



**TOWN OF HARTFORD  
SELECTBOARD AGENDA**

Tuesday, February 12, 2019 at 6:00 pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

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

**II. Pledge of Allegiance**

**III. Local Liquor Control Board**

**1. New**

- a. Skinny Pancake, LLC Doing Business As: Skinny Pancake, Quechee LLC. 7161 Woodstock Road, Quechee, VT 05059. (1<sup>ST</sup> Class)

**2. Renewals with Appearance**

- a. Hua Teng Restaurant, Inc. Doing Business As: VT China Moon Buffet, 42 Sykes Avenue, White River Jct., VT 05001. (1<sup>st</sup> Class)
- b. Sunny Investment, LLC, Doing Business As: Station Market, 18 Sykes Avenue, White River Junction, VT 05001. (2<sup>nd</sup> Class)

**3. Renewals with no Appearance**

- a. Simon Pearce (US) Inc. Doing Business As: Simon Pearce Restaurant, Main Street, Quechee, VT 05059. (1<sup>st</sup> Class)
- b. Baker Street, Inc. Doing Business As: Parker House Inn, 1792 Quechee Main Street, Quechee, VT 05059. (1<sup>st</sup> Class)
- c. Phnom Penh Sandwich Station, LLC, Phnom Penh Sandwich Station, 7 North Main Street, White River Jct., VT 05001. (1<sup>st</sup> Class)
- d. Perry Hospitality Group of Vermont, Doing Business As: The Quechee Inn at Marshfield Farms, Quechee, VT 05059. (1<sup>st</sup> Class & Outside Consumption)

- e. Hanover Consumer Cooperative Society Inc., Doing Business As: Co-op Food Store, 209 Maple Street, White River Junction, VT 05001. (2<sup>nd</sup> Class)
- f. Jake's Quechee Market, 7161 Woodstock Road, Quechee, VT 05059. (2<sup>nd</sup> Class)
- g. Pine Valley, Inc., 3700 Woodstock Road, White River Junction, VT 05001. (2<sup>nd</sup> Class)
- h. Simon Pearce (US) Inc., Doing Business As: Simon Pearce Glass, Main Street, "The Mill", Quechee, VT 05059. (2<sup>nd</sup> Class)

#### **IV. Order of Agenda**

#### **V. Selectboard**

##### **1. Citizen, Selectboard Comments and Announcements: TBD**

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

##### **3. Town Manager's Report: TBD**

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

- a. Receive the VA Cutoff Bridge Project Introduction Brief. (Info Only)
- b. Consider Accepting the Vermont Community Development Program Grant and Terms Concerning the Village at White River Junction and Approving the Resolution Assigning Staff Responsibility for the Grant. (Mot. Req.)
- c. Receive the 2018 TIF Annual Report. (Info Only)
- d. Consider Granting Retroactive Approval for an Exception to the Town Purchasing Policy and Retroactive Approval to Enter Into the Lease with MUSCO for Lighting at the Maxfield Complex. (Mot. Req.)
- e. Selectboard Process Review and Internal Selectboard Evaluation. (Info Only)

##### **5. Commission Meeting Reports: TBD**

**6. Consent Agenda (Mot Req.):**

- a. Approve Payroll Ending: 2/9/2019
- b. Approve Meeting Minutes of: 1/29/2019 & 2/5/2019 (Special Meeting) & 2/5/2019 (Public Hearing)
- c. Approve A/P Manifest of: 2/8/2019 & 2/12/2019
- d. Selectboard Meeting Dates of:
  - Already Approved: 2/26/2019 and 3/2/2019 (Town and School District Meeting).
  - Needs Approval: 3/7/2019 (Reorganizational Meeting), 3/12/2019 & 3/26/2019.

**7. Executive Session: N/A**

**8. Adjourn the Selectboard Meeting. (Mot Req.)**

**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 CLASS LIQUOR LICENSE AND TOBACCO APPLICATION  
LICENSE YEAR IS MAY 1<sup>ST</sup> THROUGH APRIL 30<sup>TH</sup> OF THE FOLLOWING YEAR

Skinny Pancake - LLC  
Print Name of Person, Partnership, Corp., Club or LLC  
Skinny Pancake - Quechee LLC  
Doing Business as - Trade Name  
7161 Woodstock Rd.  
Street  
Quechee VT, 05059  
Town or City & Zip Code  
Telephone Number  
134 Archibald Street, Burlington VT 05401  
Mailing Address (if different from above)  
Email address Kate@SkinnyPancake.com

Please check appropriate categories

☒ FIRST CLASS  
☐ SECOND CLASS ☐ RETAIL DELIVERY PERMIT  
☐ TOBACCO ☐ TOBACCO ENDORSEMENT  
☒ Restaurant  
☐ Hotel  
☐ Club  
☐ Commercial Kitchen (a Liquor Control Commercial Caterer's  
License is needed with this license)

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  
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.*

TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF Wartford

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 Liquor Control Board. Upon hearing, the Liquor Control Board may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Liquor Control Board 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

Take's Quechee Mart

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

Benjamin Adler

[REDACTED]

Burlington, VT 05401

Jonny Adler

[REDACTED]

STOWE VT 05662

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

Benjamin Adler

[REDACTED]

Burlington VT 05401

Jonny Adler

[REDACTED]

STOWE VT 05662

Date of incorporation 01/02/2007 Is corporate charter now valid? yes.

Corporate Federal Identification Number [REDACTED]

Have you registered your corporation and/or trade name with the Town/City Clerk? ☒ and/or Secretary of State? ☒ (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

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) ☐ YES ☒ NO If yes, please complete the following information:

Name

Office

Jurisdiction

Corporations/Clubs: Signature of Authorized Agent

Individuals/Partners: (All partners must sign)

B. Cell

01/11/19

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 Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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 DEPARTMENT 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.

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: Christopher Benjamin  
TITLE: COO  
DATE: January 12<sup>th</sup> 2018

(If you have not attended an Education Seminar prior to making application, please visit [www.liquorcontrol.vermont.gov](http://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: Restaurant - Crepes - 2000 sq ft. eat in  
27.5' x 30' attached to Jake's Quechee Market.

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

If leased, name and address of lessor who holds title to property: James Kerrigan, Jake's Quechee Market

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

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

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

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

Please check one: Business is devoted primarily to:

X 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](http://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 Liquor Control Board 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 10:05 AM in the County of Chittenden and State of VT,

this 11<sup>th</sup> day of January, 20 19

Please fill in for Individual, Partners, or Directors

Applicant/s Personal Information

Legal

Name: Benjamin Adler Address: [REDACTED]

Date of Birth 03/13/81 Place of Birth [REDACTED] Sex M SS# [REDACTED]

Legal

Name: Jonny Adler Address: 2827 SL 111 D1 [REDACTED]

Date of Birth 12/11/78 Place of Birth [REDACTED] Sex M SS# [REDACTED]

Legal

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal

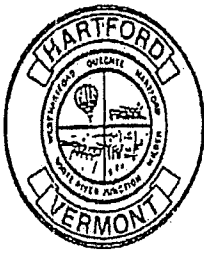
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_



# 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](http://www.hartford-vt.org)



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

## 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 01/23/19 Applicant: The skinny Pancake LLC

Doing Business As:

The skinny Pancake - Quechee LLC

Mailing Address:

134 Archibald Street, Burlington VT 05401

Telephone Number(s): [REDACTED] (office) [REDACTED]

Other Contact Name :(if applicable) KATE LITKE

(Direct,  
Kate  
Litke)

Please list and attach copies of ALL PAST-PRESENT 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.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

NONE

ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENEWAL FORMS.

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.

[Signature]  
Licensee's Signature

BENJAMIN ADLER  
Printed Name

01/23/19  
Date

# CERTIFICATE of ACHIEVEMENT

This Is To Certify That

Christopher Benjamin

has completed the course

2018 Server Training -- 1st Class Certification

January 12, 2018

 VERMONT  
DEPARTMENT OF LIQUOR CONTROL

95kAshUtAA

# Inspection Summary

Hartford Fire Department

Inspection 2509



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Thomas Peltier  
Unit Number HFCR2  
Shift FI

Scheduled 01/24/2019 00:00  
Inspected On 01/24/2019 10:30  
Finished At 01/24/2019 11:00  
Next Inspection  
Scheduled  
Inspection Length 0.50

## Occupant

Occupant Name Skinny Pancake LLC  
Building Name  
Contact Name Benjamin Adler  
Address 7161 WOODSTOCK RD  
City, State and Zip Quechee, VT 05059-  
Phone

## Owner

Owner / Company Edward Kerrigan  
Contact Name  
Address 9 Heneage Lane  
City, State and Zip Hanover, NH 03755-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	- Construction Business is currently under construction and will conduct final inspection upon completion of project.	Building

## Tickler History

Date	Type	Inspector	Narrative
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## Signatures

Inspector

A handwritten signature of Thomas Peltier, written in black ink, over a horizontal line.  
Thomas Peltier  
Date 1/24/19

**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 24, 2019

**Re:** Liquor Licenses

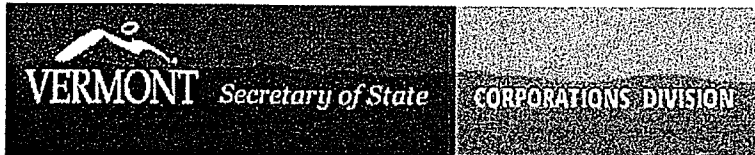
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The following establishments and persons listed on the application have been checked through the Hartford Spillman system as well as the State of Vermont Spillman system. This check did not yield anything recent that would have a negative impact on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

**Skinny Pancake LLC**  
**7161 Woodstock Rd**

Benjamin Adler  
Jonny Adler



[Back](#)**Business Information****Business Details****Business Name:** THE SKINNY PANCAKE - QUECHEE, LLC**Business ID:** 0349773**Business Type:** Domestic Limited Liability Company**Business Status:** Active**LLC Subtype:** Manager Managed**Did the LLC have members at the time of filing?** No**Date of Incorporation / Registration Date:** 11/08/2018**Business Description:** Any Legal Purpose**Fiscal Year Month:** 12**Designated Office Business Address:** 88 Oak Street, Burlington, VT, 05401, USA**Designated Office Mailing Address:** 88 Oak Street, Burlington, VT, 05401, USA**Citizenship / Domestic Jurisdiction:** Domestic/VT**Last Report Filed:** NONE**Next Filing Due Date:** 01/01/2019**Principals Information****Name/Title:****Physical Address:**

Benjamin Adler/Manager

88 Oak Street, Burlington, VT, 05401, USA

Jonathan Adler/Manager

88 Oak Street, Burlington, VT, 05401, USA

**Registered Agent Information****Name:** The Moulton Law Group, PLLC**Physical Address:** 3 Main Street, STE 214, Burlington, VT, 05401, USA**Mailing Address:** PO Box 700, Burlington, VT, 05402, USA**Agent Type:** Registered Entity**Trade Name Information**

No Trade Name(s) associated to this business.

[Back](#)[Filing History](#)[Name History](#)[Return to Search](#)

STATE OF VERMONT  
OFFICE OF SECRETARY OF STATE

The Office of Secretary of State hereby grants a

Articles of Organization

to

**THE SKINNY PANCAKE - QUECHEE, LLC**

A Vermont Domestic Limited Liability Company, effective November 08, 2018

November 09, 2018

Given under my hand and the seal  
of the State of Vermont, at  
Montpelier, the State Capital



*James C. Condos*

James C. Condos  
Secretary of State

Business ID: 0349773  
Filing Number: 0002453865

**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: [www.sec.state.vt.us](http://www.sec.state.vt.us)

**ARTICLES OF ORGANIZATION****\*\*ELECTRONICALLY FILED\*\***

FILING NUMBER: 0002453865

FILING DATE: 11/8/2018

EFFECTIVE DATE: 11/8/2018

BUSINESS INFORMATION	
BUSINESS ID	0349773
BUSINESS NAME	THE SKINNY PANCAKE - QUECHEE, LLC
BUSINESS TYPE	Domestic Limited Liability Company
BUSINESS DESCRIPTION	Any Legal Purpose
BUSINESS EMAIL	jadler@unionstmedia.com

DESIGNATED OFFICE PHYSICAL ADDRESS			
STREET ADDRESS	88 Oak Street ,	CITY	Burlington
STATE	Vermont	ZIP CODE	05401
COUNTRY	United States		

DESIGNATED OFFICE MAILING ADDRESS			
ADDRESS	88 Oak Street ,	CITY	Burlington
STATE	Vermont	ZIP CODE	05401
COUNTRY	United States		

FISCAL YEAR END MONTH	
FISCAL YEAR END MONTH	December

AGENT INFORMATION		
NAME	PHYSICAL ADDRESS	MAILING ADDRESS
The Moulton Law Group, PLLC	3 Main Street, STE 214, Burlington, VT, 05401, USA	PO Box 700, Burlington, VT, 05402, USA

MANAGEMENT STYLE
Manager-Managed

MEMBERS INFORMATION	
Does the LLC have members at the time of filing?	No

MANAGER/MEMBER INFORMATION			
NAME	TITLE	PHYSICAL ADDRESS	MAILING ADDRESS
Benjamin Adler	Manager	88 Oak Street, Burlington, VT, 05401, USA	88 Oak Street, Burlington, VT, 05401, USA
Jonathan Adler	Manager	88 Oak Street, Burlington, VT, 05401, USA	88 Oak Street, Burlington, VT, 05401, USA

AUTHORIZER INFORMATION	
AUTHORIZER SIGNATURE	/s/ Timothy J. Prevo, Esq.
AUTHORIZER TITLE	Organizer

## THE SKINNY PANCAKE - QUECHEE, LLC OPERATING AGREEMENT

THIS OPERATING AGREEMENT (this "*Agreement*") is entered into as of November 8, 2018, by and among The Skinny Pancake – Quechee, LLC, a Vermont limited liability company (the "*Company*"), and the members of the Company each of whom is a signatory hereto and identified on Exhibit A (the "*Members*").

WHEREAS, the parties hereto as the Members of the Company desire to enter into this Agreement to provide for the management, operation and administration of the Company and to set out their respective rights, obligations and interests as Members of the Company.

NOW, THEREFORE, for good and valuable consideration, the parties, intending legally to be bound, agree as follows:

### SECTION I DEFINED TERMS

The following capitalized terms shall have the meanings specified in this Section I. Other terms are defined in the text of this Agreement; and, throughout this Agreement, those terms shall have the meanings respectively ascribed to them.

"*Act*" Vermont Limited Liability Company Law, Title 11 Vermont Statutes Annotated Chapter 25, as amended from time to time, in effect.

"*Adjusted Capital Account Deficit*" means, with respect to any Interest Holder, the deficit balance, if any, in the Interest Holder's Capital Account as of the end of the relevant taxable year, after giving effect to the following adjustments:

(i) the deficit shall be decreased by the amounts which the Interest Holder is deemed obligated to restore pursuant to Regulation Sections 1.704-1(g)(i) and (i)(5) (*i.e.*, the Interest Holder's Share of Minimum Gain and Member Minimum Gain); and

(ii) the deficit shall be increased by the items described in Regulation Sections 1.704-1(b)(2)(ii)(d)(4), (5) and (6).

"*Agreement*" means this Limited Liability Company Operating Agreement, as amended from time to time.

"*Articles*" means the Articles of Organization filed with the Secretary of State, as may be amended from time to time.

"*Capital Account*" means the account to be maintained by the Company for each Interest Holder in accordance with the following provisions:

(i) an Interest Holder's Capital Account shall be credited with the Interest Holder's Capital Contributions, the amount of any Company liabilities assumed by the Interest

Holder (or which are secured by Company property distributed to the Interest Holder), the Interest Holder's allocable share of Profit and any item in the nature of income or gain specially allocated to such Interest Holder pursuant to the provisions of Section IV (other than Section 4.2.3); and

(ii) an Interest Holder's Capital Account shall be debited with the amount of money and the fair market value of any Company property distributed to the Interest Holder, the Interest Holder's allocable share of Loss and any item in the nature of expenses or losses specially allocated to the Interest Holder pursuant to the provisions of Section IV (other than Section 4.2.3).

If any Interest is transferred pursuant to the terms of this Agreement, the transferee shall succeed to the Capital Account of the transferor to the extent the Capital Account is attributable to the transferred Interest. If the book value of Company property is adjusted pursuant to Section 4.2.3, the Capital Account of each Interest Holder shall be adjusted to reflect the aggregate adjustment in the same manner as if the Company had recognized gain or loss equal to the amount of such aggregate adjustment. It is intended that the Capital Accounts of all Interest Holders shall be maintained in compliance with the provisions of Regulation Section 1.704-1(b), and all provisions of this Agreement relating to the maintenance of Capital Accounts shall be interpreted and applied in a manner consistent with that Regulation.

**"Capital Contribution"** means the total amount of cash and the fair market value of any other assets contributed (or deemed contributed under Regulation Section 1.704-1(b)(2)(iv)(d)) to the Company by a Member, net of liabilities assumed or to which the assets are subject.

**"Capital Proceeds"** means the gross receipts received by the Company from a Capital Transaction.

**"Capital Transaction"** means any transaction not in the ordinary course of business which results in the Company's receipt of cash or other consideration other than Capital Contributions, including, without limitation, proceeds of sales or exchanges or other dispositions of property not in the ordinary course of business, financings, refinancings, condemnations, recoveries of damage awards and insurance proceeds.

**"Cash Flow"** means all cash funds derived from operations of the Company (including interest received on reserves), without reduction for any noncash charges, but less cash funds used to pay current operating expenses and to pay or establish reasonable reserves for future expenses, debt payments, capital improvements and replacements as determined by the Manager(s). Cash Flow shall not include Capital Proceeds but shall be increased by the reduction of any reserve previously established.

**"Code"** means the Internal Revenue Code of 1986, as amended, or any corresponding provision of any succeeding law.

**"Company"** has the meaning ascribed to such term in the preamble to this Agreement.

**"Estimated Tax Amount"** shall mean an amount equal to the Company's taxable income, for any taxable period, as calculated and reflected on the Company's federal tax return multiplied by 40%.

**"Interest"** means a Person's share of the Profits and Losses of, and the right to receive distributions from, the Company.

**"Interest Holder"** means any Person who holds an Interest, whether as a Member or as an unadmitted assignee of a Member.

**"Manager"** means the Person or Persons designated as such in Section V.

**"Member"** has the meaning ascribed to such term in the preamble to this Agreement.

**"Member Loan Nonrecourse Deductions"** means any Company deductions that would be Nonrecourse Deductions if they were not attributable to a loan made or guaranteed by a Member within the meaning of Regulation Section 1.704-2(i).

**"Member Minimum Gain"** has the meaning set forth in Regulation Section 1.704-2(i) for "partner nonrecourse debt minimum gain."

**"Membership Rights"** means all of the rights of a Member in the Company, including a Member's: (i) Interest; (ii) right to inspect the Company's books and records; (iii) right to participate in the management of and vote on matters coming before the Company; and (iv) unless this Agreement or the Articles provide to the contrary, right to act as an agent of the Company.

**"Minimum Gain"** has the meaning set forth in Regulation Section 1.704-2(d). Minimum Gain during that taxable year, determined according to the provisions of Regulation Section 1.704-2(c).

**"Negative Capital Account"** means a Capital Account with a balance less than zero.

**"Nonrecourse Deductions"** shall mean an amount calculated in accordance with Regulation Section 1.704-2(c).

**"Nonrecourse Liability"** has the meaning set forth in Regulation Section 1.704-2(b)(3).

**"Partnership Representative"** means that Person designated as the Partnership Representative pursuant to Section 7.5 hereof.

**"Percentage"** means, as to a Member, the percentage set forth after the Member's name on Exhibit A, as amended from time to time, and as to an Interest Holder who is not a Member, the Percentage of the Member whose Interest has been acquired by such Interest Holder, to the extent the Interest Holder has succeeded to that Member's Interest.

**"Person"** means and includes any individual, corporation, partnership, association, limited liability company, trust, estate or other entity.

**"Positive Capital Account"** means a Capital Account with a balance greater than zero.

**"Profit"** and **"Loss"** means, for each taxable year of the Company (or other period for which Profit or Loss must be computed), the Company's taxable income or loss determined in accordance with Code Section 703(a), with the following adjustments:

(i) all items of income, gain, loss, deduction or credit required to be stated separately pursuant to Code Section 703(a)(1) shall be included in computing taxable income or loss;

(ii) any tax-exempt income of the Company, not otherwise taken into account in computing Profit or Loss, shall be included in computing taxable income or loss;

(iii) any expenditures of the Company described in Code Section 705(a)(2)(B) (or treated as such pursuant to Regulation Section 1.704-1(b)(2)(iv)(i)) and not otherwise taken into account in computing Profit or Loss, shall be subtracted from taxable income or loss;

(iv) gain or loss resulting from any taxable disposition of Company property shall be computed by reference to the adjusted book value of the property disposed of, notwithstanding the fact that the adjusted book value differs from the adjusted basis of the property for federal income tax purposes;

(v) in lieu of the depreciation, amortization or cost recovery deductions allowable in computing taxable income or loss, there shall be taken into account the depreciation computed based upon the adjusted book value of the asset; and

(vi) notwithstanding any other provision of this definition, any items which are specially allocated pursuant to Section 4.2 hereof shall not be taken into account in computing Profit or Loss.

**"Regulation"** means the income tax regulations, including any temporary regulations, from time to time promulgated under the Code.

**"Secretary of State"** means the Secretary of State of Vermont.

**"Voluntary Withdrawal"** means a Member's disassociation with the Company by means other than by a Transfer or an Involuntary Withdrawal.

## **SECTION II**

### **FORMATION AND NAME: OFFICE; PURPOSE; TERM**

2.1. **Organization.** The Company was formed on November 8, 2018, by the filing of the Articles with the Secretary of State. Except as otherwise provided in this Agreement, the rights, duties, liabilities and obligations of the Members, and all other Persons who become members of the Company in the manner set forth herein, and the administration, dissolution, winding up and termination of the Company shall be governed by the Act.

2.2. **Name of the Company.** The name of the Company shall be **"The Skinny Pancake - Quechee, LLC"**. If the Company does business under a name other than that set forth in its

Articles, then the Company shall file a trade name certificate as required by law.

2.3. Purpose. The Company is organized to operate a partial-service, crêpe-based restaurant, and to do any and all lawful things necessary, convenient or incidental to that purpose.

2.4. Term. The term of the Company began upon the acceptance of the Articles by the Secretary of State.

2.5. Office. The Company's registered office and the name of its initial registered agent shall be as set forth in the Articles. The Company may have such substituted and additional offices at such other locations as the Manager(s) shall designate. The Company's registered office and registered agent may be changed from time to time by filing the address of the new registered office and/or the name and the acceptance of the new registered agent with the Vermont Secretary of State pursuant to the Act.

2.7. Members. The name, present mailing address (business address), taxpayer identification number and Percentage of each Member are set forth on Exhibit A.

### SECTION III MEMBERS; CAPITAL; CAPITAL ACCOUNTS

3.1. Initial Capital Contributions. Upon the execution of this Agreement, the Members will have contributed to the Company cash equal to amounts set forth on Exhibit A hereto.

3.2. Additional Capital Contributions. Except for the initial capital contributions made pursuant to Section 3.1, no Member shall be required to contribute any additional capital to the Company, and no Member shall have any personal liability for any obligation of the Company.

3.3. No Interest on Capital Contributions. Interest Holders shall not be paid interest on their Capital Contributions.

3.4. Return of Capital Contributions. Except as otherwise provided in this Agreement, no Interest Holder shall have the right to receive the return of any Capital Contribution.

3.5. Form of Return of Capital. If an Interest Holder is entitled to receive a return of a Capital Contribution, the Interest Holder shall not have the right to receive anything but cash in return of the Interest Holder's Capital Contribution.

3.6. Capital Accounts. A separate Capital Account shall be maintained for each Interest Holder.

3.7. Loans. Any Member may, at any time, make or cause a loan to be made to the Company in any amount and on those terms upon which the Company and the Member agree.

3.8. Additional Members. Subject to approval by the Members in accordance with Section 5.2, the Company may admit additional Members from time to time in consideration for a capital contribution as may be approved by the Members. Upon any such admission each Member's Percentage will be diluted ratably by the Percentage of the newly admitted Member.



3.9 Expenses. Unless otherwise approved in advance by a majority of the Members, no Member shall be entitled to reimbursement or other compensation for expenses incurred by such Member in connection Company business or attending Company meetings.

#### SECTION IV PROFIT, LOSS AND DISTRIBUTIONS

4.1. Distributions of Cash Flow and Allocations of Profit or Loss.

4.1.1. *Profit or Loss.* After giving effect to the special allocations set forth in Section 4.2, for any taxable year of the Company, all Profit or Loss shall be allocated to the Interest Holders in proportion to their Percentages.

4.1.2. *Cash Flow.* Cash Flow for each taxable year of the Company shall be distributed to the Interest Holders in proportion to their Percentages no later than seventy-five (75) days after the end of the taxable year.

4.1.3. *Capital Proceeds.* Capital Proceeds shall be distributed and applied by the Company in the following order and priority:

4.1.3.1. to the payment of all expenses of the Company incident to the Capital Transaction; then

4.1.3.2. to the payment of debts and liabilities of the Company then due and outstanding (including all debts due to any Interest Holder); then

4.1.3.3. to the establishment of any reserves which the Manager(s) deems necessary for liabilities or obligations of the Company; then

4.1.3.4. the balance shall be distributed as follows to the Interest Holders in proportion to their Percentages.

4.1.4. *Tax Distributions.* Notwithstanding anything to the contrary contained herein, unless otherwise approved by the Members in accordance with Section 5.2, the Company will, unless otherwise prohibited by applicable law, distribute to each Member an amount equal to such Member's Percentage multiplied by the Estimated Tax Amount on or before April 1 of each calendar year.

4.2. Regulatory Allocations.

4.2.1. *Qualified Income Offset.* No Interest Holder shall be allocated Losses or deductions if the allocation causes an Interest Holder to have an Adjusted Capital Account Deficit. If an Interest Holder receives (1) an allocation of Loss or deduction (or item thereof) or (2) any distribution, which causes the Interest Holder to have an Adjusted Capital Account Deficit at the end of any taxable year, then all items of income and gain of the Company (consisting of a pro rata portion of each item of Company income, including gross income and gain) for that taxable year

shall be allocated to that Interest Holder, before any other allocation is made of Company items for that taxable year, in the amount and in proportions required to eliminate the excess as quickly as possible. This Section 4.2.1 is intended to comply with, and shall be interpreted consistently with, the "qualified income offset" provisions of the Regulations promulgated under Code Section 704(b).

4.2.2. *Minimum Gain Chargeback.* Except as set forth in Regulation Sections 1.704-2(f)(2), (3) and (4), if, during any taxable year, there is a net decrease in Minimum Gain, each Interest Holder, prior to any other allocation pursuant to this Section IV, shall be specially allocated items of gross income and gain for such taxable year (and, if necessary, subsequent taxable years) in an amount equal to that Interest Holder's share of the net decrease of Minimum Gain, computed in accordance with Regulation Section 1.704-2(g)(2). Allocations of gross income and gain pursuant to this Section 4.2.2 shall be made first from gain recognized from the disposition of Company assets subject to nonrecourse liabilities (within the meaning of the Regulations promulgated under Code Section 752), to the extent of the Minimum Gain attributable to those assets, and thereafter, from a pro rata portion of the Company's other items of income and gain for the taxable year. It is the intent of the parties hereto that any allocation pursuant to this Section 4.2.2 shall constitute a "minimum gain chargeback" under Regulation Section 1.704-2(f).

4.2.3. *Contributed Property and Book-Ups.* In accordance with Code Section 704(c) and the Regulations thereunder, as well as Regulation Section 1.704-1(b)(2)(iv)(d)(3), income, gain, loss and deduction with respect to any property contributed (or deemed contributed) to the Company shall, solely for tax purposes, be allocated among the Interest Holders so as to take account of any variation between the adjusted basis of the property to the Company for federal income tax purposes and its fair market value at the date of contribution (or deemed contribution). If the adjusted book value of any Company asset is adjusted as provided herein, subsequent allocations of income, gain, loss and deduction with respect to the asset shall take account of any variation between the adjusted basis of the asset for federal income tax purposes and its adjusted book value in the manner required under Code Section 704(c) and the Regulations thereunder.

4.2.4. *Code Section 754 Adjustment.* To the extent an adjustment to the tax basis of any Company asset pursuant to Code Section 734(b) or Code Section 743(b) is required, pursuant to Regulation Section 1.704-1(b)(2)(iv)(m), to be taken into account in determining Capital Accounts, the amount of the adjustment to the Capital Accounts shall be treated as an item of gain (if the adjustment increases the basis of the asset) or loss (if the adjustment decreases basis), and the gain or loss shall be specially allocated to the Interest Holders in a manner consistent with the manner in which their Capital Accounts are required to be adjusted pursuant to that Section of the Regulations.

4.2.5. *Nonrecourse Deductions.* Nonrecourse Deductions for a taxable year or other period shall be specially allocated among the Interest Holders in proportion to their Percentages.

4.2.6. *Member Loan Nonrecourse Deductions.* Any Member Loan Nonrecourse Deduction for any taxable year or other period shall be specially allocated to the Interest Holder who bears the risk of loss with respect to the loan to which the Member Loan Nonrecourse Deduction is attributable in accordance with Regulation Section 1.704-2(b).

4.2.7. *Guaranteed Payments.* To the extent any compensation paid to any Member by the Company, including any fees payable to any Member pursuant to Section 5.3 hereof, is determined by the Internal Revenue Service not to be a guaranteed payment under Code Section 707(c) or is not paid to the Member other than in the Person's capacity as a Member within the meaning of Code Section 707(a), the Member shall be specially allocated gross income of the Company in an amount equal to the amount of that compensation, and the Member's Capital Account shall be adjusted to reflect the payment of that compensation.

4.2.8. *Unrealized Receivables.* If an Interest Holder's Interest is reduced (provided the reduction does not result in a complete termination of the Interest Holder's Interest), the Interest Holder's share of the Company's "unrealized receivables" and "substantially appreciated inventory" (within the meaning of Code Section 751) shall not be reduced, so that, notwithstanding any other provision of this Agreement to the contrary, that portion of the Profit otherwise allocable upon a liquidation or dissolution of the Company pursuant to Section 4.3 hereof which is taxable as ordinary income (recaptured) for federal income tax purposes shall, to the extent possible without increasing the total gain to the Company or to any Interest Holder, be specially allocated among the Interest Holders in proportion to the deductions (or basis reductions treated as deductions) giving rise to such recapture. Any questions as to the aforesaid allocation of ordinary income (recapture), to the extent such questions cannot be resolved in the manner specified above, shall be resolved by the Manager(s).

4.2.9. *Withholding.* All amounts required to be withheld pursuant to Code Section 1446 or any other provision of federal, state or local tax law shall be treated as amounts actually distributed to the affected Interest Holders for all purposes under this Agreement.

4.2.10. *Interest for Services.* The Percentage of any Interest Holder in excess of such Interest Holder's percentage of the Capital Contributions made by all Interest Holders shall be deemed to be a profits interest received in exchange for services rendered or to be rendered to or for the benefit of the Company, and it is agreed by the Members that such portion of any Interest Holder's Percentage has no currently predictable value of distributions.

#### 4.3. Liquidation and Dissolution.

4.3.1. If the Company is liquidated, after allocating any profits or losses resulting from the sale of the Company, the assets of the Company shall be distributed to the Interest Holders, first in proportion to their positive Capital Account balances until each Interest Holder's Capital Account is reduced to zero, and then in accordance with their Percentages.

4.3.2. No Interest Holder shall be obligated to restore a Negative Capital Account, except to the extent explicitly provided in this Agreement.

#### 4.4. General.

4.4.1. Except as otherwise provided in this Agreement, the timing and amount of all distributions to the Members shall be determined by the Manager(s).

4.4.2. If any assets of the Company are distributed in kind to the Interest Holders, those assets shall be valued on the basis of their fair market value, and any Interest Holder entitled to any interest in those assets shall receive that interest as a tenant-in-common with all other Interest Holders so entitled. Unless all the Members otherwise agree, the fair market value of the assets shall be determined by an independent appraiser who shall be selected by the Manager(s). The Profit or Loss for each unsold asset shall be determined as if the asset had been sold at its fair market value, and the Profit or Loss shall be allocated as provided in Section 4.1 and shall be properly credited or charged to the Capital Accounts of the Interest Holders prior to the distribution of the assets in liquidation pursuant to Section 4.3.

4.4.3. All Profit and Loss shall be allocated, and all distributions shall be made to the Persons shown on the records of the Company to have been Interest Holders as of the last day of the taxable year for which the allocation or distribution is to be made. Notwithstanding the foregoing, unless the Company's taxable year is separated into segments, if there is a Transfer or an Involuntary Withdrawal during the taxable year, the Profit and Loss shall be allocated between the original Interest Holder and the successor on the basis of the number of days each was an Interest Holder during the taxable year; provided, however, the Company's taxable year shall be segregated into two or more segments in order to account for Profit, Loss or proceeds attributable to a Capital Transaction or to any other extraordinary nonrecurring items of the Company.

