



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, December 29, 2020
6:00pm Hartford Town Hall
171 Bridge Street, White River Junction, VT 05001

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

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

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

- I. Call to Order the Selectboard Meeting (6:00 PM)**
- II. Pledge of Allegiance**
- III. Local Liquor Control Board**

NEW:

- a. K&D Food Group, The Chef & Butcher, 87 Maple Street, Suite 2, White River Junction, VT 05001. (First & Third Class)
- b. Montshire Services, LLC Doing Business as Bobs Service Station, 4 Ballardvale Drive, White River Junction, VT 05001 (Second Class)

- IV. Order of Agenda**
- V. Selectboard**

- 1. Public, Selectboard Comments and Announcements (6:15 PM)**
- 2. Appointments (6:45 PM)**
 - a. Consider Lucas Gilbert to the Hartford Climate Advisory Committee beginning December 24, 2020.
 - b. Consider John J. Clerkin for the Alternate Position on the Vermont League of Cities and Towns (VLCT) Property and Casualty Intermunicipal Fund (PACIF) Board of Directors for a three-year term.
- 3. Town Manager's Report (7:00 PM)**

4. Board Reports, Motions & Ordinances:

a. 2022 Final Budget Adoption (motion required) (7:15 PM)

- Climate Advisory Committee Funding Request for the Climate Action Plan
- FYE 21 Funds Encumbrance Request – Pool Bond Interest Payment
- FYE 22 General Fund Budget Approval – Adoption (motion required)
- FYE 22 Local Option Tax Usage adoption to put on ballot for voter approval (motion required)
- FYE 22 Fund 30 Solid Waste Approval – Adoption (motion required)
- FYE 22 Fund 50 White River Water Fund Approval – Adoption (motion required)
- FYE 22 Fund 55 Quechee Water Fund Approval – Adoption (motion required)
- FYE 22 Fund 60 White river Wastewater Fund Approval – Adoption (motion required)
- FYE 22 Fund 65 Quechee Wastewater Fund Approval – Adoption (motion required)

b. Review 36 Overlook Housing Property Valuation (7:35 PM)

c. Town of Hartford Equity and Inclusion Strategic Plan (information only) (7:40 PM)

d. Act 164 - Marijuana bill/sales in Town (8:30 PM)

VI. Commission Meeting Reports (8:45 PM)

VII. Consent Agenda (motion required) (8:50 PM)

Approve Payroll Ending: 12/26/2020

Approve Meeting Minutes of: 12/15/2020 Approve

A/P Manifest of: 12/24/2020 & 12/29/2020

Selectboard Meeting Dates of:

Already Approval: 1/12/2021 & 1/26/2021

VIII. Executive Session: (9:00 PM)

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.

FIRST/SECOND/THIRD CLASS LIQUOR LICENSE AND TOBACCO APPLICATION

(License year is May 1ST through April 30TH of the following year)

K & D Food group.

Print Name of Person, Partnership, Corp., Club or LLC

The Chef & Butcher

Doing Business as – Trade Name

87 maple st suite 2

Street

White River Junction 05001 VT

Town or City & Zip Code

802-369-2967

Telephone Number

White River Junction

3733 Woodstock RD 05001, VT

Mailing Address (if different from above)

Email address: Funkalicious87@icloud.com

APPLICATION FEES:

FIRST CLASS LICENSE - \$115.00 to DLC and \$115.00 to Town/City

SECOND CLASS LICENSE- \$70.00 to DLC and \$70.00 to Town/City

SECOND CLASS RETAIL DELIVERY PERMIT - \$100.00 to DLC

THIRD CLASS LICENSE - \$1,095 for a full year to DLC
\$350 for 6 or fewer months to DLC

TOBACCO LICENSE- (there is no application fee for tobacco if applying for second class)

TOBACCO ENDORSEMENT PERMIT - \$50.00 to DLC

**If applying for Tobacco only license, please use the Tobacco Only form.*

Please check appropriate categories

☒ FIRST CLASS

☐ SECOND CLASS

☒ THIRD CLASS

☐ TOBACCO

☐ Retail Delivery Permit

☐ Tobacco Endorsement

☐ Restaurant

☐ Hotel

☐ Club

☐ Commercial Kitchen (a Liquor Control Commercial Caterer's License is needed with this license)

DEC 14 AM 10:08

TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF White River Junction

Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Board of Liquor and Lottery. Upon hearing, the Board of Liquor and Lottery may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Board of Liquor and Lottery have been violated, or that any statement, information or answers herein contained are false.

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING.

If this premise was previously licensed, please indicate name Royal Nutrition.

I/we are applying as (please check one):

☐ INDIVIDUAL

☒ LIMITED LIABILITY COMPANY

☐ PARTNERSHIP

☐ CORPORATION

Please fill in name and address of individual, partners, directors or members.

LEGAL NAME

STREET/CITY/STATE

Bounthavong Sonthikoummane 3733 Woodstock Rd
White River Junction Vermont 05001
Kevin Halligan 1131 Turnpike Rd
Norwich Vermont 05055

Are all of the above citizens or lawful permanent residents of the UNITED STATES? ☒ Yes ☐ No

If naturalized citizen or lawful permanent resident of the United States, please provide a copy of the naturalization or lawful permanent resident documentation.

CORPORATE INFORMATION:

If you have checked the box marked CORPORATION, please fill out this information for stockholders (attach sheet if necessary).

LEGAL NAME

STREET/CITY/STATE

Date of incorporation _____

Is corporate charter now valid? Yes ☐ No ☐

Corporate Federal Identification Number _____

Have you registered your corporation and/or trade name with the Town/City Clerk? Y ☐ N ☐ and/or Secretary of State? Y ☐ N ☐
(as required by VSA Title 11 § 1621, 1623 & 1625).

ALL APPLICANTS

HAVE ANY OF THE APPLICANTS EVER BEEN CONVICTED OR PLED GUILTY TO ANY CRIMINAL OR MOTOR VEHICLE OFFENSE IN ANY COURT OF LAW (INCLUDING TRAFFIC TICKETS) AT ANY TIME? ☒ YES ☐ NO

If yes, please complete the following information: (attached sheet if necessary)

Name	Court/Traffic Bureau	Offense	Date
Bounthavong Sonthikoummame	Belknap District	DWI	2003
Bounthavong Sonthikoummame	Grafton County	Speeding	2001
Kevin Halligan	Windsor county	operating without license	2019

Do any of the applicants hold any elective or appointive state, county, city, village/town office in Vermont? (See VSA, T.7, Ch. 9, §223)

If yes, please complete the following information:

Name	Office	Jurisdiction
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Please give name, title and date attended of manager, director, partner or individual who has attended a Liquor Control Licensee Education Seminar, as required by Education Regulation No. 3:

Name: Bounthavong Sonthikoummame & Kevin Halligan
Title: CO-OWNERS
Date: 10-27-2020

If you have not attended an Education Seminar prior to making application, please visit www.liquorcontrol.vermont.gov and click on Seminar Schedule for a list of Seminars in your area.

FOR ALL APPLICANTS: DESCRIPTION /LOCATION OF PREMISES (Section 4)

Description of the premises to be licensed: Small restaurant

Does applicant own the premises described? YES ☐ NO ☒ If not owned, does applicant lease the premises? YES ☒ NO ☐

If leased, name and address of lessor who holds title to property: Speenshite, LLC
21 Water St Lebanon NH
03766

Are you making this application for the benefit of any other party? YES ☐ NO ☒

FIRST CLASS APPLICANTS ONLY: No first-class license may be issued without the following information.

HEALTH LICENSE #: Food Lodging (if licensed as a Hotel)

VERMONT TAX DEPARTMENT: Meals & Rooms Certificate/Business Account#

Business is devoted primarily to (please check one): MRT 11091479 or 0-452-418-048?

☒ FOOD (restaurant) ☐ HOTEL ☐ CLUB ☐ COMMERCIAL CATERING

If you are considering Outside Consumption service on decks, porches, cabanas, etc. you must complete an Outside Consumption Permit. This form can be found on our website at www.liquorcontrol.vermont.gov and then click on licensing and then forms.

ALL APPLICANTS MUST COMPLETE AND SIGN BELOW

The applicant(s) understands and agrees that the Board of Liquor and Lottery may obtain criminal history record information from State and Federal repositories prior to acting on this application.

I/We hereby certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, §3113).

In accordance with 21 VSA, §1378 (b) I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

If applicant is applying as an individual: I hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or am in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, §795).

Dated at 12-10-20 in the County of Windsor and State of VT,
this 10th day of December, 2020

Corporations/Clubs: Signature of Authorized Agent

Individuals/Partners: (All partners must sign)

x Boggs
x [Signature]

TOWN/CITY APPROVAL/DISAPPROVAL

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the applications and transmit both copies to the Board of Liquor and Lottery for suitable action thereon, before any license may be granted. For the information of the Board of Liquor and Lottery, all applications shall carry the signature of each individual commissioner registering either approval or disapproval. Lease or title must be recorded in town or city before issuance of license.

_____, Vermont, _____
Town/City Date

APPROVED

DISAPPROVED

Please check one: ☐ Approved ☐ Disapproved

by the Board of Control Commissioners of the City or Town of _____

Total Membership _____ Members present _____

Attest, _____
City or Town Clerk

TOWN OR CITY CLERK SHALL MAIL ONE APPLICATION DIRECTLY TO THE DIVISION OF LIQUOR CONTROL, 13 Green Mountain Drive, Montpelier, VT 05602. If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second-class application shall be considered binding except as taken or made at an open public meeting. VSA Title 1 §312.

SECTION 5111 AND 5121 OF THE INTERNAL REVENUE CODE OF 1954 REQUIRE EVERY RETAIL DEALER IN ALCOHOLIC BEVERAGES TO FILE A FORM ANNUALLY AND PAY A SPECIAL TAX IN CONNECTION WITH SUCH SALES ACTIVITY. FOR FURTHER INFORMATION, CONTACT:

**THE BUREAU OF ALCOHOL, TOBACCO & FIREARMS (TTB)
DEPARTMENT OF THE TREASURY
550 MAIN STREET, CINCINNATI, OH 45202
(513) 684-2979**

NOTICE: All new applications are investigated by the Enforcement and Licensing Division prior to approval/disapproval of the license by the Board of Liquor and Lottery. Please note that this process can take anywhere from 2 weeks to 6 weeks to complete once Liquor Control receives the application.

**Personal Information Form
To Accompany License Applications**

Complete for all Owners, Partners, or Corporate Officers

Legal Name: Bounthavong Dee Sonthikoummane
Telephone: [REDACTED] Email: deesont@yahoo.com
Address: 3733 Woodstock Rd White River Junction Vermont 05001
Street City/Town State Zip Code
Date of Birth: [REDACTED] Place of Birth: Fargo, North Dakota Gender: Male
Drivers License #: [REDACTED] State: NH

Legal Name: Kevin Halligan
Telephone: (603) 832 1770 Email: chefhalligan882012@gmail.com
Address: 1131 Turnpike Rd Norwich VT 05055
Street City/Town State Zip Code
Date of Birth: [REDACTED] Place of Birth: [REDACTED] Gender: MALE
Drivers License #: [REDACTED] State: NH

Legal Name: _____
Telephone: _____ Email: _____
Address: _____
Street City/Town State Zip Code
Date of Birth: _____ Place of Birth: _____ Gender: _____
Drivers License #: _____ State: _____

Use additional forms if necessary.

Send completed form with application to:

Vermont Department of Liquor and Lottery
Division of Liquor Control
Attention: Licensing
13 Green Mountain Drive
Montpelier, VT 05602

Phone (802) 828-2345
FAX (802) 828-1031
Email DLC.EnfLic@vermont.gov

Confidential

Rev. 08/09/2019

Inspection Summary

Hartford Fire Department

Inspection 4243



Inspection

Type Liquor License
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFM3
Shift FM

Scheduled 12/21/2020 11:00
Inspected On 12/21/2020 11:00
Finished At 12/21/2020 12:00
Next Inspection
Scheduled Peltier
Inspection Length 1.00

Occupant

Occupant Name The Chef & Butcher
Building Name 1st Floor Suite
Contact Name Bounthavong Dee Sonthikoummane
Address 87 MAPLE ST
City, State and Zip White River Junction, VT 05001-
Phone 802-369-2967

Owner

Owner / Company EXECUSUITE, LLC
Contact Name Tim Sidore
Address 21 WATER STREET
City, State and Zip LEBANON, NH 03766-
Phone 603-727-9024

Comments

Violation Summary

Status	Violation	Location
Closed	- Liquor License Inspection No violations noted.	Building

Tickler History

Date	Type	Inspector	Narrative
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Signatures

Inspector


Thomas Peltier
12/22/20
Date

**Hartford Police
Department**

Memo

To: Lisa O'Neil, Sherry West

From: Major Brad Vail 

Date: December 18, 2020

Re: Liquor Licenses

The following establishments and persons listed on the application have been checked through the Hartford Spillman system as well as the State of Vermont Spillman system. This check did not yield anything recent that would have a negative impact on their respective application.

K&D Food Group
DBA The Chef & Butcher

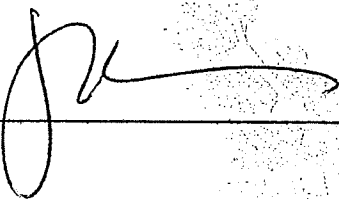
Bounthavong Dee Sonthikoummane
Kevin Halligan – Driving License Suspended-Norwich

VERMONT DEPARTMENT OF LIQUOR & LOTTERY
DIVISION OF LIQUOR CONTROL
FIRST CLASS SEMINAR CERTIFICATION

Student's Name: (Print Clearly)

Kevin Halligan

Date of Seminar: 10 / 27 / 2020 Certificate expires two years from this date

Instructor:  Jen Fisher

Division of Liquor Control · 13 Green Mountain Drive · Montpelier, VT 05602
liquorcontrol.vermont.gov 802-828-2339 (p) 802-828-1031 (f)

VERMONT DEPARTMENT OF LIQUOR & LOTTERY
DIVISION OF LIQUOR CONTROL
FIRST CLASS SEMINAR CERTIFICATION

Student's Name: (Print Clearly)

Bountha vong Sonthikoummane

Date of Seminar: 10 / 27 / 2020 Certificate expires two years from this date

Instructor:  Jen Fisher

Division of Liquor Control · 13 Green Mountain Drive · Montpelier, VT 05602
liquorcontrol.vermont.gov 802-828-2339 (p) 802-828-1031 (f)



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

PRINTDOC

Dec 7, 2020

K & D FOOD GROUP
3733 WOODSTOCK ROAD
WHITE RIVER JUNCTION VT 05001

Letter ID: L1651056896
Taxpayer ID: XX-XXX7492

Re: New Vermont Tax Account Registration

Dear Taxpayer:

The Vermont Department of Taxes has processed your registration application for the following account(s).

Tax Type	Account Number	Liability Date	Filing Frequency
Withholding Tax	WHT-11091479	10-Nov-2020	Monthly
Sales and Use Tax	SUT-11091479	10-Nov-2020	Quarterly
Meals and Rooms Tax	MRT-11091479	10-Nov-2020	Monthly

How to File and Pay Your Taxes

You may file and pay your taxes electronically through myVTax, our online filing site, available through the Department's website at www.myvtax.vermont.gov. You can use myVTax to:

- File returns securely
- Make payments
- Request a payment plan
- View copies of your correspondence
- Update and verify your account information
- Communicate securely with the Vermont Department of Taxes

When you register your account in myVTax, you will need your access code: L1651056896

Warning! Your access code will expire in 30 days from the date of this letter.

If you have any questions regarding your account, please contact us at the number listed below.

Sincerely,
Vermont Department of Taxes
Taxpayer Services Division
Business Tax Section

Phone: (802) 828-2551
Fax: (802) 828-5787
Email: tax.business@vermont.gov



Vermont Department of Taxes

133 State Street PO Box 547 Montpelier, VT 05601-0547

MEALS AND ROOMS TAX LICENSE

This License is hereby issued to FUNKALICIOUS MARKET AND DELI in accordance with the provisions of Chapter 225 of Title 32, V.S.A., to operate an establishment known as FUNKALICIOUS MARKET AND DELI located at 87 MAPLE STREET, WHITE RIVER JUNCTION, VT

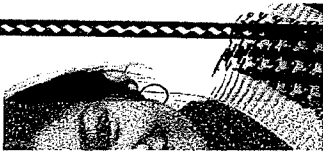
PRINTDOC

FUNKALICIOUS MARKET AND DELI
FUNKALICIOUS MARKET AND DELI
3733 WOODSTOCK ROAD
WHITE RIVER JUNCTION, VT 05001


Acting Commissioner of Taxes

This license is issued effective Nov-10-2020 to Vermont business tax account number MRT-11091479-001. It is not transferable, and must be surrendered upon sale, transfer, merger, termination of business, or revocation of the license.

Display this license in a prominent place at the business location.



STATE OF VERMONT - AGENCY OF HUMAN SERVICES
STATE BOARD OF HEALTH
License to Operate

I.D.# 11157
LICENSE TYPE: RESTAURANT - SEATING 0-25
EFFECTIVE DATE: 08/03/2020

CAPACITY : 17 FEE: \$105.00

EXPIRATION DATE: 08/03/2021

ESTABLISHMENT NAME & LOCATION:
FUNKALICIOUS MARKET & DELI
87 MAPLE ST
WHITE RIVER JUNCTION, VT 05009

THIS IS TO CERTIFY THAT ABOVE ESTABLISHMENT IS LICENSED
TO OPERATE UNDER THE PROVISIONS OF TITLE 18, SECTIONS
4351-4451 VERMONT STATUTES ANNOTATED. THIS LICENSE IS
VALID PENDING RATIFICATION BY THE VERMONT BOARD OF
HEALTH.

LICENSEE NAME & ADDRESS:
K & D FOOD GROUP
3733 WOODSTOCK RD
WHITE RIVER JUNCTION, VT 05009

THIS LICENSE IS NOT TRANSFERRABLE AND IS
VALID ONLY FOR THE LICENSEE LISTED.
THIS LICENSE SHALL BE CONSPICUOUSLY POSTED.

STATE OF VERMONT - AGENCY OF HUMAN SERVICES
STATE BOARD OF HEALTH
License to Operate

I.D.# 11372
LICENSE TYPE: SEAFOOD - SEAFOOD VENDOR
EFFECTIVE DATE: 08/03/2020

FEE:

EXPIRATION DATE: 08/03/2021

ESTABLISHMENT NAME & LOCATION:
FUNKALICIOUS MARKET & DELI
87 MAPLE ST
WHITE RIVER JUNCTION, VT 05009

THIS IS TO CERTIFY THAT ABOVE ESTABLISHMENT IS LICENSED
TO OPERATE UNDER THE PROVISIONS OF TITLE 18, SECTIONS
4351-4451 VERMONT STATUTES ANNOTATED. THIS LICENSE IS
VALID PENDING RATIFICATION BY THE VERMONT BOARD OF
HEALTH.

LICENSEE NAME & ADDRESS:
K & D FOOD GROUP
3733 WOODSTOCK RD
WHITE RIVER JUNCTION, VT 05009

THIS LICENSE IS NOT TRANSFERRABLE AND IS
VALID ONLY FOR THE LICENSEE LISTED.
THIS LICENSE SHALL BE CONSPICUOUSLY POSTED.

Issued: 08/21/2020

License Number: 5750

Expires: 04/30/2021

VT ID #: 0015A7

**Vermont Agency of Agriculture, Food & Markets
Retail License**

This is to certify that the business named below is licensed by the Vermont
Agency of Agriculture, Food & Markets for the following categories:

Licensed Devices and Commodities:

Meat Processing - Small

1 Small Scale(s)

Funkalicious Market & Deli

87 Maple Street
White River Junction VT 05001

Kristin M. Haas, D.V.M.

State Veterinarian and Director of
Food Safety and Consumer Protection
Division

Non-transferable - Please Post

LEASE ADDENDUM

This Lease Addendum is made as of the 16th day of July, 2020, by and between EXECUSUITE, LLC, a Vermont limited liability company with a principal place of business in the City of Lebanon, Grafton County, New Hampshire, ("Landlord") and Kevin Halligan, an individual with a principal residence in the Village of White River Junction, Town of Hartford, Windsor County, Vermont ("Tenant"). This addendum is attached and incorporated to the Lease dated October 8, 2019.

A1. Premises. Effective August 1, 2020, the leased Premises shall include Suite 2 at 87 Maple Street, approximately 488 square feet formerly occupied by Royal Nutrition (See Exhibit Addendum-A).

A2. Rent and Term. Effective August 1, 2020 the monthly rent shall increase to \$3,705.00. The term, rent schedule and annual increases described in the Lease shall remain the same.

A3. Utilities. Effective August 1, 2020, Tenant shall be responsible for the payment of all utilities and services.

A4. Additional Deposit Required. On or before August 1, 2020, Tenant shall pay Landlord \$1,005.00 as an additional security deposit.

A5. Condition of Premises. Suite 2 of Premises shall be delivered in "as-is, where-is" condition.

A6. Use of Premises. Tenant shall use Suite 2 of Premises in accordance with Tenant's stated business, and is responsible for obtaining all approvals, permits and licenses required by applicable law and code. Tenant shall not serve or permit the consumption of alcoholic beverages (1st and 3rd Class under Vermont law) without the express prior written authorization of Landlord.

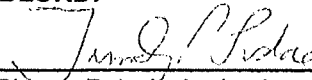
A7. Additional Principal as Tenant and Guarantor. Effective upon execution of this Addendum, Bounthavong "Dee" Sonthikoummame is added to the Lease, including this Addendum, as a Tenant and Personal Guarantor.

A8. Equipment Provided. The grease trap, hot water heater and related plumbing fixtures owned by Landlord are provided in "As-Is" condition and remain the property of Landlord. Tenant is responsible for cleaning and maintaining the equipment.

All other terms and conditions of the Lease to remain the same.

Signature Page to Follow

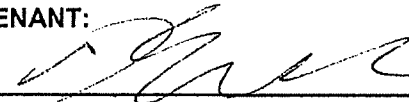
LANDLORD:



Tim Sidore, Duly Authorized
Execusuite, LLC

17 July 2020
Date

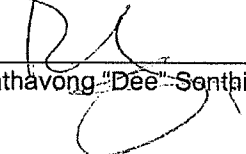
TENANT:



Kevin Halligan

Date

TENANT:

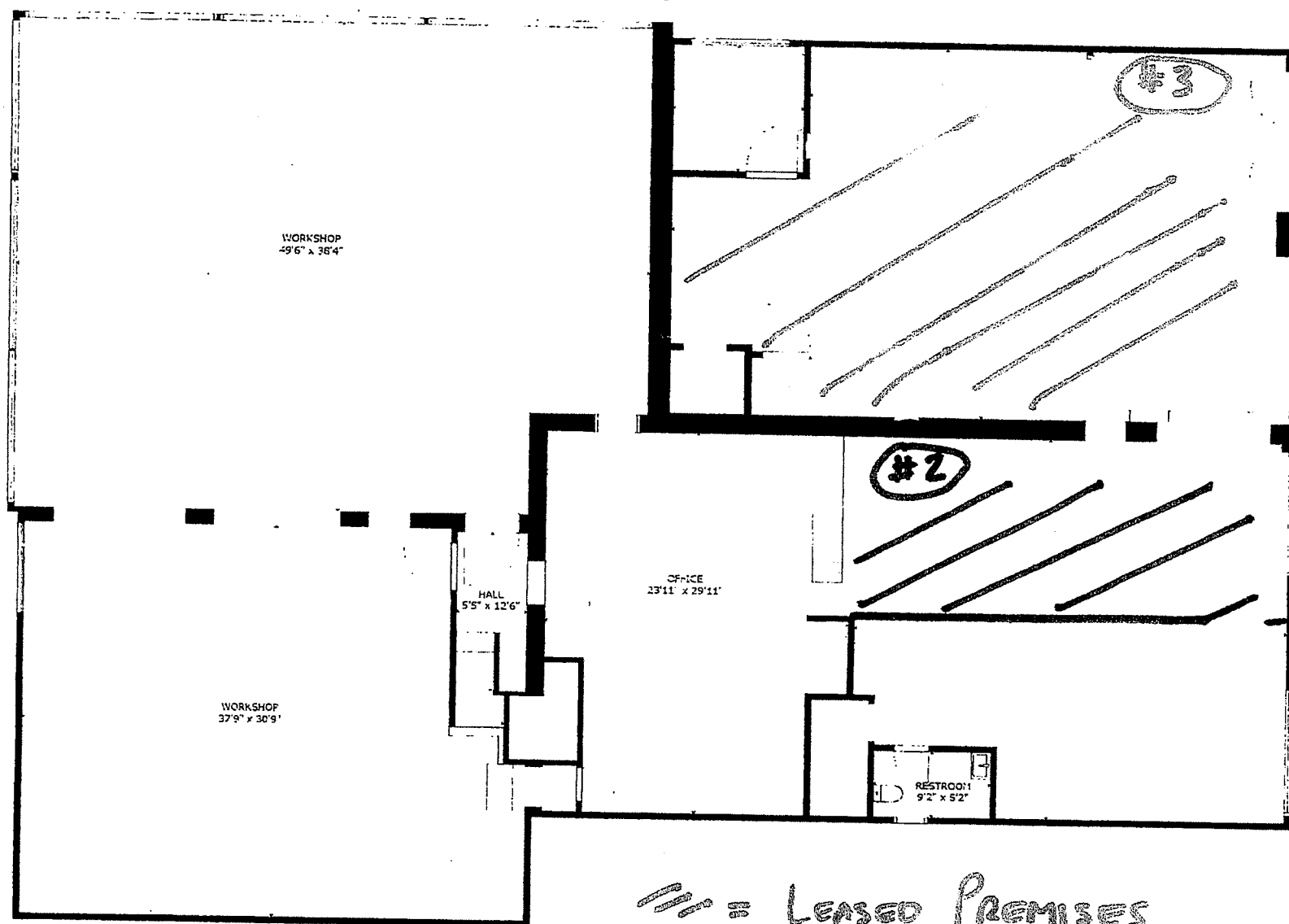


Bounthavong "Dee" Sonthaikoummane

17 July 2020
Date

1/10/2020 EXHIBIT A

87 Maple



== LEASED PREMISES
=== ADDITIONAL LEASED PREMISES

GROSS INTERNAL AREA
FLOOR 1: 1243 sq ft, FLOOR 2: 6414 sq ft
FLOOR 3: 1343 sq ft, EXCLUDED AREAS:
REDUCED HEADROOM BELOW 1.5M: 584 sq ft
TOTAL: 9000 sq ft

TIS

ENCLOSURE

POWERED BY
matterport

3D Matterport Scan

STATE OF VERMONT
OFFICE OF SECRETARY OF STATE

Certificate of Assumed Name Registration

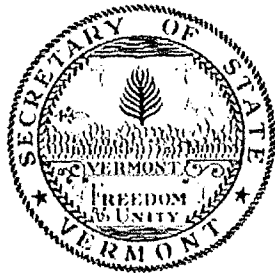
I James C. Condos, Vermont Secretary of State, do hereby certify that

K & D FOOD GROUP LLC (0365643)

is/are registered to do business in the state of Vermont as:

THE CHEF & BUTCHER

This registration expires on November 24, 2025



Sep 25, 2020

Given under my hand and seal
of office at Montpelier, the State
Capital, on this day.

A handwritten signature in cursive script that reads "James C. Condos".

James C. Condos
Vermont Secretary of State

**VERMONT SECRETARY OF STATE****Corporations Division**

MAILING ADDRESS: Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1104

DELIVERY ADDRESS: Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1104

PHONE: 802-828-2386

WEBSITE: sos.vermont.gov**ASSUMED BUSINESS NAME REGISTRATION******ELECTRONICALLY FILED****

BUSINESS ID: 0377869

FILING DATE: 09/25/2020

EXPIRATION DATE: 11/24/2025

ASSUMED NAME INFORMATION

ASSUMED NAME	THE CHEF & BUTCHER
BUSINESS TYPE	ASSUMED NAME
BUSINESS DESCRIPTION	Accommodation and Food Services Limited-Service Restaurants
EMAIL	deesont@yahoo.com

PRINCIPAL OFFICE ADDRESS

STREET ADDRESS	3733 Woodstock Road	CITY	White River Junction
STATE	Vermont	ZIP CODE	05001
COUNTRY	United States		

MAILING ADDRESS

STREET ADDRESS	3733 Woodstock Road	CITY	White River Junction
STATE	Vermont	ZIP CODE	05001
COUNTRY	United States		

REGISTRANT INFORMATION

NAME	TITLE	ADDRESS
K & D FOOD GROUP LLC (0365643)	BUSINESS	3733 WOODSTOCK ROAD, WHITE RIVER JUNCTION, VT, 05001, USA

CERTIFICATION

I hereby certify under penalty of law (13 V.S.A. ch. 65), that I am authorized to sign on behalf of the registrant(s), and that all facts provided herein are true as of this day.

SIGNER'S NAME	Bounthavong Sonthikoummane
SIGNER'S TITLE	Member

Security National Insurance Company

A Stock Insurance Company

PO Box 655028

Dallas, TX 75251

WORKERS COMPENSATION
AND EMPLOYERS LIABILITY
INSURANCE POLICY

WC 99 00 01 B

INFORMATION PAGE

Ncci Code: 40533

1. Insured:	Policy Number:	SWC1315606
K&D Food Group, LLC		
DBA: Funkalicious Market & Deli		
3733 Woodstock Road		
White River Junction, VT 05001		
Other workplaces not shown above:	Individual	Partnership
See Extension of Information Page	Corporation or	<u>X</u> LLC
Producer:	Federal Tax ID:	843907492
AmTrust North America, Inc.	Risk ID:	
c/o Kinney-Pike / Hartford	Renewal of:	New
1011 N Main St Ste 4		
White River Junction, VT 05001		

2. The policy period is from 11/5/2020 to 11/5/2021 12:01 a.m. at the insured's mailing address.

3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: Vermont

B. Employers Liability Insurance: Part Two of the policy applies to work in each stated listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ 100,000	each accident
Bodily Injury by Disease	\$ 500,000	policy limit
Bodily Injury by Disease	\$ 100,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here: All states except ND, OH, WA, WY and State(s) Designated in Item 3A.

D. This policy includes these endorsements and schedules:

See attached endorsement schedule.

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

See Extension of Information Page

TOTAL ESTIMATED ANNUAL PREMIUM	2,392
STATE ASSESSMENT	33
TOTAL ESTIMATED COST	2,425
Minimum Premium	350

Issue Date: 11/4/2020

Countersigned By: _____
Authorized Representative

Security National Insurance Company

WC 99 00 01 B

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

INFORMATION PAGE

Insured: K&D Food Group, LLC

Policy Number: SWC1315606

**EXTENSION OF INFORMATION PAGE FOR ITEM #1
ITEM 1: NAMED INSURED and WORKPLACES**

Location	Site	Address	FEIN #
K&D Food Group, LLC DBA: Funkalicious Market & Deli	1	3733 Woodstock Road White River Junction, VT 05001	843907492



FIRST/SECOND/THIRD CLASS LIQUOR LICENSE AND TOBACCO APPLICATION

(License year is May 1ST through April 30TH of the following year)

Montshire Services LLC

Bobs Service Center

Doing Business as – Trade Name

4 Ballardvale Dr

Hartford

Town or City & Zip Code

802-295-2341

Telephone Number

Mailing Address (if different from above)

Email address: brent@montshireservices.com

APPLICATION FEES:

FIRST CLASS LICENSE - \$115.00 to DLC and \$115.00 to Town/City

SECOND CLASS LICENSE- \$70.00 to DLC and \$70.00 to Town/City

SECOND CLASS RETAIL DELIVERY PERMIT - \$100.00 to DLC

THIRD CLASS LICENSE - \$1,095 for a full year to DLC
\$550 for 6 or fewer months to DLC

TOBACCO LICENSE- (there is no application fee for tobacco if
applying for second class)

TOBACCO ENDORSEMENT PERMIT - \$50.00 to DLC

**If applying for Tobacco only license, please use the Tobacco Only form.*

Please check appropriate categories

☐ FIRST CLASS

☒ SECOND CLASS

☐ THIRD CLASS

☒ TOBACCO

☐ Retail Delivery Permit

☐ Tobacco Endorsement

☐ Restaurant

☐ Hotel

☐ Club

☐ Commercial Kitchen (a Liquor Control Commercial
Caterer's License is needed with this license)

TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF Hartford

Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Board of Liquor and Lottery. Upon hearing, the Board of Liquor and Lottery may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Board of Liquor and Lottery have been violated, or that any statement, information or answers herein contained are false.

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING.

If this premise was previously licensed, please indicate name Bobs Service Center

I/we are applying as (please check one):

☐ INDIVIDUAL

☒ LIMITED LIABILITY COMPANY

☐ PARTNERSHIP

☐ CORPORATION

Please fill in name and address of individual, partners, directors or members.

LEGAL NAME

STREET/CITY/STATE

Brent W Murray

703 Miller Pond Rd, Grantham, NH 03753

Cinnamon C Decato-Murray

703 Miller Pond Rd, Grantham, NH 03753

Are all of the above citizens or lawful permanent residents of the UNITED STATES? ☒ Yes ☐ No

If naturalized citizen or lawful permanent resident of the United States, please provide a copy of the naturalization or lawful permanent resident documentation.

CORPORATE INFORMATION:

If you have checked the box marked CORPORATION, please fill out this information for stockholders (attach sheet if necessary).

LEGAL NAME

STREET/CITY/STATE

Date of incorporation _____

Is corporate charter now valid? Yes ☐ No ☐

Corporate Federal Identification Number _____

Have you registered your corporation and/or trade name with the Town/City Clerk? Y ☐ N ☐ and/or Secretary of State? Y ☐ N ☐
(as required by VSA Title 11 § 1621, 1623 & 1625).

ALL APPLICANTS

HAVE ANY OF THE APPLICANTS EVER BEEN CONVICTED OR PLED GUILTY TO ANY CRIMINAL OR MOTOR VEHICLE OFFENSE IN ANY COURT OF LAW (INCLUDING TRAFFIC TICKETS) AT ANY TIME? ☒ YES ☐ NO

If yes, please complete the following information: (attached sheet if necessary)

Name	Court/Traffic Bureau	Offense	Date
Cinnamon Decato-Murray	Grantham, NH	Speeding	10/2017
Brent Murray	Wells, ME	Speeding	2010

Do any of the applicants hold any elective or appointive state, county, city, village/town office in Vermont? (See VSA, T.7, Ch. 9, §223)
If yes, please complete the following information:

Name	Office	Jurisdiction
------	--------	--------------

Please give name, title and date attended of manager, director, partner or individual who has attended a Liquor Control Licensee Education Seminar, as required by Education Regulation No. 3:

Name: Brent W Murray
Title: Managing Member
Date: 12/11/2020

If you have not attended an Education Seminar prior to making application, please visit www.liquorcontrol.vermont.gov and click on Seminar Schedule for a list of Seminars in your area.

FOR ALL APPLICANTS: DESCRIPTION /LOCATION OF PREMISES (Section 4)

Description of the premises to be licensed: Convenience store with fuel station and automotive repair facility.

Does applicant own the premises described? YES ☐ NO ☒ If not owned, does applicant lease the premises? YES ☒ NO ☐

If leased, name and address of lessor who holds title to property: 4 Ballardvale Dr, LLC

4 Ballardvale Dr, Hartford, VT 05001

Are you making this application for the benefit of any other party? YES ☐ NO ☒

FIRST CLASS APPLICANTS ONLY: No first-class license may be issued without the following information.

HEALTH LICENSE #: Food _____ Lodging (if licensed as a Hotel) _____

VERMONT TAX DEPARTMENT: Meals & Rooms Certificate/Business Account# _____

Business is devoted primarily to (*please check one*):

☐ **FOOD** (restaurant)

☐ **HOTEL**

☐ **CLUB**

☐ **COMMERCIAL CATERING**

If you are considering **Outside Consumption** service on decks, porches, cabanas, etc. you must complete an Outside Consumption Permit. This form can be found on our website at www.liquorcontrol.vermont.gov and then click on licensing and then forms.

ALL APPLICANTS MUST COMPLETE AND SIGN BELOW

The applicant(s) understands and agrees that the Board of Liquor and Lottery may obtain criminal history record information from State and Federal repositories prior to acting on this application.

I/We hereby certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, §3113).

In accordance with 21 VSA, §1378 (b) I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

If applicant is applying as an individual: I hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or am in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, §795).

Dated at 12/11/2020 in the County of Sullivan and State of NH,
this 11th day of December, 2020

Corporations/Clubs: Signature of Authorized Agent

Individuals/Partners: (All partners must sign)

TOWN/CITY APPROVAL/DISAPPROVAL

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the applications and transmit both copies to the Board of Liquor and Lottery for suitable action thereon, before any license may be granted. For the information of the Board of Liquor and Lottery, all applications shall carry the signature of each individual commissioner registering either approval or disapproval. Lease or title must be recorded in town or city before issuance of license.

_____, Vermont, _____
Town/City Date

APPROVED

DISAPPROVED

Please check one: ☐ Approved ☐ Disapproved

by the Board of Control Commissioners of the City or Town of _____

Total Membership _____ Members present _____

Attest, _____
City or Town Clerk

TOWN OR CITY CLERK SHALL MAIL ONE APPLICATION DIRECTLY TO THE DIVISION OF LIQUOR CONTROL, 13 Green Mountain Drive, Montpelier, VT 05602. If application is disapproved, local control commissioners shall notify the applicant by letter.

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second-class application shall be considered binding except as taken or made at an open public meeting. VSA Title 1 §312.

SECTION 5111 AND 5121 OF THE INTERNAL REVENUE CODE OF 1954 REQUIRE EVERY RETAIL DEALER IN ALCOHOLIC BEVERAGES TO FILE A FORM ANNUALLY AND PAY A SPECIAL TAX IN CONNECTION WITH SUCH SALES ACTIVITY. FOR FURTHER INFORMATION, CONTACT:

**THE BUREAU OF ALCOHOL, TOBACCO & FIREARMS (TTB)
DEPARTMENT OF THE TREASURY
550 MAIN STREET, CINCINNATI, OH 45202
(513) 684-2979**

NOTICE: All new applications are investigated by the Enforcement and Licensing Division prior to approval/disapproval of the license by the Board of Liquor and Lottery. Please note that this process can take anywhere from 2 weeks to 6 weeks to complete once Liquor Control receives the application.

**Personal Information Form
To Accompany License Applications**

Complete for all Owners, Partners, or Corporate Officers

Legal Name: Brent W Murray

Telephone: 603-667-5000 Email: brent@dmdevelopment.net

Address: 703 Miller Pond Rd Grantham NH 03753
Street City/Town State Zip Code

Date of Birth: [REDACTED] Place of Birth: [REDACTED] Gender: Male

Drivers License #: [REDACTED] State: NH

Legal Name: Cinnamon C Decato-Murray

Telephone: 603-252-5459 Email: ccdm@dmdevelopment.net

Address: 703 Miller Pond Rd Grantham NH 03753
Street City/Town State Zip Code

Date of Birth: [REDACTED] Place of Birth: [REDACTED] Gender: Female

Drivers License #: [REDACTED] State: NH

Legal Name: _____

Telephone: _____ Email: _____

Address: _____
Street City/Town State Zip Code

Date of Birth: _____ Place of Birth: _____ Gender: _____

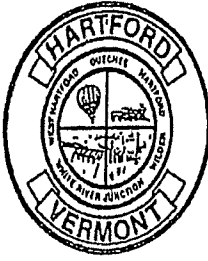
Drivers License #: _____ State: _____

Use additional forms if necessary.

Send completed form with application to:

Vermont Department of Liquor and Lottery
Division of Liquor Control
Attention: Licensing
13 Green Mountain Drive
Montpelier, VT 05602

Phone (802) 828-2345
FAX (802) 828-1031
Email DLC.EnfLic@vermont.gov



TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382

website: www.hartford-vt.org



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

2020 LIQUOR LICENSE ADDITIONAL INFORMATION

PLEASE NOTE: ALL information must be completed.

Incomplete applications will be returned.

Date: 12/14/2020 Applicant: Montshire Services LLC

Doing Business As: Bob's Service Center

Mailing Address:

4 Ballardvale Dr, Hartford, VT 05001

Telephone Number(s): 603-667-5000

Other Contact Name: (if applicable) Brent Murray

Please list below ALL licensees, directors, owners, stockholders name & dates of birth:

Brent W Murray

Cinnamon C Decato-Murray

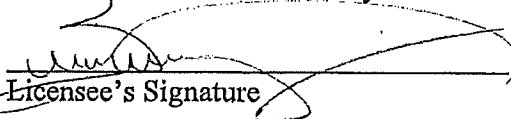
Please list any violations any licensee, director, owner, stockholder has been charged with. *If no violations, please answer "None".*

None

ALL Liquor/Tobacco License Violations PAST - PRESENT (including violations taking place on licensee's premises and/or charges against employee, etc.): *If unsure of violations, contact DLC and obtain your records of violations. If no violations, please answer "None".*

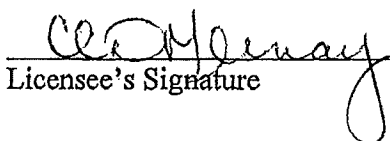
None

I/We certify, under pains and penalties of perjury, that the above information is true and complete, and that if after execution of this record any such violations do occur, the Town of Hartford will be duly notified.


Licensee's Signature

Brent Murray
Printed Name

12/14/2020
Date


Licensee's Signature

Cinnamon Decato-Murray
Printed Name

12/14/2020
Date

Inspection Summary

Hartford Fire Department

Inspection 4244



Inspection

Type Liquor License
Status Completed/Closed
Inspector Thomas Peltier
Unit Number HFM3
Shift FM

Scheduled 12/22/2020 00:00
Inspected On 12/21/2020 12:00
Finished At 12/21/2020 13:00
Next Inspection
Scheduled
Inspection Length 1.00

Occupant

Occupant Name Bob's Service Center
Building Name Convenience Store/Fuel Station/Car Repair
Contact Name Brent Murray
Address 4 BALLARDVALE DR
City, State and Zip White River Junction, VT 05001-
Phone 802-295-2341

Owner

Owner / Company Perkins Bob Inc.
Contact Name Bob Perkins
Address 158 Hartford Ave.
City, State and Zip White River Junction, VT
Phone

Comments

Violation Summary

Status	Violation	Location
Closed	- Extension Cords Extension cords are for temporary use only - Add outlets as needed.	Storage Room

Tickler History

Date	Type	Inspector	Narrative
------	------	-----------	-----------

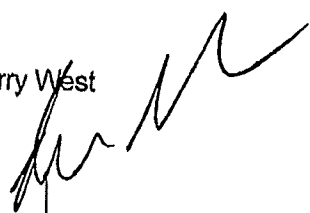
Signatures

Inspector


Thomas Peltier
12/22/20
Date

Memo

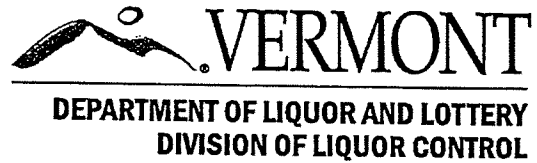
To: Lisa O'Neill, Sherry West
From: Major Brad Vall
Date: December 18, 2020
Re: Liquor Licenses



The following establishments and persons listed on the application have been checked through the Hartford Spillman system as well as the State of Vermont Spillman system. This check did not yield anything recent that would have a negative impact on their respective application.

Montshire Services LLC
DBA – Bob's Service Center

Brent Murray
Cinnamon Decato-Murray



CERTIFICATE OF ACHIEVEMENT

AWARDED TO

BRENT MURRAY

FOR COMPLETING

2nd Class Seller Training Program 2020 Final Exam

COMPLETION DATE
December 11, 2020

SCORE
100%

Date of this notice: 12-14-2020

Employer Identification Number:
85-4262947

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

MONTSHIRE SERVICES LLC
BRENT WILLIAM MURRAY MBR
4 BALLARDVALE DR
WHITE RIV JCT, VT 05001

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 85-4262947. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	04/30/2021
Form 940	01/31/2022
Form 1065	03/15/2022

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

Vermont Department of Taxes

133 State Street PO Box 547 Montpelier, VT 05601-0547

SALES AND USE TAX LICENSE

This License is hereby issued to MONTSHIRE SERVICES LLC in accordance with the provisions of Chapter 233 of Title 32, V.S.A., to operate an establishment known as BOBS SERVICE CENTER located at 4 BALLARDVALE DR, WHITE RIVER JUNCTION, VT

MONTSHIRE SERVICES LLC
BOBS SERVICE CENTER
4 BALLARDVALE DR
WHITE RIVER JUNCTION, VT 05001


Acting Commissioner of Taxes

This license is issued effective Jan-08-2021 to Vermont business tax account number SUT-11092596-001. It is not transferable, and must be surrendered upon sale, transfer, merger, termination of business, or revocation of the license.

Display this license in a prominent place at the business location.

**LIMITED LIABILITY COMPANY AGREEMENT BY
MONTSHIRE SERVICES LLC, AND ITS MEMBERS**

LIMITED LIABILITY COMPANY AGREEMENT ("Agreement") made as of the date last written below, by and between CINNAMON DECATO-MURRAY, of 703 Miller Pond Road, Grantham, New Hampshire (hereafter "Decato-Murray") and BRENT MURRAY, of 703 Miller Pond Road, Grantham, New Hampshire (hereafter "Murray"), individually and collectively referred to as the "Members".

The Members desire to form a limited liability company pursuant to the laws of the State of Vermont upon the terms and conditions hereinafter set forth.

ARTICLE I
General Provisions

1.01 Formation of LLC. The Members hereby desire to form a limited liability company under the Vermont Limited Liability Company Act, T.11A, Sections 3001 et. seq. ("Act"), of which the Members and the limited liability company will be initial members.

1.02 Name of Limited Liability Company. The name of the limited liability company shall be **MONTSHIRE SERVICES LLC** (hereafter "LLC"). The business affairs of the LLC shall be conducted solely under the name of the LLC as set forth in its Certificate.

1.03 Purpose of LLC. The purpose of the LLC will be to operate convenience stores with fueling stations, automotive repair facilities and vehicle towing operations. The LLC shall be entitled to pursue such other business activities as are normally permitted to a limited liability company under the Act.

1.04 Effective Date of Agreement. This Agreement shall be effective on the date ("Effective Date") on which the last of the Members shall have signed it and have caused the Certificate of Formation (hereafter "Certificate") to be filed with the Vermont Secretary of State pursuant to the Act.

1.05 Admission of Original Members. Upon the Effective Date of formation of the LLC, its members shall include the Members first listed in this Agreement ("Original Members").

1.06 Addition of LLC as Party. Promptly after the Effective Date of formation of the LLC, a Member shall sign and date this Agreement on behalf of the LLC.

1.07 Principal Place of Business. The principal place of business of the LLC shall be located at: 4 Ballardvale Dr, White River Junction, VT 05001 or at such other place or places as the Members may from time to time determine. The initial agent of the LLC and his/her address shall be 703 Miller Pond Rd, Grantham, NH 03753.

1.08 Members' Names and Addresses. The names and addresses of the Members are shown on the signature sheet or Appendix A of this Agreement, as amended from time to time.

1.09 Duration of the LLC. The LLC shall continue until termination as herein

provided or by operation of law.

1.10 Title to LLC Property. All property of the LLC, whether real or personal, tangible or intangible, shall be deemed to be owned by the LLC as an entity, and no Member or Manager, individually, shall have any ownership interest in any such property. The title to the real estate owned by the LLC shall be recorded in the name of the LLC.

1.11 Filing of Certificates. The Managers, if any, shall file and publish all such certificates, notices, statements or other instruments required by law for the formation and operation of a limited liability company in all jurisdictions where the LLC may elect to do business.

1.12 Fiscal Year. The fiscal year of the LLC shall be the calendar year.

ARTICLE II **Managers and LLC Operations**

2.01 Voting Rights and Allocation of Votes. Members shall have the number of Membership Voting Units set forth in the attached Appendix B. Each outstanding Membership Voting Unit shall be entitled to one vote on each LLC matter on which Members' consents shall be required.

2.02 Management. The business and affairs of the LLC shall be managed by its Managers. The Managers may direct, manage, and control the business of the LLC to the best of the Managers' ability. Except for situations in which the approval of the Members is expressly required by this Agreement or by nonwaivable provisions of applicable law, the Managers shall have full and complete authority, power, and discretion to direct, manage and control the business, affairs, and properties of the LLC; to make all decisions regarding those matters; and to perform any and all other acts or activities customary or incident to the management of the LLC's business.

2.03 Initial Managers. The LLC shall have two Managers, who initially shall be Cinnamon Decato-Murray and Brent Murray. In the event that either of the Managers shall die or resign, the surviving Manager shall thereafter be the sole Manager of the LLC. The Managers need not be residents of the State of Vermont or Members of the LLC. In the event of the death, disability or resignation of the surviving Manager, the resulting vacancy shall be filled as set forth in Section 2.10.

2.04 Certain Powers and Authority of Managers. Without limiting the generality of section 2.02 above, the Managers shall have power and authority, on behalf of the LLC:

A. To acquire property from any person as the Managers may determine. The fact that a Manager or a Member is directly or indirectly affiliated or connected with any such person shall not prohibit the Managers from dealing with that person;

B. To borrow money for the LLC from banks, other lending institutions, the Managers, Members, or entities in which the Managers or Members have an interest on such terms as the Managers deems appropriate, and in connection therewith, to mortgage, hypothecate, encumber, and grant security interests in the assets of the LLC to secure repayment of the borrowed sums. No debt shall be contracted or liability incurred by or on behalf of the LLC except by the Managers, or to the extent permitted under the Act, by agents or employees of the

LLC expressly authorized by the Managers to contract such debt or incur such liability;

C. To purchase liability and other insurance to protect the LLC's property and business;

D. To invest any LLC funds, temporarily or for extended periods of time, by way of example but not limitation, in time deposits, short-term governmental obligations, commercial paper, or other investments;

E. To sell or otherwise dispose of all or substantially all of the assets of the LLC as part of a single transaction or plan so long as that disposition is not in violation of or a cause of a default under any other agreement to which the LLC may be bound; provided, however, that the consent of the Members shall not be required with respect to any sale or disposition of the LLC's assets in the ordinary course of the LLC's business;

F. To execute on behalf of the LLC all instruments and documents, including, without limitation: checks, drafts; notes and other negotiable instruments; mortgages, or deeds of trust; security agreements; financing statements; documents providing for the acquisition, mortgage or disposition of the LLC's property; assignments; bills of sale; leases; partnership agreements; operating agreements or similar agreements of other limited liability companies; and any other instrument or documents necessary, in the opinion of the Managers, to the business of the LLC;

G. To employ accountants, legal counsel, managing agents, or other experts to perform services for the LLC and to compensate them from LLC funds;

H. To enter into any and all other agreements on behalf of the LLC, with any other person for any purpose, in such forms as the Managers may approve;

I. To do and perform all other acts as may be necessary or appropriate to the conduct of the LLC's business; and

J. Unless authorized to do so by this Agreement or by the Managers of the LLC, no attorney-in-fact, employee, or other agent of the LLC shall have any power or authority to bind the LLC in any way, to pledge its credit or to render it liable pecuniarily for any purpose. No Member shall have any power or authority to bind the LLC unless the Member has been authorized by the Managers to act as an agent of the LLC in accordance with the previous sentence.

2.05 Liability of Members and Managers for Certain Acts. The Managers do not, in any way, guarantee the return of the Members' capital contributions or a profit for the Members from the operations of the LLC. A Member, Manager, Officer or other person shall be liable, responsible, and accountable in damages or as otherwise provided by law to the LLC or to the Members for any action taken or failure to act on behalf of the LLC only if such action or failure to act constitutes gross negligence or willful misconduct.

2.06 Managers Have No Exclusive Duty to LLC. The Managers shall not be required to manage the LLC as the Managers sole and exclusive function and the Managers may have other business interests and may engage in other activities in addition to those relating to the LLC. Neither the LLC nor any Member shall have any right, by virtue of this Agreement, to share or participate in such other investments or activities of the Managers or to the income or proceeds derived therefrom. The Managers shall incur no liability to the LLC or to any of the

Members as a result of engaging in any other business or venture.

2.07 Bank Accounts. The Managers may from time to time open bank accounts in the name of the LLC, and the Managers shall be the sole signatory thereon, unless the Managers determine otherwise.

2.08 LLC Indemnification of Members, Managers and Other Persons. To the maximum extent permitted under the Act, the LLC shall indemnify any Member, Manager, Officer or other person who was or is a party to or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that that person is or was a Member, Manager, Officer, employee or agent of the LLC or because such person acted on behalf of the LLC, against expenses (including attorney's fees), judgments, penalties, fines (including excise taxes assessed with respect to employee benefit plans), and amounts paid in settlement actually and reasonably incurred by such person in connection with such action suit or proceeding except if: (A) The person was grossly negligent; or (B) The person engaged in willful misconduct.

2.09 Resignation. A Manager of the LLC may resign at any time by giving written notice to the Members of the LLC. The resignation of the Manager shall take effect upon receipt of that notice or at such later time as shall be specified in the notice; and, unless otherwise specified in the notice, the acceptance of the resignation shall not be necessary to make it effective. The resignation of the Manager who is also a Member shall not affect the Manager's rights as a Member and shall not constitute a withdrawal of a Member.

2.10 Vacancies. Any total vacancy occurring for any reason in the office of Manager of the LLC shall be filled by the affirmative vote of or with the consent of Members holding at least a majority of the Membership Voting Units.

2.11 Salaries. The salaries and other compensation of the Managers may be fixed from time to time by the Managers, and no Manager shall be prevented from receiving that salary because the Manager is also a Member or is affiliated with a Member of the LLC. The Members are expressly authorized to enter into a long-term employment agreement with the Managers which would provide for compensation expressed in terms of time and efforts; gross receipts; profitability; or proceeds from disposition of LLC property, or any combination of such factors and/or other factors.

2.12 No Liability for Wind-up Transactions. Subject to the liability of a Member or Manager for acts of gross negligence or willful misconduct, no Member or Manager shall have personal liability for monetary damages in respect of:

- A. Transactions connected with the conduct or winding up of the LLC;
- B. Any use by the Member or a Manager of the LLC's property, including, but not limited to, confidential or proprietary information of the LLC or other matters entrusted to the Member or Manager as a result of such status; or
- C. Any contract, lease, or license between the LLC and the Member or Manager or any entity in which the Member or Manager has a substantial pecuniary interest.

2.13 Liability of Member Who Is Not Manager. A Member who is not a Manager of the LLC shall have no duties to the LLC or to the other Members solely by reason of being a Member.

2.14 Meeting of Members. The Managers shall be entitled to call meetings of the Members from time to time upon written notice of no less than five days, to consider such matters and to take such actions as the Managers shall recommend to the Members or shall be permitted by the Act. The members may call a meeting pursuant to such provisions of the Act; provided, however, that with regard to any matter requiring a vote, only the Members or holders of Membership Voting Units, as defined in Section 2.01, shall be entitled to vote on any matters presented to such meeting.

ARTICLE III **LLC Officers**

3.01 LLC Officers and Exclusively Ministerial Function of Officers. The Managers may appoint a President, a Vice President or Vice-Presidents, a Treasurer and a Secretary of the LLC (collectively, the "Officers"); provided, that with respect to any significant LLC matter, the Officers, if appointed, shall act on behalf of the LLC only with the express consent of the Managers.

3.02 Replacement of Officers. If the Managers appoint any Officer, the Officer shall remain in office until the Managers dismiss the Officer or appoints the Officer's replacement.

ARTICLE IV **Classification of LLC as Partnership**

4.01 Classification of LLC as Partnership. The Members intend that upon its formation, the LLC shall be classified as a partnership under the Code and the Regulations. The Members shall promptly agree to make and shall promptly make any amendment of the Agreement, Certificate and other relevant documents that may be necessary or appropriate to change that classification and shall promptly agree to and shall take any other action necessary or appropriate to that end.

ARTICLE V **Capitalization of LLC**

5.01 Capital Contributions. The Members shall contribute to the capital of the LLC the amounts shown on Appendix C (their respective "Capital Contributions"). No Member shall make any additional contribution to the capital of the LLC without first receiving the consent of the Managers.

5.02 Capital Accounts. A separate capital account ("Capital Account") shall be established and maintained for each Member in accordance with the following provisions:

A. There shall be credited to the Capital Account of each Member such Member's Capital Contributions, such Member's allocable share of Profit and the amount of any LLC liabilities that are assumed by such Member or that are secured by any LLC

property distributed to such Member.

B. To each Member's Capital Account there shall be charged the amount of cash and the fair market value of any LLC property distributed to such Member pursuant to any provision of this Agreement, such member's allocable share of Loss and the amount of any liabilities of such Member that are assumed by the LLC or that are secured by any property contributed by such Member to the LLC.

C. The provisions of this Agreement relating to the maintenance of Capital Accounts are intended to comply with Regulation § 1.704-1(b). To the extent consistent with the terms of this Agreement, Capital Accounts shall be maintained and adjusted in accordance with such Regulations.

D. No Member shall be entitled to withdraw any part of the Member's Capital Contribution without the consent of the Managers. No loan made to the LLC by any Member shall constitute a Capital Contribution to the LLC for any purpose. No interest shall be paid on any Capital Contribution,

E. Except as expressly required by this Agreement or by the Act, no Member shall have any liability for the return of the Capital Contribution of any other Member. A Member who has more than one interest in the LLC shall have a single Capital Account that reflects all such interests, regardless of the class of interest owned and regardless of the time or manner in which the interests were acquired.

5.03 Transfer of Capital Accounts. The original Capital Account established for each substituted Member shall be in the same amount as the Capital Account of the Member which such substituted Member succeeds, at the time such substituted Member is admitted to the LLC; provided, however, that if the substituted Member succeeds to less than all of the Member's Capital Account, then such Capital Accounts shall be in proportion to the designation made by the Member as to the allocation of the Member's Capital Account. The Capital Account of any Member whose interest in the LLC shall be increased by means of the transfer to such Member of all or part of the interest in the LLC of another Member shall be appropriately adjusted to reflect such transfer. Any reference in this Agreement to a Capital Contribution or distribution to a then Member shall include a Capital Contribution or distribution previously made by or to any prior Member on account of the limited liability company interest of such Member.

ARTICLE VI

Allocations, Distributions and Negative Capital Accounts

6.01 Allocations and Distributions - General Rule. Profit and Loss of the LLC shall be credited or charged to the Capital Accounts of the Members in proportion to the Members' respective Capital Accounts at the close of each Fiscal Year. Distributions of available cash may be made in the discretion of the Managers, and if made shall be distributed to the Members in proportion to their respective Capital Accounts; provided, however, that all cash above reasonable reserves to capital expenditures, contingent mortgage payment accounts, and contingent real estate tax accounts shall be distributed no less frequently than annually to the Members in proportion to their respective Capital Accounts.

6.02 Special Basis Adjustment. In the event of a transfer of all or any part of the interest of any Member (on account of the death of a Member or by reason of a sale or exchange), the LLC shall, at the request of the transferee, elect pursuant to Code § 754 to adjust the basis of LLC assets. The additional accounting costs incurred as a result of the election shall be borne by the requesting transferee and all subsequent transferees. However, the determination of Profit or Loss, distributions and Capital Accounts, for purposes of this Article VI, shall be made without taking into account any such special basis adjustments. Each Member shall furnish the LLC with all information necessary to give effect to such election.

6.03 Allocations for Tax and Book Purposes. Except as otherwise provided herein, any allocation to a Member of a portion of the Profit or Loss for a Fiscal Year shall be determined to be an allocation to that Member of the same proportionate part of each item of income, gain, loss, deduction or credit, as the case may be, that is earned, realized or available by or to the LLC for federal tax purposes.

6.04 Certain Accounting Matters. For purposes of determining the Profit, Loss or any other items allocable to any period, Profit, Loss and any such other items shall be determined on a daily, monthly or other basis, as determined by the Managers using any permissible method under Code § 706 and the Regulations thereunder.

6.05 Tax Allocations: Code § 704(c). In accordance with Code § 704(c) and the Regulations thereunder, income, gain, loss, and deduction with respect to any property contributed to the capital of the LLC shall, solely for income tax purposes, be allocated among the Members so as to take account of any variation between the adjusted basis of such property to the LLC for federal income tax purposes and its fair market value at the time of contribution. In the event that the Book Value of any LLC asset is subsequently adjusted in accordance with the last sentence of the definition of Book Value as set forth in Section 11.02, any allocation of income, gain, loss and deduction with respect to such asset shall thereafter take account of any variation between the adjusted tax basis of the asset to the LLC and its Book Value in the same manner as under Code § 704(c) and any Regulations promulgated thereunder. Any elections or other decisions relating to such allocations shall be made by the Managers in a manner that reasonably reflects the purpose and intention of this Agreement. Allocations pursuant to this Section are solely for purposes of federal, state, and local taxes and shall not affect, or in any way be taken into account in computing, any Member's Capital Account or share of Profit, Loss or distributions pursuant to any provision of this Agreement.

