1,291)</u>
Total nonoperating revenues (expenses)	<u>13,409</u>	<u>7,688</u>	<u>21,097</u>
CHANGE IN NET POSITION	(183,191)	91,318	(91,873)
NET POSITION, July 1, 2019	<u>4,369,787</u>	<u>2,283,805</u>	<u>6,653,592</u>
NET POSITION, June 30, 2020	\$ <u>4,186,596</u>	\$ <u>2,375,123</u>	\$ <u>6,561,719</u>

**TOWN OF HARTFORD, VERMONT**  
**COMBINING STATEMENT OF NET POSITION - WASTEWATER FUND**  
**JUNE 30, 2020**

Schedule 5

	Central Wastewater <u>Fund</u>	Quechee Wastewater <u>Fund</u>	Total Wastewater <u>Fund</u>
<b>ASSETS:</b>			
Current assets -			
Cash and cash equivalents	\$ 1,540,717	\$ 1,109,179	\$ 2,649,896
Accounts receivable, net	294,502	214,486	508,988
Due from other funds	<u>1,294,808</u>	<u>1,337,382</u>	<u>2,632,190</u>
Total current assets	<u>3,130,027</u>	<u>2,661,047</u>	<u>5,791,074</u>
Noncurrent assets -			
Capital assets	21,074,212	18,272,327	39,346,539
less - accumulated depreciation	<u>(14,246,394)</u>	<u>(12,144,028)</u>	<u>(26,390,422)</u>
Total noncurrent assets	<u>6,827,818</u>	<u>6,128,299</u>	<u>12,956,117</u>
Total assets	<u>9,957,845</u>	<u>8,789,346</u>	<u>18,747,191</u>
<b>LIABILITIES:</b>			
Current liabilities -			
Accounts payable	79,558	17,063	96,621
Accrued wages	17,913	12,443	30,356
Current portion of long-term debt	<u>384,193</u>	<u>269,963</u>	<u>654,156</u>
Total current liabilities	<u>481,664</u>	<u>299,469</u>	<u>781,133</u>
Noncurrent liabilities -			
Accrued compensated absences	34,275	15,410	49,685
Other postemployment benefits	980,062	300,795	1,280,857
Long-term debt	<u>4,802,030</u>	<u>3,531,580</u>	<u>8,333,610</u>
Total noncurrent liabilities	<u>5,816,367</u>	<u>3,847,785</u>	<u>9,664,152</u>
Total liabilities	<u>6,298,031</u>	<u>4,147,254</u>	<u>10,445,285</u>
<b>NET POSITION:</b>			
Net investment in capital assets	1,641,595	2,326,756	3,968,351
Unrestricted	<u>2,018,219</u>	<u>2,315,336</u>	<u>4,333,555</u>
Total net position	<u>\$ 3,659,814</u>	<u>\$ 4,642,092</u>	<u>\$ 8,301,906</u>

**TOWN OF HARTFORD, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENSES AND**  
**CHANGES IN NET POSITION - WASTEWATER FUND**  
**FOR THE YEAR ENDED JUNE 30, 2020**

Schedule 6

	Central Wastewater Fund	Quechee Wastewater Fund	Total Wastewater Fund
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 1,615,640	\$ 1,152,355	\$ 2,767,995
Miscellaneous	<u>129</u>	<u>3,270</u>	<u>3,399</u>
Total operating revenues	<u>1,615,769</u>	<u>1,155,625</u>	<u>2,771,394</u>
<b>OPERATING EXPENSES:</b>			
Operation and maintenance	475,705	269,812	745,517
Salaries and benefits	931,576	244,085	1,175,661
Depreciation	<u>547,063</u>	<u>610,152</u>	<u>1,157,215</u>
Total operating expenses	<u>1,954,344</u>	<u>1,124,049</u>	<u>3,078,393</u>
Operating income (loss)	<u>(338,575)</u>	<u>31,576</u>	<u>(306,999)</u>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Capital contribution	46,800	-	46,800
Investment income	22,053	27,639	49,692
Interest expense, net of accrued interest	<u>8,439</u>	<u>(13,751)</u>	<u>(5,312)</u>
Total nonoperating revenues (expenses)	<u>77,292</u>	<u>13,888</u>	<u>91,180</u>
INCOME (LOSS) BEFORE TRANSFERS	(261,283)	45,464	(215,819)
Operating transfers out	<u>(61,065)</u>	<u>-</u>	<u>(61,065)</u>
CHANGE IN NET POSITION	(322,348)	45,464	(276,884)
NET POSITION, July 1, 2019	<u>3,982,162</u>	<u>4,596,628</u>	<u>8,578,790</u>
NET POSITION, June 30, 2020	\$ <u>3,659,814</u>	\$ <u>4,642,092</u>	\$ <u>8,301,906</u>

**TOWN OF HARTFORD, VERMONT**  
**SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION**

**SCHEDULE OF TOWN'S PROPORTIONATE SHARE OF  
NET PENSION LIABILITY  
VMERS  
JUNE 30, 2020**

Schedule 7

	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Town's proportion of the net pension liability	2.0016%	2.2202%	2.0727%	1.9987%	2.0337%	1.9881%
Town's proportionate share of the net pension liability	\$ 3,472,599	\$ 3,123,251	\$ 2,511,201	\$ 2,572,277	\$ 1,567,870	\$ 181,445
Town's covered payroll	\$ 5,704,684	\$ 5,320,692	\$ 5,472,234	\$ 4,398,702	\$ 4,294,168	\$ 4,153,140
Town's proportionate share of the net pension liability as a percentage of its covered payroll	60.873%	58.700%	45.890%	58.478%	36.512%	4.369%
VMERS net position as a percentage of the total pension liability	80.35%	82.60%	83.64%	80.95%	87.42%	98.32%

**SCHEDULE OF TOWN'S CONTRIBUTIONS  
VMERS  
JUNE 30, 2020**

Schedule 8

	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution	\$ 419,606	\$ 384,575	\$ 388,880	\$ 313,738	\$ 303,770	\$ 268,542
Contributions in relation to the contractually required contribution	419,606	384,575	388,880	313,738	303,770	268,542
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town's covered payroll	\$ 5,704,684	\$ 5,320,692	\$ 5,472,234	\$ 4,398,702	\$ 4,294,168	\$ 4,153,140
Contributions as a percentage of covered payroll	7.355%	7.228%	7.106%	7.133%	7.074%	6.466%

**TOWN OF HARTFORD, VERMONT**  
**SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION**

**SCHEDULE OF CHANGES IN THE TOWN'S**  
**TOTAL OPEB LIABILITY AND RELATED RATIOS**  
**OTHER POSTEMPLOYMENT BENEFITS PLAN**  
**JUNE 30, 2020**

Schedule 9

	June 30, <u>2020</u>	June 30, <u>2019</u>	June 30, <u>2018</u>
<b>Total OPEB Liability:</b>			
Changes for the year-			
Service cost	\$ 314,552	\$ 347,699	\$ 295,097
Interest	464,064	453,840	345,611
Difference between expected and actual plan experience	352,119	-	3,022,954
Changes in assumptions	203,486	-	-
Benefit payments	<u>(429,825)</u>	<u>(477,373)</u>	<u>(296,328)</u>
Net OPEB expense	904,396	324,166	3,367,334
Total OPEB Liability - beginning of year	14,177,549	13,853,383	9,889,027
Changes in assumptions for GASB 75	<u>-</u>	<u>-</u>	<u>597,022</u>
Total OPEB Liability - end of year	\$ <u>15,081,945</u>	\$ <u>14,177,549</u>	\$ <u>13,853,383</u>
Covered-employee payroll	\$ 7,389,688	\$ 7,251,836	\$ 7,052,376
Total OPEB liability as a percentage of covered-employee payroll	49.00%	51.15%	50.91%

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

The Selectboard  
Town of Hartford, Vermont

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Hartford, Vermont (the Town) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated October 6, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings and questioned costs as item 2020-001.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Montpelier, Vermont  
October 6, 2020

DRAFT

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR THE MAJOR  
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY UNIFORM GUIDANCE**

The Selectboard  
Town of Hartford, Vermont

**Report on Compliance for Each Major Federal Program**

We have audited the Town of Hartford, Vermont's (the Town) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on the Town's major federal program for the year ended June 30, 2020. The Town's major federal program is identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for the Town's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the major federal program occurred. An audit includes examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the Town's compliance.

***Opinion on Each Major Federal Program***

In our opinion, the Town of Hartford, Vermont complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2020.



## **Report on Internal Control Over Compliance**

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Purpose of this Report***

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Montpelier, Vermont  
October 6, 2020

**TOWN OF HARTFORD, VERMONT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

(Page 1 of 2)

<u>Federal Grantor/Pass-through Grantor</u> <u>Program Title</u>	<u>Federal</u> <u>CFDA</u> <u>Number</u>	<u>Pass-Through</u> <u>Entity Identifying</u> <u>Number</u>	<u>Passed</u> <u>Through to</u> <u>Subrecipients</u>	<u>Expenditures</u>
<b>U.S. Department of Housing and Urban Development:</b>				
Passed through the Vermont Agency of Commerce and Community Development - Community Development Block Grants	14.228	07110-IG-2018-Hartford-06	\$ -	\$ 1,658
<b>U.S. Department of the Interior:</b>				
Passed through the Vermont Agency of Commerce and Community Development - Historic Preservation Fund Grants-In-Aid	15.904	07110-VT-19-002	-	5,527
<b>U.S. Department of Justice:</b>				
Bulletproof Vest Partnership Program	16.607	N/A	-	2,997
<b>U.S. Department of Transportation:</b>				
Passed through the Vermont Agency of Transportation - Highway Planning and Construction	20.205	CA0337	-	1,461
Highway Planning and Construction	20.205	EH0015	-	44,198
Highway Planning and Construction	20.205	BR0571	-	8,000
Highway Planning and Construction	20.205	ER0135	-	22,938
Highway Planning and Construction	20.205	CA0135	-	782,737
Total Highway Planning and Construction			-	859,334
Passed through the Vermont Department of Public Safety - National Priority Safety Programs	20.616	02140-NH20405C-701h	-	8,533
Total U.S. Department of Transportation			-	867,867
<b>U.S. National Endowment for the Humanities:</b>				
Passed through the Vermont Department of Libraries - Grants to States	45.310	01130 Courier LSTA19.1.91	-	390
<b>U.S. Environmental Protection Agency:</b>				
Passed through the Vermont State Revolving Fund - Capitalization Grants for Clean Water State Revolving Funds	66.458	Loan RF1-222	-	108,142
Capitalization Grants for Drinking Water State Revolving Funds	66.468	Loan RF3-390	-	111,206
Total U.S. Environmental Protection Agency			-	219,348

**TOWN OF HARTFORD, VERMONT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2020**

(Page 2 of 2)

Federal Grantor/Pass-through Grantor <u>Program Title</u>	Federal CFDA <u>Number</u>	Pass-Through Entity Identifying <u>Number</u>	<u>Passed Through to Subrecipients</u>	<u>Expenditures</u>
<b>U.S. Department of Health and Human Services:</b>				
Passed through the Vermont				
Department of Health -				
Public Health Emergency Response:				
Cooperative Agreement for Emergency				
Response: Public Health Crisis Response	93.354	03420-08296	-	16,145
<b>U.S. Department of Homeland Security:</b>				
Passed through the Vermont				
Department of Public Safety -				
Disaster Grants - Public Assistance				
(Presidentially Declared Disasters)	97.036	02140-84445-014	-	32,867
Hazard Mitigation Grant	97.039	02140-34356-003C	-	4,042
Homeland Security Grant Program	97.067	02140-77152-1723	-	150
Total U.S. Department of Homeland Security			-	37,059
Total expenditures of federal awards			\$ -	\$ 1,150,991

**TOWN OF HARTFORD, VERMONT  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
JUNE 30, 2020**

**1. Basis of presentation:**

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of the Town under programs of the federal government for the year ended June 30, 2020. The information in this Schedule is presented in accordance with requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Town, it is not intended to and does not present the financial position, changes in financial position, or cash flows of the Town.

**2. Summary of significant accounting policies:**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The Town has elected to not use the 10 percent de minimis indirect cost rate as allowed in the Uniform Guidance.

**TOWN OF HARTFORD, VERMONT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**A. Summary of Auditor's Results:**

**Financial Statements -**

Type of auditor's report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? *No*
- Significant deficiency(ies) identified? *None reported*

Noncompliance material to financial statements noted? *No*

**Federal Awards -**

Internal control over major programs:

- Material weakness(es) identified? *No*
- Significant deficiency(ies) identified? *None reported*

Type of auditor's report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516 (a)? *No*

Identification of major program:

- *U.S. Department of Transportation  
CFDA 20.205 - Highway Planning and Construction*

Dollar threshold used to distinguish between type A and type B programs: *\$750,000*

Auditee qualified as low-risk auditee? *Yes*

**B. Audit Findings - Financial Statements:**

**2020-001 - Welcoming Hartford Ordinance**

Condition - The *Welcoming Hartford Ordinance* (WHO) was authorized by voters at the annual Town Meeting in March 2020. The WHO restricts communications between Town employees and federal agencies regarding citizenship or immigration status of undocumented immigrants in Hartford. This restriction appears to be in conflict with federal laws 8 U.S.C. §1644 and §1373. The Town has obtained conflicting legal guidance as to the effects of any deemed noncompliance on the Town's current or future participation in federal grant or loan programs. Grantor agencies were not advised of the WHO or consulted as to specific impacts of any noncompliance with all applicable federal laws on current federal grant or loan programs.

After adoption of the WHO, the Town implemented new certification procedures for federal awards. Town staff and department heads verify data accuracy and the Town's Selectboard Chair signs any compliance certification on federal award documents, requisitions and reports.

**TOWN OF HARTFORD, VERMONT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2020**

**B. Audit Findings - Financial Statements (continued):**

**2020-001 - Welcoming Hartford Ordinance (continued)**

Criteria - Town management is responsible for compliance with all applicable federal statutes, regulations, and the terms and conditions of federal award agreements applicable to Town participation in federal grant or loan programs. Management is also required to certify compliance to grantor agencies and should identify and report to grantor agencies any known or potential noncompliance with those laws, regulations, or terms and conditions of grant agreements.

Cause - The ordinance was adopted in March 2020 and became effective 60 days after adoption in May 2020. In February 2020, the Second Circuit Court of Appeals (of which Vermont is a member) issued a decision in State of New York V. Department of Justice that would be a precedent for Vermont Towns. Town management does certify Town compliance with all applicable federal laws. The Court determined that the term "all applicable federal laws" effectively refers to all federal laws that regulate state and local governments in some way.

Effect - The Welcoming Hartford Ordinance could be deemed noncompliant with federal laws 8 U.S.C. §1644 and §1373, which could affect current and future participation in federally funded programs for Town projects. Future federal grant or loan programs could be denied, or repayment of federal funding could be required.

Recommendation - We recommend that the Town communicate with their grantor agencies to determine if the Welcoming Hartford Ordinance does affect federally funded projects of the Town. Legal assistance may be needed to amend the ordinance to eliminate any language which is determined to cause noncompliance with federal laws 8 U.S.C. §1644 and §1373.

**C. Audit Findings - Federal Awards:**

There were no audit findings identified for the year ended June 30, 2020.

**STATUS OF PRIOR AUDIT FINDINGS  
AS OF JUNE 30, 2020**

There are no prior audit findings applicable to this auditee.

**TOWN OF HARTFORD, VERMONT**

**APPROVAL OF FINANCIAL STATEMENTS AND REPORTS**

**JUNE 30, 2020**

I have reviewed the proposed financial statements and reports with a representative of Mudgett, Jennett & Krogh-Wisner, P.C.

I understand the contents of the financial statements, including the disclosures in the accompanying notes and related reports (including any condition and findings) and, by signing below, approve the printing and distribution of the financial statements and related reports in their current form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# **ELECTION ADMINISTRATION (131) and VITAL STATISTICS (151)**

## **FY 2021-2022**

**Based on Town Manager Column**

**Pages 4-9**





# ELECTION ADMINISTRATION (131)

Pages 4-5

- BCA and/or Election Worker Payroll
  - Annual Town & School District Meeting
  - Tax Appeal Hearing
  - Tax Abatement Hearing(s)-Two or more hearings, as needed
  - Biennial Checklist Review
  - Legislative Re-Districting-preliminary work
- Advertising for Open Positions for Election
- Programming of (3) Voting Tabulators for Town/School District Meeting
- Ballot Printing for Town/School Meeting
- Purchase Election Supplies and Food



# Operational Expenses



2020-2021	2021-2022	Difference
\$ 27,740	\$ 27,743	+ \$ 3.00

- Materials & Supplies
- Property & Liability Insurance
- Contracted Services
- Advertising



# Salaries



## 62% of Election Administration Budget

2020-2021	2021-2022	Difference
\$ 16,050	\$ 16,050	+ \$ 0

- Board of Civil Authority & Other Election Workers

### -5% Budget =

\*Reduces Number of Abatement Hearings

### -10% Budget =

\*Eliminates pay for Non-BCA Election Workers



QUESTIONS?



# VITAL STATISTICS (151)

Pages 5-9

- Clerks' Salaries/Benefits
- Travel & Meetings: Clerk trainings and VMTCA Annual Meeting
- Advertising: Dog License Renewals
- Contracted Svcs./Equip. Maintenance: Munismart & Laserfiche software; Wide format copier contract; and, annual lease/maintenance agreement for copier.
- State Payments: State portion of sales of marriage and dog licenses
- Materials & Supplies: Purchase recording paper & books; Vital Records Binders; dog license paper & tags; printer toner and, general office supplies



# Operational Expenses



2020-2021	2021-2022	Difference
\$ 31,475	\$28,463	- \$3,012

Travel & Meetings  
Membership Dues  
Advertising  
Contracted Services  
Equipment Operation  
Materials & Supplies  
Telephone  
Office Equipment  
State Payments-Licenses



# Salaries & Benefits



## 84% of Vital Statistics Budget

2020-2021	2021-2022	Difference
\$ 160,839	\$ 163,778	+\$2,939

- Includes: Clerk; Asst. Clerk & Retiree



# Total Vital Statistics Budget



2020-2021	2021-2022	Difference
\$ 191,380	\$ 192,241	+ \$861

## **Flat Budget =**

- \*Includes COLA increases for Clerk & Asst. Clerk
- \*Utilizes Digitization Fund for a portion of Contracted Services

## **-5% Budget =**

- \*Includes COLA for Asst. Clerk only
- \*Excludes overnight accommodations for VMCTA Annual Conference
- \*Reduces advertising; will rely more on Social Media/Listserve
- \*All contracted service expense from Digitization Fund
- \*Recording Materials/Supplies paid from Restoration Fund

## **-10% Budget =**

- \*Lay Off Town Clerk; Retain Asst Clerk w/COLA
- \*All items stated in -5% Budget





QUESTIONS?



# ASSESSORS BUDGET

FY2022

# ASSESSORS OFFICE WHO ARE WE AND WHAT DO WE DO?



Our office consists of 2 people Cristina Tardie the Assistant Assessor and my self the Head Assessor.

There are 4 primary functions of the office:

1. Valuation/Assessment of property, their “fair market” value
2. Maintain Equity throughout the town
3. Maintain detailed records of real property within the town such as acreage and building details
4. Maintenance of the GIS data and town tax maps

These functions are done through yearly maintenance and periodic reappraisals.

## Budget for 2022

84% of the budget for the office is associated with salaries and benefits. Our goal this year is to maintain town services and reduce spending. The department has taken into consideration the following items:

1. Analyze expenses and examined ways to save ( taking a long term and short-term approach).
2. Identify costs that will impact Hartford for 2022 and in the future.
3. Are there services that we can do without or obtain for a lower cost.