4.4.4. The Manager(s) are hereby authorized, upon the advice of the Company's tax counsel, to amend this Section IV to comply with the Code and the Regulations promulgated under Code Section 704(b); provided, however, that no amendment shall materially affect distributions to an Interest Holder without the Interest Holder's prior written consent.

## SECTION V MANAGEMENT: RIGHTS, POWERS AND DUTIES

### 5.1. Management

5.1.1. *Managers.* The Company shall be managed by one or more Manager(s), who may, but need not, be Members. The number of Managers and the persons appointed as Managers shall be determined by a vote of the Members in accordance with Section 5.2. Initially the Company shall be managed by two Managers, Benjamin Adler and Jonathan Adler.

5.1.2. *General Powers.* Each Manager shall have full and complete discretion, power and authority, subject in all cases to the other provisions of this Agreement and the requirements of applicable law, to manage, control, administer and operate the business and affairs of the Company for the purposes herein stated, and to make all decisions affecting such business and affairs, including, without limitation, for Company purposes, the power to:

5.1.2.1. sell, dispose, trade or exchange Company assets in the ordinary course of the Company's business;

5.1.2.2. enter into agreements and contracts and to give receipts, releases and discharges;

5.1.2.3. purchase liability and other insurance to protect the Company's properties and business;

5.1.2.4. borrow money for and on behalf of the Company, and, in connection therewith, execute and deliver instruments authorizing the confession of judgment against the Company.

5.1.2.5. execute or modify leases with respect to any part or all of the assets of the Company;

5.1.2.6. prepay, in whole or in part, refinance, amend, modify or extend any mortgages or deeds of trust which may affect any asset of the Company and in connection therewith to execute for and on behalf of the Company any extensions, renewals or modifications of such mortgages or deeds of trust;

5.1.2.7. execute any and all other instruments and documents which may be necessary or in the opinion of the Manager(s) desirable to carry out the intent and purpose of this Agreement, including, but not limited to, documents whose operation and effect extend beyond the term of the Company;

5.1.2.8. make any and all expenditures which the Manager, in its sole discretion, deems necessary or appropriate in connection with the management of the affairs of the Company and the carrying out of its obligations and responsibilities under this Agreement, including, without limitation, all legal, accounting and other related expenses incurred in connection with the organization and financing and operation of the Company;

5.1.2.9. enter into any kind of activity necessary to, in connection with or incidental to the accomplishment of the purposes of the Company; and

5.1.2.10. invest and reinvest Company reserves in short-term instruments or money market funds.

5.1.3. *Extraordinary Transactions.* Notwithstanding anything to the contrary in this Agreement, a Manager shall not undertake any of the following without the approval of the Members in accordance with Section 5.2:

5.1.3.1. any Capital Transaction in excess of \$25,000;

5.1.3.2. the Company's lending more than \$5,000 of its money on any one occasion;

5.1.3.3. the admission of additional Members to the Company;

5.1.3.4. the Company engaging in any other transaction or entering into an agreement to engage in any transaction or series of transactions that could reasonably be expected to involve assets (including the payment of cash) in excess of \$25,000.

5.1.3.5. any transaction in which a Manager has a direct or indirect interest or any conflict of interest, including without limitation transactions with a Manager or their family members or any affiliated legal entity; and

5.1.3.6 any transaction which involves a Member making an additional capital contribution to the Company.

*5.1.4. Limitation on Authority of Members.*

5.1.4.1. No Member is an agent of the Company solely by virtue of being a Member, and no Member has authority to act for the Company solely by virtue of being a Member.

5.1.4.2. Any Member who takes any action or binds the Company in violation of this Section 5.1 shall be solely responsible for any loss and expense incurred by the Company as a result of the unauthorized action and shall indemnify and hold the Company harmless with respect to the loss or expense.

5.1.5. *Removal of Manager(s).* Members voting pursuant to Section 5.2, at any time and from time to time and for any reason, may remove a Manager and elect a new Manager.

**5.2. Meetings of and Voting by Members.**

5.2.1. A meeting of the Members may be called at any time by any Manager or by those Members holding at least twenty-five (25%) of the Percentages then held by Members. Meetings of Members shall be held at the Company's principal place of business or at such other place designated in the notice. Unless such meeting is a regularly scheduled meeting of the Members the date(s) and location(s) of which has been approved in advance by the Members in accordance with this Section 5.2, then not less than ten (10) nor more than ninety (90) days before each meeting, the Person calling the meeting shall give written notice of the meeting to each Member entitled to vote at the meeting. The notice shall state the time, place and purpose of the meeting. Notwithstanding the foregoing provisions, each Member who is entitled to notice waives notice if before or after the meeting the Member signs a waiver of the notice which is filed with the records of Members' meetings, or is present at the meeting in person or by proxy. Unless this Agreement provides otherwise, at a meeting of Members, the presence in person or by proxy of Members holding not less than a majority of the Percentages then held by Members constitutes a quorum. A Member may vote either in person or by written proxy signed by the Member or by his duly authorized attorney-in-fact.

5.2.2. Except as otherwise provided in this Agreement, the affirmative vote of Members holding a majority or more of the Percentages then held by Members shall be required to approve any matter coming before the Members.

5.2.3. In lieu of holding a meeting, the Members may vote or otherwise take action by a written instrument indicating the consent of Members holding a majority or more of the Percentages then held by Members. Notice of any such action shall promptly be provided to the other Members who have not executed such consent.

5.3. Personal Services. No Member shall be required to perform services for the Company solely by virtue of being a Member. Unless approved by the Members in accordance with Section 5.2, no Member shall perform services for the Company or be entitled to compensation for services performed for the Company solely in their capacity as a Member.

5.4. Duties of Parties.

5.4.1. The Manager(s) and the Members shall not be liable, responsible, or accountable in damages or otherwise to the Company or to any other Member for any action taken or any failure to act on behalf of the Company within the scope of the authority conferred on the Manager(s) by this Agreement or by law, unless the action was taken or omission was made fraudulently or in bad faith or unless the action or omission constituted gross negligence.

5.4.2. Nothing in this Agreement shall be deemed to restrict in any way the rights of any Manager, Member, or of any of their respective Affiliates, to conduct any other business or activity whatsoever, and no such person shall be accountable to the Company or to any other Member with respect to that business or activity, including the acquisition of real property. The organization of the Company shall be without prejudice to the Manager's and the Members' respective rights (or the rights of their respective Affiliates) to maintain, expand or diversify such other interests and activities and to receive and enjoy profits or compensation therefrom. Each Member and the Company waives any rights the Member might otherwise have to share or participate in such other interests or activities of any Manager or other Member or their respective Affiliates.

5.5. Liability and Indemnification.

5.5.1. Each Manager shall not be liable, responsible or accountable, in damages or otherwise, to any Member or to the Company for any act performed by a Manager within the scope of the authority conferred on the Manager(s) by this Agreement, to the extent permitted by law.

5.5.2. The Company shall indemnify each Manager for any act performed by such Manager within the scope of the authority conferred on the Manager(s) by this Agreement, except for fraud, gross negligence or an intentional breach of this Agreement. The Company shall promptly notify the Members whenever a Manager has been indemnified by the Company for any act, matter, or thing whatsoever.

## SECTION VI DISSOLUTION, LIQUIDATION AND TERMINATION OF THE COMPANY

6.1. Events of Dissolution. The Company shall be dissolved at the election of the Members voting in accordance with Section 5.2 or as otherwise provided by law.

6.2. Procedure for Winding Up and Dissolution. If the Company is dissolved, the Manager(s) shall wind up its affairs. On winding up of the Company, all non-cash assets will be liquidated in a commercially reasonable manner and then the remaining assets of the Company shall be distributed, first, to creditors of the Company, including Interest Holders who are creditors,

in satisfaction of the liabilities of the Company, and then to the Interest Holders in accordance with Section 4.3.

6.3. Filing of Articles of Termination. If the Company is dissolved, the Manager(s) shall promptly file Articles of Termination with the Secretary of State upon completion of winding up. If there is no Manager, then the Articles of Termination shall be filed by the remaining Members; if there are no remaining Members, the Articles of Termination shall be filed by the last Person to be a Member; if there is neither a Manager, remaining Members or a Person who last was a Member, the Articles of Termination shall be filed by the legal or personal representatives of the Person who last was a Member.

## **SECTION VII**

### **BOOKS, RECORDS, ACCOUNTING AND TAX ELECTIONS**

71. Bank Accounts. All funds of the Company shall be deposited in a bank account or accounts opened in the Company's name. The Manager(s) shall determine the institution or institutions at which the accounts will be opened and maintained, the types of accounts and the Persons who will have authority with respect to the accounts and the funds therein.

#### 7.2. Books and Records.

7.2.1. The Manager(s) shall keep or cause to be kept complete and accurate books and records of the Company and supporting documentation of the transactions with respect to the conduct of the Company's business. The records shall include, but not be limited to, complete and accurate information regarding the state of the business and financial condition of the Company, a copy of the Articles and the Operating Agreement and all amendments to the Articles and Operating Agreement; a current list of the names and last known business, residence or mailing addresses of all Members and Manager(s); and the Company's federal, state or local tax returns.

7.2.2. The books and records shall be maintained in accordance with sound accounting practices and shall be available at the Company's principal office for examination by any Member or the Member's duly authorized representative at any and all reasonable times during normal business hours.

7.3. Annual Accounting Period. The annual accounting period of the Company shall be its taxable year. The Company's taxable year shall be selected by the Manager(s), subject to the requirements and limitations of the Code.

7.4. Reports. Within seventy-five (75) days after the end of each taxable year of the Company, the Manager(s) shall cause to be sent to each Person who was an Interest Holder at any time during the taxable year then ended, that tax information concerning the Company which is necessary for preparing the Interest Holder's income tax returns for that year. At the request of any Member, and at the Member's expense, the Manager(s) shall cause an audit of the Company's books and records to be prepared by independent accountants for the period requested by the Member.

7.5. Partnership Representative. The Partnership Representative shall be designated by



the Managers. The Partnership Representative shall have the responsibility of a tax matters partner specified under the Code. The Partnership Representative shall immediately notify all Members of any action taken by the Service relating to an audit or review of the Company's federal income tax filings and shall keep all Members informed of the status of any such proceedings. Each Member shall have the right to participate in such proceedings at such Member's own expense. The Partnership Representative shall not enter into any agreement with the Service which purports to bind any Member without first obtaining the consent of such Member. The Company shall reimburse the Partnership Representative for all expenses reasonably incurred in connection with its duties hereunder.

7.6. Tax Elections. The Manager(s) shall have the authority to make all Company elections permitted under the Code, including, without limitation, elections of methods of depreciation and elections under Code Section 754. The decision to make or not make an election shall be at the Manager's sole and absolute discretion.

7.7. Title to Company Property. All real and personal property acquired by the Company shall be acquired and held by the Company in its name.

## SECTION VIII CONFIDENTIALITY

8.1. Confidential Information. Each Member recognizes that they may acquire and will continue to acquire Confidential Information concerning the business and operations of the Company, unauthorized use or disclosure of which may cause the Company irreparable harm. Each Member agrees that they will not directly or indirectly at any time, disclose any such Confidential Information nor use Confidential Information for any reason other than for the benefit of the Company. For purposes of this Agreement, "**Confidential Information**" includes any non-public information concerning the Company's business and operations, including proposed and existing products and recipes, methods and designs, trade secrets and other intellectual property, procedures, confidential reports, personnel records, price lists, customer lists, vendor or supplier lists, financial information, business plans, prospects or opportunities. Confidential Information does not include any information that: (a) was in the public domain at the time of disclosure or later entered the public domain through no act or omission of a Member or (b) was lawfully disclosed to a Member by a third party having the right to disclose it. Information will not be deemed to be in the public domain merely because it includes information that falls within an area of general knowledge available to the public or can be reconstructed in hindsight from a combination of information from multiple sources that are available to the public, if none of those sources actually teaches or suggests the entire combination, together with its meaning and importance.

8.2. Exclusive Property. Each Member confirms that all Confidential Information is the exclusive property of the Company.

## SECTION IX GENERAL PROVISIONS

9.1. Assurances. Each Member shall execute all such certificates and other documents and shall do all such filing, recording, publishing and other acts as the Manager(s) deem appropriate to comply with the requirements of law for the formation and operation of the Company and to comply with any laws, rules and regulations relating to the acquisition, operation or holding of the property of the Company.

9.2. Notifications. Any notice, demand, consent, election, offer, approval, request or other communication (collectively, a "*notice*") required or permitted under this Agreement must be in writing and either delivered personally, sent by certified or registered mail, postage prepaid, return receipt requested, or by Federal Express (or other reputable overnight courier) with a signature for acceptance of the delivery required. Any notice to be given hereunder by the Company shall be given by the Manager(s). A notice must be addressed to an Interest Holder at the Interest Holder's last known address on the records of the Company. A notice to the Company must be addressed to the Company's principal office. A notice delivered personally will be deemed given only when acknowledged in writing by the person to whom it is delivered. A notice that is sent by mail will be deemed given three (3) business days after it is mailed, unless it is sent by overnight courier in which case notice will be deemed to have been provided as of the date the delivery is accepted as indicated by the records of the overnight courier. Any party may designate, by notice to all of the others, substitute addresses or addressees for notices; and, thereafter, notices are to be directed to those substitute addresses or addressees.

9.3. Specific Performance. The parties recognize that irreparable injury will result from a breach of any provision of this Agreement and that money damages will be inadequate to fully remedy the injury. Accordingly, in the event of a breach or threatened breach of one or more of the provisions of this Agreement, any party who may be injured (in addition to any other remedies which may be available to that party) shall be entitled to one or more preliminary or permanent orders (i) restraining and enjoining any act which would constitute a breach or (ii) compelling the performance of any obligation which, if not performed, would constitute a breach.

9.4. Complete Agreement; Amendment. This Agreement constitutes the complete and exclusive statement of the agreement among the Members. Except as expressly provided otherwise herein, this Agreement may not be amended without the written consent of those Members holding at least a majority of the Percentages then held by the Members.

9.5. Applicable Law. All questions concerning the construction, validity and interpretation of this Agreement and the performance of the obligations imposed by this Agreement shall be governed by the internal law, not the law of conflicts, of the State of Vermont.

9.6. Section Titles. The headings herein are inserted as a matter of convenience only and do not define, limit or describe the scope of this Agreement or the intent of the provisions hereof.

9.7. Binding Provisions. This Agreement is binding upon, and inures to the benefit of, the parties hereto and their respective heirs, executors, administrators, personal and legal representatives, successors and permitted assigns.

9.8. Jurisdiction and Venue. Any suit involving any dispute or matter arising under this

Agreement may be brought in a State or Federal Court based in the State of Vermont. All Members hereby consent to the exercise of personal jurisdiction by any such court with respect to any such proceeding and agree not to object to the venue of any such court.


9.9. Terms. Common nouns and pronouns shall be deemed to refer to the masculine, feminine, neuter, singular and plural, as the identity of the Person may in the context require.

9.10. Separability of Provisions. Each provision of this Agreement shall be considered separable; and if, for any reason, any provision or provisions herein are determined to be invalid and contrary to any existing or future law, such invalidity shall not impair the operation of or affect those portions of this Agreement which are valid.

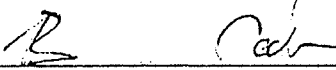
9.11. Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

IN WITNESS WHEREOF, the parties hereto have executed this Operating Agreement as of the date first above written.

THE SKINNY PANCAKE - QUECHEE, LLC

By:   
Name: Benjamin Adler  
Title: Manager

THE SKINNY PANCAKE, INC., MEMBER

By:   
Name: Benjamin Adler  
Title: President

THE SKINNY PANCAKE - QUECHEE, LLC  
OPERATING AGREEMENT

MEMBER COUNTERPART SIGNATURE PAGE

Benjamin Adler

Print Member Name

TS

Signature

Owner

Title, in the case of an entity Member

Address of Member:

[REDACTED]

Burlington VT

05401

[REDACTED]

Electronic Address of Member

[REDACTED]

Social Security Number or EIN

Initial Capital Contribution

Percentage

THE SKINNY PANCAKE - QUECHEE, LLC

EXHIBIT A  
SCHEDULE OF MEMBERS

As of the 8<sup>th</sup> day of November, 2018, the following is a list of Members of the Company:

<u>Name/Address/SS#</u>	<u>Initial Capital Contribution</u>	<u>Percentage</u>
The Skinny Pancake, Inc. 60 Lake Street Burlington, VT 05401		100%

## SUBLEASE OF COMMERCIAL REAL ESTATE

THIS SUBLEASE OF COMMERCIAL REAL ESTATE (the "Lease") is entered into this 21 day of December, 2018 by and between The Skinny Pancake, LLC, a Vermont limited liability company with a principal place of business at 88 Oak St, Burlington, Vermont ("Tenant") and Jake's Quechee Market Inc., a Vermont corporation with a principal place of business at 227 Mechanic Street, Lebanon, NH 03766 ("Landlord").

WHEREAS, Zero Woodstock, LLC ("Prime Landlord") owns land and a building located on US Route 4 in the Village of Quechee, Vermont on premises conveyed to Zero Woodstock, LLC by Quitclaim Deed of the Merchants Bank dated July 25, 2012, and recorded in Book 478, Page 446 of the Hartford Land Records (the "Property"); and

WHEREAS, a portion of the Property is currently leased by Landlord from the Prime Landlord for the operation of a retail grocery (the "Prime Lease"); and

WHEREAS, Landlord wishes to sublease to Tenant, and Tenant wishes to sublease from the Landlord, approximately 2,000 square feet of the building subject to the Prime Lease for the operation of a 48 seat restaurant in accordance with the drawing attached hereto as **Exhibit A** (the "Leased Premises") in accordance with the terms and conditions as contained in this Lease.

NOW, THEREFORE, in consideration of the rent to be paid and the mutual covenants and agreements herein contained, Landlord hereby demises and rents to Tenant, and Tenant hereby leases from Landlord, the Leased Premises described below upon the terms, covenants, and conditions herein contained.

**1. Prime Lease.** The Landlord and Tenant acknowledge and agree that Landlord is the tenant pursuant to the Prime Lease. Tenant acknowledges and agrees that it has received a copy of the Prime Lease and is familiar with its terms. Except as otherwise set forth herein, Tenant agrees to comply with the terms of the Prime Lease, with respect to the Leased Premises, in the same manner as Landlord is obligated under such Prime Lease and shall have the same rights as Landlord has thereunder. Landlord shall have the same rights as Prime Landlord under the Prime Lease to enforce the obligations under the Prime Lease against Tenant to the extent that Tenant has assumed such obligations with respect to the Leased Premises. Tenant is continuing the substantially the same uses of the Leased Premises for which the Landlord has used the Leased Premises. Accordingly, the Prime Landlord is required to consent to this Lease pursuant to the Prime Lease and Landlord and Tenant are relying upon this required consent in entering into this Lease.

**2. Leased Premises.** The Landlord agrees to lease and hereby leases to the Tenant, and the Tenant agrees to lease and hereby accepts, subject to the terms and

conditions hereinafter set forth, the Leased Premises. This Lease shall include the right of the Tenant's employees and restaurant patrons to utilize the available parking on the exterior of the building as well as the current rest room facilities in the building's interior. Further, the Tenant agrees to allow Landlord access to the dishwashing room and equipment in order to maintain Landlord's food licenses. The Landlord agrees to not offer any customer seating inside the market and/or deli area.

**2.2 Equipment.** This Lease also includes the right of the Tenant to utilize the furniture, fixtures and kitchen equipment formerly utilized by Jake's Café when it operated a restaurant in the Leased Premises, to the extent that Jake's, in the conduct of its grocery business, no longer has need for such equipment (See Exhibit B for a list of equipment to be kept by the Landlord). Such furniture, fixtures and equipment shall be left to Tenant in good working condition, and then maintained by Tenant thereafter, normal wear and tear excepted. All equipment formerly utilized by Jake's Cafe shall remain at the Leased Premises at the termination of this Lease. If any permanently attached equipment (dishwasher, all hoods) is replaced during the Lease, those replacements shall remain at the Leased Premises at the termination of this Lease.

**3. Reconfiguration and Condition.** The Landlord, at its sole cost, agrees to reconfigure the existing kitchen space in the building's interior so as to partition and separate the Tenant's kitchen facilities from those utilized by Jake's deli. This shall include two (2) demising walls, the first to be located between the market and current hallway that contains both bathrooms, and the second to be located between the deli area and hallway to the ice machine/walk-in refrigerator. Other than the construction to be performed pursuant to the preceding sentences, the Tenant represents that it has inspected the Leased Premises and accepts them in their current condition "AS IS", subject to compliance with all applicable building and fire codes. Subject to the approval of the Landlord, which approval shall not be unreasonably withheld, Tenant reserves the right to make additional alterations in the Leased Premises necessary to meet the needs of its anticipated operations. Any alterations or additions shall be constructed in accordance with all applicable laws and regulations, with a proper permit and in a workmanlike manner.

#### **4. Term and Renewal.**

**4.1 Commencement and Termination Date.** This Lease shall commence on March 1, 2018 or the first date that the Tenant opens for business<sup>1</sup> to the general public, whichever occurs first ("Commencement Date"), and shall terminate ten (10) years from the last day of the month in which this Lease commenced (The "Initial Term") unless earlier terminated in accordance with the provisions of this Lease.

**4.2 Early Termination Options:** Tenant, in its sole discretion, shall have the following options to terminate this Lease prior to the expiration of the Initial Term:

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<sup>1</sup> "Open for business" is defined as being fully up and running, and does not include any pop-up restaurant in December 2018.



(i) any time during the first two (2) years of the Initial Term, Tenant may terminate this Lease for any reason, without penalty, but only by written notice to the Landlord delivered no later than 6 months prior to the requested date of termination; and

(ii) on, or within the 6 months prior to the fifth (5<sup>th</sup>) year anniversary of the Commencement Date, Tenant may terminate this Lease for any reason, but only by written notice to the Landlord delivered no later than 6 months prior to the requested date of termination, and only provided Tenant pays an early termination fee (which the parties agree shall be considered as additional rent paid hereunder) equal to two (2) months of Base Rent (as defined below), payable on or before the requested date of termination.

**4.3 Possession.** Notwithstanding the Commencement Date, Tenant shall have the right to take possession of the Leased Premises on the date this Lease is signed by both parties.

**4.4 Renewal.** Provided Tenant is not at the time in default in the payment of the rent or in the performance of any of its obligations hereunder, following the Initial Term, the Lease may be renewed at the request of the Tenant for two (2) additional five (5) year terms upon the same terms and conditions contained herein (each, an "Additional Term" and, together with the Initial Term, the "Term"). This Lease shall automatically renew unless the Tenant provides written notice that it does not intend to renew the Lease no later than six (6) months prior to the expiration of the then current term.

## **5. RENT.**

**5.1 Base Rent.** For Year 1 of the Initial Term <sup>2</sup> there shall be no monthly rent. In lieu thereof, Tenant shall pay \$20,000.00 in equal, monthly installments of \$1,666.67 as a contribution towards utility use because the utilities in the building are not separately metered. The aforesaid amount shall be pro-rated to account for a Commencement Date that does not occur on the first day of the month. Thereafter the base rental rate shall be as follows (the "Base Rent"):

- a. Year 2 of the Initial Term: \$1,000.00 per month;
- a. Year 3 of the Initial Term: \$2,000.00 per month;

<sup>2</sup> Year 1 shall be the first 12 full months plus any partial month if the Commencement Date is other than on the first of the month. For example, if the Commencement Date is December 15, 2018, then Year 1 is the period commencing on such date and ending on December 31, 2019.

- b. Year 4 of the Initial Term: \$3,000.00 per month;

Year 5 of the Initial Term: the greater of \$3,000.00 per month or 4% of Gross Revenue (as defined below); and

- c. For each subsequent year: the greater of:
- (i) \$36,000.00 per year (paid in equal, monthly installments); or
  - (ii) 4% of the Tenant's Annual Gross Revenue (as defined below).

1. In addition, commencing with Year 6 of the Initial Term, and for every year thereafter that this Lease is in effect, as applicable for each year where the annual rent paid is not 4% of the Tenant's Annual Gross Revenue, the base annual rent due shall be increased, year over year, by the amount of the increase in the Consumer Price Index over the prior 12 month period, provided however such increase is not more than 2% in each and every year.

**5.2 Common Area Expenses - Monthly Payment of Estimated Charge.** Commencing at the start of Year 2, in addition to Base Rent, Tenant shall pay to Landlord, as additionally monthly rent, 20% of the total Common Area Maintenance ("CAM") charges per month, which shall consist of (a) all Building & Property Maintenance and Building Insurance; (b) all costs of operation and maintenance of the Common Areas ("Common Area Expenses"); (c) all Real Estate Taxes levied and assessed against the Property; and (d) all insurance coverage maintained by the Landlord on the Property and the operations carried out on the Property. Payments shall be made monthly in accordance with the provisions set forth in below paragraph.

CAM shall include all expenditures (except as set forth herein) incurred by or on behalf of Landlord in connection with operating, maintaining, and repairing the Property, including but not limited to the cost of Landlord's gardening and landscaping; repair, painting, maintenance, resurfacing and restriping of the parking areas, driveways and other paved portions of the Property; repair, painting, maintenance, and replacement of signs common to all tenants on the Property; repair, maintenance and replacement of those portions of all utility systems servicing the Building including but not limited to water lines, gas and propane lines, electrical lines, telephone lines, and waste disposal lines (including the costs of police or other security personnel, fire protection and traffic control expended during the repair of such utility systems); maintenance, repair and replacement of exterior lighting; sanitary control and storm water facilities; and removal and relocation of snow and ice from roofs, walkways, parking areas and driveways. CAM shall also mean all insurance carried by Landlord on the Property and not specifically confined to the Building, including but not limited to casualty insurance, flood insurance, fire insurance and extended coverage as well as general liability insurance, umbrella liability insurance, bodily injury, public liability, property damage liability, sign insurance and any other insurance carried by Landlord on the Common Area except Title Insurance. Notwithstanding any other provision or provisions to the contrary contained anywhere in this Lease, all of the following

described items shall be EXCLUDED from CAM when computing pass through amounts of such CAM expenses or Tenant's share of CAM expenses:

i. Costs incurred by Landlord for work which is considered a capital improvement and/or replacement under generally accepted accounting principles consistently applied, and all other costs of a capital nature, including, but not limited to, capital improvements, capital repairs, capital equipment, and capital tools all determined in conformity with generally accepted accounting principles consistently applied;

ii. Depreciation and amortization;

iii. Payments of principal, interest, late fees, prepayment fees or other charges on any debt or amortization payments on any mortgage or mortgages executed by Landlord covering the Property now or in the future; and

iv. All items and services for which Tenant reimburses Landlord.

**5.3 Definitions:** For the purposes of this Section 5:

"Annual Gross Revenue" means, for the trailing 12-month period before calculated, the amount of actual receipts, net of volume or employee discounts, whether cash or otherwise, from all ordinary restaurant sales and services originating from the Leased Premises, exclusive of taxes, and exclusive of any revenue derived from investments, financing transactions, sales of equipment or other extraordinary transactions outside the ordinary course of business. Starting at the end of Year 5, Tenant agrees to provide Landlord with Annual Gross Revenue reports (detailing revenue by month for the trailing 12-month period) within thirty (30) days of the end of the prior yearly period of the Term. If Annual Gross Revenue has reached a threshold wherein 4% of Annual Gross Revenue exceeds \$36,000 (as adjusted year to year by CPI or 2%), Tenant shall pay to Landlord, as additional rent hereunder, an amount equal to the difference, which Tenant agrees shall be paid within forty-five (45) days following the close of the applicable Lease Year.

"Building Maintenance" includes the repair and maintenance of those parts of the Building consisting of the walls (both exterior and interior), exterior glass, roof, stairways, hallways; heating, plumbing and air-conditioning systems; water, sewage, electrical, telephone and wireless systems; sprinkler and other fire protection systems. Structural repairs and replacements to the Building and the roof shall not be included in CAM.

"Building Insurance" shall mean fire and property damage insurance maintained by Tenant on the Building.

"Common Area" shall include the walkways, parking areas, curbs, barriers, driveways, paved areas, plantings on the Property, as well as those portions of the water, sewer, electrical, heating oil, propane and other utility systems serving (but exterior to) the Building.

"Real Estate Taxes" shall include all taxes, assessments and other governmental charges, general and special, ordinary and extraordinary, of any kind and nature whatsoever, including but not limited to, assessments for public improvements or benefits, which shall during the term of this Lease or any extension thereof be paid, levied, assessed imposed upon or become due and payable as well as Landlord's reasonable expenses in obtaining any refund or reduction of Real Estate Taxes. 20% of any net proceeds of any refund obtained by Landlord shall be repaid to Tenant. Any capital improvements that result in an increased property tax assessment will be born entirely by the entity that made such investments.

Tenant shall have the right to contest or review by legal proceedings, or in such other manner as it may deem suitable (which, if instituted shall be conducted at its own expense, and free of all expenses to Landlord), any Real Estate Taxes assessed against the Property and for which the Landlord bills the Tenant. In any such legal proceedings, Landlord agrees to execute such documents as may be necessary for Tenant to prosecute any such contest and Tenant shall have the right to bring such legal proceedings in its own name or the name of the Landlord, or both. If brought in the name of the Landlord, Landlord shall have the right to review all pleadings submitted to the legal authority before which the proceeding is pending, before the filing of any such pleading. In the event of any refund or reduction in Real Estate Taxes as a result of any contest instituted by Tenant, Tenant shall be entitled to recoup, out of any refund, all fees and expenses which it incurred in connection with the legal proceeding.

**5.4 Payment and Accounting:** All rent paid hereunder shall be due on the first day of the month, and be paid to Landlord at the address indicated by Landlord, in lawful US money. Commencing with the first day of the first month in Year 2 of the Initial Term, Tenant shall pay its monthly CAM in addition to its Base Rent. Thereafter, at the end of each calendar year during the Term of the Lease or any extension thereof, Landlord shall supply Tenant with a statement covering all costs which comprise the CAM. In the event that the amount previously paid by Tenant in its monthly installments shall be less than 20% of the total CAM, the same shall be paid to Landlord within ten (10) days after notice of such determination. In the event that the Tenant has paid more than 20% of the total CAM, then the excess so paid shall be credited to the succeeding months until the credit is used up. The CAM statement shall also contain a determination by Landlord of the monthly CAM to be paid by Tenant during the succeeding months of the calendar year, which determination shall be based in part, on the CAM statement for the preceding year modified by any known increases in the cost of the items included in CAM. If Tenant asserts an error in CAM charges, Tenant shall nonetheless pay the disputed amount to Landlord pending resolution thereof.

**5.5 Rest Rooms.** The parties understand that the Landlord and its patrons as well as the Tenant and its patrons will be using the common restroom facilities at the Property. Notwithstanding anything to the contrary set forth herein Landlord and Tenant shall share the cost of maintenance and supplies for the rest rooms 50/50. Landlord and Tenant shall each be responsible for the daily cleaning and servicing of the restrooms, and agree to work together to create a mutually agreeable cleaning schedule whereby employees or agents of each party are responsible on a day to

day basis. The costs of cleaning supplies, toilet paper, hand soap and hand drying products shall be split 50/50 between Landlord and Tenant.

**5.6 Utilities.** Commencing in Year 2 of the Initial Term, Tenant shall pay to Landlord a fixed monthly payment adjusted yearly to reflect the preceding twelve (12) month historical usage by the Property under the following formula: electricity – Tenant to pay 20% of the total cost; propane – Tenant to pay 50% of the total cost; water and sewer – Tenant to pay 50% of the total cost; waste – Tenant to pay 33% of the total cost (collectively, the “Utility Payment”).

**5.7 Tenant’s Maintenance Responsibilities.** Tenant shall be responsible for required maintenance and cleaning of the hood, exhaust fan, and grease trap. Landlord will pay for a hood cleaning and grease trap clearing, to be completed within 15 days of Commencement Date.

**5.8 Commissions.** In connection with this Lease, the parties hereto contemplate that the Tenant shall pay to Landlord a monthly commission (the “Monthly Commission”) calculated as a percentage of all food and beverages prepared by Tenant but sold at Landlord’s registers. In Year 1, Year 2, and Year 3 of the Initial Term, the Monthly Commission shall be 20% of all food and beverages prepared by Tenant and sold at Landlord’s registers. For the remainder of the Initial Term, and in all Additional Terms, the Monthly Commission shall be 10% of all food and beverages prepared by Tenant and sold at Landlord’s registers. Landlord shall provide receipts and reimbursement of Tenant sales, less Landlord’s commission, within 15 days of each and every month.

## **6. USE OF LEASED PREMISES.**

**6.1 Use and Hours.** The Tenant shall use the Leased Premises for the operation of a family restaurant, café, bar, and other related activities during such hours as are customary and appropriate for such operation. The Tenant may also on occasion use the Leased Premises to host catered events. For the avoidance of doubt, the Tenant agrees that any revenue collected from such catered events shall be included in its Annual Gross Revenue. Tenant shall be entitled to close the Leased Premises to the public during business hours with Landlord’s prior consent, which shall not be unreasonably conditioned or withheld. No other use of the Leased Premises shall be allowed without the Landlord’s express written approval, which shall not be unreasonably conditioned or withheld.