6.06 Regulatory Allocations.

A. Qualified Income Offset. If any Member unexpectedly receives an adjustment, allocation or distribution described in Regulations § 1.704-1(b)(2)(ii)(d)(4), (5) or (6) in any Fiscal Year, and as a result would, but for this Section 6.06.A, have a deficit balance in the Member's Capital Account as of the last day of such Fiscal Year which is in excess of such Member's Deficit Adjustment Amount as of such last day, then items of income and gain of the LLC (consisting of a pro rata portion of each item of LLC income, including gross income and gain) for such Fiscal Year (and, if necessary, for subsequent Fiscal Years) shall be specially allocated to such Member in the amount and in the proportions required to eliminate such excess as quickly as possible.

B. Gross Income Allocation. If any Member would otherwise have a deficit

balance in such Member's Capital Account as of the last day of any Fiscal Year which is in excess of such Member's Deficit Adjustment Amount as of such last day, then items of income and gain of the LLC shall be specially allocated to such Member (in the manner specified in Section 6.06.A hereof) so as to eliminate such excess as quickly as possible.

C. LLC Minimum Gain Chargeback. If there is a net decrease in LLC Minimum Gain during a LLC Fiscal Year, each Member shall be allocated items of LLC income and gain for such Fiscal Year (and, if necessary, for subsequent Fiscal Years) in proportion to, and to the extent of, an amount equal to such Member's share of the net decrease in LLC Minimum Gain during such Fiscal Year, determined in accordance with Regulations § 1.704-2(g). The requirement set forth in the preceding sentence shall be subject to the exceptions and limitations referred to in Regulations § 1.704-2(f). This Section 6.06.C is intended to constitute a "minimum gain chargeback" provision as described in Regulations § 1.704-2(f), and shall be construed so as to meet the requirements of such Regulation.

D. Member Nonrecourse Debt Minimum Gain Chargeback. If there is a net decrease in Member Nonrecourse Debt Minimum Gain during a LLC Fiscal Year, each Member shall be allocated items of LLC income and gain for such Fiscal Year (and, if necessary, for subsequent Fiscal Years) in proportion to, and to the extent of, an amount equal to such Member's share of the net decrease in Member Nonrecourse Debt Minimum Gain during such Fiscal Year, determined in a manner consistent with the provisions of Regulations § 1.704-2(g)(2). The requirement set forth in the preceding sentence shall be subject to the exceptions and limitations referred to in Regulations § 1.704-2(i)(4). This Section 6.06.D is intended to comply with the minimum gain chargeback requirement contained in Regulations § 1.704-2(i)(4), and shall be construed so as to meet the requirements of said Regulation.

E. Limitation on Loss Allocations. With respect to any Member, notwithstanding the provisions of Section 6.01, the amount of Loss for any Fiscal Year that would otherwise be allocated to a Member under Section 6.01 shall not cause or increase a deficit balance in such Member's Capital Account in excess of such Member's Deficit Adjustment Amount as of the last day of such Fiscal Year. Any Loss in excess of the limitation set forth in this Section 6.06.E shall be allocated among the Members, pro rata, to the extent each, respectively, is liable or exposed with respect to any debt or other obligations of the LLC. For purposes of this Section 6.06.E, a Member's Capital Account shall be computed as of the last day of the relevant Fiscal Year in the manner provided in Section 5.02, but shall be reduced by the items described in Regulations § 1.704-1(b)(2)(ii)(d)(4), (5) and (6).

F. Member Nonrecourse Deductions. Anything contained in this Article VI to the contrary notwithstanding, if one or more Members bear the economic risk of loss (within the meaning of Regulations § 1.752-2) with respect to any Member Nonrecourse Debt, Member Nonrecourse Deductions attributable thereto shall be allocated among such members in accordance with the ratios in which such members share the economic risk of loss for such Member Nonrecourse Debt,

G. Ordering Rules. Anything contained in this Agreement to the contrary notwithstanding, allocations for any Fiscal Year of Nonrecourse Deductions or Member Nonrecourse Deductions, or of items required to be allocated pursuant to the minimum gain chargeback requirements contained in Section 6.06.C and Section 6.06.D hereof, shall be made before any other allocations hereunder.

6.07 Curative Allocations. The allocations set forth in Section 6.06 (the "Regulatory Allocations") are intended to comply with the requirements of Regulations § 1.704-1(b) and § 1.704-2. The Regulatory Allocations may not be consistent with the manner in which the Members intend to allocate Profit and Loss or make LLC distributions. Accordingly, notwithstanding the other provisions of this Article VI, but subject to the Regulatory Allocations, the Managers are hereby directed to reallocate items of income, gain, deduction and loss among the Members so as to eliminate the effect of the Regulatory Allocations and thereby to cause the respective Capital Accounts of the members to be in the amounts (or as close thereto as possible) they would have been if Profit and Loss (and such other items of income, gain, deduction and loss) had been allocated without reference to the Regulatory Allocations. In general, the Members anticipate that this will be accomplished by specially allocating other Profit and Loss (and such other items of income, gain, deduction and loss) among the Members so that the net amount of the Regulatory Allocations and such special allocations to each such member is zero. The Managers shall have discretion to accomplish this result in any reasonable manner. In addition, if in any Fiscal Year there is a decrease in LLC Minimum Gain, or in Member Nonrecourse Debt Minimum Gain, and application of the minimum gain chargeback requirements contained in Section 6.06 would cause a distortion in the economic arrangement among the Members, the Managers may, if the Managers do not expect that the LLC will have sufficient other income to correct such distortion, request the Internal Revenue Service to waive either or both of such minimum gain chargeback requirements. If such request is granted, this Agreement shall be applied in such instance as if it did not contain such minimum gain chargeback requirements.

ARTICLE VII

Records and Reports

7.01 Books of Account. The LLC shall maintain proper books of account, which shall comply with all applicable federal income tax requirements and with generally accepted accounting practices as applicable to limited liability companies.

7.02 Annual Reports Relating to Tax Return Preparation. Within ninety (90) days after the close of fiscal year of the LLC, the LLC shall prepare and deliver to all Members written reports which shall contain all information in the possession of the LLC that is reasonably necessary to enable the Members to prepare their federal and state income tax returns.

ARTICLE VIII

Dissolution of LLC

8.01 Dissolution of LLC. The LLC shall dissolve and its affairs shall be wound up upon the first to occur of the following:

A. The vote or written consent of the holders of at least eighty percent (80%) or more of the Capital Accounts of the LLC.

B. The occurrence of: i) a notice of administrative dissolution; or ii) entry of a decree of judicial dissolution.

8.02 Restriction on Voluntary Withdrawal. No Member shall have the right to voluntary withdraw or retire from the LLC.

ARTICLE IX
Consent for Transferability of LLC Membership and LLC Interests
Admission of New Members

9.01 Transfers of Memberships and LLC Interests. No Member shall, without the consent of the Managers, transfer to any person who is not a Member:

A. Any right or power of the Member relating to the management of the LLC, including, without limitation, the right to vote on LLC matters, and the right to obtain information concerning the LLC's business and affairs; or

B. Any portion of the LLC interest of the Member (as defined in Act) or the Capital Account of the Member.

9.02 Admission of New Members. No person shall be admitted as a new Member of the LLC except with the consent of the Managers; provided, however, that such new Member shall have made capital contributions having a fair market value, in the sole determination of the Managers, which shall be at least equal to the Capital Account to be established for the new Member; and provided, further, that such new Member shall have agreed in writing to comply with all terms and provisions of this Agreement.

ARTICLE X
Miscellaneous Provisions

10.01 Term and Termination. The term of this Agreement shall begin on the Effective Date and shall end upon the earlier of:

A. The date on which the LLC is terminated under this Agreement or under other applicable law;

B. The date on which members holding a majority of Membership Voting Units agree to its termination; or

C. The date designated in the Certificate of Formation of the LLC.

10.02 Tax Matters Member. The tax matters member of the LLC shall be the Managers holding office from time to time.

10.03 Pledges. No Member shall pledge all or any part of such Member's Membership, or an or any part of such member's LLC interest, or otherwise provide such Member's Membership or such Member's LLC interest or any part of them as security for any debt without first receiving the unanimous consent of the other Members.

10.04 Entire Agreement. This Agreement, the Appendices and the Certificate contain the entire agreement among the parties with respect to the subject matter of the Agreement and supersede all prior written and oral agreements among them with respect to this subject matter.

10.05 Notices. Notices under this Agreement shall be sent to the LLC at its registered office and to each Member at the address set forth in Appendix A as amended from time to time. Notice shall be by certified mail return receipt requested and shall be deemed to have been received on the date indicated in the relevant United States Postal Service records. A

Member may change such Member's address for purposes of this Section 10.05 at any time upon reasonable notice to the other parties.

10.06 Governing Law and Forum. This Agreement shall be governed exclusively by the laws of the State of Vermont. Any dispute among the parties to this Agreement that they cannot amicably resolve among the parties shall be resolved by arbitration, provided, that any party may seek injunctive relief in the Courts of the State of Vermont to the extent necessary to support any such arbitration. Each party hereby submits to the personal jurisdiction of these Courts for this purpose and waives any objection such party may have to this jurisdiction.

10.07 Sale of Securities. The parties hereby acknowledge that the LLC's issuance of Memberships to current and future Members shall not constitute sales of securities of the LLC within the meaning of applicable Vermont securities laws.

10.08 Captions. Captions in this Agreement are for convenience only and shall be deemed irrelevant in construing any of its provision.

10.09 Applicability of the Act. Except as otherwise expressly provided in this Agreement and in the Certificate of Formation, all provisions of the Act as now in effect and as amended from time to time shall apply to the Agreement as if fully incorporated in it.

10.10 Amendment of Limited Liability Company Agreement. This Agreement may be amended, in whole or in part, at any meeting of the Members called specifically for the purpose of amending this Agreement at which the proposal amendments shall be approved by the Managers and by the affirmative vote of or with the consent of Members holding at least a majority of the Membership Voting Unites. Such amendment, to the extent that it requires a modification of any certificate or filing required of the LLC, shall become effective upon the completion of such certificate or filing requirements. Further, no such amendment shall be permitted which would contravene the Act.

ARTICLE XI **Definitions**

11.01 "Book Gain" or "Book Loss" shall mean the gain or loss recognized by the LLC for book purposes in any Fiscal Year or other period by reason of the sale, exchange or other disposition of any LLC asset. Such Book Gain or Book Loss shall be computed by reference to the Book Value of such asset as of the date of such sale, exchange or other disposition, rather than by reference to the tax basis of such asset as of such date, and each and every reference herein to "gain" or "loss" shall be deemed to refer to Book Gain or Book Loss, rather than to tax gain or tax loss.

11.02 "Book Value" of an asset shall mean, as of any particular date, the value at which the asset is properly reflected on the books and records of the LLC as of such date. The initial Book Value of each asset shall be its cost, unless such asset was contributed to the LLC by a Member, in which case the initial Book Value shall be the fair market value of such asset, as determined by the Managers, and such Book Value shall thereafter be adjusted for Depreciation with respect to such asset rather than for the cost recovery deductions to which the LLC is entitled for income tax purposes with respect thereto. The Book Values of all LLC assets shall be adjusted to equal their respective fair market values, as determined by the Managers, as of the following

times: (i) The acquisition of an additional interest in the LLC by any new or existing Member in exchange for more than a de minimis additional Capital Contribution; (ii) The distribution by the LLC to a Member of more than a de minimis amount of LLC assets, including money, if, as a result of such distribution, such Member's interest in the LLC is reduced; and (iii) The termination of the LLC for federal income tax purposes pursuant to Code § 1.704(b)(1)(B).

11.03 "Capital Account" shall have the meaning set forth in Section 5.02.

11.04 "Capital Contribution" shall mean the total amount of cash and other property contributed to the capital of the LLC by a Member pursuant to section 5.01.

11.05 "Code" means the Internal Revenue Code of 1986, as amended from time to time, and any corresponding provisions of succeeding law.

11.06 "Deficit Adjustment Amount" shall mean, as to any Member as of any particular date, the sum of: (i) The amount (if any) such Member is obligated to restore (whether under this Agreement or otherwise, and including for this purpose, without limitation, such Member's exposure with respect to debt or other obligations or liabilities of the LLC); and (ii) The amount of such Member's share of LLC Minimum Gain (including for this purpose such Member's share of Member Nonrecourse Debt Minimum Gain) as of such date.

11.07 "Depreciation" shall mean, for each Fiscal Year or other period, an amount equal to the depreciation, amortization or other cost recovery deduction allowable with respect to an asset for such Fiscal Year or other period, except that if the Book Value of an asset differs, from its adjusted basis for federal income tax purposes at the beginning of any Fiscal Year or other period, Depreciation shall be an amount that bears the same relationship to the Book Value of such asset as the depreciation, amortization, or other cost recovery deduction computed for tax purposes with respect to such asset for the applicable period bears to the adjusted tax basis of such asset at the beginning of such period, or if such asset has a zero adjusted tax basis, Depreciation shall be an amount determined under any reasonable method selected by the Managers.

11.08 "LLC Minimum Gain" shall have the meaning set forth in Regulations 1.704-2(b)(2), and, as provided therein, shall generally be determined by computing, for each Nonrecourse Debt of the LLC, any Net Profit the LLC would realize if it disposed of the property subject to that liability for no consideration other than full satisfaction of the liability, and then aggregating the separate amounts of Profit so computed.

11.09 "Member Nonrecourse Debt" shall mean any LLC liability to the extent such liability is nonrecourse for purposes of Regulations § 1.1001-2, and a Member (or related person within the meaning of Regulation § 1.752-4(b)) bears the economic risk of loss with respect to such liability under Regulations § 1.752-2 because, for example, the Member or related person is a creditor or guarantor with respect to such liability.

11.10 "Member Nonrecourse Debt Minimum Gain" shall have the meaning set forth in Regulations § 1.704-2(i)(2), and, as provided therein, shall generally be the amount, with respect to each Member Nonrecourse Debt, equal to the LLC Minimum Gain that would result if such Member Nonrecourse Debt were treated as a Nonrecourse Debt.

11.11 "Member Nonrecourse Deductions" shall have the meaning, and shall be determined in the manner, set forth in Regulations § 1.704-2(i)(1).

11.12 “Nonrecourse Debt” shall mean any LLC liability to the extent that no Member or related person bears the economic risk of loss for such liability under Regulations § 1.752-2.

11.13 “Nonrecourse Deductions” shall have the meaning set forth in Regulations §1.704-2(b)(1).

11.14 “Profit” and “Loss” shall mean, for each Fiscal Year or other period, an amount equal to the LLC’s taxable income or loss for such Year or period, determined in accordance with Code § 703(a) (for this purpose, all items of income, gain, loss, or deduction required to be stated separately pursuant to Code § 703(a)(1) shall be included in taxable income or loss), with the following adjustments:

A. Any income of the LLC that is exempt from federal income tax and not otherwise taken into account in computing Profit or Loss pursuant to this provision shall be added to such taxable income or loss;

B. Any expenditures of the LLC described in Code § 705(a)(2)(B) or treated as Code § 705(a)(2)(B) expenditures pursuant to Regulations § 1.704- 1(b)(2)(iv), and not otherwise taken into account in computing Profit or Loss pursuant to this provision, shall be subtracted from such taxable income or loss;

C. Book Gain or Book Loss from the sale or other disposition of any asset of the LLC shall be taken into account rather than tax gain or tax loss recognized by the LLC by reason of such sale or other disposition; provided however, that Book Gain or Book Loss arising from a Liquidating Transaction shall not be taken into account in determining Profit or Loss;

D. In lieu of the depreciation, amortization and other cost recovery deductions taken into account in computing such taxable income or loss, there shall be taken into account Depreciation for such fiscal year or other period, computed as provided in this Agreement.

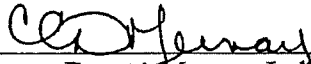
E. If the LLC’s taxable income or loss for such Fiscal Year or other period, as adjusted in the manner provided above, is a positive amount, such amount shall be the LLC’s Profit for such Fiscal Year or other period; and if negative, such amount shall be the LLC’s Loss for such Fiscal Year or other period.

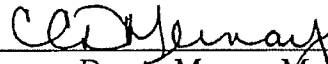
F. In the event that the Book Value of the LLC assets is adjusted pursuant to the last sentence of the definition of Book Value, the amount of such adjustment shall be included in computing Profit or Loss. If the Managers, in their sole discretion, elect to make any distribution in kind of a LLC asset (whether in connection with the liquidation of the LLC or otherwise), the LLC shall be deemed to have realized Profit or Loss thereon in the same manner as if the LLC had sold such asset for an amount equal to the fair market value of such asset, as determined by the Managers.

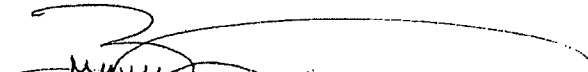
11.15 “Regulatory Allocations” shall have the meaning set forth in section 6.06.

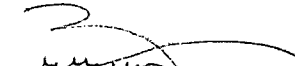
11.16 “Regulations” shall mean the federal income tax regulations promulgated under the Code, as such Treasury Regulations may be amended from time to time (it being understood that all references herein to specific sections of the Treasury Regulations shall be deemed also to refer to any corresponding provisions of succeeding Treasury Regulations).

Executed as of this 15th day of December 2020.


Cinnamon Decato-Murray, Individually


Cinnamon Decato-Murray, Member of
Montshire Services LLC


Brent Murray, Individually


Brent Murray, Member of
Montshire Services LLC

APPENDIX A

**LIMITED LIABILITY COMPANY AGREEMENT OF
MONTSHIRE SERVICES LLC, AND ITS MEMBERS**

NAMES AND ADDRESSES OF MEMBERS

Name

Address

Cinnamon Decato-Murray

703 Miller Pond Road
Grantham, NH 03753

Brent Murray

703 Miller Pond Road
Grantham, NH 03753

APPENDIX B

**LIMITED LIABILITY COMPANY AGREEMENT OF
MONTSHIRE SERVICES LLC, AND ITS MEMBERS**

MEMBERSHIP VOTING UNITS

<u>Member</u>	<u>Membership Voting Units</u>
Cinnamon Decato-Murray	500
Brent Murray	500

APPENDIX C

**LIMITED LIABILITY COMPANY AGREEMENT
MONTSHIRE SERVICES LLC, AND ITS MEMBERS**

CAPITAL CONTRIBUTIONS

<u>Member</u>	<u>Value</u>	<u>Contribution</u>
Cinnamon Decato-Murray	\$1000.00	Cash
Brent Murray	\$1000.00	Cash
Total	\$2000.00	

LEASE

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this 8th day of January, 2021 by and between 4 Ballardvale Dr, LLC ("Landlord"), whose address for the purposes hereof is 703 Miller Pond Rd, Grantham, NH 03753, and Montshire Services LLC ("Tenant"), whose address for the purposes hereof is 4 Ballardvale Dr, Hartford, VT 05001.

In consideration of the mutual promises, covenants and conditions herein contained, and the rents to be paid by Tenant to Landlord, Landlord hereby leases, lets and demises unto Tenant and Tenant hereby leases from Landlord, the Premises, for the Term, at the rental rates, and upon the terms and conditions, set forth herein:

ARTICLE I

1.1 Premises. Subject to and upon the terms, provisions, covenants and conditions hereinafter set forth, and each in consideration of the duties, covenants and obligations of the other hereunder, Landlord, owner of a certain building(s) and related real estate located at 4 Ballardvale Dr, Hartford, VT ("Premises"), does hereby lease, demise and let to Tenant, and Tenant does hereby lease, demise and let from Landlord the Premises.

1.2 Term. The Initial Term of this Lease is Five (5) years, commencing on the first day of January, 2021 ("Commencement Date"), and ending at midnight on December 31, 2025.

ARTICLE II

2.1 Improvements. Landlord makes no representations or warranties, either expressed or implied, as to the condition of the Premises. Tenant acknowledges that it has examined and inspected the Premises and is familiar with the physical condition thereof and accepts the same in their present condition, As Is. Unless otherwise addressed in this Lease, Landlord does not undertake, and shall have no obligation, to make any improvements to the Premises. Tenant acknowledges that it shall be

responsible for compliance with all laws and regulations of the Premises throughout the entire Term of the Lease.

ARTICLE III

3.1 Payment of Base Rent. The term “Base Rent” is defined as the fixed annual rent set forth herein, as adjusted from time to time, payable by Tenant to Landlord in twelve (12) monthly installments. All payments shall be made in advance and paid on or before the first day of each calendar month, without any deduction or offset, prior notice, invoice, or demand by Landlord throughout the Term of this Lease. To the extent this Lease commences on a day other than the first day of a month, and/or ends on a day other than the last day of a month, the monthly rental amount due pursuant to this Lease shall be prorated for each such month. If the Lease commences on a day other than the first day of a month, the prorated rent payment for that month shall be due at the commencement of the Lease.

Tenant agrees to pay Landlord Base Rent as follows:

Years 1 and 2	\$4,800 (Monthly)	\$57,600 (Annual)
Years 3 and 4	\$5,100 (Monthly)	\$61,200 (Annual)
Year 5	\$5,300 (Monthly)	\$63,600 (Annual)

Payments of Base Rent shall be made payable to the order of “4 Ballardvale Dr LLC” and mailed to PO Box 318, Grantham, NH 03753, or elsewhere as designated from time to time by Landlord’s written notice to Tenant.

(a) **Option to Extend Term.** Tenant shall have the option to extend the Term for one five-year period (“Extension Term”) subject to the following terms and conditions.

(i) Tenant shall have delivered to Landlord written notice (the “Extension Notice”) of its intent to exercise this extension option no later than six (6) months

prior to the expiration of the Term of this Lease, time being of the essence. If said Extension Notice is not so delivered, this extension option shall automatically expire. In the event the Extension Notice is provided, the Base Rent that shall be applied to the Extension Term shall be:

Years 6, 7 and 8	\$5,600 (Monthly)	\$67,200 (Annual)
Years 9 and 10	\$5,800 (Monthly)	\$69,600 (Annual)

All provisions of this Lease shall apply during any Extension Term.

3.2 **Additional Rent.** Commencing on the Commencement Date and continuing until the end of the Lease (including an Extension Term), Tenant agrees to pay Landlord, as Additional Rent, all costs and expenses incurred for operating, administering, managing, equipping, lighting, repairing, replacing, cleaning and maintaining the Premises, including without limitation, exterior walls, roofing, maintenance of exterior and common utility lines, parking lot, snow plowing and removal, sanding, sweeping, landscaping when required in the reasonable opinion of Landlord, sewer and water charges, trash removal and compacting, if applicable, and the cost of maintaining such insurance as an owner would customarily maintain including, without limitation, all-risk or fire and extended coverage insurance, comprehensive general liability insurance (with an umbrella) and loss of rents insurance for the Premises.

The Additional Rent expenses shall be paid by Tenant within thirty (30) days of Landlord providing statements or notices regarding the costs or expenses giving rise to the Additional Rent.

3.3 **Taxes.** Commencing on the Commencement Date, Tenant shall pay to Landlord any and all taxes levied or assessed against the Premises, including, without limitation, any taxes, ad valorem taxes, non-ad valorem taxes, real estate taxes, assessments, special assessments, sewer fees, sales or use taxes on the Base Rent and Additional Rent paid hereunder and any and all other taxes levied, assessed or imposed on the Premises or any part thereof or on improvements intended to benefit or improve the Premises.

ARTICLE IV

4.1 **Use.** Tenant, its employees, agents, representatives, successors and assigns, shall use the Premises exclusively for the Operation of a Convenience Store with Fuel Station(s), Automotive Rental, Sales and Repair Facility.

4.2 **Prohibited and Required Use.** Tenant shall comply with all laws, ordinances, rules and regulations of applicable governmental authorities, with respect to Tenant's use, operation and activities of the Premises and Tenant shall not make, suffer or permit any unlawful, improper or offensive use of the Premises, or permit any nuisance thereon. Tenant shall not make any use of the Premises which would make void or voidable any policy of fire or extended coverage insurance covering the Premises. Tenant shall use the Premises only for the Use herein stated and shall not abandon the Premises or leave said Premises vacant, or abandon or cease business operations at the Premises during the Term of this Lease.

4.3 **Signs.** Tenant shall not place or suffer to be placed or maintained upon any exterior door, roof, wall or window of the Premises any sign, awning, canopy, decoration, lettering or advertising matter or other sign of any kind without the express written approval of Landlord, which approval shall not be unreasonably withheld.

All signage shall be in conformity with applicable zoning and planning and shall be built, installed, and maintained at Tenant's sole cost and expense. Tenant agrees to maintain such signage in good condition and repair at all times and to remove the same at the end of the Term. Upon removal thereof, Tenant agrees to repair any damage to the Premises or building caused by such installation and/or removal. This obligation shall survive the expiration or earlier termination of this Lease.

4.4 **Hazardous Substances.** To the best of Landlord's knowledge, the Premises is/are free from hazardous materials (outside of approved storage facilities), including asbestos, PCB's, and lead paint. Tenant shall not cause, suffer, or allow any storage (outside of approved storage facilities), release, discharge, spillage, uncontrolled loss, seepage, disposal, or filtration of oil, petroleum, asbestos, polychlorinated biphenyls or other chemical or hazardous substance liquids, solids, or gases (collectively "Wastes") at, upon, or under the Premises.

Tenant agrees to indemnify and hold Landlord harmless for the clean-up of any hazardous substance ground and/or ground water contamination caused by Tenant and from any other loss, damages, claims, penalties, fines, or other expenses of whatever kind or nature (including, without limitation, attorneys' and consultants' fees, costs, investigation and laboratory fees, court costs and litigation expenses through appeal), which Landlord may incur or suffer arising out of or in any way related to Tenant's failure to comply with terms of this provision, including, without limitation, those related to the remediation of any hazardous substance ground and/or ground water contamination and third party liability resulting there from. The indemnity of this Section shall survive the termination of this Lease.

ARTICLE V

5.1 Repairs, Maintenance and Surrender. Landlord shall not be called upon and shall have no obligation to make any repairs, improvements or alterations whatsoever to the Premises. During the Term of this Lease, however, Landlord shall maintain the roof and exterior walls of the Premises (excluding glass, plate glass or doors which shall be Tenant's sole responsibility) in good repair. All of Landlord's repair obligations set forth herein shall be compensated by Tenant as Additional Rent charges. It is further provided that Landlord shall not be liable for or required to make any repairs, or perform any maintenance, to or upon the Premises which are related to, or which arise out of negligence, fault, misfeasance or malfeasance of Tenant, or its employees, agent, invitees, licensees or customers, in which event Tenant shall be solely responsible therefor.

Tenant shall repair, service, keep and maintain the interior of the Premises, including all plumbing, wiring, piping, fixtures, doors, walls, ceilings, floors, equipment, lights and appurtenances in good and substantial repair during the entire Term of this Lease and shall replace all glass in the windows and doors broken during the Term.

During the Term of the Lease, Landlord shall be responsible to maintain, repair, replace and keep in good condition the heating, ventilation and air-conditioning (HVAC) units) serving the Premises and all costs relating thereto shall be paid by Tenant within thirty (30) days of receipt of invoice from Landlord.

At the end of the Term or upon termination of this Lease, Tenant shall deliver up the Premises, and all erections, alterations and additions made to or upon the same, in good condition and repair and in a broom-clean condition, with all glass and all windows and doors intact except for damage to such glass by fire or other casualty beyond the control of Tenant. Tenant will remove all signs and lettering and all personal property, goods and effects belonging to Tenant or anyone claiming through or under Tenant from the Premises promptly and to Landlord's satisfaction.

5.2 Utilities and Janitorial Services. Commencing on the Commencement Date, Tenant shall contract for janitorial services, gas, electricity, heat, and any other utilities and services furnished to or used by Tenant in connection with the Premises. Tenant shall pay all costs and expenses promptly as each thereof shall become due and payable.

5.3 Interruption: Delay. Landlord shall be under no responsibility or liability for failure or interruption of any such repairs or services referred to in this section, or for any interruption in utility services, for any cause or causes beyond Landlord's reasonable control, nor in any event for any indirect or consequential damages. Failure or omission on the part of Landlord to furnish such service or make such repair shall not be construed as an eviction of Tenant, nor render Landlord liable in damages, nor release Tenant from the obligation to fulfill any of the covenants under this Lease.

5.4 Installations and Alterations by Tenant. Notwithstanding verbal representations and discussions with Landlord or its agents,

(a) Tenant shall make no alterations, additions, or improvements, in or to the Premises without Landlord's prior written consent. Any such alterations, additions or improvements shall:

(i) be performed in a good and workmanlike manner and in compliance with all applicable federal, state and local laws;

(ii) be made only by contractors or mechanics approved by Landlord and who have filed lien bonds, lien waivers or similar releases, and have furnished Landlord

with a Certificate of Insurance evidencing protection from workers' or workmen's compensation acts and other employee benefit acts which are applicable with limits of not less than statutory requirements or \$1,000,000 whichever is greater, and general liability insurance with coverage limits of not less than \$1,000,000 for bodily injury or death of one or more than one person from anyone occurrence, and \$1,000,000 per occurrence for damage to property. Each policy of such insurance shall name Landlord as the additional insured thereunder, and a certificate of insurance evidencing the same shall be provided to Landlord prior to commencement of work;

(iii) be made at Tenant's sole expense and at such time and in such manner as Landlord may from time to time designate; and

(v) become part of the Premises and the property of Landlord.

(b) Provided Tenant is not then in default, all articles of personal property and all business fixtures, machinery, equipment, and furniture owned or installed by Tenant solely at its expense in the Premises ("Tenant's Removable Property") shall remain the property of Tenant and may be removed by Tenant at any time provided no damage is suffered to Premises by any such installation or removal.

5.5 Trade Fixtures. Any trade fixtures installed in, or attached to, the Premises by and at the expense of Tenant, shall remain the property of Tenant if the same may be and are removed without damage to, or destruction of, the Premises. Tenant shall have the right, at any time during the Term of this Lease, to remove and replace any and all of its trade fixtures, which it may have installed in, or attached to, the Premises during the Term; provided, if Tenant is in default under this Lease, Landlord may upon written notice to Tenant, prohibit the removal of such trade fixtures until such default is cured. Notwithstanding the above, at the end of the Term, any or all trade fixtures shall be removed by Tenant if directed by Landlord.

5.6 Inspection and Repair. Landlord, or its representatives, shall have the right at any reasonable time to enter the Premises for the purpose of inspection or for the purpose of making or causing to be made any repairs or otherwise to protect its interest, but the right of Landlord to enter,

repair or do anything else to protect its interest, or the exercise or failure to exercise said right, shall in no way diminish Tenant's obligations or enlarge Landlord's obligations under this Lease, or affect any right of Landlord, or create any duty or liability by Landlord to Tenant or any third party. In case of an emergency, Landlord or its representatives may enter the Premises (forcibly, if necessary) at any time to take such measures as may be needed to cope with such emergency.

5.7 Contents at Tenant's Risk. All inventory, equipment, goods, merchandise, furniture, fixtures and property of every kind which may be on or about the Premises shall be at sole risk and hazard of Tenant, and if the whole or any part thereof shall be destroyed or damaged by fire, water or otherwise, or by the use or abuse of water or by the leaking or bursting of water pipes, by roof or other structural leak, or in any other way or manner, no part of such loss or damage shall be charged to or borne by Landlord in any case whatsoever.

ARTICLE VI

6.1 Casualty Damage. If the Premises or any part thereof shall be damaged by fire or other casualty, Tenant shall give immediate notice thereof to Landlord, and this Lease shall continue in full force and effect except as hereinafter set forth.

a) Subject to the provisions below and except as otherwise provided in this Lease, if all or any part of the Premises shall be damaged or destroyed by fire or other casualty, Landlord shall repair and/or rebuild the structure of the same with reasonable diligence, but Landlord shall not be obligated to repair, rebuild or replace any work done by Tenant in the Premises or any property belonging to Tenant. Unless this Lease is terminated by Landlord, as hereinafter provided, Tenant shall repair, redecorate and refixture the Premises and restock the contents thereof in a manner and a condition to be at least equal to that existing prior to its destruction or casualty and the proceeds of all insurance carried by Tenant on its personal property, decorations, trade fixtures, furnishings, equipment and contents in the Premises shall be held in trust by Tenant for such purposes.

(b) If the Premises, or any part thereof, shall be rendered untenable by reason of such damage, the Base Rent for the portion of the Premises which shall have been rendered untenable shall be abated for the period from the date of such damage to

the date Landlord shall have substantially completed its repair. If during the repair period Tenant conducts business in a portion of the part of the Premises which was untenable, the Base Rent for such portion shall be payable therefor from the date of such occupancy. Landlord shall not be liable for any inconvenience or annoyance to Tenant or injury to the Tenant's business resulting in any way from such damage or the repair thereof or for any delay which may arise by reason of adjustment of insurance, labor troubles or other cause beyond the Landlord's control.

Notwithstanding the foregoing, if the damage results from the act or negligence of Tenant, directly or indirectly, there shall be no abatement of rent as stated herein.

(c) Notwithstanding anything to the contrary contained in the preceding paragraph or elsewhere in this Lease, Landlord, at its option, may terminate this Lease on thirty (30) days notice to Tenant given within ninety (90) days after the occurrence of any of the following:

- (i) The Premises and/or building in which the Premises are located shall be damaged or destroyed as a result of an occurrence which is not covered by Landlord's insurance or if Landlord's mortgagee does not make insurance proceeds available to Landlord for restoration; or
- (ii) The Premises are rendered wholly unusable (whether or not the Premises are damaged in whole or in part) or the building in which the Premises are located shall be so damaged that Landlord shall decide to demolish it or rebuild it; or
- (iii) The Premises shall be damaged or destroyed during the last year of the Term of this Lease; or

(d) Notwithstanding the foregoing, each party shall look first to any insurance in its favor before making any claim against the other party for recovery of loss or damage resulting from fire or other casualty, and to the extent that such insurance is in force and collectible and to the extent permitted by law, Landlord and Tenant each hereby releases and waives full right of recovery against the other or anyone claiming through or under each of them by way of subrogation or otherwise. The foregoing release and waiver shall be in force only if both insurance policies contain a clause providing that such release or waiver shall not invalidate the insurance and also, provided that such a policy can be obtained without additional premiums.

(e) Notwithstanding the foregoing, if the damage results from the fault of Tenant, directly or indirectly, there shall be no abatement of Base Rent, except to the extent of the proceeds, if any, of rent insurance actually received by Landlord in lieu of the Base Rent.

6.2 Insurance. Tenant agrees to indemnify and hold harmless Landlord from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to persons (including loss of life) or property which may arise or be claimed to have arisen as a result of or in connection with the occupancy or use of the Premises by Tenant. Tenant, shall, at its expense, provide to Landlord upon Lease execution and maintain in force, without interruption, during the entire Term of this Lease, and any extension or renewal hereof, the following coverage:

- (a) commercial general liability insurance to include personal injury, bodily injury, and property damage liability with coverage limits of not less than \$2,000,000 per occurrence and \$2,000,000 general aggregate;
- (b) all-risk or special form property insurance including, without limitation, fire, extended coverage, and vandalism upon all property owned by or installed by Tenant in the Premises covering the full replacement cost thereof;
- (c) workers' compensation insurance covering all statutory benefits for Tenant's employees as required by law; and employer's liability insurance with limits of at least \$500,000 per accident, \$500,000 per employee, and \$500,000 per disease.

Each policy of insurance shall be contracted with insurers reasonably acceptable to Landlord and name, as additional insured thereunder, Landlord and Landlord's agent, and Tenant shall provide that it not be canceled without at least ten (10) days prior written notice to Landlord. Tenant's certificate of insurance shall be delivered by Tenant to Landlord upon Lease execution by Tenant and annually thereafter ten (10) days prior to the expiration thereof.

Tenant shall also pay to Landlord, in addition to and together with Tenant's Percentage of normal insurance costs and expenses, the entire amount of any extraordinary or additional cost for insurance upon or for Tenant's use of the Premises.

ARTICLE VII

7.1 **Total or Substantial Condemnation.** If the whole of the Premises shall be taken for any public or any quasi- public use under statute or by right of eminent domain, or by private purchase in lieu thereof, then this Lease shall automatically terminate as of the date that title shall be taken. If any part of the Premises shall be so taken as to render the remainder thereof unusable for the purposes for which the Premises were leased, then Landlord and Tenant shall each have the right to terminate this Lease on thirty (30) days notice to the other given within ninety (90) days after the date of such taking. In the event that this Lease shall terminate or be terminated, the rental herein shall be abated.

7.2 **Partial Taking Where Lease Unaffected.** If any part of the Premises shall be so taken and this Lease shall not terminate or be terminated under the provisions of this lease, then the Base Rent shall be equitably apportioned according to the space so taken, and Landlord shall, at its own cost and expense, restore the remaining portion of the Premises to the extent necessary to render the same reasonably suitable for the purposes for which the Premises were leased, and shall make all repairs to the building in which the Premises are located to the extent necessary to constitute the remaining portion of the building a complete architectural unit, provided that such work shall not exceed the scope of the work required to be done by Landlord in originally constructing such building and the cost thereof shall not exceed the net proceeds of the condemnation award actually received and retained by Landlord.

7.3 **Disposition of Proceeds.** All compensation awarded or paid upon such a total or partial taking of the Premises shall belong to and be the property of Landlord without any participation by Tenant. Tenant waives any loss or damage to Landlord as a result of the exercise of the power of eminent domain by any governmental body, and conveys the right to receive any portion of any condemnation award, as a participant in the condemnation proceedings or otherwise, whether such loss or damage results from condemnation of part or all of the Premises or any portion of the parking area or service entrances and exits to Landlord.

ARTICLE VIII

8.1 Mortgage Subordination. All rights and interests of Tenant hereunder are and shall be and remain subject, subordinate and inferior to all mortgages, heretofore or hereafter given and encumbering the Premises, or any part thereof, and shall likewise be subordinate and inferior to all renewals, modifications, consolidations, assignments, replacements and extensions of any such mortgagees), and the right of the holder of any such mortgage shall at all times be and remain prior and superior to all rights and interests of Tenant. This provision shall operate as a subordination agreement with respect to all such mortgages and all renewals, modifications, consolidations, assignments, replacements and extensions thereof. If the holder of any such mortgage or any person, firm or corporation agreeing to make a loan secured by a mortgage on the Premises shall require confirmation of any subordination for which provision is herein made or a separate subordination agreement with respect to any mortgage transaction, Tenant shall execute such confirmation or subordination agreement with respect to all such mortgages and all renewals, modifications, consolidations, replacements and extensions thereof in the form required by such mortgage holder or other person, firm or corporation agreeing to make a loan secured by a mortgage on the Premises, and the execution of the same shall not diminish or affect the liability of Tenant hereunder or of any other party responsible for or guaranteeing the obligations of Tenant under this Lease.

8.2 Estoppel Certificate. Tenant agrees, at any time and from time to time, upon not less than ten (10) days' prior written request by Landlord, to execute, acknowledge and deliver to Landlord a statement in writing certifying (except as may be otherwise specified by Tenant) the following:

- (a) this Lease is presently in full force and effect and unmodified;
- (b) Tenant has accepted possession of the Premises;
- (c) any improvements required by the terms of this Lease to be made by Landlord have been completed to the satisfaction of Tenant;
- (d) no rent under the Lease has been paid more than thirty (30) days in advance of its due date;
- (e) the addresses for notices to be sent to Tenant are as set forth in the Lease or as specified in such certificate; and

(f) Tenant, as of the date of executing the certificate, has no charge, lien or claim of offset under the Lease, or otherwise, against rents or other charges due or to become due thereunder. Landlord shall upon like request by Tenant, give like certificates to Tenant. In addition, in the event Tenant receives written notice from Landlord and/or the holder of a mortgage, Tenant shall enter into written agreement with the holder of such mortgage providing that:

(i) Tenant will not pay any rent under the Lease more than thirty (30) days in advance of its due date;

(ii) Tenant will not consent to the modifications of any of the terms of this Lease nor to the termination thereof by Landlord;

(iii) Tenant will not seek to terminate this Lease by reason of any act or omission of Landlord until Tenant shall have given written notice of such act or omission to the holder of such mortgage or ground lease (at such holder's last address furnished Tenant) and until thirty (30) days shall have elapsed following the giving of such notice during which period such holder shall have the right, but shall not be obligated, to remedy such act or omission.

8.3 Assignment and Subletting. Tenant covenants and agrees that whether voluntarily, involuntarily, by operation of law or otherwise, neither this Lease nor the Term and estate hereby granted, nor any interest herein or therein, will be assigned, mortgaged, pledged, encumbered or otherwise transferred and that neither the Premises nor any part thereof will be encumbered in any manner by reason of any act or omission on the part of Tenant. Tenant further covenants that the Premises will not be used or occupied or permitted to be used or occupied by anyone other than Tenant, or for any use or purpose other than a permitted use, or be sublet (which term, without limitation, shall include granting of concessions, licenses and the like) in whole or in part, or be offered or advertised for assignment or subletting without the prior written consent of Landlord.

ARTICLE IX

9.1 Default. Tenant shall be in default of its obligations under this Lease upon the occurrence of any of the following events:

- (a) if Tenant fails to make any rental or other payment due hereunder within seven (7) days after the same shall become due; or
- (b) if Tenant shall neglect or fail to perform or observe any of the other covenants or undertakings herein on its part to be performed or observed and such neglect or failure shall continue for fifteen (15) days after notice to it from Landlord; or
- (c) if the default is other than a default under clause (a) above, or clauses (d) through (i) below, and is such that it cannot be cured within fifteen (15) days, but is capable of being cured, and Tenant does not within said fifteen (15) day period commence to cure such default, continue to do so diligently, and thereafter complete such cure within not more than ninety (90) days following notice of default; or
- (d) if proceedings for corporate or other reorganization or arrangement under the bankruptcy laws of the United States, or any laws amendatory thereof or supplemental thereto, shall be filed by Tenant, or any guarantor of Tenant's obligations; or
- (e) if any other proceedings are instituted by Tenant or any Guarantor under the bankruptcy laws, or any laws amendatory thereof or supplemental thereto; or
- (f) if any other proceedings shall be instituted against Tenant or any Guarantor under bankruptcy laws or any insolvency law and not be dismissed within thirty (30) days; or
- (g) if Tenant or any Guarantor shall execute an assignment of its property for the benefit of its creditors; or
- (h) if a receiver or other similar officer for Tenant or any Guarantor shall be appointed and not be discharged within thirty (30) days; or

- (i) if Tenant fails to make payment for attorney's fees and expenses incurred by Landlord in enforcing any obligations or any remedies under this Lease, regardless of whether formal court proceedings were initiated, within seven (7) days after same shall become due;
- (j) if the estate hereby created shall be taken by execution or by other process of law and is not redeemed by Tenant within fifteen (15) days thereafter;

If Tenant is in default, then, except in the case of a default under clauses (d) or (e) above in which event this Lease shall terminate automatically, Landlord may, immediately or at any time thereafter (notwithstanding any waiver of any former breach or waiver of the benefit hereof, or consent in a former instance), and without demand or notice, in person or by agent or attorney, enter the Premises or any part thereof and repossess the same as of its former estate, or terminate this Lease by written notice to Tenant, and in either event expel Tenant and those claiming through or under it and remove their effects (forcibly, if necessary) without being deemed guilty of any manner of trespass and without prejudice to any remedy which might otherwise be used for arrears of rent or breach of covenant, and upon entry or written notice of termination, or automatic termination, both aforesaid, this Lease shall terminate and Landlord, in addition to all other remedies which it may have at law, and not in limitation thereof, shall have the remedies provided in this Article.

9.2 Landlord's Remedies. If Tenant shall be in default as provided for under any provision of this Section, and should Tenant not cure said default, as herein provided, then this Lease shall automatically terminate at the sole option of Landlord. In such event Tenant shall forthwith pay to Landlord as damages, in addition to all sums which were due prior to the date of such termination, a sum equal to the amount by which the Base Rent for the remainder of the Term hereof and any exercised renewals thereof exceeds the fair rental value of the Premises for the remainder of the Term and any exercised renewals of this Lease, and in addition thereto will further indemnify Landlord during the remainder of said Term and of any exercised renewals thereof against all loss and damage suffered by reason of such termination, however caused, first deducting any damages paid as provided above, the loss and damage, if any, for each month during the remainder of the Term and of any renewals thereof to be paid at the beginning of each month. For the purposes of computing damages payable pursuant to this Section, it is agreed that there shall be payable to Landlord as part of such damages at the time of such termination the product of the Additional Rent due with respect to Taxes and Additional Rent Charges for the most recently ended fiscal, calendar or

lease year, as the case may be, multiplied by the number of years or portions thereof remaining of the Term hereof, it being assumed that the amount of such Additional Rent payments so payable for the most recently ended fiscal, calendar or lease year would have remained constant for each subsequent year of the full Term hereby granted. Tenant also agrees: (i) to indemnify and save Landlord harmless from and against all expenses which Landlord may incur, including, without limitation, legal expenses, attorney's fees, brokerage fees, and the cost of putting the Premises in good order or preparing the same for rental; and (ii) that Landlord may re-let the Premises or any part or parts thereof, either in the name of Landlord or otherwise for a term or terms which may, at Landlord's option, be less than or exceed the period which would otherwise have constituted the balance of the Term and of any renewal thereof and may grant concessions or free rent. The failure or refusal of Landlord to re-let the Premises or any part or parts thereof shall not release or affect Tenant's liability for damages. Any suit brought to collect the amount of deficiency for any month or other period shall not prejudice in any way the right of Landlord to collect the deficiency for any subsequent month or period by a similar proceeding. Landlord at Landlord's option may make such alterations, repairs, replacements and decorations to and on the Premises as Landlord in Landlord's sole judgment considers advisable and necessary for the purpose of re-letting the Premises, and the making of such alterations or decorations shall not operate or be construed to release Tenant from liability hereunder. Landlord shall in no event be liable in any way for failure to re-let the Premises, or, if the Premises are re-let, for failure to collect the rents due under such re-letting.

9.3 No Waiver. The failure of Landlord to insist, in anyone or more instances, upon the strict performance of any covenants or agreements of this Lease, or to exercise any option of Landlord herein contained, shall not be construed as a waiver or relinquishment for the failure of such covenant, agreement or option, but the same shall continue and remain in full force and effect. Receipt of rent by Landlord, with knowledge of the breach of any covenant or agreement hereof, shall not be deemed a waiver of such breach and no waiver by Landlord of any provision hereof shall be deemed to have been made unless expressed in writing and signed by Landlord.

9.4 Removal of Tenant's Property. Tenant agrees that, if on termination of this Lease by expiration or otherwise, Tenant shall fail to remove any of its property from the Premises as provided herein, Landlord shall be authorized, in its sole option, and in Tenant's name and on its behalf, either

(a) to cause such property to be removed and placed in storage for the account and at the expense of Tenant; or

(b) to sell such property at public or private sale, with or without notice, and to apply the proceeds thereof, after payment of all expenses of removal, storage and sale, to the indebtedness, if any, of Tenant to Landlord, the surplus, if any, to be paid to Tenant; prior to the removal of such property, Landlord may charge Tenant a fair rental amount for the storage of such property. All sums payable by Tenant under this Article, and all legal fees and disbursements, taxes and costs of re-letting shall be deemed Additional Rent, and shall be payable to Landlord within ten (10) days of the date Tenant received a written invoice for the same.

9.5 Landlord's Right to Perform Tenant's Covenants. Tenant covenants and agrees that, if it shall at any time fail to make any payment or perform any other act on its part to be made or performed as in this Lease provided, Landlord, in its sole discretion may, after due notice to, or demand upon, Tenant, make any payment or perform any other act on the part of Tenant be made and performed as in this Lease provided, in such manner and to such extent as Landlord may reasonably deem desirable, and in exercising any such rights, Landlord may pay necessary and incidental costs and expenses, employ counsel and incur and pay reasonable attorneys' fees. The making of any such payment or the performing of any other act by Landlord pursuant to this Article shall not waive, or release Tenant from any obligations of Tenant in this Lease contained. All sums so paid by Landlord and all reasonably necessary and incidental costs and expenses in connection with the performance of any such act by Landlord shall, except as otherwise in this Lease expressly provided, be payable to Landlord on demand, and Tenant covenants to pay any such sum or sums promptly, and Landlord shall have (in addition to any other right or remedy of Landlord) the same rights and remedies in the event of non-payment thereof by Tenant as in the case of default by Tenant in the payment of Base Rent. Whenever practicable, Landlord, before proceeding as provided in this Section, shall give Tenant notice in writing of the failure of Tenant which Landlord proposes to remedy, and shall allow Tenant such length of time as may be reasonable in the circumstances, consistent with any grace periods contained herein, but not exceeding thirty (30) days from the giving of notice, to remedy the failure itself and, if Tenant shall not remedy the failure in the time allowed, Landlord shall be deemed to have given "due notice" and may proceed as provided in this Section; provided, however, that nothing in this Section shall prevent Landlord from acting without notice to Tenant in case of

any emergency wherein there is danger to property or person, in which event no notice shall be required.

9.6 Cumulative Remedies. The specified remedies, to which Landlord may resort under the terms of this Lease, or under the provisions of applicable law, are cumulative and not intended to be exclusive of any other remedies or means of redress to which Landlord may be lawfully entitled in case of any breach or threatened breach by Tenant of any provisions of this Lease. The failure of Landlord to insist in anyone or more cases upon the strict performance of any of the covenants of this Lease or to exercise any option contained herein shall not be construed as a waiver or a relinquishment for the future of such covenant or option. Receipt by Landlord of any rent payment with knowledge of the breach of any covenants hereof shall not be deemed a waiver of such breach. No waiver by Landlord of any provision of this Lease shall be deemed to have been made unless expressed in writing and signed by Landlord. In addition to the other remedies provided in this Lease, Landlord shall be entitled to restraint by injunction of any violation or attempted or threatened violation of any covenants, conditions or provisions of this Lease.

9.7 Expense Enforcement. Tenant agrees to pay all expenses and attorney's fees and costs incurred by Landlord in enforcing any obligation or any remedies hereunder including collection of Base Rent, Additional Rent, recovery by Landlord of the Premises, or in any litigation in which Landlord shall become involved by reason of any act or negligence of Tenant. Nonpayment within ten (10) days of all said fees and costs, regardless of whether formal court proceedings were initiated, shall constitute a default of this Lease, and this Lease shall terminate automatically without notice.

9.8 Landlord's Default. Landlord shall not be deemed to be in default hereunder unless such default shall remain uncured for more than thirty (30) days following written notice from Tenant specifying the nature of such default, or such longer period as may be reasonably required to correct such default. Landlord's liability to keep, maintain, and repair shall always be limited to the cost of making such repair or accomplishing such maintenance or repair.

9.9 Limitation of Landlord's Liability. The obligations of Landlord hereunder shall be binding upon Landlord and each succeeding owner of the Landlord's interest hereunder only during the period of such ownership and Landlord and each succeeding owner shall have no liability

whatsoever except for its obligations during such respective period. Tenant hereby agrees for itself and each succeeding holder of the Tenant's interest, or any portion thereof that any judgment, decree or award obtained against Landlord or any succeeding owner of the Landlord's interest, which is in any manner related to this Lease, the Premises or the Tenant's use and occupancy of the Premises, whether at law or in equity, shall be satisfied out of the Landlord's equity in the land and buildings then comprising the Premises owned by Landlord to the extent then owned by Landlord and such succeeding owner, and further agrees to look only to such assets and to no other assets of Landlord, or such succeeding owner, for satisfaction. Neither Owner nor any officer or employee thereof, nor any subsequent Landlord, shall have any personal liability hereunder. In no event whatsoever shall Landlord be liable for consequential or any indirect damages.

ARTICLE X

10.1 Deposits and Advance. Any funds paid by Tenant to Landlord as a deposit or advance pursuant to the terms of this Lease, or any exhibit, addendum or modification hereto, may become commingled with other funds of Landlord and need not be placed in trust, deposited in escrow or otherwise held in a segregated account. In addition, if any sum or sums of money shall become payable by Tenant to Landlord pursuant to the terms of this Lease, or any exhibit, addendum or modification hereto, or by any law, ordinance or regulation affecting this Lease, Landlord shall have the right to apply any deposits or advances theretofore made by Tenant against such sums due by Tenant to Landlord.

10.2 Security Deposit. Tenant has deposited with Landlord, and Landlord hereby acknowledges receipt of, the security deposit in the amount of \$4,800.00 ("Security Deposit"), which shall be held by Landlord, without accrual of interest, as security for the faithful performance by Tenant of all of the terms of this Lease by Tenant to be observed and performed by Tenant. Said Security Deposit shall not be mortgaged, assigned, transferred or encumbered by Tenant without the express prior written consent of Landlord and any such act on the part of Tenant shall be without force and effect and shall not be binding upon Landlord. If any of the rents herein reserved or any other sum payable by Tenant to Landlord hereunder shall be overdue and unpaid, or should Landlord make payments on behalf of Tenant, or if Tenant shall fail to perform any of the terms of this Lease, then Landlord, at its option and without prejudice to any other remedy which Landlord may have on

account thereof, may appropriate said entire Security Deposit, or so much thereof as may be necessary to compensate Landlord, toward payment of any rent or additional sum due hereunder or to any loss or damage sustained by Landlord due to such breach on the part of Tenant; and Tenant shall forthwith upon demand restore said Security Deposit to the original sum deposited. Should Tenant comply with all of the terms of this Lease and promptly pay all of the rentals and all other sums payable by Tenant to Landlord as they may become due, said deposit shall be returned in full to Tenant at the end of the Term. In the event of bankruptcy or other creditor debt proceedings against Tenant, the security deposit shall be deemed to be first applied to the payment of rent and other charges due Landlord for all periods prior to filing of such proceedings.

ARTICLE XI

11.1 Quiet Enjoyment. Landlord covenants that so long as Tenant pays the rent reserved in this Lease and performs its agreements hereunder, Tenant shall have the right to quietly enjoy and use the Premises for the Term, against all claims and demands of all parties rightly claiming by, through or under Landlord.

11.2 Waiver of Subrogation. Landlord and Tenant hereby release each other, to the extent of their respective insurance coverage, from any and all liability for any loss or damage caused by fire, any of the extended coverage casualties, or other casualties insured against, even if such fire or other casualty shall be brought about by the fault or negligence of the party benefitted by the release of its agents, provided, however, this release shall be in force and effect only with respect to loss or damage occurring during such time as the policies of fire, extended coverage and other insurance maintained by the releasing party shall contain a clause to the effect that such release shall not affect said policies or the right of the releasing party to recover thereunder. Landlord and Tenant each agree that their respective fire, extended coverage and other insurance policies will include such a clause so long as the same is obtainable and includable without extra cost, or if extra cost is chargeable therefor, so long as the party benefitted by such clause pays such extra cost. If extra cost is chargeable therefor, the party maintaining such insurance will so advise the other party of the amount thereof. The other party, at its election, may pay the same, but shall not be obligated to do so.

11.3 Partial Invalidity. The invalidity of one or more phrases, sentences, clauses, Sections or Articles contained in this Lease shall not affect the remaining portions of this Lease or any part thereof, and if anyone or more of the phrases, sentences, clauses, sections or articles contained in this Lease should be declared invalid by the final order, decree or judgment of a court of competent jurisdiction, including all appeals therefrom, this Lease shall be construed as if such invalid phrases, sentences, clauses, Sections or Articles had not been inserted in this Lease.

11.4 Holdover. If Tenant remains in the Premises beyond the termination date, or sooner following an early termination as provided for herein, such holding over shall not be deemed to create any tenancy, but Tenant shall be a Tenant at sufferance only subject to all of Tenant obligations set forth herein, but at a daily rate equal to two (2) times the Base Rent and Additional Rent and other charges provided for under this Lease. The acceptance of a purported rent check following termination shall not constitute the creation of a tenancy at will, it being agreed that Tenant's status shall remain that of a tenant at sufferance at the aforesaid daily rate.

11.5 Administrative Costs and Expenses. Any and all sums due under this Lease from Tenant to Landlord and not paid on the date due shall bear interest from the date due at one and one half percent (1 1/2) per month (eighteen percent (18) per year), or the maximum rate permitted by law until fully paid. If any payment of rent is not received within thirty (30) days after date due, Tenant shall be charged an administrative penalty of \$100.00 per month for each month of delinquency. Any check, or instrument of payment, from Tenant to Landlord which is not honored when first presented for payment for any reason including "insufficient funds" shall bear a fee of \$50.00 payable to Landlord.

11.6 Notices. Any notice, request, demand, consent or approval required or permitted by this Lease will be written and will be deemed received: (i) when received, if delivered by hand, as evidenced by a signed receipt; (ii) when served pursuant to the Federal Rules of Civil Procedure or the Statutes of the State of Vermont; (iii) on the fifth business day after said notice is deposited in any depository regularly maintained by the United States Postal Service, postage prepaid, certified or registered mail, return receipt requested; or (iv) on the date of transmission of notice sent by facsimile machine (with a copy thereof sent in accordance with clause one of the above) provided notice was transmitted on a business day, otherwise notice shall be deemed given on the next business day.

All rent payments, notices and correspondence shall be sent to the following address:

4 Ballardvale Dr, LLC
PO Box 318,
Grantham, NH 03753

11.7 When Lease Becomes Binding. The submission of this document for examination and negotiation does not constitute an offer to lease, or a reservation of, or option for, the Premises, and this document shall become effective and binding only upon the execution and delivery hereof by both Landlord and Tenant. All negotiations, considerations, representations, and understandings between Landlord and Tenant are incorporated herein and this Lease expressly supersedes any proposals or other written documents relating hereto. This Lease may be modified or altered only by written agreement between Landlord and Tenant, and no act or omission of any employee or agent of Landlord shall alter, change or modify any of the provisions hereof.

11.8 Jury Trial Waiver. Tenant expressly waive its rights to a trial by jury of any and all issues, including damages, regarding this Lease.

11.9 Force Majeure. Landlord shall be excused for the period of delay in the performance of any obligations hereunder when prevented from so doing by cause or causes beyond Landlord's control which shall include without limitation, all labor disputes, civil commotion, war, war-like operations, invasions, rebellion, hostilities, military or usurped power, sabotage, governmental regulations or controls, fire or other casualty, inability to obtain any material, services or financing or through acts of God.

ARTICLE XII

2.1 Entire Agreement. Tenant agrees that Landlord has not made any statement, promise or agreement, or taken upon itself any engagement whatsoever, verbally or in writing, in conflict with the terms of this Lease, of which in any way modifies, varies, alters, enlarges or invalidates any of its provisions. This Lease sets forth the entire understanding between Landlord and Tenant, and shall not be changed, modified or amended except by an instrument in writing signed by the party against whom the enforcement of any such change, modification, or amendment is sought. The covenants and agreements herein contained shall bind, and the benefit and advantages hereof

shall inure to, the respective heirs, legal representatives, successors and assigns of Landlord and Tenant. Whenever used, the singular number shall include the plural, the plural shall include the singular, and the use of any gender shall include all genders. Landlord and Tenant agree for all purposes time is of the essence in this Lease Agreement. The headings set forth in this Lease are for ease of reference only, and shall not be interpreted to modify or limit the provisions hereof. This agreement shall be construed in accordance with the laws of the State of New Hampshire.

12.2 Confidentiality. Tenant agrees that this Lease, and any amendment or extension hereof, is confidential. Tenant agrees not to disclose any of the terms of this Lease, in any manner whatsoever, to any other party. Tenant shall indemnify and hold Landlord harmless from and against any and all loss or damages, monetary or other, which Landlord may incur by reason of Tenant's breach of this confidentiality, including, without limitation, reasonable attorneys' fees and costs.

IN WITNESS WHEREOF, Landlord and Tenant have caused this Lease to be executed as required by law on the day and year first above set forth.