# Planning the Budget



## FLAT BUDGET

1<sup>st</sup> Option is suggested as it has the least impact

### Impact

With this option the Assessors office will eliminate the funding of the one remaining Lister in the office. With eliminating this labor the Assessor will have to make up the 140 hours for assistance with field work. This would allow the office not to have cut services. This reduction has been carried through to all 3 budget options and reduces salary approximately \$7,500.

**\*\*With the expectation of continuing to withdraw \$31,000 from the reassessment fund. If this cannot be done there would be a required cut in salaries of \$29,000. This assumption is applied to all three budgets presented**

# 5% CUT

## 2<sup>nd</sup> Option

### Impact

- 1) Assessor office will still eliminate the lister position
- 2) Reduction of education/training of staff to \$0 (temporary reduction)
- 3) Reduction of memberships & dues to maintain only those required to maintain MLS services
- 4) Legal services would be reduced



# BUDGET CONCERNS



- Currently the town is utilizing funds on average of \$30,000/year to subsidize the assessor's office budget, this is taken from the state funded reappraisal account. This money is for use of maintenance of the Grand List. This is not typical throughout the state and it is my opinion that the Assessor's Office goal should be to move away from this yearly practice.
- Drawing down this fund will impact Hartford's ability to fund future reassessments. The town spent \$330,000 to perform a town wide reappraisal in 2017 and currently we do not have enough funds if we were required to perform another reappraisal. If this were to happen the town would have to raise funds to cover the cost.

# 2020-2021 UPDATES & IMPROVEMENTS

- Currently looking at combining sales verification letters and request for inspections
- We will be utilizing the towns EV car to perform inspections this year
- Looking at implementing online forms to reduce material costs and processing time while increasing service to the public
- Automating the permit tracking process
- Examining the possibility of advertising on the town GIS website to see if there is monetization of web traffic to GIS (not recommended, but we should know our options)



# SUMMARY

The town is reviewing all expenditures in every department I think this is very important priority. I will look to increase department efficiencies in the future with the underlying goal of reducing costs.

I would just like to be clear that the office is currently running pretty "lean" budget. Most of the budget is tied to employee compensation and even going with a flat budget for FY2022 we begin to cross the line of what is sustainable.

Looking at a 5% or a 10% budget cuts you start to look at cutting staff members hours or borrowing additional funds from future expenses. Harford is currently at minimal staffing given the size of the town. Assessing departments of similar size towns typical have 3 full time staff members in their departments. Lebanon (3 full time staff members), Hanover (3 full time staff members) and Brattleboro VT (4 full time staff members).



**THANK YOU**



# Financial Administration (171)

Based on Town Manager Column  
Pages 9-11

FY 2021-2022



# Operational Expenses



2020-2021	2021-2022	Change
\$32,944	\$40,436	+ \$7,492

Travel & Meetings  
Membership Dues  
Books & Periodicals  
Recruitment & Training

Contracted Services

- Software
- GASB 45 Actuarial Valuation

Treasurer's Expenses

Equipment Operation  
Postage  
Materials & Supplies  
Telephone  
Office Equipment



# Salaries & Benefits



2020-2021	2021-2022	Change
\$361,291	\$447,310	+ \$86,019

- Salaries & Benefits :
  - ❖ 92% of entire budget
  - ❖ Includes Current Employees:
    - Finance Director
    - Accounts Receivable Specialist
    - Accounts Payable / Payroll Specialist
    - Retiree
    - Finance Assistant (Vacant)
    - Asst. Finance Director (New)



# Finance Total Budget



	2020-2021	2021-2022	Change
Operational	\$ 32,944	\$ 40,436	+ \$7,492
Salaries & <u>Benefits</u>	<u>\$361,291</u>	<u>\$447,310</u>	<u>+\$86,019</u>
	\$394,235	\$487,746	+\$93,511

Flat budget = FTE Finance Assistant reduced to PT

-5% budget = eliminating Finance Assistant

-10% budget = eliminating Finance Director



# Questions ?



# Auditing Services (173)

Page11

FY 2020-2021





# Scope of Services

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- Performs annual audit of the financial statements according to :
  - Governmental Accounting Standards Board
  - General Accepted Accounting Principles
  - Government Auditing Standards
  - Single Audit required when Federal Funding is in excess of \$750,000 which includes certain bond debt



# Operational Expenses

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Description	2020-2021	2021-2022	Difference
Auditing Services	\$37,000	\$42,000	+\$5,000



# Questions ?



## **AGENDA MEMORANDUM**

**November 17, 2020**

### **Town Selectboard Meeting**

**Submitted by: Scott Hausler, Director of Parks & Recreation**

**Subject:** Musco Finance, LLC Lessor Agreement with Town of Hartford

**Background:** At the July 28<sup>th</sup>, Selectboard Meeting the board voted in favor authorizing the Town Manager to enter into a Lease Purchase Agreement between Musco Sports Lighting as the Lessor and the Town of Hartford as Lessee for a 10-year period. The project is complete with the exception of the final documents with Musco Finance, LLC. During review of the lease documents it was identified that the previous motion by the Selectboard identified the Lessor as Musco Sports Lighting, when in fact the Lessor is Musco Finance, LLC.

**Discussion:** Musco Finance, LLC and the Town need to complete the documents and close out the lighting project by confirming the lease with Musco Finance, LLC as noted in the Master Equipment Lease Purchase Agreement.

**Financial Impact:** None

**Recommendation:** MOTION: The Hartford Selectboard authorized the Town Manager to enter into a 10 year lease on July 28<sup>th</sup> 2020 for the purpose of acquiring softball field sports lighting for the Maxfield Sports Complex. Furthermore, the Town of Hartford Selectboard confirms and acknowledges the Master Equipment Lease Purchase Agreement of August 18, 2020, with Musco Finance, LLC.

**Attachments:** July 28, 2020 Motion  
Exhibit A Master Equip. Lease Purchase Agreement

# EXHIBIT A

## SCHEDULE OF EQUIPMENT NO. 1

COUNTERPART NO. 1

LESSOR'S INTEREST IN, TO AND UNDER THIS SCHEDULE AND THE AGREEMENT AS IT RELATES TO THIS SCHEDULE MAY BE SOLD OR PLEDGED ONLY BY DELIVERING POSSESSION OF COUNTERPART NO. 1 OF THIS SCHEDULE, WHICH COUNTERPART NO. 1 SHALL CONSTITUTE CHATTEL PAPER FOR PURPOSES OF THE UNIFORM COMMERCIAL CODE.

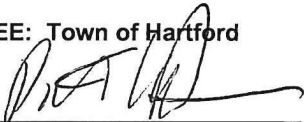
Re: Master Equipment Lease Purchase Agreement, dated as of August 18, 2020, between Musco Finance, LLC, as Lessor, and Town of Hartford, as Lessee.

1. **Defined Terms.** All terms used herein have the meanings ascribed to them in the above-referenced Master Equipment Lease Purchase Agreement (the "Master Equipment Lease").
2. **Equipment.** The Equipment included under this Schedule of Equipment is comprised of the items described in the Equipment Description attached hereto as **Attachment 1**, together with all replacements, substitutions, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto.
3. **Payment Schedule.** The Rental Payments and Purchase Prices under this Schedule of Equipment are set forth in the Payment Schedule attached as **Attachment 2** hereto.
4. **Representations, Warranties and Covenants.** Lessee hereby represents, warrants, and covenants that its representations, warranties and covenants set forth in the Agreement are true and correct as though made on the date of commencement of Rental Payments on this Schedule.
5. **Certification as to Arbitrage and Tax Covenants.** Lessee hereby represents as follows:
  - (a) The estimated total costs of the Equipment listed in this Schedule will not be less than the total principal portion of the Rental Payments listed in this Schedule.
  - (b) The Equipment listed in this Schedule has been ordered or is expected to be ordered within six months of the commencement of this Schedule and the Equipment is expected to be delivered and installed, and the Vendor fully paid, within one year from the commencement of this Schedule.
  - (c) Lessee has not created or established, and does not expect to create or establish, any sinking fund or other similar fund (i) that is reasonably expected to be used to pay the Rental Payments listed in this Schedule, or (ii) that may be used solely to prevent a default in the payment of the Rental Payments listed in this Schedule.
  - (d) The Equipment listed in this Schedule has not been and is not expected to be sold or otherwise disposed of by Lessee, either in whole or in major part, prior to the last maturity of the Rental Payments listed in this Schedule.
  - (e) To the best of our knowledge, information and belief, the above expectations are reasonable.
  - (f) Lessee has not been notified of any listing or proposed listing of it by the Internal Revenue Service as an issuer whose arbitrage certificates may not be relied upon.
6. **The Master Equipment Lease.** This Schedule is hereby made as part of the Master Equipment Lease and Lessor and Lessee hereby ratify and confirm the Master Equipment Lease. The terms and provisions of the Master Equipment Lease (other than to the extent that they relate solely to other Schedules or Equipment listed on other Schedules) are hereby incorporated by reference and made a part hereof.
7. **Certificate of "Qualified Tax-Exempt Obligation" By Lessee.** Lessee hereby designates the Lease as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Code. The aggregate face amount of all tax-exempt obligations (excluding private activity bonds other than qualified 501(c)(3) bonds) issued or to be issued by Lessee and all subordinate entities thereof during the Issuance Year is not reasonably expected to exceed \$10,000,000. Lessee hereby covenants that Lessee and all subordinate entities thereof will not issue in excess of \$10,000,000 of qualified tax-exempt obligations (including the Lease but excluding private activity bonds other than qualified 501(c)(3) bonds) during the Issuance Year without first obtaining an opinion of nationally recognized counsel in the area of tax-exempt municipal obligations acceptable to Lessor that the designation of the Lease as a "qualified tax-exempt obligation" will not be adversely affected.
8. **Other Provisions.**

Lease Number: 200814HAR

LESSEE: Town of Hartford

By X



Title: Patrick McQueen, Interim Town Manager

Witness X



Title: Lana Livingston, Secretary to Town Manager

Date X

8-25-20

LESSOR: Musco Finance, LLC

By

Title: Rhonda Long, Operations Administrator

Date:

extension.

**Motion: Selectboard Clerk, Kim Souza made the motion to Authorize the Town Manager to execute a new payment schedule for Lease Number: 0408PHAR-2 lease agreement with Musco Sports Lighting. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.**

**e. Authorization for Softball Field Lighting Lease with Musco Finance, LLC (motion required)**

The 2017 Field Use Committee Final Report identified the need to install lights at the Maxfield Softball Field which is used primarily for High School Girls Softball. The need for field lighting provides evening lighted games for softball. The Maxfield Boys Baseball Field has field lighting for Hartford High School Boys Baseball and the Upper Valley Nighthawks. The new lighting system for the Softball Field will provide compliance with Title IX which is a federal civil rights law in the United States that was passed as part of the Education Amendment of 1972, providing equity in athletics. The field lighting annual lease payment costs will be split 50/50 between the Town of Hartford and the Hartford School District over a 10-year period. The lighting system comes with a 25-year warranty on the lighting system.

**MOTION: Selectboard Vice Chair, Simon Dennis made the motion to Authorize the Town Manager to sign and enter into a Lease Purchase Proposal agreement with Musco Sports Lighting for a 10-year period for the installation of softball field lighting at Maxfield and to enter into a Memorandum of Agreement with the Hartford School District to for a 50% share of the cost. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

**f. Consideration of Reciting Pledge of Allegiance and Alternatives at Selectboard Meetings (motion required)**

The Selectboard has traditionally begun its regular meetings with the reciting of the Pledge of Allegiance. At the July 14 meeting, the Selectboard began consideration of eliminating the recitation of the Pledge from the Order of Agenda and/or adding other opening statements of purpose.

Selectboard members and citizens spoke for and against reciting the pledge at the beginning of the Selectboard meetings. It was decided to form a Selectboard subcommittee of Simon Dennis, Alicia Barrow and Emma Behrens to come up with a possible addition or replacement to be said before the meetings.



## **AGENDA MEMORANDUM**

**November 17<sup>th</sup>, 2020**

**Town Selectboard Meeting Item: #x**

**Submitted by: Hannah Tyler, Director of Public Works**

**Subject:** Solid Waste Implementation Plan Review

**Background:** All solid waste facilities and organizations in the State of Vermont are required to prepare a Solid Waste Implementation Plan (SWIP). This document primarily demonstrates the ways in which our organization complies with current regulations, commits to diversion of waste from landfills, and public outreach. I have worked closely with Mia Roethlein (State of Vermont) and all of our other partners in the industry to complete the SWIP.

This document may be amended at any time to reflect changes in operations.

**Discussion:** The Town is required to review our draft SWIP at two public meetings.

**Impact:** No financial impact

**Recommendation:** N/A



# 2019 Solid Waste Implementation Plan Template & Approval Process

## Overview and Approval Process

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This template can be used to write a Solid Waste Implementation Plan (SWIP) to be in conformance with the State's 2019 Materials Management Plan (MMP). **Solid Waste Management Entities (SWMEs) are not required to use this template but may find it helpful for SWIP drafting.**

### Minimum 2019 SWIP Requirements:

1. **SWME Performance Standards.** SWIPs must address how each SWME Performance Standard is/will be completed during the SWIP term. SWIPs that adequately address the SWME Performance Standards are considered to be implementing the priorities of this MMP, as further outlined by 10 V.S.A. § 6604(a)(1). SWME Performance standards include all the requirements from 24 V.S.A. § 2202a.
2. **Solid Waste Facility Siting Criteria.** Describe siting criteria that will apply to solid waste facilities which may be proposed by any public or private entity in the SWME region. As required by 10 V.S.A. §6605(c), siting criteria shall not be less stringent than the criteria in Vermont Solid Waste Management Rules.
3. **Specify the Facilities that are Included in the SWIP and Describe How Proposed Facilities will be Reviewed for Inclusion.** Explain the process and standards to be used to determine if newly proposed solid waste facilities would be included in the SWIP. The process may reference siting criteria and existing zoning ordinances, may require a host town agreement, or may defer to requirements in the Vermont Solid Waste Management Rules for some or all types of solid waste facilities. The standard(s) for being included in the SWIP should be clear.
4. **Public Participation in the SWIP Approval Process.** Describe the process to be used to ensure public participation in the development and implementation of the SWIP. The local community should be notified of opportunities to participate in the SWIP development and implementation. In accordance with state statute, SWMEs must hold at least two public meetings on the draft SWIP.
5. **Ordinances.** Include copies of any solid waste related ordinances with the SWIP.
6. **Conformance with Other Plans.** Demonstrate that the SWIP is in conformance with any regional plan adopted in accordance with 24 V.S.A Chapter 117. Demonstration may be in the form of a letter from the applicable regional planning commission regarding conformance of the SWIP with the regional plan(s), copies of pertinent sections of the regional plan(s), or other documentation that proves conformance.
7. **SWIP Reports.** All SWMEs must submit an annual SWIP Report on their Performance Standards and demonstrate completion of all required activities via ReTRAC by July 1<sup>st</sup>. ANR will provide SWIP Reporting Guidance.

### 2019 SWIP Approval Process:

1. SWMEs must submit a draft SWIP to ANR by July 1, 2020 that is in conformance with the 2019 MMP.
2. Solid Waste Program staff will review the SWIP and send a letter outlining any unmet requirements.
3. SWMEs are responsible for submitting revised SWIPs within 30 days to address unmet requirements.
4. If the revised SWIP completely addresses all comments in the letter, ANR will recommend it for pre-approval. If the revised SWIP does not address all the comments, a follow-up review letter will be sent and the SWME will have another 30 days to address all comments in a subsequent revision.
5. Once a draft SWIP is recommended by ANR for pre-approval, the SWME must hold two public hearings in its region on the draft SWIP.
6. Upon completion of two public hearings and provided that no changes were made to the pre-approved SWIP, the SWME Board of Supervisors, Select Board or City Council may adopt the draft SWIP, which can then move toward full approval by ANR.
7. The following must be provided by the SWME as proof that public meetings were held in order to move toward final approval:
  - a. dates of at least two public meetings that were held by the SWME warning the draft SWIP, and
  - b. a summary of the meetings.



# 2019 Solid Waste Implementation Plan Template & Approval Process

8. If no changes were recommended on the draft SWIP at the public meetings, then it can move forward for final approval from ANR. The ANR, DEC, Waste Management and Prevention Division Director will provide final approval of SWIPs via an ANR approval letter. If the draft SWIP is revised in any way, ANR will need to review the changes before moving it forward for final approval.

## 2019 SWIP Timeline

- SWMEs must submit a draft SWIP that conforms to the 2019 MMP by July 1, 2020.
- All SWIPs must be approved by November 19, 2020.
- During the interim year in 2020 when SWIPs are being written and reviewed, SWMEs must continue to conform to Year 5 of the 2014 MMP with the following exceptions:
  - For Household Hazardous Waste (HHW) collection requirements, SWMEs can choose to meet 2019 MMP requirements or the 2014 MMP's Year 5 HHW requirements.
  - The survey is not required.
  - Drywall collection is not required.
  - Asphalt shingle collection is not required until 7/1/2021.
- 2019 MMP was finalized on November 19, 2019 therefore "SWIP years" for reporting purposes will begin with calendar year 2021 as follows:
  - SWIP Year 1 = Jan. 1 – Dec. 31, 2021
  - SWIP Year 2 = Jan. 1 – Dec. 31, 2022
  - SWIP Year 3 = Jan. 1 – Dec. 31, 2023
  - SWIP Year 4 = Jan. 1 – Dec. 31, 2024
  - SWIP Year 5 = Jan. 1 – Dec. 31, 2025

# 2019 Solid Waste Implementation Plan Template & Approval Process

## SWIP Template

Please describe how you intend to meet the requirements of each MMP performance standard within the 5-year SWIP period. You may write a brief description of a program you will implement or bullet point specific tasks you will complete. Two to three sentences is often sufficient to respond to the MMP performance standards but provide as much description as you need to ensure clarity of how the performance standard will be met. Note that the space in the tables below will adjust to the amount of text you write.

## SWME Solid Waste Implementation Plan

Name of SWME	Town of Hartford, Vermont Certification #ws-280
Year Chartered (if applicable)	<a href="#">Click here to enter text.</a>
Mission for Sustainable Materials Management	To provide services to 17 Towns, teach them the benefits of recycling and repurposing in the areas of recyclables, HHW, and MSW.
Names of Member Town(s)	Hartford, other Towns are served at the Hartford facility are covered by SWIPS prepared by other entities.
<input type="checkbox"/>	Attach cover page once SWIP has been pre-approved with title and date adopted by SWME.

## General

G1	<b>Disposal and Diversion Reporting.</b> <ol style="list-style-type: none"><li><b>DISPOSAL RATE:</b> To track progress with state waste reduction goals, SWMEs must report their disposal rate in SWIP years one and five. SWMEs may use the method in the <i>ANR Data Guidance</i> to calculate their disposal rate or another method approved by ANR. Disposal rate reports must be based on calendar year data and be submitted to ANR via ReTRAC by July 1<sup>st</sup>. <b>DOCUMENTATION (only required in annual SWIP reports):</b><ol style="list-style-type: none"><li>First (1<sup>st</sup>) Year SWIP Report: report year 1 annual per person per year disposal rate.</li><li>Fifth (5<sup>th</sup>) Year SWIP Report: report year 5 annual per person per year disposal rate.</li></ol></li><li><b>DIVERSION RATE:</b> SWMEs are not required to report diversion rates to ANR; however, it is strongly recommended that SWMEs track their diversion efforts to determine the success of their programs and services.</li></ol>
Plan to submit data:	0.47 pounds The town has a current disposal rate of .47 pounds per person per day and will continue to track its disposal rate via the calculation method provided by ANR(guidance attached). The Town will report a disposal rate for Year 1 and Year 5 of this SWIP

## 2019 Solid Waste Implementation Plan Template & Approval Process

<b>G2</b>	<p><b>SWIP Posting &amp; Publicity.</b> To ensure community members are aware of and can access the SWIP, each SWME must—within one month of their SWIP approval—<b>post their approved SWIP</b> on their website and <b>submit one press release</b> about their SWIP to local newspapers within two months of SWIP approval.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. First (1<sup>st</sup>) Year SWIP Report: supply website link of SWIP and attach press release along with date released and list of newspapers where it was sent.</li> </ol>
<b>Plan for Posting and Press Release:</b>	The Town uses our website ( <a href="http://www.hartford-vt.org">www.hartford-vt.org</a> ) and social media as primary means of disseminating information. Within one month of the final SWIP approval, the approved SWIP will be posted on the Town’s website. A press release will also be written and submitted to local newspapers within two months of SWIP approval.