**6.2 Signage.** Except for those signs which are already in place or approved by the Landlord, Tenant shall not place on the Leased Premises any signs or any symbol, advertisement, light or other object or thing visible to public view of the Property without the prior written consent of Landlord, which consent shall not be unreasonably conditioned or withheld. All signs must comply with local and state ordinances. The obligation of obtaining necessary authority to install signs, and the costs of such signs and their installation, rests solely on Tenant.

**6.3 Nuisance.** Neither Landlord or Tenant shall perform any act or carry on any practice which may injure the Leased Premises or constitute a nuisance or menace to employees, customers, or third parties.

**6.4 No Storage.** Tenant shall not use any portion of the Leased Premises exclusively for storage or other services, except in connection with its operations in the Leased Premises.

**6.5 Lawful Activities.** Nothing shall be done upon or about the Leased Premises which shall be unlawful, improper, or contrary to any law, ordinance, regulation or requirement of any public authority or insurance inspection or rating bureau or similar organization having jurisdiction, and Tenant will promptly comply with any such law, ordinance, regulation or requirement, provided that if Tenant wishes to contest any such compliance, Tenant shall post such security with Landlord as Landlord shall deem adequate pending such contest.

**6.6 Permits.** Tenant shall be responsible for obtaining all permits necessary to operate the contemplated restaurant business at the Leased Premises, and Landlord agrees that this Lease is made contingent on Tenant obtaining such permits (provided Tenant diligently pursues the same in a timely manner). Landlord agrees to cooperate with the Tenant in procuring such permits so long as Tenant reimburses Landlord for all reasonable out of pocket expenses incurred in connection with any such cooperation.

## **7. ALTERATIONS.**

**7.1 Tenant Improvements.** Any improvements or fixtures installed by the Tenant which are affixed to the real estate by nails, screws, or some other detachable means may be removed upon the termination of this Lease, provided all damage or defacement of the Property caused by such removal shall be repaired by the Tenant to the reasonable satisfaction of the Landlord. Any improvements or fixtures not so removable, or which are not removed prior to the termination of this Lease, shall become the property of the Landlord.

**7.2 Alterations.** The Tenant shall not, without the written consent of the Landlord, make any alterations, or additions to or upon the Leased Premises in excess of \$5,000, except minor alterations which do not materially alter the design or layout of the Leased Premises, or reduce the available usable space, or weaken the structures on the Leased Premises. Any alterations or additions shall be constructed in accordance with all applicable laws and regulations, with a proper permit and in a workmanlike manner. Landlord's consent shall not be unreasonably withheld.

**8. MECHANICS' LIENS.** Tenant agrees immediately to discharge (either by payment or by filing of the necessary bond in the full amount of the lien, or otherwise) any mechanics', materialmen's or other liens against the Leased Premises and/or Landlord's interest therein, which liens may arise out of any payment due for, or purported to be due for, any labor, services, materials, supplies or equipment alleged to

have been furnished to or for Tenant in, upon or about the Leased Premises. Tenant agrees to give Landlord prompt notice of the filing of any such liens.

**9. RISK OF LOSS.** All personal property of every kind on the Leased Premises shall be at the sole risk of the Tenant, and the Landlord shall not be liable to the Tenant or any other person for any injury, loss, damage, or inconvenience occasioned by any cause whatsoever to said property except the willful or negligent acts or omissions of the Landlord or where the failure of the Landlord to make repairs hereunder are the cause of such injury, loss or damage.

**10. INDEMNITY.** The Tenant agrees to indemnify the Landlord against all loss, damage, liability, or expense arising out of injury to third parties or their property, or in connection with anything owned or controlled by the Tenant, or resulting from any act, failure to act, or negligence of the Tenant, its servants or agents, or from any nuisance made or suffered on the Leased Premises caused by Tenant, its servants or agents. The Landlord agrees to indemnify the Tenant against all loss, damage, liability, or expense arising out of injury to third parties or their property, or in connection with anything owned or controlled by the Landlord, or resulting from any act, failure to act, or negligence of the Landlord, its servants or agents, or from any nuisance made or suffered on the Property caused by the Landlord, its servants or agents.

**11. INSURANCE; CASUALTY.**

**11.1 Damage.** If, during the term of this Lease, twenty-five percent (25%) or more of the Leased Premises is damaged or destroyed by fire, flood, war, or other casualty, then either party shall have the right to terminate this Lease by giving written notice of its intention to terminate to the other within thirty (30) days after such damage or destruction. If neither party so terminates, then if the damage or destruction results from a hazard covered by the standard fire and extended coverage insurance policy (or such broader coverage as the Landlord actually carries), the Leased Premises shall be repaired or restored as soon as reasonably possible by the Landlord, and the Tenant shall contribute any proceeds received by it from insurance carried pursuant to this paragraph. If the Leased Premises are rendered wholly or partially un-tenantable by such damage, regardless of the cost to repair, the rent hereunder shall abate proportionally until repair or restoration is completed or this Lease is terminated unless the damage resulted from the negligent or improper conduct of the Tenant.

**11.2 Property Insurance.** Tenant agrees that it will keep its personal property, inventory, fixtures, and equipment (including the equipment that is owned and/or utilized by Tenant) insured against loss or damage by fire with the usual extended coverage endorsements. It is understood and agreed that Tenant assumes all risk of damage to its own property arising from any cause whatsoever, including, without limitation, loss by theft or otherwise. Tenant agrees that it will furnish Landlord with a certification of the amount of insurance carried by Tenant and an itemization of all improvements made by Tenant to the Leased Premises with the costs thereof.

**11.3 Liability Insurance.** The Tenant shall maintain and pay for liability insurance, for the benefit of the Tenant and the Landlord. The Tenant may discharge this obligation by having the Landlord named either as a co-insured or as an additional insured party on the Tenant's insurance policy covering the Leased Premises and any fixtures or appurtenances therein, with insurance companies qualified to do business in Vermont, with coverage in amounts not less than Two Million Dollars (\$2,000,000) per occurrence with a \$3,000,000 aggregate for personal injury, and \$300,000.00 with respect to damage to property. Tenant agrees to provide Landlord with copies of all insurance policies.

**11.4 Fire and Extended Coverage.** Landlord shall procure and continue in force during the term hereof, fire and extended coverage insurance on the Leased Premises.

**11.5 Waiver of Subrogation.** Neither party will assign, transfer, or set over to its insurer any right of subrogation against the other because of any payment required to be made under any policy of insurance on the Leased Premises or the contents thereof and each agrees that a waiver of such subrogation rights will be procured and written into any such insurance policies issued to either party.

## **12. CONDEMNATION.**

**12.1 Entire Premises.** In the event that the Leased Premises is wholly taken for any public or quasi-public use by any legally constituted authority, then the either party shall have the right to terminate this Lease upon giving written notice of its intention to do so to the other party within sixty (60) days of the day of taking. In the event of a partial taking which substantially impairs the Tenant's ability to carry on the business, then Tenant may terminate this Lease upon sixty (60) days prior written notice. Should any such termination occur under this Section, all the rent as required to be paid by this Lease shall be paid up to that date with a proportionate refund by the Landlord of any rent paid in advance. For the purposes of this section, a partial taking which substantially impairs the Tenant's ability to conduct its business means a taking which results in a reduction of 5 or more parking spaces servicing the Leased Premises.

**12.2 Proceeds From Any Taking.** In the event that any portion of the Leased Premises is taken by any such authority for any such use, all compensation awarded or paid upon such a taking shall belong to and be the property of the Landlord, and no legal or equitable rights in or to any part of the award shall belong to or be paid to the Tenant. Notwithstanding the foregoing, the Tenant shall be entitled to any compensation awarded or paid for the value of the Tenant's leasehold interest subject to such taking.

**12.3 Rent Obligations.** In the event that any portion of the Leased Premises is so taken and neither the Landlord nor the Tenant terminates this Lease by reason of such taking, this Lease shall continue for the balance of its term as to that part of the Leased Premises remaining without any reduction or abatement of, or effect upon, the term hereof with the liability of the Tenant to pay in full the Base Rent and all



other sums and charges herein provided to be paid by the Tenant, but the Base Rent to be paid by the Tenant shall be reduced by a percentage equal to the percentage of the Leased Premises taken as compared to the Leased Premises prior to the taking.

**13. SUBLETTING AND ASSIGNMENT/SUBLEASE.** Except to Prime Landlord, this Lease may not be assigned by either party without the other party's prior written consent, which shall not be unreasonably withheld. This Lease shall not be sublet in whole or in part without the written consent of the Landlord, which consent may be given or withheld in Landlord's sole discretion. Any assignment or sublet made without such approval shall be null and void. Notwithstanding the foregoing, Tenant may assign or sublet to an entity created by the Tenant to operate the restaurant business to be carried out in the Leased Premises without the Landlord's consent, so long as Tenant owns or controls any such entity and so long as Tenant personally guarantees the obligations of any such assignee or sublet under this Lease.

**14. ENTRY, INSPECTION AND MAINTENANCE.** The Tenant shall allow the Landlord or its agents during the term, at reasonable times, to enter and view the Leased Premises and to make repairs and alterations if it should elect to do so, without damaging or substantially altering the Tenant's normal use of the Property.

**15. QUIET POSSESSION.** The Landlord covenants and warrants that as of the Commencement Date the Landlord has full right and lawful authority to enter into this Lease for the full Term hereof, and for all extensions herein provided, and that the Landlord is lawfully seized of the entire premises hereby leased and has good leasehold title thereto free and clear of all other tenancies, liens and encumbrances. The Landlord further covenants and warrants that if the Tenant shall discharge the obligations herein set forth herein to be performed by the Tenant, then the Tenant shall have and enjoy, during the Term and any renewal or extension hereof, the quiet and undisturbed possession of the Leased Premises for the uses herein described, together with all appurtenances thereto.

**16. LANDLORD'S ASSURANCES.** In order to induce the Tenant to execute and perform this Lease, the Landlord hereby represents and warrants to the Tenant that on the Commencement Date the following shall be true:

**16.1 Authority.** The Landlord has full power and authority to enter into this Lease and to perform the Landlord's obligations thereunder. All necessary approvals have been obtained by the Landlord (including the approval by the Prime Landlord).

**16.2 Compliance.** The Leased Premises are in full compliance with all building and fire codes applicable to the Leased Premises and the operations currently being carried out therein.

**17. TENANT'S ASSURANCES.** In order to induce the Landlord to enter into and perform this Lease, the Tenant represents and warrants to the Landlord, which

As used in this Section, the term "additional rent" means the value of all considerations other than rent agreed to be paid or performed by Tenant hereunder, including, the CAM as previously defined. Landlord shall have the right from time to time to re-let the Leased Premises upon such terms as it may deem fit, and if a sufficient sum shall not be thus realized to yield the net rent required under this Lease, Tenant agrees to satisfy and pay all deficiencies within ten (10) business days after receipt of written notice, during each month of the remaining term of this Lease. Nothing herein contained shall be deemed to require Landlord to await the date whereon this Lease, or the term hereof, would have expired had there been no default by Tenant, or any such termination or cancellation. Tenant expressly waives service of any notice of intention to reenter and waives any and all right to recover or regain possession of the Property or to reinstate or redeem this Lease as may be permitted or provided for by or under any statute or law now or hereafter in force and effect, to the extent such rights may lawfully be waived. The rights and remedies given to Landlord in this Lease are distinct, separate and cumulative remedies, and no one of them, whether or not exercised by Landlord, shall be deemed to be in exclusion of any of the others herein or by law or equity provided. Nothing contained in this Section shall limit or prejudice the right of Landlord to prove and obtain, in proceedings involving the bankruptcy or insolvency, or a composition with creditors by Tenant, the maximum allowed by any statute or rule of law at the time in effect.

**19. REDELIVERY OF PREMISES.** The Tenant will peaceably and quietly quit and deliver up to the Landlord or its attorney, or other duly authorized agent, the Leased Premises at the expiration or other termination of this Lease or any renewal thereof in no less than the same relative condition and state of repairs as at the beginning of the term hereof, reasonable wear and tear, taking by eminent domain and damage by fire or other casualty excepted.

**20. HOLDOVER.** If the Tenant holds over or remains in the possession or occupancy of the Leased Premises after the expiration of the term of this Lease, or after any sooner termination thereof, without any written lease of the said premises having been made and entered into between the Landlord and the Tenant, such holding over or continued possession or occupancy may, if the rent is paid by the Tenant and accepted by the Landlord for or during any period of time it so holds over, at any time be terminated by either the Landlord or the Tenant giving to the other party thirty (30) days' notice of such intention to terminate the same.

**21. WAIVER.** The Tenant covenants with the Landlord that the failure of the Landlord to insist in any one or more instances upon the strict and literal performance of any of the covenants, terms or conditions of this Lease, or to exercise any option of the Landlord herein contained, shall not be construed as a waiver or a relinquishment for the future, of such covenant, term, condition or option, but the same shall continue and remain in full force and effect. The receipt by the Landlord of rent, with knowledge of the breach of any covenant, term or condition hereof, shall not be deemed to be a waiver of such breach, and no waiver by the Landlord of any covenant, term, condition or provision of this Lease, or of the breach thereof, shall be deemed to have been made

by the Landlord, unless expressly acknowledged in writing by the Landlord over his signature.

**22. NOTICES.** All notices hereunder by the Landlord to the Tenant shall be given certified mail at the address stated in the first paragraph of this Lease, or to such other address as the Tenant may from time to time give to the Landlord for this purpose, and all notices by the Tenant to the Landlord shall be given by certified mail at the address stated in the first paragraph of this Lease, or to such other address as the Landlord may from time to time give in writing to the Tenant for this purpose. Notices may also be given in hand by either party to the other or by facsimile or email so long as there is a written acknowledgement of receipt of delivery of the notice.

**23. SUCCESSORS AND ASSIGNS.** The respective successors and assigns of the Landlord and the Tenant, subject to the foregoing provisions as to transfers insolvency, or by operation of law or legal process, shall bear the burdens and enjoy the benefits of all of the covenants, terms, conditions, privileges and agreements wherever applicable, contained in or acquired by the provisions of this Lease, as if such successors and assigns had been specifically mentioned in each and every case where the Landlord or Tenant is mentioned, and shall be deemed to be included in each and every one of such covenants, conditions, privileges and agreements, with the exceptions aforesaid.

**24. NO BROKERAGE COMMISSION.** The Tenant and Landlord warrant and represent that this Lease has been brought about only by their respective efforts and that no real estate broker or agent is entitled to any commission as a consequence of this lease. The Tenant and Landlord each agree to indemnify and save the other harmless against and from any loss or expense, including without limitation, reasonable attorney's fees and costs, arising out of any claim for commissions or other compensation by any broker or agent by virtue of alleged dealings of the broker or agent with the indemnifying party or their representatives.

**25. SEVERABILITY.** If any term or provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

**26. APPLICABLE LAW.** This Lease shall be governed exclusively by the provisions hereof and by the laws of the State of Vermont, as the same may from time to time exist.

**27. ENTIRE AGREEMENT.** This Lease sets forth the entire agreement between the parties as to the lease of the Leased Premises and may be canceled, modified, or amended only by written instrument signed by both the Landlord and the Tenant.

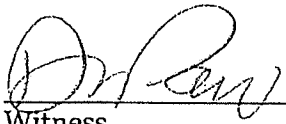
**28. MEMORANDUM OF LEASE.** The parties agree to file and record a Memorandum of Lease in accordance with the provisions of 27 VSA §341.

*[Signature page follows]*

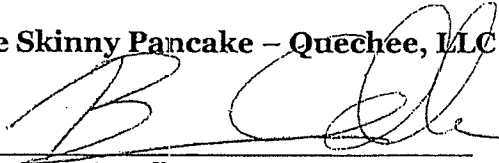
IN WITNESS WHEREOF the parties have executed this Sublease of Commercial Real Estate on the date first above written.

**TENANT:**

**The Skinny Pancake – Quechee, LLC**

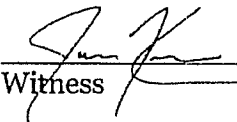
  
\_\_\_\_\_  
Witness

By

  
\_\_\_\_\_  
Benjamin Adler, Manager

**LANDLORD:**

**Jake's Quechee Market, Inc.**

  
\_\_\_\_\_  
Witness

JAMES KERRIGAN

By

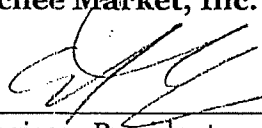
  
\_\_\_\_\_  
Edward Kerrigan, President

EXHIBIT A

(Sketch of Leased Premises)

EXHIBIT B  
(List of Equipment to Stay with Landlord)

1. Bunn Coffee Brewer (double)
2. Bunn Coffee Grinders (x2)
3. Espresso machine and grinder (owned by coffee supplier, to be returned to them on or about Commencement Date)
4. Stainless coffee counter (currently holding espresso machine)
  - a. This will be used as brewing counter in the deli
5. Cold brew (nitro) kegerator
6. Mini refrigerated sandwich unit
7. Tables and chairs
8. Other items for which Tenant does not have a use:
  - a. Range/oven combo
  - b. Panini press
  - c. Charboil grill

2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

8497-001-1RST-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$230.00 of which  
\$115.00 is paid to town/city  
\$115.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Hua Teng Restaurant, Inc  
Doing Business As:

Licensee # 8497- 1

VT China Moon Buffet (CKA)  
42 Sykes Avenue  
White River Junction VT 05001  
Telephone: (802) 291-9088

Mailing Address:  
42 Sykes Avenue  
White River Junction VT 05001

PLEASE INCLUDE EMAIL ADDRESS: [REDACTED]

Description of Premises:

Restaurant located in a one story wood framed building located at 42  
Sykes Avenue, in the town of White River Junction,  
Town of Hartford, VT

Lessor:

Katherine B. Thibideau  
White River Junction VT 05001

Last Enforcement Seminar: 01/28/2018

Fed. ID Number: 46-4542563 Incorporation Date: 01/21/2014 Valid Charter?: Yes State of Charter: Vermont  
Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State Zip Code
Director	1. Chen, Jin Fu	37 Forster Terrace	Derby Line	VT 05830

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court  
of law (including traffic tickets by mail) during the last year? Yes ☒ No  
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county,  
city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes ☒ No  
If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 1273

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: 440-464542563F-01

Disclosure of Non-profit Organization?: Yes ☒ No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from  
State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page



## 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](http://www.hartford-vt.org)



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

### 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 1/5/19 Applicant: Hua Teng Restaurant INC

Doing Business As:

VT Chinamoon Buffet

Mailing Address:

42 Sykes Ave White River Junction

VT 05001

Telephone Number(s):

[REDACTED]

Other Contact Name :(if applicable)

[REDACTED]

Please list and attach copies of ALL PAST-PRESENT violations any licensee, director, owner, stockholder has been charged with. If no violations, please answer "None".

N/A

ALL Liquor/Tobacco License Violations PAST – PRESENT (including violations taking place on licensee's premises and/or charges against employee, etc.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

see Attached

ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENEWAL FORMS.

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

[Signature]

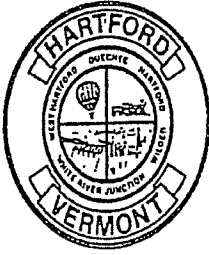
Printed Name

Jin F Chen

Date

1/5/19





# 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](http://www.hartford-vt.org)



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

Licensee's Signature

Jin F Chen

Printed Name

1/5/19

Date

# Inspection Summary

Hartford Fire Department

Inspection 2497



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Thomas Peltier  
Unit Number HFCR2  
Shift FI

Scheduled 01/16/2019 00:00  
Inspected On 01/16/2019 12:00  
Finished At 01/16/2019 12:30  
Next Inspection  
Scheduled  
Inspection Length 0.50

## Occupant

Occupant Name China Moon  
Building Name  
Contact Name  
Address 42 SYKES MOUNTAIN AVE  
City, State and Zip White River Junction, VT 05001-  
Phone

## Owner

Owner / Company  
Contact Name  
Address  
City, State and Zip  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	- Exit Signs/Emergency Lights All exit signs and emergency lights shall be in proper working order.	Building

## Tickler History

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

## Signatures

Inspector

  
Thomas Peltier  
1/17/19  
Date

**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 11, 2019

**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.

**VT China Moon Buffet**  
**42 Sykes Ave**

Jin Fu Chen

## Sherry West

---

**From:** Sherry West  
**Sent:** Monday, January 14, 2019 9:28 AM  
**To:** '67smainst@gmail.com'  
**Subject:** Liquor Renewal

This is to let you know that your renewal application has been sent to the Police & Fire Department for review. This is also to remind you that once it has been scheduled to go before the select board for approval, you must attend that meeting due the liquor violation you have had in the past year. This appearance is part of the new liquor policy that you were forwarded a copy of. Thanks again and I will update you when your meeting is scheduled.

Best Regards

Sherry West  
Assistant Town Clerk  
Town of Hartford  
171 Bridge Street  
White River Jct., VT  
(802) 295-2785

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

2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

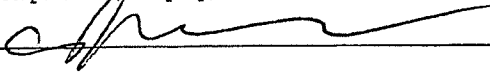
8497-001-1RST-001  
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 5 day of Jan, 2019

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners



\_\_\_\_\_

President of INC  
(Title)

\_\_\_\_\_

Are you making this application for the benefit of any other party? Yes ☒ No

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED

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

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

Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present

Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312



State of Vermont  
Department of Liquor Control  
13 Green Mountain Drive  
Montpelier, VT 05602  
liquorcontrol.vermont.gov

[phone] 802-828-2339  
[fax] 802-828-1031

Patrick Delaney, Commissioner

RECEIVED

July 3, 2018

JUL 03 2018

TOWN OF HARTFORD  
\_\_\_\_ A.M. \_\_\_\_ P.M.

Hua Teng Restaurant, Inc.  
d/b/a VT China Moon Buffet (CKA)  
42 Sykes Avenue  
White River Junction VT 05001

Dear Licensee:

This is to inform you that on June 18, 2018 @ 11:11 a.m., an Investigator with the Vermont Department of Liquor Control conducted an underage Alcohol Compliance Survey at your licensed premises. I am pleased to advise you that the results of our survey show that the 18-year-old minor, under the supervision of Liquor Control Investigator Wilbur was not able to purchase alcohol beverages at your establishment from the employee. I want to commend you for your adherence to the law which prohibits the sale of alcohol beverages to those persons under the age of twenty-one.

Also, the report we received from the Liquor Control Investigator alleges that on the same day, your employee Lin Boyu was selling alcohol products prior to receiving proper training, as required of by Education Reg. # 3b (employee not properly trained)

**Education Regulation #3b reads:** Each licensee shall ensure that every employee who is involved in the preparation, sale, service or solicitation of alcoholic beverages or the sale of tobacco products or enforcing of alcohol and/or tobacco laws and regulations must complete a training program offered or approved by the Department of Liquor Control before the employee begins working in that capacity and at least once every two years thereafter. Each licensee shall maintain written documentation, signed by each employee trained of each training program conducted. A licensee may comply with this requirement by conducting its own training program on its premises, using all information and materials furnished by the Department of Liquor Control, or from a program approved by the department. A licensee who fails to comply with the requirements of this subsection shall be subject to a suspension of no less than one day of the license issued under this title.

**Therefore, license suspension will occur on Friday, August 3, 2018. During this period, you may not sell/serve alcohol products upon the premises and shall not order or receive any deliveries of alcohol products.**

If you disagree with any of the statements or information contained in the Investigators report or this letter, please submit the reasons for disagreement in writing to the Department of Liquor Control for review and decision, no later than ten days after receipt of this letter.

**Mandatory DLC training for the licensee (Owner, Director, Partner or Manager) either online or in person is required within sixty (60) days of this letter. You must submit a copy of your training certificate with your license number indicated on it to the office of Liquor Control to avoid non-compliance with Education Regulation #5, which could result in suspension or revocation of your license.**

If you have any questions, please contact Jessica Worch at our office 802-828-2339.

Sincerely,

Skyler Genest  
Director of Compliance & Enforcement

cc: Inv. Wilbur  
Town of Hartford



**Liquor Control Board:**

*Martin Manahan, Chair, Richard Wobby, Sam Guy, Thomas Lauzon, Devon Fuller, Members*

Vermont Department of Liquor Control Education,  
Licensing and Enforcement Division  
**1st Class Compliance Report**

License Number: 084970011RST001  
License Class: 1  
Owner Name: Hua Teng Restaurant Inc  
DBA Name: VT China Moon Buffet (CKA) 084970011RST001 White River Junction 05/01/2018  
Address: 42 Sykes Avenue  
City: White River Junction  
Zip Code: 05001  
County/Town: White River Junction  
Telephone No. (802)291-9088

**Seller Information**

Was sale completed? **No** Date and time: **06-18-2018 11:11 (-4 GMT)**  
Name/Description of Employee: **Lin Boyu**  
Gender of Employee: **Female** Age **30**  
Was minor asked for identification? **Yes**  
If yes, type of product purchased: \_\_\_\_\_  
Cost: \_\_\_\_\_ Quantity/Package: \_\_\_\_\_  
Tobacco Sign Posted: \_\_\_\_\_ Brand of Gas: \_\_\_\_\_  
Designated Driver Sign Posted: **Yes**

**No training records on premise.**

Initials of minor purchasing/attempting to purchase **SS** **Female** Age **18**  
Supervising Liquor Control Investigator: **Ladd Wilbur** (DIGITAL SIGNATURE)  
Signature

Has employee been trained via In-Person Seminar or Online Training? **No**  
If so, when? \_\_\_\_\_ Type of Training: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Has employee been trained by his/her employer as required by Title 7 VSA § 239(c)? **No**  
If so, date trained: \_\_\_\_\_ Trained by: \_\_\_\_\_  
Investigator verified certificate on file at licensed premise **No**

As of this date I have not been trained to sell Alcohol or Tobacco \_\_\_\_\_ **06-18-2018**  
Circle one Signature of Employee Date

## 2019 LIQUOR LICENSE RENEWAL APPLICATION

SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

8626-001-SECN-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$140.00 of which  
\$70.00 is paid to town/city  
\$70.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Sunny Investment, LLC

Licensee # 8626- 1

Doing Business As:

Station Market (CKA)

18 Skyes Avenue

White River Junction VT 05001

Telephone: (802) 698-8486

Mailing Address:

18 Skyes Avenue

White River Junction VT 05001

PLEASE INCLUDE EMAIL ADDRESS:

18Stationmarket@gmail.com

Description of Premises:

2nd class market located on the Northern side of a single story  
building. Situated on the Northeast corner of Skyes Ave & Rt 5.  
Designated as #18 Skyes Avenue in the village of White River Junction,  
Town of Hartford, VT.

Lessor:

Summit Distributing, LLC  
240 Mechanic Street  
Lebanon NH 03766

Last Enforcement Seminar: 02/21/2018

Filed Articles of Organization: Yes

Date Filed: 09/05/2014

Federal ID Number: [REDACTED]

Majority of Members are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Limited Liability

Company	Name	Address	Town/City	State	Zip Code
Member	1. Chen, Jin Fu	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Has any person been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law  
(including traffic tickets by mail) during the last year? Yes ☒ No

If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any person held any elective or appointive state, county, city, village or town office in Vermont  
(See VSA, T.7, Ch.9, Sec. 223)? Yes ☒ No

If yes, please attach the following information: Individual's name, office and jurisdiction

Disclosure of Non-profit Organization?: Yes ☐ No ☒

## ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from  
State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

I/We hereby certify that the information in this application is true and complete.

Dated this 31 day of Dec, 2018

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners

owner of LLC

(Title)

Are you making this application for the benefit of any other party? Yes ☐ No ☒

Continued on next page



2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

8626-001-SECN-001  
Page 2

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED :

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present      Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312

Please fill in for Individual, Partners, or Directors

Applicant/s Personal Information

Legal Name: JIN F CHEN Address: [REDACTED] 11  
Date of Birth [REDACTED] Place of Birth [REDACTED] Sex M SS#

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

# CERTIFICATE of ACHIEVEMENT

This Is To Certify That

Janice Zheng

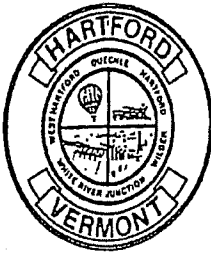
has completed the course

2018 Store Training -- 2nd Class Certification

February 21, 2018

 VERMONT  
DEPARTMENT OF LIQUOR CONTROL

Q042aFmb03



# 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](http://www.hartford-vt.org)



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

## 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 12/31/2018 Applicant: Sunny Investment LLC

Doing Business As:

Station Market

Mailing Address:

18stationmarket@gmail.com

Telephone Number(s): 802-698-8486

Other Contact Name :(if applicable) \_\_\_\_\_

Please list and attach copies of ALL PAST-PRESENT 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.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

See Attachments.

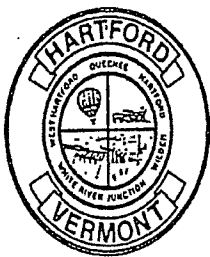
**ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENEWAL FORMS.**

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

Jin F Chen  
Printed Name

12/31/2018  
Date



# 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](http://www.hartford-vt.org)



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

  
Licensee's Signature

Jin F. Chen  
Printed Name

12/31/2018  
Date

Vermont Department of Liquor Control Education,  
Licensing and Enforcement Division  
Tobacco Compliance Report

License Number: 08626001TOBC001  
License Class: T  
Owner Name: Sunny Investment LLC  
DBA Name: Stallion Market (CKA) 08626001TOBC001 White River Junction 05/01/2017  
Address: 18 Skyes Avenue  
City: White River Junction  
Zip Code: 05001  
County/Town: White River Junction  
Telephone No. (802)698-8486

Seller Information

Was sale completed? No Date and time: 05-25-2017 18:21 (-4 GMT)

Name/Description of Employee: Jacky Zheng

Gender of Employee: Male Age 33

Was minor asked for identification? Yes

If yes, type of product purchased: \_\_\_\_\_

Cost: \_\_\_\_\_ Quantity/Package: \_\_\_\_\_

Tobacco Sign Posted: Yes Brand of Gas: Mobil

Designated Driver Sign Posted: \_\_\_\_\_

~~no sale, but employees training expired 4/23 /2015~~

Initials of minor purchasing/attempting to purchase SS Female Age 17

Supervising Liquor Control Investigator: Ladd Wilbur (DIGITAL SIGNATURE)  
Signature

Has employee been trained via In-Person Seminar or Online Training? No

If so, when? \_\_\_\_\_ Type of Training: \_\_\_\_\_ Instructor: \_\_\_\_\_

Has employee been trained by his/her employer as required by Title 7 VSA § 239(c)? No

If so, date trained: \_\_\_\_\_ Trained by: \_\_\_\_\_

Investigator verified certificate on file at licensed premise

As of this date I have not been trained to sell Alcohol or Tobacco Signature 05-25-2017  
Circle one Signature of Employee Date

Rev. 03/2017

Vermont Department of Liquor Control Education,  
Licensing and Enforcement Division  
2nd Class Compliance Report

License Number: 08626001SECN001  
License Class: 2  
Owner Name: Sunny Investment LLC  
DBA Name: Station Market (CKA) 08626001SECN001 White River Junction 05/01/2018  
Address: 18 Skyes Avenue  
City: White River Junction  
Zip Code: 05001  
County/Town: White River Junction  
Telephone No. (802)698-8486

Seller Information

Was sale completed? **Yes** Date and time: **03-16-2018 14:30 (-4 GMT)**  
Name/Description of Employee: **Tara Bent**  
Gender of Employee: **Female** Age **27**  
Was minor asked for identification? **Yes**  
If yes, type of product purchased: **Miller Light**  
Cost: **220.00** Quantity/Package: **One can 24 ounce**  
Tobacco Sign Posted: Brand of Gas:  
Designated Driver Sign Posted:

Initials of minor purchasing/attempting to purchase **SS** **Female** Age **17**  
Supervising Liquor Control Investigator: **Ladd Wilbur** (DIGITAL SIGNATURE)  
Signature

Has employee been trained via In-Person Seminar or Online Training? **No**  
If so, when? Type of Training: Instructor:  
Has employee been trained by his/her employer as required by Title 7 VSA § 239(c)? **Yes**  
If so, date trained: **01-12-2017** Trained by: **Jin Chen**  
Investigator verified certificate on file at licensed premise **Yes**

As of this date I have not been trained to sell Alcohol or Tobacco **03-16-2018**  
Circle one Signature of Employee Date

# Inspection Summary

Hartford Fire Department

Inspection 2486



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Michael Bedard  
Unit Number HFCR2  
Shift FM

Scheduled 01/02/2019 00:00  
Inspected On 01/02/2019 13:00  
Finished At 01/02/2019 14:00  
Next Inspection  
Scheduled  
Inspection Length 1.00

## Occupant

Occupant Name The Station Market  
Building Name  
Contact Name  
Address 18 SYKES MOUNTAIN AVE  
City, State and Zip White River Junction, VT 05001-  
Phone

## Owner

Owner / Company EBT Enterprises  
Contact Name Jin Chen  
Address 402 Meriden Road  
City, State and Zip Lebanon, NH 03766-  
Phone

## 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

  
\_\_\_\_\_  
Michael Bedard

  
\_\_\_\_\_  
Date



**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 3, 2019

**Re:** Liquor Licenses

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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.