4 Ballardvale Dr LLC, Landlord

By: CED Murray
Name: Cinnamon C. Decato-Murray
Title: Managing Member

Montshire Services LLC, Tenant

By: Brent W Murray
Name: Brent W Murray
Title: Managing Member

12/29/2020

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 Climate
Advisory Committee

I. APPLICANT DATA:

Name: Lucas R. Gilbert
Address: 3859 Woodstock Rd
White River Junction, UT 05001
Telephone: (Home) 603-230-0128 (Work) _____ (Other) _____
Email Address: gilbertl2004@gmail.com
How long have you been a Hartford resident? 3 years
Are you a registered voter? yes

II. EDUCATION:

High School: Portland High School Year Graduated: 2004
College 1: SNHU Degree Earned: anthropology
Course of Study: environmental sustainability Year: currently enrolled
College 2: _____ Degree Earned: _____
Course of Study: _____ Year: _____

III. WORK HISTORY:

Please list Employer name
& address (most recent first)

Dates of
Employment

Position held

Job duties

Best Buy	11/2020 - still employed	Customer Exp. Advisor
Mon Vert	09/2019 - 09/2020	cook
Boloco	08/2018 - 09/2019	cook

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? flexible schedule, available to meet obligations of position
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Implementing measures of sustainability is one of the great challenges we face and I would like to be involved towards helping our community meet that challenge.
- c. What are your past experiences in Municipal, State or Federal Government? Canvassing and phone banking for various municipal and state level issues. Enjoy community outreach to find common ground and share solutions.
- d. What civic or social organizations have belonged to and what positions did you hold? Peer involvement in mutual aid networks
- 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? Broader accessibility to the tools that help build a more sustainable community; alternative energy, recycling and composting, clean water, mental health and addiction services, etc.
- f. What might some solutions be? Policy that promotes sustainability, inclusivity, and the health of our community and environment. Diverting public funds and resources towards these issues. Incentives for businesses and residents who invest in them.
- g. Other hobbies/interests: hiking, rock climbing, reading, meditation, social issues, sustainability

V. REFERENCES: (Please list three)

Name: Thomas Franklin Telephone: 802-291-2917

Name: Ashley Andreas Telephone: 802-369-5197

Name: Dave McDowell Telephone: 605-551-6797

Lucas Gilbert
APPLICANT'S SIGNATURE

12/11/2020
DATE



December 16, 2020

Dear Municipal Official:

I am writing to let you know that the Directors of the VLCT Property and Casualty Intermunicipal Fund (PACIF) are **seeking candidates for one open Alternate position on the PACIF Board of Directors**. This position will likely be filled by the Board of Directors at their February 2021 meeting. This is a great opportunity for an elected, employed, or appointed municipal official of a current PACIF member municipality to join this engaged board and help govern the VLCT PACIF member-owned risk sharing pool.

You are invited to nominate a qualified colleague by submitting a nomination form at your earliest convenience. To be eligible for this position, the candidate shall be—at all times during the three-year term of office—a qualified official of a PACIF member municipality. A “qualified official” is a selectboard or city council member, clerk, treasurer, or elected or appointed official who is either responsible for selecting or administering property, liability and/or workers' compensation coverage for the member municipality, or who has insurance experience, or both.

Duties of the successful candidate include overall policy, fiduciary, and management direction of this self-insurance fund. The PACIF Board has eleven directors and two alternate directors and meets an average of eight to ten times a year either remotely or at the VLCT office in Montpelier and at the Annual Meeting at Town Fair in September. Each director receives a per-meeting stipend of \$150.00 plus mileage and other expense reimbursements.

This opening is for an alternate director position. An alternate director receives the same compensation and reimbursement for expenses and has the same duties and obligations as regular directors except he or she may only vote when the presence of the alternate director is necessary to constitute a quorum.

We encourage nomination of any qualified official. To nominate a qualified colleague, please submit a completed nomination form by Wednesday, January 13. Although you may nominate yourself, we prefer to receive a nomination from another person in support of the candidate. **You will find the nomination form attached with this letter.**

Please return your completed nomination form to me by Wednesday, January 13, by: email to jdamiata@vlct.org; fax to 1-802-229-2211 Attn: Joe Damiata; or mail to Joe Damiata at VLCT, 89 Main Street Suite 4, Montpelier, VT 05602.

For additional information or questions, please contact me directly.

Sincerely,

Joseph Damiata
Director, Risk Management Services
Vermont League of Cities and Towns
802-262-1936
jdamiata@vlct.org

NOMINEE'S OTHER MUNICIPAL INVOLVEMENT:

Current Town and School Treasurer, Hartford, VT: 10 +/- years 2011-2020

Member of VT House of Representatives: 2 terms, 2006-2010

Member of VT House Commerce Committee: 4 years; Jurisdiction over banking and insurance departments, and economic development, among other responsibilities

Asst. Town Manager, Hartford, VT: 1971-1974

Town Manager, Hartland, VT: 1974-1975

Executive Director of Northeast Washington County Community Healthcare: 1975-1976; Consortium of six towns in Central VT. Applied for and received funding from Johnson Foundation to create one of 24 model, rural health organizations in the country. Plainfield Health Center is the present day successor. Supervised MDs, PAs, admin staff, and installed a dental practice using Tooth Fairy equipment at the time

Town Manager Castleton, VT: 1976-1978; Succeeding Peter Clavelle who went on to be City Manager in Winooski and Mayor of Burlington. Established innovative weed harvesting program on Bomoseen after renovating and rebuilding harvesting equipment purchased in Canada, among other advances

Returned to Hartford, VT to assist Town Manager, Ralph Lehman, at his request, with public works admin and institute a tax map program: 1979 - 1980

Member of VT Town Manager Association and VLCT affiliation: 1971 – 1978

Hartford Board of Civil Authority: 30 +/- years

Hartford Board of Selectmen- 1985-1986

Grand Juror and Agent to Defend Suits, Elected, Hartford, VT: 20 +/- years

Lister to assist newly hired Assessor, Appointed, Hartford, VT: 2014 +/-

Director, Greater Hartford Solid Waste Committee: 1990s, 2 +/- years

Served on two Town Manager Selection Committees, Hartford, VT

NOMINEE'S OTHER PROFESSIONAL SKILLS:

Member of local, state and national Realtor Associations: 40 +/- years

Director of Lebanon, NH, Regional Airport Authority, Appointed: 1972

President of the Upper Valley Multiple Listing Service, Elected: 1980s, 2 terms

President of the Windsor County Board of Realtors: 1980s, 2 terms

Windsor County Realtor of the Year: 1986

Director for Windsor County to Board of Northern New England Real Estate Network: 2000-2001 +/-

Licensed VT/NH real estate broker: 1980- present

Licensed VT insurance producer: 1997-2005

Co- Owner of Real Estate and Insurance Business, Hartford, VT: 1997-2005

Principal Broker of real estate brokerage business with 7 associates: Presently

Real estate and insurance continuing education courses: 30 +/- years

NOMINEE'S OTHER INFORMATION:

Received Eagle Scout designation 1964. Continued to assist Scouts with merit badge achievements for a number of years

Graduate of Hartford VT High School: Four years varsity football and track

Member of first Hartford State championship football team: 1966

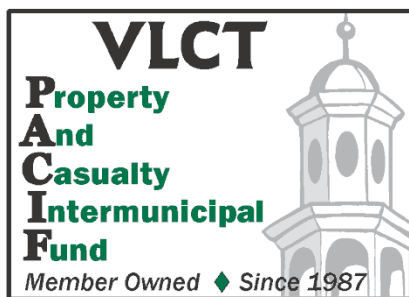
Graduate of Dale Carnegie School of Public speaking: 1972

BA from University of VT: 1971

Brother of Theta Chi fraternity

Professional Certificate in Paralegal Studies, Woodbury College: 2004

Professional Certificate in Mediation, Woodbury College: 2005.



***VLCT Property and Casualty
Intermunicipal Fund, Inc. (PACIF)***
Board of Directors Nomination Form

Nominee's name: John J. Clerkin

Municipality: Hartford

Mailing address: 171 Bridge St White River Junction VT 05001

Telephone: 802-295-9353 Email: JClerkin@hartford-vt.org

Position: Town Treasurer Years in position: 10yrs

Nominee's other municipal involvement (include dates):

Please see attached

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

Please see attached

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

Please see attached

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

At this juncture of my life and career, I believe I have gained the experience, wisdom, and knowledge to make a meaningful contribution to VLCT and PACIF, which I have supported for many years as an effective and valuable institution, assisting local government. I have the time, availability, and energy to serve.

If you are **not the nominee** but are **recommending** this nominee, please complete the following:

Recommender's name: Hartford Selectboard

Municipality: Town of Hartford

Mailing address: 171 Bridge St White River Junction VT 05001

Telephone: 802-295-9353 Email: pnulty@hartford-vt.org

Position: Selectboard Years in position: Current

Why are you making this recommendation?

John has over 20 years experience in property and casualty, and twice that time spent honorably and successfully serving multiple VT municipalities, presently as our elected and diligent Treasurer. His appointment to the PACIF Board will allow him to further share his talents, which are broad and - in the case of PACIF - specifically on point to a Director's responsibilities. Additionally, his positivity and consensus building personality would serve the entire membership well.

How do you know the person you are recommending?

John is the current Town Treasurer, and known to us as a tireless public servant and successful local businessman.

RETURN THIS FORM in one of three ways to **Attn: Director, Risk Management Services**

- email to **jdamiata@vlct.org**
- fax to **(802) 229-2211**
- mail to **89 Main Street, Suite 4; Montpelier, VT 05602**

Climate Action Plan Resource Proposal

Climate Action Committee

December 29, 2020



2020 in Review

A new committee, a new consultant, a new community group, and urgent priorities



The CAC's First Year

Dec 2019

A Joint Resolution Declaring a Climate Emergency is adopted

Mar 2020

Hartford voters pass Article 25

The Climate Action Committee(CAC) is formed

May/Jun 2020

The CAC writes RFP for a consultant to help develop a Climate Action Plan (CAP)

Aug 2020

The CAC assesses/interviews consultant applicants

Oct 2020

paleBLUEdot is hired/initial research period begins
Recruiting for Climate Action Team begins

Nov 2020

paleBLUEdot drafts Vulnerability Assessment and Renewables Potential Study, starts GHG inventory

Dec 2020

Initial project priorities identified

A Joint Resolution Declaring a Climate Emergency

TOWN OF HARTFORD, TOWN OF HARTFORD SCHOOL DISTRICT

In the year 2019, the Town of Hartford and Town of Hartford School District jointly resolve as follows:

WHEREAS, a 2018 report from the United Nations Intergovernmental Panel on Climate Change (IPCC) states that in 2017 the planet had warmed by 1°C (1.8°F) above pre-industrial levels and is accelerating to reach 1.5°C (2.7°F) in 20 to 30 years; and

WHEREAS, the IPCC Report further states that to limit global temperature increase to 1.5°C (2.7°F), Greenhouse Gas (GHG) emissions from human activities must fall to 45% of 2010 levels by 2030; and

WHEREAS, the overwhelming scientific consensus that global warming results from human activities, primarily deforestation and GHG emissions from fossil fuel use; and

WHEREAS, globally there is an exponential increase in natural disasters driven by more energy in the atmosphere from global warming;

WHEREAS, Vermont is currently experiencing with measurable negative impacts from climate change;

WHEREAS, Hartford has been affected by extreme rain and flooding;

WHEREAS, Hartford roads have been damaged by storms, and operational impacts;



paleBluedot | highlights

1. pBd emphasizes **community engagement**, which will increase **community buy-in** for the plan, which will help ensure **success**
2. pBd offers a **broad approach** that proposes several pathways
3. pBd will include a **climate change vulnerability** assessment
4. pBd's qualifications and experience include work with many **small towns** and also entities such as the **Leech Lake Band of Ojibwe**.
5. pBd has quickly onboarded to the project and has helped the CAC identify several key projects that can be prioritized for FY22.





Credit: Valley News - James M. Patterson

What's Next for 2021?

Cultivate a Bias for Action

1 .

Activate the Climate Action Team (CAT)

- Educate and engage the community
- Gather community expertise, resources, and energy
- 22 citizens already joined
- Plan development kick-off date is January 13, 2021

2.

Deliver the Climate Action Plan (CAP)

- Present the Climate Action Plan to the Selectboard for review and comment in June 2021
- Work closely with the new energy coordinator, once hired in FY22
- Leverage additional local partners and pursue grant monies to maximize the Town's investment

3.

(proposed) Establish a CAC Resource Fund

Make a ready-action fund available so that no time is lost for priority actions.

Fund Objectives

To advance public and private sector initiatives that subserve a public municipal purpose by:

- A) Yielding and maintaining a measurable reduction in greenhouse gas emissions or
- B) Facilitating adaptation to the impacts of climate change or
- C) Providing the analysis and engineering necessary for furthering such initiatives described in A and B above.

Recommended Actions:

- The Selectboard establish the Climate Action Reserve Fund forthwith; and
- The Selectboard secure \$60,000 for the fund to be available in FY22.



Thank you!



Climate Action Resource Proposal
Prepared By: Hartford Climate Advisory Committee
December 2020

Synopsis

A proposal to establish a Climate Action Reserve Fund (“the fund”) to finance the cost of initiatives that address climate change mitigation and adaptation in the Town. As the Climate Action Plan is being developed clear priorities can already be identified. Establishing the fund and making some funds available for FY22 will allow the Town to move immediately into the next phase of work upon plan adoption.

Fund Objectives

To advance public and private sector initiatives that subserve a public municipal purpose by:

- A) Yielding and maintaining a measurable reduction in greenhouse gas emissions or
- B) Facilitating adaptation to the impacts of climate change or
- C) Providing the analysis and engineering necessary for furthering such initiatives described in A and B above.

The CAC, in consultation with paleBLUEdot, developed the preliminary list of initiatives to illustrate how the fund might be used. Initial cost estimates were developed on the basis of experience and reasonable judgement. Prioritization was developed based on preliminary evaluation of existing conditions and alignment with the Town’s goals.

A more comprehensive list of initiatives will be provided in the Climate Action Plan (CAP) to be completed in 2021.

Municipal Operations – Preliminary Prioritization

1. Develop a **Fleet Transition Plan** including a Fleet Inventory Baseline, EV Suitability Assessment, and telematics data collection and analysis to optimally plan and implement transition of the municipal fleet from gasoline and diesel vehicles to low-carbon alternatives. Preliminary Cost Range: \$12,000 - \$20,000.
2. Develop a comprehensive five-year plan to meet the municipal carbon neutrality requirement.
 - a. Develop a **Carbon Neutral Roadmap** with a clear definition of Carbon Neutrality and establish boundaries, define measurements and metrics, establish tracking procedures and methodologies, identify implementation responsibilities, develop an annual tracking and reporting template. Preliminary Cost Range: \$5,000 - \$10,000.
 - b. Conduct municipal facility feasibility assessments and establish a prioritized **Net Zero Capital Improvement Plan**. Preliminary Cost Range: \$15,000 - \$35,000.

Community-wide – Preliminary Prioritization

3. Fund program buy-downs and coordinate “group purchasing campaigns” to leverage economies of scale for building weatherization and energy efficiency efforts.
Preliminary Cost Range – **Weatherization Group Purchase**: \$5,000 - \$8,000
Preliminary Cost Range – Residential Weatherization Buy Down: \$25,000 - \$40,000
4. Fund engineering assessments or feasibility analyses and coordinate “group purchasing campaigns” to leverage economies of scale for installation of new renewable energy capacity,

Climate Action Resource Proposal
Prepared By: Hartford Climate Advisory Committee
December 2020

and transition to carbon neutral transportation.

Preliminary Cost Range – **Residential Solar Group Purchase:** \$5,000 - \$8,000

Preliminary Cost Range – Commercial Solar Group Purchase: \$7,000 - \$12,000

Preliminary Cost Range – EV Group Purchase: \$7,000 - \$12,000

Additional Examples

5. Provide matching income-tier-based grants for private sector building performance initiatives, installation of new renewable energy capacity, and the transition to carbon neutral transportation. Preliminary Cost Estimate: fully variable. Can be set to any budget parameters simply by adjusting grant level. Potential program example: Energy Benchmarking for Commercial Buildings (goal of 150+ businesses benchmarked with 100 being provided full benchmarking set up service for free). Preliminary Cost Range: \$12,000 - \$20,000.
6. Advance and support local, low-carbon agriculture initiatives, downtown heat island mitigation projects, flood risk area relocation efforts, and ecosystem preservation initiatives. Wide range of project type potentials, costs are fully variable. Potential program example: targeted tree give-away: \$5-10 per tree.
7. Conduct analysis and conceptual engineering necessary to generate budgetary estimates for capital improvement projects such as those involving to waste-to-energy conversion (e.g. biodigesters), district heating systems, etc. Preliminary Cost Range: \$15,000 - \$25,000.
8. Expand and support Resilient Hartford projects to address food insecurity, such as establishing Town farm and/or “food forest” pilot projects or establishing community gardens in neighborhoods of greatest need. Preliminary Cost Range for a 120-280 plot Community Garden: \$25,000 - \$35,000 (assumes site is owned or donated, wide range of plot creation potential relates to uncertainty over site requirements).
9. Fund engineering assessments, feasibility assessments, implementation plans, or capital improvements to address climate adaptation needs such as flash flood mitigation or greenspace/tree canopy resilience. Wide range of project type potentials, costs are fully variable.

FY22 Funding

The CAC expects to present the Climate Action Plan to the Selectboard for review and comment in June 2021. An initial sum of \$60,000 in the fund for FY22 will allow the Town to make an immediate transition to detailed planning and implementation work following adoption of the CAP.

The CAC recommends this subset of the above examples for immediate work in FY22. The proposed sum of \$60,000 is roughly the mid-point in the range of estimates for initial priorities.

Initial Priority Project	Preliminary Cost Estimate
Municipal: Fleet Transition Plan	\$12,000 - \$20,000
Municipal: Carbon Neutral Roadmap	\$5,000 - \$10,000
Municipal: Net Zero Capital Improvement Plan	\$15,000 - \$35,000
Community: Weatherization Group Purchase	\$5,000 - \$8,000
Community: Residential Solar Group Purchase	\$5,000 - \$8,000
Cost Estimate Range	\$42,000 - \$81,000

Climate Action Resource Proposal
Prepared By: Hartford Climate Advisory Committee
December 2020

Ongoing Funding

- A) The CAC recommends an annual contribution to the fund equivalent to 1% of the annual operating budget for the Town commencing with the FY23 budget.
- B) Other funding sources will be identified in the CAP. Sources to be evaluated include, but are not limited to:
 - a. voluntary carbon offsets purchased by private individuals or businesses
 - b. restructuring and redirection of existing fees collected by the Town
 - c. matching grants from sources such as Vermont Low-Income Trust for Electricity (VLITE)
 - d. new climate action tax(es)

Use of Funds

All fund expenditures will be in compliance with the Town's Financial Management procedures and adopted Procurement Policy.

The Town will seek to minimize expenditures from the fund and financial impact to taxpayers by:

- Identifying creative no-cost / low-cost options where possible (e.g. leverage existing telematics data if possible, pursue performance contracting arrangements); and
- Leveraging staff and committee expertise and capacity including that of the Energy Coordinator; and
- Pursuing projects that yield savings for municipal operations and/or residents and business owners; and
- Collaborating with other towns, academic institutions and State and regional organizations addressing climate change; and
- Leveraging grant matching opportunities (e.g. VLITE, VTrans Better Connections Program, various grants available through the Agency of Natural Resources, etc.).

Recommended Action

The CAC recommends that:

1. The Selectboard establish the Climate Action Reserve Fund forthwith; and
2. The Selectboard secure \$60,000 for the fund to be available in FY22.



AGENDA MEMORANDUM

December 29, 2020

Town Selectboard Meeting Item: xx

Submitted by: Gail Ostrout, Director of Finance

Subject: FYE 2021 General Fund Encumbrance Request – Pool Bond Interest Payment

Background: Annually the Selectboard approves encumbrance of funds from one fiscal year to the next.

Discussion: Due to the ongoing discussion of the Pool Bond Pursuit by the board, the interest payment was inadvertently left out of the 2022 Proposed Budget.

**Financial
Impact:**

I have identified Insurance savings in FYE 2021 that I recommend is utilized to make the Pool Bond Interest Payments in 2022. By proceeding with the encumbrance will not require recalculation of the current General Fund proposed FYE 22 Budget. Noting in the FYE 2023 budget both the Principal and Interest will need to be included.

11/1/2021	=	\$38,512 Interest
05/1/2022	=	<u>\$25,580 Interest</u>
		\$64,092 Total

Recommendation

Motion: Recommend the Selectboard approve the 2021 Specific Insurance Savings Encumbrance Request to be utilized in FYE 2022 Specifically for the Pool Bond Interest Payments totaling \$64,092

Gail Ostrout, Finance Director

Attachments: Pool Bond Amortization

HARTFORD POOL

SOURCES & USES		DEBT SERVICE SCHEDULE				ANNUAL DEBT SERVICE SCHEDULE			
Sources	Assumptions	Loan Payment	Principal	Interest	Series D/S		Principal	Interest	Series D/S
Par	\$3,177,000		3,177,000	746,039	3,923,039		3,177,000	746,039	3,923,039
Equity	0								
Total	\$3,177,000								
Uses	Project COI Total	11/1/2021		38,512	38,512	6/30/2022	0	64,092	64,092
		5/1/2022		25,580	25,580	6/30/2023	158,850	50,811	209,661
		11/1/2022	158,850	25,580	184,430	6/30/2024	158,850	50,096	208,946
		5/1/2023		25,231	25,231	6/30/2025	158,850	49,325	208,175
		11/1/2023	158,850	25,231	184,081	6/30/2026	158,850	48,476	207,326
		5/1/2024		24,865	24,865	6/30/2027	158,850	47,546	206,396
		11/1/2024	158,850	24,865	183,715	6/30/2028	158,850	46,479	205,329
		5/1/2025		24,460	24,460	6/30/2029	158,850	45,214	204,064
		11/1/2025	158,850	24,460	183,310	6/30/2030	158,850	43,753	202,603
		5/1/2026		24,015	24,015	6/30/2031	158,850	42,095	200,945
Statistics	Net Interest Cost	11/1/2026	158,850	24,015	182,865	6/30/2032	158,850	40,239	199,089
		5/1/2027		23,531	23,531	6/30/2033	158,850	38,018	196,868
		11/1/2027	158,850	23,531	182,381	6/30/2034	158,850	35,304	194,154
		5/1/2028		22,948	22,948	6/30/2035	158,850	32,168	191,018
		11/1/2028	158,850	22,948	181,798	6/30/2036	158,850	28,666	187,516
		5/1/2029		22,266	22,266	6/30/2037	158,850	24,845	183,695
		11/1/2029	158,850	22,266	181,116	6/30/2038	158,850	20,759	179,609
		5/1/2030		21,487	21,487	6/30/2039	158,850	16,456	175,306
		11/1/2030	158,850	21,487	180,337	6/30/2040	158,850	11,958	170,808
		5/1/2031		20,608	20,608	6/30/2041	158,850	7,285	166,135
[Note] NIC assumes no accrued interest & par bonds		11/1/2031	158,850	20,608	179,458	6/30/2042	158,850	2,454	161,304
		5/1/2032		19,631	19,631	6/30/2043	0	0	0
		11/1/2032	158,850	19,631	178,481	6/30/2044	0	0	0
		5/1/2033		18,387	18,387	6/30/2045	0	0	0
		11/1/2033	158,850	18,387	177,237	6/30/2046	0	0	0
		5/1/2034		16,917	16,917	6/30/2047	0	0	0
		11/1/2034	158,850	16,917	175,767	6/30/2048	0	0	0
		5/1/2035		15,251	15,251	6/30/2049	0	0	0
		11/1/2035	158,850	15,251	174,101	6/30/2050	0	0	0
		5/1/2036		13,415	13,415	6/30/2051	0	0	0
		11/1/2036	158,850	13,415	172,265	6/30/2052	0	0	0
		5/1/2037		11,430	11,430	6/30/2053	0	0	0
		11/1/2037	158,850	11,430	170,280	6/30/2054	0	0	0
		5/1/2038		9,329	9,329				
		11/1/2038	158,850	9,329	168,179				
		5/1/2039		7,126	7,126				
		11/1/2039	158,850	7,126	165,976				
		5/1/2040		4,832	4,832				
		11/1/2040	158,850	4,832	163,682				
		5/1/2041		2,454	2,454				
		11/1/2041	158,850	2,454	161,304				
		5/1/2042		0	0				
		11/1/2042	0	0	0				
		5/1/2043		0	0				
		11/1/2043	0	0	0				
		5/1/2044		0	0				
		11/1/2044	0	0	0				
		5/1/2045		0	0				
		11/1/2045	0	0	0				
		5/1/2046		0	0				
		11/1/2046	0	0	0				
		5/1/2047		0	0				
		11/1/2047	0	0	0				
		5/1/2048		0	0				
		11/1/2048	0	0	0				
		5/1/2049		0	0				
		11/1/2049	0	0	0				
		5/1/2050		0	0				
		11/1/2050	0	0	0				
		5/1/2051		0	0				
		11/1/2051	0	0	0				

General Fund FYE 2022 Budget Summary :
Board Presentation 12/29/2020 for Adoption

	FYE 2022	FYE 2021
Total Appropriations:	\$ 17,640,521.00	\$ 17,609,830.00
Total Revenue:		
Taxes	\$ 14,439,102.00	\$ 14,153,678.00
Services	\$ 2,593,299.00	\$ 2,713,680.00
Unassigned Fund Usage:	\$ 608,120.00	\$ 742,472.00

Tax Rate History and Change:

<u>Year</u>	<u>Rate</u>	<u>Change</u>
2017-2018	\$ 0.9579	
2018-2019	\$ 0.9726	\$ 0.0147
2019-2020	\$ 0.9915	\$ 0.0189
2020-2021	\$ 1.0138	\$ 0.0223
2021-2022	\$ 1.0321	\$ 0.0183

Unassigned Fund Usage History:

2017-2018	\$ -
2018-2019	\$ -
2019-2020	\$ 865,012.50
2020-2021	\$ 742,472.00
2021-2022	\$ 608,120.00

Unassigned Fund \$ & % Change History:

	Balance	Budget	%
2017-2018	\$ 2,482,999	\$ 15,284,567	16%
2018-2019	\$ 2,616,927	\$ 15,729,441	17%
2019-2020*	\$ 3,070,950	\$ 17,070,683	18%

*Balance as of 6/30/2020 includes the \$742,472 approved usage of UA in 2021 budget

Unassigned Balance Estimate:

2020-2021	\$ 3,070,950	\$ 17,609,830	17%
2021-2022*	\$ 2,462,830	\$ 17,640,521	14%

*balance reflects full utilization of \$608,120 as proposed in 2022 budget

Unassigned Fund Usage FYE 2022
Board Presentation 12/29/2020 for Adoption

\$	20,000.00	Information Technology Capital Reserve (GL 10-921-181-0100)
\$	107,126.00	Police: Dual Radios, 2 Cars & Equipment (GL 10-921-211-0100)
\$	5,000.00	Fire: mobile radio (GL 10-921-221-0100)
\$	80,994.00	Fire/Ambulance Annual Capital Reserve (GL 10-921-544-0221)
\$	270,000.00	Highway : sidewalk tractor, admin truck and plow truck (GL 10-921-544-0325)
\$	125,000.00	Bridge : VA Cutoff Replacement \$225k needed annually thru 2024 (GL 10-921-544-0321)
<hr/>		
\$	<u>608,120.00</u>	

Local Option Tax Fund Usage FYE 2022
Board Presentation 12/29/2020 for Adoption

*Requires Voter Approval - Ballot

\$ 75,600.00 Hartford Cemetery (GL # 10-341-316-0100)
\$ 17,800.00 Mt Olivet / ST. Anthony Cemetery (GL #10-341-316-0300)
\$ 14,500.00 Quechee Cemetery (GL # 10-341-316-0400)
\$ 3,700.00 West Hartford Cemetery (GL #10-341-516-0500)

\$ 62,000.00 VHF Simulcast Radio System Lease Payment
50% Fire & 50% Police

\$ 173,600.00

All items above have previously been funded by Local Option Tax Funds

11/30/2020 Balance:	\$ 461,340.45
Pool Engineering Bal Approved by voters in 2020	\$ (13,000.00)
VHF Simulcast Radio System Approved by voters in 2021	\$ (200,000.00)
FYE 2022 Proposed Usage	\$ (173,600.00)
Balance	\$ 74,740.45



AGENDA MEMORANDUM
December 29, 2020
Town Selectboard Meeting Item: xx
Submitted by:
John MacLean Interim Town Manager
Gail Ostrout, Director of Finance

Subject: FYE 22 General Fund Budget Approval

Background: Based on the Selectboard's budget workshops and final wrap up session on December 15, 2020, the final FYE 22 General fund will be considered for approval.

Discussion: If approved by the Selectboard, the FYE 22 budget will be considered by the voters at the March 2, 2021 Town Meeting.

Financial

Impact: As of December 29, 2020 the FYE 22 is proposed as follows:
Total Appropriations: \$17,640,521
Funded by the following sources:
Non-Tax Revenue \$ 2,593,299
Unassigned Fund \$ 608,120
Taxes \$14,439,102

The proposed budget as presented will require a \$0.0183 tax increase
2021 Tax Rate \$1.0138
2022 Tax Rate \$1.0321

Recommendation

Motion: I move approval of the FYE 22 General Fund Budget as presented December 29, 2020 totaling \$17,640,521, to be funded with \$2,593,299 in non-tax revenue, \$608,120 of Unassigned Fund, and \$14,439,102 to be raised by taxes.

John MacLean, Interim Town Manager

Gail Ostrout, Finance Director

12.29.20 Select Board

Town of Hartford

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
General Fund							
Taxes							
10-030-100-0100	CURRENTYEARTAXES	11,652,364.71	14,153,677.67	0.00	15,143,185.00	14,408,183.00	14,439,102.00
<i>Narrative for Column # 5</i>							
utilizing 565,494 from Unassigned fund							
<i>Narrative for Column # 6</i>							
utilizing \$608,120 from Unassigned fund and \$173,600 from LOT fund							
10-030-100-0200	CURRENT TAXES - ABATEMENTS	-27,724.27	_____	_____	_____	_____	_____
10-030-100-0300	DELINQUENT TAX ADJUSTMENTS	1,977,883.08	_____	_____	_____	_____	_____
10-030-200-0100	PAYMENTS IN LIEU OF TAXES	105,374.51	75,391.00	0.00	100,688.00	100,688.00	100,688.00
<i>Narrative for Column # 4</i>							
4 YR AVG							
10-030-200-0200	STATE CURRENT USE PAYMENTS	88,531.00	82,775.00	0.00	100,438.00	100,438.00	100,438.00
<i>Narrative for Column # 4</i>							
4 YR AVG							
10-030-300-0100	INTEREST - CURRENT TAXES	20,060.13	14,000.00	0.00	15,587.00	15,587.00	15,587.00
<i>Narrative for Column # 4</i>							
4 YR AVG							
10-030-300-0200	DELINQUENT TAX PENALTY	50,928.81	60,000.00	0.00	54,130.00	54,130.00	54,130.00
<i>Narrative for Column # 4</i>							
4 YR AVG							
10-030-300-0300	DELINQUENT TAX INTEREST	142,025.27	140,000.00	0.00	143,424.00	143,424.00	143,424.00
<i>Narrative for Column # 4</i>							
4 YR AVG							
10-030-300-0600	EDUCATION TAXES RETAINED	0.00	40,000.00	0.00	0.00	0.00	0.00
<i>Narrative for Column # 4</i>							
HAS BEEN ZERO FOR LAST 4 YRS							
10-030-300-0700	LOCAL AGREEMENT TAX(SENT TO :	0.00	-28,236.00	0.00	0.00	0.00	0.00
<i>Narrative for Column # 4</i>							
HAS BEEN ZERO FOR LAST 4 YEARS							

12.29.20 Select Board

Town of Hartford

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Taxes Total		14,009,443.24	14,537,607.67	0.00	15,557,452.00	14,822,450.00	14,853,369.00
Permits & licenses							
10-040-100-0100	LIQUOR/TOBACCO LICENSES	4,155.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
10-040-200-0100	MARRIAGE/CIVIL UNION LICENSES	6,360.00	7,800.00	6,900.00	6,900.00	6,900.00	6,900.00
10-040-200-0200	DOG LICENSES	4,607.50	9,000.00	8,500.00	8,500.00	8,500.00	8,500.00
Permits & licenses Total		15,122.50	20,800.00	19,400.00	19,400.00	19,400.00	19,400.00
Intergovernmental revenues							
10-050-121-0505	AMTRACK MOU	0.00	14,920.00	0.00	0.00	0.00	0.00
<i>Narrative for Column # 4</i> UNDER 10-050-531-0505							
10-050-174-0500	VALUATION - REAPPRAISAL/TRAINII	5,678.00		0.00	0.00	0.00	0.00
10-050-325-0500	HIGHWAY - GENERAL STATE AID	273,809.98	268,000.00	0.00	268,000.00	268,000.00	268,000.00
10-050-531-0500	WELCOME CENTER GRANT	35,750.00	35,750.00	0.00	0.00	0.00	0.00
<i>Narrative for Column # 4</i> NO STATE GRANT AVAILABLE AS OF 7/1/20							
10-050-531-0505	AMTRACK MOU	20,000.64	21,771.00	0.00	21,771.00	21,771.00	21,771.00
10-050-531-0510	Welcome Center Sales	4,643.76	7,500.00	0.00	0.00	0.00	0.00
<i>Narrative for Column # 4</i> WELCOME CENTER CLOSED							
Intergovernmental revenues Total		339,882.38	347,941.00	0.00	289,771.00	289,771.00	289,771.00
Charges for services							
10-060-151-0100	TOWN CLERK - FEES	118,011.50	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00
10-060-151-0200	TOWN CLERK - RESTORATION FEE:	-59.00	18,000.00	0.00	0.00	0.00	0.00
<i>Narrative for Column # 3</i> (GO) REVENUE 20% OF RECORDING FEE DIRECT INTO RESERVE NO LONGER PASSES THROUGH GENERAL FUND. ALL EXPENSES PAID DIRECT FROM RESERVE AS WELL							
<i>Narrative for Column # 4</i> (GO) REVENUE 20% OF RECORDING FEE DIRECT INTO RESERVE NO LONGER PASSES THROUGH GENERAL FUND. ALL EXPENSES PAID DIRECT FROM RESERVE AS WELL							

12.29.20 Select Board

Town of Hartford

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
10-060-151-0300	TOWN CLERK - DMV FEES	249.00	500.00	500.00	500.00	500.00	500.00
10-060-151-0400	TOWN CLERK - DIGITAL IMAGING FE	-68.00	18,000.00	0.00	0.00	0.00	0.00
<i>Narrative for Column # 3</i> (GO) REVENUE 20% OF RECORDING FEE DIRECT INTO RESERVE NO LONGER PASSES THROUGH GENERAL FUND. ALL EXPENSES PAID DIRECT FROM RESERVE AS WELL							
<i>Narrative for Column # 4</i> (GO) REVENUE 20% OF RECORDING FEE DIRECT INTO RESERVE NO LONGER PASSES THROUGH GENERAL FUND. ALL EXPENSES PAID DIRECT FROM RESERVE AS WELL							
10-060-171-0100	FINANCE - SCHOOL ADMIN FEES	7,537.98	7,572.00	0.00	7,572.00	7,572.00	7,572.00
10-060-174-0700	VALUATION - COPIES & MISC	90.60					
10-060-175-0000	Misc Income	385.75					
10-060-211-0100	POLICE - SPECIAL DUTY	9,980.70	20,000.00	0.00	0.00	0.00	0.00
10-060-211-0200	POLICE - ACCIDENT REPORTS	5,825.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
10-060-211-0300	POLICE - ALARMS	5,110.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
10-060-211-0400	POLICE - FINGERPRINTING	9,725.00	2,000.00	3,000.00	3,000.00	3,000.00	3,000.00
10-060-211-0600	POLICE - SALE OF MISC EQUIP	0.00	6,000.00	10,000.00	6,000.00	6,000.00	6,000.00
<i>Narrative for Column # 4</i> 4 yr avg							
10-060-211-0700	POLICE - MISCELLANEOUS	6,460.93	250.00	250.00	250.00	250.00	250.00
10-060-221-0100	FIRE - ALARMS	25,000.00	24,250.00	25,000.00	25,000.00	25,000.00	25,000.00
10-060-221-0200	FIRE - REPORTS	40.00	100.00	100.00	50.00	100.00	100.00
10-060-221-0300	FIRE PREVENTION	205,370.79	85,000.00	90,000.00	90,000.00	90,000.00	90,000.00
10-060-221-0700	FIRE - REIMBURSEMENTS	4,069.56	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
10-060-221-0800	FIRE - DONATIONS	50.00	100.00	100.00	100.00	100.00	100.00
10-060-231-0100	AMBULANCE - SERVICES	606,936.68	590,000.00	590,000.00	590,000.00	590,000.00	590,000.00
10-060-231-0110	Ambulance Services - CPR	8,815.94	500.00	500.00	500.00	500.00	500.00
10-060-231-0200	AMBULANCE - CONTRACTS	28,550.00	37,400.00	37,400.00	37,400.00	37,400.00	37,400.00
10-060-231-0300	AMBULANCE - REPORTS	30.00	50.00	50.00	50.00	50.00	50.00
10-060-271-0100	DISPATCH - DISPATCHING FEES	438,764.19	453,071.88	457,850.00	457,850.00	457,850.00	457,850.00

12.29.20 Select Board

Town of Hartford

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
10-060-271-0200	DISPATCH - TOWER RENTAL	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
10-060-325-0100	HIGHWAY - DRIVEWAY/WEIGHT PER	1,390.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
10-060-325-0200	HIGHWAY - SALE OF GAS	2,131.41	3,750.00	0.00	3,750.00	3,750.00	3,750.00
10-060-325-0700	HIGHWAY - MISCELLANEOUS	2,059.49	36,000.00	0.00	1,556.00	1,556.00	1,556.00
<i>Narrative for Column # 4</i> 4 yr avg							
10-060-511-0700	REC - MISCELLANEOUS	312.50	_____	_____	_____	_____	_____
10-060-511-0802	REC - SCHOL DONATIONS(RESTRIC	320.00	_____	_____	_____	_____	_____
10-060-514-0100	REC - YOUTH PROGRAMS	187,976.00	195,000.00	195,000.00	195,000.00	195,000.00	195,000.00
<i>Narrative for Column # 3</i> Revenue for all youth recreation programs. Camps, sport and fitness programs, leagues, classess, STEM.							
10-060-515-0100	REC - ADULT PROGRAMS	9,171.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
<i>Narrative for Column # 3</i> Revenue for sport programs, leagues, classes and awards. Revenue offsets expenses for programs							
10-060-516-0100	REC - SPECIAL EVENTS	13,721.09	23,100.00	23,100.00	23,100.00	23,100.00	23,100.00
<i>Narrative for Column # 3</i> 4th of July \$13,000, trips \$6500, trail and road races \$2600, other special events \$900. Rev. offset expenses of \$10,100							
10-060-518-0000	WABA - GROUP ICE RENTAL	61,901.25	68,000.00	68,000.00	68,000.00	68,000.00	68,000.00
<i>Narrative for Column # 3</i> Adult group rentals for skating leagues, curling, speed skating							
10-060-518-0100	WABA - HYHA ICE RENTAL	91,858.75	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
<i>Narrative for Column # 3</i> Youth Hockey Association Rentals							
10-060-518-0200	WABA - REC/PUBLIC ICE RENTAL	28,365.00	25,000.00	25,000.00	24,000.00	25,000.00	25,000.00
<i>Narrative for Column # 3</i> Public skating sessions, special rentals							
10-060-518-0301	WABA - NON ICE SEASONAL RENTA	0.00	_____	2,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 3</i> Non ice event rental of facility							

12.29.20 Select Board

Town of Hartford

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
10-060-518-0410	Concession - Skate Rental & Sharpenii	5,285.00	5,000.00	5,000.00	3,800.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i> Skate rentals and skate sharpening							
10-060-518-0600	Maxfield revenues	1,418.56	3,500.00	3,000.00	3,000.00	3,000.00	3,000.00
<i>Narrative for Column # 3</i> Facility rentals for fields, pavilions and courts							
10-060-521-0810	Park Rent	0.00	1,500.00	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i> Park rental for permitted uses							
10-060-621-0100	ZONING - PERMITS	14,456.36	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
<i>Narrative for Column # 3</i> Fees for Zoning/Building Permits related to developmentactivity.							
10-060-621-0200	ZONING - ZBA APPLICATIONS	1,770.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
<i>Narrative for Column # 3</i> Fees for applications requiring a public hearing before the ZBA.							
10-060-622-0100	PLANNING - SITE PLAN	3,808.30	4,500.00	4,500.00	3,000.00	4,500.00	4,500.00
<i>Narrative for Column # 3</i> Fees for site plan applications requiring a public hearing before the Planning Commission							
10-060-622-0200	PLANNING - SUBDIVISION	870.00	1,400.00	1,400.00	1,000.00	1,400.00	1,400.00
<i>Narrative for Column # 3</i> Fees for appliactions requiring a public hearing before the Planning Commission.							
10-060-622-0300	PLANNING - MASTER PLAN	155.00	465.00	465.00	100.00	465.00	465.00
<i>Narrative for Column # 3</i> Fees for Planned Development applications requiring a public hearing before the Planning Commission							
10-060-622-0400	PLANNING - PUD OR PRD	155.00					
Charges for services Total		1,908,001.33	1,851,008.88	1,763,415.00	1,768,778.00	1,773,293.00	1,773,293.00
Fines & forfeits							
10-070-211-0500	JUDICIAL FINES - STATE	6,785.50	25,000.00	0.00	15,718.00	15,718.00	15,718.00

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Narrative for Column # 4 4 yr avg							
10-070-211-0510	TOWN PARKING FINES	448.00	0.00	0.00	100.00	100.00	100.00
Fines & forfeits Total		7,233.50	25,000.00	0.00	15,818.00	15,818.00	15,818.00
Other revenues							
10-080-100-0100	INTEREST ON DEPOSITS	56,804.76	40,000.00	0.00	40,000.00	40,000.00	40,000.00
10-080-100-0200	INTEREST ON TAX SALE PROP	0.00	0.00	0.00	250.00	250.00	250.00
10-080-171-0700	MISCELLANEOUS REVENUE - FINAN	195.00	0.00	0.00	0.00	0.00	0.00
10-080-200-0100	MUNICIPAL BUILDING RENTS	600.00	500.00	0.00	1,000.00	1,000.00	1,000.00
10-080-200-0200	SENIOR CENTER RENT	4,794.00	4,500.00	0.00	4,500.00	4,500.00	4,500.00
10-080-200-0300	PARK RENT	310.00					
10-080-200-0400	LAND RENT	19,160.04	20,000.00	0.00	20,000.00	20,000.00	20,000.00
10-080-500-0700	MISCELLANEOUS	79,221.99	20,000.00	0.00	15,000.00	15,000.00	15,000.00
Other revenues Total		161,085.79	85,000.00	0.00	80,750.00	80,750.00	80,750.00
Transfers In							
10-090-111-0100	TRANSFER FROM FUND BALANCE	0.00	742,472.00	0.00	0.00	565,494.00	608,120.00
10-090-900-0300	TRANSFER - PARKS & REC FUND	14,265.00					
Transfers In Total		14,265.00	742,472.00	0.00	0.00	565,494.00	608,120.00
General Fund Total		16,455,033.74	17,609,829.55	1,782,815.00	17,731,969.00	17,566,976.00	17,640,521.00
Grand Total:		16,455,033.74	17,609,829.55	1,782,815.00	17,731,969.00	17,566,976.00	17,640,521.00

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General Fund							
Selectboard							
10-111-101-0000	SALARIES	30,075.00	38,250.00	38,250.00	38,250.00	38,250.00	38,250.00
<i>Narrative for Column # 3</i>							
7 members x \$75/mtg: 26 regular, 12 budget, 2 joint school, 8 town/school; Chair \$300; Vice Chair \$150							
<i>Narrative for Column # 6</i>							
7 members x \$75/mtg: 26 regular, 12 budget, 2 joint school, 8 town/school; Chair \$300; Vice Chair \$150							
10-111-210-0000	TOWN FICA	2,300.85	2,926.00	2,926.00	2,926.00	2,926.00	2,926.00
10-111-311-0000	TRAVEL & MEETINGS	0.00	100.00	100.00	100.00	100.00	100.00
10-111-312-0000	ADVERTISING	6,509.19	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
10-111-315-0000	RECRUITMENT & TRAINING	15,700.00	10,000.00	10,000.00	9,000.00	9,000.00	9,000.00
<i>Narrative for Column # 3</i>							
Equity & Inclusivity Implementation \$10,000; Mktg.&Branding (50%/50% w/ Schools) in Planning 10-622-312-0100							
<i>Narrative for Column # 6</i>							
Equity & Inclusivity Implementation \$10,000; Mktg.&Branding (50%/50% w/ Schools) in Planning 10-622-312-0100							
10-111-323-0000	MATERIAL & SUPPLIES	309.65	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
10-111-418-0000	PROPERTY & LIABILITY INSURANCE	11,449.50	11,832.64	12,425.00	12,425.00	12,425.00	12,425.00
Selectboard Total		66,344.19	69,108.64	69,701.00	68,701.00	68,701.00	68,701.00
Boards and Commissions							
10-115-101-0105	SISTER CITY COMMITTEE	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<i>Narrative for Column # 4</i>							
Col #5 requires school matching funds							
<i>Narrative for Column # 6</i>							
requires school matching funds							
10-115-101-0106	HOMELESSNESS COMMITTEE	0.00	15,000.00	15,000.00	15,000.00	15,000.00	35,000.00
<i>Narrative for Column # 6</i>							
BOARD INCREASED FROM \$15K TO \$35K INCREASE OF \$20K ON 12.15.20							
10-115-101-0107	CLIMATE ACTION COMMITTEE	0.00	30,000.00	0.00	0.00	0.00	0.00
10-115-101-0200	TREE BOARD	0.00	200.00	200.00	200.00	200.00	200.00
<i>Narrative for Column # 3</i>							

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Annual Arbor Day Conference Registrations for Tree Board Members (5 member Registrations)							
Narrative for Column # 6							
Annual Arbor Day Conference Registrations for Tree Board Members (5 member Registrations)							
10-115-101-0201	TREE WARDEN	4,265.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Narrative for Column # 3							
Expenses related to the Tree Warden. Town owned tree pruning program and potential EAB treatments to Ash Trees							
Narrative for Column # 6							
same as column #3							
10-115-101-0600	TOWN MEETING COMMITTEE	5,971.32	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
10-115-418-0000	PROPERTY & LIABILITY INSURANCE	46.50	45.32	48.00	48.00	48.00	48.00
Boards and Commissions Total		10,282.82	58,745.32	28,748.00	31,248.00	31,248.00	51,248.00
Administrative Manager							
10-121-101-0100	MANAGER SALARY	91,687.50	91,000.00	91,000.00	91,000.00	91,000.00	91,000.00
10-121-101-0200	EXECUTIVE ASSISTANT SALARY	67,003.92	69,784.00	69,784.00	73,523.00	73,523.00	73,523.00
10-121-101-0300	ADMINISTRATIVE ASSISTANT SALA	29,310.24	29,744.00	29,744.00	30,648.00	30,648.00	30,648.00
Narrative for Column # 3							
65% Town Administration; 35% in Delq. Taxes							
Narrative for Column # 4							
Col #5: 65% Town Admin.							
Narrative for Column # 6							
same as xol #3							
10-121-101-0400	WELLNESS COORDINATOR	0.00	47,715.00	47,715.00	47,715.00	47,715.00	47,715.00
Narrative for Column # 3							
Full time posiiton (17-A) LPN							
Narrative for Column # 4							
10% Delinquent Taxes							
Narrative for Column # 6							
see column 3							
10-121-120-0000	OVERTIME	3,681.41	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
10-121-210-0000	TOWN FICA	15,015.70	18,226.00	18,226.00	18,887.00	18,887.00	18,887.00
10-121-220-0000	HEALTH INSURANCE	29,026.05	41,087.00	41,087.00	41,087.00	41,087.00	41,087.00

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Narrative for Column # 3 TM, Exec.Asst/HR Dir., Admin.Asst., Comm Health Coord							
10-121-220-0100	HEALTH INS(EMPLOYEE SHARE)	-4,555.46	-7,112.00	-7,112.00	-7,112.00	-7,112.00	-7,112.00
10-121-225-0000	HRA/CHOICECARE CARD	4,118.07	8,223.00	8,223.00	8,223.00	7,369.25	7,369.25
10-121-230-0000	DENTAL	3,024.26	3,826.00	3,826.00	3,826.00	3,826.00	3,826.00
10-121-240-0000	LIFE INSURANCE	634.80	844.00	844.00	844.00	844.00	844.00
10-121-250-0000	WORKERS COMP	6,548.44	3,150.00	9,795.00	9,795.00	9,795.00	9,795.00
10-121-260-0000	RETIREMENT	15,354.69	19,059.00	19,059.00	19,751.00	19,751.00	19,751.00
10-121-270-0000	AD&D	17.94	31.00	31.00	31.00	31.00	31.00
10-121-311-0000	TRAVEL & MEETINGS	862.69	500.00	500.00	500.00	500.00	500.00
10-121-312-0000	ADVERTISING	1,109.32	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
10-121-313-0000	MEMBERSHIP DUES	14,773.00	14,250.00	14,250.00	14,218.00	14,218.00	14,715.00
Narrative for Column # 3 VLCT - \$13,000; ICMA 1,040; VTCMA \$100; SHRM \$75							
Narrative for Column # 4 Col #5 VLCT-\$13K; ICMA-\$1040.							
Narrative for Column # 6 VLCT - \$13,500; ICMA 1,040; VTCMA \$100; SHRM \$75							
10-121-314-0000	BOOKS & PERIODICALS	0.00	300.00	300.00	300.00	300.00	300.00
Narrative for Column # 4 VTCMA \$100; SHRM \$75							
10-121-315-0000	RECRUITMENT & TRAINING	188.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
Narrative for Column # 3 VLCT (2) \$250; VTCMA \$350; VLCT-MAC classes \$500							
10-121-318-0000	CONTRACT SERVICES	7,248.76	2,300.00	2,300.00	2,300.00	6,000.00	6,000.00
Narrative for Column # 3 Laserfiche maint., Munismart							
Narrative for Column # 5 copier lease, munismart, laserfiche, general code							
Narrative for Column # 6 copier lease, munismart, laserfiche, general code							

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10-121-318-0600	CONTRACT SERVICES - PARKING R	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00
10-121-318-0610	CONTRACT SERVICES - TRAFFIC C	20,927.46	20,715.00	20,715.00	20,715.00	22,000.00	22,000.00
<i>Narrative for Column # 3</i>							
RR r/o/w crossings - FY20 \$19,823*RCAR Rate cost recovery index 1.045%							
<i>Narrative for Column # 5</i>							
based historical increases							
<i>Narrative for Column # 6</i>							
based historical increases							
10-121-320-0000	EQUIP OPERATION/MAINT-OFFICE	3,657.48	4,300.00	4,300.00	3,600.00	4,300.00	4,300.00
<i>Narrative for Column # 3</i>							
laptop for Exec.Asst./HR Dir; copier costs							
<i>Narrative for Column # 4</i>							
Col #5 removes laptop							
10-121-322-0000	POSTAGE	1,214.14	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
10-121-323-0000	MATERIAL & SUPPLIES	2,966.36	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
10-121-323-0400	MATERIALS & SUPPLIES - WELLNES	0.00		0.00	0.00	0.00	10,000.00
<i>Narrative for Column # 6</i>							
BOARD ADDED MATERIALS & SUPPLIES FOR WELLNESS COORDINATOR ON 12.15.20							
10-121-324-0000	TELEPHONE	2,262.91	3,384.00	3,384.00	3,384.00	3,384.00	3,384.00
10-121-340-0000	EMPLOYEE AWARDS BANQUET	16,592.27	19,225.00	19,225.00	2,825.00	2,825.00	9,225.00
<i>Narrative for Column # 3</i>							
Banquet - \$6,400; Longevity awards - \$2,450; clocks(2) - \$225; plaques(4) - \$150; merit bonuses - \$10,000							
<i>Narrative for Column # 4</i>							
Col #5; removes banquet and bonuses							
<i>Narrative for Column # 6</i>							
FROM \$2,825 TO \$9,225 INCREASEED by \$6,400 FOR EMPLOYEE BANQUET AT 12.15.20 MEETING							
10-121-418-0000	PROPERTY & LIABILITY INSURANCE	25,384.01	27,591.64	32,034.00	32,034.00	32,034.00	32,034.00
10-121-418-0100	RETIREE HEALTH INSURANCE	28,778.12	30,509.00	30,509.00	30,509.00	30,872.00	30,872.00
Administrative Manager Total		391,632.08	466,751.64	477,839.00	466,703.00	471,897.25	488,794.25
Election Administration							

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10-131-101-0000	SALARIES	5,504.00	16,050.00	16,050.00	16,050.00	16,050.00	16,050.00
<i>Narrative for Column # 3</i>							
BCA/Elec. Wkrs. Town/Sch Vote '22; Tabulator Set-Up; 2 Abatement hearings; Tax Appeal hearings; CkLst Rev.; reapportionment.							
<i>Narrative for Column # 6</i>							
BCA/Elec. Wkrs. Town/Sch Vote '22; Tabulator Set-Up; 2 Abatement hearings; Tax Appeal hearings; CkLst Rev.; reapportionment.							
10-131-210-0000	TOWN FICA	424.61	1,227.83	1,227.83	1,228.00	1,228.00	1,228.00
10-131-312-0000	ADVERTISING	0.00	350.00	325.00	350.00	325.00	325.00
<i>Narrative for Column # 3</i>							
Advertising the Positions to be elected on Town/Sch Dist. Mtg. Ballot							
<i>Narrative for Column # 6</i>							
Advertising the Positions to be elected on Town/Sch Dist. Mtg. Ballot							
10-131-318-0000	CONTRACTED SERVICES	1,030.10	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
<i>Narrative for Column # 3</i>							
Programming of the 3 Tabulators for Town/Sch. Distr. Meeting/Voting Day							
<i>Narrative for Column # 6</i>							
Programming of the 3 Tabulators for Town/Sch. Distr. Meeting/Voting Day							
10-131-323-0000	MATERIALS & SUPPLIES	7,113.87	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
<i>Narrative for Column # 3</i>							
Ballot Printing; Election Supplies & Food for Election Workers							
<i>Narrative for Column # 6</i>							
Ballot Printing; Election Supplies & Food for Election Workers							
10-131-418-0000	PROPERTY & LIABILITY INSURANCE	93.50	111.24	115.00	115.00	115.00	115.00
<i>Narrative for Column # 3</i>							
Share of VLCT Insurance							
Election Administration Total		14,166.08	27,739.07	27,717.83	27,743.00	27,718.00	27,718.00
Advice & Litigation							
10-141-318-0000	CONTRACTED SERVICES	107,845.69	50,000.00	50,000.00	45,000.00	50,000.00	50,000.00
<i>Narrative for Column # 3</i>							
general counsel \$20,000; labor counsel \$30,000							
<i>Narrative for Column # 4</i>							
Col #5; run requests for attys thru Mgr							
<i>Narrative for Column # 6</i>							

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general counsel \$20,000; labor counsel \$30,000							
Advice & Litigation Total		107,845.69	50,000.00	50,000.00	45,000.00	50,000.00	50,000.00
Vital Statistics							
10-151-101-0000	SALARIES	114,902.72	117,446.37	120,100.00	120,100.00	120,100.00	120,100.00
<i>Narrative for Column # 3</i>							
Clerk (21H) & Asst. Clerk (13J) Salaries includes COLA)							
<i>Narrative for Column # 4</i>							
Col #5 includes step							
<i>Narrative for Column # 6</i>							
Clerk (21H) & Asst. Clerk (13J) Salaries includes COLA)							
10-151-210-0000	TOWN FICA	8,674.53	8,984.65	9,187.68	9,188.00	9,188.00	9,188.00
10-151-220-0000	HEALTH INSURANCE	16,213.92	17,030.00	16,774.00	16,774.00	16,774.00	16,774.00
<i>Narrative for Column # 3</i>							
MEDICAL PLAN for Clerk & Asst Clerk							
<i>Narrative for Column # 6</i>							
MEDICAL PLAN for Clerk & Asst Clerk							
10-151-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,430.48	-2,554.50	-2,516.10	-2,516.00	-2,516.00	-2,516.00
<i>Narrative for Column # 3</i>							
Employee Share of Medical Premium							
10-151-225-0000	HRA/CHOICECARE CARD	2,604.42	2,950.00	3,050.00	3,050.00	3,710.00	3,710.00
10-151-230-0000	DENTAL	892.56	928.00	956.00	956.00	956.00	956.00
<i>Narrative for Column # 3</i>							
Two single plans-\$956 (100% Town)							
<i>Narrative for Column # 6</i>							
Two single plans-\$956 (100% Town)							
10-151-240-0000	LIFE INSURANCE	450.12	566.50	508.00	508.00	508.00	508.00
10-151-250-0000	WORKERS COMP	430.00	315.00	1,484.00	1,484.00	1,484.00	1,484.00
10-151-260-0000	RETIREMENT	9,166.58	9,395.71	9,608.03	9,608.00	9,608.00	9,608.00
<i>Narrative for Column # 3</i>							
VMERS							

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10-151-270-0000	AD&D	12.72	20.60	20.60	21.00	21.00	21.00
10-151-311-0000	TRAVEL & MEETINGS	160.00	325.00	325.00	325.00	325.00	325.00
<i>Narrative for Column # 3</i>							
Town Clerk Trainings including Annual VMCTA Conference							
<i>Narrative for Column # 6</i>							
Town Clerk Trainings including Annual VMCTA Conference							
10-151-312-0000	ADVERTISING	83.90	350.00	350.00	350.00	350.00	350.00
<i>Narrative for Column # 3</i>							
Dog License Renewal							
<i>Narrative for Column # 6</i>							
Dog License Renewal							
10-151-313-0000	MEMBERSHIP DUES	55.00	100.00	100.00	100.00	100.00	100.00
<i>Narrative for Column # 3</i>							
VMCTA Annual Dues-Clerk & Asst. Clerk							
<i>Narrative for Column # 6</i>							
VMCTA Annual Dues-Clerk & Asst. Clerk							
10-151-316-0000	STATE PAYMENT - LICENSES	8,015.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<i>Narrative for Column # 3</i>							
State portion of licensing fees (\$5/Dog Lic. & \$50/Marriage Lic.)							
<i>Narrative for Column # 6</i>							
State portion of licensing fees (\$5/Dog Lic. & \$50/Marriage Lic.)							
10-151-318-0000	CONTRACTED SERVICES	4,061.36	5,304.00	2,270.00	2,270.00	2,270.00	6,556.00
<i>Narrative for Column # 3</i>							
TC portion of Gen. Code; Fiber \$1022 Network (Laserfiche \$1130; wide format copier \$800, MuniSmart \$2356 from TC Digitization Fund). NOTE: This should be used as a One-Time approach ONLY during this difficult economic time; this is not a long-term solution.							
<i>Narrative for Column # 6</i>							
increased from \$2,270 up by \$4,286 to \$6,556 per board mtg 12.15.20 to reduce reserve utilization							
10-151-320-0000	EQUIP OPERATION/MAINT-OFFICE	907.53	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
<i>Narrative for Column # 3</i>							
Savin MP2553 Annual Maint. & Lease/Maint for TC Copier							
10-151-322-0000	POSTAGE	2,389.51	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
<i>Narrative for Column # 3</i>							
TC Postage							

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10-151-323-0000	MATERIAL & SUPPLIES	7,017.49	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
<i>Narrative for Column # 3</i>							
Recording books; paper; Vital Records Binders & paper; Dog Lic. Tags & paper; Toner; General Office Supplies							
<i>Narrative for Column # 6</i>							
Recording books; paper; Vital Records Binders & paper; Dog Lic. Tags & paper; Toner; General Office Supplies							
10-151-324-0000	TELEPHONE	1,226.08	1,872.00	1,872.00	1,872.00	1,872.00	1,872.00
<i>Narrative for Column # 3</i>							
TC Portion of Annual Phone Service							
10-151-418-0000	PROPERTY & LIABILITY INSURANCE	530.00	824.00	546.00	546.00	546.00	546.00
<i>Narrative for Column # 3</i>							
TC Share of VLCT Insurance							
10-151-418-0100	Retirees	2,997.90	4,523.00	4,605.00	4,605.00	4,605.00	4,605.00
<i>Narrative for Column # 3</i>							
Former Clerk							
Vital Statistics Total		178,360.86	191,380.33	192,240.21	192,241.00	192,901.00	197,187.00
Municipal Offices							
10-161-318-0000	CONTRACTED SERVICES	48,077.02	43,500.00	43,500.00	61,325.00	70,000.00	70,000.00
<i>Narrative for Column # 3</i>							
Cleaning - \$30,500; Carpet \$6,200; elevator \$2,400; exterior lights \$2,000; trash \$1,200; pest \$1000; elevator ins \$200							
<i>Narrative for Column # 4</i>							
Col. #5 includes \$20K for parking lot lighting							
<i>Narrative for Column # 5</i>							
cleaning, elevator, utilies and \$20k for exterior parking lot lights							
<i>Narrative for Column # 6</i>							
cleaning, elevator, utilies and \$20k for exterior parking lot lights							
10-161-321-0000	REPAIRS & MAINT	6,153.35	2,500.00	2,500.00	2,375.00	2,375.00	2,375.00
10-161-323-0000	MATERIAL & SUPPLIES	2,065.28	2,100.00	2,100.00	1,995.00	1,995.00	1,995.00
10-161-328-0000	WATER	1,471.08	1,050.00	1,050.00	998.00	998.00	998.00
10-161-329-0000	ELECTRICITY	27,374.96	28,000.00	28,000.00	26,600.00	28,000.00	28,000.00
10-161-418-0000	PROPERTY & LIABILITY INSURANCE	13,476.50	12,766.85	13,405.00	13,405.00	13,405.00	13,405.00