<b>G3</b>	<p><b>A-Z Waste &amp; Recycling Guide.</b> To ensure community members have access to local information on state disposal bans and how to reuse, recycle, donate, compost, and safely dispose of their unwanted materials, each SWME will develop and maintain an A-Z guide on their website that lists regional management options for various materials. This guide must be updated on the SWMEs website within the first SWIP year and remain accurate throughout the SWIP term. The list must contain, at minimum, information on how to manage, recycle, or divert all <a href="#">state disposal</a> banned items in addition to information on where to recycle/reuse the following materials: clothing/textiles, asphalt shingles and drywall, sharps, pharmaceuticals, and food for donation.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Provide A-Z website link in annual SWIP report.</li> <li>2. A-Z website link must be easily found from the district, alliance or town’s website within 2 clicks or fewer from the homepage.</li> <li>3. Publicize the A-Z Waste &amp; Recycling Guide with at least two forms of outreach annually throughout the SWIP term.</li> </ol>
<b>Plan for Updating Webpage:</b>	The link is here ( <a href="https://hartford-vt.org/DocumentCenter/View/2159/A-to-Z-Materials-for-Proper-Disposal">https://hartford-vt.org/DocumentCenter/View/2159/A-to-Z-Materials-for-Proper-Disposal</a> ) and is located two clicks from the Town of Hartford website.
<b>Plan for Publicity:</b>	The Town will continue to maintain our website in with current standards. We will continue to use social media as a method for disseminating information and educating our residents. We will also continue to use selectboard meetings to educate as well. We will update the A-Z guide to include all keywords on the minimum required list by the end of SWIP year one (e.g. drywall, clothing, pharmaceuticals, etc.)

<b>G4</b>	<p><b>Variable Rate Pricing.</b> SWMEs must implement a variable rate pricing system that charges for the collection of municipal solid waste from a residential customer for disposal based on the volume or weight of the waste collected.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, explain the method used to ensure haulers and facilities are charging residents for trash based on volume or weight.</li> </ol>
<b>Description of System:</b>	All 7 haulers operating in the Town of Hartford have implemented VRP, which some are unwilling to share with us. These haulers have confirmed this verbally. The Town of Hartford charges by weight or bag size.

## 2019 Solid Waste Implementation Plan Template & Approval Process

<b>G5</b>	<p><b>Solid Waste Hauling Services.</b> To ensure community members have access to information on solid waste hauling services in their region or town, SWMEs <b>must annually update the contact information and trash, recycling, and food scrap pickup services offered by all commercial solid waste haulers operating within their region</b> on the SWME website. SWMEs may elect to establish licensing or registration programs to accomplish this requirement.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide website link to hauler contact list and services haulers provide.</li> </ol>
<b>Description of Updating Process:</b>	<p>A list of haulers may be found here (<a href="https://hartford-vt.org/2203/Recycling-Solid-Waste">https://hartford-vt.org/2203/Recycling-Solid-Waste</a>). The Town is updating our website with more information about food scrap disposal options. We review this list annually and update the website appropriately. A list of licensed haulers in the Town of Hartford is available at the link above.</p>

## Outreach – Recycling, Organics, HHW/CEG, EPR Programs

<b>O1</b>	<p><b>School Outreach.</b> To ensure all K-12 public and private school children, faculty and staff understand state disposal bans and how to reduce waste, reuse, recycle, compost, donate, and safely manage materials responsibly, <b>SWMEs must annually visit and work with K-12 public and private schools to implement school-wide waste reduction programs — covering, at minimum, disposal ban information, how to recycle correctly, how to separate food scraps for composting, how to reduce wasted food and donate what is appropriate, how to safely manage hazardous waste, and collection options available from Vermont’s Extended Producer Responsibility Programs for electronics, paint, batteries, mercury-containing bulbs and thermostats.</b> SWMEs must assist schools on a continual basis to ensure the effectiveness of waste reduction programs.</p> <p>SWMEs must conduct in-person outreach and education assistance to at least 10% or 2 schools (whichever is greater) within their jurisdiction each year, ensuring that at least 50% of the schools are reached by the end of the SWIP term. SWMEs should prioritize outreach to schools that have not yet been visited. For SWMEs with fewer than 10 schools, assistance should be offered on an annual basis to at least 2 schools per year, with re-visits to schools if all schools in the jurisdiction are reached early in the SWIP term.</p> <p>SWMEs may work with ANR’s Environmental Assistance Office to obtain information and technical assistance on HHW/CEG handling, disposal, waste reduction, recycling, and finding cost effective disposal options.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Provide a list of schools contacted, dates visited, informational materials provided (such as VT Waste Not Guide), technical assistance or outreach offered, and status of recycling and food scrap diversion programs in annual SWIP report.</li> </ol>
<b>Description of Outreach Plan:</b>	<p>The Town of Hartford DPW team always works closely with our schools. We are committed to communicate with the schools with in-person outreach every year. We are committed to provide information to the schools regarding the bolded items above. We are also committed to tracking school progress when and whether follow up is needed. We continue to work with their facilities and administrative teams to ensure that the school have all the educational resources and disposal resources they need. This year, due to Covid, in person visits were not made to the schools. Phone outreach was held with Byron Baribeau (who handles the SW management for the Town of Hartford School system) to discuss their needs on June 30<sup>th</sup>, 2020. They are using GrowCompost to</p>

## 2019 Solid Waste Implementation Plan Template & Approval Process

<b>O1</b>	<p><b>School Outreach.</b> To ensure all K-12 public and private school children, faculty and staff understand state disposal bans and how to reduce waste, reuse, recycle, compost, donate, and safely manage materials responsibly, <b>SWMEs must annually <u>visit and work with</u> K-12 public and private schools to implement school-wide waste reduction programs — covering, at minimum, disposal ban information, how to recycle correctly, how to separate food scraps for composting, how to reduce wasted food and donate what is appropriate, how to safely manage hazardous waste, and collection options available from Vermont’s Extended Producer Responsibility Programs for electronics, paint, batteries, mercury-containing bulbs and thermostats.</b> SWMEs must assist schools on a continual basis to ensure the effectiveness of waste reduction programs.</p> <p>SWMEs must conduct in-person outreach and education assistance to at least 10% or 2 schools (whichever is greater) within their jurisdiction each year, ensuring that at least 50% of the schools are reached by the end of the SWIP term. SWMEs should prioritize outreach to schools that have not yet been visited. For SWMEs with fewer than 10 schools, assistance should be offered on an annual basis to at least 2 schools per year, with re-visits to schools if all schools in the jurisdiction are reached early in the SWIP term.</p> <p>SWMEs may work with ANR’s Environmental Assistance Office to obtain information and technical assistance on HHW/CEG handling, disposal, waste reduction, recycling, and finding cost effective disposal options.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"><li>1. Provide a list of schools contacted, dates visited, informational materials provided (such as VT Waste Not Guide), technical assistance or outreach offered, and status of recycling and food scrap diversion programs in annual SWIP report.</li></ol>
	<p>manage their food scraps and have individual containers in each classroom for food scraps, recycling, and trash.</p>

## 2019 Solid Waste Implementation Plan Template & Approval Process

<p><b>O2</b></p>	<p><b>Direct Business Outreach.</b> To ensure businesses and institutions (hospitals, nursing homes, colleges, correctional facilities, and other large waste generators) understand how to meet State requirements and reduce waste, recycle, compost, donate food/goods, and safely manage materials responsibly, <b>SWMEs must annually conduct business outreach and education either in person or via phone — covering, at minimum, disposal ban information, how to recycle correctly, how to separate food scraps for composting, how to reduce wasted food, how to safely manage hazardous waste, and collection options available from Vermont’s Extended Producer Responsibility Programs for electronics, paint, batteries, mercury containing bulbs and thermostats.</b> SWMEs must provide business outreach and education on a continual basis to ensure the effectiveness of waste reduction programs.</p> <p>SWMEs must conduct business outreach and education to at least 2% or 20 businesses/institutions (whichever is greater) within their jurisdiction each year and reach at least 10% of the businesses and institutions within their region by the end of the SWIP term. For SWMEs with fewer than 20 businesses, all businesses must receive outreach at least twice during the SWIP term.</p> <p>SWMEs should prioritize outreach to businesses that have not yet been contacted or visited or those whose status is not yet known.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide list of businesses/institutions contacted, date contacted, outreach materials provided (such as the VT Waste Not Guide), and the status of recycling and food scrap diversion programs and whether follow up is needed.</li> </ol>
<p><b>Description of Outreach Plan:</b></p>	<p>See attached spreadsheet for documentation.</p> <p>There are approximately 300 businesses in the Town of Hartford, and 5 public schools.</p> <p>This year, nearly 40 businesses were contacted, which was particularly challenging during Covid. We are committed to continuing to contact 2% or 20 businesses annually and 10% of all businesses by the end of the SWIP term. Outreach will be a combination of in person and phone. We are committed to providing outreach on all bolded topics and to track progress (and whether follow up is needed).</p>
<p><b>O3</b></p>	<p><b>Waste Reduction at Events.</b> To ensure community members have resources to reduce waste, recycle, and divert food scraps from the trash at events, SWMEs must, <u>at minimum</u>, offer technical assistance which could include signage and coordination with local haulers and facilities accepting food scraps. Though not required, SWMEs are encouraged to host waste-sorting stations at events with SWME staff or volunteers or to loan community members basic supplies such as signage and collection bins.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Provide information on SWME or town website of event waste reduction and diversion resources and services and provide link in annual SWIP report.</li> <li>2. In annual SWIP report, list events that have received assistance each year.</li> </ol>
<p><b>Description of Assistance:</b></p>	<p>The Town of Hartford website includes information here (<a href="https://hartford-vt.org/2388/Recycling-At-Events">https://hartford-vt.org/2388/Recycling-At-Events</a>). Most Town of Hartford sponsored annual events perform waste reduction, including summer concert series.</p>

## 2019 Solid Waste Implementation Plan Template & Approval Process

03	<p><b>Waste Reduction at Events.</b> To ensure community members have resources to reduce waste, recycle, and divert food scraps from the trash at events, SWMEs must, <u>at minimum</u>, offer technical assistance which could include signage and coordination with local haulers and facilities accepting food scraps. Though not required, SWMEs are encouraged to host waste-sorting stations at events with SWME staff or volunteers or to loan community members basic supplies such as signage and collection bins.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"><li>1. Provide information on SWME or town website of event waste reduction and diversion resources and services and provide link in annual SWIP report.</li><li>2. In annual SWIP report, list events that have received assistance each year.</li></ol>

# 2019 Solid Waste Implementation Plan Template & Approval Process

## HHW & CEG Hazardous Waste

<b>H1</b>	<p><b>HHW Collection Events and Facilities.</b> To ensure community members have convenient access to safely dispose of Household Hazardous Waste (HHW) and Conditionally Exempt Generator Hazardous Waste (CEG), SWMEs must provide a minimum of two (2) HHW/CEG hazardous waste collection events per year or access to a permanent HHW collection facility defined within this MMP as a facility that is open at least one day per week and open at minimum from May through October (ANR may consider approving requests for alternative operating days and seasonal openings and closures of permanent facilities when necessary). SWMEs that provide access to a permanent HHW collection facility in their region, are exempt from the requirement to offer all towns at least one annual collection event within 20 road-miles.</p> <p><b>Minimum Requirements for SWMEs utilizing Collection Events:</b> SWMEs must offer at least one event scheduled in the spring and one in the fall and events must operate for a minimum of 4 hours. SWMEs who only offer collection events or operate HHW facilities with operating hours similar to collection events must <u>annually</u> provide each of its towns with access to at least one collection event (or to a facility) within 20 road-miles; meaning a maximum distance of 20 road-miles from any point in the town. If a SWME provides additional events above the minimum requirement, waivers to the minimum duration for each event may be considered by ANR. To meet this 20 road-mile convenience requirement, certain regions may need to add collection events.</p> <p>SWMEs may share access to events and facilities provided a signed agreement confirming access by the SWME's community members is obtained; and provided that an event or facility is within 20 road-miles from any point in a town that would be using that event or facility.</p> <p>In the event an EPR Program is established for certain HHW materials, SWMEs would be required to ensure that collection exists for all <u>other HHW materials not covered</u> by the HHW EPR Program and to meet and maintain the above HHW collection and convenience standards.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"><li>1. In annual SWIP report, provide dates of events or link to facility hours on SWME website, number of participants and the amount of HHW/CEG hazardous waste collected.</li></ol>
<b>Description of Collection Plan:</b>	The Town of Hartford, is committed to holding two annual events (spring and fall) each year of the SWIP term for a minimum of four hours each. We are committed to completing the required HHW reports in ReTRAC.



## 2019 Solid Waste Implementation Plan Template & Approval Process

<b>H2</b>	<p><b>Collection of Landfill-Banned and Dangerous Materials.</b> Each SWME shall demonstrate that year-round collection options exist in their region for the following materials: <b>batteries, mercury containing lamps, mercury thermostats, 1- and 20-pound propane tanks, electronics, paint, tires, used oil, and white goods (including discarded refrigerators, washing machines, clothes dryers, ranges, water heaters, dishwasher, freezers).</b> Collection locations can be privately or publicly owned, such as auto parts stores collecting used oil, or hardware stores collecting paint and fluorescent lamps. However, if the only collection location for a required material closes during the SWIP term, then the SWME must provide a collection option for its residents. All collection locations must be open at least one weekday and one weekend day per week. In addition, all outreach promoting the collection of these materials must make clear that the collection of these materials is separate from curbside, or blue-bin, recycling.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide link to SWME's A-Z Guide's listings with name, location, phone number, and website (if available) of the locations, by material type.</li> </ol>
<b>Plan for Updating Collection Locations:</b>	<p>The information above may be found at the following website: <a href="https://hartford-vt.org/2203/Recycling-Solid-Waste">https://hartford-vt.org/2203/Recycling-Solid-Waste</a></p> <p>We are committed to annually update our A-Z guide for all items. We are committed to providing outreach that promotes the collection of these materials are separate from blue-bin recycling.</p>

## Food Donation

<b>F1</b>	<p><b>Food Rescue.</b> To ensure community awareness of food donation centers, SWMEs must, at minimum, list food donation groups on their website (this can be part of the A-Z Guide). SWMEs should contact and collaborate with local food redistribution groups to conduct outreach and education to food businesses and institutions about opportunities to donate quality food within the region to feed people. Related groups include Vermont Foodbank, hunger councils, food shelves, churches, schools, and other nonprofit and community organizations that accept and distribute donated food items.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide link to SWME's A-Z Guide's food donation listing, with name, location, phone number, and website (if available) of the food donation centers.</li> </ol>
<b>Plan for Updating Website:</b>	<p>Food disposal options may be found here: <a href="https://hartford-vt.org/2380/Reuse-Opportunities">https://hartford-vt.org/2380/Reuse-Opportunities</a></p> <p>We are committed to updating this list on the website annually.</p>

# 2019 Solid Waste Implementation Plan Template & Approval Process

## Textiles

<b>T1</b>	<p><b>Textile Reuse and Recycling.</b> To ensure community members have access to textile reuse and recycling centers where used clothing can be donated, SWMEs must <b>annually ensure that at least one collection location exists within their region.</b> Textile reuse/recycling locations can be either privately or publicly owned. However, if the only collection location closes or ceases collection during the SWIP term, then the SWME is responsible for providing a collection option for its residents or partnering with another group that may coordinate an annual drop and swap event. Collection <b>locations can also be shared amongst SWMEs</b> so long as the facility is within the same county or SWME region. SWMEs must <b>list where to donate and reuse/recycle “clothing/textiles” in their A-Z Guides.</b></p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"><li>1. In annual SWIP report, provide link to SWME’s A-Z Guide’s textiles reuse and recycling listing with name, location, phone number, and website (if available) of the textile reuse and recycling center.</li></ol>
<b>Plan for Ensuring Collection Exists:</b>	<p>Textile reuse information may be found here: <a href="https://hartford-vt.org/2380/Reuse-Opportunities">https://hartford-vt.org/2380/Reuse-Opportunities</a></p> <p>We are committed to updating this list on the website annually.</p>

## Construction & Demolition (C&D)

<b>C1</b>	<p><b>Leaf, Yard, and Clean Wood Debris Recycling.</b> To ensure community members have options to recycle leaf, yard, and clean wood debris that are banned from landfill disposal, SWMEs must <b>annually ensure that at least one leaf, yard, and clean wood recycling collection location exists within their jurisdiction.</b> This location can be either privately or publicly owned; however, if the only collection location closes or ceases collection during the SWIP term, then the SWME must provide a collection option for its community members. SWMEs <b>must list where to drop off clean wood in their A-Z Guides.</b> Recycling options can include dimensional lumber that is reused, clean wood that is burned to produce heat and/or power for buildings (including wood stoves), clean wood that is chipped to create mulch or compost feedstocks, and other options listed in the state’s <a href="#">Leaf, Yard, and Clean Wood Debris Guide</a>. Collection locations should be co-located with solid waste facilities that collect C&amp;D and trash to make clean wood recycling convenient.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"><li>1. In annual SWIP report, provide link to SWME’s A-Z Guide’s clean wood recycling listing with name, location, phone number, and website (if available) of the collection location.</li></ol>
<b>Plan for Ensuring Collection Exists:</b>	<p>Information about yard debris may be found here: <a href="https://hartford-vt.org/DocumentCenter/View/2159/A-to-Z-Materials-for-Proper-Disposal-">https://hartford-vt.org/DocumentCenter/View/2159/A-to-Z-Materials-for-Proper-Disposal-</a></p> <p>We are committed to updating this list on the website annually.</p>

## 2019 Solid Waste Implementation Plan Template & Approval Process

<b>C2</b>	<p><b>Asphalt Shingles and Drywall Recycling.</b></p> <p><b>Asphalt Shingles Recycling:</b> To ensure community members have options to recycle asphalt shingles, SWMEs <b>must ensure that at least one recycling collection location exists within their region.</b> Collection locations can be privately or publicly owned. However, if the only recycling collection location closes during the SWIP term, then the SWME must provide a collection option. Collection locations may be shared amongst SWMEs. ANR may suspend this requirement upon finding that insufficient markets exist for these materials.</p> <p><b>Clean Drywall Recycling:</b> To promote the recycling of clean drywall, <b>SWMEs must list where to drop off clean drywall for recycling in their A-Z Guides (even if drywall recycling collection locations are outside of the SWME region).</b> To encourage development of options for drywall recycling collection, SWMEs must contact drywall recycling collectors once during the SWIP term to determine costs for obtaining drywall recycling collection services in their region.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. In annual SWIP report, provide link to SWME's A-Z Guide's asphalt shingles and drywall recycling listing with name, location, phone number, and website (if available) of these recycling collection locations.</li> <li>2. Fifth (5<sup>th</sup>) Year SWIP Report: describe contact made to drywall recyclers for costs for recycling option.</li> </ol>
<b>Plan for Ensuring Collection Exists:</b>	Shingles and drywall are being collected.