**Station Market**  
**18 Skyes Ave**

Jin Chen

---

2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

2386-001-1RST-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$230.00 of which  
\$115.00 is paid to town/city  
\$115.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Simon Pearce (US) Inc.

Licensee # 2386- 1

Doing Business As:

Simon Pearce Restaurant

Main Street

Quechee VT 05059

Telephone: (802) 295-2711

Mailing Address:

109 Park Road

Windsor VT 05089

PLEASE INCLUDE EMAIL ADDRESS: [REDACTED]

Description of Premises:

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

Lessor:

Simon Pearce

The Mill

Quechee VT 05059

Last Enforcement Seminar: 01/31/2017

Fed. ID Number: 03-0278920 Incorporation Date: 01/01/1981 Valid Charter?: Yes State of Charter: Vermont

Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State	Zip Code
Director	1. Pearce, Simon	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Director	2. Pearce, Patricia McDonnell	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Director	3. Loehr, Mark	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Director	4. McDevitt, Wendy	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Director	5. McDonnell, Stephen	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court  
of law (including traffic tickets by mail) during the last year? ☐ Yes ☒ No  
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county,  
city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? ☐ Yes ☒ No  
If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 1216

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: 56303

Disclosure of Non-profit Organization?: ☐ Yes ☒ No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from  
State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

2386-001-1RST-001

Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 15 day of January, 2019

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners

Chief Executive Officer  
(Title)

Are you making this application for the benefit of any other party? Yes ☒ No

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312

Please fill in for Individual, Partners, or Directors

**Applicant/s Personal Information**

Legal

Name: Simon Pearce Address: [REDACTED]

Date of Birth [REDACTED] Place of Birth [REDACTED] Sex Male SS# [REDACTED]

Legal

Name: Patricia McDonnell Pearce Address: [REDACTED]

Date of Birth [REDACTED] Place of Birth [REDACTED] Sex Female SS# [REDACTED]

Legal

Name: Mark Loehr Address: [REDACTED]

Date of Birth [REDACTED] Place of Birth [REDACTED] Sex male SS# [REDACTED]

Legal

Name: Wendy McDevitt Address: [REDACTED]

Date of Birth [REDACTED] Place of Birth [REDACTED] Sex female SS# [REDACTED]

Legal

Name: Stephen McDonnell Address: [REDACTED]

Date of Birth [REDACTED] Place of Birth [REDACTED] Sex Male SS# [REDACTED]

Legal

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_



VERMONT

DEPARTMENT OF LIQUOR AND LOTTERY  
DIVISION OF LIQUOR CONTROL

# CERTIFICATE OF ACHIEVEMENT

AWARDED TO

**Christine Geisler**

FOR COMPLETING

**1st class Server Training 2019**

COMPLETION DATE

January 7, 2019

SCORE

95%



## CERTIFICATE OF ACHIEVEMENT

AWARDED TO

**Jerod Rockwell**

FOR COMPLETING

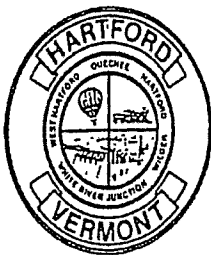
**1st class Server Training 2019**

COMPLETION DATE

January 7, 2019

SCORE

95%



# 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](http://www.hartford-vt.org)



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

## 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 1/10/19 Applicant: Simon Pearce U.S. Inc

Doing Business As:

Simon Pearce U.S. Inc.

Mailing Address:

109 Park Road, Windsor, VT 05089

Telephone Number(s): pamela.lessard@simonpearce.com

Other Contact Name :(if applicable) Pam Lessard 802-230-2429

Please list and attach copies of ALL PAST-PRESENT 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.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

NONE

ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENWAL FORMS.

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.

J. K. Benson

Licensee's Signature

JAY BENSON

Printed Name

1-15-19

Date

# Inspection Summary

Hartford Fire Department

Inspection 2510



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Thomas Peltier  
Unit Number HFCR2  
Shift FI

Scheduled 01/24/2019 00:00  
Inspected On 01/24/2019 00:00  
Finished At  
Next Inspection  
Scheduled  
Inspection Length 0.00

## Occupant

Occupant Name SIMON PEARCE (US) INC  
Building Name  
Contact Name Pamela Lessard  
Address 1760 QUECHEE MAIN ST  
City, State and Zip Quechee, VT 05059-  
Phone 802-295-1470

## Owner

Owner / Company Simon Pearce  
Contact Name  
Address 1760 Quechee Main Street  
City, State and Zip Quechee, VT 05059-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	- Emergency Lights/Exit Signs Emergency lights and exit signs shall be in working order. Repair and replace as needed.	Building

## Tickler History

Date	Type	Inspector	Narrative
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## Signatures

Inspector

Thomas Peltier

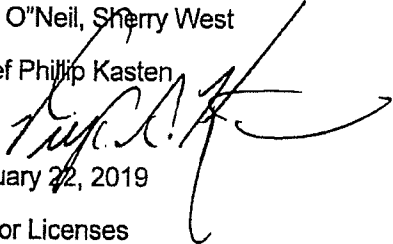
1/24/19  
Date



**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West  
**From:** Chief Phillip Kasten  
**Date:** January 22, 2019  
**Re:** Liquor Licenses



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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.

**Simon Pearce Restaurant**  
**Main St**  
**Quechee, VT**

Simon Pearce  
Patricia Pearce  
Mark Loehr  
Wendy McDevitt  
Stephen McDonnell

2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

5574-001-1RST-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$230.00 of which  
\$115.00 is paid to town/city  
\$115.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Baker Street, Inc.  
Doing Business As:

Licensee # 5574- 1

Parker House Inn  
1792 Quechee Main Street  
Quechee VT 05059  
Telephone: (802) 295-6077

Mailing Address:  
P.O. Box 780  
Quechee VT 05059

PLEASE INCLUDE EMAIL ADDRESS:

IN KEEPER OF THE PARKER HOUSE INN . CO

Description of Premises:

Restaurant on the ground floor of a three story brick building with storage area in the basement, second & third floors have Inn room and living quarters, located at 1792 Quechee Main Street, in the Village of Quechee, Town of Hartford, Vermont.

Lessor:

Alexandra & Adam Adler  
1792 Quechee Main Street  
Quechee VT 05059

Last Enforcement Seminar: 01/19/2017 1/29/2019  
Fed. ID Number: 20-1713360 Incorporation Date: 10/04/2004 Valid Charter?: Yes State of Charter: Vermont  
Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State Zip Code
Director	1. Adler, Alexandra	1792 Quechee Main Street	Quechee	VT 05059
Stockholder	2. Adler, Alexandra	1792 Quechee Main Street	Quechee	VT 05059
Stockholder	3. Adler, Adam	1792 Quechee Main Street	Quechee	VT 05059

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law (including traffic tickets by mail) during the last year? Yes X No  
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county, city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes X No  
If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 1143  
Vt. Dept. of Health Lodging No.:  
Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: 430-020171336F-01

Disclosure of Non-profit Organization?: Yes XX No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

5574-001-1RST-001

Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 28 day of JAN, 2019.

Signature of authorized agent  
of corporation, company, club or association

RESIDENT

Signature of individual or partners

[Signature]

(Title)

Are you making this application for the benefit of any other party? Yes ☒ No

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED

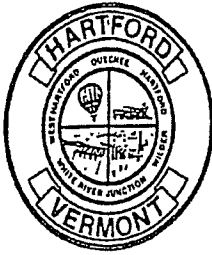
Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312



# 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

## 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: JAN 28 19 Applicant: BAKER & INC

Doing Business As: THE PARKER HOUSE INN

Mailing Address: PO BOX 780 QUECHEE VT 05059

Telephone Number(s): 802 295 6077

Other Contact Name :(if applicable) NA

Please list and attach copies of ALL PAST-PRESENT violations any licensee, director, owner, stockholder has been charged with. If no violations, please answer "None".

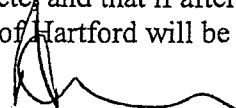
no

ALL Liquor/Tobacco License Violations PAST – PRESENT (including violations taking place on licensee's premises and/or charges against employee, etc.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

no

ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENEWAL FORMS.

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

ADAM ADRIA

Printed Name

JAN 28 19

Date

# Inspection Summary

Hartford Fire Department

Inspection 2521



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Thomas Peltier  
Unit Number HFCR2  
Shift FI

Scheduled 01/29/2019 00:00  
Inspected On 01/29/2019 11:00  
Finished At 01/29/2019 11:30  
Next Inspection  
Scheduled  
Inspection Length 0.50

## Occupant

Occupant Name Parker House Inn  
Building Name  
Contact Name  
Address 1792 QUECHEE MAIN ST  
City, State and Zip Quechee, VT 05059-  
Phone

## Owner

Owner / Company ADLER ADAM B  
Contact Name  
Address 1792 Quechee Main  
City, State and Zip Quechee, VT 05059-  
Phone

## 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

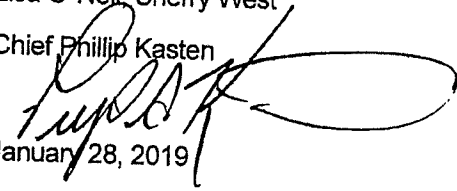
Inspector

  
Thomas Peltier  
Date 1/30/19

**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West  
**From:** Chief Phillip Kasten  
**Date:** January 28, 2019  
**Re:** Liquor Licenses



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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.

**Parker House Inn**  
**1792 Quechee Main St**

Alexandria Adler  
Adam Adler



DEPARTMENT OF LIQUOR AND LOTTERY  
DIVISION OF LIQUOR CONTROL

# CERTIFICATE OF ACHIEVEMENT

AWARDED TO

**Adam Adler**

FOR COMPLETING

**1st class Server Training 2019**

COMPLETION DATE

January 29, 2019

SCORE

80%

2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

9702-001-1RST-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$230.00 of which  
\$115.00 is paid to town/city  
\$115.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Phnom Penh Sandwich Station, LLC

Licensee # 9702- 1

Doing Business As:

Phnom Penh Sandwich Station

7 North Main Street

White River Junction VT 05001

Telephone: (603) 667-0768

Mailing Address:

49 Mascoma Street

Lebanon NH 03766

PLEASE INCLUDE EMAIL ADDRESS: ppsandwichstation@gmail.com

Description of Premises:

1st class restaurant in a single story stand alone building situated  
on the northern side of North Main Street at the intersection of  
Railroad Row, designated as #7 North Main Street, in the Village of  
White River Junction, Town of Hartford, Vermont.

Lessor:

Execusuite, LLC

21 Water Street

Lebanon NH 03766

Last Enforcement Seminar: 08/01/2018

Filed Articles of Organization: Yes

Date Filed: 09/08/2015

Federal ID Number: 47-4559538

Majority of Members are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Limited Liability

Company	Name	Address	Town/City	State	Zip Code
Member	1. Tin, Sarin	49 Mascoma Street	Lebanon	NH	03766

Has any person been convicted or pleaded guilty to any criminal or motor vehicle offense in any court of law  
(including traffic tickets by mail) during the last year? Yes X No

If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any person held any elective or appointive state, county, city, village or town office in Vermont  
(See VSA, T.7, Ch.9, Sec. 223)? Yes X No

If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 9633

Vt. Dept. of Health Lodging No.:

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: MRT-10961958-001

Disclosure of Non-profit Organization?: Yes XX No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from  
State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page



2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS RESTAURANT/BAR LICENSE TO SELL MALT AND VINOUS BEVERAGES

9702-001-1RST-001  
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 02 day of Jan, 2019

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners

an 25 Tin

Member  
(Title)

Are you making this application for the benefit of any other party? Yes ☒ No

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312

Please fill in for Individual, Partners, or Directors

Applicant/s Personal Information

Legal  
Name: SARIN TIN Address: [REDACTED] Lebanon NH 03766

Date of Birth [REDACTED] Place of Birth [REDACTED] Sex M SS# [REDACTED]

Legal  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

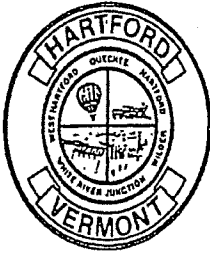
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_



# 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](http://www.hartford-vt.org)



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

## 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 01/02/2019 Applicant: SARIN TIN

Doing Business As:

PHNOM PENH SANDWICH STATION LLC

Mailing Address:

49 Mascoma St Lebanon NH 03766

Telephone Number(s): [REDACTED]

Other Contact Name :(if applicable) \_\_\_\_\_

Please list and attach copies of ALL PAST-PRESENT 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.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

*None*

ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENEWAL FORMS.

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.

*Sarin Tin*  
Licensee's Signature

SARIN TIN  
Printed Name

01/02/2019  
Date

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 3, 2019

**Re:** Liquor Licenses

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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.

**Phnom Penh Sandwich Station LLC**  
**7 North Main St**

Sarin Tin

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# Inspection Summary

Hartford Fire Department

Inspection 2482



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Michael Bedard  
Unit Number HFCR2  
Shift FM

Scheduled 01/07/2019 00:00  
Inspected On 01/07/2019 00:00  
Finished At  
Next Inspection

Scheduled

Inspection Length 0.00

## Occupant

Occupant Name Phnom Penh Sandwich Station  
Building Name  
Contact Name  
Address 7 N MAIN ST  
City, State and Zip White River Junction, VT 05001-  
Phone 603-667-0768

## Owner

Owner / Company EXECUSUITES  
Contact Name  
Address 21 WATER ST  
City, State and Zip LEBANON, NH 03766-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	No Violations Noted	

## Tickler History

Date	Type	Inspector	Narrative
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## Signatures

Inspector

1/7/19  
\_\_\_\_\_  
Michael Bedard Date

2019 LIQUOR LICENSE RENEWAL APPLICATION  
OUTSIDE CONSUMPTION PERMIT

2870-001-OUTC-001

Page 1

Fee: \$20.00

Paid to DLC

License Year Beginning May 1, 2019 ending April 30, 2020

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Perry Hospitality Group of Vermont  
Doing Business As:

Licensee # 2870- 1

Quechee Inn at Marshland Farms, The  
Quechee Main Street  
Quechee VT 05059  
Telephone: (802) 295-3133

Mailing Address:  
P.O. Box 747  
Quechee Main Street  
Quechee VT 05059

PLEASE INCLUDE EMAIL ADDRESS: rick@quecheeinn.com

Description of the delineated area is as follows:

Outside of the dining room on the porch covered by an awning and the  
grassy area with physical barriers being hedges. Permission for  
weddings and other special functions will be filed separately.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We hereby certify that the information in this application is true and complete.

Dated this 30th day of December, 2018

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners

  
\_\_\_\_\_  
President  
(Title)

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

Are you making this application for the benefit of any other party? ☐ Yes ☒ No

MAKE CHECKS PAYABLE TO AND MAIL TO: VERMONT DEPARTMENT OF LIQUOR CONTROL  
13 GREEN MOUNTAIN DRIVE  
MONTPELIER, VT 05602

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license  
may be granted. For the information of the Liquor Control Board, 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.

APPROVED

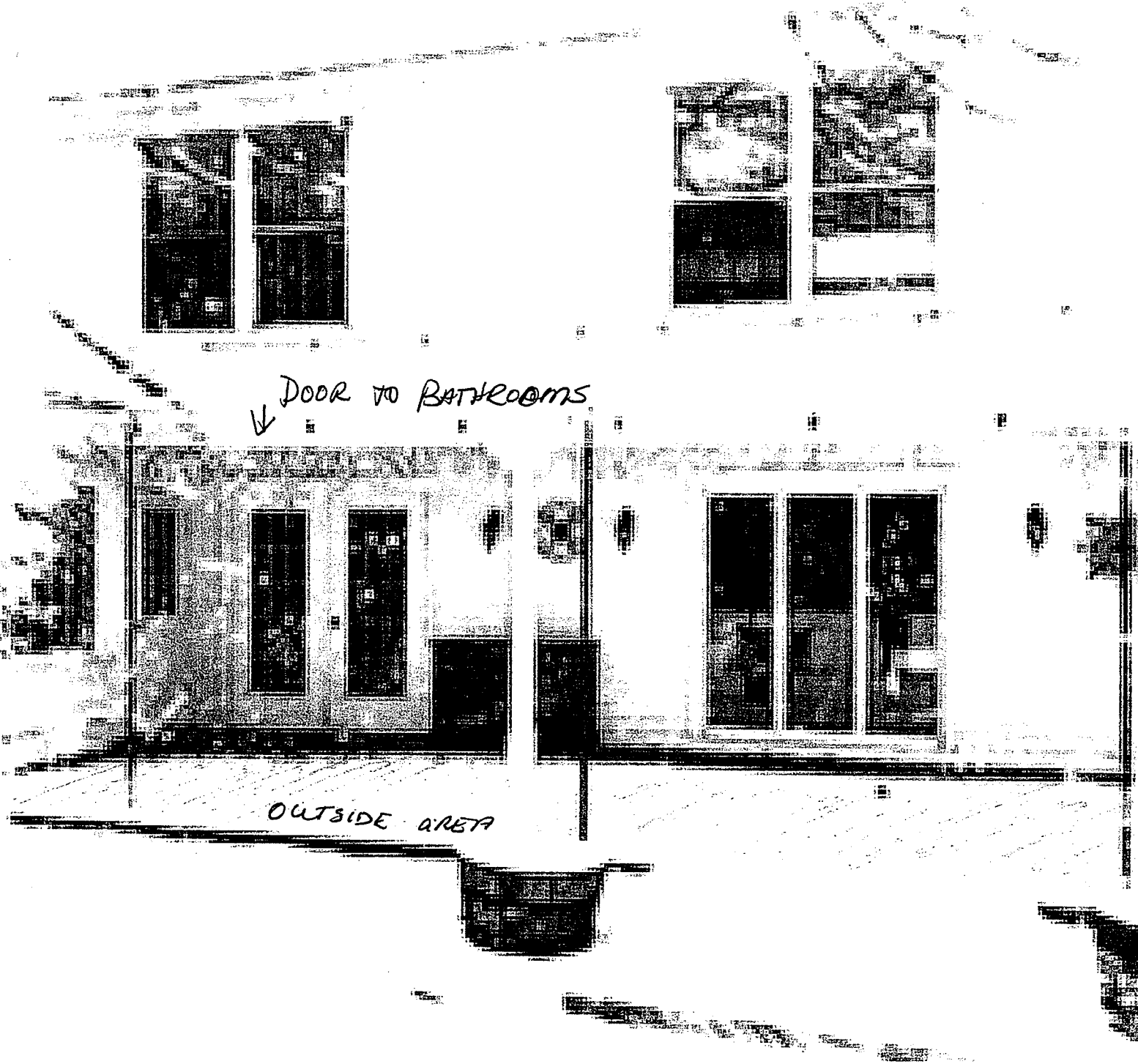
DISAPPROVED

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

Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present

Attest, \_\_\_\_\_, Town Clerk



↓ DOOR TO BATHROOMS

OUTSIDE AREA

Please fill in for Individual, Partners, or Directors

Applicant/s Personal Information

Legal Name: Rodger Perry Address: [REDACTED]  
Date of Birth [REDACTED] Place of Birth [REDACTED] Sex M SS# [REDACTED]  
President

Legal Name: [REDACTED] Address: [REDACTED]  
Date of Birth [REDACTED] Place of Birth [REDACTED] Sex F SS# [REDACTED]  
Vice President

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Legal Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_



**VERMONT DEPARTMENT OF LIQUOR CONTROL**

**FIRST CLASS SEMINAR CERTIFICATION**

Student's Name: (Print Clearly)

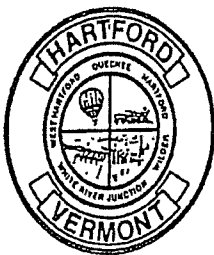
Richard Tahan

Date of Seminar: 01 / 08 / 2018 Certificate expires two years from this date

Instructor:

Vermont Department of Liquor Control • 13 Green Mountain Drive • Montpelier, VT 05602

liquorcontrol.vermont.gov 802-828-2339 (p) 802-828-1031 (f)



## TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street

White River Junction, Vermont 05001

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website: www.hartford-vt.org



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

### 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 1/4/19 Applicant: Perry Hospitality Group of VT

Doing Business As:

The Quechee Inn at Marshland Farm

Mailing Address:

P.O. Box 747, Quechee, VT 05059

Telephone Number(s): 802-295-3133

Other Contact Name :(if applicable) Richard Trahan, G.M.

Please list and attach copies of ALL PAST-PRESENT 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.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

None

ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENWAL FORMS.

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

Printed Name

Date

Richard Trahan

1/4/19

# Inspection Summary

Hartford Fire Department

Inspection 2478



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Michael Bedard  
Unit Number HFCR2  
Shift FM

Scheduled 01/07/2019 00:00 Scheduled  
Inspected On 01/07/2019 10:30  
Finished At 01/07/2019 11:30 Inspection Length 1.00  
Next Inspection

## Occupant

Occupant Name QUECHEE INN AT MARSHLAND FARMS  
Building Name  
Contact Name  
Address 1119 QUECHEE MAIN ST  
City, State and Zip Quechee, VT 05059-  
Phone 802-295-3133

## Owner

Owner / Company PERRY HOSPITALITY INC  
Contact Name  
Address 10 Tower Lane  
City, State and Zip Avon, CT 06001-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	No Violations Noted	

## Tickler History

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

## Signatures

Inspector

Michael Bedard

1/7/19  
Date

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 7, 2019

**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.

**Quechee Inn at Marshland Farms**  
**Quechee Main St**

Rodger Perry  
Kathleen Whitbeck

2019 LIQUOR LICENSE RENEWAL APPLICATION  
FIRST CLASS HOTEL LICENSE TO SELL MALT AND VINOUS BEVERAGES

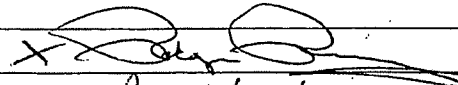
2870-001-1HTL-001  
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 30<sup>th</sup> day of December 2018

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners

  
President  
(Title)

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

Are you making this application for the benefit of any other party? Yes ☒ No

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED

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

Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312

## 2019 LIQUOR LICENSE RENEWAL APPLICATION

2870-001-1HTL-001

FIRST CLASS HOTEL LICENSE TO SELL MALT AND VINOUS BEVERAGES

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$230.00 of which  
\$115.00 is paid to town/city  
\$115.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Perry Hospitality Group of Vermont  
Doing Business As:

Licensee # 2870- 1

Quechee Inn at Marshland Farms, The  
Quechee Main Street  
Quechee VT 05059  
Telephone: (802) 295-3133

Mailing Address:  
P.O. Box 747  
Quechee Main Street  
Quechee VT 05059

PLEASE INCLUDE EMAIL ADDRESS: rick@purdiceinn.com

## Description of Premises:

Hotel in a two story wood frame building located on Club House Road  
one mile west of Route 4 and Quechee Main Street in Quechee, town of  
Hartford, Vermont.

## Lessor:

Perry Hospitality Inc.  
10 Tower Lane  
Avon CT 06001

Last Enforcement Seminar: 01/08/2018

Fed. ID Number: 03-0342513 Incorporation Date: 04/22/1994 Valid Charter?: Yes State of Charter: Vermont

Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State Zip Code
Director	1. Perry, Rodger W			
Director	2. Whitbeck, Kathleen			
Stockholder	3. Perry, Rodger W			

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court  
of law (including traffic tickets by mail) during the last year? Yes ☒ No

If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county,  
city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes ☒ No

If yes, please attach the following information: Individual's name, office and jurisdiction

Vt. Dept. of Health Food License No.: 783

Vt. Dept. of Health Lodging No.: 4209

Vt. Tax Dept. Meals &amp; Rooms Cert./Acct. No.: 098906

- exp 9/30/19

Disclosure of Non-profit Organization?: Yes ☒ No

## ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from  
State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

7302-001-SECN-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$140.00 of which  
\$70.00 is paid to town/city  
\$70.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Hanover Consumer Cooperative Society Inc.

Licensee # 7302- 1

Doing Business As:

Co-op Food Store  
209 Maple Street  
Hartford VT 05001  
Telephone: (802) 295-3400

Mailing Address:  
PO Box 633  
Hanover NH 03755

PLEASE INCLUDE EMAIL ADDRESS: MLanglais@CoopFoodStore.com

Description of Premises:

Store in a single story brick building located on the north side  
of Rte 14. Designated as #209. Located on the south east corner of  
the intersection of Rte 4 and Rte 14 in the village of Hartford,  
Town of White River Junction, VT

Lessor:

St Albans Shopping Center Inc  
PO Box 6  
Burlington VT

Last Enforcement Seminar: 11/14/2018

Fed. ID Number: 02-0144595 Incorporation Date: 03/23/2000 Valid Charter?: Yes State of Charter: Vermont

Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

*See update Attached*

Corporation	Name	Address	Town/City	State	Zip Code
Director	1. <del>Drinkwater, Harrison</del>	308 Methodist Hill Road	Essex	NH	05748
Director	2. Birdsey, Kevin	[REDACTED]	[REDACTED]	NH	03766
Director	3. Fullerton, Victoria	[REDACTED]	[REDACTED]	VT	05055
Director	4. <del>Reisman, Anthony</del>	554 Skyline Drive	Weatherford	VT	05156
Director	5. Howes, Edwin	[REDACTED]	[REDACTED]	NH	03284
Director	6. Shriver-Sargent, Ann	557 Empire Blue Road	Keegan	VT	05055
Director	7. Battles, Thomas	[REDACTED]	[REDACTED]	NH	03784
Director	8. Giordani, Jessica	274 Bank Street Ext.	Keegan	NH	03766
Director	9. Fifield, Rosemary	[REDACTED]	[REDACTED]	VT	05075
Director	10. Saturley-Hall, Jessica	[REDACTED]	[REDACTED]	NH	03766

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court  
of law (including traffic tickets by mail) during the last year? ☒ Yes ☐ No *See Attached*  
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county,  
city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? ☒ Yes ☐ No  
If yes, please attach the following information: Individual's name, office and jurisdiction

*Rosemary Fifield, Tuetford VT School Board.*

Disclosure of Non-profit Organization?: ☐ Yes ☒ No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from  
State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

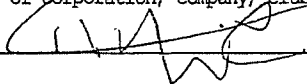
7302-001-SECN-001  
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 23 day of January, 2019

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners



\_\_\_\_\_

William Craig, Board President  
(Title)

\_\_\_\_\_

Are you making this application for the benefit of any other party? ☐ Yes ☒ No

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED

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

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

Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

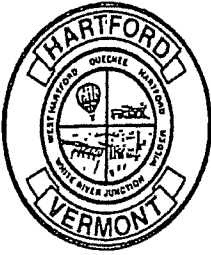
Total Membership \_\_\_\_\_, \_\_\_\_\_ members present Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312





# 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

## 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 1/10/19 Applicant: Hanover Consumer Cooperative Society Inc

Doing Business As:

Co-op Food Store

Mailing Address:

PO Box 633 Hanover, NH 03753

Telephone Number(s):

[REDACTED]

[REDACTED]

Other Contact Name :(if applicable) Mark Langlois

Please list and attach copies of ALL PAST-PRESENT violations any licensee, director, owner, stockholder has been charged with. If no violations, please answer "None".

~~None~~ See Attached

ALL Liquor/Tobacco License Violations PAST – PRESENT (including violations taking place on licensee's premises and/or charges against employee, etc.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

None

ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENEWAL FORMS.

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

Printed Name

Date

[Signature]

William Craig

1/23/2019

3-Aug-18

3-Aug-18

[illegible]

**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 26, 2019

**Re:** Liquor Licenses

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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.

**Co-Op Food Store  
209 Maple St**

William Craig  
Elizabeth Blum  
Benoit Roisin  
Dana Cook Grossman  
Kevin Birdsey  
Ann Shriver-Sargent  
Victoria Fullerton  
Thomas Battles  
Edwin Howes  
Jessica Giordani  
Rosemary Fifield  
Jessica Saturley-Hall

# Inspection Summary

Hartford Fire Department

Inspection 2517



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Michael Bedard  
Unit Number HFCR2  
Shift FM

Scheduled 01/28/2019 00:00  
Inspected On 01/28/2019 00:00  
Finished At  
Next Inspection  
Schedul  
Inspection Length 0.00

## Occupant

Occupant Name CO-OP Food Store  
Building Name  
Contact Name  
Address 209 MAPLE ST  
City, State and Zip White River Junction, VT 05001-  
Phone 802-295-3400

## Owner

Owner / Company Hanover Consumer Cooperative  
Contact Name  
Address PO BOX 633  
City, State and Zip Hanover, NH 03755-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	- FDC Keep FDC cleaned out	

## Tickler History

Date	Type	Inspector	Narrative
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## Signatures

Inspector

Handwritten signature of Michael Bedard.

Michael Bedard

1/28/19

Date

2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

8268-001-SECN-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$140.00 of which  
\$70.00 is paid to town/city  
\$70.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Jake's Quechee Market

Licensee # 8268- 1

Doing Business As:

Jake's Quechee Market

7161 Woodstock Road

Quechee VT 05059

Telephone: (802) 291-9900

Mailing Address:

PO BOX 1101

Quechee VT 05059

PLEASE INCLUDE EMAIL ADDRESS: jKerrigan@jakesmarket.com

Description of Premises: ✓

2nd class license consisting of 8,000 sq ft in a larger 10,000 sq ft  
single story building, which excludes 2,000 sq ft of in the western  
end of the building. Located on the north side of Rt 4, designated as  
#7161 Woodstock Rd. in the Village of Quechee, Town of Hartford, VT

Lessor:

Zero Woodstock LLC  
227 Mechanic Street  
Lebanon NH 03766

Last Enforcement Seminar: 03/12/2017

Fed. ID Number: 46-2819709 Incorporation Date: 05/06/2013 Valid Charter?: Yes State of Charter: Vermont

Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State	Zip Code
Director	1. Kerrigan, Edward J.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Director	2. Kerrigan, James	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Director	3. Meyers, Howard	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court  
of law (including traffic tickets by mail) during the last year? Yes ☐ No ☒  
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county,  
city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes ☐ No ☒  
If yes, please attach the following information: Individual's name, office and jurisdiction

Disclosure of Non-profit Organization?: Yes ☐ No ☒

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor and Lottery Control Board may obtain criminal history record information  
from State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

8268-001-SECN-001  
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 16 day of January, 2019

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners

[Signature] GM of store, Director of Corp.  
Take's Quebec Mkt. Inc.  
President  
(Title)

Are you making this application for the benefit of any other party? ☐ Yes ☒ No

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 application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, 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.

APPROVED

DISAPPROVED

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

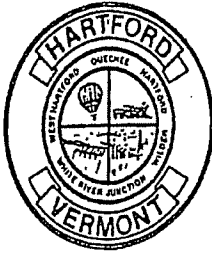
Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312



# TOWN OF HARTFORD

MUNICIPAL OFFICES

171 Bridge Street  
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Telephone: 802/295-9353 • Fax: 802/295-6382

website: [www.hartford-vt.org](http://www.hartford-vt.org)



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

## 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 1/16/2019 Applicant: Jake's Quechee Market Inc

Doing Business As:

Jake's Quechee Market

Mailing Address:

Po Box 1101, Quechee, VT 05059

Telephone Number(s): [REDACTED] [REDACTED]

Other Contact Name :(if applicable) James Kerrigan

Please list and attach copies of ALL PAST-PRESENT 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.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None" Tobacco violation, approx 2017

**ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENEWAL FORMS.**

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.

[Signature]  
Licensee's Signature

James Kerrigan  
Printed Name

1/16/2019  
Date

# Inspection Summary

Hartford Fire Department

Inspection 2508



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Thomas Peltier  
Unit Number HFCR2  
Shift FI

Scheduled 01/24/2019 00:00  
Inspected On 01/24/2019 10:30  
Finished At 01/24/2019 11:00  
Next Inspection  
Scheduled  
Inspection Length 0.50

## Occupant

Occupant Name Jakes Market of Quechee  
Building Name  
Contact Name James Kerrigan  
Address 7161 WOODSTOCK RD  
City, State and Zip Quechee, VT 05059-  
Phone 802-291-9900

## Owner

Owner / Company Edward Kerrigan  
Contact Name  
Address 9 Heneage Lane  
City, State and Zip Hanover, NH 03755-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	- Storage Storage in Sprinkler/Fire alarm room shall be removed and room shall be kept clean.	Sprinkler Room
Closed	- Hood Suppression Pull Station Manual pull station for the hood suppression system shall not be obstructed and kept accessible/visible at all times.	Kitchen

## Tickler History

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

## Signatures

Inspector

Handwritten signature of Thomas Peltier.  
Thomas Peltier

1/24/19  
Date



**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 23, 2019

**Re:** Liquor Licenses

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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.