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Municipal Offices Total		98,618.19	89,916.85	90,555.00	106,698.00	116,773.00	116,773.00
Financial Management							
10-171-101-0000	SALARIES	200,623.84	230,917.00	235,232.00	305,723.00	283,253.00	283,253.00
<i>Narrative for Column # 2</i>							
\$2K TREASURER INCREASE							
<i>Narrative for Column # 3</i>							
reduced FTE to PT finance assistant, 2 FTE Finance Specialist, Finance Director							
<i>Narrative for Column # 4</i>							
Col #5 includes pay for new Asst. Finance Director position							
<i>Narrative for Column # 5</i>							
remove finance assistant							
<i>Narrative for Column # 6</i>							
2 FTE Finance Specialist, Asst Finance Director, Finance Director 70% GF 30% Enterprise Funds							
10-171-120-0000	OVERTIME	1,890.55	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
10-171-210-0000	TOWN FICA	14,902.00	17,512.00	16,155.00	21,669.00	21,670.00	21,670.00
<i>Narrative for Column # 5</i>							
remove finance assistant							
<i>Narrative for Column # 6</i>							
remove finance assistant							
10-171-220-0000	HEALTH INSURANCE	55,735.74	58,092.00	58,114.00	66,501.00	66,501.00	66,501.00
<i>Narrative for Column # 5</i>							
remove finance assistant							
<i>Narrative for Column # 6</i>							
2 FTE Finance Specialist, Asst Finance Director, Finance Director							
10-171-220-0100	HEALTH INS(EMPLOYEE SHARE)	-8,663.59	-8,714.00	-8,717.00	-9,975.00	-9,975.00	-9,975.00
<i>Narrative for Column # 5</i>							
remove finance assistant							
<i>Narrative for Column # 6</i>							
remove finance assistant							
10-171-225-0000	HRA/CHOICECARE CARD	7,853.99	8,700.00	8,032.00	9,557.00	10,878.00	10,878.00
<i>Narrative for Column # 5</i>							
remove finance assistant							
<i>Narrative for Column # 6</i>							

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remove finance assistant							
10-171-230-0000	DENTAL	4,325.12	4,128.00	4,250.00	5,824.00	4,728.00	4,728.00
Narrative for Column # 5							
remove finance assistant							
Narrative for Column # 6							
remove finance assistant							
10-171-240-0000	LIFE INSURANCE	737.52	716.00	686.00	940.00	940.00	940.00
Narrative for Column # 5							
remove finance assistant							
Narrative for Column # 6							
remove finance assistant							
10-171-250-0000	WORKERS COMP	5,631.50	3,150.00	3,150.00	3,797.00	3,797.00	3,797.00
Narrative for Column # 5							
remove finance assistant							
10-171-260-0000	RETIREMENT	14,910.81	15,265.00	15,615.00	21,381.00	21,381.00	21,381.00
Narrative for Column # 5							
remove finance assistant							
10-171-270-0000	AD&D	22.56	25.00	28.00	38.00	39.00	39.00
10-171-311-0000	TRAVEL & MEETINGS	2,982.61	1,000.00	3,000.00	3,000.00	3,000.00	3,000.00
10-171-313-0000	MEMBERSHIP DUES	472.00	400.00	400.00	400.00	400.00	400.00
10-171-314-0000	BOOKS & PERIODICALS	0.00		500.00	500.00	500.00	500.00
10-171-315-0000	RECRUITMENT & TRAINING	320.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
10-171-318-0000	CONTRACTED SERVICES	9,499.75	13,044.00	15,000.00	15,000.00	15,000.00	15,000.00
Narrative for Column # 3							
laserfiche, munismart, copier lease, fixed asset software, actuarial services, UVAC reimb,network upgrade							
Narrative for Column # 6							
laserfiche, munismart, copier lease, fixed asset software, actuarial services, UVAC reimb,network upgrade							
10-171-318-0100	TREASURER'S EXPENSE	2,500.50	1,800.00	2,500.00	2,500.00	2,500.00	2,500.00
10-171-320-0000	EQUIP OPERATION/MAINT-OFFICE	560.17	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00

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10-171-322-0000	POSTAGE	6,062.16	7,200.00	7,500.00	7,500.00	7,500.00	7,500.00
10-171-323-0000	MATERIAL & SUPPLIES	2,492.64	3,000.00	5,000.00	5,000.00	5,000.00	5,000.00
10-171-324-0000	TELEPHONE	2,177.23	2,990.00	3,000.00	3,000.00	3,000.00	3,000.00
Narrative for Column # 3 4 lines & 1 cell							
10-171-330-0000	OFFICE EQUIPMENT	1,054.23	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
10-171-418-0000	PROPERTY & LIABILITY INSURANCE	1,005.00	509.85	536.00	536.00	536.00	536.00
10-171-418-0100	RETIREE HEALTH INSURANCE	19,588.97	30,000.00	20,355.00	20,355.00	20,690.00	20,690.00
Financial Management Total		346,685.30	394,234.85	394,836.00	487,746.00	465,838.00	465,838.00
Auditing							
10-173-318-0000	CONTRACTED SERVICES	31,409.00	37,000.00	42,000.00	42,000.00	42,000.00	42,000.00
Auditing Total		31,409.00	37,000.00	42,000.00	42,000.00	42,000.00	42,000.00
Valuation							
10-174-101-0000	SALARIES	114,798.55	127,279.98	124,631.00	124,631.00	124,631.00	124,631.00
Narrative for Column # 3 Dept Head Salary (40+ Hrs), Assistant Assessor (40 hours), (remove lister -\$7,000) 2.25% increase							
Narrative for Column # 6 Dept Head Salary (40+ Hrs), Assistant Assessor (40 hours), (remove lister -\$7,000) 2.25% increase							
10-174-210-0000	TOWN FICA	8,062.61	9,736.72	9,534.00	9,534.00	9,534.00	9,534.00
Narrative for Column # 3 Social Security							
10-174-220-0000	HEALTH INSURANCE	25,470.20	27,351.60	22,511.00	22,511.00	22,511.00	22,511.00
10-174-220-0100	HEALTH INS(EMPLOYEE SHARE)	-3,486.79	-3,540.24	-3,487.00	-3,487.00	-3,487.00	-3,487.00
Narrative for Column # 3 15% Employee share of Health benifits							
10-174-225-0000	HRA/CHOICECARE CARD	1,243.72	2,900.00	2,975.00	2,975.00	3,505.00	3,505.00
10-174-230-0000	DENTAL	1,913.31	3,056.00	2,439.00	2,439.00	2,439.00	2,439.00
Narrative for Column # 3							

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Dental: - est from last year with 3% increase							
10-174-240-0000	LIFE INSURANCE	449.87	494.00	508.00	508.00	508.00	508.00
<i>Narrative for Column # 3</i>							
Based on salary. FTE only. Benefit = 1 year salary							
10-174-250-0000	WORKERS COMP	3,300.00	1,890.00	1,540.00	1,540.00	1,540.00	1,540.00
10-174-260-0000	RETIREMENT	9,056.71	10,182.40	9,970.00	9,970.00	9,970.00	9,970.00
<i>Narrative for Column # 3</i>							
Standard 8% of all earnings - VMERS B,C. 8% of base for non-union; FTE only.							
10-174-270-0000	AD&D	11.02	20.00	21.00	21.00	21.00	21.00
<i>Narrative for Column # 3</i>							
Standard flat rate							
10-174-311-0000	TRAVEL & MEETINGS	285.11	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 2</i>							
use ov EV for inspections							
<i>Narrative for Column # 3</i>							
Est. Mileage for inspections suppliment with EV town car							
<i>Narrative for Column # 6</i>							
Est. Mileage for inspections suppliment with EV town car							
10-174-312-0000	ADVERTISING	122.40	150.00	150.00	150.00	150.00	150.00
<i>Narrative for Column # 3</i>							
Public Notices (Newspaper fee for annual reporting of grievance hearing)							
<i>Narrative for Column # 6</i>							
Public Notices (Newspaper fee for annual reporting of grievance hearing)							
10-174-313-0000	MEMBERSHIP DUES	668.77	835.00	835.00	835.00	835.00	835.00
<i>Narrative for Column # 3</i>							
Professional memberships including MLS fees and Realtors association fees							
<i>Narrative for Column # 6</i>							
Professional memberships including MLS fees and Realtors association fees							
10-174-315-0000	RECRUITMENT & TRAINING	816.01	1,580.00	1,580.00	1,580.00	1,580.00	1,580.00
<i>Narrative for Column # 3</i>							
Training and education							

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10-174-318-0000	CONTRACTED SERVICES	3,546.20	3,850.00	10,043.00	10,043.00	10,043.00	17,543.00
<i>Narrative for Column # 3</i> Maintain existing spending on software and legal budget (REAP EST WITHDRAWL \$22,541)							
<i>Narrative for Column # 6</i> Maintain existing spending on software and legal budget (REAP EST WITHDRAWL reduced from \$22,541) to \$15041. board meetinf 12.15.20 board decided to move \$7500 back into operating will continue to annually reduce utilization of reserve fund for operating costs. Previous operating \$10,043 increased to \$17,543 with change							
10-174-320-0000	EQUIP OPERATION/MAINT-OFFICE	2,595.41	500.00	758.00	758.00	758.00	758.00
<i>Narrative for Column # 3</i> Shared Printer lease \$758/yr							
<i>Narrative for Column # 6</i> Shared Printer lease \$758/yr							
10-174-322-0000	POSTAGE	133.33	0.00	900.00	900.00	900.00	900.00
<i>Narrative for Column # 3</i> Change Notices, Sales/Inpsection notice estimated \$900/yr							
10-174-323-0000	MATERIAL & SUPPLIES	797.93	400.00	400.00	400.00	400.00	400.00
<i>Narrative for Column # 3</i> Consumable office supplies, paper, envelopes, etc. estimated \$400/yr							
10-174-324-0000	TELEPHONE	1,226.08	1,872.00	1,227.00	1,227.00	1,227.00	1,227.00
<i>Narrative for Column # 3</i> Proportional share of telephone use. Estimated from current at \$1,227/yr							
10-174-330-0000	OFFICE EQUIPMENT	147.49	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00
<i>Narrative for Column # 3</i> Reserve for Equipment replaccment- need to replace a computer							
10-174-418-0000	PROPERTY & LIABILITY INSURANCE	561.50	866.23	909.00	909.00	909.00	909.00
<i>Narrative for Column # 3</i> Share of insurance coverage based upon VLCT schedule of costs.							
10-174-418-0100	RETIREE HEALTH INSURANCE	7,668.58	9,045.46	9,211.00	9,211.00	9,211.00	9,211.00
<i>Narrative for Column # 3</i> Reitree's benefits							
Valuation Total		179,388.01	201,069.15	199,255.00	199,255.00	199,785.00	207,285.00

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Tax Collection							
10-175-101-0000	SALARIES	15,795.68	16,136.56	16,136.56	16,503.00	16,503.00	16,503.00
<i>Narrative for Column # 4</i> Col #4; 35 % tax Clerk <i>Narrative for Column # 6</i> 35% tax clerk 65% bal in 121							
10-175-210-0000	TOWN FICA	1,181.40	1,234.45	1,234.45	1,262.00	1,262.00	1,262.00
10-175-220-0000	HEALTH INSURANCE	2,870.43	2,980.25	2,980.25	2,935.00	2,935.00	2,935.00
10-175-220-0100	Health Insurance - Employee Share	-425.36	-371.04	-371.04	-440.00	-440.00	-440.00
10-175-225-0000	HRA/CHOICECARE CARD	334.29	516.25	516.25	534.00	649.25	649.25
10-175-230-0000	DENTAL	163.74	167.27	167.27	167.00	167.00	167.00
10-175-240-0000	LIFE INSURANCE	56.40	89.04	89.04	89.00	89.00	89.00
10-175-250-0000	WORKERS COMP	420.00	157.50	204.00	204.00	204.00	204.00
10-175-260-0000	RETIREMENT	1,251.77	1,290.92	1,290.92	1,320.00	1,320.00	1,320.00
10-175-270-0000	AD&D	1.14	3.61	3.61	4.00	3.61	3.61
10-175-318-0000	CONTRACTED SERVICES	1,662.50	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
<i>Narrative for Column # 3</i> tax sale attorney <i>Narrative for Column # 6</i> tax sale attorney							
10-175-322-0000	POSTAGE	2,318.16	2,400.00	2,400.00	2,280.00	2,280.00	2,280.00
10-175-323-0000	MATERIAL & SUPPLIES	0.00	200.00	200.00	190.00	190.00	190.00
10-175-418-0000	PROPERTY & LIABILITY INSURANCE	67.00	103.00	109.00	109.00	109.00	109.00
Tax Collection Total		25,697.15	37,907.81	37,960.31	38,157.00	38,271.86	38,271.86
Information Technology							
10-181-101-0000	SALARIES	62,942.88	88,899.00	92,515.80	92,516.00	92,515.80	92,515.80
<i>Narrative for Column # 2</i> Relassify to 23-I <i>Narrative for Column # 6</i>							

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reclassify to 23-l							
10-181-210-0000	TOWN FICA	4,957.88	6,801.00	6,801.00	6,801.00	6,801.00	6,801.00
10-181-220-0000	HEALTH INSURANCE	8,106.96	8,515.00	8,515.00	8,515.00	8,515.00	8,515.00
10-181-220-0100	Health Insurance - Employee Share	-1,215.24	-1,271.25	-1,271.25	-1,271.00	-1,271.00	-1,271.00
10-181-225-0000	HRA/CHOICECARE CARD	959.71	1,475.00	1,475.00	1,475.00	1,855.00	1,855.00
10-181-230-0000	DENTAL	446.28	477.92	477.92	478.00	478.00	478.00
10-181-240-0000	LIFE INSURANCE	234.54	247.00	247.00	247.00	247.00	247.00
10-181-250-0000	WORKERS COMP	1,600.00	1,050.00	1,144.00	1,144.00	1,144.00	1,144.00
10-181-260-0000	RETIREMENT	5,089.54	7,111.94	7,111.94	7,112.00	7,112.00	7,112.00
10-181-270-0000	AD&D	6.84	10.30	110.30	10.00	11.00	11.00
10-181-311-0000	TRAVEL & MEETINGS	750.46	600.00	0.00	300.00	0.00	0.00
Narrative for Column # 3 (NOT FUNDED)							
10-181-315-0000	RECRUITMENT & TRAINING	3,107.46	6,000.00	0.00		0.00	0.00
Narrative for Column # 3 (NOT FUNDED)							
10-181-318-0000	CONTRACTED SERVICES	33,128.96	73,580.49	78,324.00	78,324.00	78,324.00	93,624.00
Narrative for Column # 2 Email, Microsoft Office Subscriptions (G3) (\$15,000), Web Host (\$2,000), Anti-Virus (\$2,700), Data backup and support (\$7,000), Logmein Rescue (\$1,200), Domain Names/DDNS/SSL Certificate/SMTP (\$500), Zendesk (\$600), SecureWorks Detect & Prevent (\$18,780.49), Maxpro Cloud cloud door access software (\$2,000), Solutions II Monitoring for Spillman Applications (\$9,000), Card Printer Maintenance agreement (\$500), Consultation (\$5,000), Second PBX at Public Safety (\$1,400), Dell Server Warrenties (\$4,000), Town Hall Firewall replacement (\$3,500), Phishing Education (\$900)							
Narrative for Column # 3 Email/MS Office Subscriptions (\$13,716), Web Host (\$2,000), Anti-Virus (\$6,500), Domain/SSL/SMTP (\$500), Zendesk (\$600), Darktrace Cyber AI (Email Gateway, Enterprise Immune System, PTN) -- (\$36,032), ID card maintenance (\$500), Data Backup (\$6000), C2 Firewall Support/Switch Monitoring (\$11,976), Pubworks Azure (\$500)							
NOT FUNDED: Solutions II Server Alerts (\$11,000), max pro cloud software (\$2,000), Switches refresh -- Public Safety (\$20,000), Cloud Backup/Disaster Recovery/laaS (\$14,000), Knowb4 Security Awareness Training (\$1300)							
Narrative for Column # 6 Email/MS Office Subscriptions (\$13,716), Web Host (\$2,000), Anti-Virus (\$6,500), Domain/SSL/SMTP (\$500), Zendesk (\$600), Darktrace Cyber AI (Email Gateway, Enterprise Immune System, PTN) -- (\$36,032), ID card maintenance (\$500), Data Backup (\$6000), C2 Firewall Support/Switch Monitoring (\$11,976), Pubworks Azure (\$500) change 12.1.20 by board to fund Cloud Backup/Disaster Recovery/laaS (\$14,000), Knowb4 Security Awareness Training (\$1300). previous 78,324 increase \$15,300 new total \$93624							

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10-181-323-0000	MATERIAL & SUPPLIES	73.88	300.00	0.00	_____	0.00	0.00
<i>Narrative for Column # 3</i> (NOT FUNDED)							
10-181-324-0000	TELEPHONE	989.06	1,104.00	1,104.00	1,104.00	1,104.00	1,104.00
<i>Narrative for Column # 3</i> Firstlight & Verizon Cellphone							
10-181-330-0000	OFFICE EQUIPMENT	0.00	500.00	0.00	_____	0.00	0.00
<i>Narrative for Column # 3</i> Office Equipment							
10-181-331-0000	DEPARTMENT EQUIPMENT	76,884.15	5,500.00	0.00	5,500.00	5,500.00	5,500.00
<i>Narrative for Column # 3</i> Misc. Cables & Supplies (\$500), Network Equipment Replacement (\$5000)							
10-181-418-0000	PROPERTY & LIABILITY INSURANCE	415.78	576.80	606.00	606.00	606.00	606.00
Information Technology Total		198,479.14	201,477.20	197,160.71	202,861.00	202,941.80	218,241.80
Police Services							
10-211-102-0000	SALARIES - POLICE CHIEF	181,395.44	197,106.00	199,372.00	201,589.00	201,589.00	201,589.00
<i>Narrative for Column # 3</i> Salary for Chief (Grade 25 - Single Step Reduction, 90% in 211, 10% in 271, and Deputy Chief (Grade 24 - Single Step Only)							
<i>Narrative for Column # 6</i> chief 90% 211 10% 271, depity chief - both include single step only							
10-211-103-0001	SALARIES - LIEUTENANT	82,464.48	85,709.00	86,944.00	86,944.00	86,944.00	86,944.00
<i>Narrative for Column # 3</i> Salary for Lieutenant/Patrol Commander (Grade 23 - Single Step Only)							
<i>Narrative for Column # 6</i> Salary for Lieutenant/Patrol Commander (Grade 23 - Single Step Only)							
10-211-104-0000	SALARIES-SERGEANT	355,743.10	373,141.00	370,425.00	370,425.00	370,425.00	370,425.00
<i>Narrative for Column # 3</i> Salaries for (4) Patrol Sergeants, (1) Detective Sergeant (Grade 22 - Single Step Only)							
<i>Narrative for Column # 6</i>							

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Salaries for (4) Patrol Sergeants, (1) Detective Sergeant (Grade 22 - Single Step Only)							
10-211-105-0001	SALARIES - CORPORAL	162,517.84	311,879.00	309,044.00	309,044.00	309,044.00	309,044.00
Narrative for Column # 3							
Salaries for (4) Patrol Corporals, (1) Detective Corporal (Grade 21 - Single Step Only)							
Narrative for Column # 6							
Salaries for (4) Patrol Corporals, (1) Detective Corporal (Grade 21 - Single Step Only)							
10-211-107-0001	SALARIES - OFFICER- PFC / SPO	487,860.55	578,186.00	619,748.00	619,748.00	619,748.00	619,748.00
Narrative for Column # 3							
Salaries for (8) Patrol Officers, (1) Detective & (1) SIU Detective, Grades 18, 19 & 20. (Includes Step)							
10-211-109-0000	SALARIES-ADMIN ASST	43,831.70	48,474.00	49,595.00	49,595.00	49,595.00	49,595.00
Narrative for Column # 3							
Salary of Administrative Assistant (Grade 13 - 90% in 211, 10% in 271							
Narrative for Column # 6							
Salary of Administrative Assistant (Grade 13 - 90% in 211, 10% in 271							
10-211-112-0001	SALARIES - EDUCATION INCENTIVE	21,750.00	23,250.00	22,500.00	22,500.00	22,500.00	22,500.00
Narrative for Column # 3							
Contract negotiated incentive pay for accredited, post secondary education degree (3) Master \$9000, (9) Bachelor \$15,000, (1) Associate \$750							
Narrative for Column # 6							
Contract negotiated incentive pay for accredited, post secondary education degree (3) Master \$9000, (9) Bachelor \$15,000, (1) Associate \$750							
10-211-116-0000	SALARIES-HOLIDAY PAY	86,363.22	99,458.00	103,636.00	103,636.00	103,636.00	103,636.00
Narrative for Column # 3							
Salary for all staff on the thirteen (13) holidays recognized by Town Personnel Policy/Collective Bargaining Agreement. Includes Step.							
Narrative for Column # 6							
Salary for all staff on the thirteen (13) holidays recognized by Town Personnel Policy/Collective Bargaining Agreement. Includes Step.							
10-211-120-0000	OVERTIME	199,354.26	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00
Narrative for Column # 3							
Overtime compensation to insure minimum staffing during absences, investigations, emergencies and special events. Includes K9/FTO Maintenance per FLSA/Contract							
Narrative for Column # 6							

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Overtime compensation to insure minimum staffing during absences, investigations, emergencies and special events. Includes K9/FTO Maintenance per FLSA/Contract							
10-211-121-0000	OVERTIME-GRANTS	3,652.73		0.00		0.00	0.00
10-211-210-0000	TOWN FICA	121,941.62	129,836.00	141,123.00	141,123.00	141,123.00	141,123.00
Narrative for Column # 3							
10-211-220-0000	HEALTH INSURANCE	212,299.10	326,259.00	317,601.00	317,601.00	317,601.00	317,601.00
10-211-220-0100	HEALTH INS(EMPLOYEE SHARE)	-36,782.49	-54,928.00	-53,401.00	-53,401.00	-53,401.00	-53,401.00
10-211-225-0000	HRA/CHOICECARE CARD	34,652.65	48,770.00	51,505.00	51,505.00	57,849.00	57,849.00
10-211-230-0000	DENTAL	20,690.32	25,783.00	25,471.00	25,471.00	25,471.00	25,471.00
10-211-240-0000	LIFE INSURANCE	5,279.61	7,050.00	7,050.00	7,050.00	7,050.00	7,050.00
10-211-250-0000	WORKERS COMP	161,100.50	161,700.00	166,031.00	166,031.00	166,031.00	166,031.00
10-211-260-0000	RETIREMENT	124,765.53	151,517.00	148,398.00	148,398.00	148,398.00	148,398.00
Narrative for Column # 3							
Standard 7.5% of all earnings VMERS C, (Vermont Municipal Employees Retirement System) all full time employees (Non-Union 8.125%)							
Narrative for Column # 6							
Standard 7.5% of all earnings VMERS C, (Vermont Municipal Employees Retirement System) all full time employees (Non-Union 8.125%)							
10-211-270-0000	AD&D	291.52	225.00	225.00	225.00	225.00	225.00
10-211-311-0000	TRAVEL & MEETINGS	5,382.03	9,500.00	6,000.00	6,000.00	6,000.00	6,000.00
Narrative for Column # 3							
Travel, tolls and meterial support for the hosting/attendance at meetings, briefings and training - (Limited Attendance)							
Narrative for Column # 6							
Travel, tolls and meterial support for the hosting/attendance at meetings, briefings and training - (Limited Attendance)							
10-211-312-0000	ADVERTISING	196.60	1,190.00	1,800.00	1,800.00	1,800.00	1,800.00
Narrative for Column # 3							
Pro Diversity Recruiting Recruiting Network Premium (\$1590 - fee increase over FY20-21), Advertisement for abandoned/recovered property and other public notices							
Narrative for Column # 6							
Pro Diversity Recruiting Recruiting Network Premium (\$1590 - fee increase over FY20-21), Advertisement for abandoned/recovered property and other public notices							
10-211-313-0000	MEMBERSHIP DUES	1,005.00	1,580.00	1,420.00	1,420.00	1,420.00	1,420.00
Narrative for Column # 3							

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<p>As of June</p> <p>NNEPAC (\$100), NESPIN (\$100), VT Chiefs (\$350), IACP (\$150), WR Rotary (\$150), NAMI (\$70), Motorola CityProject (\$500) - Eliminates funding for professional associations with US Police K9 Assoc, International Law Enforcement Educators Assoc, CIT International</p> <p><i>Narrative for Column # 6</i></p> <p>NNEPAC (\$100), NESPIN (\$100), VT Chiefs (\$350), IACP (\$150), WR Rotary (\$150), NAMI (\$70), Motorola CityProject (\$500) - Eliminates funding for professional associations with US Police K9 Assoc, International Law Enforcement Educators Assoc, CIT International</p>							
10-211-314-0000	BOOKS & PERIODICALS	6,053.39	14,278.00	14,278.00	14,278.00	14,278.00	14,278.00
<p><i>Narrative for Column # 3</i></p> <p>IACP.Net Policy Research Database/Forum (\$875), Evidence OnQ (\$2150), Cellebrite 4PC Pro (\$5350), PubWorks (\$1120, Munismart (\$1116), Laserviche (\$1072), Power DMS (\$450), General Office Software Updates, Adobe, Crystal Reports, etc.</p> <p><i>Narrative for Column # 6</i></p> <p>IACP.Net Policy Research Database/Forum (\$875), Evidence OnQ (\$2150), Cellebrite 4PC Pro (\$5350), PubWorks (\$1120, Munismart (\$1116), Laserviche (\$1072), Power DMS (\$450), General Office Software Updates, Adobe, Crystal Reports, etc.</p>							
10-211-315-0000	RECRUITMENT & TRAINING	16,361.14	30,000.00	28,500.00	30,000.00	28,500.00	28,500.00
<p><i>Narrative for Column # 3</i></p> <p>Academy, Ins-service & Advanced Community Policing Training (\$12,500), Auminiton/Qulification (\$11,000), Supervisory/EQi Leadership Development (\$5000) - Eliminates Accreditation Training (\$1500)</p> <p><i>Narrative for Column # 6</i></p> <p>Academy, Ins-service & Advanced Community Policing Training (\$12,500), Auminiton/Qulification (\$11,000), Supervisory/EQi Leadership Development (\$5000) - Eliminates Accreditation Training (\$1500)</p>							
10-211-318-0000	CONTRACTED SERVICES	44,969.09	33,031.00	33,031.00	33,031.00	33,031.00	33,031.00
<p><i>Narrative for Column # 3</i></p> <p>Elevator 1/2 (\$470), Cleaning 3/4 (\$13,600), Copy/Printer Maintenance 3/4 (\$1000), Dumpster 3/4 (\$870), Exterminator 3/4 (\$775), Sprinkler (\$499), K9 Veterinary Service (\$1200), Humane Society Kennel & Investigative Service (\$4000), Contractual Administrative Investigation Service (\$5100), Occupational Health (APD, UVAC, etc (\$627)), Wheelerbrator Contraband Disposal (\$450), CALEA Annual Contract Fee w/On Site pro-rated (\$4065), Secure Shred (\$240)</p> <p><i>Narrative for Column # 6</i></p> <p>Elevator 1/2 (\$470), Cleaning 3/4 (\$13,600), Copy/Printer Maintenance 3/4 (\$1000), Dumpster 3/4 (\$870), Exterminator 3/4 (\$775), Sprinkler (\$499), K9 Veterinary Service (\$1200), Humane Society Kennel & Investigative Service (\$4000), Contractual Administrative Investigation Service (\$5100), Occupational Health (APD, UVAC, etc (\$627)), Wheelerbrator Contraband Disposal (\$450), CALEA Annual Contract Fee w/On Site pro-rated (\$4065), Secure Shred (\$240)</p>							
10-211-319-0000	EQUIPMENT OPERATION-GAS	30,009.94	42,390.00	35,000.00	35,000.00	34,000.00	34,000.00
<p><i>Narrative for Column # 3</i></p> <p>Estimate based on actual usage per employee (Avg. 786 gal.); estimated cost per gallon (\$2.06) multiplied by actual-authorized personnel (18,100 gal.)</p> <p><i>Narrative for Column # 6</i></p> <p>Estimate based on actual usage per employee (Avg. 786 gal.); estimated cost per gallon (\$2.06) multiplied by actual-authorized personnel (18,100 gal.)</p>							
10-211-320-0000	EQUIP OPERATION/MAINT-OFFICE	1,310.81	1,990.00	1,990.00	1,990.00	1,990.00	1,990.00
<p><i>Narrative for Column # 3</i></p>							

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Miscellaneous repairs, RADAR Maintenance/Calibration (\$1174), Breath Testing Maintenance/Calibration (\$325), Quartermaster/Armorer Maintenance (\$475)							
Narrative for Column # 6							
Miscellaneous repairs, RADAR Maintenance/Calibration (\$1174), Breath Testing Maintenance/Calibration (\$325), Quartermaster/Armorer Maintenance (\$475)							
10-211-320-0100	EQUIP OPERATION/COMMUNICATIO	16,425.53	12,513.00	15,300.00	15,300.00	15,300.00	15,300.00
Narrative for Column # 3							
MDC Mobile Data Pack (8@ \$5520), NetMotion VPN Encription (\$1318), MorphoTac LiveScan Maintenance (\$5051), IDEMIA (\$2854), Non-contract Telephone, Radio and CCTV Maintenance/repairs based on FY 19-20 average							
Narrative for Column # 6							
MDC Mobile Data Pack (1@ \$5520), NetMotion VPN Encription (\$1318), MorphoTac LiveScan Maintenance (\$5051), IDEMIA (\$2854), Non-contract Telephone, Radio and CCTV Maintenance/repairs based on FY 19-20 average \$557							
10-211-321-0000	REPAIRS & MAINT-VEHICLES	16,265.80	25,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Narrative for Column # 3							
General maintenance of vehicles in conformance with Fleet Ops Policy, including tires, oil, cleaning supplies, and miscellaneous parts/equipment for repairs based on FY 19-20 usage							
Narrative for Column # 6							
General maintenance of vehicles in conformance with Fleet Ops Policy, including tires, oil, cleaning supplies, and miscellaneous parts/equipment for repairs based on FY 19-20 usage							
10-211-321-0100	REPAIRS & MAINT-BUILDING	10,480.29	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Narrative for Column # 3							
Mechanical systems maintenance/ non-contract repairs based on FY 19-20 usage							
Narrative for Column # 6							
Mechanical systems maintenance/ non-contract repairs based on FY 19-20 usage							
10-211-322-0000	POSTAGE	1,534.80	975.00	1,430.00	1,430.00	1,430.00	1,430.00
Narrative for Column # 3							
Average annual cost of postage for routine corresspondence based on FY 19-20 usage							
Narrative for Column # 6							
Average annual cost of postage for routine corresspondence based on FY 19-20 usage							
10-211-323-0000	MATERIAL & SUPPLIES	12,998.74	15,725.00	15,725.00	15,725.00	15,725.00	15,725.00
Narrative for Column # 3							
Fire Extinguisher Maintenance (\$225), Investigations Support (\$4000), K9 Food/Equipment (\$1500), Miscellaneous Office Stationary & Cleaning Supplies (\$10,000)							

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Narrative for Column # 6

Fire Extinguisher Maintenance (\$225), Investigations Support (\$4000), K9 Food/Equipment (\$1500), Miscellaneous Office Stationary & Cleaning Supplies (\$10,000)

10-211-324-0000	TELEPHONE	10,887.11	16,577.00	17,000.00	17,000.00	17,000.00	17,000.00
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Narrative for Column # 3

Sovernet/FirstLight Public Safety Phone Service (\$4595),Fiber VPN 100MB Hub (26@ \$1352), Cellular Phone (15@ \$9460), Maintnenance/Non-contract telephone repairs basded on FY 19-20 usage

Narrative for Column # 6

Sovernet/FirstLight Public Safety Phone Service (\$4595),Fiber VPN 100MB Hub (26@ \$1352), Cellular Phone (15@ \$9460), Maintnenance/Non-contract telephone repairs basded on FY 19-20 usage

10-211-326-0000	PURCHASE UNIFORMS & CLEANING	24,666.67	34,050.00	36,950.00	36,950.00	36,950.00	36,950.00
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Narrative for Column # 3

New & Replacement Uniforms (\$12,750), New & Replacement Body Armor (5 @ \$4500), Cold/Heat Gear Allowance (\$6900), Plain Clothes Allowance (\$3000), Uniform Cleaning & Alteration (\$9800)

Narrative for Column # 6

New & Replacement Uniforms (\$12,750), New & Replacement Body Armor (5 @ \$4500), Cold/Heat Gear Allowance (\$6900), Plain Clothes Allowance (\$3000), Uniform Cleaning & Alteration (\$9800)

10-211-327-0000	BUILDING HEAT	9,802.54	6,995.00	10,000.00	10,000.00	10,000.00	10,000.00
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Narrative for Column # 3

Average for Heating Fuel(s), 1/2 shared with Fire - Based on FY 19-20 Usage

Narrative for Column # 6

Average for Heating Fuel(s), 1/2 shared with Fire - Based on FY 19-20 Usage

10-211-328-0000	WATER	1,277.06	1,500.00	1,300.00	1,300.00	1,300.00	1,300.00
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Narrative for Column # 3

Police Department Water/Sewer Service, based on FY usage

Narrative for Column # 6

Police Department Water/Sewer Service, based on FY usage

10-211-329-0000	ELECTRICITY	9,471.64	11,200.00	10,000.00	10,000.00	10,000.00	10,000.00
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Narrative for Column # 3

Police Department Electric Service, based on FY 19-20 usage

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Narrative for Column # 6 Police Department Electric Service, based on FY 19-20 usage							
10-211-330-0000	OFFICE EQUIPMENT	21,608.99	25,740.00	22,791.00	22,791.00	22,791.00	22,791.00
Narrative for Column # 3 Evidence.com Body Camera Video Storage (\$15,291), Miscellaneous replacement/repair of computer hardware, office technology & equipment (\$7500)							
Narrative for Column # 6 Miscellaneous replacement/repair of computer hardware, office technology & equipment (\$7500) Evidence.com Body Camera Video Storage (\$15,291)							
10-211-331-0000	DEPARTMENT EQUIPMENT	88,915.72	120,600.00	126,726.00	121,600.00	126,726.00	33,600.00
Narrative for Column # 3 Replace two (2) marked Patrol Cars including installation fees for new and transferred equipment (\$88,000), Enterprise Investigator Car Lease (\$33,600)							
Narrative for Column # 6 Reduced 126,726 to 33,600 . Replace two (2) marked Patrol Cars including installation fees for new and transferred equipment (\$93,126) moved to 10-921-211-0100 covered by UA, Enterprise Investigator Car Lease (\$33,600)							
10-211-331-0100	DEPT EQUIP-CAPITAL RESERVE	27,856.94	46,000.00	16,500.00	16,500.00	16,500.00	2,500.00
Narrative for Column # 3 In-Car Dual Band UHF/VHF Radios (\$14,000), Police Facility Energy Efficient Lighting/Ceiling Tiles - \$2,500 (Yr 1 of 4).							
Narrative for Column # 6 reduced from 16,500 to 2,500 : In-Car Dual Band UHF/VHF Radios (\$14,000) paid by UA moved to 10-921-211-0100, Police Facility Energy Efficient Lighting/Ceiling Tiles - \$2,500 (Yr 1 of 4).							
10-211-418-0000	PROPERTY & LIABILITY INSURANCE	49,796.00	57,906.60	60,802.00	60,802.00	60,802.00	60,802.00
Narrative for Column # 2 59138 - 56,220 in 211; 2,918 in 271							
10-211-418-0100	RETIREE HEALTH INSURANCE	102,763.29	109,629.00	103,318.00	103,318.00	104,638.00	104,638.00
Police Services Total		2,779,210.80	3,279,284.60	3,292,628.00	3,291,219.00	3,301,509.00	3,194,383.00
Special Duty Police							
10-212-101-0000	SALARIES	4,372.26	_____	0.00	_____	0.00	0.00
10-212-210-0000	TOWN FICA	335.44	_____	0.00	_____	0.00	0.00
10-212-260-0000	RETIREMENT	518.88	_____	0.00	_____	0.00	0.00

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Special Duty Police Total		5,226.58	0.00	0.00	0.00	0.00	0.00
Fire Fighting							
10-221-101-0000	SALARIES - CALL FIRE	23,181.73	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
<i>Narrative for Column # 3</i>		Call FF work 24 hrs/mon., training, emergency callback. Same standards as FT FF. - Call FF training & ambulance coverage. Ambulance coverage compensation per CBA.					
<i>Narrative for Column # 6</i>		Call FF work 24 hrs/mon., training, emergency callback. Same standards as FT FF. - Call FF training & ambulance coverage. Ambulance coverage compensation per CBA.					
10-221-102-0000	SALARY-FIRE CHIEF	109,699.20	112,990.00	115,549.04	115,549.00	115,549.00	115,549.00
<i>Narrative for Column # 3</i>		Chief's salary (Grade 24) (STEP ONLY NO COLA)					
<i>Narrative for Column # 6</i>		Chief's salary (Grade 24) (STEP ONLY NO COLA)					
10-221-103-0000	SALARIES-CAPTAIN	316,708.13	310,391.00	329,369.04	329,369.00	329,369.00	329,369.00
<i>Narrative for Column # 3</i>		Salary for each of four (4) Captains (CBA RAISE)					
<i>Narrative for Column # 6</i>		Salary for each of four (4) Captains (CBA RAISE)					
10-221-106-0000	SALARIES - LIEUTENANTS	253,861.14	274,114.00	289,139.76	289,140.00	289,140.00	289,140.00
<i>Narrative for Column # 3</i>		Salary for each of four (4) Lieutenants (CBA RAISE)					
<i>Narrative for Column # 6</i>		Salary for each of four (4) Lieutenants (CBA RAISE)					
10-221-107-0000	SALARIES-FIREFIGHTER	593,515.58	681,626.00	672,562.80	672,563.00	672,563.00	672,563.00
<i>Narrative for Column # 3</i>		Salary for total of 12 Firefighter/EMT/Paramedics (CBA RAISE)					
<i>Narrative for Column # 6</i>							

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Salary for total of 12 Firefighter/EMT/Paramedics (CBA RAISE)							
10-221-108-0000	SALARY-FIRE PREVENTION	72,699.89	130,158.00	105,525.08	105,525.00	105,525.00	105,525.00
<i>Narrative for Column # 3</i>							
Fire Marshal (Grade 20) (CBA RAISE), Part-Time Deputy Fire Marshal (Grade 15) Partially offset by Plans Review Revenue							
<i>Narrative for Column # 6</i>							
Fire Marshal (Grade 20) (CBA RAISE), Part-Time Deputy Fire Marshal (Grade 15) Partially offset by Plans Review Revenue							
10-221-109-0000	Salary - Administrative Assistant	53,882.34	55,076.00	56,312.35	56,312.00	56,312.00	56,312.00
<i>Narrative for Column # 3</i>							
Admin Asst. Salary (STEP ONLY NO COLA)							
<i>Narrative for Column # 6</i>							
Admin Asst. Salary (STEP ONLY NO COLA)							
10-221-110-0000	SALARIES-DEPUTY CHIEF	94,411.52	98,379.00	100,597.64	100,598.00	100,598.00	100,598.00
<i>Narrative for Column # 3</i>							
Deputy Chief of Training/Operations Salary (Grade 22) (STEP ONLY NO COLA)							
<i>Narrative for Column # 6</i>							
Deputy Chief of Training/Operations Salary (Grade 22) (STEP ONLY NO COLA)							
10-221-116-0000	SALARIES-HOLIDAY PAY	81,902.70	101,540.00	93,932.40	93,932.00	93,932.00	93,932.00
<i>Narrative for Column # 3</i>							
Holiday Pay for: Captains, Lieutenants and Firefighters(set by CBA)							
<i>Narrative for Column # 6</i>							
Holiday Pay for: Captains, Lieutenants and Firefighters(set by CBA)							
10-221-120-0000	OVERTIME	251,116.42	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00
<i>Narrative for Column # 3</i>							
Vac. cover, sick leave. OT for staff mtg, drills, pump testing, pub ed, alarm call back, specialty training, technical rescue, swift water, haz-mat, Fill to 4 provision of CBA - Call backs to maintain minimum staffing, paramedic Q & A, EMT recert, Paramedic refresher. (Increase reflects wage increase, additional training hours)							
<i>Narrative for Column # 6</i>							

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Vac. cover, sick leave. OT for staff mtg, drills, pump testing, pub ed, alarm call back, specialty training, technical rescue, swift water, haz-mat, Fill to 4 provision of CBA - Call backs to maintain minimum staffing, paramedic Q & A, EMT recert, Paramedic refresher. (Increase reflects wage increase, additional training hours)							
10-221-121-0000	SALARIES - OVERTIME - REIMBURS,	1,058.44					
10-221-210-0000	TOWN FICA	138,588.03	158,701.00	158,113.13	158,113.00	158,113.00	158,113.00
10-221-220-0000	HEALTH INSURANCE	334,188.91	381,797.00	289,746.89	289,747.00	289,747.00	289,747.00
Narrative for Column # 3 85% of premium							
Narrative for Column # 6 85% of premium							
10-221-220-0100	HEALTH INS(EMPLOYEE SHARE)	-46,488.03	-64,729.00	-47,822.98	-47,823.00	-47,823.00	-47,823.00
Narrative for Column # 3 15% of premium							
Narrative for Column # 6 15% of premium							
10-221-225-0000	HRA/CHOICECARE CARD	35,129.36	52,150.00	46,300.00	46,300.00	54,840.00	54,840.00
10-221-230-0000	DENTAL	28,035.40	31,012.00	27,502.03	27,502.00	27,502.00	27,502.00
10-221-240-0000	LIFE INSURANCE	5,541.30	7,272.00	7,272.00	7,272.00	7,272.00	7,272.00
10-221-250-0000	WORKERS COMP	346,112.68	347,764.20	408,544.69	433,845.00	408,545.00	408,545.00
10-221-260-0000	RETIREMENT	134,601.48	155,978.00	159,465.91	159,466.00	159,466.00	159,466.00
Narrative for Column # 3 Standard 8% of all earnings - VMERS B,C. 8% of base for non-union; Full time employees only.							
Narrative for Column # 6 Standard 8% of all earnings - VMERS B,C. 8% of base for non-union; Full time employees only.							
10-221-270-0000	AD&D	303.63	240.00	240.00	240.00	240.00	240.00
10-221-311-0000	TRAVEL & MEETINGS	2,387.41	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
Narrative for Column # 3							

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FDIC (\$1300), IAFC (\$2000), Haz Mat (\$1200), Mech. (\$1000),CPSE (\$1500)							
Narrative for Column # 6							
FDIC (\$1300), IAFC (\$2000), Haz Mat (\$1200), Mech. (\$1000),CPSE (\$1500)							
10-221-312-0000	ADVERTISING	379.00	250.00	250.00	250.00	250.00	250.00
Narrative for Column # 3							
Misc. Advertisting, new hires, sale/purchase of equipment							
Narrative for Column # 6							
Misc. Advertisting, new hires, sale/purchase of equipment							
10-221-313-0000	MEMBERSHIP DUES	1,310.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Narrative for Column # 3							
VAA (\$100), IAFC (\$500), VT Chiefs (\$150), NFPA (\$175), NEAFC (\$25), NEFAMA (\$75), Code Council (\$150), CPSE (\$325)							
Narrative for Column # 6							
VAA (\$100), IAFC (\$500), VT Chiefs (\$150), NFPA (\$175), NEAFC (\$25), NEFAMA (\$75), Code Council (\$150), CPSE (\$325)							
10-221-314-0000	BOOKS & PERIODICALS	116.75	550.00	550.00	550.00	550.00	550.00
Narrative for Column # 3							
Purchase of printed material, Fire Enginneering (\$25), Fire House (\$25), Fire Chief (\$25), misc. educational materials.							
Narrative for Column # 6							
Purchase of printed material, Fire Enginneering (\$25), Fire House (\$25), Fire Chief (\$25), misc. educational materials.							
10-221-315-0000	RECRUITMENT & TRAINING	43,370.21	49,758.00	39,758.00	39,758.00	39,758.00	39,758.00
Narrative for Column # 3							
Allowance for materials, tuition, travel expenses, lodging, college tuition, NFA, VFA Burn Building, RTP for EMT's/Paramedics (\$3500), EMS Conference (\$1000), Amb Billing Cert (\$600), Tech Rescue Training Class (\$12,000), Fitness Trainer (\$5000), NO Paramedic Tuition (-\$10,000)							
Narrative for Column # 6							
Allowance for materials, tuition, travel expenses, lodging, college tuition, NFA, VFA Burn Building, RTP for EMT's/Paramedics (\$3500), EMS Conference (\$1000), Amb Billing Cert (\$600), Tech Rescue Training Class (\$12,000), Fitness Trainer (\$5000), NO Paramedic Tuition (-\$10,000)							
10-221-316-0000	FIRE SAFETY EDUCATION	3,408.97	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Narrative for Column # 3							

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Costs for public education programs, advertising, DVD's, Fire codes, Open House, etc.							
Narrative for Column # 6							
Costs for public education programs, advertising, DVD's, Fire codes, Open House, etc.							
10-221-317-0000	PERMITS AND LICENSES	0.00	100.00	100.00	100.00	100.00	100.00
Narrative for Column # 3							
Fees paid to State/Fed Agencies							
Narrative for Column # 6							
Fees paid to State/Fed Agencies							
10-221-318-0000	CONTRACTED SERVICES	66,538.03	72,575.00	72,575.00	72,575.00	72,575.00	72,575.00
Narrative for Column # 3							
SCBA Flow Test (\$5500), Comp. test (\$1000), Elev. Inpection (\$300), Harris (\$3000), Dumpster (\$1400), staff physicals (\$25700), Fit Test Cal (\$350), Spillman/GIS (\$5000), USDD Station Alerting (\$5500), PubWorks (\$500), UVAC (\$6200), Amb Billing (\$4000), Intercepts (\$1750), Medicare (\$1000). Printer Contract (\$1000), CPSE (\$1500) Target Solutions (\$7100), Laserfiche (\$1050), PowerDMS (\$1800), Dropbox (\$500)							
Narrative for Column # 6							
SCBA Flow Test (\$5500), Comp. test (\$1000), Elev. Inpection (\$300), Harris (\$3000), Dumpster (\$1400), staff physicals (\$25700), Fit Test Cal (\$350), Spillman/GIS (\$5000), USDD Station Alerting (\$5500), PubWorks (\$500), UVAC (\$6200), Amb Billing (\$4000), Intercepts (\$1750), Medicare (\$1000). Printer Contract (\$1000), CPSE (\$1500) Target Solutions (\$7100), Laserfiche (\$1050), PowerDMS (\$1800), Dropbox (\$500)							
10-221-319-0000	EQUIPMENT OPERATION-GAS	18,430.68	22,600.00	22,600.00	22,600.00	19,600.00	19,600.00
Narrative for Column # 3							
Projected costs of diesel and gas fuel for fire apparatus and ambulances.							
Narrative for Column # 5							
BASED ON HISTORICAL TREND							
Narrative for Column # 6							
based on historical use							
10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE	14,096.72	12,300.00	12,300.00	12,300.00	12,300.00	12,300.00
Narrative for Column # 3							
Computer/network maint (\$1,500), laptop replacement (\$1500), Red Alert RMS (\$5,000), computer replacement (\$1,700), equipment/supplies (2,000), UPS/Batt. Back up (\$250), . - Average costs associated with maintenance of misc. office equipment (\$350).							
Narrative for Column # 6							

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Computer/network maint (\$1,500), laptop replacement (\$1500), Red Alert RMS (\$5,000), computer replacement (\$1,700), equipment/supplies (2,000), UPS/Batt. Back up (\$250), . - Average costs associated with maintenance of misc. office equipment (\$350).							
10-221-320-0100	EQUIP OPERATION-COMMUNICATIC	19,706.29	25,300.00	25,300.00	25,300.00	25,300.00	20,300.00
Narrative for Column # 3 Repairs (\$1,500), 5 portables (\$15000), mobile radio replacement (\$5000) preventive maintenance contract (\$3,000), pagers/batteries (\$800).							
Narrative for Column # 6 Repairs (\$1,500), 5 portables (\$15000), mobile radio replacement (\$5000) paid by UA moved to 10-921-221-0100). preventive maintenance contract (\$3,000), pagers/batteries (\$800).							
10-221-321-0000	REPAIRS & MAINT-VEHICLES	26,819.12	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00
Narrative for Column # 3 Preventative maint. for 11 pieces of apparatus, annual test ladders. Replace tires (\$4500).							
Narrative for Column # 6 Preventative maint. for 11 pieces of apparatus, annual test ladders. Replace tires (\$4500).							
10-221-321-0100	REPAIRS & MAINT-BUILDING	18,777.37	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Narrative for Column # 2 defer heat pumps to FY22							
Narrative for Column # 3 Misc. repairs (\$5,000), clean carpets (\$300), gen. test (\$400), alarm test/TQP (\$1,000), overhead door repair (\$2,000), building maintenance/paint (\$2,000), Air compressor testing (\$1000), Station alerting peripherals (\$3300), NOT INCLUDED Heat Pumps (\$13,000), Apparatus floor resurfacing (\$20000)							
Narrative for Column # 6 Misc. repairs (\$5,000), clean carpets (\$300), gen. test (\$400), alarm test/TQP (\$1,000), overhead door repair (\$2,000), building maintenance/paint (\$2,000), Air compressor testing (\$1000), Station alerting peripherals (\$3300), NOT INCLUDED Heat Pumps (\$13,000), Apparatus floor resurfacing (\$20000)							
10-221-321-0200	REPAIRS & MAINT EMS VEHICLES	13,824.23	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
Narrative for Column # 3 Gen. maint. of 3 ambulances including tires, brake systems, alternators & air ride, Misc repairs							
Narrative for Column # 6 Gen. maint. of 3 ambulances including tires, brake systems, alternators & air ride, Misc repairs							
10-221-322-0000	POSTAGE	1,889.39	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
Narrative for Column # 3							

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Historic average , postage costs for year. - Postage machine rental, postage and supplies.							
Narrative for Column # 6							
Historic average , postage costs for year. - Postage machine rental, postage and supplies.							
10-221-323-0000	MATERIAL & SUPPLIES	7,089.12	8,200.00	8,200.00	8,200.00	8,200.00	8,200.00
Narrative for Column # 3							
Office and cleaning supplies for stations 1 and 2.							
Narrative for Column # 6							
Office and cleaning supplies for stations 1 and 2.							
10-221-324-0000	TELEPHONE	20,599.99	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00
Narrative for Column # 3							
Historical average for phones. Wireless cards to support AVL. - Avg. of annual telephone expenses. FAX (295-5143) and second line for Station #1 (295-2424).							
Narrative for Column # 6							
Historical average for phones. Wireless cards to support AVL. - Avg. of annual telephone expenses. FAX (295-5143) and second line for Station #1 (295-2424).							
10-221-325-0000	REFUNDS	1,015.95	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
10-221-326-0000	PURCHASE/RENTAL UNIFORMS	24,861.63	27,500.00	27,500.00	27,500.00	27,500.00	27,500.00
Narrative for Column # 3							
Uniform allotment for 24 fulltime and 10 part time employees							
Narrative for Column # 6							
Uniform allotment for 24 fulltime and 10 part time employees							
10-221-327-0000	BUILDING HEAT	10,361.33	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
10-221-328-0000	WATER	3,530.10	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Narrative for Column # 3							
Water Usage Fee							
Narrative for Column # 6							
Water Usage Fee							
10-221-328-0200	RURAL WATER SUPPLY	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Narrative for Column # 3							

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Rural water supply dev. & maint. of hydrants.							
Narrative for Column # 6							
Rural water supply dev. & maint. of hydrants.							
10-221-329-0000	ELECTRICITY	13,474.68	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Narrative for Column # 3							
Allocation of shared electricity between FD and PD. Electricity for Station #2 is 100% FD. - Share of power costs for Fire HQ - 50%. Hartford Solar field payment.							
Narrative for Column # 6							
Allocation of shared electricity between FD and PD. Electricity for Station #2 is 100% FD. - Share of power costs for Fire HQ - 50%. Hartford Solar field payment.							
10-221-330-0000	OFFICE EQUIPMENT	12,508.70	13,700.00	13,700.00	13,700.00	13,700.00	13,700.00
Narrative for Column # 3							
MDT computer for apparatus (\$5000), Replacement PC (\$1,500), Computer equipment & supplies (Cradlepoint,Toughbook computer replacement)							
Narrative for Column # 6							
MDT computer for apparatus (\$5000), Replacement PC (\$1,500), Computer equipment & supplies (Cradlepoint,Toughbook computer replacement)							
10-221-331-0000	DEPARTMENT EQUIPMENT	10,922.06	99,000.00	163,000.00	163,000.00	132,000.00	131,007.00
Narrative for Column # 3							
Ladder Truck Payment #3 of 10 (\$93506.67), Paid from SCBA Reserve (\$95,000) Wellness fitness equipment (\$2500), (\$35,000 Station 2 Staffing Study), (50% Radio System Lease Payment \$31,000)							
Narrative for Column # 5							
Ladder Truck Payment #3 of 10 (\$93506.67), Paid from SCBA Reserve (\$95,000) Wellness fitness equipment (\$5000), (NOT FUNDED \$35,000 Station 2 Staffing Study), (50% Radio System Lease Payment \$31,000 FROM LOT)							
Narrative for Column # 6							
Ladder Truck Payment #3 of 10 (\$93506.67), Paid from SCBA Reserve (\$95,000) Wellness fitness equipment (\$2500), (\$35,000 Station 2 Staffing Study), (50% Radio System Lease Payment \$31,000) paif by LOT							
10-221-331-0100	FIRE SUPPRESSION EQUIPMENT	42,343.10	42,400.00	37,400.00	37,400.00	37,400.00	37,400.00
Narrative for Column # 3							

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	Hose (\$6,400),Bunker Gear REDUCE by -\$5000 (\$15000), SCBA (4000) misc small tools, etc. (\$2,000), air tanks x 6 (\$4,500), replace nozzles/adapters (\$5,500).						
	<i>Narrative for Column # 6</i> Hose (\$6,400),Bunker Gear REDUCE by -\$5000 (\$15000), SCBA (4000) misc small tools, etc. (\$2,000), air tanks x 6 (\$4,500), replace nozzles/adapters (\$5,500).						
10-221-331-0200	TECHNICAL/WATER EQUIPMENT	7,207.45	16,000.00	14,000.00	14,000.00	14,000.00	14,000.00
	<i>Narrative for Column # 3</i> Technical Rescue equipment & repairs, replace harnesses (\$4500), PPE & safety equipment (\$3000), 5 Water Rescue Suits (\$6500)						
	<i>Narrative for Column # 6</i> Technical Rescue equipment & repairs, replace harnesses (\$4500), PPE & safety equipment (\$3000), 5 Water Rescue Suits (\$6500)						
10-221-331-0300	HAZMAT EQUIPMENT	5,879.10	6,950.00	6,950.00	6,950.00	6,950.00	6,950.00
	<i>Narrative for Column # 3</i> Meter sensors (\$2,500), calibration gas (\$700), replacement detector (\$3,000), misc repairs & parts (\$750).						
	<i>Narrative for Column # 6</i> Meter sensors (\$2,500), calibration gas (\$700), replacement detector (\$3,000), misc repairs & parts (\$750).						
10-221-331-0400	ALARM SYSTEM/EXTINGUISHER MA	5,184.16	7,650.00	7,650.00	7,650.00	7,650.00	7,650.00
	<i>Narrative for Column # 3</i> Exting. maint, tags , seals, hydros (\$250), Easton Service Plan (\$1500), AES workstation (\$2,000), AES Maintenance Plan (\$3500), Antenna Tester (\$400)						
	<i>Narrative for Column # 6</i> Exting. maint, tags , seals, hydros (\$250), Easton Service Plan (\$1500), AES workstation (\$2,000), AES Maintenance Plan (\$3500), Antenna Tester (\$400)						
10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES	68,512.86	59,700.00	57,700.00	57,700.00	57,700.00	57,700.00
	<i>Narrative for Column # 3</i> Allowance - medical equip./supplies, paramedic equip./drugs, disposables, etc., (\$26,700), Lifepak 15 Cardiac Monitor Service Contract (\$7000), Stryker Maint.Contract (\$6000), Ventilators (\$10,000), IV Pumps (\$8000)						
	<i>Narrative for Column # 6</i>						

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Allowance - medical equip./supplies, paramedic equip./drugs, disposables, etc., (\$26,700), Lifepak 15 Cardiac Monitor Service Contract (\$7000), Stryker Maint.Contract (\$6000), Ventilators (\$10,000), IV Pumps (\$8000)							
10-221-415-0100	Ambulance Taxes	891.99	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
10-221-418-0000	PROPERTY & LIABILITY INSURANCE	25,661.18	29,870.00	31,363.00	31,363.00	31,363.00	31,363.00
10-221-418-0100	RETIREE HEALTH INSURANCE	85,876.09	100,850.00	105,481.00	105,481.00	108,391.00	108,391.00
Narrative for Column # 3 Funds premium percentages for 10 retirees							
Narrative for Column # 6 Funds premium percentages for 10 retirees							
Fire Fighting Total		3,405,023.51	3,882,612.20	3,911,626.78	3,936,927.00	3,889,077.00	3,883,084.00
Ambulance							
10-231-340-0000	AMBULANCE - BAD DEBT	75,093.50		0.00	0.00	0.00	0.00
Narrative for Column # 3 3 year average							
Ambulance Total		75,093.50	0.00	0.00	0.00	0.00	0.00
Dispatch Services							
10-271-101-0000	SALARIES	472,650.13	595,206.00	607,932.00	608,426.00	608,426.00	608,426.00
Narrative for Column # 3 Includes 10% Chief - Grade 25 - Single Step Reduction, 10% Admin. Assistant - Grade 13, 8 Communications Specialist(s) - Grade 17, 1 Communications Systems Coordinator - Grade 18, Emergency Communications Manager - Grade 23. (Step Included)							
Narrative for Column # 6 Includes 10% Chief - Single Step Reduction, 10% Admin. Assistant - Grade 13, 8 Communications Specialist(s) - Grade 17, 1 Communications Systems Coordinator - Grade 18, Emergency Communications Manager - Grade 23. (Step Included)							
10-271-112-0000	TEMPORARY PERSONNEL	21,668.50	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Narrative for Column # 3 Wages for part-time telecommunicators to fill vacant shifts created by leave, training and other absences to insure minimum staffing							
Narrative for Column # 6 Wages for part-time telecommunicators to fill vacant shifts created by leave, training and other absences to insure minimum staffing							

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10-271-112-0001	Salaries - Education Incentive	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00
<i>Narrative for Column # 3</i>							
Contract negotiated incentive pay for accredited, post secondary education degree (2) Bachelor \$3000, (1) Associate \$750							
<i>Narrative for Column # 6</i>							
Contract negotiated incentive pay for accredited, post secondary education degree (2) Bachelor \$3000, (1) Associate \$750							
10-271-116-0000	HOLIDAY PAY	28,268.12	28,766.00	29,413.23	29,413.00	29,413.00	29,413.23
<i>Narrative for Column # 3</i>							
Salary for all staff on the thirteen (13) holidays recognized by Town Personnel Policy/Collective Bargaining Agreement							
<i>Narrative for Column # 6</i>							
Salary for all staff on the thirteen (13) holidays recognized by Town Personnel Policy/Collective Bargaining Agreement							
10-271-120-0000	OVERTIME	61,189.17	45,563.00	45,563.00	45,563.00	45,563.00	45,563.00
<i>Narrative for Column # 3</i>							
Overtime compensation to insure minimum staffig during absences, emergencies and special events							
<i>Narrative for Column # 6</i>							
Overtime compensation to insure minimum staffig during absences, emergencies and special events							
10-271-210-0000	TOWN FICA	44,261.57	26,563.00	52,153.00	52,123.00	52,153.00	52,153.00
10-271-220-0000	HEALTH INSURANCE	77,427.54	134,324.00	114,461.00	114,461.00	114,461.00	114,461.00
10-271-220-0100	HEALTH INS(EMPLOYEE SHARE)	-11,954.08	-18,461.00	-18,214.00	-18,214.00	-18,214.00	-18,214.00
10-271-225-0000	HRA/CHOICECARE CARD	9,336.85	13,655.00	16,995.00	16,995.00	20,081.00	20,081.00
10-271-230-0000	DENTAL	6,751.60	11,323.00	11,663.00	11,663.00	11,663.00	11,663.00
10-271-240-0000	LIFE INSURANCE	4,073.23	2,632.00	2,632.00	2,632.00	2,632.00	2,632.00
10-271-250-0000	WORKERS COMP	16,060.00	12,102.30	12,466.00	12,466.00	12,466.00	12,466.00
10-271-260-0000	RETIREMENT	43,409.15	46,500.00	54,763.00	54,763.00	54,763.00	54,763.00
10-271-270-0000	AD&D	249.90	74.00	74.00	74.00	74.00	74.00
10-271-311-0000	TRAVEL & MEETINGS	1,751.18	2,000.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i>							
Travel funding reduced to just parking/mileage for mandatory local travel							
10-271-313-0000	MEMBERSHIP DUES	399.00	599.00	150.00	150.00	150.00	150.00