## Residuals – Biosolids, Wood Ash, Short Paper Fiber

<b>R1</b>	<p><b>Residuals Recycling Meetings.</b> To promote the recycling of residual materials, each SWME must <b>attend and help ANR Residuals Program staff host and coordinate at least one regional public meeting on residuals recycling during the SWIP term.</b> ANR Residuals Program staff will help SWMEs organize the meetings, give a presentation, and identify speakers and invitees. SWMEs must reserve a space to hold the meetings and send invitations to water/wastewater and public works employees, town managers, select board members, septic and biosolids service providers, citizens, industrial waste generators, and others as appropriate. ANR Residuals Program staff will collaborate with SWMEs to develop a meeting agenda that best suits the needs or issues of the region and its towns. Meeting agendas could cover the benefits and challenges of recycling biosolids and other residual materials, like stabilized septage, wood ash, and short paper fibers, as well as education campaigns for the public on residual materials and keeping non-flushables and toxics out of the wastewater stream and septic systems.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Collaborate with Residuals staff to host/coordinate regional public meeting on residuals recycling.</li> <li>2. Report date of meeting and list of attendees in 5<sup>th</sup> year SWIP report.</li> </ol>
<b>Plan for Assisting with Meeting Coordination:</b>	Hannah will coordinate with Residuals team members and update the Town's website. We are committed to reserve a space, develop and invitation list, and help develop an agenda. We are committed to reporting the date of the meeting and a list of attendees in the year 5 SWIP report.

## 2019 Solid Waste Implementation Plan Template & Approval Process

<b>R1</b>	<p><b>Residuals Recycling Meetings.</b> To promote the recycling of residual materials, each SWME must <b>attend and help ANR Residuals Program staff host and coordinate at least one regional public meeting on residuals recycling during the SWIP term.</b> ANR Residuals Program staff will help SWMEs organize the meetings, give a presentation, and identify speakers and invitees. SWMEs must reserve a space to hold the meetings and send invitations to water/wastewater and public works employees, town managers, select board members, septic and biosolids service providers, citizens, industrial waste generators, and others as appropriate. ANR Residuals Program staff will collaborate with SWMEs to develop a meeting agenda that best suits the needs or issues of the region and its towns. Meeting agendas could cover the benefits and challenges of recycling biosolids and other residual materials, like stabilized septage, wood ash, and short paper fibers, as well as education campaigns for the public on residual materials and keeping non-flushables and toxics out of the wastewater stream and septic systems.</p> <p><b>DOCUMENTATION (only required in annual SWIP reports):</b></p> <ol style="list-style-type: none"> <li>1. Collaborate with Residuals staff to host/coordinate regional public meeting on residuals recycling.</li> <li>2. Report date of meeting and list of attendees in 5<sup>th</sup> year SWIP report.</li> </ol>

### Additional SWIP Requirements Outlined in Overview

<b>Solid Waste Facility Siting Criteria</b>	Describe siting criteria that will apply to solid waste facilities which may be proposed by any public or private entity in the SWME region. Siting criteria shall not be less stringent than the criteria in Vermont Solid Waste Management Rules.
<b>Description:</b>	The siting criteria for new solid waste facilities in the Town of Hartford, which may be proposed by any public or private entity, will not be less stringent than the criteria in the Vermont SWM Rules.

<b>Specify Facilities Included in SWIP &amp; How Proposed Facilities Will Be Reviewed</b>	<p>Explain the process and standards to be used to determine if newly proposed solid waste facilities would be included in the SWIP. The process may reference siting criteria and existing zoning ordinances, may require a host town agreement, or may defer to requirements in the Vermont Solid Waste Management Rules for some or all types of solid waste facilities. The standard(s) for being included in the SWIP should be clear. Under State law (10 V.S.A. §6605(c)), the Agency shall not issue a certification or recertification for a solid waste facility (except for a sludge or septage land application project) unless it is included in the municipal solid waste implementation plan.</p> <p><i>Note: The plan should also include any known solid waste landfills which have been closed since 1989 so that they can receive post-closure certifications.</i></p>
<b>Facilities and Process:</b>	There are currently two Solid Waste Facilities in the Town of Hartford: The Town of Hartford Solid Waste Facility and Casella.

<b>Public Participation in the SWIP</b>	Describe the process to be used to ensure public participation in the development and implementation of the SWIP. The local community should be notified of opportunities to participate
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## 2019 Solid Waste Implementation Plan Template & Approval Process

<b>Approval Process</b>	in the SWIP development and implementation. In accordance with state statute, SWMEs must hold at least two public meetings on the draft SWIP.
<b>Description of Process:</b>	Town of Hartford Staff will present the draft SWIP at two selectboard meetings and submit a summary and documentation of the date of the meetings to the DEC.

<b>Ordinances</b>	Include copies of any solid waste related ordinances with the SWIP.
<b>Copies of Ordinances:</b>	See attached.

<b>Conformance with Other Plans</b>	Demonstrate that the SWIP is in conformance with any regional plan adopted in accordance with 24 V.S.A Chapter 117. Demonstration may be in the form of a letter from the applicable regional planning commission regarding conformance of the solid waste implementation plan with the regional plan(s), copies of pertinent sections of the regional plan(s), or other documentation that proves conformance.
<b>Letter or other Documentation:</b>	<a href="#">Click here to enter text.</a>



## AGENDA MEMORANDUM

November 17, 2020

Town Selectboard Public Hearing Item: 4.e.

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

**Subject:** Hartford 2020 VCDP Revolving Loan Fund Guidelines

**Background:** The Town has received \$146,595 of Program Income from the Vermont Community Development Program for The Village at White River Junction Job Creation Project loan. This project was funded with Federal Housing and Urban Development (HUD) grant. Under HUD regulations, Municipalities may retain 50% of loan repayments from grants which are considered Program Income. 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, the type of activities for which the RLF will be used in accordance with state and federal regulations, and detailed procedures for use of the funds. Eligible 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. A portion of the funds can be used for grants especially for urgent needs such as those resulting from the COVID Pandemic.

**Discussion:** Given this new Program Income is regulated by different State and Federal rules than the existing Hartford Business Revolving Loan Fund, (HBRLF), a new RLF needs to be set up and funds segregated. This new RLF also needs to primarily benefit low-and-moderate income (LMI) people which is not the case with the HBRLF. To clearly distinguish the two RLFs, I have labelled the new RLF "Hartford 2020 VCDP Revolving Loan Fund (VCDP-RLF)."

On October 20, 2020, the Selectboard agreed to proceed with the new VCDP-RLF to be used mostly for economic development activities, and some housing initiatives as well. The Selectboard also agreed to model the VCDP-RLF program management structure and detailed procedures after the current HBRLF, and integrate the necessary language and procedures to reflect the LMI and other state and federal requirements. I also included modifications to reflect current Town financial management practices and procedures. Additionally, the proposed new RLF includes the option to designate the current HBRLF Committee as the Hartford 2020 VCDP Revolving Loan Fund Committee since the review functions are generally the same regardless of the type of loan. Attached are the draft Hartford 2020 VCDP Revolving Loan Fund Guidelines. If the Selectboard approves the draft, I will forward them to the state for review and acceptance. Following state acceptance, I will come back to the Selectboard for approval of the second round of qualified recipients from the lottery applicants not funded in the first round of the Hartford Business Economic Recovery Grant.

**Financial Impact:** Increases the amount of funds available to stimulate economic development now and in the future.

**Recommendation:** Approve the attached draft Hartford 2020 VCDP Revolving Loan Fund Guidelines for submittal to the state for approval, and authorize non-substantive changes in formatting and grammatic corrections.

Attachment: Draft Hartford 2020 VCDP Revolving Loan Fund Guidelines

**TOWN OF HARTFORD**  
**HARTFORD 2020 VCDP REVOLVING LOAN FUND GUIDELINES**  
(Draft November 13, 2020)

**A. Introduction**

In October of 2020, the Town of Hartford received \$146,595 of Program Income from the Vermont Community Development Program (VCDP Grant # 07110-IG-2018-Hartford-06) for The Village at White River Junction Job Creation Project loan. This project was funded with Federal Housing and Urban Development (HUD) dollars. Under HUD regulations, Municipalities may retain 50% of loan repayments from grants awarded in Federal FY93, and thereafter are considered Program Income in perpetuity, so long as they exist. This Program Income and Unrestricted Revenue generated by VCDP grants must be used for one or more eligible activities as defined in Section 105 of Title 1 of the Housing and Community Development Act (42USC §5305(a)). These activities may occur on a municipal or regional level. Funds determined to be Program Income shall be subject to all federal rules and regulations, and state policies that govern the use of these VCDP funds. Specific uses for this Program Income and/or Unrestricted Revenue shall be subject to the terms of the Closeout Agreement between the Agency and the Town in accordance Closeout Agreement # CL 2018-Hartford-00001 for VCDP Grant # 07110-IG-2018-Hartford-06.

Use of this Program Income will be managed in accordance with the following Program Guidelines for the “Hartford 2020 VCDP Revolving Loan Fund” (VCDP-RLF). In General, specific uses of funds may include, but not be limited to, the implementation, management and administration of loan activities principally involving small business development, affordable housing, and infrastructure improvements to support community and economic development. Primary beneficiaries will continue to be low-and-moderate income people or urgent need. As the loans are repaid by the borrowers, 100% of the dollars is returned to the VCDP-RLF. The VT Department of Housing and Community Affairs (DHCA) may review the VCDP-RLF project activities and administration for compatibility with these standards, other conditions of the closeout agreement, local conditions, and compliance with federal program regulations

**B. Hartford 2020 VCDP Revolving Loan Fund Program Objectives**

The specific objectives of each project funded with the Hartford 2020 VCDP Revolving Loan Fund (VCDP-RLF) may vary, but the common objectives of the VCDP-RLF collectively are to make credit and some grants available for the purposes of:

- Stimulating private sector capital formation.
- Aiding small businesses and affordable housing development.
- Redevelopment of blighted or vacant land or facilities to put into productive use.
- Stabilizing and diversifying an area’s economy by providing employers with capital for start-up and/or expansion of locally owned businesses.
- Providing affordable housing for or aiding businesses owned and operated by minorities, women, or by persons who are economically disadvantaged.
- Providing capital for manufacturing and service companies using new technologies with an emphasis on growth industries.

- Coordinating activities with other development agencies, loan programs, and private lenders in the community meeting the program objectives.

Given the small size of the VCDP-RLF program and the limited resources of each project, the VCDP-RLF is not intended to match or replace the capacity of banks, investment houses, credit unions or other lending organizations. The RLF is designed to fill gaps in existing local financial markets and /or to attract capital which otherwise would not be available.

The VCDP-RLF 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 private sector development. Funds also may be used for development of affordable housing and other HUD eligible activities.

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

### **C. VCDP-RLF Program Management Structure**

The Hartford Selectboard will appoint a five member VCDP-RLF Committee. Town of Hartford residents, business owners, or individuals employed in the Town are eligible for appointment. The Selectboard may opt to designate the existing Hartford Business Revolving Loan Fund Committee to be the VCDP-RLF Committee. In addition to the five voting members of the VCDP-RLF Committee, the Town of Hartford Planning and Development Director shall serve as staff to the Committee. The Town may contract with a third party to assist in the administration of the VCDP-RLF.

#### **1. Committee Officers**

The VCDP-RLF Committee shall elect a Chairperson and Vice Chairperson from among the Committee members. The Vice-Chair shall serve in the absence of the Chairperson.

#### **2. Terms of Committee Members and Replacement**

The initial membership of the VCDP-RLF 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.

If a member is unable to serve a full term, the Selectboard shall appoint someone to serve the unexpired portion of that term.



### **3. Authority**

The VCDP-RLF 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 VCDP-RLF Committee, and subsequent approval by the Hartford Selectboard.

### **4. Loan Approval**

Applications for loans shall be recommended for approval with no less than three affirmative votes. The votes of the VCDP-RLF Committee members shall be recorded and reported to the Selectboard.

### **5. Quorum**

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

## **D. Eligible Activities**

The VCDP-RLF may be used for any qualifying business or project meeting the VCDP-RLF Program Objectives in Section B, which benefit at least 51% low- and moderate-income people in accordance with HUD regulations. The primary use of the fund is to enable the creation and retention of businesses and jobs in the Town.

## **E. Borrower Eligibility**

To be eligible for consideration, the applicant must:

- demonstrate to the VCDP-RLF Committee's satisfaction a commitment, intent, and ability to repay the loan;
- operate or demonstrate intent to operate a business in Hartford;
- demonstrate ability to meet state and federal low- and moderate-income benefit requirements;
- use the borrowed funds for the portion of the business in Hartford, or show that Hartford residents will be the primary beneficiaries of the loan;
- be current on Hartford taxes; and
- have a satisfactory credit history.

## **F. Loan Structure**

### **1. Security**

Security on loans will be determined by the VCDP-RLF 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 VCDP-RLF Committee. Personal guarantee of loans is required by all business owners having 20% or greater interest in the business.

## **2. Types of Loans**

The VCDP-RLF 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 VCDP-RLF 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 or grant funds.

## **3. Funding Limits**

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

## **4. Restrictions**

Sale or transfer of controlling interest in a business with an active VCDP-RLF 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 objectives as stated in Sections A and B of this document, without the expressed written consent of the Town also will trigger immediate repayment of the loan. Providing none of the above has occurred, the VCDP-RLF Committee will consider extending a loan upon written request and a current business plan for borrowers experiencing financial hardships.

## **G. Loan Application Procedure**

### **1. Loan Application**

All loan requests must be accompanied by the VCDP-RLF 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. An application fee is required with application submittal to cover the cost of the credit report and processing. The fee is payable to the Town and is non-refundable.

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; and the amount of the loan requested.
- b. Business Plan: Describe short and long-term goals of the business, the business environment, size and character of the market, major competitors, major customers,

uniqueness of product or service, special skills 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 Purchases: Specify land, buildings, equipment, etc. to be purchased as part of the project and funding source(s) to be used.
- e. Benefit to the Town, Number of Jobs and Meeting Low- and Moderate-Income Benefit: Provide details and completed forms provided by the Town for this purpose. The applicant will be responsible for providing the documentation to ensure meeting the Low- and Moderate-income benefit requirements.

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 VCDP-RLF 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 Special Flood Hazard Area (100-year flood plain). 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 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 VCDP-RLF Committee on a case-by case basis. The VCDP-RLF Committee will reach one of three decisions within 30 days:

- a. Recommended for Approval – subject to the VCDP-RLF 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 VCDP-RLF staff person will set up an appointment to obtain this information.
- c. Declined – at which time the VCDP-RLF Chairperson will send a letter informing the applicant that the request was not approved and the reasons for this decision.

Within 10 days of the VCDP-RLF Committee’s action, a letter will be sent to the applicant relaying the decision.

#### **4. Loan Closing and Documentation**

The Town 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.

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 as automatic bank withdrawals unless other arrangements are authorized by the Town. Loans will 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 as a condition of approval.

### **H. Loan Servicing**

#### **1. General Procedures**

Loan payments shall be due every month. A fee 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 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 Finance Department, Dept of Planning and Development and designated agent and reported on a monthly summary report. This report is confidential and distributed to the VCDP-RLF Committee members.

## **3. 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.

## **4. Collection and Foreclosure**

The VCDP-RLF Committee is authorized to identify options to settle and compromise on outstanding loans and make recommendations to proceed against debtors in small claims court for amounts up to the maximum allowed by state statute. Any action is subject to the Town Manager's approval or the Selectboard if determined by the Town Manager or the Town's Procurement Policy to be warranted.

Foreclosure proceedings will be governed by applicable State Statutes, and may be considered for, but not limited to, the following circumstances:

- abandonment of the property;
- refusal to pay note;
- sale of mortgaged property if loan assumption is not approved by the Town;
- death of borrower and the estate does not pay the note; or
- when a first mortgage holder threatens foreclosure and the Town holds second or third mortgage.

## **5. 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 and the Town Manager. Any restructuring of loans over \$20,000 must be approved by the Hartford Selectboard.

## **6. Bad Debts**

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

## **I. General Loan Program Provisions**

### **1. Appeals**

When an applicant disagrees with a decision of the VCDP-RLF Committee, the following procedures shall be taken:

- a. The applicant shall contact the Town of Hartford Planning and Development Director, or designee, and request an appearance before the VCDP-RLF Committee for the purpose of appealing the Committee's decision.
- b. The VCDP-RLF Committee shall meet to hear the appeal as the first order of business at its next regularly scheduled Committee meeting or specially convened meeting
- c. Should the applicant disagree with the Committee's decision on the appeal, the applicant may appeal the decision to the Town Manager.

### **2. Non-discrimination**

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

### **3. Vermont Open Meeting Law and Confidentiality**

All VCDP-RLF Committee meetings to consider loan requests shall follow current Vermont Open Meeting Law. The Committee may go into Executive Session to discuss confidential or proprietary information. Disclosure of any information relating to an application, to transactions by, and decisions of the VCDP-RLF Committee shall remain confidential. Any action on the application must be done in open session, and only the loan recommended for approval, the amount, borrower, rate and term may be disclosed.

### **4. Government Programs and Other Funding Sources**

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

### **5. Conflict of Interest**

Members of the VCDP-RLF 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 VCDP-RLF.

## 6. Amendments

Amendments to these Guidelines may be proposed at any time by the VCDP-RLF Committee and recommended by a majority vote to the Hartford Selectboard for approval. Amendments will be approved by a majority vote of the Selectboard. Any amendments must be submitted to the Vermont Agency of Commerce and Commerce, Community Development Program to ensure continued compliance with state and federal regulations as outlined in Closeout Agreement # CL 2018-Hartford-00001 for VCDP Grant # 07110-IG-2018-Hartford-06.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by the Hartford Selectboard

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Clerk

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## **AGENDA MEMORANDUM**

**November 17<sup>th</sup>, 2020**

**Town Selectboard Meeting Item: #x**

**Submitted by: Hannah Tyler, Director of Public Works**

- Subject:** Request to appoint John MacLean, Town Manager as the Alternative Authorized Representative for Loan Number (WPL/RF3/RF1) RF1-271-1 (Long Term CSO Plan Funding Source)
- Background:** The Town of Hartford is required to have a Long Term CSO Plan developed to comply with the 1272 Order Permit #3-1225 issued to the Town.
- The Town contracted with A+E Engineers upon completing an RFQ process for water resource engineers and applied for a loan under the State Clean Water State Revolving Fund which can offer up to 100% reimbursement on some items and a 5-15 year loan at 0% for planning if needed.
- The Selectboard approved the loan application and appointed Brannon Godfrey, Former Town Manager as the Alternative Authorized Representative for Loan Number (WPL/RF3/RF1) RF1-271-1 at its February 25<sup>th</sup>, 2020 meeting.
- Further, the Selectboard approved the flexibility to amend the loan if additional services or equipment be identified.
- Additional engineering services have been identified, approved by the State, and contracted for (signed by former Town Manager, Pat MacQueen).
- Discussion:** Board approval is required to formally to appoint John MacLean, Town Manager as the Alternative Authorized Representative for Loan Number (WPL/RF3/RF1) RF1-271-1 which enables him to sign the application for an amendment to the loan.
- Impact:** The loan amendment application request is still well below the anticipated 100% reimbursement limit of \$100,000. Currently the project is to be funded from reserves until reimbursements are received.
- Recommendation:** It is staff's recommendation that the appointment be made to assist prompt progress of the Long Term CSO Plan.

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Town Manager



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Date: 11/17/2020

## October 20, 2020 Regular Meeting

### **Quechee Fire Station Living Space**

Selectboard Chair, Kim Souza made the motion 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. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

### **Pool Bond Town Vote**

Selectboard Member, Alan Johnson made the motion that the Selectboard delay the pool project until the March 2021 election with the intent of asking the Bond question. Selectboard Vice Chair Simon Dennis seconded the motion. 4 were in favor (Johnson, Dennis, Barrow & Behrens), 3 were opposed (Souza, Major & Fraser). The motion passed.