**Jake's Quechee Market**  
**7161 Woodstock Rd**

Edward Kerrigan  
David Kerrigan  
Howard Meyers

2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

7331-001-SECN-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$140.00 of which  
\$70.00 is paid to town/city  
\$70.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Pine Valley Inc.  
Doing Business As:

Licensee # 7331- 1

Pine Valley Inc.  
3700 Woodstock Road  
White River Jct VT 05001  
Telephone: (802) 296-6711

Mailing Address:  
3700 Woodstock Road  
White River Junction VT 05001

PLEASE INCLUDE EMAIL ADDRESS: quecheeko@comcast.net

Description of Premises:

Premises: XX Owned      Leased

Store in a 25x25 wood building located at the main entrance of the  
"Quechee Pine Valley KOA" campground located on the easterly side of  
Rte 4, 1/2 mile south of I89 in the village of Quechee, Town of  
Hartford, VT

Last Enforcement Seminar: 01/24/2018

Fed. ID Number: 27-2523072 Incorporation Date: 05/03/2010 Valid Charter?: Yes State of Charter: Vermont

Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State	Zip Code
Director	1. Scruggs, Michael J	3700 Woodstock Road	White River Junction	VT	05001
Stockholder	2. Scruggs, Michael J	3700 Woodstock Road	White River Junction	VT	05001
Stockholder	3. Scruggs, Cynthia	3700 Woodstock Road	White River Junction	VT	05001

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court  
of law (including traffic tickets by mail) during the last year? Yes XNo  
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county,  
city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)? Yes XNo  
If yes, please attach the following information: Individual's name, office and jurisdiction

Disclosure of Non-profit Organization?: Yes XXNo

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from  
State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

7331-001-SECN-001  
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 15<sup>th</sup> day of January, 2019

Signature of authorized agent  
of corporation, company, club or association

[Signature]  
Co-owner  
President  
(Title)

Signature of individual or partners

[Signature]  
Co-owner  
Treasurer

Are you making this application for the benefit of any other party? Yes X No

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED

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

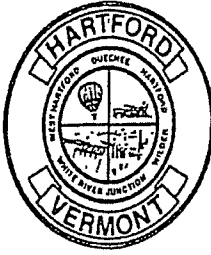
Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312



## TOWN OF HARTFORD

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

### 2019 LIQUOR LICENSE ADDITIONAL INFORMATION

**PLEASE NOTE: ALL information must be completed.**

Incomplete applications will be returned.

Date: 1-15-19 Applicant: PINE VALLEY Inc

Doing Business As:

Quechee Pine Valley KOA

Mailing Address:

3700 WOODSTOCK Rd, White River Jct VT 05001

Telephone Number(s): 802 296 6711

Other Contact Name :(if applicable) Cynthia or Michael Scruggs

Please list and attach copies of ALL PAST-PRESENT violations any licensee, director, owner, stockholder has been charged with. If no violations, please answer "None".

NONE - N/A

ALL Liquor/Tobacco License Violations PAST – PRESENT (including violations taking place on licensee's premises and/or charges against employee, etc.): Obtain and submit a copy of violations report from DLC. If no violations, please answer "None"

NONE - N/A

ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENEWAL FORMS.

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.

Cynthia Scruggs Cynthia Scruggs 1-15-19  
Licensee's Signature Printed Name Date

**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 23, 2019

**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.

**Pine Valley Inc**  
**3700 Woodstock Rd**

Michael Scruggs  
Cynthia Scruggs

# Inspection Summary

Hartford Fire Department

Inspection 2336



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Michael Bedard  
Unit Number HFCR2  
Shift FM

Scheduled 10/22/2018 00:00  
Inspected On 10/22/2018 13:00  
Finished At 10/22/2018 14:00  
Next Inspection  
Scheduled  
Inspection Length 1.00

## Occupant

Occupant Name Pine Valley KOA Campground  
Building Name  
Contact Name  
Address 3700 WOODSTOCK RD  
City, State and Zip Quechee, VT 05059-  
Phone 802-295-6711

## Owner

Owner / Company Michael and Cindy Scruggs  
Contact Name  
Address 3700 Woodstock Rd  
City, State and Zip White River Jct, VT 05001-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	- GFCI Outlet Outlets at the sink area shall be GFCI outlets.	Back Sink

## Tickler History

Date Type Inspector Narrative

## Signatures

Inspector

  
\_\_\_\_\_  
Michael Bedard  
r/24/19  
\_\_\_\_\_  
Date

2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

2386-002-SECN-001

Page 1

License Year Beginning May 1, 2019 ending April 30, 2020

Fee: \$140.00 of which  
\$70.00 is paid to town/city  
\$70.00 is paid to DLC  
Town: 14040 - HARTFORD

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

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: Simon Pearce (US) Inc.  
Doing Business As:

Licensee # 2386- 2

Simon Pearce Glass  
Main Street  
"The Mill"

Mailing Address:  
109 Park Road  
Windsor VT 05089

Quechee VT 05059  
Telephone: (802) 295-2711

PLEASE INCLUDE EMAIL ADDRESS: pamela. lessard @ simonpearce. com

Description of Premises:

Premises: XX Owned      Leased

Grocery store in a 2 story brick building located on Main Street  
1/100 mile west of Jct. of Main Street and Waterman Hill in Quechee  
Licensed area to include 2 rooms on first floor, approximately  
3200 square feet.

Last Enforcement Seminar: 01/22/2017

Fed. ID Number: 03-0278920 Incorporation Date: 01/01/1981 Valid Charter?: Yes State of Charter: Vermont

Majority of Directors are US Citizens: Yes

ATTACH AN ADDITIONAL SHEET TO THIS APPLICATION NOTING ANY NECESSARY CORRECTIONS OR CHANGES  
AND UPDATES THAT HAVE OCCURRED DURING THE PAST YEAR.

Corporation	Name	Address	Town/City	State Zip Code
Director	1. Pearce, Simon	178 [REDACTED]	[REDACTED]	[REDACTED]
Director	2. Pearce, Patricia McDonnell	178 [REDACTED]	[REDACTED]	[REDACTED]
Director	3. Loehr, Mark	[REDACTED]	[REDACTED]	[REDACTED]
Director	4. McDevitt, Wendy	[REDACTED]	[REDACTED]	[REDACTED]
Director	5. McDonnell, Stephen	[REDACTED]	[REDACTED]	[REDACTED]

Has any director or stockholder been convicted or pleaded guilty to any criminal or motor vehicle offense in any court  
of law (including traffic tickets by mail) during the last year?      Yes X No  
If yes, please attach the following information: Individual's name, court/traffic bureau, offense and date

In the past year has any director or stockholder of the corporation held any elective or appointive state, county,  
city, village or town office in Vermont (See VSA, T.7, Ch.9, Sec. 223)?      Yes X No  
If yes, please attach the following information: Individual's name, office and jurisdiction

Disclosure of Non-profit Organization?:      Yes XX No

ALL APPLICANTS MUST COMPLETE AND SIGN

The applicant understands and agrees that the Liquor Control Board may obtain criminal history record information from  
State and Federal record repositories.

I/We hereby certify, under the 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, Section 3113)

I/We 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 are in full compliance with a plan to pay any and all child support payable under a support  
order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 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.

I/We have registered the trade name of these premises with the Secretary of State.

Continued on next page

2019 LIQUOR LICENSE RENEWAL APPLICATION  
SECOND CLASS LICENSE TO SELL MALT AND VINOUS BEVERAGES

2386-002-SECN-001  
Page 2

I/We hereby certify that the information in this application is true and complete.

Dated this 15 day of January, 2019

Signature of authorized agent  
of corporation, company, club or association

Signature of individual or partners

Chief Executive Officer  
(Title)

Are you making this application for the benefit of any other party? Yes ☒ No

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 application and transmit it to the Liquor Control Board for suitable action thereon, before any license may be granted. For the information of the Liquor Control Board, 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.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of \_\_\_\_\_.

Total Membership \_\_\_\_\_, \_\_\_\_\_ members present Attest, \_\_\_\_\_, Town Clerk

TOWN OR CITY CLERK SHALL MAIL APPROVED RENEWAL DIRECTLY TO:  
DEPARTMENT 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 license application shall be considered binding except as taken or made at an open public meeting. VSA T-1, Sec. 312



### Applicant/s Personal Information

Name: Simon Pearce Address: [REDACTED]

Date of Birth                      Place of Birth                      Sex Male SS#                     

Name: Patricia McDonnell Pearce Address: [REDACTED]

Date of Birth [REDACTED] Place of Birth [REDACTED] Sex Female SS# [REDACTED]

Name: Mark Loehr Address: [REDACTED]

Date of Birth 01/01/1957 Place of Birth                      Sex male SS#                     

Name: Wendy McDevitt Address: [REDACTED]

Date of Birth [REDACTED] Place of Birth [REDACTED] Sex Female SS# [REDACTED]

Name: Stephen McDonnell Address: [REDACTED] [REDACTED]

Date of Birth                      Place of Birth                      Sex Male SS#                     

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Sex \_\_\_\_\_ SS# \_\_\_\_\_



## CERTIFICATE OF ACHIEVEMENT

AWARDED TO

**Lori Crowningshield**

FOR COMPLETING

**2nd class Seller Training Program**

COMPLETION DATE  
January 4, 2015

SCORE  
95.56

1/10/2019

image.png

Renew your "Store Trainings" 2 x My Programs | VTliquoreduc x Bridge x Simon Pearce: Glasware, Tabl x Reports - Quechee600 (Light x Portal Logout x

https://vtliquoreducation.bridgeapp.com/learner/courses/49/certificate

Apps Lightspeed ADP Inbox Pandora WAREHOUSE INV AR Form FY19 Sales Tracker Glass Personalizatio Order Form Microsoft Word Ch Accounts Receivab An Gallery across st

BACK TO MY LEARNING

## Certificate: 2nd class Seller Training Program

PRINT



Type here to search

Taskbar icons: File Explorer, Edge, etc.

System tray: Network, Volume, Date/Time (6:05 PM 1/9/2019)

**Hartford Police  
Department**

# Memo

**To:** Lisa O'Neil, Sherry West

**From:** Chief Phillip Kasten

**Date:** January 22, 2019

**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.

**Simon Pearce Glass**  
**Main St**  
**"The Mill"**  
**Quechee, VT**

Simon Pearce  
Patricia Pearce  
Mark Loehr  
Wendy McDevitt  
Stephen McDonnell

# Inspection Summary

Hartford Fire Department

Inspection 2510



## Inspection

Type Liquor License  
Status Completed/Closed  
Inspector Thomas Peltier  
Unit Number HFCR2  
Shift FI

Scheduled 01/24/2019 00:00

Scheduled

Inspected On 01/24/2019 00:00

Finished At

Inspection Length 0.00

Next Inspection

## Occupant

Occupant Name SIMON PEARCE (US) INC  
Building Name  
Contact Name Pamela Lessard  
Address 1760 QUECHEE MAIN ST  
City, State and Zip Quechee, VT 05059-  
Phone 802-295-1470

## Owner

Owner / Company Simon Pearce  
Contact Name  
Address 1760 Quechee Main Street  
City, State and Zip Quechee, VT 05059-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	- Emergency Lights/Exit Signs Emergency lights and exit signs shall be in working order. Repair and replace as needed.	Building

## Tickler History

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

## Signatures

Inspector

Thomas Peltier

1/24/19  
Date



# Hartford BO 1444(60) Project Introduction Meeting

**Town Highway 6 – Bridge #7 over The White River and Town  
Highway 98**

February 12, 2019



Location Map







Looking North over Bridge

## Existing Conditions – Bridge #7

- Roadway Classification – Local Road (Class 2 TH)
- Bridge Type – 559' Long 4-Span Steel Deck Truss
- Ownership – Town of Hartford
- Constructed in 1929, Reconstructed in 1973

09/19/2017

Looking South over Bridge



## Existing Conditions – Bridge #7

- Existing Typical Section: 11' / 0'
- Sidewalk on Bridge

## Existing Conditions – Bridge #7

- Bridge is structurally deficient due to superstructure condition
- The rocker bearings are over extended and have heavy rusting
- The bridge joints are in poor condition
- Substructure is in Satisfactory condition, with some maintenance needs:
  - Backwalls: The reinforced concrete backwalls have heavy cracking and staining.
  - Abutment 2 has cracking and staining and wingwalls have moderate map cracking.
  - Piers: The bridge seats have areas of cracking and spalling. Pier footings have heavy spalling throughout.
- The deck is in satisfactory condition, with some maintenance needs:
  - The curbs have heavy map cracking.
  - The sidewalks have heavy map cracking and small delaminations.
  - Both the upstream and downstream fascias have cracking and staining.
  - The soffit of the reinforced concrete deck has cracking and staining with efflorescence throughout in random locations.
- The bridge and roadway approaches are too narrow for the speed and traffic volumes present.



## Superstructure Deterioration

### Existing Conditions - Bridge #7

- Deck Rating 6  
(Satisfactory)
- Superstructure Rating 4  
(Poor)
- Substructure Rating 6  
(Satisfactory)

09/19/2017



Paint Failure



Existing Conditions - Bridge #7

Substructure



Existing Conditions - Bridge #7



Substructure



09/19/2017

Existing Conditions - Bridge #7



Substructure



09/19/2017  
Existing Conditions - Bridge #7





Existing Conditions - Bridge #7



Substructure

09/19/2017

Existing Conditions - Bridge #7



## Substructure



09/19/2017  
Existing Conditions - Bridge #7

Bearings



09/19/2017

Existing Conditions - Bridge #7



Bridge Joints



Existing Conditions - Bridge #7



## Resources – Looking Upstream

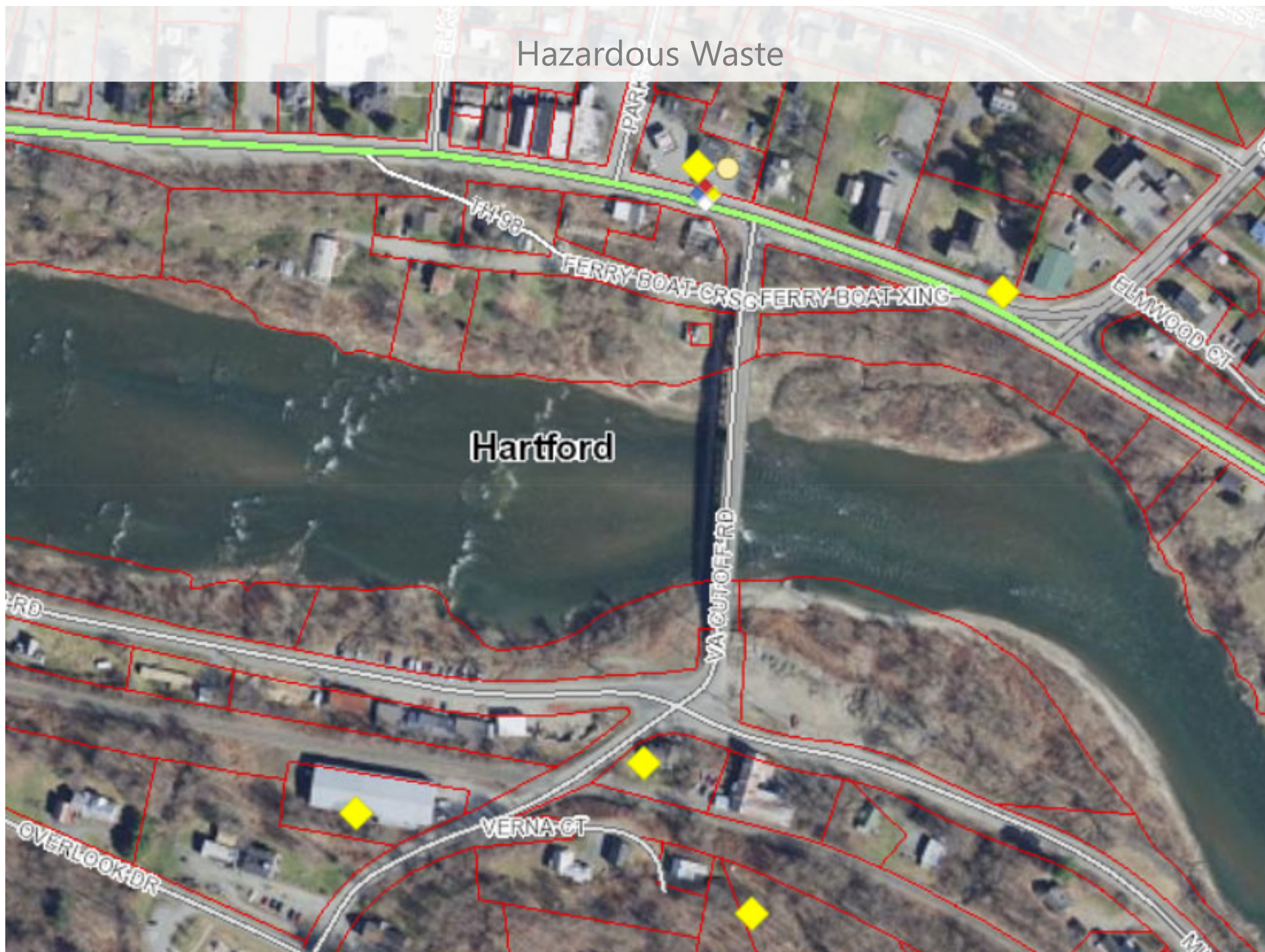


### Existing Conditions - Bridge #7

- Utilities – Aerial and attached to bridge
- Historic Resources
  - Bridge No. 7, four historic buildings on Maple Street, and a former Hartford Woolen Mill warehouse



Hazardous Waste





## Resources – Looking Downstream



### Existing Conditions - Bridge #7

- Northern Long Eared Bat Habitat
- Wildlife Corridor



# Design Criteria and Considerations

Traffic Data	2021	2041
AADT	3,900	4,300
DHV	480	530
ADTT	130	180
%T	2.2	2.9

- Design Speed of 35 mph
- Aerial Utilities
- Water line attached to bridge
- Historic Resources
- Railroad Crossing
  - 400' south of the bridge on VA Cutoff Road
  - Sufficiency Rating: 51 (below threshold of 60)

# Alternatives Considered – Bridge #7

- No Action
  - Additional maintenance required within 10 years
- Deck Replacement with Superstructure Rehabilitation
  - Structural deficiencies would be addressed
  - Truss rehabilitation
  - Match existing Typical with a sidewalk, or widen shoulders and eliminate sidewalk
  - 30 year design life
- Full Bridge Replacement On or Off Alignment
  - Widen to match the minimum standard typical with a sidewalk
  - 75 year design life

# Alternatives Matrix

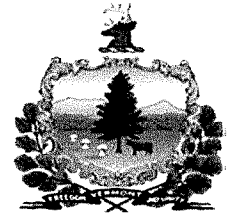
Hartford BO 1444(60)	Alternative 1				Alternative 2		
	Deck Replacement				Full Bridge Replacement		
	No Sidewalk	Sidewalk	No Sidewalk	Sidewalk			
	a. Offsite Detour		b. Temporary Bridge		a. Offsite Detour	b. Temporary Bridge	3. OFF Alignment – Traffic Maintained on Existing Bridge
Total Project Costs	8,080,546	8,262,306	10,151,625	10,326,985	10,906,417	13,976,635	13,880,135
Annualized Costs	269,352	275,410	338,387	344,233	145,419	186,355	185,068
Town Share	202,014	206,558	507,581	516,349	545,321	1,397,664	1,388,014
Town %	2.50%	2.50%	5%	5%	5%	10%	10%
Project Development Duration	4 years	4 years	4 years	4 years	4 years	4 years	5 years
Construction Duration	6 months	6 months	18 months	18 months	6 months	18 months	6 months
Closure Duration (If Applicable)	120 days		N/A	N/A	1 year	N/A	N/A
Typical Section - Bridge (feet)	2-11-11-2	0-11-11-0 with 5.5' sidewalk	2-11-11-2	0-11-11-0 with 5.5' sidewalk	3-11-11-3 with 5.5' sidewalk		
Geometric Design Criteria	Substandard Width				Meets Minimum Criteria		
Alignment Change	No	No	No	No	No	No	Yes
Bicycle Access	Improved	No Change	Improved	No Change	Improved	Improved	Improved
Pedestrian Access	Sidewalk Removed	No Change	Sidewalk Removed	No Change	Improved	Improved	Improved
ROW Acquisition	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Road Closure	Yes	Yes	No	No	Yes	No	No
Design Life	30	30	30	30	75	75	75



# Hartford BO 1444(60) Questions and Comments

**Town Highway 6 – Bridge #7 over The White River and Town  
Highway 98**

February 12, 2019



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# **The Village at WRJ Assisted Living and Memory Care Facility**

## **VT Community Development Program Jobs Creation Grant Agreement**

**February 12, 2019 Selectboard Meeting**

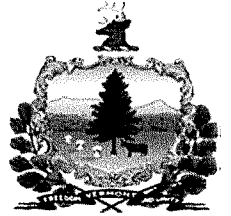
**From: Lori Hirshfield, Director**

**Department of Planning & Development**



# Overview

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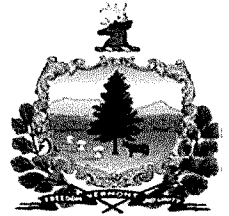


- ☐ On August 28, 2018, the Hartford Selectboard approved submittal of a grant application to the Vermont Community Development Program (VCDP) for \$1,000,000 economic development jobs creation grant.
- ☐ VCDP is funded through the Federal HUD Community Development Block Grant program and must be submitted through a municipality.
- ☐ The State awarded a \$750,000 grant, and \$738,000 would be provided as a loan.
- ☐ \$12,000 would be retained by the Town to cover the Town's costs to administer the grant, and the remainder would be loaned to *The Village at WRJ*, an assisted living and memory care facility in downtown WRJ, tied to the number of job hirings meeting the low and moderate income guidelines.



# Overview

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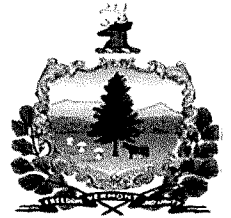


- ☐ The attached award letter specifies the conditions that must be met prior to the State offering a loan agreement, prior to the first requisition of funds, and during the grant period.
- ☐ Loan Terms: The Village of White River Jct. LLC proposes a five-year term with the following interest rates.
  - 0% for first two years the interest rate
  - 1% for third year
  - 2% for fourth year
  - 3% for fifth year.
  - At the end of the fifth year, loan principal and accrued interest are due unless an extension is agreed upon by the parties. Should the loan be paid before the 5-year term, there is no pre-payment penalty.
- ☐ Deferred loan payments with 0% to low interest rates are common with VCDP loans.



## Requested Action

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Approve and sign the attached Grant Agreement Resolution (Form PM-1) which:

- ☐ Accepts and agrees to the terms and conditions of the attached Grant Agreement .
- ☐ Designates Lori Hirshfield as having overall Administrative responsibility for the VCDP related to the Grant Agreement.
- ☐ Designate Leo G. Pullar through March 2, 2019, and J. Brannon Godfrey, Jr , beginning March 4, 2019 as the Authorizing Official to execute the Grant Agreement and other such documents as may be necessary to secure these loans.



State of Vermont  
Department of Housing and Community Development  
National Life Building – North [phone] 802-828-3211  
One National Life Drive  
Montpelier, VT 05620-0501

*Agency of Commerce and  
Community Development*

November 27, 2018

Leo Pullar, Municipal Manager  
Town of Hartford  
171 Bridge Street  
Hartford VT 05001

RE: 07110-IG-2018-Hartford-06 ; The Village at WRJ Jobs Creation  
VCDP Implementation Grant Award

Dear Mr. Pullar:

I am pleased to inform you that on **November 20, 2018**, the Agency of Commerce and Community Development (Agency) made an award of up to **\$ 750,000**, as recommended by the Community Development Board, to partially fund the proposal in the application.

This grant award is subject to the enclosed Award Conditions; be sure to read them carefully. Award Condition #2 must be fully met by **May 1, 2019**, as stated in Award Condition #1, before a grant agreement will be offered. Please keep in mind that the submission of materials in response to the Award Conditions may not completely satisfy the award conditions, as staff may have further questions upon their review. The Town of Hartford will be requested to provide a written explanation to the Community Development Board, at its June 13, 2019 board meeting, if it is unable to meet this timeframe. The Board will consider rescinding the award in that event.

**VCDP awardees shall be required to use the Agency's online grants management system to manage their grant(s). This includes processes such as Environmental Review (ER), submitting award condition documentation, requisitioning, and progress reporting.** Please contact your CD Specialist if you have any questions about using the online system.

This award is further conditioned by federal and state laws and provisions which will ensure adequate financial and program performance in accordance with the application. These provisions will be set out in the grant agreement, along with such other specifics as may be appropriate.

We understand that Town is to administer this grant. Please notify the Agency if this is inaccurate. Please review the chapter "Letter of Award and Award Conditions" in the [Grants Management Guide \(GMG\)](#), which provides information on what you need to do to get a grant agreement offer.



Leo Pullar, Municipal Manager  
November 27, 2018  
Page 2

Again, congratulations on your award, and remember, Program staff is here to assist you with any questions. The community effort devoted to the project is to be commended, and I wish you complete success in carrying out this important project.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael Schirlinging", written in a cursive style.

Michael Schirlinging, Secretary  
Agency of Commerce and Community Development

MS:NC:cmb

Enclosures

cc: Lori Hirshfield, Community Development and Planning Director  
Sandra Conrad, Village at White River Junction  
Ann K. Kroll, Director, Grants Management  
Josh Hanford, Deputy Commissioner  
Nathan Cleveland, CD Specialist

**Vermont Community Development Program**  
**Town of Hartford**  
**Implementation Grant**  
**The Village at WRJ Jobs Creation**

**VCDP AWARD CONDITIONS**

1. The Agency will automatically terminate this Award if the Applicant has not met the Award Conditions below by **May 1, 2019** and has not submitted a written request to the VCDP Community Development Board to seek an Award Renewal recommendation to the Secretary. An interim Progress Report will be sent out through the online GEARS system that will be due no later **April 30, 2019** to obtain a status update of pending Award Conditions and assist in the determination of an Award Renewal if Award Conditions have not been fully met.
2. Prior to the Offer of a Grant Agreement the following documentation must be submitted:
  - a) Evidence of capacity to manage the project including the Program Management responsibilities.
  - b) Evidence of commitment of all Other Resources.
  - c) A copy of the current certificate of liability insurance for the Town shall be filed with the Agency.
  - d) Completion of the Project Performance Measures online forms.
  - e) Documentation that Grantee, Borrower, Subgrantee, Administrator, Program Manager and Consultants have obtained DUNS numbers with the D&B D-U-N- S Request Service at <http://fedgov.dnb.com/webform/displayHomePage.do> and have each registered with SAM.gov. Grantee shall provide evidence of registration to the System for Award Management (“SAM”) at [www.sam.gov](http://www.sam.gov) to the Agency.
3. Copy of the applicant’s Municipal Policies and Codes (MP-1) must be uploaded to the GEARS system. Please note the VCDP has implemented an updated MP-1 form in November 2018 to be more in compliance with HUD requirements and this new form can be found on the Agency’s website at <https://accd.vermont.gov/community-development/funding-incentives/vcdp/forms> and will need to be adopted.
4. The Applicant understands that at the completion of the grant it must enter into a Closeout Agreement with the Agency and must submit annual reports to the Agency under the terms of a Closeout Agreement. The Closeout Agreement must be executed prior to the Agency issuing the Certification of Program Completion.
5. If the project’s non-general administration budget comes in under budget, a proportion of the unused portion of the total budget (VCDP dollars and Other Resources dollars), shall be returned to the Agency. This proportion will be based on VCDP’s share of the total financing package.

6. If the project's general administration budget comes in under budget, the unused portion shall be returned to the Agency. The expenditure of VCDP funds for General Administration relative to the expenditure of Other Resources for General Administration must be maintained at the ratio as derived from the budget in the Grant Agreement. The unused VCDP funds budgeted for General Administration cannot be used for other activities in the Grant Agreement.
7. In the event VCDP funds are needed prior to their availability due to VCDP requirements or conditions, the Grantee and/or one of the project parties must seek bridge financing to meet any expenses that cannot be delayed. The expenditure of bridge financing must be in compliance with VCDP requirements, most notably the environmental review process.

State of Vermont  
Department of Housing and Community Development  
Deane C. Davis Building – 6<sup>th</sup> Floor [phone] 802-828-3211  
One National Life Drive  
Montpelier, VT 05620-0501

*Agency of Commerce and  
Community Development*

February 11, 2019

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

RE: 07110-IG-2018-Hartford-06; The Village at WRJ Jobs Creation  
Grant Agreement Offer

Dear Mr. Pullar:

Uploaded for your consideration is the Grant Agreement between the Town of Hartford and this Agency. Please review the offer carefully. **Prior to signing the Grant Agreement in the GEARS system your Legislative Body is required to adopt a resolution, Form PM-1. This form states the acceptance and responsibility of the terms and conditions of the Grant Agreement and designates the person with the overall responsibility and authority to execute all appropriate documents.** If it is satisfactory you need to log into your account in the GEARS system and go to the Grant Agreement and Amendment Documents page of the grant above, upload the signed Grant Agreement Resolution(s), certify, select your name, date and save the page and then change the status of the Grant to “Grant Agreement Accepted” by March 4, 2019. This will have the same legal effect as a hand-written signature.

If the Grant Agreement is not acceptable as offered, please add a note with the suggested changes on the page and change the status of the grant to "Grant Agreement Offer Mods Required". The Agency will review what has been suggested and make the necessary changes and will reoffer the Grant Agreement for you to sign.

Once pushed to “Grant Agreement Accepted” the Commissioner will receive a notification that it has been executed by the Town of Hartford and then will fully execute it in the GEARS system. You will receive a notification of this execution.

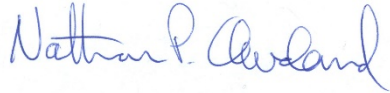
Before a request for funds can be processed, all requirements and special conditions as stated in the Grant Agreement must be satisfied. It is important to understand that some special conditions may have already been met, and if you have any questions in this regard please contact me. We recommend that you review the requirements set out in the Grants Management Guide, paying particular attention to **the chapter on [The Grant Agreement](#)**, and that you review your Grant Agreement carefully for all requirements.



Leo Pullar, Town Manager  
February 11, 2019  
Page 2

If you have any questions regarding the Grant Agreement, please contact me by email  
Nathan.Cleveland@vermont.gov or by phone at 828-2998.

Sincerely,

A handwritten signature in blue ink that reads "Nathan P. Cleveland".