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<p><i>Narrative for Column # 3</i> Funding reduced to Active 911 alert notification subscription only</p> <p><i>Narrative for Column # 6</i> Funding reduced to Active 911 alert notification subscription only</p>							
10-271-315-0000	RECRUITMENT & TRAINING	1,666.81	4,137.00	2,800.00	2,800.00	2,800.00	2,800.00
<p><i>Narrative for Column # 3</i> Reduced to include on local Professional Development Traning and Applicant Testing</p> <p><i>Narrative for Column # 6</i> Reduced to include on local Professional Development Traning and Applicant Testing</p>							
10-271-318-0000	CONTRACTED SERVICES	13,689.50	11,901.00	11,901.00	11,901.00	11,901.00	11,901.00
<p><i>Narrative for Column # 3</i> Burlington Communications Maintenance Contract (\$5400), Acorn Phone/Radio Recorder Maintenance Contract (\$1600), Public Safety Communications Accreditation Contract (\$2945), Power DMS Subscription Contract (\$450), Occupational Health, APD, UVAC (\$392), Munismart Maintenance Contract (\$1116)</p> <p><i>Narrative for Column # 6</i> Burlington Communications Maintenance Contract (\$5400), Acorn Phone/Radio Recorder Maintenance Contract (\$1600), Public Safety Communications Accreditation Contract (\$2945), Power DMS Subscription Contract (\$450), Occupational Health, APD, UVAC (\$392), Munismart Maintenance Contract (\$1116)</p>							
10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE	5,602.66	6,833.00	7,571.00	7,571.00	7,571.00	7,571.00
<p><i>Narrative for Column # 3</i> Cleaning Contract 1/4 (\$4450), Copy/Printer Maintenance 1/4 (\$280), Trash 1/4 (\$290), Exterminator (\$246), Water/Sewer Service 1/4 (\$505), Mechanical Contract/Non-contract maintenace and repairs; HVAC, electrical and plumbing based on FY 18-19 average (\$1800)</p> <p><i>Narrative for Column # 6</i> Cleaning Contract 1/4 (\$4450), Copy/Printer Maintenance 1/4 (\$280), Trash 1/4 (\$290), Exterminator (\$246), Water/Sewer Service 1/4 (\$505), Mechanical Contract/Non-contract maintenace and repairs; HVAC, electrical and plumbing based on FY 18-19 average (\$1800)</p>							
10-271-320-0100	EQUIP OPERATION-COMMUNICATIC	12,133.84	13,310.00	13,510.00	13,510.00	13,510.00	13,510.00
<p><i>Narrative for Column # 3</i> Consolidated Communications/Fairpoint Radio Circuit Antenna Connection (\$5181), Antenna Heat/Propane (\$345), Hanover ELAN Back-Up Communications (\$3184), Inter-PSAP Life Line Connection (\$3600), Non contract Telephone, Radio & CCTV Maintenance/repairs based on FY 18-19 average (\$1200)</p> <p><i>Narrative for Column # 6</i> Consolidated Communications/Fairpoint Radio Circuit Antenna Connection (\$5181), Antenna Heat/Propane (\$345), Hanover ELAN Back-Up Communications (\$3184), Inter-PSAP Life Line Connection (\$3600), Non contract Telephone, Radio & CCTV Maintenance/repairs based on FY 18-19 average (\$1200)</p>							
10-271-320-0200	EQUIPMENT MAINT - COMPUTER	37,143.64	41,887.00	42,515.00	42,515.00	42,515.00	42,515.00
<p><i>Narrative for Column # 3</i></p>							

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Spillman CAD/RMS Service Contract (\$31,571), Vermont CAD/RMS/VIBRS (\$2425), RedHat CAD/RMS/VIBRS Interface (\$1041), ESRI CAD GIS Mapping/AVL (\$6100), Non contract Server, Processor and Hardware Maintenance/reparis based on FY 19-20 average

Narrative for Column # 6

Spillman CAD/RMS Service Contract (\$31,571), Vermont CAD/RMS/VIBRS (\$2425), RedHat CAD/RMS/VIBRS Interface (\$1041), ESRI CAD GIS Mapping/AVL (\$6100), Non contract Server, Processor and Hardware Maintenance/reparis based on FY 19-20 average

10-271-323-0000	MATERIAL & SUPPLIES	1,588.82	2,800.00	1,600.00	1,600.00	1,600.00	1,600.00
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Narrative for Column # 3

Miscellaneous Office, Stationary & Cleaning Supplies based on FY 19-20 expenditures

Narrative for Column # 6

Miscellaneous Office, Stationary & Cleaning Supplies based on FY 19-20 expenditures

10-271-324-0000	TELEPHONE	5,587.77	7,176.00	6,500.00	6,500.00	6,500.00	6,500.00
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Narrative for Column # 3

FirstLight Public Safety Phone Service (\$5400), Cellular Phone (2), Console Back-up (2)(\$1100)

Narrative for Column # 6

FirstLight Public Safety Phone Service (\$5400), Cellular Phone (2), Console Back-up (2)(\$1100)

10-271-326-0000	UNIFORMS	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
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Narrative for Column # 3

New & replacement uniforms for Emergency Communications Staff

Narrative for Column # 6

New & replacement uniforms for Emergency Communications Staff

10-271-329-0000	ELECTRICITY	6,114.61	4,496.00	6,200.00	6,200.00	6,200.00	6,200.00
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Narrative for Column # 3

Hurricane Hill Antenna Electric Service (\$1821), Kingswood Terrace Antenna/Repeater Electric Agreement (\$375), Emergence Communication Center Electric Service (\$2300), electric servoce based on FY 19-20 usage

Narrative for Column # 6

Hurricane Hill Antenna Electric Service (\$1821), Kingswood Terrace Antenna/Repeater Electric Agreement (\$375), Emergence Communication Center Electric Service (\$2300), electric servoce based on FY 19-20 usage

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
10-271-331-0000	DEPARTMENT EQUIPMENT	5,813.19	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00
<i>Narrative for Column # 3</i> Console Computer Replacement (\$2000), Monitor Upgrades (32@ \$900), UPS Battery Back-ups, Miscellaneous replacement/repair of computer hardware, office technology & equipment (\$1300)							
<i>Narrative for Column # 6</i> Console Computer Replacement (\$2000), Monitor Upgrades (32@ \$900), UPS Battery Back-ups, Miscellaneous replacement/repair of computer hardware, office technology & equipment (\$1300)							
10-271-331-0100	DEPT EQUIP-REIM BY RESERVE FNI	122,000.00	57,000.00	68,254.00	68,254.00	0.00	0.00
<i>Narrative for Column # 3</i> 911 Console Furniture Replacement (\$27,000 - Yr 3 of 3), Communications Center Flooring Replacement (\$10,000 - Final Year), Communications Tower Lease (\$31,254 - Replaces Radio System Improvements Goal 2 - Yr 3 of 5).							
<i>Narrative for Column # 5</i> moved to 10-921-271-0100 capital							
<i>Narrative for Column # 6</i> moved to 10-921-271-0100 911 Console Furniture Replacement (\$27,000 - Yr 3 of 3), Communications Center Flooring Replacement (\$10,000 - Final Year), Communications Tower Lease (\$31,254 - Replaces Radio System Improvements Goal 2 - Yr 3 of 5). tp be paid by LOT							
10-271-418-0000	PROPERTY & LIABILITY INSURANCE	2,821.00	3,005.54	3,156.00	3,156.00	3,156.00	3,156.00
10-271-418-0100	RETIREE HEALTH INSURANCE	4,128.36	4,956.00	5,169.00	5,169.00	5,169.00	5,169.00
Dispatch Services Total		999,082.06	1,117,797.84	1,159,177.23	1,159,641.00	1,094,503.00	1,094,503.23
Summer Maintenance							
10-311-101-0000	SALARIES	277,186.85	242,134.05	242,632.00	242,632.00	242,632.00	242,632.00
<i>Narrative for Column # 3</i> Summer Highway Salaries							
<i>Narrative for Column # 6</i> Summer Highway Salaries							
10-311-120-0000	OVERTIME	3,829.13	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
<i>Narrative for Column # 3</i> Maintain at current rate							
<i>Narrative for Column # 6</i> Maintain at current rate							
10-311-210-0000	TOWN FICA	21,111.06	18,523.26	18,561.35	18,561.00	18,561.00	18,561.00
<i>Narrative for Column # 3</i>							

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up 7.65% from FYE21 <i>Narrative for Column # 6</i> up 7.65% from FYE21							
10-311-220-0000	HEALTH INSURANCE	48,466.67	40,643.78	38,593.83	38,594.00	38,594.00	38,594.00
<i>Narrative for Column # 3</i> Town share of premuim expenses 1.5% decrease from FY21 <i>Narrative for Column # 6</i> Town share of premuim expenses 1.5% decrease from FY21							
10-311-220-0100	HEALTH INS(EMPLOYEE SHARE)	-8,660.07	-12,427.05	-12,121.00	-12,121.00	-12,121.00	-12,121.00
<i>Narrative for Column # 3</i> 1.5% decrease from FY21 <i>Narrative for Column # 6</i> 1.5% decrease from FY21							
10-311-225-0000	HRA/CHOICECARE CARD	5,025.77	6,562.50	6,750.00	6,750.00	7,610.00	7,610.00
<i>Narrative for Column # 3</i> FYE22 Dept Request							
10-311-230-0000	DENTAL	1,743.88	4,060.00	4,182.00	4,182.00	4,182.00	4,182.00
<i>Narrative for Column # 3</i> 3% increase from FY21 <i>Narrative for Column # 6</i> 3% increase from FY21							
10-311-240-0000	LIFE INSURANCE	911.57	1,144.85	1,143.00	1,143.00	1,143.00	1,143.00
<i>Narrative for Column # 3</i> 0% increase from FY21 <i>Narrative for Column # 6</i> 0% increase from FY21							
10-311-250-0000	WORKERS COMP	31,513.35	26,775.00	24,579.00	24,579.00	24,579.00	24,579.00
10-311-260-0000	RETIREMENT	21,683.66	18,807.38	18,491.93	18,492.00	18,492.00	18,492.00
<i>Narrative for Column # 3</i> 7% increase from FY21 <i>Narrative for Column # 6</i> 7% increase from FY21							

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10-311-270-0000	AD&D	24.10	46.35	45.90	46.00	45.90	45.90
<i>Narrative for Column # 3</i>							
0% increase							
<i>Narrative for Column # 6</i>							
0% increase							
10-311-318-0000	CONTRACTED SERVICES	598,089.04	665,000.00	780,000.00	780,000.00	780,000.00	780,000.00
<i>Narrative for Column # 3</i>							
\$700k for paving, \$60k for guardrail, \$10k for storm drains, maintain 97.70 miles of road, \$10k mowing							
<i>Narrative for Column # 6</i>							
\$700k for paving, \$60k for guardrail, \$10k for storm drains, maintain 97.70 miles of road, \$10k mowing							
10-311-318-0100	CONTRACTED SERVICES - CAPITAL	157.75	200,000.00	0.00		0.00	0.00
<i>Narrative for Column # 2</i>							
Fairview/Gates Street/Sidewalk Engineering							
10-311-323-0000	MATERIAL & SUPPLIES	22,096.38	90,000.00	110,000.00	110,000.00	110,000.00	110,000.00
<i>Narrative for Column # 3</i>							
\$17.5 k hot mix, \$32,500 chloride, \$50k aggregate, \$10k seed, mulch, erosion controls							
<i>Narrative for Column # 6</i>							
\$17.5 k hot mix, \$32,500 chloride, \$50k aggregate, \$10k seed, mulch, erosion controls							
Summer Maintenance Total		1,023,179.14	1,308,770.12	1,240,358.01	1,240,358.00	1,241,217.90	1,241,217.90
Winter Maintenance							
10-312-101-0000	SALARIES	197,557.36	242,134.05	242,632.00	242,632.00	242,632.00	242,632.00
<i>Narrative for Column # 3</i>							
0% increase from FYE21							
<i>Narrative for Column # 6</i>							
0% increase from FYE21							
10-312-120-0000	OVERTIME	50,608.31	58,000.00	58,000.00	58,000.00	58,000.00	58,000.00
<i>Narrative for Column # 3</i>							
5 year average							
<i>Narrative for Column # 6</i>							
5 year average							
10-312-210-0000	TOWN FICA	18,680.36	18,523.26	18,561.35	18,561.00	18,561.00	18,561.00
<i>Narrative for Column # 3</i>							

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7.65% increase from FY21 <i>Narrative for Column # 6</i> 7.65% increase from FY21							
10-312-220-0000	HEALTH INSURANCE	45,039.48	40,643.78	38,593.83	38,594.00	38,594.00	38,594.00
10-312-220-0100	HEALTH INS(EMPLOYEE SHARE)	-5,256.70	-12,427.05	-12,121.35	-12,121.00	-12,121.00	-12,121.00
10-312-225-0000	HRA/CHOICECARE CARD	5,957.61	6,562.50	6,750.00	6,750.00	7,610.00	7,610.00
10-312-230-0000	DENTAL	6,034.58	4,060.00	4,317.00	4,317.00	4,317.00	4,317.00
<i>Narrative for Column # 3</i> 3% increase from FY21 <i>Narrative for Column # 6</i> 3% increase from FY21							
10-312-240-0000	LIFE INSURANCE	994.68	1,144.85	1,143.00	1,143.00	1,143.00	1,143.00
<i>Narrative for Column # 3</i> 0% increase from FY21 <i>Narrative for Column # 6</i> 0% increase from FY21							
10-312-250-0000	WORKERS COMP	32,083.00	26,775.00	29,541.00	29,541.00	29,541.00	29,541.00
10-312-260-0000	RETIREMENT	16,604.30	18,807.38	18,491.93	18,492.00	18,492.00	18,492.00
<i>Narrative for Column # 3</i> 7% increase from FY21 <i>Narrative for Column # 6</i> 7% increase from FY21							
10-312-270-0000	AD&D	28.16	46.38	45.90	46.00	45.90	45.90
<i>Narrative for Column # 3</i> 0% increase <i>Narrative for Column # 6</i> 0% increase							
10-312-318-0000	CONTRACTED SERVICES	15,595.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
<i>Narrative for Column # 2</i> \$2000 rentals; \$26,000 contractor plowing; \$7,000 contractor snow hauling <i>Narrative for Column # 3</i> \$2000 rentals, \$26,000 contractor plowing, \$7,000 contractor snow hauling							

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
<i>Narrative for Column # 6</i>							
	\$2000 rentals, \$26,000 contractor plowing, \$7,000 contractor snow hauling						
10-312-323-0000	MATERIAL & SUPPLIES	262,444.07	267,500.00	235,000.00	235,000.00	235,000.00	235,000.00
<i>Narrative for Column # 3</i>							
	2500 tons @ \$68 tons = \$170k, sand \$40k, cold patch \$5k, mud season agg \$20k						
<i>Narrative for Column # 6</i>							
	2500 tons @ \$68 tons = \$170k, sand \$40k, cold patch \$5k, mud season agg \$20k						
10-312-418-0100	Retiree Health Insurance	-638.64		0.00		0.00	0.00
Winter Maintenance Total		645,731.57	706,770.15	675,954.66	675,955.00	676,814.90	676,814.90
Bridge Maintenance							
10-313-318-0000	CONTRACTED SERVICES	5,545.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 2</i>							
	Ph. 2 Funding \$300,000 for Quechee culvert - move to 924						
10-313-323-0000	MATERIALS & SUPPLIES	279.26	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
10-313-418-0000	PROPERTY & LIABILITY INSURANCE	2,006.50	2,877.82	3,000.00	3,000.00	3,000.00	3,000.00
Bridge Maintenance Total		7,830.76	4,877.82	5,000.00	5,000.00	5,000.00	5,000.00
Street & Traffic Lighting							
10-314-318-0000	CONTRACTED SERVICES	9,177.72	5,000.00	8,000.00	8,000.00	8,000.00	8,000.00
<i>Narrative for Column # 3</i>							
	Increase to account for aging lights at Prospect Street, increased repair costs						
<i>Narrative for Column # 6</i>							
	Increase to account for aging lights at Prospect Street, increased repair costs						
10-314-323-0000	MATERIAL & SUPPLIES	1,079.95	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 3</i>							
	To purchase items to repair street lights as needed (bulbs, buttons, etc.)						
<i>Narrative for Column # 6</i>							
	To purchase items to repair street lights as needed (bulbs, buttons, etc.)						
10-314-329-0000	ELECTRICITY	46,884.33	49,440.00	50,923.20	50,923.00	50,923.00	50,923.20
<i>Narrative for Column # 3</i>							
	Electricity for street lights, assume 3% increase						

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<i>Narrative for Column # 6</i> Electricity for street lights, assume 3% increase						
Street & Traffic Lighting Total	57,142.00	56,440.00	60,923.20	60,923.00	60,923.00	60,923.20
Traffic Control						
10-315-318-0000 CONTRACTED SERVICES	4,040.68	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
<i>Narrative for Column # 3</i> \$15000 for annual line striping, \$5000 light upgrades <i>Narrative for Column # 6</i> \$15000 for annual line striping, \$5000 light upgrades						
10-315-323-0000 MATERIAL & SUPPLIES	6,078.01	15,500.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 2</i> INCLUDES 2 SPEED LIMIT SIGNS						
Traffic Control Total	10,118.69	35,500.00	25,000.00	25,000.00	25,000.00	25,000.00
Sidewalk Maintenance						
10-316-318-0000 CONTRACTED SERVICES	2,600.00	50,000.00	0.00		0.00	0.00
<i>Narrative for Column # 3</i> Eliminate all together, to be covered by grant funded projects (i.e. Sykes, South Main) <i>Narrative for Column # 6</i> Eliminate all together, to be covered by grant funded projects (i.e. Sykes, South Main)						
10-316-321-0000 REPAIRS & MAINT	1,327.86	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i> Allocated to make smaller repairs, eliminate holes, trip hazards, etc. <i>Narrative for Column # 6</i> Allocated to make smaller repairs, eliminate holes, trip hazards, etc.						
10-316-323-0000 MATERIALS AND SUPPLIES	133.50	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> Materials and supplies to facilitate repairs made to sidewalks in house <i>Narrative for Column # 6</i> Materials and supplies to facilitate repairs made to sidewalks in house						
Sidewalk Maintenance Total	4,061.36	56,000.00	6,000.00	6,000.00	6,000.00	6,000.00

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Equipment Oper & Maint							
10-321-101-0000	SALARIES	66,865.64	67,078.54	67,121.60	67,122.00	67,122.00	67,122.00
<i>Narrative for Column # 3</i> 0% increase from FYE21							
10-321-120-0000	OVERTIME	821.89	2,000.00	4,500.00	4,500.00	4,500.00	4,500.00
10-321-210-0000	TOWN FICA	4,973.08	5,131.51	5,134.80	5,135.00	5,135.00	5,135.00
<i>Narrative for Column # 3</i> 7.65% increase from FY21							
10-321-220-0000	HEALTH INSURANCE	22,444.44	20,663.55	23,248.00	23,248.00	23,248.00	23,248.00
10-321-220-0100	HEALTH INS(EMPLOYEE SHARE)	-3,479.71	-3,540.30	-3,487.20	-3,487.00	-3,487.00	-3,487.00
10-321-225-0000	HRA/CHOICECARE CARD	3,336.42	2,900.00	2,975.00	2,975.00	3,505.00	3,505.00
10-321-230-0000	DENTAL	1,583.40	1,528.00	1,574.00	1,574.00	1,574.00	1,574.00
<i>Narrative for Column # 3</i> 3% increase from FY21							
10-321-240-0000	LIFE INSURANCE	273.30	254.41	254.00	254.00	254.00	254.00
<i>Narrative for Column # 3</i> 0% increase from FY21							
10-321-250-0000	WORKERS COMP	8,371.50	7,875.00	8,111.00	8,111.00	8,111.00	8,111.00
<i>Narrative for Column # 3</i> 0% increase from FY21							
10-321-260-0000	RETIREMENT	4,787.04	4,695.50	4,698.51	4,699.00	4,699.00	4,699.00
<i>Narrative for Column # 3</i> 7% increase from FY21							
10-321-270-0000	AD&D	7.56	10.30	10.30	10.00	10.00	10.00
<i>Narrative for Column # 3</i> 0% increase							
10-321-311-0000	TRAVEL & MEETINGS	0.00	100.00	100.00	100.00	100.00	100.00
10-321-315-0000	RECRUITMENT & TRAINING	0.00	100.00	100.00	100.00	100.00	100.00

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
10-321-317-0000	PERMITS AND LICENSES	0.00	100.00	100.00	100.00	100.00	100.00
10-321-318-0000	CONTRACTED SERVICES	3,732.35	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00
<i>Narrative for Column # 3</i> State mandated inspections of lifts, suppression systems, gas pump/storage, and if specialized repairs are needed <i>Narrative for Column # 6</i> State mandated inspections of lifts, suppression systems, gas pump/storage, and if specialized repairs are needed							
10-321-319-0000	EQUIPMENT OPERATION-GAS	88,904.70	100,000.00	105,000.00	105,000.00	100,000.00	100,000.00
<i>Narrative for Column # 3</i> gas, diesel, oil/lube, DEF fluid							
10-321-321-0000	REPAIRS & MAINT-VEHICLES	96,748.25	115,000.00	115,000.00	115,000.00	115,000.00	115,000.00
<i>Narrative for Column # 3</i> \$35k for equipment and vehicle tires, \$80k for repairs							
10-321-321-0100	REPAIRS & MAINT-BUILDING	1,955.25	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i> Building repairs as needed							
10-321-323-0000	MATERIAL & SUPPLIES	3,340.22	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
10-321-324-0000	TELEPHONE	630.31	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> For new phones and internet upgrades per Dillon							
10-321-327-0000	BUILDING HEAT	12,660.45	19,000.00	19,000.00	19,000.00	19,000.00	19,000.00
<i>Narrative for Column # 3</i> Building heat based on averages							
10-321-328-0000	WATER	992.20	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i> Town water bills							
10-321-329-0000	ELECTRICITY	7,507.82	8,500.00	9,500.00	9,500.00	9,500.00	9,500.00
10-321-331-0000	DEPARTMENT EQUIPMENT	192,511.25	77,000.00	181,000.00	181,000.00	181,000.00	111,000.00
<i>Narrative for Column # 3</i> H4 lease \$31k, H5 lease \$35k, H3 lease \$45k, Admin truck \$10k, H11 a pickup truck for plowing \$60k <i>Narrative for Column # 6</i>							

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H4 lease \$31k, H5 lease \$35k, H3 lease \$45k, - (Admin truck \$10k, H11 a pickup truck for plowing \$60k covered by UA moved to 10-921-544-0325)							
Equipment Oper & Maint Total		518,967.36	455,596.51	571,140.01	571,141.00	566,671.00	496,671.00
Highway General							
10-325-101-0000	SALARIES	52,531.61	67,689.56	69,708.00	69,708.00	69,708.00	69,708.00
<i>Narrative for Column # 3</i> 0% increase from FY21							
10-325-210-0000	TOWN FICA	3,909.81	5,178.25	5,332.66	5,333.00	5,333.00	5,333.00
<i>Narrative for Column # 3</i> 7.65% increase from FY21							
10-325-220-0000	HEALTH INSURANCE	15,329.04	14,051.21	13,473.34	13,473.00	13,473.00	13,473.00
10-325-220-0100	HEALTH INS(EMPLOYEE SHARE)	-1,242.04	-2,407.00	-2,402.00	-2,402.00	-2,402.00	-2,402.00
10-325-225-0000	HRA/CHOICECARE CARD	2,205.94	1,972.00	2,023.00	2,023.00	2,384.00	2,384.00
10-325-230-0000	DENTAL	1,076.88	1,039.04	1,070.32	1,070.00	1,070.00	1,070.00
<i>Narrative for Column # 3</i> 3% increase from FY21							
10-325-240-0000	LIFE INSURANCE	267.72	223.88	223.52	224.00	224.00	224.00
<i>Narrative for Column # 3</i> 0% increase from FY21							
10-325-250-0000	WORKERS COMP	6,564.50	4,200.00	6,850.00	6,850.00	6,850.00	6,850.00
10-325-260-0000	RETIREMENT	4,035.14	5,415.16	5,576.64	5,577.00	5,577.00	5,577.00
<i>Narrative for Column # 3</i> 7% increase from FY21							
10-325-270-0000	AD&D	7.56	9.06	8.98	9.00	9.00	9.00
<i>Narrative for Column # 3</i> 0% increase							
10-325-312-0000	ADVERTISING	805.10	_____	_____	_____	_____	_____
10-325-313-0000	MEMBERSHIP DUES	12.99	_____	_____	_____	_____	_____

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10-325-315-0000	RECRUITMENT & TRAINING	412.70	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
10-325-317-0000	PERMITS AND LICENSES	3,616.55	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<i>Narrative for Column # 3</i>							
\$3k stormwater permits, \$200 cdls, \$2,800 MGRP							
<i>Narrative for Column # 6</i>							
\$3k stormwater permits, \$200 cdls, \$2,800 MGRP							
10-325-318-0000	CONTRACT SERVICES	17,060.42	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
<i>Narrative for Column # 3</i>							
Engineering services as needed.							
<i>Narrative for Column # 6</i>							
engineering services as needed							
10-325-318-0200	LEGAL SERVICES	375.00	1,600.00	1,600.00	0.00	1,600.00	1,600.00
<i>Narrative for Column # 4</i>							
Col. #5 - thru mgr's office							
10-325-320-0000	EQUIPMENT OPER/MAINT - OFFICE	556.46	4,200.00	4,000.00	4,000.00	4,000.00	4,000.00
<i>Narrative for Column # 3</i>							
Replace computers							
10-325-322-0000	POSTAGE	0.00	200.00	200.00	200.00	200.00	200.00
10-325-323-0000	MATERIAL & SUPPLIES	2,814.58	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00
10-325-324-0000	TELEPHONE	2,128.41	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
<i>Narrative for Column # 3</i>							
New Telephone Services and internet upgrades							
10-325-326-0000	UNIFORMS	13,967.77	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
10-325-330-0000	OFFICE EQUIPMENT	70.46	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
10-325-331-0000	DEPARTMENT EQUIPMENT	0.00	800.00	800.00	800.00	800.00	800.00
10-325-418-0000	PROPERTY & LIABILITY INSURANCE	28,866.50	30,900.00	32,445.00	32,445.00	32,445.00	32,445.00
10-325-418-0100	RETIREE HEALTH INSURANCE	34,976.77	37,620.00	34,043.00	34,043.00	34,332.00	34,332.00
<i>Narrative for Column # 3</i>							
Estimate 3% increase							

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Highway General Total		190,349.87	223,891.16	226,152.46	224,553.00	226,803.00	226,803.00
Cemeteries							
10-341-316-0100	APPROP CHRISTIAN ST CEMETERY	600.00	4,400.00	0.00	14,400.00	14,400.00	14,400.00
<i>Narrative for Column # 4</i>							
Col #5 anticipates town takeover							
<i>Narrative for Column # 5</i>							
town taking over 7/1/2021							
<i>Narrative for Column # 6</i>							
town taking over 7/1/2021							
10-341-316-0200	APPROP HARTFORD CEMETERY	7,500.00	72,500.00	0.00	7,500.00	0.00	0.00
<i>Narrative for Column # 5</i>							
request 75,600 pay from LOT							
<i>Narrative for Column # 6</i>							
request 75,600 pay from LOT							
10-341-316-0300	APPROP MT OLIVET/ST ANTHONY	3,800.00	10,200.00	0.00	3,800.00	0.00	0.00
<i>Narrative for Column # 5</i>							
requested 17,800 pay from LOT funds							
<i>Narrative for Column # 6</i>							
requested 17,800 pay from LOT funds							
10-341-316-0400	APPROP QUECHEE CEMETERY	3,000.00	12,000.00	0.00	3,000.00	0.00	0.00
<i>Narrative for Column # 5</i>							
requested 14,500 pay from LOT							
<i>Narrative for Column # 6</i>							
requested 14,500 pay from LOT							
10-341-316-0500	APPROP WEST HARTFORD CEMETE	900.00	3,700.00	0.00	900.00	0.00	0.00
<i>Narrative for Column # 5</i>							
requested 3,700 pay from LOT							
<i>Narrative for Column # 6</i>							
requested 3,700 pay from LOT							
10-341-318-0000	CONTRACTED SERVICES	1,500.00		0.00		0.00	0.00
<i>Narrative for Column # 3</i>							
Town owned cemeteries moved to 521 budget							

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Cemeteries Total		17,300.00	102,800.00	0.00	29,600.00	14,400.00	14,400.00
Trees							
10-351-318-0000	CONTRACTED SERVICES	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Trees Total		0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Health Inspection							
10-411-101-0000	SALARIES	1,500.00	1,500.00	1,500.00	15,600.00	1,500.00	1,500.00
<i>Narrative for Column # 4</i> Col #5 assumes continuation of COVID <i>Narrative for Column # 5</i> assume covid continuation if yes the 15,600							
10-411-210-0000	TOWN FICA	390.16	115.00	115.00	1,193.00	115.00	115.00
10-411-250-0000	WORKERS COMP	0.00	26.25	30.00	30.00	30.00	30.00
Health Inspection Total		1,890.16	1,641.25	1,645.00	16,823.00	1,645.00	1,645.00
Community Health							
10-412-316-0100	APPROP HOME/COMMUNITY HEALT	51,000.00	51,000.00	0.00	51,000.00	51,000.00	51,000.00
10-412-316-0200	APPROP VT ASSOC BLIND/VIS IMP	975.00	975.00	0.00	975.00	975.00	975.00
10-412-316-0300	APPROP GOOD NEIGHBOR CLINIC	7,500.00	7,500.00	0.00	7,500.00	0.00	0.00
10-412-316-0400	APPROP - COVER	5,000.00	0.00	0.00		0.00	0.00
10-412-316-0500	APPROP - GOOD BEGINNINGS OF U	4,550.00	4,550.00	0.00	4,550.00	4,500.00	4,500.00
10-412-316-0505	APPROP - SPECIAL NEEDS SUPPOR	4,530.00	4,530.00	0.00	4,530.00	4,530.00	4,530.00
10-412-316-0510	APPROP - PUBLIC HEALTH COUNCI	977.00	977.00	0.00	977.00	977.00	977.00
10-412-400-0000	Board Request - Homelessness Goals	0.00		0.00	75,000.00	0.00	0.00
<i>Narrative for Column # 4</i> Col #5 Report items 1,2,5,6, & 8 <i>Narrative for Column # 6</i> final request \$20k which was added to 10-115-101-0106							
Community Health Total		74,532.00	69,532.00	0.00	144,532.00	61,982.00	61,982.00

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Mental Health Services							
10-413-316-0100	APPROP HEADREST	7,000.00	7,000.00	0.00	7,000.00	7,000.00	7,000.00
10-413-316-0200	APPROP MENTAL HEALTH SERVICE	9,995.00	0.00	0.00		0.00	0.00
Mental Health Services Total		16,995.00	7,000.00	0.00	7,000.00	7,000.00	7,000.00
Senior Services							
10-421-318-0000	CONTRACTED SERVICES	8,797.61	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
10-421-318-0100	CONTRACT SERV WR COUNCIL/AGI	83,650.00	83,650.00	83,650.00	83,650.00	83,650.00	83,650.00
10-421-318-0200	CONTRACT SERV SENIOR CTR ADM	24,530.00	24,530.00	25,020.00	24,530.00	20,000.00	20,000.00
10-421-321-0100	REPAIRS & MAINT-BUILD & GROUND	1,889.49	12,770.00	27,471.00	12,770.00	9,665.00	9,665.00
<i>Narrative for Column # 2</i> Capital upgrades in CapEx 924 division for air sealing, insulation, ceiling repairs (\$117,500)							
<i>Narrative for Column # 3</i> includes FY19 encumbrance \$15,291 + FY19 unexpended \$12,180							
10-421-323-0000	MATERIAL & SUPPLIES	1,455.83	1,633.00	1,633.00	1,633.00	1,633.00	1,633.00
10-421-327-0000	BUILDING HEAT	5,551.78	6,901.00	6,901.00	6,901.00	6,901.00	6,901.00
10-421-328-0000	WATER	978.20	1,330.00	1,330.00	1,330.00	1,330.00	1,330.00
10-421-329-0000	ELECTRICITY / GAS	8,085.89	9,313.00	9,313.00	9,313.00	9,313.00	9,313.00
10-421-418-0000	PROPERTY & LIABILITY INSURANCE	2,144.50	2,575.00	2,703.00	2,703.00	2,703.00	2,703.00
Senior Services Total		137,083.30	152,702.00	168,021.00	152,830.00	145,195.00	145,195.00
Low Income Services							
10-423-316-0300	APPROP SEVCA	9,000.00	9,000.00	0.00	9,000.00	9,000.00	9,000.00
Low Income Services Total		9,000.00	9,000.00	0.00	9,000.00	9,000.00	9,000.00
Youth & Adult Services							
10-424-316-0100	APPROP FAMILY PLACE	9,500.00	9,500.00	0.00	9,500.00	9,500.00	9,500.00
10-424-316-0130	Approp - VT Green UP	300.00	0.00	0.00		0.00	0.00
10-424-316-0300	APPROP WINDSOR COUNTY MENTC	4,500.00	4,500.00	0.00	4,500.00	4,500.00	4,500.00

Narrative for Column # 5

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FORMERLY KNOWN AS WINDSOR COUNTY PARTNERS							
Narrative for Column # 6							
FORMERLY KNOWN AS WINDSOR COUNTY PARTNERS							
10-424-316-0400	APPROP CTR INDEPEND LIVING	845.00	845.00	0.00	845.00	845.00	845.00
10-424-316-0500	APPROP WISE	2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
10-424-316-0600	APPROP ADULT BASIC EDUCATION	999.00	0.00	0.00		0.00	0.00
10-424-316-0700	APPROP RSVP-UV-WHITE MTN	800.00	800.00	0.00	800.00	800.00	800.00
Youth & Adult Services Total		18,944.00	17,645.00	0.00	17,645.00	17,645.00	17,645.00
General Appropriated Services							
10-425-316-0100	APPROP-ADVANCE TRANSIT	79,362.00	81,750.00	0.00	81,750.00	81,750.00	81,750.00
10-425-316-0110	APPROP - COMMUNITY ACCESS TEI	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
10-425-316-0150	APPROP - TRI-VALLEY TRANSIT	6,800.00	6,800.00	0.00	6,800.00	6,800.00	6,800.00
Narrative for Column # 5							
FORMERLY KNOWN AS STAGE COACH							
Narrative for Column # 6							
FORMERLY KNOWN AS STAGE COACH							
10-425-316-0200	APPROP-HARTFORD HISTORICAL S	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
10-425-316-0205	APPROP - HARTFORD COMMUNITY	0.00	25,000.00	0.00	25,000.00	25,000.00	25,000.00
General Appropriated Services Total		101,162.00	128,550.00	0.00	128,550.00	128,550.00	128,550.00
Program Administration							
10-511-101-0000	SALARIES	131,373.81	135,528.22	138,646.09	138,646.00	138,646.00	138,646.00
Narrative for Column # 3							
Director and Administrative Assistant Salaries (92,515)and (46,130)Includes 2.25% increase. Instructed by manager to included in all 3 budget proposals.							
Narrative for Column # 6							
Director and Administrative Assistant Salaries (92,515)and (46,130)Includes 2.25% increase. Instructed by manager to included in all 3 budget proposals.							
10-511-210-0000	TOWN FICA	10,251.57	10,367.91	10,606.43	10,606.00	10,606.00	10,606.00
Narrative for Column # 3							
Town FICA for Director and Admin. Assistant							

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10-511-220-0000	HEALTH INSURANCE	21,805.20	20,600.00	20,347.00	20,347.00	20,347.00	20,347.00
	<i>Narrative for Column # 3</i> Cost of one full time employee family plan\$16597.00and one employee opt. out \$3750						
10-511-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,898.77	-2,527.50	-2,489.55	-2,490.00	-2,489.55	-2,489.55
	<i>Narrative for Column # 3</i> Employee share of Health Insurance						
10-511-225-0000	HRA/CHOICECARE CARD	3,921.87	2,900.00	2,975.00	2,975.00	3,505.00	3,505.00
	<i>Narrative for Column # 3</i> HRA Choice Care for Admin Assist.						
10-511-230-0000	DENTAL	2,676.72	2,368.00	2,439.00	2,439.00	2,439.00	2,439.00
	<i>Narrative for Column # 3</i> Dental for 2 - full time						
10-511-240-0000	LIFE INSURANCE	535.74	494.00	508.00	508.00	508.00	508.00
	<i>Narrative for Column # 3</i> Life Insurance for 2-full time						
10-511-250-0000	WORKERS COMP	7,910.00	4,725.00	5,655.00	5,655.00	5,655.00	5,655.00
	<i>Narrative for Column # 3</i> WC for 2-full time						
10-511-260-0000	RETIREMENT	10,932.45	10,842.26	11,091.68	11,092.00	11,092.00	11,092.00
	<i>Narrative for Column # 3</i> Vermont Municipal Employee Retirement System for 2-full time						
10-511-270-0000	AD&D	15.24	20.00	20.60	21.00	21.00	20.60
	<i>Narrative for Column # 3</i> Accidental Death Insurnace for 2-full time						
	<i>Narrative for Column # 6</i> Accidental Death Insurnace for 2-full time						
10-511-311-0000	TRAVEL & MEETINGS	2,796.13	4,300.00	4,300.00	4,300.00	4,300.00	4,300.00
	<i>Narrative for Column # 3</i> Training for staff. Meetings for professional development Northern New England Rec and Park Conference, National Recreation and Park Association, New England Turf Manager Association, Vermont Recreation and Park Association, Commission of Accredited Park & Recreation Agencies for National Accreditation.						
	<i>Narrative for Column # 6</i>						

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As of June							
Training for staff. Meetings for professional development Northern New England Rec and Park Conference, National Recreation and Park Association, New England Turf Manager Association, Vermont Recreation and Park Association, Commission of Accredited Park & Recreation Agencies for National Accreditation.							
10-511-312-0000	ADVERTISING	2,771.27	4,600.00	4,600.00	4,600.00	4,600.00	4,600.00
Narrative for Column # 3							
2-seasonal brochures. Publish and distribution. Advertising revenue attributes to 45% of publication costs. See revenue							
Narrative for Column # 6							
2-seasonal brochures. Publish and distribution. Advertising revenue attributes to 45% of publication costs. See revenue							
10-511-313-0000	MEMBERSHIP DUES	2,959.00	2,277.00	2,277.00	2,277.00	2,277.00	2,277.00
Narrative for Column # 3							
Dept. Memberships to VRPA Vermont Recreation and Park Association \$385, NRPA National Recreation and Park Association \$675 Agency, NESTMA New England Sports Turf Managers Association \$95, UVAC Upper Valley Aquatic Center Membership staff \$672, CAPRA Commission Accredited Park & Recreation Agencies \$275, NEISMA New England Ice Skating Managers Association \$175							
Narrative for Column # 6							
Dept. Memberships to VRPA Vermont Recreation and Park Association \$385, NRPA National Recreation and Park Association \$675 Agency, NESTMA New England Sports Turf Managers Association \$95, UVAC Upper Valley Aquatic Center Membership staff \$672, CAPRA Commission Accredited Park & Recreation Agencies \$275, NEISMA New England Ice Skating Managers Association \$175							
10-511-315-0000	RECRUITMENT & TRAINING	2,073.36	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Narrative for Column # 3							
Exp. related to seasonal hires, 1st aid/cpr, screenings, fit for duty exams, employ advertising							
Narrative for Column # 6							
Exp. related to seasonal hires, 1st aid/cpr, screenings, fit for duty exams, employ advertising							
10-511-318-0000	CONTRACTED SERVICES	7,771.01	8,302.00	8,302.00	8,302.00	8,302.00	8,302.00
Narrative for Column # 3							
\$4000 annual soft. fee, \$1102 Muni, copy lease \$2000, Laserfisch \$1200							
Narrative for Column # 6							
\$4000 annual soft. fee, \$1102 Muni, copy lease \$2000, Laserfisch \$1200							
10-511-320-0000	EQUIP OPERATION/MAINT-OFFICE	86.78	550.00	550.00	550.00	550.00	550.00
Narrative for Column # 3							
Technology repair and maint of computers, printers, terminals, toner for reception printer \$550							
Narrative for Column # 6							
Technology repair and maint of computers, printers, terminals, toner for reception printer \$550							
10-511-322-0000	POSTAGE	365.68	400.00	300.00	300.00	300.00	300.00
Narrative for Column # 3							
Department postage							

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<p><i>Narrative for Column # 6</i> Department postage</p>							
10-511-323-0000	MATERIAL & SUPPLIES	626.51	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
<p><i>Narrative for Column # 3</i> Office supplies, materials, paper, lamination for sings, operational materials, as needed for in-house publications, signage</p> <p><i>Narrative for Column # 6</i> Office supplies, materials, paper, lamination for sings, operational materials, as needed for in-house publications, signage</p>							
10-511-324-0000	TELEPHONE	3,746.31	6,144.00	6,144.00	6,144.00	6,144.00	6,144.00
<p><i>Narrative for Column # 3</i> \$33120 5 lines, \$960 cell service, \$2064 for fiber IT Request</p> <p><i>Narrative for Column # 6</i> \$33120 5 lines, \$960 cell service, \$2064 for fiber IT Request</p>							
10-511-330-0000	OFFICE EQUIPMENT	0.00	6,900.00	8,300.00	8,300.00	3,300.00	3,300.00
<p><i>Narrative for Column # 3</i> Computer and terminal replacement program \$1800, Portable laptop for offsite programs. Adjustable desk and particians for open space of Sup of Rec. office. Froze expenditure in the 2021 budget. \$5,000</p> <p><i>Narrative for Column # 5</i> execute 5,000 for office space in FYE 2021</p> <p><i>Narrative for Column # 6</i> execute 5,000 for office space in FYE 2021 - Computer and terminal replacement program \$1800, Portable laptop for offsite programs \$1,500.</p>							
10-511-331-0000	Department Equipment	10,294.66	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
<p><i>Narrative for Column # 3</i> Van lease and insurance</p>							
10-511-418-0000	PROPERTY & LIABILITY INSURANCE	1,847.50	1,751.00	1,839.00	1,839.00	1,839.00	1,839.00
<p><i>Narrative for Column # 3</i> Share of insurance coverage based on VLCT schedule of cost.</p>							
10-511-418-0100	Retiree Health Insurance	2,520.87	2,750.00	2,832.50	2,833.00	3,505.00	3,505.00
<p><i>Narrative for Column # 3</i> Retiree opt out insurance for 2 person plan for one retiree</p>							
Program Administration Total		224,382.91	236,891.89	242,843.75	242,844.00	239,046.45	239,046.05

Swim Program

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
10-512-315-0000	RECRUITMENT & TRAINING	0.00	_____	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i> Funds needed for recruitment and training of staff or development of contractual agreement for pool operation. RFP/adver.							
<i>Narrative for Column # 6</i> Funds needed for recruitment and training of staff or development of contractual agreement for pool operation. RFP/adver.							
10-512-318-0000	CONTRACTED SERVICES	0.00	_____	10,000.00	10,000.00	10,000.00	10,000.00
<i>Narrative for Column # 3</i> First month of contracted service to operate pool facility. Approximately 4 weeks with 2 full weeks of operation							
<i>Narrative for Column # 6</i> First month of contracted service to operate pool facility. Approximately 4 weeks with 2 full weeks of operation							
10-512-320-0000	EQUIPMENT OPERATION/MAINT	0.00	250.00	2,500.00	2,500.00	2,500.00	2,500.00
<i>Narrative for Column # 3</i> Equipment operations for new pool startup. For 3 weeks operations after facility turnover to Town.							
<i>Narrative for Column # 6</i> Equipment operations for new pool startup. For 3 weeks operations after facility turnover to Town.							
10-512-323-0000	MATERIAL & SUPPLIES	0.00	_____	2,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 3</i> Materials and supplies for 3 weeks of operation after pool turnover to Town. Est. chemical supply, cleaning and other.							
<i>Narrative for Column # 6</i> Materials and supplies for 3 weeks of operation after pool turnover to Town. Est. chemical supply, cleaning and other.							
10-512-329-0000	ELECTRICITY	0.00	_____	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i> 3 weeks of operations following turnover of pool facility to the Town							
<i>Narrative for Column # 6</i> 3 weeks of operations following turnover of pool facility to the Town							
10-512-331-0000	DEPARTMENT EQUIPMENT	0.00	_____	2,500.00	2,500.00	2,500.00	2,500.00
<i>Narrative for Column # 3</i> Updated FFE from old pool for new pool operation.							
<i>Narrative for Column # 6</i> Updated FFE from old pool for new pool operation.							
10-512-418-0000	PROPERTY & LIABILITY INSURANCE	1,022.50	2,060.00	1,100.00	1,100.00	1,100.00	1,100.00
<i>Narrative for Column # 3</i> Share of insurance coverage based on VLCT insurnace schedule							

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Narrative for Column # 6		Share of insurance coverage based on VLCT insurnace schedule					
Swim Program Total		1,022.50	2,310.00	20,500.00	20,500.00	20,500.00	20,500.00
Youth Program							
10-514-101-0000	SALARIES	114,208.52	140,234.30	147,412.90	147,413.00	147,413.00	147,413.00
Narrative for Column # 3		Sup of Rec (58,565) increase of 3% including COLA requested to be put in budget by the Manager. S/W intern (10,000), Day Camp Staff Sum/Vaca at 14-S 4-W (79,245) (See Revenue)					
Narrative for Column # 6		Sup of Rec (58,565) increase of 3% including COLA requested to be put in budget by the Manager. S/W intern (10,000), Day Camp Staff Sum/Vaca at 14-S 4-W (79,245) (See Revenue)					
10-514-210-0000	TOWN FICA	9,277.40	9,962.93	11,321.19	11,321.00	11,321.00	11,321.00
Narrative for Column # 3		Town FICA for Sup of Rec \$4449.85, S/W Intern \$809.10 summer, vacation camp employees \$6062.24					
Narrative for Column # 6		Town FICA for Sup of Rec \$4449.85, S/W Intern \$809.10 summer, vacation camp employees \$6062.24					
10-514-220-0000	HEALTH INSURANCE	3,749.98	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00
Narrative for Column # 3		One employee opt out of insurance \$3750					
Narrative for Column # 6		One employee opt out of insurance \$3750					
10-514-220-0100	HEALTH INS(EMPLOYEE SHARE)	-113.88		0.00		0.00	0.00
10-514-230-0000	DENTAL	1,583.40	1,528.00	1,574.00	1,574.00	1,574.00	1,574.00
Narrative for Column # 3		Dental plan for Sup of Rec					
Narrative for Column # 6		Dental plan for Sup of Rec					
10-514-240-0000	LIFE INSURANCE	219.84	247.00	254.00	254.00	254.00	254.00
Narrative for Column # 3		Life Insurance for Sup of Rec					
Narrative for Column # 6		Life Insurance for Sup of Rec					
10-514-250-0000	WORKERS COMP	7,359.00	8,400.00	10,203.00	10,203.00	10,203.00	10,203.00
Narrative for Column # 3							

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Woerkers comp for Sup of Rec &seasonal hires Interns <i>Narrative for Column # 6</i> Woerkers comp for Sup of Rec &seasonal hires Interns							
10-514-260-0000	RETIREMENT	4,805.28	4,549.38	4,653.44	4,653.00	4,653.00	4,653.00
<i>Narrative for Column # 3</i> Vermont Municipal Employee Retirement System for Sup of Rec <i>Narrative for Column # 6</i> Vermont Municipal Employee Retirement System for Sup of Rec							
10-514-270-0000	AD&D	6.00	10.00	10.30	10.00	10.00	10.30
<i>Narrative for Column # 3</i> Accidental Death Insurance for Sup of Rec <i>Narrative for Column # 6</i> Accidental Death Insurance for Sup of Rec							
10-514-313-0000	MEMBERSHIP DUES	1,164.00	2,171.00	2,171.00	2,171.00	2,171.00	2,171.00
<i>Narrative for Column # 3</i> \$50 Upper Valley Recreation Association. Program league participation fees and tournament play based on participation estimaties. \$1785 ,Upper Valley Aquatic Center Membership for division employee \$336 <i>Narrative for Column # 6</i> \$50 Upper Valley Recreation Association. Program league participation fees and tournament play based on participation estimaties. \$1785 ,Upper Valley Aquatic Center Membership for division employee \$336							
10-514-315-0000	RECRUITMENT & TRAINING	1,932.20	2,300.00	2,300.00	2,300.00	2,300.00	2,300.00
<i>Narrative for Column # 3</i> Est. based on employee and vol. returns or new hires. Screenings, youth coach vol. background checks <i>Narrative for Column # 6</i> Est. based on employee and vol. returns or new hires. Screenings, youth coach vol. background checks							
10-514-318-0000	CONTRACTED SERVICES	53,987.00	69,000.00	69,000.00	69,000.00	69,000.00	69,000.00
<i>Narrative for Column # 3</i> Est. based on program officials \$6500, instructors for camps\$35000, transportation for bussing during camp and youth programs \$6500, trip/entertainment.\$15500, stem programs\$5500.(Revenue offsets this line of expenditures at an estimated 100%) <i>Narrative for Column # 6</i> Est. based on program officials \$6500, instructors for camps\$35000, transportation for bussing during camp and youth programs \$6500, trip/entertainment.\$15500, stem programs\$5500.(Revenue offsets this line of expenditures at an estimated 100%)							
10-514-323-0000	MATERIAL & SUPPLIES	11,220.40	9,750.00	9,750.00	9,750.00	9,750.00	9,750.00
<i>Narrative for Column # 3</i>							

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Camp t-shirts\$1750, summer camp supplies \$6000, vacation camp supplies \$1000, special programs \$1000. 100% of expenditures are offset by revenues. See program revenues

Narrative for Column # 6

Camp t-shirts\$1750, summer camp supplies \$6000, vacation camp supplies \$1000, special programs \$1000. 100% of expenditures are offset by revenues. See program revenues

10-514-325-0000	REFUNDS	59,204.00				
10-514-326-0000	UNIFORMS-PURCHASE/LEASE/CLE/	0.00	1,500.00	1,500.00	1,500.00	1,500.00

Narrative for Column # 3

All staff and volunteer uniforms for programs

Narrative for Column # 6

All staff and volunteer uniforms for programs

10-514-330-0000	ATHLETIC SUPPLIES	7,707.94	16,550.00	21,550.00	21,550.00	21,550.00
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Narrative for Column # 3

All sport and rec program supplies, uniforms, replacement equipment, refurbish equipment costs, 4-AED's, Annual rotate equip

Narrative for Column # 6

All sport and rec program supplies, uniforms, replacement equipment, refurbish equipment costs, 4-AED's, Annual rotate equip

10-514-418-0000	PROPERTY & LIABILITY INSURANCE	605.00	1,030.00	1,082.00	1,082.00	1,082.00
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Narrative for Column # 3

Share of insurance

Narrative for Column # 6

Share of insurance

Youth Program Total	276,916.08	270,982.61	286,531.83	286,531.00	286,531.00	286,531.30
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Adult Programs

10-515-250-0000	WORKERS COMP	0.00	262.50	270.00	270.00	270.00
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Narrative for Column # 3

Required coverage for instructors

Narrative for Column # 6

Required coverage for instructors

10-515-318-0000	CONTRACTED SERVICES	5,790.80	13,500.00	13,500.00	13,500.00	13,500.00
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Narrative for Column # 3

League officials and site super for indoor and outdoor adult pro. \$8500, instructors for adult programs \$5000. Direct program expenses are 100% covered by revenues. (see revenues)

Narrative for Column # 6

League officials and site super for indoor and outdoor adult pro. \$8500, instructors for adult programs \$5000. Direct program expenses are 100% covered by revenues. (see revenues)

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10-515-323-0000	MATERIAL & SUPPLIES	29.99	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i>							
Awards and appreciation activites for programs and volunteers							
<i>Narrative for Column # 6</i>							
Awards and appreciation activites for programs and volunteers							
10-515-325-0000	REFUNDS	790.00					
10-515-330-0000	ATHLETIC SUPPLIES	200.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 3</i>							
Adult program rotation of old equipment, bases, balls, new program equipment program t-shirts. 75% of expenses are covered by revenue fees for programs. (see revenue)							
<i>Narrative for Column # 6</i>							
Adult program rotation of old equipment, bases, balls, new program equipment program t-shirts. 75% of expenses are covered by revenue fees for programs. (see revenue)							
10-515-331-0000	DEPARTMENT EQUIPMENT	0.00	2,500.00	0.00		0.00	0.00
<i>Narrative for Column # 3</i>							
REMOVE Field storage containers for outdoor rec programs. Weather tight storage of on site equipment \$2500. Budget 21							
<i>Narrative for Column # 6</i>							
REMOVE Field storage containers for outdoor rec programs. Weather tight storage of on site equipment \$2500. Budget 21							
10-515-418-0000	Property Liability Insurance	6.00		30.00	30.00	30.00	30.00
Adult Programs Total		6,816.79	18,962.50	16,500.00	16,500.00	16,500.00	16,500.00
Community Activities							
10-516-250-0000	Work Comp	0.00	525.00	541.00	541.00	541.00	541.00
<i>Narrative for Column # 3</i>							
Figure based on performers and other event activities that require coverages. Part of performance contract.							
<i>Narrative for Column # 6</i>							
Figure based on performers and other event activities that require coverages. Part of performance contract.							
10-516-312-0000	ADVERTISING	0.00	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i>							
Speical event advertising. Often covered by sponsorship but needed for non sponsored events.							
<i>Narrative for Column # 6</i>							
Speical event advertising. Often covered by sponsorship but needed for non sponsored events.							
10-516-318-0000	CONTRACTED SERVICES	21,818.54	38,600.00	38,600.00	38,600.00	38,600.00	38,600.00
<i>Narrative for Column # 3</i>							

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Sum entert \$6300 for 10 shows incl \$300 Ascaph, 4th \$25,800, coach buses \$4000, races other events \$2200 (see revenue)							
Narrative for Column # 6							
Sum entert \$6300 for 10 shows incl \$300 Ascaph, 4th \$25,800, coach buses \$4000, races other events \$2200 (see revenue)							
10-516-323-0000	MATERIAL & SUPPLIES	4,387.25	10,300.00	10,300.00	10,300.00	10,300.00	10,300.00
Narrative for Column # 3							
Event supplies \$4000, \$900toilets, \$3400 tickets. \$2000 event cones barricades traffic signs.							
Narrative for Column # 6							
Event supplies \$4000, \$900toilets, \$3400 tickets. \$2000 event cones barricades traffic signs.							
10-516-325-0000	REFUNDS	5,816.00					
10-516-418-0000	Property Liability Insurance	27.00	1,545.00	1,591.00	1,591.00	1,591.00	1,591.00
Narrative for Column # 3							
Portion of VLCT coverage							
Narrative for Column # 6							
Portion of VLCT coverage							
Community Activities Total		32,048.79	51,470.00	51,532.00	51,532.00	51,532.00	51,532.00
Parks Maintenance							
10-521-101-0000	SALARIES	100,888.93	90,580.92	91,235.37	91,235.00	91,235.00	91,235.00
Narrative for Column # 3							
50% 2 laborer(46,113)(No Contract), 50% of Sup of PR (27,201)includes COLA. Total of 3% increase requested to be put in by Manager. 1-Seasonal laborer 32 weeks (17,920)							
Narrative for Column # 6							
50% 2 laborer(46,113)(No Contract), 50% of Sup of PR (27,201)includes COLA. Total of 3% increase requested to be put in by Manager. 1-Seasonal laborer 32 weeks (17,920)							
10-521-120-0000	OVERTIME	1,080.88	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Narrative for Column # 3							
Overtime for special events, 4th of July and off hour coverage for special events and emergency needs							
Narrative for Column # 6							
Overtime for special events, 4th of July and off hour coverage for special events and emergency needs							
10-521-210-0000	TOWN FICA	7,718.14	6,930.97	7,123.50	7,124.00	7,124.00	7,124.00
Narrative for Column # 3							
50% of P&R Sup\$2224.93 and Laborers \$3527.69 Seasonal \$1370.88							
Narrative for Column # 6							
50% of P&R Sup\$2224.93 and Laborers \$3527.69 Seasonal \$1370.88							

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10-521-220-0000	HEALTH INSURANCE	15,853.74	16,940.00	15,440.73	15,441.00	15,441.00	15,441.00
<i>Narrative for Column # 3</i> 50% fo Sup \$7053.73 and 50% of Laborers \$8387.00 <i>Narrative for Column # 6</i> 50% fo Sup \$7053.73 and 50% of Laborers \$8387.00							
10-521-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,764.20	-2,541.00	-2,502.83	-2,503.00	-2,503.00	-2,503.00
<i>Narrative for Column # 3</i> 50% of employee share							
10-521-225-0000	HRA/CHOICECARE CARD	2,190.22	2,925.00	3,012.50	3,013.00	3,607.50	3,607.50
<i>Narrative for Column # 3</i> 50% of HRA Share 3 employees \$1487.50 and \$1525							
10-521-230-0000	DENTAL	870.42	884.00	910.50	911.00	911.00	911.00
<i>Narrative for Column # 3</i> 50% of 3 full time employees							
10-521-240-0000	LIFE INSURANCE	243.68	370.50	381.00	381.00	381.00	381.00
<i>Narrative for Column # 3</i> 50% of Employee Life Insurance							
10-521-250-0000	WORKERS COMP	5,467.00	5,250.00	6,419.00	6,419.00	6,419.00	6,419.00
<i>Narrative for Column # 3</i> 50% of Workers comp for 3 Employees							
10-521-260-0000	RETIREMENT	5,854.19	5,353.93	5,404.09	5,404.00	5,404.00	5,404.00
<i>Narrative for Column # 3</i> Vermont Municipal Employee Retirement System 50% of retirement for 3 fte, 2-union and 1-non union. Shared with 530							
10-521-270-0000	AD&D	6.60	15.00	15.45	15.00	15.00	15.00
<i>Narrative for Column # 3</i> 50% of accidental death for 3 fte's shared with 530							
10-521-311-0100	TRAVEL & MEETINGS - GRANTS	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
<i>Narrative for Column # 3</i> Educational workshops for staff, CAPRA Portion with 511 <i>Narrative for Column # 6</i> Educational workshops for staff, CAPRA Portion with 511							

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10-521-318-0000	CONTRACTED SERVICES	13,761.97	30,800.00	30,800.00	30,800.00	30,800.00	30,800.00
<i>Narrative for Column # 3</i>							
Toilets\$3600,waste \$1500, turserv\$12,000 trees\$11,200 rent \$1500 perm\$400\$600elec							
<i>Narrative for Column # 6</i>							
Toilets\$3600,waste \$1500, turserv\$12,000 trees\$11,200 rent \$1500 perm\$400\$600elec							
10-521-318-0341	Cemetery	300.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
<i>Narrative for Column # 3</i>							
Mowing cost \$1000 tree care \$6,000 and \$1000 stone work							
<i>Narrative for Column # 6</i>							
Mowing cost \$1000 tree care \$6,000 and \$1000 stone work							
10-521-319-0000	EQUIPMENT OPERATION-GAS	2,584.78	7,000.00	7,000.00	7,000.00	6,000.00	6,000.00
<i>Narrative for Column # 3</i>							
Fuel and petro products for all small machines, trucks, tractors and other equipment							
10-521-320-0000	EQUIP OPERATION & MAINT	1,506.77	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
<i>Narrative for Column # 3</i>							
Parts, supplies, for maint and repair of all equipment							
10-521-321-0000	REPAIRS & MAINT - VEHICLES	2,309.56	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00
<i>Narrative for Column # 3</i>							
Repairs and maintenance to R-1,2,3,4. general upkeep of vehicles, service, inspections and repairs, replacement tires							
10-521-323-0000	MATERIAL & SUPPLIES	5,557.52	14,500.00	14,500.00	14,500.00	14,500.00	14,500.00
<i>Narrative for Column # 3</i>							
\$10000 turf program, dog liners \$1500, mulch and mix for playgrounds \$2000, maint. supplies \$1000							
10-521-326-0000	UNIFORMS-PURCHASE/LEASE/CLE/	1,960.69	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00
<i>Narrative for Column # 3</i>							
Union allowances per-contract safety items \$900 boots, \$900 uni, seasonal staff \$500, outdoor rain and winter gear \$800							
10-521-328-0000	WATER	940.15	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 3</i>							
Water for parks. frost park ice rink, community gardens, quechee falls/green, watson park							
10-521-329-0000	ELECTRICITY	3,078.80	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i>							

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Electrical supply and usage for all parks and park amenities							
10-521-331-0000	DEPARTMENT EQUIPMENT	12,520.00	0.00	0.00	_____	0.00	0.00
<i>Narrative for Column # 2</i> moved to 10-921-521-0100 <i>Narrative for Column # 3</i> Reserve Fund for Parks \$35000							
10-521-418-0000	PROPERTY & LIABILITY INSURANCE	15,393.16	12,360.00	12,978.00	12,978.00	12,978.00	12,978.00
<i>Narrative for Column # 3</i> Share of insurance coverage based upon VLCT schedule cost.							
10-521-418-0100	RETIREE HEALTH INSURANCE	6,477.41	9,303.48	9,768.65	9,769.00	6,663.78	6,663.78
<i>Narrative for Column # 3</i> Shared with 530. 50% of 1 retiree of BCBS +HRA for 2 person in 521.							
Parks Maintenance Total		203,800.41	229,972.80	231,785.96	231,787.00	228,276.28	228,276.28
WHCC&L(Building Maintenance)							
10-524-318-0000	CONTRACTED SERVICES	5,897.50	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
<i>Narrative for Column # 3</i> Cleaning service,\$5000, general preventative mainteance, havac, elevator, electical, plumbing needs \$1500							
10-524-321-0100	REPAIRS & MAINT-BUILDING	337.17	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 3</i> Maintenance on the building. Exterior, painting landscaping, ground maint.							
10-524-327-0000	BUILDING HEAT	968.59	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i> Fuel for building							
10-524-329-0000	ELECTRICITY	1,649.73	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00
<i>Narrative for Column # 3</i> Building electrical costs							
10-524-418-0000	PROPERTY & LIABILITY INSURANCE	1,250.50	1,030.00	1,082.00	1,082.00	1,082.00	1,082.00
<i>Narrative for Column # 3</i> Share of insurance coverage based on VLCT schedule cost							

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WHCC&L(Building Maintenance) Total		10,103.49	11,930.00	11,982.00	11,982.00	11,982.00	11,982.00
Maxfield Sports - Grounds							
10-527-101-0000	Salaries	5,254.19	33,280.00	33,280.00	33,280.00	33,280.00	33,280.00
<i>Narrative for Column # 3</i> 2- seasonal hires at \$16hr 28 weeks and 24 weeks.							
10-527-210-0000	Town FICA	401.92	2,545.92	2,545.92	2,546.00	2,546.00	2,546.00
<i>Narrative for Column # 3</i> Town FICA for 2 seasonal hires for maxfield operations							
10-527-250-0000	Workers Comp	1,995.50	1,575.00	2,304.00	2,304.00	2,304.00	2,304.00
<i>Narrative for Column # 3</i> WC for 2 seasonal hires at Maxfield							
10-527-318-0000	CONTRACTED SERVICES	26,267.09	77,000.00	36,600.00	36,600.00	36,600.00	36,600.00
<i>Narrative for Column # 2</i> defer parking lot/drives paving. SOFTBALL LIGHTING (7YEARS), SAFETY NETTING BOTH FROM UNASSIGNED FUND							
<i>Narrative for Column # 3</i> Permits \$1200, GWPermit, turf treatment \$10,000 special turf/grooming services \$23.000, waste \$1900, plumb/elect \$500							
10-527-319-0000	EQUIPMENT OPERATION-GAS	326.41	800.00	800.00	800.00	800.00	800.00
<i>Narrative for Column # 3</i> Fuel for equipment operations							
10-527-320-0000	EQUIP OPERATION & MAINT	2,631.07	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 3</i> Equipment maint and repair. blades, and service supplies for equipment							
10-527-323-0000	MATERIAL & SUPPLIES	9,710.04	18,000.00	28,000.00	28,000.00	28,000.00	28,000.00
<i>Narrative for Column # 3</i> Stock infield mix and conditioner for seasonal maint. \$22000, Gravel for pathways \$1000, fert/seed supplies \$5000							
10-527-329-0000	ELECTRICITY	533.05		0.00		0.00	0.00
10-527-331-0000	DEPARTMENT EQUIPMENT	0.00	5,000.00	13,895.00	13,895.00	13,895.00	13,895.00
<i>Narrative for Column # 3</i> Lease payment to obtain a replacement infield groomer \$5000. (Part of lease program for equipment) Did not execute as of 10/20 due to budget freeze. Lease on Softball Field Lights \$8894.81. Payment is 50% of cost. Shared with Hartford Athletics.							