Kim Souza moved that the Selectboard request the interim Town Manager send a letter of intent to Breadloaf Construction indicating that, if the Pool Bond is approved by voters in March 2021, that we would use their services and request that they maintain a bid as close to the original amount as possible. 2nd by Emma Behrens. All in favor. Passed unanimously.

Never  
Done

### **Award Hartford Well #2 Clean and Redevelop Contract.**

Selectboard Clerk, Kim Souza made the motion to accept the proposal from Maher Services, Inc. to perform the Well #2 cleaning and redevelopment. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

### **Cargill Salt Contract Award**

Selectboard Vice Chair, Simon Dennis made the motion to Authorize the purchase of winter deicing salt from Cargill. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.

### **Round #2 of Special \$2K COVID RECOVERY GRANTS**

Selectboard Member, Alan Johnson made the motion that the Selectboard direct the Town Manager to pursue the next round of Hartford Business Economic Recovery grants to the remaining applicants that meet the new RLF income requirements. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

Selectboard Clerk, Kim Souza made the motion to direct the Town Manager using the current Hartford Business Revolving Loan Fund structure develop guidelines for the new revolving loan fund incorporating requirements for



## AGENDA MEMORANDUM

October 6th, 2020

### **Town Selectboard Meeting Item: Outdoor Pool Project** **Submitted by: Scott Hausler, Director of Parks & Recreation**

*Tabular  
& motion on 10/20*

**Background:** At the 2020 Town Meeting a presentation reviewed the two (2) year project history of the pool project that consisted of the establishment of an Ad Hoc Pool Committee, Public Meetings, Community Surveys, Selectboard Presentations, and a Project Timeline. At the 2020 Town Meeting Voters approved a \$3.3 million dollar bond by Australian Ballot Voting to build a new municipal pool. The project includes the removal of the existing pool and construction of a new pool within the same footprint of the existing pool boundaries. The new pool will have all the amenities that were identified as important features during public meetings and surveys conducted during the project development. Major functions of project planning were completed with the preliminary design and engineering funded by 2019 Town Meeting Voter Approved Local Options Tax Funds for the preliminary design and engineering phase. This identified a cost estimate of \$3.3 million dollars. The next steps included securing a contractor for the final design and layout. The Town developed a Request for Qualification (RFQ) for the selection process for final design/build of the pool. The selection process was used based on the need for a specialized contractor for the construction of an outdoor aquatic facility. This process attracted 3 firms. The firms were vetted through scoring method to select the most qualified firm and sub-contractors to complete the project. The review of submissions included Town Staff and members of the Pool Committee. Following this process, the review identified Bread Loaf Construction as the top selection. A team interview was conducted which allowed Bread Loaf and the Selection Committee the opportunity to discuss the project, review the proposal and ask questions. A not to exceed project amount of \$3,177,000 is proposed, which is \$123,000 below previous estimated cost. The project timeline proposes some base work to begin in 2020 with main construction to begin toward the end of the 2021 school year with some preliminary work during non-school operation prior to the summer of 2021. Project completion for summer operation in 2022. The Zoning Administrator confirmed a permit is required but the Planning Commission and Zoning Board of Adjustment will not require Public Hearings regarding the project. Additionally, the District Coordinator for the Natural Resources Board has indicated that the project is not a material change and will not require Act 250 amendments.

**Discussion:** The Town Manager will need authorization from the Selectboard to negotiate a contract amount that does not exceed \$3,177,000 as proposed and enter into an agreement with Bread Loaf Construction to construct the new pool facility. Additionally, authorize the Town Manager to initiate the application process to the Vermont Municipal Bond Bank Pooled Loan Program for this project.

#### **Financial**

**Impact:** Remaining LOT funds of \$13,000 for any anticipated permitting. Vermont Bond Bank Illustrative Debt Service Schedule estimates for a \$3,177,000 bond. First (1) estimated payment of interest 6/30/2022 in the amount of \$64,092. Second (2) estimated payment of principal and interest 6/30/2023 \$209,661. Twenty-year (20) bond at 2.09% Net Interest Cost. \$3,177,000 of Principal, \$746,039 of Interest.

#### **Recommend**

**Motions:** 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.

M ■

**Attachments:** Vermont Bond Bank Spreadsheet, Bread Loaf Proposal, Pool RFQ



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Monday, November 2, 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; John MacLean, Interim Town Manager; Lana Livingston, Administrative Assistant; Simon Dennis, Selectboard Vice Chair.

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

**Note:** Alan Johnson, Selectboard Member left the meeting after the Selectboard Comments.

**CATV Link:** <http://catv.cablecast.tv/CablecastPublicSite/show/13178?channel=1>

- I. Call to Order the Selectboard Meeting:** Selectboard Chair, Dan Fraser called the meeting to order at 6:05 PM.
- II. Pledge of Allegiance:** Selectboard Chair, Dan Fraser led the Pledge of Allegiance.
- III. Local Liquor Control Board: N/A**
- IV. Order of Agenda:** Selectboard Vice Chair, Simon Dennis asked to table item V.4.e.
- V. Selectboard**

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

Selectboard Comments: Selectboard Member, Alan Johnson announced that due to health issues he would not be able to help out at the elections on Tuesday. He also announced that he would be resigning from the Board immediately, not on Dec. 5<sup>th</sup> as he announced at the previous Selectboard Meeting. Mr. Johnson left the meeting at this time. Selectboard members Major and Dennis thanked him for his time on the Board. **Selectboard Chair, Dan Fraser accepted his resignation as a motion, Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

Selectboard Member, Joe Major thanked Town Clerk, Lisa O'Neil and her team for conducting an election during a pandemic which has not happened in this last century. Mr. Dennis urged everyone to go out and vote.

Citizen Comments: David Briggs of White River Jct. called concerning Gates Street & Fairview Terrace closer to one-way traffic. He called to support for restoration of this part of the road to be re-opened to two-way traffic and to be completed as soon as possible. He supports no further delays and hopes to get it on the CIP this next fiscal year. Mr. Briggs also read letters in support of reopening the road to 2-way traffic from both Darcy Pooler and Sarah Smith. Tom McCleary of White River Jct. also called in to support the reopening of the road to 2-way traffic.

## **2. Appointments: N/A**

- 3. Town Manager's Report:** Interim Town Manager John MacLean addressed the Selectboard in support of the team of employees working for the Town. He also introduced the budget that was put forward by Patrick MacQueen, the last Interim Town Manager.

### **Significant Activity Report Link:**

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/197>

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

### **a. Budget Presentation:**

IT (10-181) Dillon Walsh, IT Director presented the FY22 budget for the IT department which covers every department in the Town. Suggestion from the Finance Director is to set up a reserve account for this department. Suggestion from the Interim Town Manager to develop a master plan/blueprint for IT needs.

Parks & Rec (Fund 10: 511, 512, 514, 515, 516, 521, 524, 527, 528, 530, 531) Scott Hausler, Director of Parks & Recreation presented the FY22 Budget for his department.

Planning & Development (Fund 10: 611, 621, 622, 623, 624, 625, 626, 627) Lori Hirshfield, Director of Planning and Development presented this budget.

Town Manager (FUND 10: 111, 115, 121, 141, 161, 175, 831, 912, 341, 411, 412, 413, 423, 424, 425, 421, 712) Gail Ostrout, Finance Director presented this budget.

The next Budget presentation, for Public Works, will be on Tuesday, November 17<sup>th</sup>.

b. Town Forest Management Plan – Discussion and Action.

The Town Forest is a 423-acre parcel, managed by the Hartford Conservation Commission (HCC) and one of two parcels in the Town's Hurricane Watershed. The other parcel is the 142-acre Hurricane Forest Wildlife Refuge managed by the Parks and Recreation Department.

A major goal of the FMP is to be aware of and balance natural resource management with recreational use. To support this goal, the HCC has undertaken separate but complementary initiatives. These include a Recreation Management Plan in 2002, which is currently being updated. In addition, the HCC commissioned the following studies: Biological Inventory of Amphibians, 2010; Forest Bird Habitat Assessment, 2010; and a Wildlife Habitat Assessment and Bat Inventory, 2011.

The purpose of this agenda item is to present the revised FMP to the Selectboard and ask the Selectboard to consider adopting it. The Plan breaks the Town Forest into five timber stands, includes a detailed inventory of each stand and has goals and a schedule of management activities. The HCC is planning a small selection timber harvest in the winter of 2022. The reasons for the timber harvest include: increase diversity of trees species and habitat to improve resilience, improve wildlife and bird habitat, serve as a public demonstration of sustainable forestry and local renewable forest products and generate income for conservation projects.

**Selectboard Member, Joe Major made the motion to adopt the 2020 Hartford Town Forest Resource Assessment and Forest Management Plan as presented. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.**

c. VCDP Program Income Plan for New Town Revolving Loan Fund

*This agenda item has been moved to Tuesday, November 17, 2020.*

d. Reconsideration of authorizing the Town Manager to execute the contract for the Sherman Manning Pool

*This agenda item has been tabled until the November 17, 2020.*

e. Consider of waiving procurement policy to hire firm for National Town Manager search.

**Selectboard Vice Chair, Simon Dennis made the motion to retroactively waive our procurement policy for the purpose of contracting with Municipal Resources Inc. (MRI) without going through the normally required bidding process. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.**

- f. Authorization to approve a change order to original contract executed 5/5/2020 for Town Manager Regional Search Services.

**Selectboard Vice Chair, Simon Dennis made the motion to authorize the Town Manager to increase the original contract from \$11,100 to \$15,900 and pay the additional \$4,800 to Municipal Resources Inc. (MRI) for the Town Manager Search. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

## **VI. Commission Meeting Reports**

Selectboard Vice Chair asked if a meeting on December 14<sup>th</sup> would be acceptable to the Board for in person interviews for the Town Manager. The Board all agreed that would be a date they could all make.

## **VII. Consent Agenda (motion required): Selectboard Member, Joe Major made the motion to accept the Consent Agenda. Selectboard Vice Chair, Simon Dennis seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 10/31/2020

Approve Meeting Minutes of: 10/20/2020

Approve A/P Manifest of: 10/30/2020 & 11/2/2020

Selectboard Meeting Dates of:

Already Approved:

11/5/2020 Thursday - Budget Meeting

11/17/2020 Tuesday – Regular & Budget Meeting

11/19/2020 Thursday - Budget Meeting

## **VIII. Executive Session: N/A**

## **IX. Adjourn the Selectboard Meeting (motion required)**

**Selectboard Member, Emma Behrens made the motion to close the Selectboard Meeting at 10:40 P.M. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

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



**TOWN OF HARTFORD  
SELECTBOARD BUDGET  
MEETING MINUTES**

Thursday, November 5, 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; John MacLean, Interim Town Manager; Lana Livingston, Administrative Assistant;

**Present via ZOOM:** Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member; Simon Dennis, Selectboard Vice Chair.

**Absent:** Alicia Barrow, Selectboard Member

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

**II. Pledge of Allegiance:** led by Dan Fraser.

**III. Order of Agenda**

**IV. Selectboard**

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

No Public Comments.

Selectboard Comments: Emma Behrens thanked the team that were at the polls. Everything went smooth and they all did an amazing job.

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

- a. New Health Reimbursement Account (HRA) Administrator (motion required)

Historically the Town has utilized HealthEquity in partnership with Blue Cross Blue Shield as the custodian of the Health Savings and Health Reimbursement Accounts



(HSA, HRA) and prefunded an account held by Health Equity to satisfy claims. As the funds were depleted the Town would submit payments by check to HealthEquity on the regular Accounts Payable (AP) cycle. The change in Health Plan Providers to MVP entails a change in the custodian of the accounts, to MVP as HSAIHRA custodian.

The change in custodian comes with a change in the process for funding the HSA and HRA. The new plan custodian requires pre-funding and weekly reimbursement as the account is utilized. Weekly on Monday morning the custodian will send a report to the Human Resource Department notifying of the usage and the amount required to be deducted from HRA or HSA accounts that afternoon (same business day) by ACH. This will require Town Treasurer authorization to transfer funds as needed outside of the regular Accounts Payable cycle from the General Fund Bank Account to the HRA and HSA Bank Accounts. These expenditures will be included in the next regular AP cycle.

**Selectboard Member, Joe Major made the motion to authorize the Chair or Vice Chair to authorize the Town Treasurer to make banking transfers as needed from the General Fund to either the Health Reimbursement Bank Account or the Health Savings Bank Account outside of the regular Accounts Payable Schedule. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.**

b. Budget Presentation: (information only)

Hannah Tyler, Director of Public Works presented the Budget for DPW.

Public Works -	General Fund 10
	Enterprise Funds
	<ul style="list-style-type: none"><li>• Fund 30 Solid Waste</li><li>• Fund 50 Water</li><li>• Fund 55 Quechee Water</li><li>• Fund 60 WRJ Waste Water</li><li>• Fund 65 Quechee Waste Water</li></ul>

c. Selectboard Meeting Dates of:

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

V. Executive Session: N/A

VI. Adjourn the Selectboard Meeting (motion required)

**Selectboard Clerk, Kim Souza made the motion to close the meeting at 7:45 P.M.**

**Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.**

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**Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.**

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 1  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0174	Revaluation Reserve				
009570	CHARLES MERRIMAN, PLC		11/13/2020		1044
22	LEGAL FEES - OCT'20	0.00	\$2,040.00	0.00	2,040.00
Desc:	LEGAL FEES - OCT'20	Acct: 25-985-100-0174	Revaluation Exp		
	Vendor Total:		2,040.00	0.00	2,040.00
25-0174	Fire & Ambulance	Bank Total:			2,040.00
25-0221	Fire & Ambulance				
053170	WHITE RIVER MOTORS, INC	WHITE RIVER MOTORS, INC	11/13/2020		1006
141081	FIRE PREVENTION VEHICLE	0.00	\$27,500.10	0.00	27,500.10
Desc:	FIRE PREVENTION VEHICLE	Acct: 25-985-100-0221	Fire & Ambulance		
	Vendor Total:		27,500.10	0.00	27,500.10
25-0221	Highway Infastructure	Bank Total:			27,500.10
25-0311	Highway Infastructure				
003755	B.U.R. CONSTRUCTION, LLC		11/13/2020		1034
2020-10 B	US RT 5 & SYKES MTN AVE 11.03.20	80.00	\$80.00	0.00	80.00
Desc:	20% Town Match - Upper Sykes	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
	Vendor Total:		80.00	0.00	80.00
25-0311	Conservation & Development	Bank Total:			80.00
25-0611	Conservation & Development				
501065	REDSTART, INC		11/13/2020		1003
8639	TINY GRANTS - VCF	0.00	\$150.00	0.00	150.00
Desc:	TINY GRANTS - VCF	Acct: 25-985-611-0611	AVCC Tiny Grant - VCF		
	Vendor Total:		150.00	0.00	150.00
25-0611	Quechee Garden Project	Bank Total:			150.00
73-0100	Quechee Garden Project				
022145	HENDERSON'S TREE SERVICE, LLC	JAMES HENDERSON	11/13/2020		1014
82169-9	Container work for bridge	0.00	\$189.00	0.00	189.00
Desc:	Container work for bridge	Acct: 73-516-318-0100	QUECHEE GARDEN PROJECT		
82167-11	Slope work	0.00	\$449.00	0.00	449.00
Desc:	Slope work	Acct: 73-516-318-0100	QUECHEE GARDEN PROJECT		
	Vendor Total:		638.00	0.00	638.00
73-0100	Dog Park	Bank Total:			638.00
73-7302	Dog Park				
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD	11/13/2020		1052
310025,00342520	WATER - DOG PARK	0.00	\$11.98	0.00	11.98
Desc:	WATER - DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
	Vendor Total:		11.98	0.00	11.98

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**  
Check Date: 11/13/2020 - 11/13/2020

Page: 2  
User: florentina  
ReportAPINHDD\_PmtByDate

Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name				Disc. Amt	Net Amt.
<b>Detail:</b>	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		11/13/2020		1053
9600044482	OCT'20	TRASH PICK UP - OCT'20 - DOG PARK	0.00	\$68.95	0.00	68.95
	Desc:	TRASH PICK UP - OCT'20 - DOG PARK	Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
		Vendor Total:		68.95	0.00	68.95
<b>73-7302</b>	<b>GENERAL FUND - MASCOMA</b>			<b>Bank Total:</b>	<b>80.93</b>	
<b>FUND 1 0</b>	<b>GENERAL FUND - MASCOMA</b>					
000884	ADVANCED ELECTRONIC DESIGN, INC			11/13/2020		71001
8269866	Mobile Data Computer - New Ladder 1		0.00	\$4,977.23	0.00	4,977.23
	Desc:	Mobile Data Computer - New Ladder 1	Acct: 10-221-320-0100	EQUIP OPERATION-COMMUNICATION		
		Vendor Total:		4,977.23	0.00	4,977.23
001170	AIRGAS, INC.	AIRGAS USA, LLC		11/13/2020		71002
9106722192	OXYGEN		0.00	\$21.41	0.00	21.41
	Desc:	OXYGEN	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
		Vendor Total:		21.41	0.00	21.41
001303	ALDRICH + ELLIOTT, PC			11/13/2020		71003
18018.003,79465	S MAIN STR STEP III - OCT'20		43,759.56	\$43,759.56	0.00	43,759.56
	Desc:	S MAIN STR STEP III - OCT'20	Acct: 50-954-543-0010	CAPITAL -PRE RF3-390-3.0		
	Desc:	S MAIN STR STEP III - OCT'20	Acct: 60-965-544-0010	CAPITAL OUTLAY - RF1-222-3.0		
	Desc:	S MAIN STR STEP III - OCT'20	Acct: 13-921-360-0100	S. Main St Infrastructure- Construction		
19059,79154	WRJ WWTF STORMWATER		630.70	\$630.70	0.00	630.70
	Desc:	WRJ WWTF STORMWATER	Acct: 60-961-318-0000	CONTRACTED SERVICES		
		Vendor Total:		44,390.26	0.00	44,390.26
001362	603 LOCK & KEY			11/13/2020		71004
1025-1	STATION 2 DOOR REPAIRS 50%DEPO:		0.00	\$2,179.76	0.00	2,179.76
	Desc:	STATION 2 REPAIRS	Acct: 10-221-418-0000	PROPERTY & LIABILITY INSURANCE		
		Vendor Total:		2,179.76	0.00	2,179.76
002180	AMERICAN RETROWORKS INC		GOOD POINT RECYCLING	11/13/2020		71005
76255	NON-CED ITEMS - SEPT'20		79.85	\$79.85	0.00	79.85
	Desc:	NON-CED ITEMS - SEPT'20	Acct: 30-971-318-0000	CONTRACTED SERVICES		
		Vendor Total:		79.85	0.00	79.85
003450	AUTOZONE			11/13/2020		71006
5120496916	PARTS H-114-08		0.00	\$28.67	0.00	28.67
	Desc:	PARTS H-114-08	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
		Vendor Total:		28.67	0.00	28.67
003755	B.U.R. CONSTRUCTION, LLC			11/13/2020		71007
2020-10 A	US RT 5 & SYKES MTN AVE 11.03.20		279,730.53	\$279,730.53	0.00	279,730.53
	Desc:	PAYMENT#10 SYKES SIDEWALK	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
	Desc:	Sidewalk portion of Sykes Project	Acct: 70-623-318-7021	CONTRACTED SERVICES(GRANT EHI		
		Vendor Total:		279,730.53	0.00	279,730.53