Nathan Cleveland  
Community Development Specialist

NC:cmb

Enclosures

cc: Lori Hirshfield, Director of Planning & Development



STATE OF VERMONT GRANT AGREEMENT				Part 1 - Grant Award Detail			
<b>SECTION I - GENERAL GRANT INFORMATION</b>							
<sup>1</sup> Grant #: 07110-IG-2018-Hartford-06				<sup>2</sup> Original <input checked="" type="checkbox"/> Amendment # _____			
<sup>3</sup> Grant Title: The Village at White River Junction Job Creation							
<sup>4</sup> Amount Previously Awarded: <div style="text-align: right;">\$ 0.00</div>		<sup>5</sup> Amount Awarded This Action: <div style="text-align: right;">\$ 750,000.00</div>		<sup>6</sup> Total Award Amount: <div style="text-align: right;">\$750,000.00</div>			
<sup>7</sup> Award Start Date: 11/20/2018		<sup>8</sup> Award End Date: 12/31/2020		<sup>9</sup> Subrecipient Award: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
<sup>10</sup> Vendor #: 40704		<sup>11</sup> Grantee Name: Town of Hartford					
<sup>12</sup> Grantee Address: 171 Bridge Street							
<sup>13</sup> City: White River Junction				<sup>14</sup> State: VT		<sup>15</sup> Zip Code: 05001	
<sup>16</sup> State Granting Agency: Agency of Commerce and Community Development-DHCD						<sup>17</sup> Business Unit: 07110	
<sup>18</sup> Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		<sup>19</sup> Match/In-Kind: \$ 250,350 Description: See Attachment B - Payment Provisions and Project Budget, 4. Sources and Uses					
<sup>20</sup> If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>							
<b>SECTION II - SUBRECIPIENT AWARD INFORMATION</b>							
<sup>21</sup> Grantee DUNS #: 073973695				<sup>22</sup> Indirect Rate: <div style="text-align: center;">0 % <small>(Approved rate or de minimis 10%)</small></div>		<sup>23</sup> FFATA: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<sup>24</sup> Grantee Fiscal Year End Month (MM format): 6/30						<sup>25</sup> R&D: <input type="checkbox"/>	
<sup>26</sup> DUNS Registered Name (if different than VISION Vendor Name in Box 11):							
<b>SECTION III - FUNDING ALLOCATION</b>							
<b>STATE FUNDS</b>							
<b>Fund Type</b>		<sup>27</sup> Awarded Previously	<sup>28</sup> Award This Action	<sup>29</sup> Cumulative Award	<sup>30</sup> Special & Other Fund Descriptions		
General Fund		\$0.00	\$0.00	\$0.00			
Special Fund		\$0.00	\$0.00	\$0.00			
Global Commitment <small>(non-subrecipient funds)</small>		\$0.00	\$0.00	\$0.00			
Other State Funds		\$0.00	\$0.00	\$0.00			
<b>FEDERAL FUNDS</b> <small>(includes subrecipient Global Commitment funds)</small>					<b>Required Federal Award Information</b>		
<sup>31</sup> CFDA #	<sup>32</sup> Program Title	<sup>33</sup> Awarded Previously	<sup>34</sup> Award This Action	<sup>35</sup> Cumulative Award	<sup>36</sup> FAIN	<sup>37</sup> Federal Award Date	<sup>38</sup> Total Federal Award
14.228	Community Development Block Grant (CDBG)	\$0.00	\$150,000.00	\$150,000.00	B.18.DC.50.0001	8/7/2018	\$6,892,861.00
<sup>39</sup> Federal Awarding Agency: U.S. Department of Housing and Urban Development (HUD)			<sup>40</sup> Federal Award Project Descr: CDBG FY18				
14.228	Community Development Block Grant (CDBG)	\$0.00	\$600,000.00	\$600,000.00			\$0.00
Federal Awarding Agency: U.S. Department of Housing and Urban Development (HUD)			Federal Award Project Descr: CDBG-Program Income				
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:			Federal Award Project Descr:				
<b>Total Awarded - All Funds</b>		<b>\$0.00</b>	<b>\$750,000</b>	<b>\$750,000.00</b>			
<b>SECTION IV - CONTACT INFORMATION</b>							
<b>STATE GRANTING AGENCY</b>  NAME: Nathan Cleveland TITLE: Community Development Specialist PHONE: 802-828-2998 EMAIL: Nathan.Cleveland@vermont.gov				<b>GRANTEE</b>  NAME: Lori Hirshfield TITLE: Development and Planning Director PHONE: 802-295-3075 EMAIL: lhirschfield@hartford-vt.org			

## GRANT AGREEMENT # 07110-IG-2018-HARTFORD-06

1. **Parties:** This is a Grant Agreement between State of Vermont Agency of Commerce and Community Development (hereinafter called “State” or “Agency”) and Town of Hartford with principal place of business at 171 Bridge Street, White River Junction VT 05001 (hereinafter called “Grantee”). It is the grantee’s responsibility to contact the Vermont Department of Taxes to determine if, by law, the grantee is required to have a Vermont Department of Taxes Business Account Number. The grantee is required by law to have a Federal ID# and it is 036000505.
2. **Subject Matter:** The subject matter of this Grant Agreement is Community Development Block Grant.
3. **Award Details:** Amounts, dates and other award details are as shown in the attached *Grant Agreement Part 1-Grant Award Detail*. A detailed scope of work covered by this award is described in Attachment A.
4. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.
5. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice at least 30 days in advance.
6. **Attachments:** This Grant consists of 30 pages including the following attachments that are incorporated herein:
  - Attachment A – Scope of Work to Be Performed and Special Conditions
  - Attachment B – Payment Provisions and Project Budget
  - Attachment C – Customary State Grant Provisions
  - Attachment D – Other Provisions (CDBG Standard Provisions)
  - Attachment E – Certifications

**NOTE: Signatures blocks have been omitted because document will use e-signing technology in lieu of signatures.**



## SCOPE OF WORK AND SPECIAL CONDITIONS

(A) Definitions - The following definitions shall apply throughout:

**Administrator:** Town of Hartford

**Program Manager:** Town of Hartford and The Village at White River Junction, LLC, 101 Currier Street, White River Junction, VT 05001 (DUNS # 116626583 and Federal ID# 81-1941343)

**Supported Business:** The Village at White River Junction, LLC

**Borrower:** The Village at White River Junction, LLC

**Program Income (PI):** As defined at 24 CFR 570.489(e)

(B) **Project Description:**

The Grantee shall loan **\$738,000** in VCDP funds together with Other Resources, as set out in the *Attachment B, Payment Provisions and Project Budget, 4. Sources and Uses*, to the Village at White River Junction, a newly constructed senior assisted living and memory care facility located at 101 Currier Street, White River Jct., VT 05001-7050. The project is located in the historic district of Designated Downtown White River Jct. VCDP funds will be used in conjunction with other resources to pay for operational expenses while the facility is leasing up with tenants/ residents. The loan will be a five-year note, the term of the Loan to be 2 years at 0% interest, the third year the rate will be 1%. The fourth year the rate will be 2%. The fifth year the rate will be 3%. At the end of the fifth year the loan will be due unless an extension is agreed upon by the parties. Should the loan be paid before the 5-year term, there is no pre-payment penalty.

The 80 unit assisted living facility for seniors (above age 55), will include 50 assisted living units and 30 memory care units. All units are market-rate rental apartments. When fully occupied the facility will employ 78 people. As of October 1, 2018, the Village at White River Junction employed fifteen (15) people. It is anticipated that forty (40) jobs will be created over the proposed two-year grant period, of the forty (40) jobs twenty-one (21) would be made available to or filled by low- or moderate-income persons. The Management Company is Life Care Services.

The Village at White River Junction will primarily attract residents from a thirty-minute radius, known as the "primary market area" (PMA). In this PMA there are seven comparable assisted living and memory care facilities consisting of 397 units. The average occupancy of these seven facilities is 95% which indicates strong market demand, with an opportunity for additional units to meet demand.

### Activity Description

#### (1) **Business Assistance Loans (Activity #4034)**

The Borrower will use VCDP funds together with Other Resources, *as set out in the Attachment B, Payment Provisions and Project Budget, 4. Sources and Uses*, for working capital. The supported business will target VCDP funds to pay for expenses typical of working capital loans, such as property taxes, utilities, etc.

**(2) Program Management (Activity #4013)**

The Borrower shall use Other Resources, as set out in the *Attachment B, Payment Provisions and Project Budget, 4. Sources and Uses*, to perform Program Management including but not necessarily limited to, activities relating to securing release of funds under the environmental regulations, securing compliance with labor standards (including Davis-Bacon wage rates), permit assistance, procurement standards, contracts management, construction oversight and coordination, and legal services.

**(C) General Administration (Activity 5013)**

The Grantee shall use VCDP funds, as set out in *Attachment B, Payment Provisions and Project Budget, 4. Sources and Uses*, for the general administration of the grant. General administration responsibilities include, but are not limited to, activities relating to setting up and maintaining financial management records, completing progress reports, ensuring that the terms and conditions of this *Agreement* are carried out, and for eligible costs of audit.

**(D) National Objective**

The National Objective will be met by the creation of forty (40) jobs, 53% or twenty-one (21) of which will be made available to or filled by low or moderate income (LMI) persons.

Activity	National Objective	Performance Indicator(s)	Proposed
Economic Development - For Profit Loan	Low & Moderate Income	Number of Businesses Assisted Number of Jobs Number of Low or Moderate-Income Jobs	1 40 21

**(E) The following documents shall be filed with the Agency at the times specified:**

- (1) Prior to the first requisition of funds under this Agreement, as required by Attachment D, Section II(D), Grantee shall provide copies of the management forms and municipal policies or a certification that all required policies previously have been adopted and filed with the Agency.
- (2) Prior to the first requisition of funds, Grantee shall provide evidence of a firm commitment of Other Resources called for by Attachment B, Section 4.
- (3) Prior to executing the Loan and Security Agreement, with the Borrower, Grantee shall ensure that the Borrower has obtained DUNS numbers from the D&B D-U-N- S Request Service at <http://fedgov.dnb.com/webform/displayHomePage.do>, have each registered with the System for Award Management ("SAM") at [www.sam.gov](http://www.sam.gov), are not listed on the State's debarment list at: <http://bgs.vermont.gov/purchasing-contracting/debarment>, and shall provide the DUNS number, evidence of registration, and evidence that the parties are not debarred to the Agency.
- (4) Prior to the first requisition of funds, a copy of the final executed Loan and Security Agreement between the Grantee and the Borrower, together with such other documents as may be required to secure compliance with the conditions of the loan. Such Loan and Security Agreement shall require, at a minimum, that Borrower secure its obligations thereunder by providing Grantee a mortgage on the real property.

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- (5) Prior to the first requisition of funds, a copy of the promissory note evidencing Borrower's indebtedness to Grantee.
  - (6) Prior to the first requisition of funds, a copy of the mortgage on the real property securing Borrower's obligations.
  - (7) Prior to the first requisition of funds, a copy of the fully executed Employment Agreement by and among Grantee, Borrower and the Vermont Department of Labor called for herein.
  - (8) Prior to the first requisition of funds, the Grantee shall provide an opinion of counsel, satisfactory to the Agency, that each of the documents provided pursuant to Paragraphs (E)(4) through (7) hereof is a legal, valid, and binding instrument, enforceable in accordance with its terms; that such documents meet the requirements of this Agreement, including but not limited to the requirements set forth at paragraphs (H) (1) to (15), and provides for use of the VCDP funds in compliance with this Agreement; and that the Subgrantee/Borrower has met all conditions required under such documents which must predate the first requisition.
  - (9) Prior to the first requisition of funds, certification that all permits needed for the project have been identified and those needed to commence activities have been secured.
  - (10) Prior to the receipt of Program Income or the Completion Date, whichever is sooner, the Grantee must inform the Agency whether Grantee will be entering into a Closeout Agreement with the Agency or whether it will be assigning the loan to a Non-Profit Community Development Organization approved by the Agency.
- (F) Grantee shall comply and shall require Borrower to comply with all conditions set forth in the Environmental Review Release Letter dated **September 26, 2018** and shall maintain/upload documentation demonstrating compliance.
- (G) The Employment Agreement by and among Grantee, Borrower and the Department of Labor shall, at a minimum, meet the standards set out in the "VCDP Sample Employment Agreement Hiring Guide". The Employment Agreement shall:
- (1) Specify, in detail, the job creation requirements as set forth in in the National Objective section of this Attachment A.
  - (2) Contain provisions which require Borrower to provide documentation of the number of full-time equivalent, permanent jobs created pursuant to this Agreement prior to Grantee's submission of the Final Program Report.
- (H) The Loan and Security Agreement between the Grantee and the Borrower shall carry provisions which incorporate by reference this Agreement and include, at a minimum, the applicable provisions of VCDP's Sample "Loan and Security Agreement" and language to provide for the following:
- (1) Require Borrower to certify that, as of the date of execution of the Loan and Security Agreement the organization is authorized to do business in the State of Vermont.
  - (2) Require Borrower to certify that, as of the date of execution of the Loan and Security Agreement, the organization is in good standing with respect to, or in full compliance with a plan to pay, any and all federal, state and local taxes.

- (3) Require Borrower to certify that, as of the date of execution of the Loan and Security Agreement, the organization is current on or is in full compliance with a plan to pay, any and all financial obligations.
- (4) Require Borrower to certify that, as of the date of execution of the Loan and Security Agreement, the organization is not listed in the Exclusions portion of Performance Information in the System for Award Management ("SAM") at [www.sam.gov](http://www.sam.gov); nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing-contracting/debarment>.
- (5) Require Borrower to certify that, as of the date of execution of the Loan and Security Agreement, all permits needed for the project have been identified and those needed to commence activities have been secured.
- (6) Require Borrower to provide a firm commitment of all Other Resources.
- (7) Require Borrower to secure its obligations hereunder by providing Grantee a mortgage and promissory note on the real property.
- (8) Require the Borrower to comply with Section 3 requirements in accordance with 24 CFR 135 to provide economic opportunities in connection with this project, to the greatest extent feasible, to low and very low-income persons residing within the area in which the project is located and to Section 3 businesses. Section 3 requirements shall be included in bid documents, and "the Section 3 Clause" shall be attached to all contracts executed in connection with this project. For more information and the Section 3 Clause see [HUD Regulations](#).
- (9) Require the Borrower to demonstrate compliance with Davis-Bacon reporting requirements, if applicable, by uploading all required documentation to the Agency's on-line grants management system (GEARS).
- (10) Require the Borrower to perform the Program Management (Activity #3013) of this grant, including all applicable specific functions set forth in the "Sample VCDP Contract for Program Management."
- (11) Require Borrower to commit to meet the national objectives called for under the *Federal Act* by:
  - (a) achieving the benefits called for in this Agreement, and
  - (b) maintaining documentation as may be necessary to clearly demonstrate that said benefits have been met.
- (12) Contain a provision that for a period beginning with the execution of the Loan and Security Agreement, and continuing for its term, Borrower shall obtain, pay for, and keep in force, insurance on the facility assisted using VCDP funds against such risks, in such amounts, and with an insurance carrier as may be reasonably acceptable to Grantee; and that such policy will contain a loss payable clause acceptable to the Grantee; and requiring the Borrower to furnish the Grantee satisfactory evidence of such insurance.
- (13) Require for a period of five (5) years from the Completion Date, compliance with the provisions of "Change of Use of Real Property," 24 CFR 570.489(j), including that

timely notice shall be given to the Grantee and the Agency should there be the anticipation of a sale of all or a portion of the facility assisted using VCDP funds to any person or entity who will use it for any changed purpose, of discontinuance of operation of all or a portion of the facility, or of material alteration or expansion of its purpose or function, including the loss of affordability of the housing units. The Grantee shall have such remedies that are available under the law, up to and including full recovery of the VCDP funds.

- (14) Notify Borrower that the recapture requirements contained in 3 V.S.A. Chapter 47, Subchapter 6 shall apply to the loaned VCDP funds if within five (5) years of the Completion Date the Borrower leaves the state or otherwise curtails its activities to a point lower than represented in Attachment B.
- (15) Establish the term of the Loan to be 2 years at 0% interest, the third year the rate will be 1%. The fourth year the rate will be 2%. The fifth year the rate will be 3%. At the end of the fifth year the loan will be due unless an extension is agreed upon by the parties. Should the loan be paid before the 5-year term, there is no pre-payment penalty.
- (I) In conformance with Standard Provisions § IX, Program Income, any program income generated by VCDP funds will be placed in a Revolving Loan Fund (RLF), managed by the Grantee or its designated regional nonprofit community development organization ("NCDO"), for support of future activities eligible under the Federal Act.
  - (1) Said RLF shall, at a minimum, comply with the applicable provisions of the VCDP *Grants Management Guide*, and Chapter 22 of the Agency Procedures.
  - (2) Prior to the receipt of Program Income under this Agreement or the Completion Date, whichever is sooner, Grantee must inform the Agency whether it will be entering into a Closeout Agreement with the Agency or whether it will be assigning the loan to a certified NCDO, approved by the Agency, which will enter into a new, or amend an existing, Closeout Agreement with the Agency.
  - (3) The use of Program Income from the RLF shall be governed by a Closeout Agreement between the Grantee, or its designated NCDO, and the Agency, as set forth below.
- (J) A Closeout Agreement between the Grantee, or its designated NCDO, and the Agency specifying how Program Income is to be used shall be executed prior to the withdrawal or disbursal of funds from the RLF or the issuance by the Agency of a Certification of Program Completion, whichever is sooner. It is understood and agreed that the Federal Act requires that Grantee record, track, and report Program Income for as long as such exists.
  - (1) Closeout Agreements shall be in substantially the same form as contained in the Grants Management Guide in effect at the beginning of the Fiscal Year in which it is executed.
  - (2) The return to the Agency of any income generated under a Closeout Agreement, whether as an assessment or as a recapture of inactive funds, shall be governed by the provisions of the *Agency Procedures* in effect at the beginning of the Fiscal Year in which the income is first received.

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- (K) Pursuant to 3 V.S.A. Chapter 47, Subchapter 6, the Agency shall recapture the funds granted by this ***Agreement*** if, within five (5) years of the Award Date, the Borrower leaves the state or otherwise curtails its activities to a point lower than represented when this ***Agreement*** was awarded.

## PAYMENT PROVISIONS AND PROJECT BUDGET

### 1. Payment Requisitions

The Agency will process requisitions on or about the first and fifteenth of the month. The Grantee must submit requisitions a minimum of seven (7) business days prior to processing.

The Grantee shall submit requisition requests through the GEARS System along with adequate source documentation such as: invoices paid, canceled checks and timesheets. For reimbursement for Grantee's or Borrower's personnel, the supporting documentation must detail the expenditures by identifying the personnel, the time worked, the rate being charged per each respective individual, and a description of the work that was performed. For any other costs that are billed directly to Grantee or Borrower, Grantee shall identify the expenditures and attach copies of supporting invoices.

### 2. Reporting Requirements

The Grantee shall submit Progress and Financial Reports through the GEARS System **quarterly** to the Agency detailing the status of the Grantee/Subgrantee/Borrower's work and the status of the Project, and in particular the activities described in Attachment A. The First Reporting period shall end **March 31, 2019** and the report shall be due no later than **April 30, 2019**. The Second Reporting period shall end **June 30, 2019**. All subsequent **quarterly** reports shall be due no later than thirty (30) days following the end of the reporting period.

The Grantee shall develop an overall financial management system sufficient to demonstrate the tracking of all expenditures and receipts.

### 3. General Provisions

In no event will the total funds provided by the Agency exceed the Total Award. Any additional funds required to complete the activities set forth in this Agreement will be the responsibility of the Grantee.

### 4. Sources and Uses

The Other Resources total \$250,350, derived as follows:

Other Resources	Funding Source	Type	Amount	Status
Other (Other) - loan from Gates and Dickson	Private	Loan	\$250,000	Committed
Other (Other)	Private	Cash-In-Kind	\$350	In-Hand
<b>Total Other Resources</b>			<b>\$250,350</b>	

Activity	Program Area	Code	VCDP Amount	Other	Total Activity Costs
Program Management	Economic_Development	4013	\$0	\$350	\$350
Business Assistance Loans	Economic_Development	4034	\$738,000	\$250,000	\$988,000
General Administration	Economic_Development	5013	\$12,000		\$12,000
<b>Total Costs</b>			<b>\$750,000</b>	<b>\$250,350</b>	<b>\$1,000,350</b>
<b>Percentage of Total</b>			<b>75%</b>	<b>25%</b>	

## **5. Funding Sources for Project**

Federal Funds: \$750,000 (60%)

State/Local Funds: \$0

Private Funds: \$250,350 (40%)



**STANDARD STATE PROVISIONS  
FOR CONTRACTS AND GRANTS  
REVISED DECEMBER 15, 2017**

**1. Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

**2. Entire Agreement:** This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

**3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial:** This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

**4. Sovereign Immunity:** The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

**5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

**6. Independence:** The Party will act in an independent capacity and not as officers or employees of the State.

**7. Defense and Indemnity:** The Party shall defend the State and its officers and employees against all third-party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or

suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

**8. Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

*Workers Compensation:* With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

*General Liability and Property Damage:* With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

*Automotive Liability:* The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement.

Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

*Additional Insured.* The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

*Notice of Cancellation or Change.* There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

**9. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

**10. False Claims Act:** The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

**11. Whistleblower Protections:** The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

**12. Location of State Data:** No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

**13. Records Available for Audit:** The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year

period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

**14. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

**15. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

**16. Taxes Due to the State:**

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

**17. Taxation of Purchases:** All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

**18. Child Support:** (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**19. Sub-Agreements:** Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

**20. No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

**21. Copies:** Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

**22. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

**23. Conflict of Interest:** Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

**24. Confidentiality:** Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

**25. Force Majeure:** Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently

pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

**26. Marketing:** Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

**27. Termination:**

- A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
- C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

**28. Continuity of Performance:** In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

**29. No Implied Waiver of Remedies:** Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

**30. State Facilities:** If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

**31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements:** If this Agreement is a grant that is funded in whole or in part by Federal funds:

- A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting

Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

- B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

### **32. Requirements Pertaining Only to State-Funded Grants:**

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party’s employee’s rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)

## OTHER PROVISIONS (CDBG STANDARD PROVISIONS)

### I. Subject Matter:

(A) This Agreement is funded, in whole or in part, through a grant provided to the Agency by the United States Department of Housing and Urban Development (HUD) under Title I of the federal Housing and Community Development Act of 1974, as amended, 42 U.S.C. § 5301 *et seq.* (the “Federal Act”). Pursuant to the Federal Act, the State of Vermont has elected to administer the federal program of Community Development Block Grants (CDBG) through the Agency. The Agency, in accordance with the provisions of the Vermont Community Development Act, 10 V.S.A. chapter 29 (the “State Act”), has awarded VCDP funds for the purpose of supporting the Grantee’s community development program. This Agreement shall be governed by all applicable provisions, as amended, contained in the Federal Act, the CDBG Regulations (24 CFR Part 570), the State Act, and the Grants Management Guide, including the Agency Procedures contained therein, whether specifically referred to in this Agreement or not.

### II. Obligations of Grantee.

(A) Agreements to be in Writing. The activities required by this Agreement shall be performed by the Grantee or one or more subrecipients, such as a subgrantee or borrower, or one or more third parties such as a contractor or subcontractor, pursuant to one or more written contracts consistent with this Agreement. When the term “subrecipient” is used herein it shall mean a person or entity that receives a subgrant or loan from the Grantee hereunder to contribute to the achievement of the National Objective set out in Attachment A.

(B) Liability of Grantee. The Grantee shall remain fully liable and obligated for compliance with this Agreement notwithstanding the subgranting, lending or contracting with any third party(s). The Grantee shall require any third party to comply with all applicable provisions of this Agreement, shall provide a copy of this Agreement to any such third party, and shall, when appropriate, attach and incorporate by reference this Agreement to any contract with such third party.

(C) Documents. The Grantee understands that the filing of documents with the Agency does not require that the Agency review and comment upon any such documents. It shall be the Grantee’s sole responsibility. Filing of such documents with the Agency or use of model documents provided by the Agency shall in no way diminish Grantee’s obligations hereunder.

(D) Municipal Policies and Forms.

(1) Grantee shall have duly adopted municipal policies as set forth below, and shall file copies of such policies with the Agency:



- (a) Equal Employment Opportunity
- (b) Fair Housing
- (c) Use of Excessive Force
- (d) Use of VCDP Funds for Federal Lobbying
- (e) Drug-Free Workplace
- (f) Code of Ethics
- (g) Subrecipient Oversight Monitoring Policy

The Grantee may have previously adopted the above policies and filed copies of the same with the Agency. No duplicate filing shall be required if Grantee certifies such facts.

- (2) Grantee shall duly adopt and file the following with the Agency: Form PM-1:  
Resolution to Accept the Grant Agreement

(E) Public Hearing. The Grantee shall hold a public hearing prior to the Completion Date to afford its residents the opportunity to review and comment on the program results and overall performance. The hearing shall be publicly warned at least fifteen (15) days in advance, stating the purpose of the hearing, with the notice appearing in a newspaper of general circulation in the municipality. Written minutes and a summary of public comments shall be filed with the Agency with the Final Program report.

(F) Publicity. If the Grantee or Subrecipient issues a press release or public communication pertaining to the Project assisted by this Agreement, it shall include a statement that the project is funded by a VCDP grant awarded by the Agency of Commerce and Community Development, and shall reference the Total Award amount. Any construction sign posted at the Project Site shall identify that funding is provided by the U.S. Department of Housing and Urban Development through a VCDP grant awarded by the Agency of Commerce and community Development.

(G) Continuing Obligations. Grantee's obligations under Sections XI (Monitoring and Reporting), XII (Audits), XIII (Completion Certificate) and XIV (Retention of and Access to Records) shall survive the termination of this Agreement.

### III. Program Costs.

(A) Allowable Costs. The Grantee may incur only such costs as are reasonable and necessary for the Project and are allocable and allowable under the Agency Procedures, Chapters 5 through 7. Expenditures not specifically authorized may not be incurred without prior written approval by the Agency.

(B) Cash-in Kind. Cash and cash-in-kind contributions made by the Grantee shall follow the criteria established by the Agency Procedures, Chapter 8.

- (C) Impermissible Expenditures Pending Environmental Review. The Grantee shall not incur costs for Project activities, except as provided in Subparagraph (D) below, until the Environmental Review required by §104(g) of the Federal Act has been completed and the Agency has issued the "Notice of Release of Funds."
- (D) Allowable Expenditures Pending Grant Agreement. As of the Award Date (Award Start Date), reasonable costs may be incurred for Environmental Studies, Planning, General Administration, Program Engineering and Design, and Public Information. Any Project activities performed by the Grantee in the period between the Award Date and the execution of this Agreement shall be performed at the sole risk of the Grantee.
- (E) Completion and Closeout. All costs other than General Administration must be obligated or expended prior to the Completion Date (Award End Date). All VCDP funds (other than those related to Closeout) must be liquidated or paid within thirty (30) days after the Award End Date. No VCDP funds may be obligated after the Completion Date except for those General Administration activities required to close out the Grant, such as the Final Program Report, Single Audit (if required), and Closeout Agreement. All obligations must be liquidated prior to closeout.
- (F) Agency Review of Expenses. At any time during the performance of this Agreement, or upon receipt of the Final Program Report and the Final Audit Report, the Agency may review any or all costs incurred by the Grantee and any or all payments made. Upon such review the Agency shall disallow any items of expense which are determined to be in excess of approved expenditures and shall inform the Grantee of any such disallowance by written notice.
- (G) Disallowance of Expenses. If the Agency disallows costs for which payment has not yet been made, it shall refuse to pay such costs. If payment has been made with respect to costs which are subsequently disallowed, the Agency may deduct and/or withhold the amount of disallowed costs from any future payments under this Agreement or require that such costs be refunded to the Agency.

#### **IV. Requisition of VCDP Funds.**

- (A) VCDP funds may be requisitioned as advances and/or reimbursements, except as provided in paragraph (C), below. The Grantee shall establish procedures to ensure that any VCDP funds in excess of \$5,000 are expended within ten (10) calendar days of receipt in Grantee's depository account, and shall ensure that any subrecipient shall conform to such procedures.
- (B) The Grantee shall not requisition VCDP funds for amounts that are withheld from contractors or subcontractors to assure satisfactory completion of the work. These

amounts may be requisitioned when the Grantee makes final payment, including the amounts withheld.

- (C) The Secretary may suspend the requisition of advances should it be determined that the Grantee is unwilling or unable to establish and comply with procedures to minimize the time period between cash advances and disbursement. Payments to the Grantee shall then be made only as reimbursement for actual cash disbursements.
- (D) The Grantee shall expend VCDP funds on a pro rata basis with Other Resources, unless otherwise authorized by the Agency.
- (E) If VCDP funds are needed prior to their availability due to VCDP requirements or conditions, the Grantee and/or one of the project parties must seek bridge financing to meet any expenses that cannot be delayed. The expenditure of bridge financing must comply with all VCDP requirements, including the environmental review process.
- (F) If the project's non-general administration budget comes in under budget, VCDP funds in an amount proportionate to the unused portion of the total budget (VCDP fund and Other Resources) shall be returned to the Agency. Such amounts may not be reallocated to other activities.
- (G) If the project's general administration budget comes in under budget, the unused portion shall be returned to the Agency. The expenditure of VCDP funds for General Administration must be maintained at the ratio set out in the Project Budget, Attachment B.

## **V. Bank Accounts for VCDP Funds.**

### **(A) Depository Accounts.**

- (1) Funds disbursed pursuant this Agreement shall be deposited in a separate, non interest-bearing account, dedicated to VCDP funds, and held in the name of and under the ownership of the Grantee. Any interest earned on funds in the depository account shall be remitted to the State for subsequent return to the United States Treasury. Funds held in the depository account shall be under the control of the Grantee's treasurer, and shall be paid out only on orders drawn by officials authorized by law to draw such orders.
- (2) Accounts established in the name of the Grantee and into which Program Income or housing rehabilitation escrow funds are deposited shall conform to the requirements of subparagraph (A)(1) of this Paragraph, except that such accounts may be interest bearing.

(3) All depository accounts shall be fully insured by the Federal Deposit Insurance Corporation (FDIC) or its equivalent. Any balance exceeding such coverage must be collaterally secured by U.S. Government obligations.

(B) Fidelity Bond Requirements. All individuals who are authorized to deposit receipts and/or pay out funds from any of the accounts covered by this Paragraph shall have fidelity bond coverage in an amount commensurate with the total losses which might be incurred.

(C) Other Accounts. The Grantee shall require that accounts involved with the activities covered by this Agreement which are established by Subrecipients or entities retained for the purposes of administration of this grant be secured as required in Subparagraph (A)(3) and that persons who are authorized to make deposits into or pay out funds from any such accounts have fidelity coverage as required in Subparagraph (B).

## **VI. Financial Management.**

The Grantee shall establish and maintain a system which assures effective control over and accountability for all funds, property and other assets used for or obtained under this Agreement. Such system shall:

- (A) Maintain separate accounting records and source documentation for the activities funded under this Agreement and provide accurate financial information in the Progress Reports and any other status reports in the form specified by the Agency;
- (B) Provide for accurate, current and complete disclosure of the financial status of the Program and for the expenditure of any Other Resources listed in the Project Budget, Attachment B;
- (C) Establish records of budgets, receipts, and expenditures for each activity and demonstrate the sequence and status of receipts, obligations, disbursements, and fund balance;
- (D) Be consistent with generally accepted accounting principles and support the program and/or single audit(s) requirements set forth in Agency Procedures, Chapter 21; and
- (E) Include a subrecipient monitoring policy that requires the Grantee to exercise oversight monitoring of grant funds that are disbursed to a sub-recipient, to ensure the funds are properly managed (See Agency Procedures, Chapter 19)

## **VII. Procurement Procedures.**

- (A) The Grantee may use established procurement procedures which reflect applicable State and local laws and regulations, provided that these procedures meet the requirements of

the standards set forth in the Agency Procedures, Chapter 10. This Agreement and the Agency Procedures shall in no way be construed to relieve the Grantee of contractual obligations outside of this Agreement.

**(B) Conflict of Interest.**

(1) In the procurement of supplies, equipment, construction, and services by the Grantee, all members of the legislative bodies, officers or employees of the Grantee, or their designees, Subrecipients, or agents, or other persons who exercise any functions or responsibilities with respect to the program shall be bound by the provisions of Agency Procedures, Chapters 9 and 10.

(2) The Grantee shall include or cause to be included, provisions covering conflict of interest consistent with the requirements of this Paragraph in all contracts with third parties.

(3) The Grantee shall not employ any employee of the Agency.

**(C)** The Grantee shall be responsible, in accordance with good administrative practices and sound business judgment, for the settlement of any contractual or other issues arising out of procurement obligations set forth herein.

**(D)** Prior to entering into agreements with third party recipients (contractor, subcontractor, architect, engineer, etc.), the Grantee and any subrecipient (subgrantee/borrower) shall ensure that each third party recipient of the funds provided under this Agreement is not included on the List of Parties Excluded from Federal Procurement or Non-Procurement Programs ([www.sam.gov](http://www.sam.gov)) in accordance with Executive Orders 12549 and 12689; nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing-contracting/debarment> Documentation of compliance with this requirement shall be kept with other program documents and shall be available for review upon request.

**(E)** Compliance with Section 3 of the Housing and Urban Development Act of 1968. Grantee and Subgrantees/Borrowers shall ensure that when employment or contracting opportunities are generated because a Covered Project (for more information on what constitutes a Covered Project see link provided below) or activity necessitates the employment of additional persons or the awarding of contracts for work, preference shall be given to low- and very low-income persons or business concerns residing in the community where the project is located. Additional information on Section 3 compliance can be found at: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opportunity/section3](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opportunity/section3).

**(F) Compliance with Davis-Bacon and Related Acts.**

Grantee and Subgrantees shall ensure compliance with the Davis Bacon Act, including its prevailing wage and reporting requirements, for construction contracts paid with funds under this Agreement in excess of \$2,000.

Grantee and Subgrantees shall also ensure compliance with all other applicable federal labor requirements including the Copeland Anti-Kickback Act and the Contract Work Hours and Safety Standards Act. Additional information on these and other applicable Federal Labor Standards Requirements can be found in the Agency's Grants Management Guide, Chapter 7 at

<http://accd.vermont.gov/sites/accdnew/files/documents/CD-VCDP-GMG-FLSandDB-Chapter.pdf> and on HUD's website at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/sech/13441](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/sech/13441).

### **VIII. Bonding Requirements.**

(A) For construction or facility improvement where the contract is for less than \$100,000, the Grantee may follow its established procedures. In the event Grantee has no established procedures in place, the requirements of subparagraph (B) hereof shall be met.

(B) For contracts or subcontracts exceeding \$100,000, the provisions of the Agency Procedures, Chapter 11 on bonding requirements shall be followed. If bonds are required, they shall be in such form and amount as provided in the Agency Procedures, Chapter 11.

### **IX. Program Income.**

Except as may be provided in Special Conditions (Attachment A), Program Income and Unrestricted Revenue generated by the use of funds granted pursuant to this Agreement will be administered in accordance with the policies set forth in Agency Procedures, Chapter 22.

### **X. Equal Opportunity and Americans with Disabilities Act.**

No person shall on the ground of race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, or physical or mental condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of the activities covered by this Agreement.

### **XI. Monitoring and Reporting.**

(A) The Grantee shall monitor the activities covered by this Agreement, including those of contractors and subcontractors, to assure that all program requirements are met.

(B) From time to time, as requested in writing by the Agency, the Grantee shall submit such data and other information as the Agency may require. The Grantee shall submit or cause

the submission of progress and financial reports to the Agency in a format prescribed by the Agency and according to the schedule required by the Agency.