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10-527-418-0000	PROPERTY & LIABILITY INSURANCE	461.12	412.00	433.00	433.00	433.00	433.00
<i>Narrative for Column # 3</i> Property and liability for equipment and operations.							
Maxfield Sports - Grounds Total		47,580.39	140,112.92	119,357.92	119,358.00	119,358.00	119,358.00
Maxfield Sports - Buildings							
10-528-318-0000	CONTRACTED SERVICES	525.76	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<i>Narrative for Column # 3</i> Water testing permits \$400, prevent maint to structures, equip, repairs, fixtures \$5000, park host program \$600							
10-528-321-0100	REPAIRS & MAINT-BUILD & GROUND	3,710.83	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> Maint. and prevent care, supplies and materials \$1000,							
10-528-323-0000	MATERIAL & SUPPLIES	397.91	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i> Materials and supplies for buildings and structures for care and maintenance							
10-528-323-0100	MATERIAL & SUPPLIES - CUSTODIAL	263.94	600.00	600.00	600.00	600.00	600.00
<i>Narrative for Column # 3</i> Custodial materials and supplies for pavilions, trash liners, toilet paper and other paper products.							
10-528-329-0000	ELECTRICITY	3,843.12	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i> Electric for pavilions, bb field, parking lot lights, maint building							
10-528-331-0000	DEPARTMENT EQUIPMENT	105.36	0.00	6,000.00	6,000.00	0.00	0.00
<i>Narrative for Column # 3</i> Permanent youth little league mounds for youth fields \$6000. Not purchased 2020/2021 due to budget freeze.							
<i>Narrative for Column # 5</i> execute mounds in FYE 2021 \$6k							
<i>Narrative for Column # 6</i> execute mounds in FYE 2021 \$6k							
10-528-418-0000	PROPERTY & LIABILITY INSURANCE	3,037.00	3,708.00	3,893.00	3,893.00	3,893.00	3,893.00
<i>Narrative for Column # 3</i> Share of insurance coverage based upon VLCT schedule cost.							

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Maxfield Sports - Buildings Total		11,883.92	16,808.00	22,993.00	22,993.00	16,993.00	16,993.00
Barwood Arena							
10-530-101-0000	SALARIES	74,832.59	95,720.92	96,355.37	96,355.00	96,355.00	96,355.00
<i>Narrative for Column # 3</i>							
50% 2 laborer (46,113) (No Contract), 50% of Sup of PR (27,201) includes COLA. Total of 3% increase requested to be put in by Manager Seasonal Rink 60hrsx24wks (23,040)							
10-530-120-0000	OVERTIME	976.03	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i>							
Est. coverage of overtime for waba operations							
10-530-210-0000	TOWN FICA	5,858.02	7,322.65	7,515.18	7,515.00	7,515.00	7,515.00
<i>Narrative for Column # 3</i>							
50% of P&R Sup\$2224.93 and Laborers \$3527.69 Seasonal \$1762.56							
10-530-220-0000	HEALTH INSURANCE	16,118.40	16,940.00	15,440.73	15,441.00	15,441.00	15,441.00
<i>Narrative for Column # 3</i>							
50% fo Sup \$7053.73 and 50% of Laborers \$8387.00							
10-530-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,109.89	-2,541.00	-2,502.83	-2,503.00	-2,503.00	-2,503.00
<i>Narrative for Column # 3</i>							
50% of employee share 3 employees							
10-530-225-0000	HRA/CHOICECARE CARD	3,537.37	2,925.00	3,012.50	3,103.00	3,607.50	3,607.50
<i>Narrative for Column # 3</i>							
50% of HRA Share 3 employees \$1487.50 and \$1525							
10-530-230-0000	DENTAL	870.42	884.00	910.50	911.00	911.00	911.00
<i>Narrative for Column # 3</i>							
50% of 3 positions dental plan							
10-530-240-0000	LIFE INSURANCE	313.18	370.50	381.00	381.00	381.00	381.00
<i>Narrative for Column # 3</i>							
50% of 3 employee live insurance							
10-530-250-0000	WORKERS COMP	5,266.00	4,200.00	6,752.00	6,752.00	6,752.00	6,752.00
<i>Narrative for Column # 3</i>							
50% WC of 3 employees and 100% of seasonal employee							

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10-530-260-0000	RETIREMENT	4,511.21	5,353.64	5,404.09	5,404.00	5,404.00	5,404.00
<i>Narrative for Column # 3</i> Vermont Employee Municipal Retirement System 50% of retirement for 3 employees. 2-union and 1-non-union. Shared with 521							
10-530-270-0000	AD&D	9.24	15.00	15.45	15.00	15.00	15.00
<i>Narrative for Column # 3</i> 50% of accidental death for 3 full time employees							
10-530-318-0000	CONTRACTED SERVICES	32,936.41	26,000.00	20,000.00	20,000.00	20,000.00	20,000.00
<i>Narrative for Column # 3</i> Refrig prevent. maint, hvac, alarms, doors, aeds \$14000, icepaint \$2500, carpet \$2k, waste remov \$1500							
10-530-319-0000	EQUIPMENT OPERATION-GAS	127.19	600.00	600.00	600.00	600.00	600.00
<i>Narrative for Column # 3</i> #2 Zamboni fuel for use when operating machine for ice maintenance							
10-530-320-0000	EQUIP OPERATION & MAINT	1,353.53	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
<i>Narrative for Column # 3</i> Blade replacement \$600, sharpening \$1400, prev. maint. for propane and electric Zamboni \$2,000							
10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND	1,108.42	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00
<i>Narrative for Column # 3</i> Building related prev. maint. and materials, seasonal painting, floor replacement rubber, general supplies when needed.							
10-530-323-0000	MATERIAL & SUPPLIES	4,250.38	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
<i>Narrative for Column # 3</i> Cleaning materials and supplies, paper products, liners, equipment materials, ice melt for operations at facilities							
10-530-324-0000	Telephone	1,829.87	2,880.00	2,880.00	2,880.00	2,880.00	2,880.00
<i>Narrative for Column # 3</i> Telephone line and internet services for facility. 1-cellphone for Supervisor Parks \$480							
10-530-327-0000	BUILDING HEAT	7,885.19	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
<i>Narrative for Column # 3</i> Heating propane for WABA facility							
10-530-328-0000	WATER	4,085.04	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i>							

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Domestic water for WABA and water for installation of ice.							
10-530-329-0000	ELECTRICITY	77,761.66	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
<i>Narrative for Column # 3</i>							
Building ops electric, refrigeration, utilities, lights year round usage of building. Anticipated savings with use of REALice System. Need 1-year operation to evaluate for budgetary purposes. 2020/2021 Season line item transfer to dept. equipment for REALice and Heat Pump expense.							
10-530-331-0000	DEPARTMENT EQUIPMENT	25,000.76	25,501.00	33,963.00	33,963.00	33,963.00	33,963.00
<i>Narrative for Column # 3</i>							
Zamboni lease payment \$25001, \$500 stock glass for dahser system, Realice system payments 8462.00							
10-530-418-0000	PROPERTY & LIABILITY INSURANCE	1,973.00	5,665.00	5,948.00	5,948.00	5,948.00	5,948.00
<i>Narrative for Column # 3</i>							
Share of insurance coverage based upon VLCT							
10-530-418-0100	RETIREE HEALTH INSURANCE	11,069.83	9,303.48	9,768.60	9,769.00	6,663.79	6,663.79
<i>Narrative for Column # 3</i>							
Retiree health insurance 50% of 1-retiree BCBS and HRA for 2 person plan							
10-530-543-0000	CAPITAL OUTLAY - BARWOOD AREN	166,708.66	0.00	0.00		0.00	0.00
Barwood Arena Total		446,272.51	304,140.19	309,443.59	309,534.00	306,933.29	306,933.29
Welcome Center							
10-531-101-0500	Welcome Center Staff Excess	20,361.92	18,427.50	0.00		0.00	0.00
10-531-101-0505	Amtrak Staff	5,742.89	20,475.00	22,113.00	22,113.00	22,113.00	22,113.00
<i>Narrative for Column # 3</i>							
5 hours x 7 days x 52 weeks at 12.15hr. for Amtrak Coverage Contract. Amtrak PO Pays for Wages							
10-531-210-0500	FICA	1,500.76	1,408.45	0.00		0.00	0.00
10-531-210-0505	FICA	294.98	1,564.95	1,691.64	1,692.00	1,692.00	1,692.00
<i>Narrative for Column # 3</i>							
FICA Associated to Amtrak PO							
10-531-250-0500	WORK COMP	1,223.29	1,323.00	0.00	0.00	0.00	0.00
10-531-250-0505	WORK COMP	0.00	1,050.00	1,531.00	0.00	1,531.00	1,531.00
<i>Narrative for Column # 3</i>							
WC Amtrak Funds							

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10-531-318-0500	Contracted Services	15,983.16	15,689.00	0.00	_____	0.00	0.00
<i>Narrative for Column # 3</i> Welcome Center appropriation not funded through the State							
10-531-318-0510	Welcome Center Inventory	3,156.43	7,500.00	0.00	_____	0.00	0.00
<i>Narrative for Column # 3</i> Welcome Center appropriation not funded through the State							
Welcome Center Total		48,263.43	67,437.90	25,335.64	23,805.00	25,336.00	25,336.00
Conservation							
10-611-311-0100	TRAVEL & MEETINGS/BOARD	33.46	175.00	175.00	175.00	175.00	175.00
<i>Narrative for Column # 3</i> Training for 7 member Concervation Commission							
10-611-312-0000	ADVERTISING	0.00	180.00	180.00	180.00	180.00	180.00
<i>Narrative for Column # 3</i> Notices for educational programs							
10-611-313-0000	MEMBERSHIP DUES	0.00	250.00	250.00	250.00	250.00	250.00
<i>Narrative for Column # 3</i> VT Ass of Cons Comm (\$50); Upper Valley Trails Allianace (\$100); White River Partnership (\$100)							
10-611-318-0000	CONTRACT SERVICES	984.25	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 3</i> Green-up Day disposal fees. Past years' expenditures less due to Lebanon Landfill disounted fees. In 2020 discount was less thanin previous years. May not continue in 2021.							
10-611-323-0000	MATERIALS & SUPPLIES	273.73	200.00	200.00	200.00	200.00	200.00
<i>Narrative for Column # 3</i> Trainings, production and distribution of educational materials on current conservation topics.							
Conservation Total		1,291.44	2,805.00	2,805.00	2,805.00	2,805.00	2,805.00
Zoning							
10-621-101-0000	SALARIES	84,727.85	86,553.00	88,480.00	88,480.00	88,480.00	88,480.00
<i>Narrative for Column # 3</i> Zoning Administrator staff position.							

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10-621-101-0100	SALARIES-ZONING BOARD	550.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00
<i>Narrative for Column # 3</i> 11 Public Hearings @ \$25/hearing/member for 5 members							
10-621-210-0000	TOWN FICA	6,732.82	6,849.00	6,877.00	6,877.00	6,877.00	6,877.00
<i>Narrative for Column # 3</i> FICA = 6.2%; Medicare = 1.45%							
10-621-220-0000	HEALTH INSURANCE	3,749.98	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00
<i>Narrative for Column # 3</i> Benefit payment in lieu of participation in the Town's medical plan							
10-621-220-0100	HEALTH INS(EMPLOYEE SHARE)	-113.88		0.00		0.00	0.00
10-621-230-0000	DENTAL	1,583.40	1,574.00	1,574.00	1,574.00	1,574.00	1,574.00
<i>Narrative for Column # 3</i> Premuim for Employee dental coverage							
10-621-240-0000	LIFE INSURANCE	342.90	254.00	254.00	254.00	254.00	254.00
<i>Narrative for Column # 3</i> Based on salary. Average charge = \$254. Full time employees only. Benefit = 1 year Salary							
10-621-250-0000	WORKERS COMP	1,587.50	525.00	1,094.00	1,094.00	1,094.00	1,094.00
<i>Narrative for Column # 3</i> Includes estimated 3% increase from FY2020							
10-621-260-0000	RETIREMENT	6,715.01	6,924.00	7,081.00	7,081.00	7,081.00	7,081.00
<i>Narrative for Column # 3</i> 8% of base salary for non union, full time employees							
10-621-270-0000	AD&D	9.84	10.00	10.00	10.00	10.00	10.00
10-621-311-0000	TRAVEL & MEETINGS	26.45	150.00	100.00	100.00	100.00	100.00
<i>Narrative for Column # 3</i> Staff mileage;for site visits and Certificates of Occupancy							
10-621-311-0100	TRAVEL & MEETINGS/BOARD	0.00	125.00	125.00	125.00	125.00	125.00
<i>Narrative for Column # 3</i> Mileage and fees for 5 member board to attend trainings and workshops.							

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10-621-312-0000	ADVERTISING	1,383.67	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00
<i>Narrative for Column # 3</i> Legal adds in local paper for 11mtgs							
10-621-318-0000	CONTRACTED SERVICES	3,844.13	8,110.00	8,110.00	8,110.00	8,110.00	8,110.00
<i>Narrative for Column # 3</i> Legal fees related to applicant appeal of decision by the ZBA or Zoning Adminiistrator 40 hrs @165/hr (\$6,600) consultant services related to development or zoning applications and zoning compliance 10 hrs @ 150/hr (\$1,500).							
10-621-325-0000	REFUNDS	0.00	100.00	100.00	100.00	100.00	100.00
<i>Narrative for Column # 3</i> Allowance							
10-621-418-0000	PROPERTY LIABILITY	363.00	183.34	193.00	193.00	193.00	193.00
Zoning Total		111,502.67	117,857.34	120,498.00	120,498.00	120,498.00	120,498.00
Planning & Development							
10-622-101-0000	SALARIES	263,886.86	271,775.00	269,721.00	269,721.00	269,721.00	277,964.00
<i>Narrative for Column # 3</i> Director, Planner, Admin Assist, Energy Coordinator position. Reduces vacant energy coordinator position to 34 hrs/wk; 20 hrs in P&D Dept. The 14 hrs/week currently split amongst Enterprise funds in current and previous FYs will not change. Maintains as many hours as possible without benefits which is necessary to acheive a flat budget without drastically affecting the entire department work program, services to the community and staffing and technical support to the other 8 Boards/Commissions and Committees that the Department supports.							
<i>Narrative for Column # 6</i> 12.15.20 board approved returning energy coordinator back to FTE from the 34 hrs in Flat. from 269,721 to 277,964							
10-622-101-0100	SALARIES-PLANNING COMMISSION	875.00	2,975.00	3,825.00	3,825.00	3,825.00	3,825.00
<i>Narrative for Column # 3</i> 11 public hearings,and 8 workshops for update of Town Plan @ \$25/mtg/member for 7 member Commission							
10-622-210-0000	TOWN FICA	18,961.75	21,018.00	20,888.00	20,888.00	20,888.00	21,264.00
<i>Narrative for Column # 3</i> FICA = 6.2%; Medicare = 1.45%							
<i>Narrative for Column # 6</i> increased from 20,888 to 21,264 energy coordinator to FTE not 34 hrs in flat budget per board 12.15.20							
10-622-220-0000	HEALTH INSURANCE	65,999.48	72,872.00	54,883.00	54,883.00	54,883.00	71,840.00
<i>Narrative for Column # 3</i> Premium cost for medical plan BCBSVTfor 3 full time employees; no benfits for 34 hr energy coordinator							
<i>Narrative for Column # 6</i>							

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energy coordinator to fte see 10-622-101-0000 notes							
10-622-220-0100	HEALTH INS(EMPLOYEE SHARE)	-10,177.75	-10,659.00	-8,232.00	-8,232.00	-8,232.00	-10,732.00
<i>Narrative for Column # 3</i>							
Employees share of medical premium							
10-622-225-0000	HRA/CHOICECARE CARD	9,959.94	10,175.00	7,475.00	7,475.00	11,143.00	11,143.00
<i>Narrative for Column # 3</i>							
Town contribution to Health Fund							
10-622-230-0000	DENTAL	4,566.48	4,188.00	3,626.00	3,626.00	3,626.00	4,491.00
<i>Narrative for Column # 3</i>							
Premium for dental insurance for full time employees							
10-622-240-0000	LIFE INSURANCE	1,053.06	929.00	762.00	762.00	762.00	1,016.00
<i>Narrative for Column # 3</i>							
Based on salary and average charge/person/year for full time employees. Benefit = 1 year salary							
10-622-250-0000	WORKERS COMP	5,975.00	3,463.95	3,381.00	3,381.00	3,381.00	3,381.00
<i>Narrative for Column # 3</i>							
Energy Coordinator at 34 hrs/wk							
10-622-260-0000	RETIREMENT	21,104.71	21,742.00	19,379.00	19,379.00	19,379.00	22,237.00
<i>Narrative for Column # 3</i>							
8% of base salary for non-union full-time employees							
10-622-270-0000	AD&D	30.84	38.00	30.00	30.00	30.00	40.00
10-622-311-0000	TRAVEL & MEETINGS	680.51	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i>							
Mileage and fees for workshops, meetings, supporting Commission events.							
<i>Narrative for Column # 6</i>							
Mileage and fees for workshops, meetings, supporting Commission events.							
10-622-311-0100	TRAVEL & MEETINGS/BOARD	0.00	175.00	175.00	175.00	175.00	175.00
<i>Narrative for Column # 3</i>							
Mileage and workshops for 7 member commission							
<i>Narrative for Column # 6</i>							
Mileage and workshops for 7 member commission							

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10-622-312-0000	ADVERTISING	2,057.60	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00
<i>Narrative for Column # 3</i> Covers required notices on local paper notices in PC hearings and meetings, and other public meetings to implmenent Dept work program.							
<i>Narrative for Column # 6</i> Covers required notices on local paper notices in PC hearings and meetings, and other public meetings to implmenent Dept work program.							
10-622-312-0100	MARKETING PROMOTION	500.00	5,000.00	5,000.00	4,000.00	5,000.00	5,000.00
<i>Narrative for Column # 2</i> Marketing & Branding (add to \$15.5K encumbered FY18, FY19, FY20							
<i>Narrative for Column # 3</i> Town promotions, outreach and marketing/economic development activities to community, businesses during COVID recovery, such as a buy local program with "Hartford Dollars"							
<i>Narrative for Column # 6</i> Town promotions, outreach and marketing/economic development activities to community, businesses during COVID recovery, such as a buy local program with "Hartford Dollars"							
10-622-313-0000	MEMBERSHIP DUES	23,093.50	23,982.00	23,982.00	23,532.00	23,532.00	23,524.00
<i>Narrative for Column # 3</i> Annual dues to TRORC (\$15,227) GMEDC (\$4842), Vital Communities Transportation Management Assoc (TMA) (\$3455), VT Planner's Association VPA (\$200), APA (\$250)							
<i>Narrative for Column # 6</i> Annual dues to TRORC (\$15,227) GMEDC (\$4842), Vital Communities Transportation Management Assoc (TMA) (\$3455),							
10-622-315-0000	RECRUITMENT & TRAINING	0.00	350.00	350.00	350.00	350.00	350.00
<i>Narrative for Column # 3</i> Provides for training and travel costs related to participation in some state programs and grants.							
<i>Narrative for Column # 6</i> Provides for training and travel costs related to participation in some state programs and grants.							
10-622-318-0000	CONTRACTED SERVICES	8,723.61	19,456.00	21,005.00	16,000.00	16,000.00	16,000.00
<i>Narrative for Column # 3</i> Legal (\$6000), consulatant services for land use and other planning activities requiring the services of an engineer, surveyor, etc (\$2000); planning projects/grant match for planning studies related to updating regulations, sections of the Town Plan , etc (\$5000); ESRI annual licensing (\$700); share of townwide Munismart/Laserfiche/IDS (\$3120) and share of townwide Network (\$2185).							
<i>Narrative for Column # 6</i> Legal (\$2995), consulatant services for land use and other planning activities requiring the services of an engineer, surveyor, etc (\$2000); planning projects/grant match for planning studies related to updating regulations, sections of the Town Plan , etc (\$5000); ESRI annual licensing (\$700); share of townwide Munismart/Laserfiche/IDS (\$3120) and share of townwide Network (\$2185).							
10-622-320-0000	EQUIP OPERATION/MAINT-OFFICE	501.33	650.00	650.00	650.00	650.00	650.00
<i>Narrative for Column # 3</i> Routine repairs to office equipment and annual lease agreement for copier/printer							

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10-622-322-0000	POSTAGE	771.99	650.00	650.00	650.00	650.00	650.00
10-622-323-0000	MATERIAL & SUPPLIES	1,377.54	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 3</i>							
Materials and printing for required notices, mailings for public meetings, and basic office supplies.							
<i>Narrative for Column # 6</i>							
Materials and printing for required notices, mailings for public meetings, and basic office supplies.							
10-622-324-0000	TELEPHONE	2,042.04	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00
<i>Narrative for Column # 3</i>							
Dept cost of system							
<i>Narrative for Column # 6</i>							
Dept cost of system							
10-622-325-0000	REFUNDS	0.00	50.00	0.00		0.00	0.00
10-622-330-0000	OFFICE EQUIPMENT	2,401.90	1,600.00	1,600.00	1,300.00	0.00	0.00
<i>Narrative for Column # 3</i>							
Laptop computer to support remote working for department and Emergency Management Operations activities. Purchase deferred from current FY							
<i>Narrative for Column # 5</i>							
execute in FYE 2021 laptop \$1,600							
<i>Narrative for Column # 6</i>							
execute in FYE 2021 laptop \$1,600							
10-622-418-0000	PROPERTY & LIABILITY INSURANCE	1,178.00	1,545.00	1,622.00	1,622.00	1,622.00	1,622.00
Planning & Development Total		425,563.39	461,594.95	440,392.00	433,637.00	437,005.00	464,060.00
Housing & Community Developmnt							
10-623-312-0000	ADVERTISING	0.00	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i>							
Notices for public meetings and events related to housing and economic development activities							
<i>Narrative for Column # 6</i>							
Notices for public meetings and events related to housing and economic development activities							
10-623-318-0000	CONTRACTED SERVICES	0.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
<i>Narrative for Column # 3</i>							
Professinal services, program costs and grant match oportuities to follow-up on economic development, housing and community development activities identified in updated Town Plan							
<i>Narrative for Column # 6</i>							
Professinal services, program costs and grant match oportuities to follow-up on economic development, housing and community development activities identified in updated Town Plan							

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Housing & Community Developmnt Total		0.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
Forest Management							
10-624-318-0000	Contracted Services	470.85	650.00	650.00	650.00	650.00	650.00
<i>Narrative for Column # 3</i>		Town forest annual sign and trails maintenance. Implementation of some recommendations in the new Town Forest Management Plan with use existing Conservatin Reserve Funds.					
<i>Narrative for Column # 6</i>		Town forest annual sign and trails maintenance. Implementation of some recommendations in the new Town Forest Management Plan with use existing Conservatin Reserve Funds.					
Forest Management Total		470.85	650.00	650.00	650.00	650.00	650.00
Historic Preservation							
10-625-311-0100	TRAVEL & MEETINGS-BOARD	0.00	265.00	265.00	265.00	265.00	265.00
<i>Narrative for Column # 3</i>		Historic Preservation Commission members required annual training and mileage; reflects annual increase					
<i>Narrative for Column # 6</i>		Historic Preservation Commission members required annual training and mileage; reflects annual increase					
10-625-312-0000	ADVERTISING	23.60	300.00	300.00	300.00	300.00	300.00
<i>Narrative for Column # 3</i>		Notices for public meetings, RFPs for projects					
<i>Narrative for Column # 6</i>		Notices for public meetings, RFPs for projects					
10-625-313-0000	Membership Dues	100.00	100.00	100.00	100.00	100.00	100.00
<i>Narrative for Column # 3</i>		National Alianace of Preservation Commissions provides useful imfomation to citizen commissions					
<i>Narrative for Column # 6</i>		National Alianace of Preservation Commissions provides useful imfomation to citizen commissions					
10-625-316-0000	GRANTS & APPROPRIATIONS	952.56	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00
<i>Narrative for Column # 3</i>		Town required match for state Histoirc Preservation Grant that the Town has used for over 20 years to accomplish a variety of historic preservatation educatoinal projects and documantation of histoirc properties. Town funds and in-kind services leverage 60% of the project costs.					
<i>Narrative for Column # 6</i>		Town required match for state Histoirc Preservation Grant that the Town has used for over 20 years to accomplish a variety of historic preservatation educatoinal projects and documantation of histoirc properties. Town funds and in-kind services leverage 60% of the project costs.					

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10-625-323-0000	Materials & Supplies	0.00	400.00	400.00	400.00	400.00	400.00
<i>Narrative for Column # 3</i>							
Constructon and installation of one Historic District sign per year							
<i>Narrative for Column # 6</i>							
Constructon and installation of one Historic District sign per year							
Historic Preservation Total		1,076.16	3,265.00	3,265.00	3,265.00	3,265.00	3,265.00
Energy							
10-626-311-0100	Travel & Meetings	145.00	565.00	565.00	565.00	565.00	565.00
<i>Narrative for Column # 3</i>							
7 members to attend annual statewide energy conference (\$245); 1 member to attend annual statewide renewable energy conference (\$320)							
<i>Narrative for Column # 6</i>							
7 members to attend annual statewide energy conference (\$245); 1 member to attend annual statewide renewable energy conference (\$320)							
10-626-312-0000	Advertising	0.00	320.00	320.00	320.00	320.00	320.00
<i>Narrative for Column # 3</i>							
Advertisements in local paper for 3 energy events/programs							
<i>Narrative for Column # 6</i>							
Advertisements in local paper for 3 energy events/programs							
10-626-318-0000	Contracted Services	2,191.99	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00
<i>Narrative for Column # 3</i>							
Consultant assistance to implement updated Town Plan Energy Chapter (3500); program support services for town projects and regional coordination from Vital Communities (\$500); speaker stipends related to educational programs(\$500)							
<i>Narrative for Column # 6</i>							
Consultant assistance to implement updated Town Plan Energy Chapter (3500); program support services for town projects and regional coordination from Vital Communities (\$500); speaker stipends related to educational programs(\$500)							
10-626-322-0000	Postage	0.00	150.00	150.00	150.00	150.00	150.00
<i>Narrative for Column # 3</i>							
Mailings for 8-10 energy events							
<i>Narrative for Column # 6</i>							
Mailings for 8-10 energy events							
10-626-323-0000	Materials & Supplies	359.57	670.00	670.00	670.00	670.00	670.00
<i>Narrative for Column # 3</i>							
Materials, supplies and venue fees for 8-10 events							
<i>Narrative for Column # 6</i>							

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Materials, supplies and venue fees for 8-10 events							
Energy Total		2,696.56	6,205.00	6,205.00	6,205.00	6,205.00	6,205.00
Resilience							
10-627-311-0100	Travel & Meetings	0.00	360.00	360.00	360.00	360.00	360.00
<i>Narrative for Column # 3</i>							
For Resilience Hartford town committee members to attend annual training							
<i>Narrative for Column # 6</i>							
For Resilience Hartford town committee members to attend annual training							
10-627-312-0000	Advertising	0.00	400.00	400.00	400.00	400.00	400.00
<i>Narrative for Column # 3</i>							
Notices for 5 program throughout the year							
<i>Narrative for Column # 6</i>							
Notices for 5 program throughout the year							
10-627-318-0000	Contracted Services	0.00	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i>							
Stipends to cover travel and time expenses for 5 program speakers providing educational programs for the community.							
<i>Narrative for Column # 6</i>							
Stipends to cover travel and time expenses for 5 program speakers providing educational programs for the community.							
10-627-323-0000	Materials & Supplies	59.63	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i>							
Materials, supplies and printing for programs							
<i>Narrative for Column # 6</i>							
Materials, supplies and printing for programs							
Resilience Total		59.63	1,760.00	1,760.00	1,760.00	1,760.00	1,760.00
Library Appropriations							
10-712-210-0500	TOWN FICA - W. HARTFORD LIBRAR	0.00	1,928.51	0.00	0.00	0.00	0.00
10-712-316-0100	APPROP - HARTFORD LIBRARY	104,500.00	104,500.00	0.00	104,500.00	104,500.00	104,500.00
10-712-316-0200	APPROP - QUECHEE LIBRARY	176,900.00	181,400.00	0.00	181,400.00	181,400.00	181,400.00
10-712-316-0300	APPROP - WILDER LIBRARY	29,427.00	29,500.00	0.00	29,500.00	29,500.00	29,500.00

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10-712-316-0500	APPROP - W. HARTFORD LIBRARY	43,189.91	46,341.00	0.00	46,341.00	46,341.00	46,341.00
<i>Narrative for Column # 5</i>							
requested 43825 consider funding at flat as with other libraries							
<i>Narrative for Column # 6</i>							
requested 43825 consider funding at flat as with other libraries							
Library Appropriations Total		354,016.91	363,669.51	0.00	361,741.00	361,741.00	361,741.00
Employee insurance costs							
10-811-225-0000	HRA expenses	261.62					
10-811-318-0500	EXCISE & OTHER TAXES	14,630.51					
Employee insurance costs Total		14,892.13	0.00	0.00	0.00	0.00	0.00
Miscellaneous(Small Items)							
10-815-300-0000	MISCELLANEOUS EXPENSES(SMAL	516.58					
Miscellaneous(Small Items) Total		516.58	0.00	0.00	0.00	0.00	0.00
County Judicial Services							
10-831-318-0000	CONTRACTED SERVICES	104,043.00	104,043.00	104,043.00	107,165.00	109,000.00	109,000.00
County Judicial Services Total		104,043.00	104,043.00	104,043.00	107,165.00	109,000.00	109,000.00
Bond Redemption							
10-912-542-0000	BOND INTEREST	-1,763.23					
10-912-542-0100	BOND PRINCIPAL	105,000.00					
10-912-542-0300	BOND INTEREST-QUECHEE BRIDGE	26,350.27	24,910.00	23,335.68	23,335.68	23,335.68	23,335.68
10-912-542-0301	BOND PRINCIPAL-QUECHEE BRIDGI	56,761.25	56,762.00	56,762.00	56,762.00	56,762.00	56,762.00
10-912-542-0400	BOND INTEREST-MAX/WH LIBRARY/	102,931.29	97,938.00	94,911.17	94,911.17	94,911.17	94,911.17
10-912-542-0401	BOND PRINCIPAL-MAX/WH LIBRARY	182,750.00	182,750.00	182,750.00	182,750.00	182,750.00	182,750.00
10-912-542-0500	BOND INTEREST-MUNICIPAL BUILDI	127,966.95	122,557.00	116,376.09	116,376.09	116,376.09	116,376.09
10-912-542-0501	BOND PRINCIPAL-MUNICIPAL BUILD	245,000.00	245,000.00	245,000.00	245,000.00	245,000.00	245,000.00
10-912-542-0900	BOND INTEREST-BARWOOD ARENA	70,990.59	66,989.00	64,918.73	64,918.73	64,918.73	64,918.73

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10-912-542-0901	BOND PRINCIPAL-BARWOOD AREN,	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
Bond Redemption Total		1,040,987.12	921,906.00	909,053.67	909,053.67	909,053.67	909,053.67
Transfers to Reserve/Other							
10-921-181-0100	Capital - Information Technology	0.00		0.00	0.00	20,000.00	20,000.00
<i>Narrative for Column # 5</i> \$20,000 annual deposit (\$41,678 switches for town hall and public safety use CAPITAL IMP fund) <i>Narrative for Column # 6</i> \$20,000 annual deposit (\$41,678 switches for town hall and public safety use CAPITAL IMP fund)							
10-921-211-0100	Capital - Police	0.00		0.00	0.00	16,500.00	107,126.00
<i>Narrative for Column # 5</i> formerly 10-211-331-0100. In-Car Dual Band radios (14,000) Police Facility Energy Eff Lighting /Ceiling tiles \$2500 (1of 4) <i>Narrative for Column # 6</i> increased from 16,500 to 107,126 formerly 10-211-331-0100. In-Car Dual Band radios (14,000) formerly 10-211-331-0000 2 patrol cars & equipment							
10-921-221-0100	Capital - Ambulance	0.00		0.00	0.00	0.00	5,000.00
<i>Narrative for Column # 6</i> mobile radio from 10-221-320-0100							
10-921-271-0100	Capital - Dispatch Needs	0.00		0.00	0.00	37,000.00	37,000.00
<i>Narrative for Column # 5</i> formerly 10-271-331-0100 - 911 console furniture replacement \$27k, Communications Center Flooring 10K, Communications Tower Lease \$31,254 FROM LOT FUNDS <i>Narrative for Column # 6</i> formerly 10-271-331-0100 - 911 console furniture replacement \$27k, Communications Center Flooring 10K, Communications Tower Lease \$31,254 FROM LOT FUNDS							
10-921-521-0100	TRANSFER OUT - PARKS & REC RE	0.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
<i>Narrative for Column # 3</i> \$30,000 into Parks Reserve for Capital Improvements and Replacment of aging playgrounds and other park amentities							
10-921-544-0221	TRANSFER - FIRE/AMB RESERVE	40,500.00	80,994.00	180,994.00	80,994.00	80,994.00	80,994.00
<i>Narrative for Column # 3</i> Transfer to Reserve Account:Vehicles (\$133494), SCBA (\$27500), PPE (\$20000)							
10-921-544-0321	TRANSFER - HIGHWAY RESERVE	0.00	225,000.00	225,000.00	225,000.00	225,000.00	225,000.00

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Narrative for Column # 3							
*VA Cutoff Bridge replacement start 2024 estimated town contribution will begin \$225k annual deposits through FYE 2025. In addition the \$170k for repurposing the fairview terrace funds							
Narrative for Column # 5							
deposit towards *VA cutoff bridge replacement work begin 2024 - fund for next 3 years							
Narrative for Column # 6							
deposit towards *VA cutoff bridge replacement work begin 2024 - fund for next 3 years. \$125k from UA and balance \$100k from tax rate							
10-921-544-0325	Transfer Out - Highway Equipment	0.00		200,000.00	0.00	200,000.00	270,000.00
Narrative for Column # 3							
sidewalk tractor							
Narrative for Column # 5							
sidewalk tractor							
Narrative for Column # 6							
increased form 200,000 to 270,000 sidewalk tractor \$200k, Admin Trk and H11 Plow Trk \$60k formerly 10-321-331-0000							
10-921-544-0361	TRANSFER-SOLID WASTE-CURBSID	197,312.50	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
10-921-544-0530	Transfer - WABA	0.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00
Narrative for Column # 3							
Transfer to reserve for future infastructure expense, maintenance and care of facility and equipment							
10-921-544-0611	TRANSFER - CONSERVATION COMM	3,000.00					
10-921-544-0627	TRANSFER - WRJ REVITALIZATION I	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Narrative for Column # 3							
Project implementation for planning, housing and ecomonic activities generated from marketing and branding plan, with focus on state Designated WRJ Downtown and Designated Village Centers.							
Transfers to Reserve/Other Total		245,812.50	625,994.00	925,994.00	625,994.00	899,494.00	1,065,120.00
Capital Expenditures							
10-924-421-0100	CAPITAL - BUGBEE SENIOR CENTE	0.00	107,819.43	107,819.43	0.00	0.00	0.00
10-924-622-7021	CAPITAL UPPER SYKES BIKE / PED I	0.00	50,000.00	0.00	50,000.00	0.00	0.00
Narrative for Column # 2							
UNASSIGNED FUND							
10-924-622-7027	CAPITAL RTE 5 BIKE / PED PROJEC	0.00	44,000.00	0.00	44,000.00	0.00	0.00
Narrative for Column # 2							
UNASSIGNED FUND							

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Capital Expenditures Total	0.00	201,819.43	107,819.43	94,000.00	0.00	0.00
General Fund Total	15,358,852.33	17,609,829.55	17,118,430.20	17,620,689.67	17,566,975.40	17,640,520.73
Grand Total:	15,358,852.33	17,609,829.55	17,118,430.20	17,620,689.67	17,566,975.40	17,640,520.73



AGENDA MEMORANDUM
December 29, 2020
Town Selectboard Meeting Item: xx
Submitted by:
John MacLean Interim Town Manager
Gail Ostrout, Director of Finance

Subject: FYE 22 Fund 30 Solid Waste Fund Budget Adoption

Background: Based on the Selectboard's budget workshops and final wrap up session on December 15, 2020, the final FYE 22 Solid Waste Fund will be considered for approval.

Discussion: If approved by the Selectboard, the FYE 22 budget will be considered by the voters at the March 2, 2021 Town Meeting.

**Financial
Impact:**

As of December 29, 2020 the FYE 22 is proposed as follows:

Total Expenses: \$952,807

Total Revenues: \$881,354*

*Revenue includes \$250,000 from General Fund

Recommendation

Motion: I move adoption of the Solid Waste Fund Budget FYE 22 Budget as presented December 29, 2020 totaling \$952,807 in Expenses, to be funded with \$881,354 of Revenues.

John MacLean, Interim Town Manager

Gail Ostrout, Finance Director

Town of Hartford

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Solid Waste Fund							
Solid waste management revenue							
30-310-100-0000	COMMERCIAL HAULERS-TIP FEE	16,502.37		0.00		0.00	0.00
30-310-100-0200	COMMERCIAL HAULERS - PERMITS	2,250.00	6,600.00	6,600.00	6,600.00	6,600.00	6,600.00
<i>Narrative for Column # 3</i> 132 customers at \$50 each = \$6600							
30-310-200-0000	COUPON SALES-HARTFORD	119,440.15	175,680.00	134,850.00	134,850.00	134,850.00	134,850.00
<i>Narrative for Column # 3</i> 31000 @ \$4.35 each							
30-310-200-0100	COUPON SALES-GUVSWD	89,935.00	149,143.50	149,143.50	149,143.50	149,143.50	149,143.50
<i>Narrative for Column # 3</i> 30130 coupons at \$4.95 each							
30-310-200-0200	RESIDENTIAL PERMITS	73,873.00	97,860.00	97,860.00	97,860.00	97,860.00	97,860.00
<i>Narrative for Column # 3</i> 3262 residential permits at \$30 each							
Solid waste management revenue Total		302,000.52	429,283.50	388,453.50	388,453.50	388,453.50	388,453.50
Recycling Revenues							
30-320-100-0000	RECYCLED MATERIALS/NE WASTE	4,244.72	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00
<i>Narrative for Column # 3</i> annual estimated average revenues from NEWS							
30-320-200-0000	RECYCLED MATERIALS/OTHER	42,303.86	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
<i>Narrative for Column # 3</i> estimated revenues from NRRA for recycled materials (scrap steel, aluminum cans)							
30-320-400-0000	RECYCLED - HHW COLLECTIONS	8,503.45	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
<i>Narrative for Column # 3</i> monies collected from residents for freon and propane cylinders							
Recycling Revenues Total		55,052.03	70,000.00	70,000.00	70,000.00	70,000.00	70,000.00
Other Revenues							

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30-330-100-0000	RENTAL - RECYCLING CENTER	20,250.00	17,400.00	17,400.00	17,400.00	17,400.00	17,400.00
	<i>Narrative for Column # 3</i>						
	\$750/months for redemption center and \$700/month for solar lease						
30-330-300-0000	WASTE ORDINANCE FEE	106,936.78	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
	<i>Narrative for Column # 3</i>						
	Waste Ordinance fee of \$15 per ton from commercial haulers greater than 10 ton/year						
30-330-300-0100	WASTE ORDINANCE PERMITS	380.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 3</i>						
	Commercial hauler license application fee to operate in the TOH per waste mgmt ord						
Other Revenues Total		127,566.78	143,400.00	143,400.00	143,400.00	143,400.00	143,400.00
General Operations							
30-340-200-0000	REIMBURSEMENTS	208.00	500.00	500.00	500.00	500.00	500.00
	<i>Narrative for Column # 3</i>						
	Green up day reimbursement from general fund (planning and development)						
30-340-300-0100	TRANSFER FROM GENERAL FUND	197,312.50	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
	<i>Narrative for Column # 3</i>						
	trf from general fund to SW to cover curbside recycling and trash pick up						
30-340-300-0200	TRANSFER FROM CLOSURE FUND	0.00	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
	<i>Narrative for Column # 3</i>						
	Trf to assist with increasingly stringent groundwater testing						
30-340-400-0000	INTERGOVERNMENTAL REVENUES	0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
	<i>Narrative for Column # 3</i>						
	State grant to assist with required HHW events						
30-340-700-0000	MISCELLANEOUS	2,158.15	0.00				
General Operations Total		199,678.65	279,500.00	279,500.00	279,500.00	279,500.00	279,500.00
Solid Waste Fund Total		684,297.98	922,183.50	881,353.50	881,353.50	881,353.50	881,353.50
Grand Total:		684,297.98	922,183.50	881,353.50	881,353.50	881,353.50	881,353.50

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Solid Waste Fund							
Employee insurance costs							
30-811-323-0301	SAFETY WELLNESS - EQUIPMENT	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Narrative for Column # 3							
Safety equipment for employees as needed.							
Employee insurance costs Total		0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Curbside collection							
30-931-318-0000	CONTRACTED SERVICES	246,219.59	250,000.00	275,000.00	275,000.00	275,000.00	275,000.00
Narrative for Column # 3							
Curbside collection increase projected by casella							
Curbside collection Total		246,219.59	250,000.00	275,000.00	275,000.00	275,000.00	275,000.00
Recycling center							
30-971-101-0000	SALARIES	50,237.13	59,958.91	47,669.44	47,669.00	47,669.44	47,669.44
Narrative for Column # 3							
0% increase from FY21							
30-971-120-0000	OVERTIME	1,180.32	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
30-971-210-0000	TOWN FICA	3,744.68	4,586.86	3,646.71	3,647.00	3,646.71	3,646.71
Narrative for Column # 3							
7.65% increase from FY21							
30-971-220-0000	HEALTH INSURANCE	16,028.22	17,355.50	1,000.00	1,000.00	1,000.00	1,000.00
30-971-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,443.61	-2,603.33	-150.00	-150.00	-150.00	-150.00
30-971-225-0000	HRA/CHOICECARE CARD	2,845.02	2,900.00	0.00		0.00	0.00
30-971-230-0000	DENTAL	848.28	840.00	478.00	478.00	478.00	478.00
Narrative for Column # 3							
3% increase from FY21							
30-971-240-0000	LIFE INSURANCE	195.06	254.41	254.00	254.00	254.00	254.00
Narrative for Column # 3							
0% increase from FY21							

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
30-971-250-0000	WORKERS COMP	8,826.00	8,925.00	8,925.00	8,925.00	8,925.00	8,925.00
	<i>Narrative for Column # 3</i>						
	0% increase form FY21						
30-971-260-0000	RETIREMENT	3,603.47	3,251.31	2,383.47	2,383.00	2,383.47	2,383.47
	<i>Narrative for Column # 3</i>						
	7% increase from FY21						
30-971-270-0000	AD&D	5.28	10.30	10.30	10.00	10.30	10.30
	<i>Narrative for Column # 3</i>						
	0% increase						
30-971-311-0000	TRAVEL & MEETINGS	0.00	500.00	500.00	500.00	500.00	500.00
	<i>Narrative for Column # 3</i>						
	Funds allocated to cover costs associated with meetings, seminars, mileage, etc.						
30-971-312-0000	ADVERTISING	67.36	250.00	250.00	250.00	250.00	250.00
	<i>Narrative for Column # 3</i>						
	Advertising for facility closings, holidays, help wanted, etc.						
30-971-313-0000	MEMBERSHIP DUES	696.64	700.00	700.00	700.00	700.00	700.00
	<i>Narrative for Column # 3</i>						
	Annual membership fee to NRRA						
30-971-315-0000	RECRUITMENT & TRAINING	160.00	300.00	0.00		0.00	0.00
30-971-315-0100	PUBLIC EDUCATION	1,310.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
	<i>Narrative for Column # 3</i>						
	For SWIP required items, outreach for disposal rules, ACT148, SWIP reporting						
30-971-318-0000	CONTRACTED SERVICES	35,663.75	39,000.00	44,000.00	44,000.00	44,000.00	44,000.00
	<i>Narrative for Column # 3</i>						
	Materials transfer (150 hauls x \$90/haul) \$13,500, alarm \$1500, tire disposal 10k, freon \$7k, scrap haul \$7k, food waste \$5k						
30-971-318-0100	CONTRACTED SERVICES - HHW	18,611.31	20,000.00	40,000.00	40,000.00	40,000.00	40,000.00
	<i>Narrative for Column # 3</i>						
	4 events required - this expense based on ability to partner with other districts						
30-971-319-0000	EQUIPMENT OPERATION-GAS	0.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00

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Narrative for Column # 3							
Diesel for loader - approx. 600 gallons per year							
30-971-320-0300	EQUIP OPERATION/MAINT GENERAL	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Narrative for Column # 3							
General maintenance of compactors, replacement of belts, containers,							
30-971-321-0100	REPAIRS & MAINT-BUILDING	463.06	1,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Narrative for Column # 3							
Funds to address VLCT safety issues, general repairs							
30-971-321-0200	REPAIRS & MAINT - GROUNDS	0.00	1,000.00	19,000.00	19,000.00	19,000.00	19,000.00
Narrative for Column # 3							
Purchase of materials to facilitate general maintenance - make repairs and safety improvements as recommended by VLCT							
30-971-323-0000	MATERIAL & SUPPLIES	11.88					
30-971-324-0000	TELEPHONE	558.60	700.00	1,000.00	1,000.00	1,000.00	1,000.00
Narrative for Column # 3							
Phone upgrades, fax, alarm fixes							
30-971-326-0000	UNIFORMS-PURCHASE/LEASE/CLEARANCE	572.41	1,000.00	600.00	600.00	600.00	600.00
Narrative for Column # 3							
Increase to cover new employee required							
30-971-327-0000	BUILDING HEAT	2,634.35	5,120.00	5,820.00	5,820.00	5,820.00	5,820.00
Narrative for Column # 3							
2000 gallons at \$2.21/gal, redemption building \$700, waste oil burner service \$700							
30-971-328-0000	WATER	58.62	200.00	200.00	200.00	200.00	200.00
Narrative for Column # 3							
split between transfer and administrative							
30-971-329-0000	ELECTRICITY	6,664.35	6,180.00	6,365.40	6,365.00	6,365.40	6,365.40
Narrative for Column # 3							
Projected 3% increase							
30-971-330-0000	OFFICE EQUIPMENT	0.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
Narrative for Column # 3							
Office Equipment							

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30-971-543-0000	CAPITAL OUTLAY	2,746.90					
Recycling center Total		155,289.08	182,128.96	203,352.32	203,351.00	203,352.32	203,352.32
Construction & demollition							
30-973-318-0000	CONTRACTED SERVICES	23,832.66	65,734.46	0.00		0.00	0.00
<i>Narrative for Column # 2</i>							
FY21 \$65,734; FY22 \$117,133; FY23 \$117,133							
30-973-318-0100	LANDFILL CLOSURE EXPENSE	-10,558.00	23,000.00	25,000.00	25,000.00	25,000.00	25,000.00
<i>Narrative for Column # 3</i>							
\$10k in water sampling, reports, annual inspection, \$15k in lab costs (for PFAS) paid in closure account							
30-973-320-0100	EQUIP MAINTENANCE-SCALES	235.00					
30-973-323-0000	MATERIAL & SUPPLIES	74.99	100.00	200.00	200.00	200.00	200.00
<i>Narrative for Column # 3</i>							
Materials and supplies for the scale house							
30-973-324-0000	TELEPHONE	0.00	500.00	500.00	500.00	500.00	500.00
Construction & demollition Total		13,584.65	89,334.46	25,700.00	25,700.00	25,700.00	25,700.00
Transfer Station							
30-974-101-0000	SALARIES	24,794.03	48,527.48	48,659.52	48,660.00	48,659.52	48,659.52
<i>Narrative for Column # 3</i>							
0% increase from FY21							
30-974-120-0000	OVERTIME	2,283.24	100.00	100.00	100.00	100.00	100.00
30-974-210-0000	TOWN FICA	2,206.42	3,712.35	3,735.18	3,735.00	3,735.18	3,735.18
<i>Narrative for Column # 3</i>							
7.65% increase from FY21							
30-974-220-0000	HEALTH INSURANCE	740.39	8,770.45	7,128.95	7,129.00	7,128.95	7,128.95
30-974-220-0100	HEALTH INS(EMPLOYEE SHARE)	0.00	-1,315.57	-1,258.05	-1,258.00	-1,258.05	-1,258.05
30-974-225-0000	HRA/CHOICECARE CARD	0.00	1,475.00	1,525.00	1,525.00	1,855.00	1,855.00
30-974-230-0000	DENTAL	111.57	464.00	478.00	478.00	478.00	478.00

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<i>Narrative for Column # 3</i> 3% increase from FY21						
30-974-240-0000 LIFE INSURANCE	37.86	254.41	254.00	254.00	254.00	254.00
<i>Narrative for Column # 3</i> 0% increase from FY21						
30-974-250-0000 WORKERS COMP	8,326.00	6,825.00	7,694.48	6,825.00	7,694.48	7,694.48
<i>Narrative for Column # 3</i> 0% increase						
30-974-260-0000 RETIREMENT	848.84	2,364.54	2,383.47	2,383.00	2,383.47	2,383.47
<i>Narrative for Column # 3</i> 7% increase from FY21						
30-974-270-0000 AD&D	0.72	10.30	10.30	10.00	10.30	10.30
<i>Narrative for Column # 3</i> 0% increase						
30-974-312-0000 ADVERTISING	0.00	250.00	250.00	250.00	250.00	250.00
<i>Narrative for Column # 3</i> Funds to provide advertising for facility closings, holidays, Household Hazardous Waste, and act 148						
30-974-313-0200 WASTE GENERATION FEE	170.66	400.00	400.00	400.00	400.00	400.00
<i>Narrative for Column # 3</i> Commercial Municipal Solid Waste hauler pass through fee \$23/ton paid by town to GUVWSMD						
30-974-316-0000 GRANTS/APPROP/ST.TAXES	5,287.59	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
<i>Narrative for Column # 3</i> Taxes paid on Municipal Solid Waste \$6/ton at 1200 tons						
30-974-317-0000 PERMITS & LICENSES	275.00	350.00	350.00	350.00	350.00	350.00
<i>Narrative for Column # 3</i> 6 weighmaster licenses - 6 ea @ \$25 and \$200 scale licensing fee						
30-974-318-0000 CONTRACTED SERVICES	89,654.94	104,820.00	106,020.00	106,020.00	106,020.00	106,020.00
<i>Narrative for Column # 3</i> Municipal solid waste transfer \$95/haul x 156 hauls = \$14,820, \$76 x 1200 = \$91200						

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30-974-320-0000	EQUIP OPERATION/MAINT-OFFICE	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> Maintenance for scales shared with 973							
30-974-320-0100	EQUIP MAINTENANCE-SCALE	2,239.00	1,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i> Operation and maintenance costs for one Municipal Solid Waste compactor motor, containers, and misc. equipment -							
30-974-320-0300	EQUIP OPERATION/MAINT GENERAI	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> General equipment maintenance (loader) shared with 971							
30-974-323-0000	MATERIAL & SUPPLIES	2,271.60	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
<i>Narrative for Column # 3</i> Funding for supplies, computer, stickers, and coupons (\$3800)							
30-974-326-0000	UNIFORMS-PURCHASE/LEASE/CLE/	243.88	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00
<i>Narrative for Column # 3</i> Uniforms (\$500), coats (\$200), boot allowance (\$600)							
30-974-328-0000	WATER	27.59	100.00	100.00	100.00	100.00	100.00
Transfer Station Total		139,519.33	192,607.96	197,330.85	196,461.00	197,660.85	197,660.85
Solid waste administration							
30-975-101-0000	SALARIES	97,956.06	137,615.64	139,878.71	139,879.00	139,878.71	139,878.71
<i>Narrative for Column # 3</i> 0% increase from FY21							
30-975-120-0000	OVERTIME	1,542.84					
30-975-210-0000	TOWN FICA	7,314.78	10,527.60	10,700.72	10,701.00	10,700.72	10,700.72
<i>Narrative for Column # 3</i> 7.65% increase from FY21							
30-975-220-0000	HEALTH INSURANCE	27,842.80	43,252.42	55,918.47	55,918.00	55,918.47	55,918.47
30-975-220-0100	HEALTH INS(EMPLOYEE SHARE)	-4,171.32	-6,298.89	-8,925.60	-8,926.00	-8,925.60	-8,925.60
30-975-225-0000	HRA/CHOICECARE CARD	4,531.22	6,873.00	7,050.75	7,051.00	8,306.85	8,306.85

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30-975-230-0000	DENTAL	1,631.90	2,978.40	2,312.38	2,312.00	2,312.38	2,312.38
Narrative for Column # 3 3% increase from FY21							
30-975-240-0000	LIFE INSURANCE	455.64	571.02	620.04	620.00	620.04	620.04
Narrative for Column # 3 0% increase from FY21							
30-975-250-0000	WORKERS COMP	16,561.50	7,875.00	10,372.27	7,875.00	10,372.27	10,372.27
Narrative for Column # 3 0% increase from FY21							
30-975-260-0000	RETIREMENT	8,059.65	11,009.25	11,190.30	11,190.00	11,190.30	11,190.30
Narrative for Column # 3 7% increase from FY21							
30-975-270-0000	AD&D	11.73	24.41	23.54	24.00	23.54	23.54
Narrative for Column # 3 0% increase							
30-975-311-0000	TRAVEL & MEETINGS	0.00	500.00	0.00		0.00	0.00
30-975-318-0000	CONTRACTED SERVICES	3,809.75	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00
Narrative for Column # 3 Copier Servicing \$800 and waste management fee for auditor \$2000							
30-975-318-0100	CONTRACT SERVICE MEDICAL LOS	0.00	500.00	0.00		0.00	0.00
30-975-318-0200	CONTRACTED SERVICES - LEGAL	890.00	500.00	500.00	500.00	500.00	500.00
Narrative for Column # 3 For legal services							
30-975-322-0000	POSTAGE	383.16	600.00	600.00	600.00	600.00	600.00
Narrative for Column # 3 Cost of monthly billings, magnets, and misc. mailings							
30-975-323-0000	MATERIAL & SUPPLIES	625.89	800.00	800.00	800.00	800.00	800.00
Narrative for Column # 3 Paper products and cleaning supplies							

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30-975-324-0000	TELEPHONE	1,051.80	900.00	900.00	900.00	900.00	900.00
<i>Narrative for Column # 3</i>							
Phone expenses							
30-975-328-0000	WATER	74.97	100.00	100.00	100.00	100.00	100.00
<i>Narrative for Column # 3</i>							
Shared costs of potable water							
30-975-329-0000	ELECTRICITY	192.69		0.00		0.00	0.00
30-975-330-0000	OFFICE EQUIPMENT	0.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
30-975-418-0000	PROPERTY & LIABILITY INS	8,984.00	10,549.26	10,867.00	10,867.00	10,867.00	10,867.00
30-975-418-0100	RETIREE HEALTH INSURANCE	2,217.59	4,382.00	1,591.51	1,592.00	1,628.61	1,628.61
Solid waste administration Total		179,966.65	237,559.11	248,800.09	246,303.00	250,093.29	250,093.29
Solid Waste Fund Total		734,579.30	952,630.49	951,183.26	947,815.00	952,806.46	952,806.46
Grand Total:		734,579.30	952,630.49	951,183.26	947,815.00	952,806.46	952,806.46



AGENDA MEMORANDUM
December 29, 2020
Town Selectboard Meeting Item: xx
Submitted by:
John MacLean Interim Town Manager
Gail Ostrout, Director of Finance

Subject: FYE 22 Fund 50 White River Water Fund Budget Adoption

Background: Based on the Selectboard's budget workshops and final wrap up session on December 15, 2020, the final FYE 22 White River Water fund will be considered for approval.

Discussion: If approved by the Selectboard, the FYE 22 budget will be considered by the voters at the March 2, 2021 Town Meeting.

Financial

Impact: As of December 29, 2020 the FYE 22 is proposed as follows:
Total Expenses: \$1,133,421
Total Revenues: \$1,169,773

The proposed budget as presented will require 11% rate increase \$0.23

2021 Rate = \$2.08

2022 Rate = \$2.31

Recommendation

Motion: I move adoption of the White River Water Fund Budget FYE 22 Budget as presented December 29, 2020 totaling \$1,133,421 in Expenses, to be funded with \$1,169,773 of Revenues.