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 3  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
003990	ATG LEBANON, LLC		11/13/2020		71008
LP667	PARTS	0.00	\$1,380.12	0.00	1,380.12
Desc: Exuast repair		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
LP674	RETURN - PARTS	0.00	\$-108.98	0.00	-108.98
Desc: Exuast repair credit		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
LP831	RETURN - PARTS	0.00	\$-380.96	0.00	-380.96
Desc: RETURN - PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
LP832	PARTS	0.00	\$28.04	0.00	28.04
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
LP880	PARTS	0.00	\$2.67	0.00	2.67
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			920.89	0.00	920.89
004854	BENISTAR/HARTFORD		11/13/2020		71009
12012020	Retirees Express Scripts	0.00	\$2,032.95	0.00	2,032.95
Desc: Retirees Express Scropts		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retirees Express Scripts		Acct: 10-271-418-0100	RETIREE HEALTH INSURANCE		
Desc: Retirees Express Scropts		Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			2,032.95	0.00	2,032.95
005645	BJORKMAN INDUSTRIAL POWER		11/13/2020		71010
BIP104348	ZAMBONI SERVICE	0.00	\$660.00	0.00	660.00
Desc: Zamboni service		Acct: 10-530-318-0000	CONTRACTED SERVICES		
Vendor Total:			660.00	0.00	660.00
005850	BLODGETT SUPPLY CO INC		11/13/2020		71011
S025807468.001	ANTI FREEZE E3	0.00	\$58.19	0.00	58.19
Desc: ANTI FREEZE E3		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			58.19	0.00	58.19
005951	BLUE CROSS BLUE SHIELD VT	BC/BS OF VERMONT	11/13/2020		71012
DEC'20	HEALTH INS DEC'20	17,197.18	\$108,731.18	0.00	108,731.18
Desc: Health Insurance		Acct: 10-121-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
Desc: Health Insurance		Acct: 10-151-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-171-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
Desc: Health Insurance		Acct: 10-174-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-175-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-181-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-211-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-211-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-221-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc: Health Insurance		Acct: 10-271-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-312-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-321-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-325-220-0000	BC/BS		
Desc: Health Insurance		Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 4  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: Health Insurance	Acct: 10-511-220-0000	Medical		
		Desc: Health Insurance	Acct: 10-530-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Health Insurance	Acct: 10-622-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 30-975-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Health Insurance	Acct: 50-954-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 50-955-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Health Insurance	Acct: 55-955-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Health Insurance	Acct: 60-961-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Health Insurance	Acct: 60-965-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
		Desc: Health Insurance	Acct: 65-963-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 65-965-220-0000	BC/BS		
		Desc: Health Insurance	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
		Vendor Total:		108,731.18	0.00	108,731.18
006100	BMO FINANCIAL GROUP				11/13/2020	71013
	Jay 10/16-27/20-2	McDonough, Jay - REC	0.00	\$230.79	0.00	230.79
	Desc: Summer Camp Supplies	Acct: 10-514-323-0000		MATERIAL & SUPPLIES		
	Jay 10/16-27/20-3	McDonough, Jay - REC	0.00	\$154.00	0.00	154.00
	Desc: VRPA Virtual Conference	Acct: 10-511-315-0000		RECRUITMENT & TRAINING		
	Kasten 10/16-27/20	Kasten, Phil - PD	0.00	\$813.05	0.00	813.05
	Desc: DETECTIVES CAR	Acct: 10-211-331-0000		DEPARTMENT EQUIPMENT		
	Kreis 10/16-27/20-1	Kreis, Dylan - REC	0.00	\$78.20	0.00	78.20
	Desc: Home Depot - Supplies WABA	Acct: 10-530-321-0100		REPAIRS & MAINT-BUILD & GROUND		
	Kreis 10/16-27/20-2	Kreis, Dylan - REC	0.00	\$432.93	0.00	432.93
	Desc: Amazon-WABA COVID Supplies	Acct: 10-530-417-0017		EXTRAORDINARY EXP : COVID-19		
	Nulty 10/16-27/20	Nulty, Paula - Admin	0.00	\$781.24	0.00	781.24
	Desc: BJ's - Annual Fee	Acct: 10-121-313-0000		MEMBERSHIP DUES		
	Desc: Dell-Laptop HR	Acct: 10-121-320-0000		EQUIP OPERATION/MAINT-OFFICE		
	O'Neil 10/16-27/20	O'Neil, Lisa - TC	0.00	\$80.53	0.00	80.53
	Desc: Fogg's-SecureBins Election Ballots	Acct: 10-131-323-0000		MATERIALS & SUPPLIES		
	Perry 10/16-27/20	Perry, Diane - PD	0.00	\$233.34	0.00	233.34
	Desc: Grainger-Thermometer	Acct: 10-211-323-0000		MATERIAL & SUPPLIES		
	Desc: Amazon-Office Supplies	Acct: 10-211-323-0000		MATERIAL & SUPPLIES		
	Rowlee 10/16-27/20	Rowlee, David - FD	0.00	\$102.82	0.00	102.82
	Desc: MOCK TEXT BOOKS	Acct: 10-221-315-0000		RECRUITMENT & TRAINING		
	Sund 10/16-27/20	Sund, Jeremiah - VAL	0.00	\$75.00	0.00	75.00
	Desc: Crownpoint-Annual Dues	Acct: 10-174-313-0000		MEMBERSHIP DUES		
	Vail 10/16-27/20	Vail, Brad - PD	0.00	\$22.80	0.00	22.80
	Desc: Postage	Acct: 10-211-322-0000		POSTAGE		
	Cooney 10/16-27/20	Cooney, Scott - FD	0.00	\$900.00	0.00	900.00
	Desc: NFPA Reflective Marking/Lettering C	Acct: 10-221-321-0000		REPAIRS & MAINT-VEHICLES		
	Czora 10/16-27/20	Czora, Jason - FD	0.00	\$129.01	0.00	129.01
	Desc: HomeDepot-Materials	Acct: 10-221-331-0200		TECHNICAL/WATER EQUIPMENT		

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 5  
User: florentina  
ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Delisle 10/16-27/20	Delisle, Jeremy - DPW	316.00	\$1,326.07	0.00	1,326.07
Desc: VARI-Varidesk Proplus	Acct: 10-325-323-0000		MATERIAL & SUPPLIES		
Desc: VARI-Varidesk Proplus	Acct: 50-955-323-0000		MATERIAL & SUPPLIES		
Desc: VARI-Varidesk Proplus	Acct: 55-955-323-0000		MATERIALS & SUPPLIES		
Desc: VARI-Varidesk Proplus	Acct: 60-965-323-0000		MATERIAL & SUPPLIES		
Desc: VARI-Varidesk Proplus	Acct: 65-965-323-0000		MATERIALS & SUPPLIES		
Desc: Staples-Bateries	Acct: 10-325-323-0000		MATERIAL & SUPPLIES		
Desc: HarborFreight-Tools	Acct: 10-321-323-0000		MATERIAL & SUPPLIES		
Hannux 10/01-15/20	Hannux, Shawn - FD	0.00	\$25.00	0.00	25.00
Desc: NREMT-Paramedic License	Acct: 10-221-315-0000		RECRUITMENT & TRAINING		
Hausler 10/16-27/20	Hausler, Scott - REC	0.00	\$353.46	0.00	353.46
Desc: HomeDepot - Supplies for Covid Sign	Acct: 10-514-417-0017		EXTRAORDINARY EXP : COVID-19		
Desc: RCBrayshaw-Covid Signs	Acct: 10-514-417-0017		EXTRAORDINARY EXP : COVID-19		
Jay 10/16-27/20-1	McDonough, Jay - REC	349.50	\$349.50	0.00	349.50
Desc: Halloween Supplies - Oriental tradi	Acct: 25-985-511-0006		P & R Restricted - Community Events		
Vendor Total:			6,087.74	0.00	6,087.74
006950	N. A. MANOSH			11/13/2020	71014
15028	Flash Drive video of Hartfords sewe	250.00	\$250.00	0.00	250.00
Desc: Flash Drive video of Hartfords sewe	Acct: 60-964-321-0200		REPAIRS & MAINT-MAINS		
15029	Flash Drive videos of Quechee sewer	250.00	\$250.00	0.00	250.00
Desc: Flash Drive videos of Quechee sewer	Acct: 65-964-318-0000		CONTRACTED SERVICES		
Vendor Total:			500.00	0.00	500.00
007450	BROWN'S, CHARLIE	CHARLIE BROWN'S		11/13/2020	71015
45243	PART	0.00	\$28.93	0.00	28.93
Desc: PART	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
45269	GAS	0.00	\$74.95	0.00	74.95
Desc: GAS	Acct: 10-321-319-0000		EQUIPMENT OPERATION-GAS		
Vendor Total:			103.88	0.00	103.88
007580	BSN/SPORT SUPPLY GROUP YOUTH DIV	BSN SPORTS INC.		11/13/2020	71016
10.28.2020	FINANCE CHARGE INV#910075870	0.00	\$2.71	0.00	2.71
Desc: FINANCE CHARGE INV#910075870	Acct: 10-514-330-0000		ATHLETIC SUPPLIES		
910075870	Fall Athletic Supplies	0.00	\$1,373.36	0.00	1,373.36
Desc: Fall Athletic Supplies	Acct: 10-514-330-0000		ATHLETIC SUPPLIES		
Vendor Total:			1,376.07	0.00	1,376.07
007760	BURLINGTON COMMUNICATIONS			11/13/2020	71017
BCS6979	RADIO MAINTENANCE CONTRACT	0.00	\$140.00	0.00	140.00
Desc: RADIO MAINTENANCE CONTRACT	Acct: 10-271-318-0000		CONTRACTED SERVICES		
BCS6980	EQUIPMENT MAINTENANCE CONTRAC	0.00	\$450.00	0.00	450.00
Desc: EQUIPMENT MAINTENANCE CONTRACT	Acct: 10-271-318-0000		CONTRACTED SERVICES		
Vendor Total:			590.00	0.00	590.00
008120	C-CLEAR AUTO GLASS I NC			11/13/2020	71018
I011405	PARTS H-5-11	0.00	\$310.00	0.00	310.00
Desc: PARTS H-5-11	Acct: 10-321-318-0000		CONTRACTED SERVICES		

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 6  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			310.00	0.00	310.00
008650	CARGILL, INCORPORATED			11/13/2020	71019
2905769639	202.21 T WINTER SALT - QUECHEE	0.00	\$13,994.95	0.00	13,994.95
Desc: 202.21 T WINTER SALT - QUECHEE		Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
2905769640	400.54T WINTER SALT - WRJ	0.00	\$27,722.05	0.00	27,722.05
Desc: 400.54T WINTER SALT - WRJ		Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			41,717.00	0.00	41,717.00
009687	CHESTER, TOWN OF	TOWN OF CHESTER		11/13/2020	71020
07.30.2020	SWIFT WATER TRAINING	0.00	\$2,254.98	0.00	2,254.98
Desc: SWIFT WATER TRAINING		Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			2,254.98	0.00	2,254.98
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		11/13/2020	71021
4066389063	UNIFORMS	0.00	\$221.31	0.00	221.31
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4066618824	UNIFORMS	67.79	\$67.79	0.00	67.79
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4066619041	MATS - WABA PAYER#14851300	0.00	\$35.00	0.00	35.00
Desc: MATS - WABA PAYER#14851300		Acct: 10-530-318-0000	CONTRACTED SERVICES		
1901683980	SAFETY GLOVES	300.00	\$300.00	0.00	300.00
Desc: SAFETY GLOVES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
4065302035	MATS	0.00	\$35.00	0.00	35.00
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4065712658	UNIFORMS	103.06	\$103.06	0.00	103.06
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4065712724	UNIFORMS	80.20	\$80.20	0.00	80.20
Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4065712729	UNIFORMS	0.00	\$221.31	0.00	221.31
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4065925519	UNIFORMS	67.79	\$67.79	0.00	67.79
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4065925769	MATS	0.00	\$35.00	0.00	35.00
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4066388988	UNIFORMS	80.20	\$80.20	0.00	80.20
Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4066389052	UNIFORMS	103.06	\$103.06	0.00	103.06
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
Vendor Total:			1,349.72	0.00	1,349.72
011200	CED-TWIN STATE-WHITE RIVER JCT	CED-TWIN STATE-WHITE RIVER JCT		11/13/2020	71022
9433-421410	LAMP & 30 BULBS	0.00	\$226.50	0.00	226.50
Desc: LAMP & 30 BULBS		Acct: 10-321-321-0100	REPAIRS & MAINT-BUILDING		
9433-421535	RETURN - 30 BULBS	0.00	\$-108.00	0.00	-108.00
Desc: RETURN - 30 BULBS		Acct: 10-321-321-0100	REPAIRS & MAINT-BUILDING		
9433-421536	20 FLUOR LAMP 37900	190.00	\$190.00	0.00	190.00
Desc: 20 FLUOR LAMP 37900		Acct: 50-952-321-0100	REPAIRS & MAINT-BUILDING		



Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**  
Check Date: 11/13/2020 - 11/13/2020

Page: 7  
User: florentina  
Report: APINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			308.50	0.00	308.50
011599	COTA & COTA, INC.			11/13/2020	71023
10.26.2020	Zamboni #2 Fuel	0.00	\$29.64	0.00	29.64
Desc:	Zamboni #2 Fuel	Acct: 10-530-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:			29.64	0.00	29.64
012665	DANIELS, WANDA	WANDA DANIELS		11/13/2020	71024
NOV'20	RETIREE REIMBURSEMENT	0.00	\$229.17	0.00	229.17
Desc:	Ret Reimburse Nov 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			229.17	0.00	229.17
013065	DAVIS AUTO SALES, INC.			11/13/2020	71025
9595	PLOW CUTTING EDGE	469.54	\$469.54	0.00	469.54
Desc:	PLOW CUTTING EDGE	Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
Desc:	PLOW CUTTING EDGE	Acct: 55-954-321-0000	REPAIRS & MAINT - VEHICLES		
Vendor Total:			469.54	0.00	469.54
013200	DEAN, DAVID	DAVID DEAN		11/13/2020	71026
NOV'20	RETIREE REIMBURSEMENT	0.00	\$387.41	0.00	387.41
Desc:	Ret Reimburse Nov 2020	Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			387.41	0.00	387.41
014423	DUBOIS & KING, INC			11/13/2020	71027
1020261	S MAIN ST MUNICIPAL PARKING 10.15	5,550.00	\$5,550.00	0.00	5,550.00
Desc:	S MAIN ST MUNICIPAL PARKING 10.15.2	Acct: 13-921-316-8070	WRJ PARKING LOT- ADMIN & ENGINE		
920108	HTFD S MAIN ST MUNICIPAL PARKING	6,091.76	\$6,091.76	0.00	6,091.76
Desc:	HTFD S MAIN ST MUNICIPAL PARKING LO	Acct: 13-921-316-8070	WRJ PARKING LOT- ADMIN & ENGINE		
Vendor Total:			11,641.76	0.00	11,641.76
015500	ENDYNE, INC			11/13/2020	71028
351052	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
Desc:	WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
351981	WSID 5320 QUE PFAS	475.00	\$475.00	0.00	475.00
Desc:	WSID 5320 QUE PFAS	Acct: 55-954-318-0000	CONTRACTED SERVICES		
351982	WSID 5319 HTFD PFAS	475.00	\$475.00	0.00	475.00
Desc:	WSID 5319 HTFD PFAS	Acct: 50-954-318-0000	CONTRACTED SERVICES		
351983	WSID 21296 MAXFIELD CMLPX TC	0.00	\$18.00	0.00	18.00
Desc:	WSID 21296 MAXFIELD CMLPX TC	Acct: 10-528-318-0000	CONTRACTED SERVICES		
351984	WSID 5319 HTFD WAT TC	72.00	\$72.00	0.00	72.00
Desc:	WSID 5319 HTFD WAT TC	Acct: 50-954-318-0000	CONTRACTED SERVICES		
351985	WSID 5320 QUE CTR	18.00	\$18.00	0.00	18.00
Desc:	WSID 5320 QUE CTR	Acct: 55-954-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,148.00	0.00	1,148.00
015815	EVANS MOTOR FUELS	EVANS GROUP INC.		11/13/2020	71029
0012791-IN	6000 GAL GAS REGULAR E-10	0.00	\$10,087.80	0.00	10,087.80

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 8  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Desc: 6000 GAL GAS REGULAR E-10	Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS			
Vendor Total:			10,087.80	0.00	10,087.80
016080	CONSOLIDATED COMMUNICATIONS		11/13/2020		71030
11546793396OCT'20	QUECHEE 10-3-20-11-2-20	0.00	\$102.72	0.00	102.72
Desc: QUECHEE 10-3-20-11-2-20	Acct: 10-221-324-0000	TELEPHONE			
11833807752OCT'20	WRJ WATER TANKS	326.09	\$326.09	0.00	326.09
Desc: WRJ WATER TANKS	Acct: 50-954-324-0000	TELEPHONE			
12615510982OCT'20	QUECHEE WATER	86.57	\$86.57	0.00	86.57
Desc: QUECHEE WATER	Acct: 55-953-324-0000	TELEPHONE			
13444320594OCT'20	RADIO CIRCUITS	0.00	\$522.39	0.00	522.39
Desc: RADIO CIRCUITS	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION			
13444320594SEP'20	RADIO CIRCUITS	0.00	\$522.39	0.00	522.39
Desc: RADIO CIRCUITS	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION			
Vendor Total:			1,560.16	0.00	1,560.16
016390	FASTENAL COMPANY		11/13/2020		71031
NHWES86838	SUPPLIES FOR SHOP	0.00	\$100.58	0.00	100.58
Desc: Supplies needed for mechanic	Acct: 10-321-323-0000	MATERIAL & SUPPLIES			
NHWES86913	SAFTY GLASSES	0.00	\$34.56	0.00	34.56
Desc: SAFTY GLASSES	Acct: 10-321-323-0000	MATERIAL & SUPPLIES			
Vendor Total:			135.14	0.00	135.14
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576	11/13/2020		71032
0972193	MATERIALS	164.61	\$164.61	0.00	164.61
Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
0973730	MATERIALS	171.78	\$171.78	0.00	171.78
Desc: MATERIALS	Acct: 50-954-323-0000	MATERIAL & SUPPLIES			
0973890	PIPE - PAVING PROJECT	0.00	\$1,553.40	0.00	1,553.40
Desc: PIPE - PAVING PROJECT	Acct: 10-311-318-0000	CONTRACTED SERVICES			
0974952	MATERIALS	232.53	\$232.53	0.00	232.53
Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
0975474	MATERIALS	473.89	\$473.89	0.00	473.89
Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
0990240	MATERIALS	15.44	\$15.44	0.00	15.44
Desc: MATERIALS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES			
0990279	MATERIALS	297.37	\$297.37	0.00	297.37
Desc: MATERIALS	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR			
Vendor Total:			2,909.02	0.00	2,909.02
016840	FIREMATIC SUPPLY CO	FIREMATIC SUPPLY CO	11/13/2020		71033
383802	HURST TOOL SERVICE AND BATTERIE	0.00	\$4,917.80	0.00	4,917.80
Desc: HURST TOOL SERVICE AND BATTERIES	Acct: 10-221-331-0200	TECHNICAL/WATER EQUIPMENT			
Vendor Total:			4,917.80	0.00	4,917.80
016900	FIRE TECH & SAFETY		11/13/2020		71034
191171	HYDRO TESTING	0.00	\$30.00	0.00	30.00
Desc: HYDRO TESTING	Acct: 10-221-318-0000	CONTRACTED SERVICES			