- (C) The Final Program Report shall be submitted as the report for the period which ends with the Completion Date. The Grantee shall submit a Final Program Report no later than thirty (30) days following the Completion Date. Evidence of a public hearing held in conformance with Paragraph II of this Agreement shall be filed with the Agency as part of the Final Program Report, which shall consist of, at a minimum, the hearing notice and the minutes taken.

## **XII. Audit(s).**

- (A) Grantees must submit a fully completed and signed Subrecipient Annual Report to the Department of Finance & Management within 45 days after Grantee's fiscal year ends. The form may be downloaded from: <http://finance.vermont.gov>. The report must be completed and signed by the Chief Financial Officer, Controller, Business Manager, Treasurer or other person responsible for the financial records of the organization and submitted to the following address: Department of Finance & Management, Financial Operations Division, 109 State Street, 4<sup>th</sup> Floor, Montpelier, VT 05609-5901.
- (B) The Grantee shall arrange for an independent financial and compliance audit (or audits) of all VCDP costs and activities undertaken during the Period of Performance. In compliance with the Single Audit Act of 1984, as amended, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (Uniform Guidance, the Compliance Supplement for the Code of Federal Domestic Assistance (CFDA) 14.228, and Agency Procedures, Chapter 21, the Grantee shall determine whether a single audit or a program audit is required.
- (C) The Grantee shall submit to the Agency an Interim Audit Report(s) and/or Final Audit Report covering the Period of Performance under this Agreement. An audit that covers a portion of the Period of Performance, or a portion of all expenditures, is defined as an Interim Audit. A Final Audit is the audit that covers all VCDP grant funds; or if there is an Interim Audit, the audit that covers the balance of any remaining unaudited VCDP funds through the Completion Date, or beyond if necessary.
- (D) Any contract or Agreement entered into by the Grantee and a Subgrantee shall contain language requiring the Subgrantee to comply with the federal Uniform Guidance, 2 CFR Part 200.
- (E) If any expenditure is disallowed as a result of any Interim Audit Report(s) and/or Final Audit Report, the obligation for reimbursement to the Agency shall rest with the Grantee.

**XIII. Completion Certificates.**

- (A) A Certificate of Program Completion shall be issued to the Grantee when the Agency determines that all required work under this Agreement has been satisfactorily completed, including the execution of a Closeout Agreement if applicable and the submission of the Final Program Report, the Interim Audit Report(s), and/or the Final Audit Report. The Agency must determine that all program and financial compliance issues have been addressed and that the findings and/or concerns, if any, of monitoring reports, program reports, and audit reports have been resolved and cleared in writing.

**XIV. Retention of and Access to Records.**

- (A) Financial records, supporting documents, statistical records, and all other records pertinent to this VCDP Grant shall be retained in accordance with the Agency Procedures, Chapter 3.
- (B) Authorized representatives of the Agency, HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belonging to, or in use by, the Grantee pertaining to the receipt and administration of Vermont Community Development Program funds, as may be necessary to make audits, examinations, excerpts, and transcripts.
- (C) Any contract or Agreement entered into by the Grantee that relates or pertains to this VCDP Grant shall contain language comparable to Subparagraph (B) above so as to assure access by an authorized party(s) to the pertinent records of any subrecipient, contractor, or subcontractor.
- (D) The Final Program Report, Interim Audit Report(s) and/or Final Audit Report shall be maintained with other program documents available for public review, and at least one copy must remain in the Grantee's files.

**XV. Administrative Sanctions.**

- (A) The Grantee shall receive notice from the Agency in the event of a failure to submit a timely progress report. No disbursement of grant funds shall be made if such failure continues after thirty (30) days from the date of notice. The Agency shall, in its discretion, determine whether to disburse funds during the notice period.
- (B) The Grantee shall receive a Notice of Delinquency from the Agency in the event of a failure to submit timely Interim or Final Audits, Final Program Reports, Closeout Agreement Proposals, or Closeout Annual Reports. The Grantee shall not be eligible for further VCDP funds if such failure continues after thirty (30) days from the date of



notice, and, in addition to the remedies provided under this Agreement, may be subject to any action available to the Agency at law or equity.

(C) Resolution of Monitoring Findings - The Agency shall notify the Grantee of any issues identified through monitoring by providing a monitoring report containing the Agency's monitoring results, including any Findings or Concerns. No further disbursement of grant funds shall be made under this Agreement until the Agency's Findings and Concerns have been resolved in a manner satisfactory to the Agency. Grantee shall not be eligible for further VCDP funds if such resolution is not achieved within thirty (30) days of the date of the monitoring report, and, in addition to the remedies provided under this Agreement, may be subject to any action available to the Agency at law or equity.

#### **XVI. Termination for Convenience.**

The Agency and the Grantee may terminate the grant in whole, or in part, when agreed that the continuation of the program would not produce the benefits anticipated hereunder, and shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Agency may allow full credit for non-cancellable obligations, properly incurred prior to termination.

#### **XVII. Suspension or Termination for Cause.**

(A) Upon reasonable notice to the Grantee at any time prior to completion, the Agency may suspend this Agreement in whole or in part, may withhold further payments, or may prohibit the Grantee from incurring additional obligations of VCDP funds if it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement or that the continued costs to be incurred will not produce benefits of comparable value. The Agency shall allow all necessary and proper costs which the Grantee could not reasonably avoid during the period of suspension.

(B) The Agency may terminate this Agreement at any time prior to completion, after reasonable notice and opportunity for hearing, when it is determined that the Grantee has failed to substantially comply with the conditions of this Agreement or that the continued costs to be incurred will not produce benefits of comparable value. The Agency shall promptly notify the Grantee, in writing, of the determination and reasons for the termination, together with the effective date.

#### **XVIII. Appeals and Waiver of Enforcement.**

(A) Appeals from the decisions or actions of the Agency may be made to the Secretary through the provisions of the Agency Procedures, Chapter 18.

- (B) No waiver by the Secretary of the right to enforce any provision of this Agreement shall be deemed a waiver of the right to enforce such provision upon subsequent breach or default, nor waiver of the right to enforce any other provision hereof.

## **XIX. Budget Revisions and Amendments.**

- (A) Budget Revisions. The Grantee may, after providing written notice and justification to the Agency, make a one-time revision of the amounts listed in the "VCDP Funds" column of 4. Sources and Uses in Attachment B – Payment Provisions and Project Budget, provided that:

- (1) the aggregate impact is no more than ten (10%) percent of the Maximum Amount, listed as the "Total" item in the "VCDP Funds" column;
- (2) the Maximum Amount is not increased; and
- (3) there is no change to budgeted amounts for General Administration or Program Management Activities (indicated by VCDP Code suffix of "13") without prior written approval of the Agency.

- (B) Amendments.

- (1) Any change or deviation from this Agreement not specifically identified in subparagraph (A) hereof, including extensions of time for completion and budget revisions in excess of ten (10%) percent, shall constitute an amendment of this Agreement and shall only be effective when reduced to writing and signed by or on behalf of the Agency and the Grantee. No more than one amendment for changes which in the view of the Agency are not substantial, shall be permissible. The Agency will not allow any amendment which would substitute the funded activity.
- (2) The Grantee shall notify the Agency if, through the use of Other Resources, there is an intention to expand, enhance, or add to the scope of the program covered by this Agreement, or if there is a proposal to undertake activities that will have an impact upon the buildings, areas, or activities of this VCDP Grant. The Agency reserves the right to require an amendment to this Agreement if such is deemed necessary.
- (3) If any Amendment affects any related documents, including but not limited to Subgrants or Loans of the grant funds, the Grantee shall amend such documents as appropriate and upload the amended documents to the record in the online grants management system.

## CERTIFICATIONS AND ASSURANCES

The Grantee hereby certifies and assures that Vermont Community Development Program Funds will be utilized in accordance with all the following; to the extent applicable, and that:

### **Debarment, Suspension, Ineligibility and Voluntary Exclusion from Federal Procurement and Non-procurement Programs**

The Chief Executive Officer certifies that the Municipality is not listed in the Exclusions portion of Performance Information in the System for Award Management ("SAM") at [www.sam.gov](http://www.sam.gov), in accordance with Executive Orders 12549 and 12689; nor named on the State's debarment list at:

<http://bgs.vermont.gov/purchasing-contracting/debarment>.

In addition, it certifies that no awards will be made to any subgrantees/borrowers, or permit any award at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.

### **Legal Authority**

(1) It possesses legal authority as defined in the Vermont Community Development Act [10 VSA 29] to apply for and accept the grant and administer the program.

(2) The legislative body has duly adopted and passed an official act or resolution authorizing the acceptance of and agreement to the conditions and provisions of this *Agreement*, including all understandings, certifications, and assurances contained herein; and designating and authorizing the Chief Executive Officer or designee to execute this *Agreement* and other such documents as may be necessary.

### **Benefit to Persons of Low and Moderate Income**

(3) It will comply with the provisions of Section 104(b)(3) of the Federal Act which requires the use of funds to be developed to give maximum feasible priority to those activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight or meet other community development needs having a particular urgency.

### **Citizens Information**

(4) It held at least one public hearing warned at least 15 days prior to obtain the views of citizens on community development and furnished citizens with information required by the Federal and State Acts.

(5) It prepared statements of community development and housing needs, including the needs of lower income persons and activities to be undertaken to meet such needs, the objectives and the projected use of community development funds, including information on the past use of such funds, if any, and have given affected citizens an opportunity to examine these statements and furnished a copy to the Agency.

(6) It allowed citizens an opportunity to examine the application and all supporting documentation and to submit comments thereon and will, in like manner,

provide citizen participation when considering substantial program amendments.

### **Labor**

(7) It will administer and enforce:

(a) the Davis-Bacon Act [40 USC 276a et seq.];

(b) the Federal Fair Labor Standards Act [29 USC 201 et seq.]; and

(c) the Contract Work Hours and Safety Standards Act [40 USC 327-333].

(8) It will comply with:

(a) the Copeland Anti-kickback Act of 1934, [18 USC 874 and 40 USC 276c];

(b) Executive Order 11246 (Equal Employment Opportunities) as amended by Executive Orders 11375 and 12086 and the regulations issued pursuant thereto [41 CFR 60]; and

(c) Section 3 of the Housing and Urban Development Act of 1968 [12 USC 1701u] as amended, (equal employment and business opportunities) and the regulations at 24 CFR 135.

### **Environmental and Historic**

(9) The Chief Executive Officer, or other official so designated by the Legislative Body and approved by the Secretary will consent to assume the status of a responsible Federal official under the National Environmental Policy Act (NEPA) of 1969 as amended [42 USC 4321 et seq.] and the regulations found at 24 CFR 58; and the Chief Executive Officer is authorized and consents on behalf of the Applicant and him/herself to accept the jurisdiction of the Federal Courts for the purposes of enforcement of the responsibilities of such official.

(10) It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Secretary of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

(11) It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with:

(a) Section 106 of the Historic Preservation Act of 1966 [16 USC 470];

(b) Executive Order 11593 (Protection and Enhancement of the Cultural Environment);

(c) the Preservation of Archaeological and Historic Data Act of 1974 [16 USC 469 et seq.]; and

(d) the procedures prescribed by the Advisory Council on Historic Preservation found at 36 CFR 800.

(12) It will comply with:

- (a) the National Environmental Policy Act of 1969 [42 USC 4321 et seq. and 24 CFR 58];
- (b) the Endangered Species Act of 1973, as amended [16 USC 153 et seq. and 10 VSA 4046 and Chapter 123];
- (c) Executive Order 11990, Protection of Wetlands;
- (d) the Fish and Wildlife Coordination Act of 1958, as amended [16 USC 661 et seq.];
- (e) the Fragile Areas Registry Act of 1977 [10 VSA 6551];
- (f) the Safe Drinking Water Act of 1974, as amended by the Safe Drinking Water Act of 1977 [21 USC 349 and 42 USC 210 and 300f et seq.] pertaining to sole-source aquifers;
- (g) the Clean Air Act of 1970, as amended [42 USC 7401 et seq.] and Vermont law [10 VSA 551 et seq.] as amended;
- (h) Executive Order 12088 relating to the prevention, control, and abatement of water pollution and the Federal Water Pollution Control Act of 1972, as amended, [33 USC 1251 et seq.] and Vermont law [10 VSA 1251 et seq. and 18 VSA § 101 et seq.];
- (i) the provisions of Executive Order 11988 as amended, relating to evaluation of flood hazards and with the flood insurance purchase requirements of Section 102(e) of the Flood Disaster Protection Act of 1973 [42 USC 4001 et seq.] and Vermont law [10 VSA 751 et seq. and Executive Order No. 17 of 1978];
- (j) the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 [42 USC 6901 et seq.] and Vermont law [24 VSA 2202a]; and
- (k) noise abatement and control regulations [24 CFR 51]
- (l) The Wild and Scenic River Act of 1968, as amended [16 U.S.C. 1271 et seq.];

### Relocation and Acquisition

(13) It will comply with:

- (a) the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Properties Acquisition Policies Act of 1970, as amended [42 USC 4601 et seq.], referred to as the "Uniform Act;"
- (b) the implementing regulations of the Uniform Act issued by the Department of Housing and Urban Development (CFR Title 49, Part 24) contained in HUD Acquisition and Relocation Handbook 1378; and
- (c) the requirements of the Vermont Community Development Acquisition and Relocation Policy.

### Architecture and Construction

(14) It will comply with:

- (a) the Lead-Based Paint Requirements [24 CFR Part 35, Subpart B];
- (b) the Architectural Barriers Act of 1968 [42 USC 4151] and the rules applicable thereto;
- (c) Section 504 of the Rehabilitation Act of 1973 [29 USC 794]; and
- (d) the provisions of Section 104(b)(5) of the Federal Act which restricts recovery of capital costs by assessing any amount against properties owned and/or occupied by persons with lower incomes.

### Equal Opportunity and Fair Housing

(15) It will affirmatively further fair housing and will comply with Pub. Law 90-284 [Title VIII of the Civil Rights Act of 1968; 42 USC 3601 known as the "Fair Housing Act"], as amended and the regulations issued pursuant thereto [24 CFR 100 to 115].

(16) It will comply with and will immediately take any measures necessary to effectuate compliance with Pub. L. 88-352 [Title VI of the Civil Rights Act of 1964; 42 USC 2000d] and the regulations at 24 CFR 1.

(17) It will comply with:

- (a) Executive Order 11063 as amended by Executive Order 12259 (Leadership and Coordination of Fair Housing in Federal Programs) and the regulations at 24 CFR 100 and 107;
- (b) Section 109 of the Federal Act [42 USC 5309] and the regulations issued pursuant thereto [24 CFR 570.496(b)];
- (c) the Age Discrimination Act of 1975 [42 USC 6101 et seq.]; and
- (d) the Americans with Disabilities Act of 1990 [42 USC 12010-12213; 42 USC 225-611] and the regulations issued pursuant thereto.

### Other Requirements

(18) It will comply with the provisions of the Hatch Act [5 USC 1501 et seq.] which limits the political activities of employees.

(19) It will provide a drug-free workplace according to the requirements set forth in the Drug Free Workplace Act [Public Law 100-690 Title V, Subtitle D, 41 USC 701 et seq.].

(20) It will comply with the provisions of 24 CFR Part 570.489(h) which govern Conflict of Interest.

(21) It will comply with the other provisions of The Federal Act [Title I of the Housing and Community Development Act of 1974, as amended; 42 USC 5301 et seq.]; the State Act [10 VSA 29], the Agency Procedures and all other applicable requirements.

**GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE****Form PM-1**

**WHEREAS**, the (check one) ☒ Town ☐ City ☐ Village of Hartford  
has applied for funding under the Vermont Community Development Program, as provided for in 10 VSA Ch. 29, and has received an award of funds under said provisions; and

**WHEREAS**, the Agency of Commerce and Community Development has tendered a Grant Agreement # \_\_\_\_\_ to this municipality for said funding:

**Now, THEREFORE, BE IT RESOLVED as follows:**

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;
- 2) that (Name) Lori Hirshfield Title Director, Dept of Planning & Development is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 3) that (Name) Leo G. Pullar through 3/2/2019 Title Town Manager  
J Brannon Godfrey, Jr. beginning 3/4/2019 who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 12th day of February, 2019.

**LEGISLATIVE BODY**

(Typed Name)	(Signature)
<u>Simon Dennis, Chair</u>	_____
<u>Richard Grassi, Vice-Chair</u>	_____
<u>Dennis Brown, Clerk</u>	_____
<u>Rebecca White</u>	_____
<u>Alan Johnson</u>	_____
<u>Jameson Davis</u>	_____
<u>Kim Souza</u>	_____

**For Agency Use:**

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_



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# **Tax Increment Finance (TIF) District Annual Report Fiscal Year 2018**

**February 12, 2019 Selectboard Meeting**

**From: Lori Hirshfield, Director  
Department of Planning & Development**



# FY 2018 TIF Report

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- Every Year the Town submits a detailed report to the Vermont Economic Progress Council (VEPC) on the status of activity in the Town's TIF District for the previous fiscal year.
- This report feeds into a larger annual report to the State Legislature.
- Attached is Hartford's report for FY 2018 (July 1, 2017 through June 30, 2018).



# Highlights in Report



## In FY 2018

- ❑ \$604,117 of TIF Funds spent on Public Infrastructure Projects.
- ❑ Private investment created 61 new jobs plus temporary construction jobs created by public and private projects.
- ❑ TIF revenue was \$133,927:
  - ❖ \$51,469 Municipal
  - ❖ \$82,458 State
- ❑ Total Municipal Taxable Value of properties in the TIF District increased by \$7,164,100, and by \$7,082,300 for the State Education Taxable Value since the TIF District was approved in 2011.





# Certification



- ☐ Prior to submitting the annual report, it must be submitted to the Selectboard along with the Town Assessor's certification of the increase or decrease in the assessed valuation of taxable properties in the TIF District for the Grand List Year of April 1, 2017, as compared to the Original Taxable Value (OTV) when the TIF District was established in 2011.
- ☐ Michelle Wilson, Town Assessor, has provided the required review and certification.
- ☐ The Assessor's Certification must be verified by a second party, which was done by Lori Hirshfield
- ☐ No Action required by the Selectboard.



Questions?



**Tax Increment Financing District  
Vermont Economic Progress Council  
Vermont Department of Taxes**

**VEPC Staff Contact Information:**  
**Abbie Sherman, (802) 793-0721, abbie.sherman@vermont.gov**

**Reports are due on or before January 15, 2019**

**I. District Information:**

Municipality & District	<b>Hartford: White River Jct Downtown</b>	Reporting Period:	<b>July 1, 2017 - June 30, 2018</b>
Name of Person Completing Report	Lori Hirshfield	Grand List Year:	<b>2017</b>
Title	Director, Dept of Planning & Development		
Email Address	lhirschfield@hartford-vt.org		
Telephone	802-295-3075		
Date Report Completed	January 15, 2019		

**NOTE: All information reported on this form by the municipality must be for the Reporting Period and Grand List Year identified above.**

**II. TIF District Data:**

Base Data (Original Taxable Value)				
Municipal	\$	31,842,000	OTV Total Acres	129.11
Homestead- Education	\$	220,500	OTV Total Parcels	135
Non Residential- Education	\$	31,578,700		
Total Education	\$	31,799,200		
Taxable Values as of April 1				
Municipal	\$	39,006,100		
Homestead- Education	\$	214,200		
Non Residential- Education	\$	38,667,300		
Total Education	\$	38,881,500		
Increase (Decrease) in Taxable Values (auto-calculated)				
Municipal	\$	7,164,100		
Homestead- Education	\$	(6,300)		
Non Residential- Education	\$	7,088,600		
Total Education	\$	7,082,300		
TIF Increment Revenue Retained for Reporting Year				
Municipal	\$	51,469		
Homestead- Education	\$	(75)		
Non Residential- Education	\$	82,533		
Total Education	\$	82,458		
Total TIF Revenue	\$	133,927		
Parcel Information				
			Current Acres	129.03
			Current Parcels	135
Tax Rates Applied to the April 1 Grand List				
			Municipal (General Fund)	\$ 0.9579
			Homestead	\$ 1.5800
			Non Residential	\$ 1.5524
List Special Municipal Tax Rates				
1	N/A	\$	-	
2		\$	-	
3		\$	-	
4		\$	-	
5		\$	-	
6		\$	-	
			Total Special Municipal Tax	\$ -
			Total Municipal (General Fund) & Special Rates	\$ 0.9579
Other TIF Fund Income				
	Source	Education	Municipal	Total
1	Interest Earnings on Bond Funds	\$ -	\$ 1,121	\$ 1,121
2			\$ -	\$ -
3			\$ -	\$ -
4			\$ -	\$ -
5			\$ -	\$ -
	Total:	\$ -	\$ 1,121	\$ 1,121

Changes to Individual Parcels		
	SPAN Number	Describe Change
1	2850901114291.00	Combined with parcel 2850901114290 on 2017 Grand List
2	2850901114293.00	Combined with parcel 2850901114290 on 2017 Grand List
3	2850901114294.00	Combined with parcel 2850901114290 on 2017 Grand List
4	2850901116958.00	Combined with parcel 2850901114290 on 2017 Grand List
5	2850901119595.00	New unit within Condo - does not include land
6	2850901116974.00	New unit within Condo - does not include land

#### Additional Information

Additional Parcel Change: Span # 2850901116974 - New for roads within TIF District. Correction to FY 2016 report - Span # 2850901161916 should be 2850901116916. Acres - It is our understanding that the slight variation is due to how roads are being calculated and is a programming correction that the state needs to do.

### III. Votes and Financing:

**Public Vote Information.** Check the appropriate box. Make sure to provide the date if information has been submitted to VEPC.

- ☒ No public votes or debt obligations occurred during this reporting period.
- ☐ Yes there were public votes and/or debt obligations during this reporting period.
- ☐ Vote and debt obligation documents were submitted to VEPC. (Enter date submitted)
- ☐ Vote and debt obligation documents are uploaded with this report.

Debt Instruments										
Infrastructure and Debt		Term in Years	Period (ie. 1/1/2016-12/31/2026)	Interest Rate	Principal	Interest	Total	Total Payment for Reporting Period	Remaining Principal Balance	Terminated
<b>Existing Debt:</b>										
1	Prospect Street - General Obligation - Loan Agreement	20	7/1/2014-11/15/2034	Varies	\$ 900,000	\$ 331,831	\$ 1,231,831	\$ 69,985	\$ 765,000	<input type="checkbox"/>
2	Stormwater/Wastewater Improvements - No. Main/Currier/Church Streets		Anticipate incurring debt in FY 2019		\$ 700,000		\$ 700,000	\$ -	\$ -	<input type="checkbox"/>
3	Parking Lot; Currier St Extension; No Main St.-Joe Reed Dr Sidewalk; Gates, No Main, So Main Sts. Engineering	20	8/2/2017-11/1/2037	3.30% Net	\$ 2,126,000	\$ 753,136	\$ 2,879,136	\$ 51,975.25	\$ 2,126,000	<input type="checkbox"/>
<b>New Debt:</b>										
<b>Example:</b> Main Street Lights - General Obligation Bond		11	1/1/2016-12/31/2025	5.60%	\$ 3,250,000	\$ 500,000	\$ 3,750,000	\$ 340,909	\$ 2,950,000	
4		0		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	<input type="checkbox"/>
5		0		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	<input type="checkbox"/>
6		0		0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	<input type="checkbox"/>
<b>Total</b>					\$ 3,726,000	\$ 1,084,967	\$ 4,810,967	\$ 121,960	\$ 2,891,000	

#### Annual Debt Service

Principal Paid	\$ 45,000
Interest Paid	\$ 76,960
Fees/Other Costs Paid	\$ -
<b>Total Paid</b>	<b>\$ 121,960</b>

**Refinancing.** Was any portion of TIF District debt refinanced during this reporting period?

- ☒ No
- ☐ Yes, please provide details.

<b>Direct Payments:</b> Enter the total amount of any TIF direct payments made during this period.	\$ -	<b>Date Approved by Voters:</b>	
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#### Additional Information

Title for #2 above corrected to be "Stormwater/Wastewater Improvements - No. Main/Currier/Church Streets". General Obligation Bond for \$2,126,000 on August is comprised of Parking Lot (\$200,000) approved by voters in 2016 (Phase 2); and \$1,192,000 approved by voters in 2017 (Phase 3) which includes improvements on (a) Currier St, (b) No. Main St, Bridge St. towards Joe Reed Dr. and (c) So. Main St/ No. Main St/ Gates St Engineering. Non TIF Revenue to Make Debt Payments due to Shortfall of TIF Revenue - Developer paid \$21,758 Prospect St. bond payment in 2016; Town paid \$18,200 in 2016 and due from developer.

#### IV. Improvements and Funding:

Improvement Expenditures					
Name of Improvement			Of the Total Expenditure listed:		Total Improvement Expenditure for this report period
			The amount paid with TIF Revenues	The amount paid with Non-TIF Revenues	
Phase 1	1	Prospect Street Phases I & II - Reconstruction			
		Completed	\$ -	\$ -	\$ -
Phase 2	2	Phase I - Wastewater & Stormwater - No. Main/Currier/Church Streets			
		Title corrected to"Phase I Wastewater & Stormwater - North Main/Currier/Church Streets" - legal expenditures for easements	\$ 360	\$ -	\$ 360
	3	Former Miller Auto/Municipal (Legion) Parking Lot and Site Phase I			
		Completed soils testing and stormwater review. Coordinating with Currier St completion in 2019 and increased parking spaces.	\$ 5,232	\$ -	\$ 5,232
Phase 3	4	Currier Street Extension Phases I & II			
		Approximatley 75% complete, with 100% complete scheduled for 2019	\$ 549,088	\$ -	\$ 549,088
	5	South Main, North Main, and Gates Streets - Watermain Engineering (Joe Reed Drive; west of South Main St - Blocks G,H,J)			
		Engineering underway. Includes costs for road, sidewalk, retaining wall improvements. Proposing construction for 2019 voter approval.	\$ 13,893	\$ -	\$ 13,893
	6	South Main Improvements Phase I - Engineering wastewater/stormwater			
		Change to "Phase I Engineer wastewater/stormwater". Engineering underway for wastewater/stromwter improvement . Includes costs for road, sidewalk, retaining wall. Construction for 2019 voter approval.	\$ 10,225	\$ -	\$ 10,225
	7	North Main Improvements - Sidewalk and Streetscape			
		Completed - Was for segment from Bridge St towards Joe Reed Drive.	\$ 25,319	\$ -	\$ 25,319
Future Projects Needing Phase Filings	8	Railroad Row Extension & Parking Phases I & II			
		Project scope changed resulting in VTrans grant closeout.	\$ -	\$ -	\$ -
	9	Downtown Park and Parking			
		Engineering and bid docs completed previously. For construction consideration in 2020.	\$ -	\$ -	\$ -
	10	Pine Street Phases I & II			
		Initiated public design charrette process for block build-out.	\$ -	\$ -	\$ -
	11	Former Miller Auto/Municipal (Legion) Parking Lot and Site Phase II			
		Engineering analysis in 2019 for implementation consideration in 2020	\$ -	\$ -	\$ -
	12	Currier Street			
		Overlaps with implementation of Currier St Extension (item #4) and No. Main St. Improvements Phase 1 (item # 2).	\$ -	\$ -	\$ -

	13	Maple & Prospect Street Intersection Improvements							
		No activity this period		\$	-	\$	-	\$	-
			Total	\$	604,117	\$	-	\$	604,117
							Check	\$	604,117

Sources of Non-TIF Revenues		Total Amount Secured for Each Source	Total Amount Spent to Date	Total Amount Spent this Period	Closed
1	Railroad Row - Enhancement Grant (2005/2016)	\$ 50,000	\$ 2,951	\$ -	<input checked="" type="checkbox"/>
2	Railroad Row - Town (2005)	\$ 50,000	\$ 4,426	\$ -	<input type="checkbox"/>
3	N. Main St. Sidewalk, Church St. to Bridge St., Engineering - Town (2011)	\$ 4,688	\$ 4,688	\$ -	<input checked="" type="checkbox"/>
4	S Main St Sidewalk - Downtown Transportation Grant (2011) Project 1	\$ 74,863	\$ 74,863		X
5	S Main St Sidewalk - Town (2011)	\$ 54,229	\$ 55,236		X
6	S Main St Bus Shelter Grant - Advance Transit (2012)	\$ 34,483	\$ 34,483		X
7	S Main St Bus Shelter - Town Funds (2012)	\$ 7,904	\$ 7,904		X
8	Bridge St Rain Garden - Downtown Transportation Grant (2011) Project 2	\$ 18,874	\$ 18,874		X
9	Bridge St Rain Garden - Town (2013)	\$ 26,897	\$ 26,897		X
10	Gates St East Construction - Downtown Program Transportation Grant (2013)	\$ 100,000	\$ 100,000		X
11	Gates St East - Engineering & Legal for ROW - Town Funds (2014)	\$ 19,112	\$ 19,112		X
12	Gates St East Engineering & Construction - Town Funds (2011/2013)	\$ 110,596	\$ 110,596		X
13	N Main & Currier St Stormwater Analysis - Town Funds (2015)	\$ 40,680	\$ 40,680	\$ -	<input type="checkbox"/>
14	Gates St West Construction - Developer (2015)	\$ 14,149	\$ 14,149	\$ -	<input type="checkbox"/>
15	Prospect St Phase I & II traffic signal at Prospect & Maple Sts - developer (2016)	\$ 161,400	\$ 161,400		X
16	Prospect St Phase I & II-curb and sidewalk on Maple St - NHDOT (2016)	\$ 16,857	\$ 16,857		X
17	Prospect St Phase I & II-curb and sidewalk on Maple St - Vtrans (2016)	\$ 9,900	\$ 9,900		X
18	Gates St East Construction-additional Town funds to complete project (2017)	\$ 4,539	\$ 4,538		X
19	Currier St - VT Sales Tax Reallocation Program (2017)	\$ 305,642	\$ -	\$ -	<input type="checkbox"/>
20	Currier St Extension - Legal fees for construction easements - Town Funds (2017)	\$ 1,886	\$ 1,886	\$ -	<input type="checkbox"/>
21	N. Main, Church & Currier Sts Stormwater Project - Town Funds (2017)	\$ 14,185	\$ 14,185	\$ -	<input type="checkbox"/>
22			\$ -	\$ -	<input type="checkbox"/>
23			\$ -	\$ -	<input type="checkbox"/>
24			\$ -	\$ -	<input type="checkbox"/>
25		\$ -	\$ -	\$ -	<input type="checkbox"/>
26		\$ -	\$ -	\$ -	<input type="checkbox"/>
		<b>Total</b>	\$ 1,120,883	\$ 723,625	\$ -
		Non-TIF Revenues Reported under Improvement Expenditures			\$ -

Related Costs				
List and describe the related cost(s)		The amount paid with Education Revenue	The amount paid with Municipal Revenue	Total Cost for this report period
1	Primmer, et.all - Bond legal review	\$ 124	\$ 124	\$ 248
2	Valley News - RFP ad in newspaper for 2017 TIF engineering projects	\$ 51	\$ 50	\$ 101
3	Primmer, et. al. - Legal 2017 Bond sale		\$ 2,725	\$ 2,725
4	Mudgett, Jennett & Krogh-Wiener, PC	\$ -	\$ 3,000	\$ 3,000
5		\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -
		<b>Total</b>	\$ 175	\$ 5,899
				Check
				\$ 6,074

## V. Performance Indicators:

### Standard

#### Real Property Development

Pine Street Redevelopment Phase I: renovation of 9,801 SF of existing commercial, 26,041 SF of new commercial, and 16,000 SF of new residential. Bridge & N Main Gateway redevelopment and renovation.