John MacLean, Interim Town Manager

Gail Ostrout, Finance Director

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Water Fund							
Charges for Services							
50-510-100-0000	WATER REVENUE-WHITE RIVER	521,308.48	530,250.00	0.00	588,577.00	0.00	588,577.00
<i>Narrative for Column # 4</i> reflects a 11% increase ro cover minimum operating costs & account for transfer from reserves last year							
50-510-200-0000	WATER REVENUE-WILDER	367,248.40	382,790.00	0.00	463,175.90	0.00	463,175.90
<i>Narrative for Column # 4</i> reflects a 11% increase ro cover minimum operating costs & account for transfer from reserves last year							
50-510-300-0000	WATER REVENUE-HARTFORD	86,837.30	91,910.00	0.00	102,020.10	0.00	102,020.10
<i>Narrative for Column # 4</i> reflects a 11% increase ro cover minimum operating costs & account for transfer from reserves last year							
Charges for Services Total		975,394.18	1,004,950.00	0.00	1,153,773.00	0.00	1,153,773.00
Connections/other							
50-520-100-0000	CONNECTIONS	9,214.08	8,000.00	0.00	8,000.00	0.00	8,000.00
50-520-200-0000	TURN ON FEES	6,567.50	6,000.00	0.00	6,000.00	0.00	6,000.00
50-520-300-0000	LATE CHARGES/INTEREST	2,597.15	2,000.00	0.00	2,000.00	0.00	2,000.00
Connections/other Total		18,378.73	16,000.00	0.00	16,000.00	0.00	16,000.00
General Operations							
50-540-300-0100	TRANSFER FROM RESERVE FUNDS	0.00	146,881.22				
General Operations Total		0.00	146,881.22	0.00	0.00	0.00	0.00
Water Fund Total		993,772.91	1,167,831.22	0.00	1,169,773.00	0.00	1,169,773.00
Grand Total:		993,772.91	1,167,831.22	0.00	1,169,773.00	0.00	1,169,773.00

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Water Fund						
Employee insurance costs						
50-811-323-0301 SAFETY WELLNESS - EQUIPMENT	0.00	3,360.00	3,360.00	3,360.00	3,360.00	3,360.00
Narrative for Column # 3 VLCT Safety Grant						
Employee insurance costs Total	0.00	3,360.00	3,360.00	3,360.00	3,360.00	3,360.00
Water - Wilder well & treatmnt						
50-952-318-0000 CONTRACTED SERVICES	7,808.79	88,000.00	103,000.00	103,000.00	103,000.00	103,000.00
Narrative for Column # 3 Misc (\$1000), filter media 2 of 6 (\$80k), Scada (\$3k), generator services (\$1k), meter calibration (\$3k) (\$15k) replace corroded main in vault						
50-952-321-0100 REPAIRS & MAINT-BUILDING	1,263.04	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Narrative for Column # 3 Misc. Building Repairs						
50-952-323-0000 MATERIAL & SUPPLIES	5,213.65	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Narrative for Column # 3 misc. supplies/replacement materials, chlorinator equipement, 3 year average						
50-952-324-0000 TELEPHONE	4,244.50	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
Narrative for Column # 3 plant telephone and internet SCADA, pager VA tank and Hemlock Tank						
50-952-327-0000 BUILDING HEAT	4,125.65	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Narrative for Column # 3 propane for heat and emergency generator EST 2,500 gallons						
50-952-329-0000 ELECTRICITY	54,456.74	64,000.00	65,920.00	65,920.00	65,920.00	65,920.00
Narrative for Column # 3 electrical service at the wells and treatment plants						
50-952-331-0000 DEPARTMENT EQUIPMENT	972.43	4,000.00	11,000.00	11,000.00	11,000.00	11,000.00
Narrative for Column # 3 misc. equipment at well (\$1,000), (\$5k) replace at chlorine analyzer, (\$5k) replace spectrophotometer						
50-952-340-0000 CHEMICALS	14,914.82	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00

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<i>Narrative for Column # 3</i>						
11,000 gallons of sodium hydrochlorite, and chemicals used in treatment process						
Water - Wilder well & treatmnt Total	92,999.62	189,500.00	213,420.00	213,420.00	213,420.00	213,420.00
Distribution system						
50-954-101-0000 SALARIES	198,956.47	196,326.32	196,326.32	196,326.00	196,326.32	196,326.32
<i>Narrative for Column # 3</i>						
0% increase from FY21						
50-954-120-0000 OVERTIME	21,181.07	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00
50-954-210-0000 TOWN FICA	16,984.53	15,018.96	16,167.91	16,168.00	16,167.91	16,167.91
<i>Narrative for Column # 3</i>						
7.65% increase from FY21						
50-954-220-0000 HEALTH INSURANCE	46,449.03	58,911.78	58,911.78	58,912.00	58,911.78	58,911.78
50-954-220-0100 HEALTH INS(EMPLOYEE SHARE)	-5,954.85	-8,411.89	-8,411.89	-8,412.00	-8,411.89	-8,411.89
50-954-225-0000 HRA/CHOICECARE CARD	6,590.90	7,395.00	7,395.00	7,395.00	10,514.00	10,514.00
50-954-230-0000 DENTAL	5,617.34	4,748.71	4,891.17	4,891.00	4,891.17	4,891.17
<i>Narrative for Column # 3</i>						
3% increase from FY21						
50-954-240-0000 LIFE INSURANCE	944.28	864.99	864.99	865.00	864.99	864.99
<i>Narrative for Column # 3</i>						
0% increase from FY21						
50-954-250-0000 WORKERS COMP	29,450.00	24,150.00	24,150.00	24,150.00	24,150.00	24,150.00
<i>Narrative for Column # 3</i>						
0% increase from FY21						
50-954-260-0000 RETIREMENT	16,040.90	14,542.83	15,560.83	15,561.00	15,560.83	15,560.83
<i>Narrative for Column # 3</i>						
7% increase from FY21						
50-954-270-0000 AD&D	24.51	35.02	35.02	35.00	35.02	35.02
<i>Narrative for Column # 3</i>						
0% increase						

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
50-954-311-0000	TRAVEL & MEETINGS	0.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 3</i> funding cost associated with meetings, seminars, mileage, meals, etc. Includes \$1k for public relations/education							
50-954-313-0000	MEMBERSHIP DUES	285.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> annual dues and memberships in professional associations							
50-954-315-0000	RECRUITMENT & TRAINING	286.25	2,700.00	2,700.00	2,700.00	2,700.00	2,700.00
<i>Narrative for Column # 3</i> funding for costs of advertising, testing, etc. New employees and advanced training							
50-954-318-0000	CONTRACTED SERVICES	4,953.98	13,400.00	13,400.00	13,400.00	13,400.00	13,400.00
<i>Narrative for Column # 3</i> Fed/State tests (\$3100) easements/leases (\$1k), consultant (\$3k), water quality report (\$1300), Hydrant painting (\$5k)							
50-954-319-0000	EQUIPMENT OPERATION-GAS	4,213.14	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<i>Narrative for Column # 3</i> estimated 500 gallons of diesel and 3500 gallons of gas							
50-954-320-0200	EQUIP OPERATION - JOURNAL	0.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
<i>Narrative for Column # 3</i> funds to cover fees charged to utilize other departments equipment							
50-954-321-0000	REPAIRS & MAINT-VEHICLES	1,545.83	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
<i>Narrative for Column # 3</i> general maint of vehicles tires, oil, filters.additional repairs to backhoe, repair backhoe cylinder							
50-954-321-0100	REPAIRS & MAINT-BUILDING	874.19	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> misc. repairs to Campbell pump station							
50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR	20,066.95	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
<i>Narrative for Column # 3</i> up \$2k from last year due to pricve increase on brass and copper. General repairs to distribution system							
50-954-323-0000	MATERIAL & SUPPLIES	25,302.54	50,000.00	30,000.00	30,000.00	30,000.00	30,000.00
<i>Narrative for Column # 3</i>							

		1 2020 Actual	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
		As of June					
meters, general maintenance							
50-954-324-0000	TELEPHONE	770.02					
50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEA	2,898.29	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Narrative for Column # 3							
cost of providing lease uniforms to employees (\$2400) boots (\$600) Jackets (\$300)							
50-954-329-0000	ELECTRICITY	1,746.67	2,600.00	2,678.00	2,678.00	2,678.00	2,678.00
Narrative for Column # 3							
Power for telemetry vaults for Hemlock Ridge, VA, and Campbell pump station							
50-954-331-0000	DEPARTMENT EQUIPMENT	88.02	4,000.00	14,000.00	14,000.00	14,000.00	14,000.00
Narrative for Column # 3							
Tools (\$1k), safety gear (\$1k) and misc. equipment (\$2k), replace uninspectable admin truck \$10k							
50-954-331-0100	DEPT EQUIP-CAPITAL RESERVE	0.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Narrative for Column # 3							
Annual contribution to capital reserve to fund capital plan							
50-954-418-0100	RETIREE HEALTH INSURANCE	9,031.26	4,382.00	4,382.00	4,382.00	4,382.00	4,382.00
50-954-542-0100	DEBT SERVICE-INTEREST	-2,439.80	11,224.00	8,250.45	8,250.45	8,250.45	8,250.45
50-954-542-0101	DEBT SERVICE-PRINCIPAL	0.00	146,481.00	155,401.00	155,401.00	155,401.00	155,401.00
50-954-542-0102	DEBT ADMIN FEE - WILDER WELL	-366.20	22,448.00	16,500.90	16,500.90	16,500.90	16,500.90
50-954-543-0000	CAPITAL OUTLAY	-19,995.00	165,000.00	0.00		0.00	0.00
Distribution system Total		385,545.32	829,316.72	656,703.48	656,703.35	659,822.48	659,822.48
Water - Administration							
50-955-101-0000	SALARIES	79,236.14	72,431.82	72,431.82	72,432.00	72,431.82	72,431.82
Narrative for Column # 3							
0% increase from FY21							
50-955-210-0000	TOWN FICA	5,243.82	5,541.03	5,964.92	5,965.00	5,964.92	5,964.92
Narrative for Column # 3							
7.65% increase from FY21							

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50-955-220-0000	HEALTH INSURANCE	16,340.80	17,171.49	17,171.49	17,171.00	17,171.49	17,171.49
50-955-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,427.58	-2,575.72	-2,575.72	-2,576.00	-2,575.72	-2,575.72
50-955-225-0000	HRA/CHOICECARE CARD	1,618.16	2,083.75	2,083.75	2,084.00	2,541.13	2,541.13
50-955-230-0000	DENTAL	1,096.68	1,091.43	1,124.17	1,124.00	1,124.17	1,124.17
Narrative for Column # 3 3% increase from FY21							
50-955-240-0000	LIFE INSURANCE	278.99	245.99	245.99	246.00	245.99	245.99
Narrative for Column # 3 0% increase from FY21							
50-955-250-0000	WORKERS COMP	5,194.00	3,150.00	3,150.00	3,150.00	3,150.00	3,150.00
Narrative for Column # 3 0% increase from FY21							
50-955-260-0000	RETIREMENT	5,610.25	5,794.55	6,200.17	6,200.00	6,200.17	6,200.17
Narrative for Column # 3 7% increase from FY21							
50-955-270-0000	AD&D	8.28	10.04	10.04	10.00	10.04	10.04
Narrative for Column # 3 0% increase							
50-955-311-0000	TRAVEL & MEETINGS	256.05	500.00	500.00	500.00	500.00	500.00
Narrative for Column # 3 cost associated with AWWA, NEWWA, and GMWEA							
50-955-312-0000	ADVERTISING	40.90	500.00	500.00	500.00	500.00	500.00
Narrative for Column # 3 funding for public notice							
50-955-313-0000	MEMBERSHIP DUES	433.25	400.00	400.00	400.00	400.00	400.00
Narrative for Column # 3 dues and memberships associated with organizations noted above							
50-955-314-0000	BOOKS & PERIODICALS	0.00	200.00	200.00	200.00	200.00	200.00
Narrative for Column # 3							

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	new rules, regulations, technology						
50-955-315-0000	RECRUITMENT & TRAINING	0.00	500.00	500.00	500.00	500.00	500.00
	<i>Narrative for Column # 3</i>						
	misc. costs associated with recruitment, based on historical need						
50-955-317-0000	PERMITS & LICENSES	13,382.12	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
	<i>Narrative for Column # 3</i>						
	covers cost of state permit fees, histoical average						
50-955-318-0000	CONTRACTED SERVICES	3,332.94	6,900.00	6,900.00	6,900.00	6,900.00	6,900.00
	<i>Narrative for Column # 3</i>						
	DPW internet, misc legal rep, billing equpi maintenance, munismart maintenance, telematics						
50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE	556.45	250.00	250.00	250.00	250.00	250.00
	<i>Narrative for Column # 3</i>						
	maintenance of all office equipment						
50-955-321-0100	REPAIRS & MAINT - BUILDING	0.00	250.00	250.00	250.00	250.00	250.00
	<i>Narrative for Column # 3</i>						
	building upkeep						
50-955-322-0000	POSTAGE	2,943.43	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00
	<i>Narrative for Column # 3</i>						
	bills and general correspondence, mandatory consumer confidence reports, 1/4 of mail machine						
50-955-323-0000	MATERIAL & SUPPLIES	1,322.18	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 3</i>						
	office supplies						
50-955-324-0000	TELEPHONE	498.98	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 3</i>						
	department cell service						
50-955-330-0000	OFFICE EQUIPMENT	116.60	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	<i>Narrative for Column # 3</i>						
	1/4 of software shares, up to replace Chris plotbase, TV in conference room						
50-955-331-0000	DEPARTMENT EQUIPMENT	0.00	800.00	800.00	800.00	800.00	800.00

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Narrative for Column # 3 misc. equipment							
50-955-418-0000	PROPERTY & LIABILITY INS	13,461.00	12,972.85	13,622.00	13,622.00	13,622.00	13,622.00
50-955-418-0100	RETIREE HEALTH INSURANCE	4,685.49	3,790.76	3,790.76	3,791.00	5,431.95	5,431.95
50-955-544-0000	CAPITAL RESERVE TRANSFER	0.00		100,000.00	100,000.00	100,000.00	100,000.00
Water - Administration Total		153,228.93	153,207.99	254,719.39	254,719.00	256,817.96	256,817.96
Water Fund Total		631,773.87	1,175,384.71	1,128,202.87	1,128,202.35	1,133,420.44	1,133,420.44
Grand Total:		631,773.87	1,175,384.71	1,128,202.87	1,128,202.35	1,133,420.44	1,133,420.44



AGENDA MEMORANDUM

December 29, 2020

Town Selectboard Meeting Item: xx

Submitted by:

John MacLean Interim Town Manager

Gail Ostrout, Director of Finance

Subject: FYE 22 Fund 55 Quechee Water Fund Budget Adoption

Background: Based on the Selectboard's budget workshops and final wrap up session on December 15, 2020, the final FYE 22 Quechee Water Fund will be considered for approval.

Discussion: If approved by the Selectboard, the FYE 22 budget will be considered by the voters at the March 2, 2021 Town Meeting.

Financial

Impact: As of December 29, 2020 the FYE 22 is proposed as follows:

Total Expenses:	\$472,138
Total Revenues:	\$471,907

The proposed budget as presented will require 8% rate increase \$0.28

2021 Rate = \$3.47

2022 Rate = \$3.75

Recommendation

Motion: I move adoption of the Quechee Water Fund Budget FYE 22 Budget as presented December 29, 2020 totaling \$472,138 in Expenses, to be funded with \$471,907 of Revenues.

John MacLean, Interim Town Manager

Gail Ostrout, Finance Director

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Quechee Water Fund							
Interest on Loans							
55-076-954-0000	INTEREST REFUND FROM BOND	2,231.28					
Interest on Loans Total		2,231.28	0.00	0.00	0.00	0.00	0.00
Charges for Services							
55-510-400-0000	WATER REVENUE-QUECHEE	242,387.88	249,470.00	0.00	269,427.60	0.00	269,427.60
<i>Narrative for Column # 4</i>							
8% increase							
<i>Narrative for Column # 6</i>							
8% increase							
55-510-500-0000	WATER REVENUE-QUECHEE (QWC)	179,379.04	183,315.00	0.00	197,980.20	0.00	197,980.20
<i>Narrative for Column # 4</i>							
8% increase							
<i>Narrative for Column # 6</i>							
8% increase							
Charges for Services Total		421,766.92	432,785.00	0.00	467,407.80	0.00	467,407.80
Connections/other							
55-520-100-0000	CONNECTIONS	1,500.00	500.00	0.00	500.00	0.00	500.00
55-520-200-0000	TURN ON FEES	3,640.00	2,000.00	0.00	2,000.00	0.00	2,000.00
55-520-300-0000	LATE CHARGES/INTEREST	1,320.61	2,000.00	0.00	2,000.00	0.00	2,000.00
Connections/other Total		6,460.61	4,500.00	0.00	4,500.00	0.00	4,500.00
Quechee Water Fund Total		430,458.81	437,285.00	0.00	471,907.80	0.00	471,907.80
Grand Total:		430,458.81	437,285.00	0.00	471,907.80	0.00	471,907.80

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Quechee Water Fund							
Employee insurance costs							
55-811-323-0301	SAFETY WELLNESS - EQUIPMENT	0.00	3,360.00	3,360.00	3,360.00	3,360.00	3,360.00
	<i>Narrative for Column # 3</i> VLCT Safety Grant						
Employee insurance costs Total		0.00	3,360.00	3,360.00	3,360.00	3,360.00	3,360.00
Quechee wells & treatment							
55-953-315-0000	RECRUITMENT & TRAINING	0.00	250.00	250.00	250.00	250.00	250.00
55-953-318-0000	CONTRACTED SERVICES	0.95	1,500.00	31,500.00	31,500.00	31,500.00	31,500.00
	<i>Narrative for Column # 3</i> preventative maintenance and meter calibration, \$30k to replace 45 year old well pump (should only be used 10-15 years)						
55-953-321-0100	REPAIRS & MAINT-BUILDING	585.12	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 3</i> general maintenance of well house						
55-953-323-0000	MATERIALS & SUPPLIES	409.20	500.00	500.00	500.00	500.00	500.00
	<i>Narrative for Column # 3</i> misc. parts and plumbing						
55-953-324-0000	TELEPHONE	977.17	600.00	600.00	600.00	600.00	600.00
	<i>Narrative for Column # 3</i> telephone for alarm dialer						
55-953-327-0000	BUILDING HEAT	0.00	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00
	<i>Narrative for Column # 3</i> est. 500 gallons of propane @2.25 to heat building, run stand by right angle pump drive and generator						
55-953-329-0000	ELECTRICITY	19,032.16	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00
	<i>Narrative for Column # 3</i> historic average						
55-953-331-0000	DEPARTMENT EQUIPMENT	269.40	500.00	500.00	500.00	500.00	500.00
	<i>Narrative for Column # 3</i> misc. equipment						

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55-953-340-0000	CHEMICALS	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> sodium hydrochlorite for chlorine residual							
Quechee wells & treatment Total		21,274.00	22,475.00	52,475.00	52,475.00	52,475.00	52,475.00
Distribution system							
55-954-101-0000	SALARIES	26,333.97	34,645.82	34,645.82	34,646.00	34,645.82	34,645.82
55-954-120-0000	OVERTIME	7,609.34	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
55-954-210-0000	TOWN FICA	2,525.17	2,650.41	2,650.41	2,650.00	2,650.41	2,650.41
55-954-220-0000	HEALTH INSURANCE	0.00	10,321.63	10,321.63	10,322.00	10,321.63	10,321.63
55-954-220-0100	HEALTH INS(EMPLOYEE SHARE)	0.00	-1,484.23	-1,484.23	-1,484.00	-1,484.23	-1,484.23
55-954-225-0000	HRA/CHOICECARE CARD	0.00	1,305.00	1,305.00	1,305.00	1,856.00	1,856.00
55-954-230-0000	DENTAL	0.00	838.01	838.01	838.00	838.01	838.01
55-954-240-0000	LIFE INSURANCE	0.00	152.65	152.65	153.00	152.65	152.65
55-954-250-0000	WORKERS COMP	0.00	2,100.00	3,500.00	3,500.00	3,500.00	3,500.00
55-954-260-0000	RETIREMENT	2,276.10	2,566.38	2,566.38	2,566.00	2,566.38	2,566.38
55-954-270-0000	AD&D	0.00	6.18	6.18	6.00	6.18	6.18
55-954-311-0000	TRAVEL & MEETINGS	0.00	200.00	200.00	200.00	200.00	200.00
<i>Narrative for Column # 3</i> funding to cover costs associated with meetings, seminars, mileage, meals, etc.							
55-954-313-0000	MEMBERSHIP DUES	105.00	200.00	200.00	200.00	200.00	200.00
<i>Narrative for Column # 3</i> membership and dues fees associated with organizations							
55-954-315-0000	RECRUITMENT & TRAINING	280.25	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
<i>Narrative for Column # 3</i> funding for the cost of advertising, testing, etc. for new employees and training programs including backflow preventions							
55-954-318-0000	CONTRACTED SERVICES	2,775.48	3,100.00	37,000.00	37,000.00	37,000.00	37,000.00
<i>Narrative for Column # 3</i>							

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Town of Hartford

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federal state water testing, consumer confidence reporting, electrical, telematics - \$9k to replace electric heater with propane. \$25k for quechee gorge bridge Town contribution for waterline hangers							
55-954-319-0000	EQUIPMENT OPERATION - GAS	2,105.68	3,960.00	3,960.00	3,960.00	3,960.00	3,960.00
<i>Narrative for Column # 3</i> est. 250 gallons of diesel and 1150 gallons of gas							
55-954-320-0200	EQUIPMENT OPERATION - JOURNAL	0.00	500.00	0.00	500.00	0.00	0.00
55-954-321-0000	REPAIRS & MAINT - VEHICLES	1,172.60	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
<i>Narrative for Column # 3</i> general maintenance of vehicles for the year, oil, filters, and tires. backhoe cylinder							
55-954-321-0100	REPAIRS & MAINT - BUILDING	2,287.45	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i> misc. booster stations repairs, maintenance to Sugar hill p/t, Eastman P, Kingswood p/t, Wheelock T							
55-954-321-0200	REPAIRS & MAINT-MAINS & APPUR	341.41	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<i>Narrative for Column # 3</i> repairs, maintenance to distribution system							
55-954-323-0000	MATERIALS & SUPPLIES	510.43	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
<i>Narrative for Column # 3</i> meters, small supplies and materials for general maintenance. Up \$1000 from last year due to brass and copper prices							
55-954-324-0000	TELEPHONE	486.48	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
<i>Narrative for Column # 3</i> cost for ipad and cell phone purchases							
55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAR	1,965.10	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
<i>Narrative for Column # 3</i> providing leased uniforms to employees, boot allowance and jackets. 2 Employees boots, jackets, uniforms							
55-954-329-0000	ELECTRICITY	9,763.12	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
<i>Narrative for Column # 3</i> historic average							
55-954-331-0000	DEPARTMENT EQUIPMENT	5.98	3,000.00	11,500.00	11,500.00	11,500.00	11,500.00
<i>Narrative for Column # 3</i> Tools (\$700), safety equipment (\$800), fund 55 contribution to admint truck \$10,000							

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
55-954-331-0100	DEPT EQUIP - CAPITAL RESERVE	0.00	53,027.86	15,000.00	15,000.00	15,000.00	15,000.00
<i>Narrative for Column # 3</i> Funds towards capital equipment reserve							
55-954-542-0100	DEBT SERVICE - INTEREST	-28,681.58	16,390.00	15,064.84	15,064.84	15,064.84	15,064.84
55-954-542-0101	DEBT SERVICE - PRINCIPAL	0.00	65,253.00	69,226.77	69,226.77	69,226.77	69,226.77
55-954-542-0102	DEBT SERVICE - ADMIN FEE	32,778.95	32,779.00	30,129.69	30,129.69	30,129.69	30,129.69
Distribution system Total		64,640.93	284,461.71	289,733.15	290,233.30	290,284.15	290,284.15
Water - Administration							
55-955-101-0000	SALARIES	66,531.86	68,429.81	68,429.81	68,430.00	68,429.81	68,429.81
55-955-210-0000	TOWN FICA	4,895.98	5,234.88	5,234.88	5,235.00	5,234.88	5,234.88
55-955-220-0000	HEALTH INSURANCE	16,340.83	17,596.37	17,596.37	17,596.00	17,596.37	17,596.37
55-955-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,427.45	-2,575.73	-2,575.73	-2,576.00	-2,575.73	-2,575.73
55-955-225-0000	HRA/CHOICECARE CARD	2,118.21	2,083.75	2,083.75	2,084.00	2,541.13	2,541.13
55-955-230-0000	DENTAL	1,096.56	1,091.43	1,091.43	1,091.00	1,091.43	1,091.43
55-955-240-0000	LIFE INSURANCE	261.60	220.55	220.55	221.00	220.55	220.55
55-955-250-0000	WORKERS COMP	3,500.00	2,625.00	2,625.00	2,625.00	2,625.00	2,625.00
55-955-260-0000	RETIREMENT	5,249.93	5,474.39	5,474.39	5,474.00	5,474.39	5,474.39
55-955-270-0000	AD&D	7.80	9.01	9.01	9.00	9.01	9.01
55-955-311-0000	TRAVEL & MEETINGS	0.00	200.00	200.00	200.00	200.00	200.00
<i>Narrative for Column # 3</i> costs associated with staff traveling to attend AWWA, NEWWA, and GMWEA							
55-955-312-0000	ADVERTISING	0.00	100.00	100.00	100.00	100.00	100.00
<i>Narrative for Column # 3</i> funding for public notice							
55-955-313-0000	MEMBERSHIP DUES	221.25	200.00	200.00	200.00	200.00	200.00
<i>Narrative for Column # 3</i> memberships and dues associated with organizations noted above							

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55-955-314-0000	BOOKS & PERIODICALS	0.00	100.00	100.00	100.00	100.00	100.00
	<i>Narrative for Column # 3</i> new rules and regulations and technology						
55-955-315-0000	RECRUITMENT & TRAINING	0.00	400.00	400.00	400.00	400.00	400.00
	<i>Narrative for Column # 3</i> Misc. costs associated with recruitment. Based on historical needs						
55-955-317-0000	PERMITS & LICENSES	2,224.27	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	<i>Narrative for Column # 3</i> cover costs of state fees and permits						
55-955-318-0000	CONTRACTED SERVICES	3,207.94	3,540.00	3,540.00	3,540.00	3,540.00	3,540.00
	<i>Narrative for Column # 3</i> DPW internet share, legal rep., billing equipment, munismart maintenance						
55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE	504.30	250.00	250.00	250.00	250.00	250.00
	<i>Narrative for Column # 3</i> maintenance of all office equipment						
55-955-322-0000	POSTAGE	1,494.70	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
	<i>Narrative for Column # 3</i> for bills and general correspondence, mandatory CCR report						
55-955-323-0000	MATERIALS & SUPPLIES	454.08	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 3</i> small supplies and materials for general maintenance						
55-955-324-0000	TELEPHONE	481.63	400.00	400.00	400.00	400.00	400.00
	<i>Narrative for Column # 3</i> cell phones services						
55-955-330-0000	OFFICE EQUIPMENT	104.92	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
	<i>Narrative for Column # 3</i> project manager computer and software split 4 ways with other funds, plotbase, and roku TV in conf. room						
55-955-331-0000	DEPARTMENT EQUIPMENT	0.00	500.00	500.00	500.00	500.00	500.00
	<i>Narrative for Column # 3</i>						

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		2020	2021	2022	Town	2022	2022
		Actual	Approved	Dept Head	Manager	Rev. 12.1.20	Select Board
		As of June	Budget	Flat			12.29.20
misc. equipment							
55-955-418-0000	PROPERTY & LIABILITY INS	5,775.00	5,813.32	6,104.00	6,104.00	6,104.00	6,104.00
<i>Narrative for Column # 3</i>							
share insurance coverage based upon VLCT schedule of costs							
55-955-418-0100	RETIREE HEALTH INSURANCE	4,418.09	4,963.16	4,963.16	4,963.00	4,978.22	4,978.22
<i>Narrative for Column # 3</i>							
premium costs							
Water - Administration Total		116,461.50	125,255.94	125,546.62	125,546.00	126,019.06	126,019.06
Quechee Water Fund Total		202,376.43	435,552.65	471,114.77	471,614.30	472,138.21	472,138.21
Grand Total:		202,376.43	435,552.65	471,114.77	471,614.30	472,138.21	472,138.21



AGENDA MEMORANDUM
December 29, 2020
Town Selectboard Meeting Item: xx
Submitted by:
John MacLean Interim Town Manager
Gail Ostrout, Director of Finance

Subject: FYE 22 Fund 60 White River Wastewater Fund Budget Adoption

Background: Based on the Selectboard's budget workshops and final wrap up session on December 15, 2020, the final FYE 22 White River Wastewater fund will be considered for approval.

Discussion: If approved by the Selectboard, the FYE 22 budget will be considered by the voters at the March 2, 2021 Town Meeting.

Financial

Impact: As of December 29, 2020 the FYE 22 is proposed as follows:
Total Expenses: \$2,057,681
Total Revenues: \$1,835,279

The proposed budget as presented will require 6% rate increase \$0.19

2021 Rate = \$3.12

2022 Rate = \$3.31

Recommendation

Motion: I move adoption of the White River Wastewater Fund Budget FYE 22 Budget as presented December 29, 2020 totaling \$2,057,681 in Expenses, to be funded with \$1,835,279 of Revenues.

John MacLean, Interim Town Manager

Gail Ostrout, Finance Director

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Town of Hartford

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Wastewater Fund							
Charges for Services							
60-610-100-0000	WASTEWATER-WHITE RIVER	867,465.43	915,464.00	0.00	970,391.84	0.00	970,391.84
Narrative for Column # 4							
6% increase							
Narrative for Column # 6							
6% increase							
60-610-200-0000	WASTEWATER-WILDER	616,107.97	659,550.20	0.00	699,123.21	0.00	699,123.21
Narrative for Column # 4							
6% increase							
Narrative for Column # 6							
6% increase							
60-610-300-0000	WASTEWATER-HARTFORD	126,614.93	139,400.20	0.00	147,764.00	0.00	147,764.00
Narrative for Column # 4							
6% increase							
Narrative for Column # 6							
6% increase							
60-610-500-0100	NON-SEPTIC - WR	2,951.45	14,000.00	0.00	14,000.00	0.00	14,000.00
Charges for Services Total		1,613,139.78	1,728,414.40	0.00	1,831,279.05	0.00	1,831,279.05
Connections/other							
60-620-200-0000	OTHER	40.00					
60-620-300-0000	LATE CHARGES/INTEREST	4,327.79	4,000.00	0.00	4,000.00	0.00	4,000.00
Connections/other Total		4,367.79	4,000.00	0.00	4,000.00	0.00	4,000.00
General Operations							
60-640-300-0100	TRANSFER FROM RESERVE FUNDS	0.00	115,822.54				
60-640-500-0010	RLF Loan Proceeds	0.00	45,000.00				
Narrative for Column # 2							
60-965-540-0000							
60-640-700-0000	MISCELLANEOUS	89.00					

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	1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
General Operations Total	89.00	160,822.54	0.00	0.00	0.00	0.00
Wastewater Fund Total	1,617,596.57	1,893,236.94	0.00	1,835,279.05	0.00	1,835,279.05
Grand Total:	1,617,596.57	1,893,236.94	0.00	1,835,279.05	0.00	1,835,279.05

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Wastewater Fund							
Employee insurance costs							
60-811-323-0301	SAFETY WELLNESS - EQUIPMENT	0.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00
<i>Narrative for Column # 3</i> VLCT Safety Grant							
Employee insurance costs Total		0.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00
WRJ treatment plant							
60-961-101-0000	SALARIES	279,255.97	265,160.56	265,160.56	26,161.00	265,161.00	265,161.00
60-961-120-0000	OVERTIME	36,784.92	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00
60-961-210-0000	TOWN FICA	23,374.69	20,284.78	20,284.78	20,285.00	20,284.78	20,284.78
60-961-220-0000	HEALTH INSURANCE	52,282.06	59,407.83	59,407.83	59,408.00	59,407.83	59,407.83
60-961-220-0100	HEALTH INS(EMPLOYEE SHARE)	-8,341.14	-8,486.30	-8,486.30	-8,486.00	-8,486.30	-8,486.30
60-961-225-0000	HRA/CHOICECARE CARD	6,290.89	8,307.50	8,307.50	8,308.00	6,658.20	6,658.20
60-961-230-0000	DENTAL	3,755.84	4,116.70	4,116.70	4,117.00	4,116.70	4,116.70
60-961-240-0000	LIFE INSURANCE	977.56	1,195.73	1,195.73	1,196.00	1,195.73	1,195.73
60-961-250-0000	WORKERS COMP	25,867.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
60-961-260-0000	RETIREMENT	21,929.65	20,253.61	20,253.61	20,254.00	20,253.61	20,253.61
60-961-270-0000	AD&D	27.19	48.41	48.41	48.00	48.41	48.41
<i>Narrative for Column # 3</i> standard flat rate of \$10 per employee per year for FT employees							
60-961-311-0000	TRAVEL & MEETINGS	0.00	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i> funding to cover costs associated with meetings, seminars, mileage, meals, etc.							
60-961-313-0000	MEMBERSHIP DUES	225.00	700.00	700.00	700.00	700.00	700.00
<i>Narrative for Column # 3</i> annual dues for membership in professional associations (GMWEA and NEWEA)							
60-961-315-0000	RECRUITMENT & TRAINING	1,786.73	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00

		1 2020 Actual	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
As of June							
Narrative for Column # 3							
annual costs associated with help wanted ads and ongoing educational seminars							
60-961-317-0000	PERMITS & LICENSES	6,931.00	6,200.00	6,200.00	6,200.00	6,200.00	6,200.00
Narrative for Column # 3							
state permits and operator licenses							
60-961-318-0000	CONTRACTED SERVICES	101,160.54	121,000.00	121,000.00	121,000.00	121,000.00	121,000.00
Narrative for Column # 3							
Samples testing, biosolids disposal, extinguisher inspection, and equipment calibration							
60-961-319-0000	EQUIPMENT OPERATION-GAS	3,766.90	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
Narrative for Column # 3							
estimated 200 gallons of diesel @ \$3.20/gal and 2300 gallons of gas @ \$2.75/gal							
60-961-320-0100	EQUIP OPERATION/MAINT-GENERA	14,952.87	44,000.00	44,000.00	44,000.00	44,000.00	44,000.00
Narrative for Column # 3							
Centrysis maintenance and for pumps etc. at the treatment facility.							
60-961-320-0200	EQUIP OPERATION-JOURNAL	0.00	1,000.00	0.00	1,000.00	0.00	0.00
60-961-321-0000	REPAIRS & MAINT-VEHICLES	1,840.28	16,300.00	16,300.00	16,300.00	16,300.00	16,300.00
Narrative for Column # 3							
routine repair and maintenance to department vehicles, oil, filters, tires for vehicles, belts							
60-961-321-0100	REPAIRS & MAINT-BUILDING	1,873.61	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Narrative for Column # 3							
Cleaning supplies, heating system maintenance (\$1k), \$3500 for cement work on basin 1							
60-961-322-0000	POSTAGE	44.75	250.00	250.00	250.00	250.00	250.00
Narrative for Column # 3							
shipping of plant equipment for repair							
60-961-323-0000	MATERIAL & SUPPLIES	6,067.09	10,750.00	10,750.00	10,750.00	10,750.00	10,750.00
Narrative for Column # 3							
funding to purchase small supply items and materials associated with daily operations including lab supplies							
60-961-324-0000	TELEPHONE	604.35	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Narrative for Column # 3							
cost of telephone and pager service							

		1 2020 Actual	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
		As of June					
60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEANING	6,882.33	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00
Narrative for Column # 3							
leasing and cleaning of uniforms (4500), boot allowance (750) ppe (500) jackets (500)							
60-961-327-0000	BUILDING HEAT	27,286.36	41,250.00	41,250.00	41,250.00	41,250.00	41,250.00
60-961-328-0000	WATER	1,600.02	2,200.00	2,200.00	2,200.00	2,200.00	2,200.00
Narrative for Column # 3							
purchase of Hartford water (THE BEST WATER IN TOWN)							
60-961-329-0000	ELECTRICITY	121,090.33	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00
Narrative for Column # 3							
Based on historic average							
60-961-331-0000	DEPARTMENT EQUIPMENT	0.00	2,500.00	112,500.00	112,500.00	112,500.00	112,500.00
Narrative for Column # 3							
misc. equipment \$1500, safety equipment \$1000, replace 20 year old tractor with small loader \$50k, replace uninspectable truck with new 3/4 ton with plow and sander \$50k, \$10k towards admin truck							
60-961-340-0000	CHEMICALS	29,838.23	36,000.00	36,000.00	36,000.00	36,000.00	36,000.00
60-961-418-0000	PROPERTY & LIABILITY INSURANCE	33,711.00	35,407.28	37,178.00	37,178.00	37,008.45	37,008.45
Narrative for Column # 3							
share of VCLT Insurance							
60-961-418-0100	RETIREE HEALTH INSURANCE	36,362.81	45,809.68	45,809.68	45,810.00	37,008.45	37,008.45
60-961-542-0100	DEBT PRINCIPAL - AR1-099-2	0.00	365,219.67	372,524.07	372,524.07	372,524.07	372,524.07
60-961-542-0102	DEBT ADMIN FEES - AR1-099-2	-596.76	98,947.00	91,642.69	91,642.69	91,642.69	91,642.69
60-961-542-0201	Debt Principal - RF1-222-3.0	0.00		19,555.08	19,555.08	19,555.08	19,555.08
60-961-542-0202	Debt Admin Fee - RF1-222-3.0	0.00		15,866.24	15,866.24	15,866.24	15,866.24
WRJ treatment plant Total		837,632.07	1,415,822.45	1,562,014.58	1,324,017.08	1,551,394.94	1,551,394.94
Wilder pump station							
60-962-318-0000	CONTRACTED SERVICES	1,830.11	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00
Narrative for Column # 3							
calibrate flow meters (\$1,000) grease removal from wet well (\$1,800)							

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60-962-320-0100 EQUIP OPERATION/MAINT-GENERA	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i> small unanticipated repairs						
60-962-321-0100 REPAIRS & MAINT-BUILDING	13.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> miscellaneous building repairs at facility						
60-962-323-0000 MATERIALS & SUPPLIES	163.15	600.00	600.00	600.00	600.00	600.00
<i>Narrative for Column # 3</i> various cleaning supplies, paper products, charts etc.						
60-962-324-0000 TELEPHONE	844.98	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<i>Narrative for Column # 3</i> telephone alarm system at Wilder Pump Station (\$66.66/mo)						
60-962-327-0000 BUILDING HEAT	601.22	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> 200 gallons @ \$2.75/gal for generator and 200 gallons propane for vent						
60-962-328-0000 WATER	108.63	160.00	160.00	160.00	160.00	160.00
<i>Narrative for Column # 3</i> based on historic consumption						
60-962-329-0000 ELECTRICITY	13,597.37	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<i>Narrative for Column # 3</i> based on historic averages						
Wilder pump station Total	17,158.46	22,060.00	22,060.00	22,060.00	22,060.00	22,060.00
WRJ collection system						
60-964-318-0000 CONTRACTED SERVICES	12,346.14	13,000.00	58,000.00	58,000.00	58,000.00	58,000.00
<i>Narrative for Column # 3</i> railroad leases \$1000, grease/debris removal at 9 stations (\$9k), generator services at 7 stations (\$3k) \$45k line televising formerly 60-965-540-0000						
60-964-320-0100 EQUIP OPERATION/MAINT-GENERA	7,427.73	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
60-964-321-0000 REPAIRS & MAINT-VEHICLES	1,226.47	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 3</i>						

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	routine repair for rodger, jetter, camera and collection system equipment						
60-964-321-0100	REPAIRS & MAINT-BUILDING	38.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
	<i>Narrative for Column # 3</i>						
	equipment and repairs for 9 pump stations and general maintenance						
60-964-321-0200	REPAIRS & MAINT-MAINS	22,722.59	56,000.00	56,000.00	56,000.00	56,000.00	56,000.00
	<i>Narrative for Column # 3</i>						
	misc. repairs & upkeep of pump station facilities, MH and pipe repair (\$12k) clean 1/5 of system(\$19k) sewer call ins						
60-964-323-0000	MATERIAL & SUPPLIES	2,098.46	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
	<i>Narrative for Column # 3</i>						
	materials and supplies for 9 pump stations and collection system						
60-964-324-0000	TELEPHONE	1,466.55	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
	<i>Narrative for Column # 3</i>						
	phones, arboretum & route 5 PS dialer alarms						
60-964-329-0000	ELECTRICITY	15,190.57	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
	<i>Narrative for Column # 3</i>						
	Ferryboat, S Main, Maple, Bridge, Passumpsic, Olcott, A Street, Arboretum, Rt. 5 South, based on historical avg.						
60-964-331-0000	DEPARTMENT EQUIPMENT	0.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
60-964-542-0100	DEBT PRINCIPAL - AR1-006	0.00	12,938.00	13,459.73	13,459.73	13,459.73	13,459.73
60-964-542-0102	DEBT ADMIN FEE - AR1-006	-7,842.38	3,799.00	3,275.75	3,275.75	3,275.75	3,275.75
60-964-542-0300	Debt Principal - RF1-188-1.0	0.00		24,200.00	24,200.00	24,200.00	24,200.00
WRJ collection system Total		54,674.13	135,237.00	204,435.48	204,435.48	204,435.48	204,435.48
Wastewater - Administration							
60-965-101-0000	SALARIES	69,847.56	72,431.82	72,431.82	72,432.00	72,431.82	72,431.82
60-965-210-0000	TOWN FICA	5,184.82	5,541.03	5,541.03	5,541.00	5,541.03	5,541.03
60-965-220-0000	HEALTH INSURANCE	16,374.51	23,673.88	23,673.88	23,674.00	23,673.88	23,673.88
60-965-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,427.71	-3,847.36	-3,847.36	-3,847.00	-3,847.36	-3,847.36
60-965-225-0000	HRA/CHOICECARE CARD	2,119.13	2,083.75	2,083.75	2,084.00	2,541.13	2,541.13

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
60-965-230-0000	DENTAL	1,096.56	1,059.64	1,059.64	1,060.00	1,059.64	1,059.64
60-965-240-0000	LIFE INSURANCE	278.93	238.83	238.83	234.00	238.83	238.83
60-965-250-0000	WORKERS COMP	4,600.00	2,100.00	4,600.00	4,600.00	4,600.00	4,600.00
60-965-260-0000	RETIREMENT	5,549.54	5,794.55	5,794.55	5,795.00	5,794.55	5,794.55
60-965-270-0000	AD&D	8.04	9.75	9.75	10.00	9.75	9.75
60-965-311-0000	TRAVEL & MEETINGS	0.00	800.00	800.00	800.00	800.00	800.00
<i>Narrative for Column # 3</i> funding for director and staff to attend APWA conference, various meetings or programs during the year							
60-965-312-0000	ADVERTISING	136.10	400.00	400.00	400.00	400.00	400.00
<i>Narrative for Column # 3</i> publication of notices, etc							
60-965-313-0000	MEMBERSHIP DUES	305.25	200.00	200.00	200.00	200.00	200.00
<i>Narrative for Column # 3</i> membership dues to NEWEA and GMWEA							
60-965-315-0000	RECRUITMENT & TRAINING	0.00	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i> Professional training for replacement of staff							
60-965-318-0000	CONTRACTED SERVICES	3,207.94	6,540.00	6,540.00	6,540.00	6,540.00	6,540.00
<i>Narrative for Column # 3</i> internet, legal and engineering (\$5k), munismart maintenance (\$1540)							
60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE	556.46	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i> maintenance of all office equipment including photocopier							
60-965-322-0000	POSTAGE	1,951.95	2,475.00	2,475.00	2,475.00	2,475.00	2,475.00
<i>Narrative for Column # 3</i> for billings and general mailings (2400) and postage machine (\$300/4 = 75)							
60-965-323-0000	MATERIAL & SUPPLIES	944.43	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> office supplies							

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
60-965-324-0000	TELEPHONE	886.95	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> funding for cell phone							
60-965-330-0000	OFFICE EQUIPMENT	220.65	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i> server softwate \$2000/4 ways = \$500							
60-965-418-0100	RETIREE HEALTH INSURANCE	4,198.54	5,446.30	5,446.30	5,446.00	5,431.95	5,431.95
60-965-540-0000	Reimbursable - Mapping project	0.00	45,000.00	45,000.00		45,000.00	45,000.00
<i>Narrative for Column # 3</i> Televiser sewer and storm water (\$40k) part of grant for system inventory mapping							
60-965-543-0100	CAPITAL OUTLAY - IMPACT FEES	-25,041.00		0.00		0.00	0.00
60-965-544-0000	CAPITAL RESERVE	0.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
<i>Narrative for Column # 3</i> Abbey Road Sewer - multiple year project							
Wastewater - Administration Total		89,998.65	273,447.19	275,947.19	230,944.00	276,390.22	276,390.22
Wastewater Fund Total		999,463.31	1,849,966.64	2,067,857.25	1,784,856.56	2,057,680.64	2,057,680.64
Grand Total:		999,463.31	1,849,966.64	2,067,857.25	1,784,856.56	2,057,680.64	2,057,680.64



AGENDA MEMORANDUM

December 29, 2020

Town Selectboard Meeting Item: xx

Submitted by:

John MacLean Interim Town Manager

Gail Ostrout, Director of Finance

- Subject:** FYE 22 Fund 65 Quechee Wastewater Fund Budget Adoption
- Background:** Based on the Selectboard's budget workshops and final wrap up session on December 15, 2020, the final FYE 22 Quechee Wastewater fund will be considered for approval.
- Discussion:** If approved by the Selectboard, the FYE 22 budget will be considered by the voters at the March 2, 2021 Town Meeting.
- Financial Impact:** As of December 29, 2020 the FYE 22 is proposed as follows:
Total Expenses: \$1,321,098
Total Revenues: \$1,319,422
- The proposed budget as presented will require 11% rate increase \$0.50
2021 Rate = \$4.56
2022 Rate = \$5.06
- Recommendation Motion:** I move adoption of the Quechee Wastewater Fund Budget FYE 22 Budget as presented December 29, 2020 totaling \$1,321,098 in Expenses, to be funded with \$1,319,422 of Revenues.

John MacLean, Interim Town Manager

Gail Ostrout

Gail Ostrout, Finance Director

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Town of Hartford

		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Quechee Wastewater Fund							
Interest on Loans							
65-076-963-0000	INTEREST REFUND FROM BOND	11,156.41					
Interest on Loans Total		11,156.41	0.00	0.00	0.00	0.00	0.00
Charges for Services							
65-610-400-0000	WASTEWATER - QUECHEE	327,015.47	550,450.00	0.00	610,999.50	0.00	610,999.50
<i>Narrative for Column # 4</i>							
11% increase							
<i>Narrative for Column # 6</i>							
11% increase							
65-610-500-0000	WASTEWATER - QUECHEE (QSC)	824,339.31	631,462.10	0.00	700,922.93	0.00	700,922.93
<i>Narrative for Column # 4</i>							
11% increase							
<i>Narrative for Column # 6</i>							
11% increase							
Charges for Services Total		1,151,354.78	1,181,912.10	0.00	1,311,922.43	0.00	1,311,922.43
Connections/other							
65-620-200-0000	OTHER	3,270.00	1,500.00	0.00	1,500.00	0.00	1,500.00
65-620-300-0000	LATE CHARGES/INTEREST	3,850.94	6,000.00	0.00	6,000.00	0.00	6,000.00
Connections/other Total		7,120.94	7,500.00	0.00	7,500.00	0.00	7,500.00
General Operations							
65-640-300-0100	TRANSFER FROM RESERVE FUNDS	0.00	196,727.89				
65-640-700-0000	MISCELLANEOUS	589.00					
General Operations Total		589.00	196,727.89	0.00	0.00	0.00	0.00
Quechee Wastewater Fund Total		1,170,221.13	1,386,139.99	0.00	1,319,422.43	0.00	1,319,422.43
Grand Total:		1,170,221.13	1,386,139.99	0.00	1,319,422.43	0.00	1,319,422.43

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		1 2020 Actual As of June	2 2021 Approved Budget	3 2022 Dept Head Flat	4 Town Manager	5 2022 Rev. 12.1.20	6 2022 Select Board 12.29.20
Quechee Wastewater Fund							
Employee insurance costs							
65-811-323-0301	SAFETY WELLNESS - EQUIPMENT	0.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00
Narrative for Column # 3 VLCT Safety Grant							
Employee insurance costs Total		0.00	3,400.00	3,400.00	3,400.00	3,400.00	3,400.00
Quechee treatment plant							
65-963-101-0000	SALARIES	170,051.28	178,788.08	178,788.08	178,788.00	178,788.08	178,788.08
65-963-120-0000	OVERTIME	16,354.75	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
65-963-210-0000	TOWN FICA	13,397.76	13,675.61	13,675.61	13,676.00	13,675.61	13,675.61
65-963-220-0000	HEALTH INSURANCE	49,096.68	51,367.65	51,367.65	51,368.00	51,367.65	51,367.65
65-963-220-0100	HEALTH INS(EMPLOYEE SHARE)	-7,146.19	-7,705.15	-7,705.15	-7,705.00	-7,705.15	-7,705.15
65-963-225-0000	HRA/CHOICECARE CARD	7,987.33	7,717.50	7,502.50	7,502.00	9,421.50	9,421.50
65-963-230-0000	DENTAL	2,678.76	2,759.08	2,667.29	2,667.00	2,667.29	2,667.29
65-963-240-0000	LIFE INSURANCE	774.79	839.55	1,029.90	1,030.00	1,029.90	1,029.90
65-963-250-0000	WORKERS COMP	15,962.00	14,700.00	14,700.00	14,700.00	14,700.00	14,700.00
65-963-260-0000	RETIREMENT	13,252.26	13,995.66	13,995.66	13,996.00	13,995.66	13,995.66
65-963-270-0000	AD&D	21.11	33.39	33.99	33.00	33.99	33.99
65-963-311-0000	TRAVEL & MEETINGS	0.00	300.00	300.00	300.00	300.00	300.00
Narrative for Column # 3 funding for director and staff to attend various meetings or programs during the year							
65-963-313-0000	MEMBERSHIP DUES	219.00	200.00	200.00	200.00	200.00	200.00
Narrative for Column # 3 annual dues for GMWEA							
65-963-315-0000	RECRUITMENT & TRAINING	993.75	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Narrative for Column # 3 cost for 10 hours of classroom training for each operator to mainain certificates							

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65-963-317-0000	PERMITS & LICENSES	3,526.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
<i>Narrative for Column # 3</i> average cost of state required indirect and direct discharge permits, leachfield permits expiring this year							
65-963-318-0000	CONTRACTED SERVICES	38,293.21	46,800.00	46,800.00	46,800.00	46,800.00	46,800.00
<i>Narrative for Column # 3</i> Flow meter, lap equip. calibration, effluent lab tests, liquid hauling to WRJ, gas detection sensors, sludge disp, bio, SCADA							
65-963-319-0000	EQUIPMENT OPERATION-GAS	2,503.29	8,935.00	8,935.00	8,935.00	8,935.00	8,935.00
<i>Narrative for Column # 3</i> fuels to operate the department vehicles and equipment 300 gal of diesel (\$3.20) and 2900 gal of gas (\$2.75/gal)							
65-963-320-0000	EQUIP OPERATION/MAINT-OFFICE	0.00	500.00	500.00	500.00	500.00	500.00
<i>Narrative for Column # 3</i> maintenance of all office equipment							
65-963-320-0100	EQUIP OPERATION/MAINT-GENERA	8,503.02	14,400.00	14,400.00	14,400.00	14,400.00	14,400.00
<i>Narrative for Column # 3</i> general mainenance of plant equipment, scada, hvac, 50% UV bulb replacement							
65-963-320-0200	EQUIP OPERATION - JOURNAL	0.00	500.00	500.00	500.00	500.00	500.00
65-963-321-0000	REPAIRS & MAINT-VEHICLES	2,398.50	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
<i>Narrative for Column # 3</i> projected maintenance costs of trucks, lawn equipment, and tractor							
65-963-321-0100	REPAIRS & MAINT - BUILDING	2,620.66	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
<i>Narrative for Column # 3</i> general maintenance of buildings, HVAC repairs and PM supplies							
65-963-321-0200	REPAIRS & MAINT - MAINS	3,787.59	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
<i>Narrative for Column # 3</i> General maintenance of buildings, HVAC repairs, and PM supplies							
65-963-323-0000	MATERIALS & SUPPLIES	4,192.83	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
<i>Narrative for Column # 3</i> Funding to purchase small supply items and materials associated with daily operations including lab supplies. Historical avg.							
65-963-324-0000	TELEPHONE	1,625.84	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00

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65-963-326-0000	UNIFORMS PURCHASE/LEASE	4,074.96	3,490.00	3,490.00	3,490.00	3,490.00	3,490.00
<i>Narrative for Column # 3</i> cost of annual uniform lease (\$2340) and boot allowance (\$600), ppe (\$250), jackets (\$300)							
65-963-327-0000	BUILDING HEAT	10,096.82	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00
<i>Narrative for Column # 3</i> cost of heating the Quechee Wastewater Plant, estimate of 4000 gallons at \$2.75/gal							
65-963-328-0000	WATER	363.51	400.00	400.00	400.00	400.00	400.00
<i>Narrative for Column # 3</i> cost for potable water							
65-963-329-0000	ELECTRICITY	52,413.42	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00
<i>Narrative for Column # 3</i> based on average historic costs							
65-963-331-0000	DEPARTMENT EQUIPMENT	41.71	2,500.00	12,500.00	12,500.00	12,500.00	12,500.00
<i>Narrative for Column # 3</i> miscellaneous equipment, esp. safety,\$10k portion to replace uninspectable tr							
65-963-340-0000	CHEMICALS	9,497.68	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
<i>Narrative for Column # 3</i> Aluminum Sulfite required for phosphorous removal, alum polymer purchase for dewatering, lab chemicals							
65-963-418-0000	PROPERTY & LIABILITY INSURANCE	4,034.34	8,357.42	8,776.00	8,776.00	8,776.00	8,776.00
65-963-542-0200	DEBT SERVICE - PRINCIPAL	0.00	256,767.83	261,903.18	261,903.18	261,903.18	261,903.18
65-963-542-0202	DEBT SERVICE - ADMIN FEES	9,117.31	70,627.92	65,492.56	65,492.56	65,492.56	65,492.56
65-963-542-0400	Debt Principal - RF1-202-1.0	0.00		30,000.00	30,000.00	30,000.00	30,000.00
Quechee treatment plant Total		440,733.97	834,899.54	875,202.27	875,201.74	877,121.27	877,121.27
WRJ collection system							
65-964-318-0000	CONTRACTED SERVICES	52,396.49	202,000.00	102,000.00	102,000.00	102,000.00	102,000.00
<i>Narrative for Column # 2</i> add \$25,000 for capacity study and feasibility to serve Quechee Gorge							
<i>Narrative for Column # 3</i> Pump leach field septs, grease and grit from stations, inspections, SOV coml, SCADA							

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Town of Hartford

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65-964-320-0100	EQUIP OPERATION/MAINT-GENERA	253.03	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
<i>Narrative for Column # 3</i> collection system maintenance costs and generator annual services							
65-964-320-0200	EQUIPMENT OPERATION - JOURNAL	0.00	1,000.00	0.00	0.00	0.00	0.00
65-964-321-0200	REPAIRS & MAINT-MAINS & APPUR	31,714.28	40,000.00	70,000.00	70,000.00	70,000.00	70,000.00
<i>Narrative for Column # 3</i> Emergency repairs and maintenance to 11 stations, 24 leach fields, 45 miles of collection sewers, and pump replacements. \$21k to manhole flow monitors, \$30k replace noyes lane pump station							
65-964-323-0000	MATERIALS & SUPPLIES	885.71	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 3</i> small fund for replacement of supplies and materials for daily operations							
65-964-324-0000	TELEPHONE	52.96	800.00	800.00	800.00	800.00	800.00
<i>Narrative for Column # 3</i> annual projected cost of telephone, alarm system, pagers, and DSL							
65-964-329-0000	ELECTRICITY	22,144.24	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
<i>Narrative for Column # 3</i> Electrical costs for 11 pump stations. Historic average							
65-964-331-0100	DEPT EQUIP - CAPITAL RESERVE	0.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
<i>Narrative for Column # 3</i> Capital reserve							
65-964-542-0100	DEBT PRINCIPAL - AR1-006	0.00	18,600.40	19,351.91	19,351.91	19,351.91	19,351.91
65-964-542-0102	DEBT ADMIN FEE - AR1-006	4,633.18	5,462.00	4,709.76	4,709.76	4,709.76	4,709.76
WRJ collection system Total		112,079.89	310,862.40	239,861.67	239,861.67	239,861.67	239,861.67
Wastewater - Administration							
65-965-101-0000	SALARIES	66,531.85	68,429.81	68,429.81	68,430.00	68,429.81	68,429.81
65-965-210-0000	TOWN FICA	4,951.75	5,234.88	5,234.88	5,235.00	5,234.88	5,234.88
65-965-220-0000	HEALTH INSURANCE	16,374.46	17,171.49	17,171.49	17,171.00	17,171.49	17,171.49
65-965-220-0100	HEALTH INS(EMPLOYEE SHARE)	-2,427.45	-2,575.72	-2,575.72	-2,576.00	-2,575.72	-2,575.72
65-965-225-0000	HRA/CHOICECARE CARD	1,618.78	2,083.75	2,083.75	2,084.00	2,541.13	2,541.13

12.29.20 Select Board
Town of Hartford

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65-965-230-0000	DENTAL	1,096.20	1,091.43	1,091.43	1,091.00	1,091.43	1,091.43
65-965-240-0000	LIFE INSURANCE	261.72	220.55	220.55	221.00	220.55	220.55
65-965-250-0000	WORKERS COMP	4,150.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00
65-965-260-0000	RETIREMENT	5,307.52	5,474.39	5,474.39	5,474.00	5,474.39	5,474.39
65-965-270-0000	AD&D	7.56	9.01	9.01	9.00	9.01	9.01
65-965-312-0000	ADVERTISING	191.66	150.00	150.00	150.00	150.00	150.00
<i>Narrative for Column # 3</i> publication of notices, etc.							
65-965-313-0000	MEMBERSHIP DUES	221.25	100.00	100.00	100.00	100.00	100.00
<i>Narrative for Column # 3</i> membership dues to GMWEA							
65-965-315-0000	RECRUITMENT & TRAINING	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
<i>Narrative for Column # 3</i> Ongoing training for staff							
65-965-318-0000	CONTRACTED SERVICES	3,207.94	4,540.00	4,540.00	4,540.00	4,540.00	4,540.00
<i>Narrative for Column # 3</i> Internet, legal and engineering, munismart maintenance							
65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE	504.32	300.00	300.00	300.00	300.00	300.00
<i>Narrative for Column # 3</i> maintenance of all office equipment, copier							
65-965-322-0000	POSTAGE	1,493.15	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<i>Narrative for Column # 3</i> for billings and general mailings and 1/4 of the postage machine							
65-965-323-0000	MATERIALS & SUPPLIES	684.75	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
<i>Narrative for Column # 3</i> office supplies, etc.							
65-965-324-0000	TELEPHONE	980.10	400.00	400.00	400.00	400.00	400.00
<i>Narrative for Column # 3</i> funding for cell phone							

12.29.20 Select Board
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65-965-330-0000 OFFICE EQUIPMENT	104.78	300.00	300.00	300.00	300.00	300.00
<i>Narrative for Column # 3</i>						
Maintenance of office equipment and copiers						
65-965-418-0000 PROPERTY & LIABILITY INSURANCE	3,958.50		0.00		0.00	0.00
65-965-418-0100 RETIREE HEALTH INSURANCE	4,904.82	5,078.80	5,078.80	5,079.00	4,978.22	4,978.22
<i>Narrative for Column # 3</i>						
employee retiree health insurance						
65-965-543-0000 CAPITAL OUTLAY	-25,041.00	126,000.00	86,000.00	86,000.00	86,000.00	86,000.00
<i>Narrative for Column # 3</i>						
. Dosing tank replacement @ Noyes Lane pump station						
Wastewater - Administration Total	89,082.66	240,358.39	200,358.39	200,358.00	200,715.19	200,715.19
Quechee Wastewater Fund Total	641,896.52	1,389,520.33	1,318,822.33	1,318,821.41	1,321,098.13	1,321,098.13
Grand Total:	641,896.52	1,389,520.33	1,318,822.33	1,318,821.41	1,321,098.13	1,321,098.13

Allene E. Swienckowski
Chair – HCoreI
Strategic Plan Presentation to Select Board
December 15, 2020

I have read and re-read (and several times more) The Strategic Plan created by Vermont Partnership for Fairness and Diversity since its release April 2020. The Hartford Select Board, Hartford School Board and School District along with HCoreI engaged the services of Vermont Partnership to assist them in improving the design and delivery of their goods and services through the lens of diversity, equity and inclusion.