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 9  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			30.00	0.00	30.00
017110	FISHER AUTO PARTS, INC			11/13/2020	71035
301-046274	FLEET CLEANER	0.00	\$37.83	0.00	37.83
Desc: FLEET CLEANER		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
301-048025	PARTS - WW	6.78	\$6.78	0.00	6.78
Desc: PARTS - WW		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
301-048391	PARTS - WW	9.00	\$9.00	0.00	9.00
Desc: PARTS - WW		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
301-048807	PARTS - WW	11.68	\$11.68	0.00	11.68
Desc: PARTS - WW		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-048838	FILTER - W15	24.40	\$24.40	0.00	24.40
Desc: FILTER - W15		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
301-049518	FILTER	1.98	\$1.98	0.00	1.98
Desc: FILTER		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
301-053436	FILTER	6.59	\$6.59	0.00	6.59
Desc: FILTER		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
301-055840	PARTS - H-11	0.00	\$57.90	0.00	57.90
Desc: PARTS - H-11		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-055844	Battery and cables for W-4	249.09	\$249.09	0.00	249.09
Desc: Battery and cables for W-4		Acct: 50-954-321-0000	REPAIRS & MAINT-VEHICLES		
301-056278	PARTS	0.00	\$247.62	0.00	247.62
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-056430	PARTS H-3	0.00	\$46.23	0.00	46.23
Desc: PARTS H-3		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
301-056504	PARTS	0.00	\$37.70	0.00	37.70
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
SER-200831	SERVICE CHARGE INV#301-046274	0.00	\$0.56	0.00	0.56
Desc: SERVICE CHARGE INV#301-046274		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
SER-200930	SERVICE CHARGE INV AUG'20	1.66	\$1.66	0.00	1.66
Desc: SERVICE CHARGE INV AUG'20		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
SER-201031	SERVICE CHARGE INV SEP'20	9.18	\$9.74	0.00	9.74
Desc: SERVICE CHARGE INV SEP'20		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
Desc: SERVICE CHARGE INV SEP'20		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			748.76	0.00	748.76
017300	FOGG'S HARDWARE & BUILDING			11/13/2020	71036
1366/6	CEMENT - SIDEWALK REPAIRS	0.00	\$49.95	0.00	49.95
Desc: CEMENT - SIDEWALK REPAIRS		Acct: 10-316-323-0000	MATERIALS AND SUPPLIES		
7569/6	CEMENT - SIDEWALK REPAIRS	23.76	\$23.76	0.00	23.76
Desc: CEMENT - SIDEWALK REPAIRS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
7585/6	RETURN MATERIALS	-10.76	\$-10.76	0.00	-10.76
Desc: RETURN MATERIALS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			62.95	0.00	62.95
019390	GRAINGER			11/13/2020	71037
9693127848	SAFETY HARNESS	387.09	\$387.09	0.00	387.09
Desc: SAFETY HARNESS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 10  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			387.09	0.00	387.09
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		11/13/2020	71038
77700100009OCT'20	POLE 1 PLEASANTVIEW TERR	0.00	\$45.63	0.00	45.63
	Desc: POLE 1 PLEASANTVIEW TERR	Acct: 10-314-329-0000	ELECTRICITY		
87700100008OCT'20	CHRISTIAN ST POLE 72-50	0.00	\$51.87	0.00	51.87
	Desc: CHRISTIAN ST POLE 72-50	Acct: 10-314-329-0000	ELECTRICITY		
89290000002OCT'20	HEMLOCK RIDGE VAULT	43.45	\$43.45	0.00	43.45
	Desc: HEMLOCK RIDGE VAULT	Acct: 50-954-329-0000	ELECTRICITY		
9161000000OCT'20	FERRY RD - SEWER PUMP	126.22	\$126.22	0.00	126.22
	Desc: FERRY RD - SEWER PUMP	Acct: 60-964-329-0000	ELECTRICITY		
98340000003OCT'20	A ST PUMP STATION - WW	56.95	\$56.95	0.00	56.95
	Desc: A ST PUMP STATION - WW	Acct: 60-964-329-0000	ELECTRICITY		
98490000001OCT'20	ELM/GILLETTE ST	42.72	\$42.72	0.00	42.72
	Desc: ELM/GILLETTE ST	Acct: 60-964-329-0000	ELECTRICITY		
04832000006OCT'20	S MAIN ST PUMP	100.73	\$100.73	0.00	100.73
	Desc: S MAIN ST PUMP	Acct: 60-964-329-0000	ELECTRICITY		
09832000005OCT'20	BRIGGS PARK - MAIN ST - REC	0.00	\$20.29	0.00	20.29
	Desc: BRIGGS PARK - MAIN ST - REC	Acct: 10-521-329-0000	ELECTRICITY		
74856156851OCT'20	97 S MAIN ST CHARGING STN	0.00	\$48.43	0.00	48.43
	Desc: 97 S MAIN ST CHARGING STN	Acct: 10-314-329-0100	ELECTRICITY - CHARGING STATION		
13611000004OCT'20	HARTFORD VILLAGE STLGT - HWY	0.00	\$61.78	0.00	61.78
	Desc: HARTFORD VILLAGE STLGT - HWY	Acct: 10-314-329-0000	ELECTRICITY		
20822960512OCT'20	1732 QUECHEE MAIN ST	0.00	\$32.74	0.00	32.74
	Desc: 1732 QUECHEE MAIN ST	Acct: 10-521-329-0000	ELECTRICITY		
33490000008OCT'20	DEPOT ST SIDEWALK	0.00	\$58.88	0.00	58.88
	Desc: DEPOT ST SIDEWALK	Acct: 10-314-329-0000	ELECTRICITY		
36340000003OCT'20	FROST PARK	0.00	\$43.15	0.00	43.15
	Desc: FROST PARK	Acct: 10-521-329-0000	ELECTRICITY		
44390000006OCT'20	BILLINGS FARM RD LIGHTS	0.00	\$64.50	0.00	64.50
	Desc: BILLINGS FARM RD LIGHTS	Acct: 10-314-329-0000	ELECTRICITY		
59511000008OCT'20	CAMPBELL ST - PUMP STN	45.63	\$45.63	0.00	45.63
	Desc: CAMPBELL ST - PUMP STN	Acct: 50-954-329-0000	ELECTRICITY		
67700100000OCT'20	RT 5 POLE 95 - HWY	0.00	\$28.74	0.00	28.74
	Desc: RT 5 POLE 95 - HWY	Acct: 10-314-329-0000	ELECTRICITY		
Vendor Total:			871.71	0.00	871.71
020773	HARTFORD AREA CHAMBER OF COMMERC			11/13/2020	71039
777	Annual Dues	0.00	\$220.00	0.00	220.00
	Desc: Annual Dues	Acct: 10-121-313-0000	MEMBERSHIP DUES		
Vendor Total:			220.00	0.00	220.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD		11/13/2020	71040
310020,00342521	WATER - WATSON FIELD	0.00	\$249.14	0.00	249.14
	Desc: WATER - WATSON FIELD	Acct: 10-521-328-0000	WATER		
410070,00343206	WATER - QUECHEE MAIN	0.00	\$73.73	0.00	73.73
	Desc: WATER - QUECHEE MAIN	Acct: 10-521-328-0000	WATER		
410265,00343209	QUECHEE FIRE STATION	0.00	\$288.59	0.00	288.59

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 11  
User: florentina

ReportAPINH\_PmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: QUECHEE FIRE STATION	Acct: 10-221-328-0000	WATER		
410439,00343208	WATER - VILLAGE GREEN	0.00	\$312.12	0.00	312.12
	Desc: WATER - VILLAGE GREEN	Acct: 10-521-328-0000	WATER		
411270,00343205	WATER - IZZO PLACE	101.54	\$101.54	0.00	101.54
	Desc: WATER - IZZO PLACE	Acct: 65-963-328-0000	WATER		
	Vendor Total:		1,025.12	0.00	1,025.12
022025	HEALTHEQUITY, INC.			11/13/2020	71041
1OU3D6C	HCRA 2020	0.00	\$2.64	0.00	2.64
	Desc: HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
2J54714	HRA 2020	143.71	\$672.67	0.00	672.67
	Desc: RA Replenish fopr HRA 2020	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish fopr HRA 2020	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish fopr HRA 2020	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish fopr HRA 2020	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish fopr HRA 2020	Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish fopr HRA 2020	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish fopr HRA 2020	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish fopr HRA 2020	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish fopr HRA 2020	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
66ZQ9EB	DCRA 2020	185.18	\$185.18	0.00	185.18
	Desc: DCRA 2020	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
YQ1VBA6	HRA 2020	0.00	\$528.17	0.00	528.17
	Desc: RA Replenish for HRA 2020	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA Replenish for HRA 2020	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA 2020	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
ZMEQF2K	HCRA 2020	0.00	\$823.10	0.00	823.10
	Desc: RA Repleish for HCRA 2020	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
NOV'20	MONTHLY FEES	0.00	\$3.45	0.00	3.45
	Desc: MONTHLY FEES	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
	Vendor Total:		2,215.21	0.00	2,215.21
022510	HESS' PROPERTY SERVICES, INC			11/13/2020	71042
6254	FROST PARK - FALL CLEANUP	0.00	\$500.00	0.00	500.00
	Desc: FROST PARK - FALL CLEANUP	Acct: 10-521-318-0000	CONTRACTED SERVICES		
	Vendor Total:		500.00	0.00	500.00
022703	HILL, MARY	MARY HILL		11/13/2020	71043
NOV'20	RETIREE REIMBURSEMENT	0.00	\$310.14	0.00	310.14
	Desc: Ret Reimburse Nov 2020	Acct: 10-151-418-0100	Retirees		
	Vendor Total:		310.14	0.00	310.14
023425	IDS/SHERRI GILMORE	SHERRI GILMORE		11/13/2020	71044
21-209	1000 ANIMAL TAGS	0.00	\$288.64	0.00	288.64
	Desc: 1000 ANIMAL TAGS	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		288.64	0.00	288.64
023437	IMAGE TREND, INC			11/13/2020	71045

Report Date: 11/13/20  
1:50PM

**Payment Manifest  
by Vendor ID  
Town of Hartford**

Page: 12  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	124982	ANNUAL FEE	0.00	\$500.00	0.00	500.00
	Desc: ANNUAL FEE	Acct: 10-221-318-0000		CONTRACTED SERVICES		
	Vendor Total:			500.00	0.00	500.00
024555	JASMIN AUTO SALES INC			11/13/2020		71046
	34113	REPAIRS - PD6	0.00	\$1,672.72	0.00	1,672.72
	Desc: REPAIR TO PD6	Acct: 10-211-321-0000		REPAIRS & MAINT-VEHICLES		
	Desc: REPAIR TO PD6	Acct: 10-211-418-0503		Insurance Related Expense - REIMB		
	Vendor Total:			1,672.72	0.00	1,672.72
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON		11/13/2020		71047
	55473,072336	PARTS	0.00	\$95.96	0.00	95.96
	Desc: PARTS	Acct: 10-521-320-0000		EQUIP OPERATION & MAINT		
	55473,072084	OIL	0.00	\$45.04	0.00	45.04
	Desc: OIL	Acct: 10-521-321-0000		REPAIRS & MAINT - VEHICLES		
	Vendor Total:			141.00	0.00	141.00
027400	LEBANON, CITY OF	CITY OF LEBANON		11/13/2020		71048
	OCT'20 WW	GRIT DISPOZAL	4,575.00	\$4,575.00	0.00	4,575.00
	Desc: October grit disposal 10/1-10/28	Acct: 60-961-318-0000		CONTRACTED SERVICES		
	Vendor Total:			4,575.00	0.00	4,575.00
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		11/13/2020		71049
	4935943,48233	PROPANE 190.7GAL@\$1.278	0.00	\$247.52	0.00	247.52
	Desc: PROPANE 190.7GAL@\$1.278	Acct: 10-530-327-0000		BUILDING HEAT		
	Vendor Total:			247.52	0.00	247.52
028850	MAGEE OFFICE EQUIPMENT INC.			11/13/2020		71050
	C-01092046	WIDE COPIER LEASE 11.23.20-02.23.21	0.00	\$259.25	0.00	259.25
	Desc: WIDE COPIER LEASE 11.23.20-02.23.21	Acct: 10-151-318-0000		CONTRACTED SERVICES		
	C-01089256	LEASE WIDE COPIER 10.29.20-01.29.21	412.40	\$515.50	0.00	515.50
	Desc: LEASE WIDE COPIER 10.29.20-01.29.21	Acct: 10-325-320-0000		EQUIPMENT OPER/MAINT - OFFICE		
	Desc: LEASE WIDE COPIER 10.29.20-01.29.21	Acct: 50-955-320-0000		EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE WIDE COPIER 10.29.20-01.29.21	Acct: 55-955-320-0000		EQUIP OPERATION/MAINT - OFFICE		
	Desc: LEASE WIDE COPIER 10.29.20-01.29.21	Acct: 60-965-320-0000		EQUIP OPERATION/MAINT-OFFICE		
	Desc: LEASE WIDE COPIER 10.29.20-01.29.21	Acct: 65-965-320-0000		EQUIP OPERATION/MAINT - OFFICE		
	Vendor Total:			774.75	0.00	774.75
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		11/13/2020		71051
	114971110	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		
	213505629	PRINTER INK CARTRIDGE-DETECTIVE	0.00	\$116.99	0.00	116.99
	Desc: PRINTER INK CARTRIDGE-DETECTIVES	Acct: 10-211-323-0000		MATERIAL & SUPPLIES		
	214791436	PHONE HNDSET	76.99	\$76.99	0.00	76.99
	Desc: PHONE HNDSET	Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
	214802559-1	ELECTION SUPPLIES	0.00	\$49.28	0.00	49.28
	Desc: ELECTION SUPPLIES	Acct: 10-131-323-0000		MATERIALS & SUPPLIES		

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 13  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
214802559-2	OFFICE SUPPLIES	0.00	\$58.24	0.00	58.24
Desc: OFFICE SUPPLIES		Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
215143665	TONER - COVID	0.00	\$117.15	0.00	117.15
Desc: TONER - COVID		Acct: 10-121-417-0017	EXTRAORDINARY EXP : COVID-19		
215175636	OFFICE SUPPLIES	0.00	\$131.86	0.00	131.86
Desc: OFFICE SUPPLIES		Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			560.49	0.00	560.49
029886	MAYFIELD, WILLIAM BRETT	WILLIAM BRETT MAYFIELD		11/13/2020	71052
10.29.2020	Youth Karate - Summer and Fall Sess	0.00	\$216.00	0.00	216.00
Desc: Youth Karate - Summer and Fall Sess		Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			216.00	0.00	216.00
031390	MODERN CLEANERS & TAILORS, INC			11/13/2020	71053
OCT'20	MONTHLY DRYCLEANING	0.00	\$540.75	0.00	540.75
Desc: MONTHLY DRYCLEANING		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Desc: MONTHLY DRYCLEANING		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
Vendor Total:			540.75	0.00	540.75
031650	MCKESSON MEDICAL - SURGICAL	MCKESSON MEDICAL - SURGICAL		11/13/2020	71054
10.31.2020	FINANCE CHARGE INV#17045766	0.00	\$1.18	0.00	1.18
Desc: FINANCE CHARGE INV#17045766		Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
17045766	NITRILE GLOVES	0.00	\$72.05	0.00	72.05
Desc: NITRILE GLOVES		Acct: 10-514-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:			73.23	0.00	73.23
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC		11/13/2020	71055
IN1515677	UNIFORM PANTS	0.00	\$99.44	0.00	99.44
Desc: UNIFORM PANTS		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
Vendor Total:			99.44	0.00	99.44
034950	NORTHEAST SCALE COMPANY, INC.			11/13/2020	71056
43824	Service Call to Inspect/Calibrate T	843.48	\$843.48	0.00	843.48
Desc: Service Call to Inspect/Calibrate T		Acct: 30-974-320-0100	EQUIP MAINTENANCE-SCALE		
Vendor Total:			843.48	0.00	843.48
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS		11/13/2020	71057
0600210	SERVICES OCT'20	3,117.78	\$3,117.78	0.00	3,117.78
Desc: MSW TRANSPORT OCT'20-lf		Acct: 30-974-318-0000	CONTRACTED SERVICES		
Desc: RECYCLE TRANSPORT OCT'20-LF		Acct: 30-971-318-0000	CONTRACTED SERVICES		
Desc: RECYC. PROCESS OCT'20-LF		Acct: 30-971-318-0000	CONTRACTED SERVICES		
Desc: COMPOST/WOOD SERV-OCT'20-LF		Acct: 30-971-318-0000	CONTRACTED SERVICES		
0600271	CURBSIDE RECYCLING OCT'20	21,804.33	\$21,804.33	0.00	21,804.33
Desc: CURBSIDE RECYC MTHLY CHRg OCT'20-LF		Acct: 30-931-318-0000	CONTRACTED SERVICES		
Desc: CURBSIDE RECYC DISP Z-SORT OCT20-LF		Acct: 30-931-318-0000	CONTRACTED SERVICES		
Vendor Total:			24,922.11	0.00	24,922.11
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		11/13/2020	71058

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 14  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
9600291752	OCT'20 TRASH PICK UP - OCT'20 - WABA	0.00	\$128.13	0.00	128.13
Desc: TRASH PICK UP - OCT'20 - WABA	Acct: 10-530-318-0000		CONTRACTED SERVICES		
9600004148	OCT'20 TRASH PICK-UP - OCT'20 BUGBEE	0.00	\$274.00	0.00	274.00
Desc: TRASH PICK-UP - OCT'20 BUGBEE	Acct: 10-421-318-0000		CONTRACTED SERVICES		
9600004122	OCT'20 TRASH PICK-UP - OCT'20 TH	0.00	\$263.10	0.00	263.10
Desc: TRASH PICK-UP - OCT'20 TH	Acct: 10-161-318-0000		CONTRACTED SERVICES		
9600004155	OCT'20 TRASH PICK-UP OCT 2020	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		
Vendor Total:			858.00	0.00	858.00
035550	NUNEZ, JOHN T	JOHN T NUNEZ	11/13/2020		71059
NOV'20	RETIREE REIMBURSEMENT	0.00	\$229.17	0.00	229.17
Desc: Ret Reimburse Nov 2020	Acct: 10-511-418-0100		Retiree Health Insurance		
Vendor Total:			229.17	0.00	229.17
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE	11/13/2020		71060
50982	INSPECTIONS - OCT'20	0.00	\$4.42	0.00	4.42
Desc: INSPECTIONS - OCT'20	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
Vendor Total:			4.42	0.00	4.42
037551	PITNEY BOWES INC	PURCHASE POWER	11/13/2020		71061
OCT'20	POSTAGE	893.20	\$1,627.15	0.00	1,627.15
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: 10-221-322-0000		POSTAGE		
Desc: Postage - TAX BILLS	Acct: 10-171-322-0000		POSTAGE		
Desc: Postage	Acct: 30-975-322-0000		POSTAGE		
Desc: Postage	Acct: 10-271-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			1,627.15	0.00	1,627.15
037751	PONZONI, JOAN	JOAN PONZONI	11/13/2020		71062
NOV'20	RETIREE REIMBURSEMENT NOV'20	248.12	\$310.14	0.00	310.14
Desc: Ret Reimburse Nov 2020	Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: Ret Reimburse Nov 2020	Acct: 60-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: Ret Reimburse Nov 2020	Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: Ret Reimburse Nov 2020	Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: Ret Reimburse Nov 2020	Acct: 10-325-418-0100		RETIREE HEALTH INSURANCE		
Vendor Total:			310.14	0.00	310.14



Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 15  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
038188	LL POTWIN SERVICES			11/13/2020	71063
7313	Cleaning service OCT'20	0.00	\$500.00	0.00	500.00
Desc:	Cleaning service OCT'20	Acct: 10-524-318-0000	CONTRACTED SERVICES		
7310	EXTRA SANITIZING - COVID	0.00	\$600.00	0.00	600.00
Desc:	EXTRA SANITIZING - COVID	Acct: 10-161-417-0017	EXTRAORDINARY EXP : COVID-19		
7309	CLEANING SERVICES OCT'20	0.00	\$2,220.00	0.00	2,220.00
Desc:	CLEANING SERVICES OCT'20	Acct: 10-161-318-0000	CONTRACTED SERVICES		
7312-2	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			11/13/2020	71064
7314	MOWING - OCT'20	0.00	\$1,364.30	0.00	1,364.30
Desc:	MOWING - OCT'20	Acct: 10-311-318-0000	CONTRACTED SERVICES		
Desc:	MOWING - OCT'20	Acct: 10-421-318-0000	CONTRACTED SERVICES		
038188	LL POTWIN SERVICES			11/13/2020	71063
7311	CLEANING SERVICES OCT'20	0.00	\$1,168.00	0.00	1,168.00
Desc:	JANITORIAL SERVICES 10/9-11/5	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc:	JANITORIAL SERVICES 10/9-11/5	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
7312-1	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:			6,453.82	0.00	6,453.82
038340	PREFERRED CONTRACTORS, INC			11/13/2020	71065
2429-24968	VALVES&MAINT COLD WEATHER FLO'	0.00	\$1,328.76	0.00	1,328.76
Desc:	VALVES&MAINT COLD WEATHER FLOW	Acct: 10-530-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,328.76	0.00	1,328.76
039979	NEW HAMPSHIRE HYDRAULICS INC			11/13/2020	71066
IVC203121	MAIN LIFT CYLINDER	0.00	\$1,995.00	0.00	1,995.00
Desc:	MAIN LIFT CYLINDER	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
IVC203182	REPAIR SIDE DUMP CYLINDERS	0.00	\$1,790.00	0.00	1,790.00
Desc:	REPAIR SIDE DUMP CYLINDERS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			3,785.00	0.00	3,785.00
040250	RICHARD ELECTRIC, INC.			11/13/2020	71067
43003	REPAIRS VENT FAN GRINDER ROOM	2,931.55	\$2,931.55	0.00	2,931.55
Desc:	REPAIRS VENT FAN GRINDER ROOM	Acct: 60-964-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,931.55	0.00	2,931.55
040375	RICKER, ALLYN	ALLYN RICKER		11/13/2020	71068
NOV'20	RETIREE REIMBURSEMENT	0.00	\$606.50	0.00	606.50
Desc:	Ret Reimburse Nov 2020	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburse Nov 2020 Spouse	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			606.50	0.00	606.50
040751	ROGERS, LARRY	LARRY ROGERS		11/13/2020	71069
NOV'20	RETIREE REIMBURSEMENT	238.60	\$238.60	0.00	238.60
Desc:	Ret Reimburse Nov 2020	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 16  
User: florentina  
Report: APINHDD\_PmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			238.60	0.00	238.60
042699	SIMPLE ENERGY PARTNERS, LLC	SIMPLE ENERGY PARTNERS, LLC		11/13/2020	71070
W1100211	PSB BOILER CLEANING	0.00	\$864.26	0.00	864.26
Desc:	PSB BOILER CLEANING	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Desc:	PSB BOILER CLEANING	Acct: 10-211-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			864.26	0.00	864.26
043315	NATIONAL CENTER FOR SAFETY INITIATI			11/13/2020	71071
4755 - 1	BACKGROUND CHECK - T.S.	15.00	\$15.00	0.00	15.00
Desc:	BACKGROUND CHECK - T.S.	Acct: 30-971-315-0000	RECRUITMENT & TRAINING		
5372	BACKGROUND CHECK OCT'20	0.00	\$15.00	0.00	15.00
Desc:	BACKGROUND CHECK OCT'20	Acct: 10-514-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			30.00	0.00	30.00
043400	MILTON CAT	SOUTHWORTH-MILTON, INC.		11/13/2020	71072
INV2099050	Service for loader	0.00	\$396.37	0.00	396.37
Desc:	Service for loader	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
INV2099065	Service for excavator	0.00	\$445.73	0.00	445.73
Desc:	Service for excavator	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			842.10	0.00	842.10
043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS		11/13/2020	71073
8018285	LIFELINE MONTHLY CHARGES	0.00	\$329.50	0.00	329.50
Desc:	LIFELINE MONTHLY CHARGES	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
Vendor Total:			329.50	0.00	329.50
044204	STEARNS SEPTIC SERVICE, LLC			11/13/2020	71074
2020-512	Cleaning of tank for repairs	940.00	\$940.00	0.00	940.00
Desc:	Cleaning of tank for repairs	Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:			940.00	0.00	940.00
044609	STRYKER SALES CORPORATION	STRYKER SALES CORPORATION		11/13/2020	71075
3195085	MEDICAL SUPPLIES	0.00	\$207.39	0.00	207.39
Desc:	MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
3196638	MEDICAL SUPPLIES	0.00	\$25.44	0.00	25.44
Desc:	MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			232.83	0.00	232.83
044760	SUND, JEREMIAH J	JEREMIAH J SUND		11/13/2020	71076
PO#7670	MILEAGE REIMBURSEMENT	0.00	\$63.83	0.00	63.83
Desc:	MILEAGE REIMBURSEMENT	Acct: 10-174-311-0000	TRAVEL & MEETINGS		
Vendor Total:			63.83	0.00	63.83
045290	TARDIE, CRISTINA	CRISTINA TARDIE		11/13/2020	71077
PO#7671	MILEAGE REIMBURSEMENT	0.00	\$19.55	0.00	19.55
Desc:	MILEAGE REIMBURSEMENT	Acct: 10-174-311-0000	TRAVEL & MEETINGS		

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 17  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			19.55	0.00	19.55
045300	TASCO SECURITY, INC			11/13/2020	71078
148535	ANNUAL FIRE ALARM	448.88	\$448.88	0.00	448.88
Desc:	Daily Alarm Monitoring/Comm Fire-Yr	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Desc:	Alarm Monitoring-Comm. Fire Yrly-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			448.88	0.00	448.88
046200	TOWNLINE EQUIPMENT SALES INC			11/13/2020	71079
IC73905	PARTS	0.00	\$76.43	0.00	76.43
Desc:	Emergency purchase for Kubota tract	Acct: 10-521-320-0000	EQUIP OPERATION & MAINT		
Vendor Total:			76.43	0.00	76.43
048300	VALLEY NEWS	VALLEY NEWS		11/13/2020	71080
123440,340921	VALLEY NEWS ADS	0.00	\$239.70	0.00	239.70
Desc:	AD#340921 SUPPORT HTFD BUSSINESS	Acct: 10-622-312-0100	MARKETING PROMOTION		
125911,84633	VALLEY NEWS ADS - NOV'20	0.00	\$207.40	0.00	207.40
Desc:	AD#84633 SB AGENDA 11.02.2020	Acct: 10-111-312-0000	ADVERTISING		
Vendor Total:			447.10	0.00	447.10
048575	VERIZON WIRELESS			11/13/2020	71081
9866093990	CELL PHONES - OCT'20	184.71	\$1,653.38	0.00	1,653.38
Desc:	Cell phones	Acct: 10-121-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 10-171-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 10-181-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 10-221-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 10-211-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 10-271-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 10-325-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 10-511-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 50-955-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 55-955-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 60-965-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 65-965-324-0000	TELEPHONE		
Desc:	Cell phones	Acct: 10-411-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:			1,653.38	0.00	1,653.38
049175	VERMONT POLICE ACADEMY	VCJTC		11/13/2020	71082
201113237	K-9 DRUG 10/27/20 -CLIFFORD	0.00	\$11.00	0.00	11.00
Desc:	K-9 DRUG 10/27/20 -CLIFFORD	Acct: 10-211-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			11.00	0.00	11.00
049401	VERMONT DEPT OF HEALTH			11/13/2020	71083
530	250 ENGRAVED PAPER	0.00	\$25.00	0.00	25.00
Desc:	250 ENGRAVED PAPER	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			25.00	0.00	25.00
050965	VERMONT RURAL WATER ASSOCIATION			11/13/2020	71084

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 18  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
1411	SEMINAR - REGISTRATION FEE	72.00	\$72.00	0.00	72.00
Desc: SEMINAR - REGISTRATION FEE	Acct: 60-961-315-0000		RECRUITMENT & TRAINING		
Vendor Total:			72.00	0.00	72.00
052300	WEBB, F W COMPANY	F.W. WEBB COMPANY		11/13/2020	71085
68137148-2	MATERIALS	693.50	\$693.50	0.00	693.50
Desc: MATERIALS	Acct: 50-954-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			693.50	0.00	693.50
053040	WHITE RIVER CAR WASH			11/13/2020	71086
OCT'20	MONTHLY CAR WASHES	0.00	\$50.00	0.00	50.00
Desc: MONTHLY CAR WASHES	Acct: 10-211-321-0000		REPAIRS & MAINT-VEHICLES		
Vendor Total:			50.00	0.00	50.00
053150	SWISH WHITE RIVER LTD			11/13/2020	71087
W405271	Cleaning supplies	0.00	\$92.40	0.00	92.40
Desc: Cleaning supplies	Acct: 10-530-323-0000		MATERIAL & SUPPLIES		
W405273	Safety Gloves for Cleaning	0.00	\$55.20	0.00	55.20
Desc: Safety Gloves for Cleaning	Acct: 10-530-323-0000		MATERIAL & SUPPLIES		
W403962	CLEANING SUPPLIES	0.00	\$243.17	0.00	243.17
Desc: CLEANING SUPPLIES	Acct: 10-221-323-0000		MATERIAL & SUPPLIES		
W403724	WABA custodial supplies	0.00	\$350.64	0.00	350.64
Desc: WABA custodial supplies	Acct: 10-530-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			741.41	0.00	741.41
054600	WOOD, JOHN G. JR	JOHN G. WOOD JR		11/13/2020	71088
NOV'20	RETIREE REIMBURSEMENT	0.00	\$144.60	0.00	144.60
Desc: Ret Reimburse Nov 2020	Acct: 10-221-418-0100		RETIREE HEALTH INSURANCE		
Vendor Total:			144.60	0.00	144.60
056527	RELYCO	RELYCO SALES INC		11/13/2020	71089
SIN168279	FORMS 2020: W2/1099 & ENVELOPES	0.00	\$178.50	0.00	178.50
Desc: FORMS 2020: W2/1099 & ENVELOPES	Acct: 10-171-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			178.50	0.00	178.50
059737	MUNICIPAL RESOURCES, INC.			11/13/2020	71090
21655	INTERIM TM - SEP'20	0.00	\$16,073.75	0.00	16,073.75
Desc: INTERIM TM - SEP'20	Acct: 10-111-315-0000		RECRUITMENT & TRAINING		
21618-2	TM RECRUITMENT I - FINAL	0.00	\$4,800.00	0.00	4,800.00
Desc: TM RECRUITMENT I - FINAL	Acct: 10-111-315-0000		RECRUITMENT & TRAINING		
21592	INTERIM TM - AUG'20	0.00	\$13,898.50	0.00	13,898.50
Desc: INTERIM TM - AUG'20	Acct: 10-111-315-0000		RECRUITMENT & TRAINING		
21677	TM RECRUITMENT II - PARTIAL	0.00	\$7,500.00	0.00	7,500.00
Desc: TM RECRUITMENT II - PARTIAL	Acct: 10-111-315-0000		RECRUITMENT & TRAINING		
21678	TM RECRUITMENT II - ADS	0.00	\$750.00	0.00	750.00
Desc: TM RECRUITMENT II - ADS	Acct: 10-111-315-0000		RECRUITMENT & TRAINING		
Vendor Total:			43,022.25	0.00	43,022.25

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 19  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC		11/13/2020	71091
18516	Blade Sharpening	0.00	\$39.00	0.00	39.00
Desc:	Blade Sharpening	Acct: 10-530-320-0000	EQUIP OPERATION & MAINT		
19030	Blade Sharpening	0.00	\$39.00	0.00	39.00
Desc:	Blade Sharpening	Acct: 10-530-320-0000	EQUIP OPERATION & MAINT		
Vendor Total:			78.00	0.00	78.00
059843	COUTERMARSH, LYNN	LYNN COUTERMARSH		11/13/2020	71092
NOV'20	RETIREE REIMBURSEMENT	430.45	\$430.45	0.00	430.45
Desc:	Ret Reimburse Nov 2020	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburse Nov 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburse Nov 2020	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburse Nov 2020	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			430.45	0.00	430.45
059847	COUTERMARSH, TOM	TOM COUTERMARSH		11/13/2020	71093
NOV'20	RETIREE REIMBURSEMENT	421.85	\$421.85	0.00	421.85
Desc:	Ret Reimburse Nov 2020	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburse Nov 2020	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburse Nov 2020	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Ret Reimburse Nov 2020	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			421.85	0.00	421.85
060101	DT INVESTIGATORS			11/13/2020	71094
1181	CONTRACTED SERVICES	0.00	\$531.25	0.00	531.25
Desc:	CONTRACTED SERVICES	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Vendor Total:			531.25	0.00	531.25
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC			11/13/2020	71095
IN392912	METER COPIER - OCT 2020-FIN	0.00	\$28.49	0.00	28.49
Desc:	METER COPIER - OCT 2020-FIN	Acct: 10-171-318-0000	CONTRACTED SERVICES		
IN392648	METER - COPIER OCT'20 PD/DIS	0.00	\$19.99	0.00	19.99
Desc:	METER - COPIER OCT'20	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc:	METER - COPIER OCT'20	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
IN392645	METER COPIER - OCT'20	0.00	\$58.04	0.00	58.04
Desc:	METER COPIER - OCT'20	Acct: 10-174-323-0000	MATERIAL & SUPPLIES		
Desc:	METER COPIER - OCT'20 ENERGY	Acct: 10-626-323-0000	Materials & Supplies		
Desc:	METER COPIER - OCT'20	Acct: 10-622-323-0000	MATERIAL & SUPPLIES		
IN392911	COPIER - METER - OCT'20 DPW	30.48	\$38.11	0.00	38.11
Desc:	COPIER - METER - OCT'20 DPW	Acct: 10-325-330-0000	OFFICE EQUIPMENT		
Desc:	COPIER - METER - OCT'20 DPW	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
Desc:	COPIER - METER - OCT'20 DPW	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
Desc:	COPIER - METER - OCT'20 DPW	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
Desc:	COPIER - METER - OCT'20 DPW	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
IN392644	COPIER - METER - OCT'20 LF	3.71	\$3.71	0.00	3.71
Desc:	COPIER - METER - OCT'20 LF	Acct: 30-975-318-0000	CONTRACTED SERVICES		
IN392649	METER COPIER - OCT'20 - T.M.	0.00	\$64.04	0.00	64.04
Desc:	METER COPIER - OCT'20 - T.M.	Acct: 10-121-318-0000	CONTRACT SERVICES		

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 20  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			212.38	0.00	212.38
500671	MASTRO, KENNETH E	KENNETH E MASTRO	11/13/2020		71096
246656	REFUND STATE PAYMENT FY2021	0.00	\$451.00	0.00	451.00
Desc:	REFUND STATE PAYMENT FY2021	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			451.00	0.00	451.00
500894	SECURSHRED	SECURSHRED	11/13/2020		71097
347932	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
Desc:	SHREDDING SERVICES	Acct: 10-325-318-0000	CONTRACT SERVICES		
Vendor Total:			22.00	0.00	22.00
500906	SMITH, KAREN	KAREN SMITH	11/13/2020		71098
248069	REFUND STATE PAYMENT FY2021	0.00	\$1,412.23	0.00	1,412.23
Desc:	REFUND STATE PAYMENT FY2021	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			1,412.23	0.00	1,412.23
501942	MIKE GUAY ELECTRIC LLC	MG ELECTRIC COMPANY LLC	11/13/2020		71099
4531	Electrical updating	0.00	\$401.20	0.00	401.20
Desc:	Electrical updating	Acct: 10-530-318-0000	CONTRACTED SERVICES		
Vendor Total:			401.20	0.00	401.20
501947	SCHEDLER, MICHAEL	SCHEDLER, MICHAEL	11/13/2020		71100
245764	REFUND STATE PAYMENT FY2021	0.00	\$697.45	0.00	697.45
Desc:	REFUND STATE PAYMENT FY2021	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			697.45	0.00	697.45
501988	BEBEAU, TODD F	TODD F BEBEAU	11/13/2020		71101
101	Boys Small Games Camp	0.00	\$925.00	0.00	925.00
Desc:	Boys Small Games Camp	Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			925.00	0.00	925.00
502107	DUBE, MINDY	MINDY DUBE	11/13/2020		71102
846285	REFUND - ICE HOCKEY	0.00	\$80.00	0.00	80.00
Desc:	REFUND - ICE HOCKEY	Acct: 10-530-325-0000	Refunds		
Vendor Total:			80.00	0.00	80.00
502680	DWYER, ALICE	ALICE DWYER	11/13/2020		71103
02	Lego Club Session #2	0.00	\$200.00	0.00	200.00
Desc:	Lego Club Session #2	Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			200.00	0.00	200.00
502688	PERRY, BARTLES	BARTLES PERRY	11/13/2020		71104
247291	REFUND STATE PAYMENT FY2021	0.00	\$1,027.73	0.00	1,027.73
Desc:	REFUND STATE PAYMENT FY2021	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			1,027.73	0.00	1,027.73

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Page: 21  
User: florentina

ReportAPINHDPmtByDate

Check Date: 11/13/2020 - 11/13/2020

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
<b>Detail:</b> Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
502699	LEPINE, ROGER & ANNETTE	ROGER & ANNETTE LEPINE	11/13/2020	71105	
246565	REFUND STATE PAYMENT FY2021	0.00	\$1,212.53	0.00	1,212.53
Desc:	REFUND STATE PAYMENT FY2021	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		1,212.53	0.00	1,212.53
502700	SIROTKIN, BARBARA	BARBARA SIROTKIN	11/13/2020	71106	
246011	REFUND STATE PAYMENT FY2021	0.00	\$386.75	0.00	386.75
Desc:	REFUND STATE PAYMENT FY2021	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		386.75	0.00	386.75
502701	SUMMARSELL, JAYNE MARGARET	JAYNE MARGARET SUMMARSELL	11/13/2020	71107	
246960	REFUND STATE PAYMENT FY2021	0.00	\$1,079.86	0.00	1,079.86
Desc:	REFUND STATE PAYMENT FY2021	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		1,079.86	0.00	1,079.86
502702	GRANGER, GAIL	GAIL GRANGER	11/13/2020	71108	
PO#7668	REFUND 2019-001046	0.00	\$110.36	0.00	110.36
Desc:	REFUND 2019-001046	Acct: 10-221-325-0000	REFUNDS		
	Vendor Total:		110.36	0.00	110.36
502703	WYKES, CASSIAN	CASSIAN WYKES	11/13/2020	71109	
846284	REFUND - ICE HOCKEY	0.00	\$80.00	0.00	80.00
Desc:	REFUND - ICE HOCKEY	Acct: 10-530-325-0000	Refunds		
	Vendor Total:		80.00	0.00	80.00
502704	MOONEY, TRACY	TRACY MOONEY	11/13/2020	71110	
846262	REFUND - ICE HOCKEY	0.00	\$80.00	0.00	80.00
Desc:	REFUND - ICE HOCKEY	Acct: 10-530-325-0000	Refunds		
	Vendor Total:		80.00	0.00	80.00
502705	YOUNG, KYLIE	KYLIE YOUNG	11/13/2020	71111	
102	GIRLS-SMALL GAMES CAMP	0.00	\$625.00	0.00	625.00
Desc:	GIRLS-SMALL GAMES CAMP	Acct: 10-530-318-0000	CONTRACTED SERVICES		
	Vendor Total:		625.00	0.00	625.00
FUND 1 0			Bank Total:	653,474.63	
	Holdback Total			683,963.66	
Batch Totals:	0.00	398,603.59	0.00	1,082,567.25	

Report Date: 11/13/20  
1:50PM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**

Check Date: 11/13/2020 - 11/13/2020

Page: 22  
User: florentina  
ReportAPINHDPmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.
Vendor ID	Vendor Name			
<b>Detail:</b> 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  
\_\_\_\_\_ JOHN MACLEAN  
\_\_\_\_\_ GAIL OSTROUT  
\_\_\_\_\_ JOHN J. CLERKIN