I would recommend that each of you take the time to read and ingest the information and recommendations contained in The Strategic Plan. I have included the link below. The Strategic Plan can also be accessed on the Town's website.

https://drive.google.com/file/d/14_fa7DbXmGKlhnFX4ZHltekTxMGNpRrU/view?usp=sharing

Vermont Partnership for Fairness and Diversity aligns with the HCoreI mission and purpose that "All people are accorded the right to live in a just, equitable and anti-racist community....We advocate for actions that raise the level of awareness within our institutions and promote municipal and school policies that remediate systemic racism.

It is important to note that the Hartford School Board instituted an Anti-Racism Policy and Procedure for the schools July 2020. The policy and procedure are currently being introduced throughout the school district alongside The Strategic Plan.

Goals of The Strategic Plan

- Institutionalize inclusive and equitable practices
- Promote strategies to eliminate race-based disparities
- Promote inclusion and engagement of all, particularly marginalized community members.

Goals and Recommendations for the Select Board

- Identify and make recommendations for remediation of race-based disparities across all Town and school departments.

Where to begin? Observations by Plan creators:

The Town collects very little data disaggregated by race. Not having data makes it difficult to determine where racial disparities exist or not. (month 3 thru 17)

Recommendation: It is for the Town to establish baseline data disaggregated by race. (month 15)

Promote inclusion and engagement of all community members.

- Develop means to respond to racial discrimination in the greater Hartford community.

Where to begin? We are aware that racial discrimination occurs. It is imperative that the Town establishes a safe, discrete, and anonymous way for acts of discrimination to be reported, reflected in data, and means to deal with discriminatory acts.

- Public officials should attend workshops (vetted by HCOEI) and trainings (vetted by HCOEI) and engage in self-directed study on inclusion and equity, race, and racism. (months 3, 4, 5, 10, 11 12)

Where to begin? All Select Board Members should attend a facilitated training/retreat.

- Public officials should adopt a more assertive Public Communications strategy focusing on the police department to reduce disparities. "Whoever is charged with traffic stop data should be instructed to only enter data from properly completed tickets including race data information. If race data is not included the data entry clerk should refer the incomplete ticket to the offending officer's supervisor. (months 0 thru 17)
- Neither the Town nor HSD have articulated communication strategies for public messaging. The Town and HSD should jointly hire a Public Information Officer. (month 4 thru 17). In my opinion this recommendation is critical and should be addressed ASAP.
- Public officials should refresh skills related to the critical incident public messaging.
- Public officials should adopt a coherent public communications policy and strategy. (month 1)

All of the recommendations and time periods for implementation and continued work in specific areas can be prioritized by the Select Board. From a practical point-of-view, I believe, as I recommended to the superintendents, an initial training/retreat should be the first order of business to ensure the understanding and continuity of the work between the school district and the Select Board. The next step would be training/retreats for department managers and then staff members.

Note: Many staff noted a lack of skill sets for managing difficult conversations regarding equity and diversity among colleagues and between teachers and students.

The Town has experienced several incidents over the last few years where advocates introduced a fair amount of distrust between Select Board members, the police department and the community at large. Everyone in our community should be on the same page on issues of race and disenfranchisement. We must be clear on how power is used and manipulated in ways that are not always transparent.

The second most important item, in my opinion, would be the Public Communications Officer. The Select Board should also form a subcommittee (Select Board members) to design and implement an Equity and Diversity Framework to ensure cultural competence while ensuring understanding the structures and systems of power, privilege, oppression and how they impact intergroup relations. This subcommittee will envision change and create pathways for individuals and the community at large, to take action.

A few difficult questions to start with: How do you distinguish between equity and equality? When has my heart changed in a difficult conversation? What can I offer to my community to support other people when it comes to having constructive and courageous conversations about race.

Seven Pillars of Inclusion:

- 1.) Access. 2.) attitude. 3.) choice. 4.) partnerships. 5.) communication
6.) policy. 7.) opportunity

In closing, equity is often confused with equality. If you reflect on the landmark Supreme Court case, Brown v. Education, the result was to ensure that all schools were equal. Schools across diverse groups have never achieved equality, much less equity. Over the last fifty plus years, it has been made abundantly clear that the Equal Rights Amendment really didn't confer equality to marginalized groups.

Think of diversity and equity in this way: A young, poor white high school girl is invited to a school dance (diversity). Equity is the young lady possesses the resources to attend the dance. (The dress, the shoes, the make-up, the confidence. In an equitable community, the young girl's needs would be met). Inclusion would look like the young lady being asked to dance.

Equity goals must focus on the pursuit of fair treatment, access, opportunity and advancement for all while striving to identify and eliminate barriers. (Verna Myers – a Diversity and Inclusion Consultant.)



**TOWN OF HARTFORD
SELECTBOARD MINUTES**

Tuesday, December 15, 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 via Zoom: Simon Dennis, Selectboard Vice Chair; Alicia Barrow, Selectboard Member; Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member; Rachel Edens, Selectboard Member.

Note: Alicia Barrows joined the meeting at 6:30 PM

Present at Town Hall: Dan Fraser, Selectboard Chair; John MacLean, Interim Town Manager; Lana Livingston, Administrative Assistant

Read by Selectboard Chair, Dan Fraser:

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

- a) Providing public access to the meeting by [telephone/video/other electronic means], with additional access offered through telephone, zoom and youtube.com. We are using Zoom for this remote meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by <https://zoom.us/j/549799933> - Please mute your microphone, [youtube.com/catv810](https://www.youtube.com/watch?v=810) – click “live now”. If you're calling in from phone dial: (415) 762-9988 Type in the Room ID: 549-799-933 followed by #. Press # a second time. Press *9 to raise your hand for public comment.
- b) Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone, zoom and youtube.com in our posted meeting agenda. [Instructions have also been provided on the town website on the “Agendas and Minutes.”]
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.
- d) Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.

Please note that all votes taken during this meeting that are not unanimous will be done by roll call vote, in accordance with the law. Let's start the meeting by taking a roll call attendance of all Selectboard members participating in the meeting.

CATV LINK:

<http://catv.cablecast.tv/CablecastPublicSite/show/13489?channel=1>

- I. Call to Order the Selectboard Meeting:** Dan Fraser, Selectboard Chair called the meeting to order at 6:01PM.
- II. Pledge of Allegiance** was recited

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

- a. Summit Stores LLC, Rt. 4, Exit 1 off I89, Quechee, VT 05059
(Second Class)

Selectboard Vice Chair, Simon Dennis made the motion to approve Summit Stores LLC, Rt. 4, Exit 1 off I89, Quechee, VT 05059 for a Second Class Liquor. Selectboard Member, Emma Behrens seconded the motion. 4 voted yes, 1 abstained (Fraser) and 1 recused (Souza). The motion passed.

Selectboard Chair closed the Local Liquor Control Board and reopened the Selectboard Meeting at 6:05 PM.

IV. Order of Agenda: Item 4.b. will be tabled until the 29th Meeting.

V. Selectboard

1. Public, Selectboard Comments and Announcements

Selectboard Chair, Dan Fraser reviewed Selectboard Ordinances.

Mr. Fraser also urged citizens seeking accurate information to contact Town Hall or the Selectboard or the Town Website and Town Facebook page. Not everything posted on other sites on-line is correct.

Mr. Fraser commented on Fairview Terrace/Gates Street item. At this point there are no funds available and this project to move forward is at least four years away so this will not be on an agenda in the near future.

Citizen Comments: Marcy Bartlett from Wilder called to thank the Police Department canine, Dozer, for do a great job at a drug bust in town. Great community policing. Ms. Bartlett also is concerned about the consumption of marijuana in town that has tripled.

Lannie Collins from Hartford called to correct his question from the previous Selectboard meeting. He asked the minutes from the 15th be corrected. Mr. Collins is also concerned about the Selectboard rules and where on the web site he could find them. He also said he didn't think the Selectboard meeting on the 7th was warned and asked to have the warning information sent to him.

Mike Morris, from Hartford has a suggestion for the Gate ST/Fairview Terrace. There is no longer a reason to have the road closed. There are no safety issues now, they don't exist. Just pick up the barriers and open it up He asked for the Board to please consider this.

Ally Tufenkjian from Hartford asked the Board to reconsider letting non residents speak. Their perspective is important.

Sherry West from White River called in with a suggestion. Having a special meeting involving the Town Moderator. That way everyone can speak. Possible to do it like we did with the WHO or arrangements to keep social distancing. Secondly, that the Board do not out the spending on the line item in the budget for

housing for the homeless. This should go before the voters. There are many services in town so the town government does not become a social service agency as a town.

Selectboard Comments:

Kim Souza asked to have times reflected on the Agenda for the individual items.

Simon Dennis followed up on the comments of Marcy Bartlett and the Police Department. He has recently had the opportunity to speak with persons of the homeless community and they have repeatedly commented on their treatment from the police that has been non-threatening and helpful to them.

Mr. Dennis also reported that Kevin Raleigh will be stepping from his post on the Hartford Business Revolving Loan Fund (HBRLF) where he has served for the past 30 years. We send him thanks for his years of service.

2. Appointments: N/A

3. Town Manager's Report:

Significant Activity Report:

<https://www.hartford-vt.org/Archive.aspx?ADID=200>

Non permitted structures

Interim Town Manager, John MacLean read the memorandum he had sent out with the agenda packet. We need to relocate the persons living in these structures now and he believes they are all eligible to be relocated.

Selectboard Member, Emma Behrens commented that something needs to be done urgently.

Selectboard Member, Alicia Barrows agreed with Emma Behrens.

Selectboard Clerk, Kim Souza asked if all temporary structures will be removed, to include tents? Mr. MacLean's focus right now is to work with the identified structures. The tents are a more complicated issue that needs to be addressed later. Kim had sent the ITM the CDC guidelines for the unhoused. Mr. MacLean found that to be very helpful. The guidance from the CDC is to at this time not to disturb the encampments. Related to the pandemic. Kim Souza also said that she did know of the structures that were being put up but did not know where they were located. Also, to clarify that all the structures are not on private property but are all on publicly owned property.

There were many public comments on this topic. These can be reviewed on the CATV Link posted at the beginning of these minutes. Many citizens were in favor of keeping the non-permitted structures, others were concerned with the safety of the structures and other land owners were concerned about the structures near their property and safety issues.

Michael Redmond from the Haven called in to share what the Haven is doing for the homeless now during the pandemic.

Selectboard Member, Alicia Barrow expressed a thank you to the public for speaking tonight. The Town needs to find short and long term solutions for the unhoused community. Affordable solutions are out there and she would like the

board to look at these. Dan Fraser said this could be added to a future agenda.

Simon Dennis also appreciated the supporters on both sides of this issue. Mr. Dennis is looking for a way forward. He does not feel that more tax payers' dollars needs to go into this issue. He does feel the municipal sector needs to facilitate what the people can do for themselves to keep warm and dry throughout the winter. The town has a moral obligation to find a way forward. The town also needs to move forward on finding a permanent encampment. Mr. Dennis suggested forming a working group comprised by the Selectboard members, members from the Town and town staff and town manager. Their focus would be regulatory issues and finding a permanent encampment.

Alicia Barrow commented that perhaps this is a start of a wellness committee.

Emma Behrens acknowledged hearing from residents that proper protocol was not followed while erecting these structures. We still need to find a way to follow protocol and still facilitate doing things through proper procedures.

Rachel Edens said that short-, medium- and long-term challenges need to be addressed. Workable solutions can be found by looking at it by goals and times.

Dan Fraser reminded everyone that looking at the Homeless Report done by committee is a good place to start looking.

John MacLean offered to work with a committee and will help as much as he can.

Motion: Selectboard Chair, Simon Dennis made the motion to authorize the Chair of the Selectboard to select a group of individuals made up of members of this Board and members of the community to work with the Town Manager and staff under the Town Manager's direction to investigate the regulatory obstacles pertaining to the prevention of the creation of emergency shelter and the processes creating a permitted encampment to allow for our camping community, our unsheltered and unhoused community to be able to dwell legally during the Spring, Summer and Winter seasons. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

This group would bring suggestions to the Selectboard for actions, advisory and informational only.

Dan Fraser will take volunteers first for the committee.

Constitution would be: Town Manager, 2 Selectboard, 2 Community members (5) (staff will be at the direction of the Town Manager)

The charge and path of this workgroup will be reviewed at the meeting on the 29th.

4. Board Reports, Motions & Ordinances:

a. 2022 Budget Workshop Wrap-Up (2 of 2) (information only)

Gail Ostrout, Finance Director presented the updated items the Selectboard asked for in prior meetings. The final budget will be

presented for adoption at the meeting on the 29th of December.

- b. Review 36 Overlook Housing Property valuation and sign the Stipulation Agreement for Overlook Housing span# 285-090-10560. This is the result of the Hearing of appeal for the 2019 Grand List (this will impact tax bills and assessments in 2019 & 2020). (motion required)

Tabled Until the 29th meeting.

- c. Approval of the 2nd Round of the Hartford Business Revolving Loan Fund Special COVID Economic Recovery Grants. (motion required)

Adaptive Driving Associates

Anderson Chiropractic LLC

Blood's Catering & Party Rentals, Inc.

Christian Roy's Salon

CJM Construction LLC

Cloverleaf Gifts and Jewelry LLC

Collaborative Stoke LLC dba Trail Break-Taps & Tacos

Dancers' Corner

Gabriel Quirk (Alan R. Quirk)

Greater Good Media

Little Istanbul Inc.

Living the Dream Alpaca Farm, LLC

Northlight Editions

Phnom Penh Sandwich Station LLC

Piecemeal LLC, dba Piecemeal Pies

Potter Construction

Preservation Consulting Services dba Meeting House Furniture Restoration

Quechee Inn

Rio Blanco Salon

Scout Hair Design, LLC

Valley Flower Company LLC

VerMod High Performance Modular Homes

Motion:

Vural Oktay Inc. dba Tuckerbox

White River Ballet Academy LLC

Selectboard Clerk, Kim Souza made the motion to approve the use of \$48,000 from the Hartford Business Revolving Loan Fund for special Hartford Business Economic Recovery Grants to the 24 businesses listed on page 42 on tonight's agenda packet. Selectboard member, Joe Major seconded the motion. 6 approved and 1 (Behrens) recused. The motion passed.

d. Town of Hartford Equity and Inclusion Strategic Plan (information only)

Tabled until the 29th meeting.

VI. Commission Meeting Reports:

Joe Major reported that Parks & Rec commission is working on a land/water grant. The conservation fund for amenities for the pool

Parks & Rec are currently closing park facilities by taking down nets and doggie bags – except at Maxfield.

Kim Souza reported the Planning Commission is having a workshop that will address 2 districts to modify zoning regulations. There will be a public session for input addressing areas that could be changed to mixed use from limited use.

Alicia Barrow reported that the Sister City Committee working with Matt finalizing signage for Cenon, France.

VII. Consent Agenda (motion required) Selectboard member, Joe Major made the motion to accept the Consent Agenda as amended. Selectboard member Alicia Barrow seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 12/12/2020

Approve Meeting Minutes of: 12/1/2020 & 12/7/2020

Approve A/P Manifest of: 12/11/2020 & 12/15/2020

Selectboard Meeting Dates of:

Already Approved:

12/29/2020 Tuesday – Regular Meeting & Budget Adoption

Needs Approval: 1/12/2021 & 1/26/2021

VIII. Executive Session:

Selectboard Member, Emma Behrens made the motion to go into Executive session for

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

Selectboard member, John Major seconded the motion. All were in favor and the motion passed at 10:25 P.M.

Simon Dennis made the motion to exit Executive Session at 11:14pm.

Emma Behrens Seconded. All in favor. Passed unanimously.

Joe Major moved to adjourn the meeting at 11:15pm. Seconded by Alicia.

All in favor. Passed unanimously

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.

Report Date: 12/24/20
12:01PM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 1
User: florentina
ReportAPINHDPmtByDate

Check Date: 12/24/2020 - 12/24/2020

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.
25-0100	Capital Improvement Plan					
001365	A PLUS ATHLETIC PRODUCTS, INC				12/24/2020	1009
1068-1	OUTDOOR BLEACHERS & GRANDSTAI		0.00	\$33,291.34	0.00	33,291.34
Desc:	OUTDOOR BLEACHERS & GRANDSTANDS	Acct:	25-985-100-0100	Capital Improvem Plan - Exp		
Vendor Total:				33,291.34	0.00	33,291.34
25-0100	Revaluation Reserve			Bank Total:		33,291.34
25-0174	Revaluation Reserve					
041468	SAFEGROUND ORGANIC ANALYTICS, INC				12/24/2020	1048
5HARTVT	ASSESSMENT CONSULTING 07.14-12.11		0.00	\$1,828.00	0.00	1,828.00
Desc:	ASSESSMENT CONSULTING 07.14-12.11	Acct:	25-985-100-0174	Revaluation Exp		
Vendor Total:				1,828.00	0.00	1,828.00
25-0174	Quechee Water Impact Fees			Bank Total:		1,828.00
55-0200	Quechee Water Impact Fees					
014423	DUBOIS & KING, INC				12/24/2020	1005
1120061	QUECHEE WATER SYSTEM - 11.12.2020		0.00	\$1,840.00	0.00	1,840.00
Desc:	QUECHEE WATER SYSTEM - 11.12.2020	Acct:	55-954-543-0100	CAPITAL OUTLAY-IMPACT FEES		
1220075	QUECHEE WATER SYSTEM - 12.10.2020		0.00	\$4,600.00	0.00	4,600.00
Desc:	QUECHEE WATER SYSTEM - 12.10.2020	Acct:	55-954-543-0100	CAPITAL OUTLAY-IMPACT FEES		
1020171	QUECHEE WATER SYSTEM - 10.15.2020		0.00	\$1,564.00	0.00	1,564.00
Desc:	QUECHEE WATER SYSTEM - 10.15.2020	Acct:	55-954-543-0100	CAPITAL OUTLAY-IMPACT FEES		
Vendor Total:				8,004.00	0.00	8,004.00
55-0200	Waste Water Reserve			Bank Total:		8,004.00
60-0100	Waste Water Reserve					
001303	ALDRICH + ELLIOTT, PC				12/24/2020	1001
18061.001,79222	WRJ CSO - JUNE 2020		0.00	\$3,462.00	0.00	3,462.00
Desc:	WRJ CSO - JUNE 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		
18061.001,79463	WRJ CSO - OCT 2020		0.00	\$1,154.00	0.00	1,154.00
Desc:	WRJ CSO - OCT 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		
18061.001,79515	WRJ CSO - NOV 2020		0.00	\$7,501.00	0.00	7,501.00
Desc:	WRJ CSO - NOV 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		
18061.001,79021	WRJ CSO - MARCH 2020		0.00	\$5,770.00	0.00	5,770.00
Desc:	WRJ CSO - MARCH 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		
18061.001,79324	WRJ CSO - JULY 2020		0.00	\$2,885.00	0.00	2,885.00
Desc:	WRJ CSO - JULY 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		
18061.001,79079	WRJ CSO - APRIL 2020		0.00	\$1,731.00	0.00	1,731.00
Desc:	WRJ CSO - APRIL 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		
18061.001,79357	WRJ CSO - AUGUST 2020		0.00	\$2,885.00	0.00	2,885.00
Desc:	WRJ CSO - AUGUST 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		
18061.001,79134	WRJ CSO - MAY 2020		0.00	\$3,462.00	0.00	3,462.00
Desc:	WRJ CSO - MAY 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		
18061.001,79413	WRJ CSO - SEPTEMBER 2020		0.00	\$1,731.00	0.00	1,731.00
Desc:	WRJ CSO - SEPTEMBER 2020	Acct:	60-964-540-0000	WRJ CSO Plan - Services		

Report Date: 12/24/20
12:01PM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 12/24/2020 - 12/24/2020

Page: 2
User: florentina
Report: APINHDD_PmtByDate

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			30,581.00	0.00	30,581.00
60-0100	GENERAL FUND - MASCOMA	Bank Total:			30,581.00
FUND 1 0	GENERAL FUND - MASCOMA				
001170	AIRGAS, INC.	AIRGAS USA, LLC	12/24/2020		71368
9975293522	CYLINDER RENT	0.00	\$33.30	0.00	33.30
Desc: CYLINDER RENT		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
9975982154	CYLINDER LEASE	0.00	\$73.00	0.00	73.00
Desc: CYLINDER LEASE		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
9107744996	OXYGEN	0.00	\$16.42	0.00	16.42
Desc: OXYGEN		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			122.72	0.00	122.72
001362	603 LOCK & KEY		12/24/2020		71369
1287	STATION 2 DOOR REPAIRS - FINAL	0.00	\$2,173.24	0.00	2,173.24
Desc: STATION 2 DOOR REPAIRS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Desc: STATION 2 REPAIRS		Acct: 10-221-418-0503	Insurance Related Expenses REIMB		
Vendor Total:			2,173.24	0.00	2,173.24
001365	A PLUS ATHLETIC PRODUCTS, INC		12/24/2020		71370
1068-2	OUTDOOR BLEACHERS & GRANDSTAI	0.00	\$40,000.00	0.00	40,000.00
Desc: OUTDOOR BLEACHERS & GRANDSTANDS		Acct: 10-530-543-0000	CAPITAL OUTLAY - BARWOOD AREN/		
Vendor Total:			40,000.00	0.00	40,000.00
001650	ALLEN ENGINEERING POOLS AND SPAS		12/24/2020		71371
111-520505-01	LIQUID CHLORINE	1,435.50	\$1,435.50	0.00	1,435.50
Desc: LIQUID CHLORINE		Acct: 50-952-340-0000	CHEMICALS		
Vendor Total:			1,435.50	0.00	1,435.50
002180	AMERICAN RETROWORKS INC	GOOD POINT RECYCLING	12/24/2020		71372
76319	Oct/Nov Non Covered Electronics-LF	239.40	\$239.40	0.00	239.40
Desc: Oct/Nov Non Covered Electronics-LF		Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			239.40	0.00	239.40
003450	AUTOZONE		12/24/2020		71373
5120527075	PARTS	0.00	\$89.99	0.00	89.99
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120527246	AIR FILTERS	0.00	\$104.28	0.00	104.28
Desc: AIR FILTERS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
5120527399	RETURN PARTS	0.00	\$-89.98	0.00	-89.98
Desc: RETURN PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			104.29	0.00	104.29
003755	B.U.R. CONSTRUCTION, LLC		12/24/2020		71374
2020-13	US RT 5 & SYKES AVE 12.15.2020	46,375.36	\$46,375.36	0.00	46,375.36
Desc: US RT 5 & SYKES AVE 12.15.2020		Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		

Report Date: 12/24/20
12:01PM

Payment Manifest
by Vendor ID
Town of Hartford

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User: florentina

ReportAPINHDPmtByDate

Check Date: 12/24/2020 - 12/24/2020

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:			46,375.36	0.00	46,375.36
003990	ATG LEBANON, LLC		12/24/2020		71375
LP2159	VENT - H3	0.00	\$342.47	0.00	342.47
Desc:	VENT - H3	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			342.47	0.00	342.47
004854	BENISTAR/HARTFORD		12/24/2020		71376
01012021	RETIREE JAN'21	0.00	\$2,089.55	0.00	2,089.55
Desc:	Retirees scripts	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees scripts	Acct: 10-271-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees scripts	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			2,089.55	0.00	2,089.55
005215	BRITTON'S LUMBER, HANCOCK BUILDING	BETHEL MILLS, INC	12/24/2020		71377
262536/5	SHOVEL	24.99	\$24.99	0.00	24.99
Desc:	SHOVEL	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			24.99	0.00	24.99
006100	BMO FINANCIAL GROUP		12/24/2020		71378
Jay 11/28-14/20-2	McDonough, Jay - REC	0.00	\$21.96	0.00	21.96
Desc:	HomeDepot-Timers	Acct: 10-516-323-0000	MATERIAL & SUPPLIES		
Jay 11/28-14/20-3	McDonough, Jay - REC	185.44	\$185.44	0.00	185.44
Desc:	VistaPrint-Signs for Light Up HTFD	Acct: 25-985-511-0006	P & R Restricted - Community Events		
Desc:	Vista Print - Tax Fee Return	Acct: 25-985-511-0006	P & R Restricted - Community Events		
Desc:	Amazon-Santa Claus is Coming Event	Acct: 25-985-511-0006	P & R Restricted - Community Events		
Kasten 11/28-14/20	Kasten, Phil - PD	0.00	\$1,303.60	0.00	1,303.60
Desc:	DETECTIVES CAR - HOWELL	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
Desc:	DETECTIVES CAR - MOODY	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
Kreis 11/28-14/20-1	Kreis, Dylan - REC	0.00	\$159.48	0.00	159.48
Desc:	Amazon-Air filters for WHL	Acct: 10-524-321-0100	REPAIRS & MAINT-BUILDING		
Kreis 11/28-14/20-2	Kreis, Dylan - REC	0.00	\$148.08	0.00	148.08
Desc:	Amazon-Air filters for WHL	Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
Kreis 11/28-14/20-3	Kreis, Dylan - REC	0.00	\$206.16	0.00	206.16
Desc:	HomeDepot-Tent anchor fabricati	Acct: 10-516-323-0000	MATERIAL & SUPPLIES		
Nulty 11/28-14/20	Nulty, Paula - Admin	0.00	\$60.82	0.00	60.82
Desc:	Amazon-Calendar/Printer Ink	Acct: 10-121-320-0000	EQUIP OPERATION/MAINT-OFFICE		
O'Neil 11/28-14/20	O'Neil, Lisa - TC	0.00	\$59.70	0.00	59.70
Desc:	UPS-ReturnPostage Paid Ballot	Acct: 10-151-322-0000	POSTAGE		
Desc:	USPS-Postage Tabulator Memory Card	Acct: 10-151-322-0000	POSTAGE		
Perry 11/28-14/20	Perry, Diane - PD	0.00	\$15.00	0.00	15.00
Desc:	VTSecretaryofState-Notary Renewal	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Sund 11/28-14/20	Sund, Jeremiah - VAL	0.00	\$68.00	0.00	68.00
Desc:	NEREN MLS - Dues	Acct: 10-174-313-0000	MEMBERSHIP DUES		
Vail 11/28-14/20-1	Vail, Brad - PD	0.00	\$3,290.00	0.00	3,290.00
Desc:	CELLEBRITE TRAINING-MOODY	Acct: 10-211-315-0000	RECRUITMENT & TRAINING		
Vail 11/28-14/20-2	Vail, Brad - PD	0.00	\$3,290.00	0.00	3,290.00
Desc:	CELLEBRITE TRAINING-FERNANDES	Acct: 10-211-315-0000	RECRUITMENT & TRAINING		

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Vail 11/28-14/20-3	Vail, Brad - PD	0.00	\$3,290.00	0.00	3,290.00
Desc: CELLEBRITE TRAINING-HOWELL		Acct: 10-211-315-0000	RECRUITMENT & TRAINING		
Cooney 11/28-14/20	Cooney, Scott - FD	0.00	\$402.62	0.00	402.62
Desc: Amazon-Air Dry Filter&Compressor H		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Desc: Amazon-Face Masks		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Desc: UPS-Shipping Fee		Acct: 10-221-322-0000	POSTAGE		
Desc: Evans-Gas		Acct: 10-221-319-0000	EQUIPMENT OPERATION-GAS		
Hedges 11/28-14/20	Hedges, Charles - FD	0.00	\$70.08	0.00	70.08
Desc: Evans - Fuel A-1 & A-3		Acct: 10-221-319-0000	EQUIPMENT OPERATION-GAS		
Jay 11/28-14/20-1	McDonough, Jay - REC	0.00	\$64.21	0.00	64.21
Desc: CoOp Food Store - Lego Club Snacks		Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
Desc: VRPA-Registration Fee		Acct: 10-511-311-0000	TRAVEL & MEETINGS		
Vendor Total:			12,635.15	0.00	12,635.15
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC		12/24/2020	71379
83867770	MEDICAL SUPPLIES	0.00	\$372.11	0.00	372.11
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			372.11	0.00	372.11
006905	BP HARTFORD LLC			12/24/2020	71380
34	SOLAR ARRAY	1,093.96	\$1,559.40	0.00	1,559.40
Desc: 1/12 Annual Charge - Public Works		Acct: 10-321-329-0000	ELECTRICITY		
Desc: 1/12 Annual Charge - Waste Water		Acct: 60-961-329-0000	ELECTRICITY		
Vendor Total:			1,559.40	0.00	1,559.40
007760	BURLINGTON COMMUNICATIONS			12/24/2020	71381
BCS6971	2 PAGERS	0.00	\$910.00	0.00	910.00
Desc: TWO PAGERS		Acct: 10-221-320-0100	EQUIP OPERATION-COMMUNICATION		
Vendor Total:			910.00	0.00	910.00
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		12/24/2020	71382
4067867990	MATS	0.00	\$35.00	0.00	35.00
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4069220796	UNIFORMS	67.79	\$67.79	0.00	67.79
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4069703230	UNIFORMS	103.06	\$103.06	0.00	103.06
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4069703231	UNIFORMS	80.20	\$80.20	0.00	80.20
Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4069703292	UNIFORMS	0.00	\$200.97	0.00	200.97
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4069916448	UNIFORMS	67.79	\$67.79	0.00	67.79
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4070349386	UNIFORMS	80.20	\$80.20	0.00	80.20
Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4070349388	UNIFORMS	0.00	\$200.97	0.00	200.97
Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
4070349401	UNIFORMS	103.06	\$103.06	0.00	103.06

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	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4070601444	UNIFORMS	51.28	\$51.28	0.00	51.28
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
	Vendor Total:		990.32	0.00	990.32
011200	CED-TWIN STATE-WHITE RIVER JCT	CED-TWIN STATE-WHITE RIVER JCT		12/24/2020	71383
9433-424600	LIGHT	77.91	\$77.91	0.00	77.91
	Desc: LIGHT	Acct: 60-964-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		77.91	0.00	77.91
011400	COONEY, SCOTT	SCOTT COONEY		12/24/2020	71384
PO#7979	TUITION REIMBURSEMENT	0.00	\$847.50	0.00	847.50
	Desc: TUITION REIMBURSEMENT	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		847.50	0.00	847.50
011906	CREATIVE LIVES, INC.			12/24/2020	71385
12.15.2020	Improv Comedy-Virtual Class	0.00	\$192.00	0.00	192.00
	Desc: Improv Comedy-Virtual Class	Acct: 10-514-318-0000	CONTRACTED SERVICES		
	Vendor Total:		192.00	0.00	192.00
015093	EASTERN INDUSTRIAL AUTOMATION			12/24/2020	71386
4847717	V-BELT	0.00	\$30.01	0.00	30.01
	Desc: V-BELT	Acct: 10-321-321-0100	REPAIRS & MAINT-BUILDING		
	Vendor Total:		30.01	0.00	30.01
015500	ENDYNE, INC			12/24/2020	71387
355515	WSID 5319 HTFD WATER	72.00	\$72.00	0.00	72.00
	Desc: WSID 5319 HTFD WATER	Acct: 50-954-318-0000	CONTRACTED SERVICES		
356613	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
356614	QUE WW	205.00	\$205.00	0.00	205.00
	Desc: QUE WW	Acct: 65-963-318-0000	CONTRACTED SERVICES		
355478	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
	Desc: WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
355514	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:		475.00	0.00	475.00
016080	CONSOLIDATED COMMUNICATIONS			12/24/2020	71388
111020181918DEC'20	QUECHEE WW PLANT	52.96	\$52.96	0.00	52.96
	Desc: QUECHEE WW PLANT	Acct: 65-963-324-0000	TELEPHONE		
11546793396NOV'20	QUECHEE TEL	0.00	\$102.77	0.00	102.77
	Desc: QUECHEE	Acct: 10-221-324-0000	TELEPHONE		
11833807752NOV'20	WRJ WATER TANKS	326.21	\$326.21	0.00	326.21
	Desc: WRJ WATER TANKS	Acct: 50-954-324-0000	TELEPHONE		
12615510982NOV'20	QUECHEE WATER	86.57	\$86.57	0.00	86.57
	Desc: QUECHEE WATER	Acct: 55-953-324-0000	TELEPHONE		
13444320594NOV'20	RADIO CIRCUITS	0.00	\$522.39	0.00	522.39

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	Desc: RADIO CIRCUITS		Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
8022957049639	DEC'20 SPORTS PARK PUMP STN		52.06	\$52.06	0.00	52.06
	Desc: SPORTS PARK PUMP STN		Acct: 60-964-324-0000	TELEPHONE		
8022959708618	DEC'20 MAXFIELD PUMP HOUSE		53.61	\$53.61	0.00	53.61
	Desc: MAXFIELD PUMP HOUSE		Acct: 60-964-324-0000	TELEPHONE		
	Vendor Total:			1,196.57	0.00	1,196.57
016390	FASTENAL COMPANY				12/24/2020	71389
	NHWES87337 BATTERY		37.38	\$37.38	0.00	37.38
	Desc: BATTERY		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:			37.38	0.00	37.38
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #591 #576			12/24/2020	71390
	0995184 Test ball for emergency repair		587.71	\$587.71	0.00	587.71
	Desc: Test ball for emergency repair		Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
	0995860 PIPE		0.00	\$128.60	0.00	128.60
	Desc: PIPE		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
	0995989 PIPE		0.00	\$128.60	0.00	128.60
	Desc: PIPE		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
	0997361 PARTS		101.12	\$101.12	0.00	101.12
	Desc: PARTS		Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
	Vendor Total:			946.03	0.00	946.03
017110	FISHER AUTO PARTS, INC				12/24/2020	71391
	301-058998 FILTERS		0.00	\$79.76	0.00	79.76
	Desc: FILTERS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-059124 PARTS		0.00	\$26.20	0.00	26.20
	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-059232 PARTS		36.38	\$36.38	0.00	36.38
	Desc: PARTS		Acct: 55-954-321-0100	REPAIRS & MAINT - BUILDING		
	301-059355 PARTS		0.00	\$62.80	0.00	62.80
	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-059358 PARTS		0.00	\$203.78	0.00	203.78
	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-059534 GREASE		59.98	\$59.98	0.00	59.98
	Desc: GREASE		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	302-456375 PARTS		0.00	\$31.34	0.00	31.34
	Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:			500.24	0.00	500.24
017300	FOGG'S HARDWARE & BUILDING				12/24/2020	71392
	10118/6 CHAULK		0.00	\$8.99	0.00	8.99
	Desc: CHAULK		Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
	10374/6 PIPE & MATERIALS		77.79	\$77.79	0.00	77.79
	Desc: PIPE & MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:			86.78	0.00	86.78
019390	GRAINGER				12/24/2020	71393

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9749230240	PARTS		17.69	\$17.69	0.00	17.69
Desc: PARTS		Acct: 65-963-323-0000		MATERIALS & SUPPLIES		
Vendor Total:				17.69	0.00	17.69
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		12/24/2020		71394
2349000009DEC'20	WILDER WELL - WATER		3,117.43	\$3,117.43	0.00	3,117.43
Desc: WILDER WELL - WATER		Acct: 50-952-329-0000		ELECTRICITY		
34591000004DEC'20	RADIO TOWER		0.00	\$211.32	0.00	211.32
Desc: RADIO TOWER		Acct: 10-271-329-0000		ELECTRICITY		
Vendor Total:				3,328.75	0.00	3,328.75
020135	GREENMAN-PEDERSEN, INC			12/24/2020		71395
306747	HTFD STP 0113(59)S INV#10 NOV'20		48,411.37	\$48,411.37	0.00	48,411.37
Desc: HTFD STP 0113(59)S INV#10 NOV'20		Acct: 80-311-318-8001		CONTRACTED SERVICES(STP 0113(5		
Vendor Total:				48,411.37	0.00	48,411.37
020400	HACH COMPANY			12/24/2020		71396
12235161	CHEMICALS		63.80	\$63.80	0.00	63.80
Desc: CHEMICALS		Acct: 65-963-323-0000		MATERIALS & SUPPLIES		
12248072	PH BUFFER SOLUTION		244.92	\$244.92	0.00	244.92
Desc: PH BUFFER SOLUTION		Acct: 60-961-323-0000		MATERIAL & SUPPLIES		
Vendor Total:				308.72	0.00	308.72
020701	HANOVER, TOWN OF	TOWN OF HANOVER		12/24/2020		71397
00529	ELAN FEES 10-30 TO 11-29		0.00	\$224.87	0.00	224.87
Desc: ELAN FEES 10-30 TO 11-29		Acct: 10-271-320-0100		EQUIP OPERATION-COMMUNICATION		
Vendor Total:				224.87	0.00	224.87
022025	HEALTH EQUITY, INC.			12/24/2020		71398
6VFGQAV	DCRA 2020		0.00	\$185.18	0.00	185.18
Desc: DCRA 2020 K M		Acct: 10-012-200-0520		SECTION 125 DEPENDENT CARE ACC		
765W5H2	HCRA 2020		0.00	\$823.32	0.00	823.32
Desc: RA Replenish HCRA 2020		Acct: 10-012-200-0510		SECTION 125 HEALTH CARE ACCT		
FJK5C0N	HRA 2020		15.00	\$1,616.29	0.00	1,616.29
Desc: RA Replenish HRA 2020		Acct: 10-174-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-211-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 10-221-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA 2020		Acct: 10-221-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA 2020		Acct: 50-955-225-0000		HRA/CHOICECARE CARD		
S7M4YX5	HRA 2020		219.87	\$2,637.69	0.00	2,637.69
Desc: RA Replenish HRA		Acct: 10-121-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA		Acct: 10-171-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA		Acct: 10-174-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA		Acct: 10-221-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA		Acct: 10-221-418-0100		RETIREE HEALTH INSURANCE		
Desc: RA Replenish HRA		Acct: 10-312-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA		Acct: 10-325-225-0000		HRA/CHOICECARE CARD		
Desc: RA Replenish HRA		Acct: 30-975-225-0000		HRA/CHOICECARE CARD		

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	Desc: RA Replenish HRA	Acct: 50-954-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA	Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
	Vendor Total:		5,262.48	0.00	5,262.48
026040	KOFILE TECHNOLOGIES	KOFILE TECHNOLOGIES	12/24/2020		71399
237013	LAND RECORDS 581-586 & PAPER	0.00	\$1,666.27	0.00	1,666.27
	Desc: 6 LAND RECORDS 581-586	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
	Desc: 3 REAMS OF RECORDING PAPER	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		1,666.27	0.00	1,666.27
027100	LAVALLEY BUILDING SUPPLY, INC		12/24/2020		71400
WL4361366-01	WEED DRAGON TORCH KIT	0.00	\$64.99	0.00	64.99
	Desc: WEED DRAGON TORCH KIT	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		64.99	0.00	64.99
027400	LEBANON, CITY OF	CITY OF LEBANON	12/24/2020		71401
NOV'20 WW - 2	GRIT DISPOSAL - 11.25.2020 TS366534	340.50	\$340.50	0.00	340.50
	Desc: GRIT DISPOSAL - 11.25.2020 TS366534	Acct: 60-961-318-0000	CONTRACTED SERVICES		
NOV'20 A	GRIT DISPOSAL - NOV'20 11.03-11.28	5,913.55	\$5,913.55	0.00	5,913.55
	Desc: GRIT DISPOSAL - NOV'20 11.03-11.28	Acct: 30-974-318-0000	CONTRACTED SERVICES		
NOV'20 B	GRIT DISPOSAL - 11.25.2020 TS366589	1,366.80	\$1,366.80	0.00	1,366.80
	Desc: GRIT DISPOSAL - 11.25.2020 TS366589	Acct: 30-974-318-0000	CONTRACTED SERVICES		
	Vendor Total:		7,620.85	0.00	7,620.85
027700	DE LAGE LANDEN	DE LAGE LANDEN	12/24/2020		71402
69917190	LEASE COPIER - NOV'20	0.00	\$79.78	0.00	79.78
	Desc: LEASE COPIER - NOV'20	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Vendor Total:		79.78	0.00	79.78
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY	12/24/2020		71403
4935943,32094	PROPANE 37.2G@\$1.234 DEPOT ST	46.64	\$46.64	0.00	46.64
	Desc: PROPANE 37.2G@\$1.234 DEPOT ST	Acct: 60-962-327-0000	BUILDING HEAT		
4484213,505038	#2 OIL 4007.5G - 319 LATHAM WKS LN	8,079.91	\$8,079.91	0.00	8,079.91
	Desc: #2 OIL 4007.5G - 319 LATHAM WKS LN	Acct: 60-961-327-0000	BUILDING HEAT		
4484213,51801	#2 OIL 1500G@\$2.2719 - 142 IZZO PL	3,452.85	\$3,452.85	0.00	3,452.85
	Desc: #2 OIL 1500G@\$2.2719 - 142 IZZO PL	Acct: 65-963-327-0000	BUILDING HEAT		
	Vendor Total:		11,579.40	0.00	11,579.40
028026	LINCOLN NATIONAL LIFE INSURANCE CO	LINCOLN NATIONAL LIFE INSURANCE CO	12/24/2020		71404
JAN'21	Life and AD&D Insurance JAN'21	306.90	\$2,089.75	0.00	2,089.75
	Desc: Life and AD&D Insurance	Acct: 10-121-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-121-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-151-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-151-270-0000	AD&D		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Life and AD&D Insurance	Acct: 10-171-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-171-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-174-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-174-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-175-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-175-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-181-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-181-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-211-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-211-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-221-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-221-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-271-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-271-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-312-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-312-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-321-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-321-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-325-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-325-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-511-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-511-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-514-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-514-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-530-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-530-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-621-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-621-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 10-622-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 10-622-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 30-975-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 30-975-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 50-954-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 50-954-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 50-955-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 50-955-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 55-955-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 55-955-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 60-961-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 60-961-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 60-965-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 60-965-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 65-963-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 65-963-270-0000	AD&D		
	Desc: Life and AD&D Insurance	Acct: 65-965-240-0000	LIFE INSURANCE		
	Desc: Life and AD&D Insurance	Acct: 65-965-270-0000	AD&D		
Vendor Total:			2,089.75	0.00	2,089.75
028850	MAGEE OFFICE EQUIPMENT INC.			12/24/2020	71405
097726	PAPER COPY	0.00	\$75.46	0.00	75.46
	Desc: PAPER COPY	Acct: 10-325-323-0000	MATERIAL & SUPPLIES		

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			75.46	0.00	75.46
029010	MAINE OXY ACETYLENE SUPPLY CO	MAINE OXY	12/24/2020		71406
32202285	GAS FOR METERS	0.00	\$211.78	0.00	211.78
Desc:	CAL GAS FOR METERS	Acct: 10-221-331-0300	HAZMAT EQUIPMENT		
Vendor Total:			211.78	0.00	211.78
029745	MARY HITCHCOCK MEMORIAL HOSPITAL	MARY HITCHCOCK MEMORIAL HOSPITAL	12/24/2020		71407
20201109	MEDICAL SUPPLIES	0.00	\$520.30	0.00	520.30
Desc:	MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			520.30	0.00	520.30
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	12/24/2020		71408
216170741	ICE MELT	0.00	\$65.94	0.00	65.94
Desc:	ICEMELT	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Desc:	ICEMELT	Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
216222012	OFFICE SUPPLIES	0.00	\$16.34	0.00	16.34
Desc:	OFFICE SUPPLIES	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
216329684	LABELS	0.00	\$20.99	0.00	20.99
Desc:	LABELS	Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
216513924	PRINTER INK - COVID	0.00	\$62.97	0.00	62.97
Desc:	PRINTER INK - COVID	Acct: 10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
216467871	OFFICE SUPPLIES - COVID	0.00	\$77.99	0.00	77.99
Desc:	OFFICE SUPPLIES - COVID	Acct: 10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
CR8621388	RETURN - LABELS	0.00	\$-20.99	0.00	-20.99
Desc:	RETURN - LABELS	Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
216379265	OFFICE SUPPLIES	0.00	\$14.93	0.00	14.93
Desc:	OFFICE SUPPLIES	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			238.17	0.00	238.17
031320	MISSION COMMUNICATIONS, LLC		12/24/2020		71409
1047116	SERVICE FEE RENEWAL	347.40	\$347.40	0.00	347.40
Desc:	SERVICE FEE RENEWAL	Acct: 65-964-318-0000	CONTRACTED SERVICES		
Vendor Total:			347.40	0.00	347.40
031390	MODERN CLEANERS & TAILORS, INC		12/24/2020		71410
NOV'20	NOV'20 DRYCLEANING	0.00	\$430.25	0.00	430.25
Desc:	NOV'20 DRYCLEANING	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			430.25	0.00	430.25
031441	MONAGHAN SAFAR DUCHAM PLLC		12/24/2020		71411
16349	LEGAL SERVICES: IUPE UNION NEG20	0.00	\$507.50	0.00	507.50
Desc:	LEGAL SERVICES: IUPE UNION NEG2020	Acct: 10-141-318-0000	CONTRACTED SERVICES		
Vendor Total:			507.50	0.00	507.50
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC	12/24/2020		71412
2021 HRA	HRA 2021 PREFUNDING	10,898.50	\$70,049.57	0.00	70,049.57

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-151-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-171-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-175-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-181-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-311-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-312-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-321-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-325-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-511-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-521-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-530-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 10-622-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 50-954-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
	Desc: HRA Active - 2021 Calendar Year Pre	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
2021 FSA/DCRA	FSA/DCRA 2021 PREFUNDING	0.00	\$31,594.32	0.00	31,594.32
	Desc: FSA / DCRA 2021 Caledmar Year Prefu	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
	Desc: FSA / DCRA 2021 Caledmar Year Prefu	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
	Desc: FSA / DCRA 2021 Calendar Year Prefu	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
	Desc: FSA / DCRA 2021 Calendar Year Prefu	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
	Desc: FSA / DCRA 2021 Calendar Year Prefu	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
	Desc: FSA / DCRA 2021 Calendar Year Prefu	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
	Desc: FSA / DCRA 2021 Calendar Year Prefu	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
	Desc: FSA / DCRA 2021 Calendar Year Prefu	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC		
2021 HRA RETIREES	HRA RETIREES 2021 PREFUNDING	1,064.45	\$11,252.52	0.00	11,252.52
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: HRA Retirees 2021 Calendar Year Pre	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			112,896.41	0.00	112,896.41
034800	NORTHEAST DELTA DENTAL		12/24/2020		71413

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
JAN'21	DENTAL INSURANCE - JAN 2020	1,210.26	\$8,311.23	0.00	8,311.23
Desc: Dental Insurance	Acct: 10-121-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-151-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-171-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-174-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-175-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-181-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-211-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-221-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-271-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-312-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-321-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-325-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-511-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-514-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-530-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-621-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 10-622-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 30-975-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 50-954-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 50-955-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 55-955-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 60-961-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 60-965-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 65-963-230-0000		DENTAL		
Desc: Dental Insurance	Acct: 65-965-230-0000		DENTAL		
Vendor Total:			8,311.23	0.00	8,311.23
034925	NORTHEAST RESOURCE RECOVERY ASSC			12/24/2020	71414
76798	HAULING FEES/GLASS/PROPANE NOV	786.42	\$786.42	0.00	786.42
Desc: Clean Glass	Acct: 30-971-318-0000		CONTRACTED SERVICES		
Desc: Propane Disposal - LF	Acct: 30-971-318-0000		CONTRACTED SERVICES		
Desc: Hauling Fees-LF	Acct: 30-971-318-0000		CONTRACTED SERVICES		
Vendor Total:			786.42	0.00	786.42
036165	OSBORN, MATTHEW	MATTHEW J. OSBORN		12/24/2020	71415
JUL-DEC'20	REIMBURSEMENT MILEAGE JUL-DEC'20	0.00	\$98.33	0.00	98.33
Desc: REIMBURSEMENT MILEAGE JUL-DEC'20	Acct: 10-622-311-0000		TRAVEL & MEETINGS		
Vendor Total:			98.33	0.00	98.33
037276	PETE'S TIRE BARNS, INC			12/24/2020	71416
265869	Front tires	540.00	\$540.00	0.00	540.00
Desc: Front tires	Acct: 65-963-321-0000		REPAIRS & MAINT-VEHICLES		
265877	WINTER TIRES	908.50	\$908.50	0.00	908.50
Desc: Winter Tires for W-4	Acct: 50-954-321-0000		REPAIRS & MAINT-VEHICLES		
Desc: Winter tires for W-4	Acct: 55-954-321-0000		REPAIRS & MAINT - VEHICLES		
Vendor Total:			1,448.50	0.00	1,448.50
037503	PIONEER NETWORK, INC			12/24/2020	71417

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
1764	DISPATCH CHAIRS	0.00	\$4,374.00	0.00	4,374.00
Desc: DISPATCH CHAIRS		Acct: 10-271-331-0100	DEPT EQUIP-REIM BY RESERVE FND		
Vendor Total:			4,374.00	0.00	4,374.00
040389	RITLAND, DIANE	DIANE RITLAND	12/24/2020		71418
DEC'20	Ret Reimburse Dec 2020	0.00	\$352.37	0.00	352.37
Desc: Ret Reimburse Dec 2020		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			352.37	0.00	352.37
041471	SAFELITE AUTOGLASS	SAFELITE FULFILLMENT, INC	12/24/2020		71419
666954	E4 CRACK REPAIR	0.00	\$92.98	0.00	92.98
Desc: E4 CRACK REPAIR		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			92.98	0.00	92.98
041880	SEITCHIK, DARYL	DARYL SEITCHIK	12/24/2020		71420
12.15.2020	Comics Class Payment	0.00	\$384.80	0.00	384.80
Desc: Comics Class Payment		Acct: 10-514-318-0000	CONTRACTED SERVICES		
Vendor Total:			384.80	0.00	384.80
043400	MILTON CAT	SOUTHWORTH-MILTON, INC.	12/24/2020		71421
INV2128555	PARTS	0.00	\$3.07	0.00	3.07
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
INV2128010	PARTS	0.00	\$80.00	0.00	80.00
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
INV2129292	PARTS	0.00	\$36.84	0.00	36.84
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
INV2127414	Filters for grader service	0.00	\$1,050.23	0.00	1,050.23
Desc: Filters for grader service		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			1,170.14	0.00	1,170.14
043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS	12/24/2020		71422
8349080	TELEPHONES	263.39	\$3,070.34	0.00	3,070.34
Desc: Telephones		Acct: 10-211-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-221-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-271-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-121-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-151-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-171-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-174-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-181-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-511-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-622-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-530-324-0000	Telephone		
Desc: Telephones		Acct: 50-952-324-0000	TELEPHONE		
Desc: Telephones		Acct: 60-961-324-0000	TELEPHONE		
Desc: Telephones		Acct: 30-971-324-0000	TELEPHONE		
Desc: Telephones		Acct: 65-963-324-0000	TELEPHONE		
Desc: Telephones		Acct: 60-962-324-0000	TELEPHONE		
Desc: Telephones		Acct: 10-321-324-0000	TELEPHONE		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Telephones	Acct: 10-325-324-0000	TELEPHONE		
	Vendor Total:		3,070.34	0.00	3,070.34
044609	STRYKER SALES CORPORATION	STRYKER SALES CORPORATION	12/24/2020		71423
3225091	Medical supplies	0.00	\$35.73	0.00	35.73
Desc: Medical supplies		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
3223711	SENSOR	0.00	\$210.70	0.00	210.70
Desc: SENSOR		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		246.43	0.00	246.43
045300	TASCO SECURITY, INC		12/24/2020		71424
149279	ALARM FEE - DEC'20-FEB'21	96.00	\$96.00	0.00	96.00
Desc: ALARM FEE - DEC'20-FEB'21		Acct: 30-971-318-0000	CONTRACTED SERVICES		
	Vendor Total:		96.00	0.00	96.00
045483	TELEFLEX LLC		12/24/2020		71425
9503348105	MEDICAL SUPPLIES	0.00	\$677.50	0.00	677.50
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		677.50	0.00	677.50
045484	TELEPHONE & NETWORK TECHNOLOGIES		12/24/2020		71426
80463	PHONE FOR KITCHEN	0.00	\$215.00	0.00	215.00
Desc: PHONE FOR KITCHEN		Acct: 10-221-324-0000	TELEPHONE		
	Vendor Total:		215.00	0.00	215.00
045520	TEXAS CAPITAL BANK	TEXAS CAPITAL BANK	12/24/2020		71427
146274	LEASE - 2020 NISSAN LEAF JAN'21	0.00	\$663.79	0.00	663.79
Desc: LEASE - 2020 NISSAN LEAF JAN'21		Acct: 10-161-331-0000	DEPARTMENT EQUIPMENT		
	Vendor Total:		663.79	0.00	663.79
046000	TI-SALES INC		12/24/2020		71428
INV0125487	METERS - to replace stopped m	3,891.00	\$3,891.00	0.00	3,891.00
Desc: METERS - to replace stopped m		Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		3,891.00	0.00	3,891.00
046950	TWIN STATE SAND AND GRAVEL CO		12/24/2020		71429
96969	WINTER SAND	0.00	\$12,558.14	0.00	12,558.14
Desc: WINTER SAND		Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		12,558.14	0.00	12,558.14
048575	VERIZON WIRELESS		12/24/2020		71430
9868201482	CELL PHONES - NOV'20	184.72	\$1,622.18	0.00	1,622.18
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		

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Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: cell phones	Acct: 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		
048575	VERIZON WIRELESS			12/24/2020	71431
9868225936	CELL BAND - NOV'20	0.00	\$1,549.74	0.00	1,549.74
	Desc: CELL BAND - NOV'20 FD	Acct: 10-221-324-0000	TELEPHONE		
	Desc: CELL BAND - NOV'20 PD	Acct: 10-211-320-0100	EQUIP OPERATION/COMMUNICATION		
	Desc: CELL BAND - NOV'20 WINDSOR	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Desc: CELL BAND - NOV'20 NORWICH	Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
	Vendor Total:		3,171.92	0.00	3,171.92
049401	VERMONT DEPT OF HEALTH			12/24/2020	71432
578	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
050250	VERMONT LEAGUE OF CITIES AND TOWNS			12/24/2020	71433
P2852020 E12	2020 INT HV507 INV#INT285110220	0.00	\$111.00	0.00	111.00
	Desc: 2020 INT HV507 INV#INT285110220	Acct: 10-325-418-0000	PROPERTY & LIABILITY INSURANCE		
P2852020 E13	2021 TOYOTA RAV4 LE HYBRID	0.00	\$63.00	0.00	63.00
	Desc: CAR3 2021 TOYOTA RAV4 LE HYBRID	Acct: 10-221-418-0000	PROPERTY & LIABILITY INSURANCE		
	Vendor Total:		174.00	0.00	174.00
050455	VERMONT LIFE SAFETY LLC			12/24/2020	71434
40414	FIRE ALARM TEST & INSP QUE FIRE S	486.90	\$486.90	0.00	486.90
	Desc: FIRE ALARM TEST & INSP QUE FIRE STN	Acct: 65-963-318-0000	CONTRACTED SERVICES		
40410	FIRE ALARM TEST & INSP	0.00	\$475.00	0.00	475.00
	Desc: FIRE ALARM TEST & INSP	Acct: 10-325-318-0000	CONTRACT SERVICES		
	Vendor Total:		961.90	0.00	961.90
051347	VERMONT, STATE OF	STATE OF VERMONT		12/24/2020	71435
DW20140	OP FEE - 3B BIRCHWOOD	220.00	\$220.00	0.00	220.00
	Desc: OP FEE - 3B BIRCHWOOD	Acct: 65-963-317-0000	PERMITS & LICENSES		
DW20142	OP FEE - 4J CLUBHOUSE 2	220.00	\$220.00	0.00	220.00
	Desc: OP FEE - 4J CLUBHOUSE 2	Acct: 65-963-317-0000	PERMITS & LICENSES		
DW20141	OP FEE - 4J CLUBHOUSE 1	220.00	\$220.00	0.00	220.00
	Desc: OP FEE - 4J CLUBHOUSE 1	Acct: 65-963-317-0000	PERMITS & LICENSES		
DW20145	OP FEE - 5F	220.00	\$220.00	0.00	220.00
	Desc: OP FEE - 5F	Acct: 65-963-317-0000	PERMITS & LICENSES		
DW20139	OP FEE - 2C NOYES LN	220.00	\$220.00	0.00	220.00
	Desc: OP FEE - 2C NOYES LN	Acct: 65-963-317-0000	PERMITS & LICENSES		
DW20144	OP FEE - 5E	220.00	\$220.00	0.00	220.00
	Desc: OP FEE - 5E	Acct: 65-963-317-0000	PERMITS & LICENSES		
DW20143	OP FEE - 4J HILL STN	220.00	\$220.00	0.00	220.00

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: OP FEE - 4J HILL STN	Acct: 65-963-317-0000	PERMITS & LICENSES		
	Vendor Total:		1,540.00	0.00	1,540.00
052326	WEED PRECAST, LLC		12/24/2020		71436
4929	MATERIALS @ MILL RD	0.00	\$498.00	0.00	498.00
	Desc: MATERIALS @ MILL RD	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		498.00	0.00	498.00
053150	SWISH WHITE RIVER LTD		12/24/2020		71437
W410318	DISINFECTANT	0.00	\$71.80	0.00	71.80
	Desc: DISINFECTANT	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
W410669	CLEANING SUPPLIES	49.01	\$49.01	0.00	49.01
	Desc: CLEANING SUPPLIES	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		120.81	0.00	120.81
059737	MUNICIPAL RESOURCES, INC.		12/24/2020		71438
21772	National TM Search Round2-ADS	0.00	\$210.00	0.00	210.00
	Desc: National TM Search Round2-ADS	Acct: 10-111-315-0000	RECRUITMENT & TRAINING		
21794	INTERIM TM - NOV'20	6,690.96	\$14,058.00	0.00	14,058.00
	Desc: November 2020 - Interim TM Services	Acct: 10-111-315-0000	RECRUITMENT & TRAINING		
	Desc: November 2020 - Interim TM Services	Acct: 30-975-315-0111	Recruitment - Town Manager		
	Desc: November 2020 - Interim TM Services	Acct: 50-955-315-0111	Recruitment - Town Manager		
	Desc: November 2020 - Interim TM Services	Acct: 55-955-315-0111	Recruitment - Town Manager		
	Desc: November 2020 - Interim TM Services	Acct: 60-965-315-0111	Recruitment - Town Manager		
	Desc: November 2020 - Interim TM Services	Acct: 65-965-315-0111	Recruitment - Town Manager		
	Vendor Total:		14,268.00	0.00	14,268.00
500894	SECURSHRED	SECURSHRED	12/24/2020		71439
351214	SHREDDING	0.00	\$22.00	0.00	22.00
	Desc: SHREDDING	Acct: 10-161-318-0000	CONTRACTED SERVICES		
351166	MONTHLY SHRED	0.00	\$22.00	0.00	22.00
	Desc: MONTHLY SHRED	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Vendor Total:		44.00	0.00	44.00
502138	QL RESORTS LIMITED PARTNERSHIP		12/24/2020		71440
12.21.2020	REFUND TAXES 4 PROPERTIES FY 20:	0.00	\$827.60	0.00	827.60
	Desc: TAX 2021 REFUND 180 GRANITE WAY 9A	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Desc: TAX 2021 REFUND 180 GRANITE WAY 9B	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Desc: TAX 2021 REFUND 160 GRANITE WAY 10A	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Desc: TAX 2021 REFUND 160 GRANITE WAY 10B	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		827.60	0.00	827.60
502707	NEWTON, CHARLES	CHARLES NEWTON	12/24/2020		71441
12.04.2020	REFUND - OVERPAYMENT ACCT#3122	32.16	\$32.16	0.00	32.16
	Desc: REFUND - OVERPAYMENT ACCT#312200	Acct: 50-510-300-0000	WATER REVENUE-HARTFORD		
	Vendor Total:		32.16	0.00	32.16
502708	ZANLEONI, JAY		12/24/2020		71442

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
PO#7940	REIMBURS- Masks-Hartford Materials	0.00	\$124.69	0.00	124.69
Desc: REIMBURS- Masks-Hartford Materials	Acct: 10-171-417-0017		EXTRAORDINARY EXP : COVID-19		
Vendor Total:			124.69	0.00	124.69
502709	CHOLLET, REBECCA			12/24/2020	71443
PO#7939	REIMBURS- Masks-Hartford Materials	0.00	\$103.52	0.00	103.52
Desc: REIMBURS- Masks-Hartford Materials	Acct: 10-171-417-0017		EXTRAORDINARY EXP : COVID-19		
Vendor Total:			103.52	0.00	103.52
FUND 1 0			Bank Total:		369,974.68
Holdback Total					443,679.02
Batch Totals:		0.00	152,519.61	0.00	596,198.63

DANIEL FRASER

SIMON DENNIS

ALICIA BARROW

EMMA BEHRENS

JOSEPH MAJOR

KIM SOUZA

RACHEL EDENS

JOHN MACLEAN

GAIL OSTROUT

JOHN J. CLERKIN