1	Pine Street Redevelopment (Blocks B, C, D) - Initiated public forum of possible build-out scenarios with property owners; includes Phases II and III. Bridge & Main Development (Block F) - New 4 story 18,800 SF mixed use building completed (27 N Main St) -16 affordable housing units, 1 market rate unit. First floor - new retail store and 1 restaurant/retail store, 2017 Grand List Value = \$61,500; value on 2018 Grand List = \$1,096,000.	\$61,500
2	Prospect Place Redevelopment: 4 mixed-use buildings and a 5th building with 40 residential condos. Pine Street Phase II: renovation of 16,252 SF of existing commercial, 5,550 SF of new commercial, 4,500 SF of new residential. Prospect (Block A) - Completion of Building 1 reported in FY 2016. Pine St Phase II (Block C) - Initiated public forum of possible build-out scenarios with property owners (includes Phases I and III). See comments under # 5 below.	\$ -
3	Main Street Renaissance: Redevelopment of former car dealership parking area into four-story, mixed-use building. Gates East & S Main St Redevelopment: mixed-use residential and commercial development. Main St Renaissance - The Village at WRJ (Block J)- Construction of 80-unit assisted living and memory care facility substantially completed and expected to open January 2019; 2017 Grand List Value = \$110,600, value on 2018 Grand List = \$14,142,100. Gates St East and S Main St (Block I) - Continuing evaluating redevelopment options.	\$ 110,600
4	Prospect Place Redevelopment Phase II. Northern Stage: new, 45k SF theater main stage w/320 seats, 3/4 thrust stage educational theater that is 99 seat flexible black box, lobby with café/bar, classrooms, rehearsal halls and admin offices. Prospect St Phase II (Block A) - Second building office (non profit) and retail completed previously reported reflected in 2017 Grand List value = \$5,487,400, note combined land values and subdivisions in d previous reports for DEW properties under "Changes to Individual Parcels" section.	\$ 5,487,400
5	Listen Development/Maple Street: commercial redevelopment and new residential. Main Street Renaissance Phase II. Pine Street Redevelopment Phase III. Listen Development/Maple St. (Block E) - Completed redevelopment of site into community center and retail reported previously. Main St Renaissance Phase II (Block J) - Was combined with the 80-unit assisted living facility as one project for entire site as reported in Item #3. (including property value). Pine St III (Block D) - Initiated public forum of possible build-out scenarios with property owners (includes Phases I and II).	\$ -
6	Northern Hospitality Phase I: Complete redevelopment of existing hotel, theater, and mixed-use, three-story building that encompasses one complete city block. Northern Hospitality Phase I (Block G) - Complete redevelopment of 5 South Main St into restaurant expansion, new restaurant and indoor market and event center previously reported = \$1,031,800 2017 assessed property value. Property owner evaluating redevelopment options for remaining portion of block.	\$ 1,031,800
7	Prospect Place Phase III. Northern Stage Phase II. Northern Hospitality Phase II. Prospect Place Phase III (Block A) - Property owner considering options for constructing a third building. Northern Stage Phase II (Block H) - Evaluating options for redevelopment and expansion. Northern Hospitality Phase II (Block G) -	\$ -
8	Bridge & N Main Street Gateway Phase II: renovate 11,879 SF of existing commercial and 4,625 SF of existing residential, and add 25,274 SF of new residential in multiple mixed use buildings. No activity this period	\$ -
<b>Total</b>		\$ 6,691,300

#### Employment Opportunities

Office: An existing solar company in the downtown expanded into a vacant space at 15 Railroad Row bringing 3 new jobs. Office/Restaurant: Completion of the commercial space on the first floor of 129 South Main St brought a new architectural company to the downtown with 7 new jobs, another office with 11 new jobs, and a new very popular and successful restaurant with 28 new employees. Restaurant: A new cafe opened in the Hotel Coolidge on South Main Street bringing 1.5 jobs. A restaurant and catering business took over the event center at 188 South Main Street which expanded the general public and privately catered events, and adding a part-time job (.75 FTE). Retail: Completion of the new mixed use residential/commercial building at 27 North Main Street brought 1 new retail business with 4 new jobs, and an apothecary cafe with 4 jobs. A new store moved into 39 South Main Street bringing 2 new jobs, and a new cafe in the Hotel Coolidge bringing 1.5 jobs. Construction: All of the private and public construction activity in the downtown continued to provide supervisory and construction jobs.

#### Additional Information

Real Property Assessed Values listed above are for projects that are underway or completed in FY 2018 (Grand List 2017). All other changes in assessed values since FY 2017 (Grand List 2016) and since OTV are provided on the attached "Homestead Real Value Comparison Report" and "Education TIF Parcel Value Report" (see highlighted lines for major real property developments in TIF District). The following is development activity in the TIF district that occurred in the past year that was not anticipated when the TIF District was approved, but rather a result of the success of the TIF district in spurring new private development - 158 South Main Street Exterior Renovations (Cover Home Repair nonprofit); 129 South Main Street (Number Four LLC) total interior fit-up for new commercial space (\$2017 Grand List value = \$1,321,200). Businesses closed: Kibby Equipment Supplies - 4 jobs; Twin State Typewriter - 3 jobs.



**Mandated**

Jobs		
	NAICS Code	Increase or (Decrease)
1	453 - Retail Misc	6
2	641 - Professional	21
3	722 - Food Establishments	34
4	423 - Merchants Wholesale	(4)
5	453 - Retail Misc	(3)
6		0
7		0
8		0
9		0
10		0
11		0
12		0
Total Jobs Increase / (Decrease)		54

Vermont Firms		
	Name of Vermont Firm	Total amount of work performed
1	Primmer, Pipper, Eggleston, et al.	\$ 2,973
2	C Robert Manby, PC	\$ 360
3	Aldrich & Elliot Engineering	\$ 24,064
4	Paton Syrveyors LLC	\$ 10,015
5	Nott's Excavation Inc	\$ 201,240
6	Mudgett, Jennett & Krogh-Wisner, PC	\$ 3,000
7	Rio Blanco Corporation	\$ 164,261
8	Harper Environmental	\$ 2,970
9	Watershed Consulting	\$ 1,085
10		\$ -
11		\$ -
12		\$ -
Total Amount of Work Performed		\$ 409,969

**Additional Information**

Vermont Businesses: Nott's Excavation, Inc; White and Burke Real Estate Investment Advisors Inc; Aldrich and Elliot Engineering; Patton Surveyors LLC; Robert Manby Attorney. Jobs Created Source and Methodology: We start with reviewing all completed zoning and building permits within the TIF District for the respective report period which includes information from the property owner/developer on employees/jobs. We also contact property owners and businesses directly to clarify the information we have and to supplement for information we may not have through our permitting process. Given the compact nature of the area and the constant contact we have with businesses and property owners in the TIF District, we are very familiar with activity in the District and it is a manageable process.

**TIF District Specific**
**Transportation Enhancements**

Transportation projects for this period included additional engineering, construction management and construction for the Currier Street Extension project to build out this section of Blocks G and J (see TIF District map) that support of private redevelopment along Currier Street, South and North Main Streets and Gates Streets. Prior to the construction, the "street" functioned more like a driveway with unsafe substandard conditions and minimal infrastructure. When completed, the street will provide proper widths and grades, sidewalk, stormwater, water, and wastewater utilities, adequate street lights, access to new a new 80-unit assisted living and memory care facility. This period also included design for improvements to the South Main Street Parking Lot (formerly referred to as the Legion Lot), which also connects to the Currier Street project. This parking lot project addresses very poor road conditions, lighting, pedestrian and vehicle circulation, and the growing parking demand related to the new development in the District. Stormwater and sewer improvements along N Main/existing Currier/Church Streets will address longstanding flooding of properties in these areas. Engineering for the stormwater, sanitary sewer, and water infrastructure along other sections of North Main Street, South will enable preparation of plan needed to proceed with the construction phase and address flooding issues and inadequate water and wastewater infrastructure needed to support redevelopment of properties in the TIF District. The engineering and design also address poor road conditions, pedestrian safety and access along the same areas needed to support increased development in Blocks F, G, H, I and J. The Prospect Street improvements (reported in prior year) include total reconstruction and realignment of an old substandard road with no stormwater management, away from the river, and

**Brownfield**

The completed Prospect Street development included the remediation of an identified Brownsfield in the District with the construction of the first building in 2015.

**Housing Changes (optional)**

	Affordable Housing	Market Rate Housing	Total
New			0
Eliminated			0
Net Total	0	0	0

**Additional Information**

Some of the Town expenditures from Non-TIF sources will be reimbursed from TIF funds in the future, and will be noted accordingly in future reports.

## **TIF FY 2018 Annual Report**

### **Performance Indicators /Transportation Section– The following is the full text that is not visible on the report.**

Transportation projects for this period included additional engineering, construction management and construction for the Currier Street Extension project to build out this section of Blocks G and J (see TIF District map) that support of private redevelopment along Currier Street, South and North Main Streets and Gates Streets. Prior to the construction, the "street" functioned more like a driveway with unsafe substandard conditions and minimal infrastructure. When completed, the street will provide proper widths and grades, sidewalk, stormwater, water, and wastewater utilities, adequate street lights, access to new a new 80-unit assisted living and memory care facility. This period also included design for improvements to the South Main Street Parking Lot (formerly referred to as the Legion Lot), which also connects to the Currier Street project. This parking lot project addresses very poor road conditions, lighting, pedestrian and vehicle circulation, and the growing parking demand related to the new development in the District. Stormwater and sewer improvements along N Main/existing Currier/Church Streets will address longstanding flooding of properties in these areas. Engineering for the stormwater, sanitary sewer, and water infrastructure along other sections of North Main Street, South will enable preparation of plan needed to proceed with the construction phase and address flooding issues and inadequate water and wastewater infrastructure needed to support redevelopment of properties in the TIF District. The engineering and design also address poor road conditions, pedestrian safety and access along the same areas needed to support increased development in Blocks F, G, H, I and J. The Prospect Street improvements (reported in prior year) include total reconstruction and realignment of an old substandard road with no stormwater management, away from the river, and provided upgrades. This project made possible the replacement of very old industrial buildings, with 2 new commercial ones, a public sidewalk/river walk and a third building in the planning.



# Musco Lighting Retroactive Request

February 12, 2019



# Purpose

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To Gain Selectboard Approval for an Exception to the Town Purchasing Policy and Retroactive Approval to Enter Into the Lease with Musco Sports Lighting, LLC for Lighting at the Maxfield Complex.



# Background

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- On November 24, 2017, the Selectboard authorized the signing of a ten-year agreement with the Upper Valley Baseball Foundation, Inc. for the use of the Maxfield Complex.
- The agreement allowed the team to make improvements to the complex, to include lighting. The Town has the ability to “elect to assist” with any of these improvements.
- Due to the fact that the lights were installed on Town Property, the Town could ultimately be liable for any payments due. To address this concern, the Town has a Letter of Credit in its possession for the full amount of the cost of the lights.
- During the process, the Town ultimately signed the lease with Musco and carries that liability. The liability is lessened by the agreement and the Letter of Credit.



# Concerns



- Given that the Town ultimately signed the lease with Musco, there are three concerns from a financial accounting/auditing perspective:
  - There does not appear to be specific approval from the Selectboard to enter into the lease with Musco.
  - Since the Town signed the lease for the lighting, the Town must follow the Purchasing Policy. It appears that Musco was chosen non-competitively. Given the value of the product, the Selectboard must approve the exception to the Purchasing Policy allowing sole source acquisition.
  - Since the Town has the lease and the liability, this possibly should be listed as a liability in the audit and in the budget. We are still working with the auditors on this issue since the Letter of Credit does protect against the liability.



# Action Needed

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- That the Selectboard Approve a Retroactive Exception to the Town Purchasing Policy and Authorize Sole Source Acquisition of the Lighting at Maxfield and Grant Retroactive Approval to Enter Into the Lease with Musco Sports Lighting, LLC for Lighting at the Maxfield Complex





# Discussion/Guidance?



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Tuesday, January 29, 2019 at 6:00 pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

**Present:** Simon Dennis, Selectboard Chair; Richard Grassi, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Hannah Tyler, Director of Public Works; Lori Hirshfield, Director of Planning and Development.

**Note:**

Jameson Davis, Selectboard Member, joined the meeting at 6:20 P.M.

Alan Johnson, Selectboard Member, joined the meeting at 6:30 P.M.

Rebecca White, Selectboard Member, joined the Executive Session, via phone, at 8:30pm.

<http://catv.cablecast.tv/CablecastPublicSite/show/8141?channel=1>

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

Selectboard Chair, Simon Dennis called the meeting to order at 6:02 P.M.

**II. Pledge of Allegiance**

Hannah Tyler led the Pledge of Allegiance.

**III. Public Hearing/Meeting concerning:** Selectboard Chair, Simon Dennis recessed the Selectboard Meeting at 6:03 P.M. and opened the Public Hearing.

1. If the March 5, 2019 Town Meeting Day ballot will include a warrant for approval and financing of projects in Hartford's Downtown White River Junction TIF District, and the specific warrant language.
2. Submittal of a substantial change request to the Vermont Economic Progress Council to increase the amount of funds to be spent on water, wastewater, stormwater and street improvements in the TIF District, than was approved in 2011.

Selectboard Chair, Simon Dennis closed the Public Meeting and reopened the Selectboard Meeting at 6:47 P.M.

**IV. Post-Public Hearing Actions:**

1. Consider for Approval TIF Warrant Language. (Mot. Req.)

**2. Consider for Approval Submission of TIF District Substantial Change Request. (Mot. Req.)**

The state program staff advised the Town to have the Vermont Economic Progress Council (VEPC) review if there is a significant change with respect to the TIF program criteria for approval relative to:

- Changes in the Financial Plan related to project cost.
- Viability of the Plan for debt repayment.

**Selectboard Vice-Chair, Dick Grassi made the motion That the Selectboard Approve the TIF Warrant Language and That the Selectboard Authorize the Selectboard chair and Town Manager to sign a letter to the VT Economic Progress Council requesting consideration of a substantial change review, indicating that the Selectboard has considered and approved the need for a substantial change. Selectboard Member, Jameson Davis Seconded the motion. All were in favor and the motion passed.**

**V. Local Liquor Control Board: N/A**

**VI. Order of Agenda:** There were no changes to the order of Agenda.

**VII. Selectboard**

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

There were no citizen comments.

Selectboard comments: Selectboard Vice Chair, Dick Grassi commended the Department of Public works for a good job done. This is a difficult time of the year and difficult work to keep our roads safe. They do a tremendous job.

Selectboard Member, Kim Souza asked if the web site could update the name of the Hartford Committee on Racial Equity and Inclusion.

**2. Appointments: N/A**

**3. Town Manager's Report:** Mr. Pullar gave the Significant Activity Report. The complete report can be seen at this link:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/149>

**Highlights:**

We continue coordinating activities related to the Town Meeting Cycle of Events, including Saturday March 2 and preparing for Australian Voting Day on March 5th. We are still looking for volunteers, if anybody would like to help out.

For calendar year 2018 the Fire Department responded to 2,215 calls for service in 2017 the department responded to 1,983. This represents an 11 percent increase in calls for service.

The Town is planning to participate in a State-wide emergency exercise scheduled for the fall. Beginning preparations for the exercise.

Wilder Well Solar Project – Weather permitting, Norwich Technologies expects to be substantially completed by February 1st. Continued working with Olcott Mobile Home Park management group on distribution of energy credits.

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

- a. Consider for Approval the Annual Certificate of Highway Mileage. (Mot. Req.) Presented by Hannah Tyler, Director of Public Works.

Purpose: to provide an overview of the Certificate of Highway Mileage program and process.

Background:

Annual certification confirming highway mileage and classifications.

Used to determine the amount of annual highway aid allocated by the Legislature.

Mandated by: [V.S.A. Title 19, Chapter 3, sections 305 and 306](#)

Provides data and accurate maps used by VTTrans, other government agencies, and the public.

Only changes annually if the Town adopts new roads or 'throws up' existing roads.

Current status is a total of 175.321 Miles of roads in the Town of Hartford.

**Selectboard Member, Jameson Davis made the motion That the Selectboard approve and sign the Annual Highway Mileage Certificate. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

- b. Consider for Approval 2019 Town Meeting Warrant Language.

**Selectboard Member, Alan Johnson made the motion That the Selectboard Approve and Sign the Town Meeting Warning and the Town & School District Meeting Day Warning. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.**

#### **WARNING FOR ANNUAL TOWN MEETING 2019**

*Voting by Australian ballot is to be held on **Tuesday, March 5, 2019**, at the Hartford High School Gymnasium. Budget Discussion/Candidates Night is to be held on **Monday, February 25, 2019, at 7:00PM**, at the Hartford High School Auditorium.*

*The legal voters of the Town of Hartford are further notified that voter qualification, registration, and absentee voting relative to said Annual Town Meeting shall be as provided in the Town Charter and chapters 43, 51, and 55 of title 17, Vermont Statutes Annotated.*

**THE FOLLOWING ARTICLES WILL BE VOTED BY AUSTRALIAN BALLOT ON TUESDAY, MARCH 5, 2019. POLLS OPEN AT 7:00AM EST AND CLOSE AT 7:00PM EST.**

**1. To elect the following Town Officers for the ensuing year: Town Moderator for one year; Selectboard Member for two years; Selectboard Member for three years; Selectboard Member for three years; Library Trustee for five years; Library Trustee for remaining four years of five year term. (By Australian ballot)**

2. Shall the Town authorize total fund expenditures for operating expenses of \$16,850,049.83 (plus any appropriations voted below) of which \$2,494,425.00 shall be raised by non-tax revenue, \$865,012.50 by unassigned fund balance transfer, and the balance by property tax revenue? **(By Australian ballot)**
3. Shall the Town appropriate the sum of Seventy-Nine Thousand Three Hundred Sixty-Two Dollars (\$79,362) to be paid to **Advance Transit** for public transportation services? **(By Australian ballot)**
4. Shall the Town appropriate the sum of Five Thousand Dollars (\$5,000) to be paid to **Community Access Television, Inc.** for video recording of local government meetings? **(By Australian ballot)**
5. Shall the Town appropriate the sum of Five Thousand Dollars (\$5,000) to be paid to **COVER Home Repair, Inc.** for qualified home repairs? **(By Australian ballot)**
6. Shall the Town appropriate the sum of Nine Thousand Five Hundred Dollars (\$9,500) to be paid to **The Family Place**, for programs for families with young children? **(By Australian ballot)**
7. Shall the Town appropriate the sum of Four Thousand Five Hundred Fifty Dollars (\$4,550) to be paid to **Good Beginnings of the Upper Valley**, for organization of volunteers to assist families with new babies? **(By Australian ballot)**
8. Shall the Town appropriate the sum of Seven Thousand Five Hundred Dollars (\$7,500) to be paid to **Good Neighbor Health Clinic and The Red Logan Dental Clinic** for medical and dental care? **(By Australian ballot)**
9. Shall the Town appropriate the sum of Eight Hundred Dollars (\$800) to be paid to **Green Mountain Retired Senior Volunteer Program (RSVP)** in support of senior volunteer programs? **(By Australian ballot)**
10. Shall the Town appropriate the sum of Three Hundred Dollars (\$300) to be paid to **Green Up Vermont** to support the purchase of Green Up bags, promotion, education and service? **(By Australian ballot)**
11. Shall the Town appropriate the sum of Ten Thousand Dollars (\$10,000) to be paid to **Hartford Historical Society** for collecting, conserving and displaying the Town's history? **(By Australian ballot)**
12. Shall the Town appropriate the sum of Seven Thousand Dollars (\$7,000) to be paid to **Headrest** for information, referral and crisis intervention services? **(By Australian ballot)**
13. Shall the Town appropriate the sum of Nine Thousand Nine Hundred Ninety-Five Dollars (\$9,995) to be paid to **Health Care & Rehabilitation Services of Southeastern VT, Inc.** for outpatient, mental health and substance abuse services? **(By Australian ballot)**
14. Shall the Town appropriate the sum of Nine Hundred Seventy-Seven Dollars (\$977) to be paid to **Public Health Council of the Upper Valley** for ongoing public health coordination for residents in the areas of substance misuse, elder care, oral health, emergency preparedness and healthy living? **(By Australian ballot)**
15. Shall the Town appropriate the sum of Nine Thousand Dollars (\$9,000) to be paid to **Southeastern Vermont Community Action (SEVCA), Inc** for reducing the hardships of poverty? **(By Australian ballot)**
16. Shall the Town appropriate the sum of Four Thousand Five Hundred Thirty Dollars (\$4,530) to be paid to **Special Needs Support Center of the Upper Valley** to serve children and adults with special needs? **(By Australian ballot)**
17. Shall the Town appropriate the sum of Six Thousand Eight Hundred Dollars (\$6,800) to be paid to **Stagecoach Transportation Services** for transportation services? **(By Australian ballot)**
18. Shall the Town appropriate the sum of Nine Hundred Ninety-Nine Dollars (\$999) to be paid to **Vermont Adult Learning** in support of adult education? **(By Australian ballot)**
19. Shall the Town appropriate the sum of Nine Hundred Seventy-Five Dollars (\$975) to be paid to **Vermont Association for the Blind and Visually Impaired (VABVI)** in support of blind and visually impaired Vermonters? **(By Australian ballot)**
20. Shall the Town appropriate the sum of Eight Hundred Forty-Five Dollars (\$845) to be paid to **Vermont Center for Independent Living** in support of Vermonters with disabilities? **(By Australian ballot)**

21. Shall the Town appropriate the sum of Fifty-One Thousand Dollars (\$51,000) to be paid to **Visiting Nurse and Hospice of Vermont and New Hampshire, Inc.** for home health care and hospice care? **(By Australian ballot)**
22. Shall the Town appropriate the sum of Four Thousand Five Hundred Dollars (\$4,500) to be paid to **Windsor County Partners** for youth mentoring services? **(By Australian ballot)**
23. Shall the Town appropriate the sum of Two Thousand Dollars (\$2,000) to be paid to **Women's Information Service (WISE), Inc.** for ending gender-based violence? **(By Australian ballot)**
24. Shall the Town authorize the expenditure of exactly \$227,000.00 of Local Option Tax Revenue Funds towards the purchase of an ambulance for the Hartford Fire Department? **(By Australian ballot)**
25. Shall the Town authorize the expenditure of exactly \$99,650.00 of Local Option Tax Revenue Funds for the purpose of assisting various organizations owning or in control of Cemeteries in said Town, to be divided, per their request, as follows? **(By Australian ballot)** • Christian Street Cemetery Association – \$22,200.00
- Hartford Cemetery Association – \$56,700.00
  - Quechee Cemetery Association – \$9,850.00
  - Mt. Olivet & St. Anthony's Cemeteries Association – \$10,200.00
  - West Hartford Cemetery Association – \$700.00
26. Shall the Town authorize expenditure of up to \$70,000.00 of Local Option Tax Revenue Funds for the Design & Engineering of a new municipal pool? **(By Australian ballot)**
27. Shall the Selectboard be authorized to pledge the credit of the Town of Hartford to secure indebtedness evidenced by general obligation bonds or notes, and to make direct payments from the tax increment and other revenue generated within the Hartford White River Junction Tax Increment Financing District in an aggregate amount not to exceed \$5,477,000, for the purpose of (1) funding public infrastructure and capital improvements, and paying related costs attributed to such District improvements, namely, the engineering, design, permitting and construction of public sidewalk, road, streetscape, lighting, water, stormwater, sanitary sewer, retaining wall and on South Main Street, North Main Street, and Gates Street, and (2) paying or reimbursing eligible related costs, District administrative costs, audits, advances, interfund loans and third party public infrastructure costs for such improvements and any previously approved District improvements, (3) pledging and appropriating the District's tax increment in the amount of \$5,477,000 plus allowable interest and fees, for the payment of such indebtedness, related costs, advances and reimbursements for the South Main Street, North Main Street, and Gates Street improvements, and any previously approved District improvements, and (4) using any unexpended proceeds of bonds or notes previously issued or voter authorized, to finance the cost of District improvements and related costs for the South Main Street, North Main Street, and Gates Street improvement and any previously approved District improvements?

- c. Discuss and Consider Changes to the Current Selectboard Liaison Assignments. (Mot. Req.)

The Hartford Community Coalition Committee has now officially become 501 (c) 3 Non-Profit Status. They are no longer a Town Committee so will no longer have a Selectboard Liaison. They will still have support from the Town Staff.

**Selectboard Clerk, Dennis Brown made the motion that the Selectboard Remove the Hartford Community Coalition from the List of Organizations to Which They Provide Liaisons. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

- d. Discuss and Consider Amendments to the Current Hartford Committee on Racial Equity and Inclusion. (Mot. Req.)

### **Constitution**

This advisory committee will be constituted of nine members comprised of two Selectboard members, two School Board members and five community members.

**ADD: For the purposes of this committee, community members are defined as, "A Hartford Resident or someone who owns and operates a business within the Town."**

Each member will have equal weight in discussion and voting. The Committee will elect its own Chair, Vice-Chair and Clerk. One member of HCoreI may reside outside of Hartford. The transitional HCoreI members will be offered the opportunity to continue to serve on the new HCoreI.

**Selectboard Member, Kim Souza made the motion That the Selectboard Approve the Amendment to the Hartford Committee on Racial Equity and Inclusion as Briefed and amended. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.**

- e. Receive the November 2018 Budget Update.

The complete Budget update can be viewed at this link:

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/150>

### **FY 18/19 Expenditures:**

<u>Budget</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Available</u>	<u>% Expended</u>
16,607,812.07	7,359,554.44	6,111,115.66	9,248,257.63	44.31

### **Glide Path:**

16,607,812.07	6,919,921.70		9,687,890.37	47.67
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## **5. Commission Meeting Reports:**

Selectboard Clerk, Dennis Brown reported for the Historic Preservation Commission. They will have a table at Town Meeting Day, 3/2 @ 9:00A.M. State trivia will be held at the Wilder Library on 3/7 and 3/14. Zoning Board approved 1 application. They had a site visit and approved a Twin Pines project in Wilder. The application now will go to the Planning Board.

Selectboard Member, Jameson Davis reported that the HCoreI is finishing their mission statement. Kate Schaal, at the Quechee Library, will be hosting 3 programs For VT Reads 2019. They will be discussing MARCH: Book One. This is a 3-book series.

Selectboard Member, Alan Johnson reported from the Energy Committee. There is now a new chair. They will also be reorganizing their work groups to 3. 1 for renewables, another for Building Energy and the third for transportation.

Simon Dennis congratulated Kim Souza for being awarded the "Vermonters of the Month" award. The VT State Attorney General will be presenting this honor to her tomorrow, Wed. the 30<sup>th</sup> at 10:00 A.M. at Revolution.

**6. Consent Agenda (Mot Req.):**

**Selectboard Vice Chair, Dick Grassi made the motion to approve the Consent Agenda as listed. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

- a. Approve Payroll Ending: 1/26/2019
- b. Approve Meeting Minutes of: 1/15/2019 & 1/22/2019
- c. Approve A/P Manifest of 1/25/2019 & 1/29/2019
- d. Selectboard Meeting Dates of:
  - Already Approved: 2/5/2019 (1st Public Bond Hearing), 2/12/2019, 2/26/2019 and 3/2/2019 (Town and School District Meeting).

**7. Executive Session: Public Officer Appointment/Exempt Document**

**Selectboard Member, Jameson Davis made the motion that In accordance with Vermont's Open Meeting Law requirements, I move that the Selectboard enter into Executive Session to discuss the employment, appointment, or evaluation of a Public Officer under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes and to discuss or consider records or documents that are exempt from the public records laws under the provisions of Title 1, Section 313 (a)(6) of the Vermont Statutes. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

**8. Post Executive Session Actions: (Mot. Req.) N/A**

**Selectboard Vice Chair, Dick Grassi made the motion to close the Executive Session at 9:55 P.M. Selectboard member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

**9. Adjourn the Selectboard Meeting. (Mot Req.)**

**Selectboard Member, Vice Chair, Dick Grassi made the motion to Adjourn the meeting at 9:59 P.M. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

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





**TOWN OF HARTFORD  
SELECTBOARD SPECIAL MEETING  
MINUTES**

Tuesday, February 5, 2019 at 5:30 P.M.

Hartford Town Hall

171 Bridge Street

White River Junction, Vermont 05001

**Present:** Simon Dennis, Selectboard Chair; Richard Grassi, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Rebecca White, Selectboard Member; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Dawn Pullar; Mike Morris; Scott Farnsworth; Asma Elhuni; Dan Fraser; Gabrielle Lucke; Jared Pendak.

<http://catv.cablecast.tv/CablecastPublicSite/show/8164?channel=1>

**I. Call to Order Selectboard Meeting**

Selectboard Chair, Simon Dennis called the Selectboard Meeting to order at 6:35 P.M.

**II. Selectboard**

1. Hartford Selectboard Announces and Ratifies the Hiring of the New Town Manager. (Mot. Req.)

**Selectboard Vice-Chair, Richard Grassi made the motion to hire J. Brannon Godfrey, Jr. as the next Town Manager for the Town of Hartford. This is a three-year contract and is subject to the terms outlined in the employment contract to begin on February 25, 2019. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

**III. Adjourn the Selectboard Meeting (Mot. Req.)**

**Selectboard Vice-Chair, Richard Grassi made the motion to adjourn the meeting at 5:50 P.M. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

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



**TOWN OF HARTFORD SELECTBOARD & SCHOOL BOARD OF DIRECTORS  
PUBLIC HEARINGS MINUTES FOR PROPOSED BOND FOR THE RENOVATION OF  
THE WILDER SCHOOL, PROPOSED PURCHASE PROPERTY ADJACENT TO THE  
SUPERINTENDENT'S OFFICE ON HIGHLAND AVENUE AND  
PROPOSED TAX INCREMENT FINANCING DISTRICT IMPROVEMENTS BOND.**

Tuesday, February 5, 2019 @ 6:00 P.M.

Hartford Town Hall

171 Bridge Street

White River Junction, Vermont 05001

**Present:** Kevin Christie, School Board Chair; Russell North, School Board Clerk; Peter Merrill, School Board Member; Nancy Russell, School Board Member; Michelle Boleski, School Board Member; Tom DeBalsi, Superintendent of Schools; Simon Dennis, Selectboard Chair; Richard Grassi, Selectboard Vice Chair; Dennis Brown, Selectboard Clerk; Rebecca White, Selectboard Member; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Leo Pullar, Town Manager; Lana Livingston, Administrative Assistant; Dawn Pullar; Mike Morris; Scott Farnsworth; Asma Elhuni; Dan Fraser; Gabrielle Lucke; Jared Pendak; Hannah Tyler, Director of Public Works; Wayne Elliott, Aldrich & Elliot; Tim Covell, Sr.; Daniel Loskutoff; Susan Loskutoff; Rebecca Chollet; Doug Heavisides.

<http://catv.cablecast.tv/CablecastPublicSite/show/8162?channel=1>

Simon Dennis, Selectboard Chair, opened the Public Hearing for the Selectboard @ 6:07 P.M.  
Mr. Dennis recessed the Selectboard Meeting.

Kevin Christie, School Board Chair, opened the School Board Meeting @ 6:07 P.M.

**I. Call to Order the Public Hearing for Proposed Bond for The Renovation of The Wilder School.**

Mr. Christie called to order the Public Hearing for the Proposed Bond for the Renovation of the Wilder School.

**II. Proposed Bond for the Renovation of the Wilder School.**

Doug Heavisides, Sr. presented the Final Report and Recommendations for the Wilder School to the public.

Recommendation: The committee recommended option #1 to renovate the Wilder School Building to include RAP and HARP. This is the most cost effective proposal. The Bond would be for 5.4 Million.

**III. Close the Public Meeting for the Proposed Bond for the Renovation of The Wilder School.**

Mr. Christie closed the Public Hearing on the proposed bond for the renovation to the Wilder School at 7:33 P.M.

**IV. Call to Order the Public Hearing for the Voter Authorization to Purchase Property Adjacent to the Superintendent's Office on Highland Avenue.**

Mr. Christie opened the Public Hearing for the proposed voter authorization to purchase property adjacent to the Superintendent's office at 71 Highland Avenue.

**V. Proposed Voter Authorization to Purchase Property Adjacent to the Superintendent's Office on Highland Avenue.**

Mr. Merrill presented the proposal to the public. The property is 3,069 square feet on .6 of an acre. It is currently empty but is configured into 3 apartments. The prices is \$315,000 with interest of \$17,120 for a total cost of \$332,120. Mr. Covell has offered to hold the mortgage. The property is located at the South Side of the entrance to the Hartford Main Campus. Possible uses include: Administrative Offices, alternative education spaces and additional parking.

**VI. Close the Public Meeting for the Proposed Voter Authorization to Purchase Property Adjacent to the Superintendent's Office on Highland Avenue.**

Mr. Christie closed the Public Hearing for the proposed voter authorization to purchase property adjacent to the Superintendent's office at 71 Highland Ave. at 7:50 P.M.

**VII. Call to Order Public Hearing Tax Increment Financing District Improvement Bond.**

Selectboard Chair, Simon Dennis called to order the Public Hearing for the Tax Increment Financing District Improvement Bond at 8:02 P.M.

**VIII. Proposed Tax Increment Financing District Improvement Bond.**

Selectboard Member, Rebecca White presented the TIF Bond proposal along with Wayne Elliot from Aldrich & Elliot and Leo Pullar.

Overview of the Proposed 2019 TIF Project: South Main St, North Main St & Gates St Construction, and Related Costs -Estimate Cost = \$5,477,000

Rehabilitation or replacement of very old underground sanitary sewer, stormwater, and water infrastructure systems.

Installation of Green stormwater infrastructure and landscaping reduces impact on system, improves water quality and streetscape.

Reconstruction of the roadway, including new and replacement sidewalk, curbing, lighting, bike lanes, crosswalks, and other improvements where needed for improved vehicular, pedestrian and bicycle circulation and safety.

South Main St: ~2,200 ft; North Main St: ~200 ft; Gates St: ~920 ft

South Main Street Retaining Wall Repairs for vehicular and pedestrian safety.

Related costs include such items as, permitting, legal, audits, outside consultants, District administration, project development, and financing estimated at \$100,000 in aggregate.

**IX. Close Public Hearing for Tax Increment Financing District Improvement Bond.**

Selectboard Chair, Simon Dennis closed the Public Hearing at 9:15 P.M.

Selectboard Vice-Chair, Dick Grassi made the motion to adjourn the Selectboard Meeting. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.

School Board Member, Peter Merrill made the motion to close the School Board Meeting. School Board Member, Russell North seconded the motion. All were in favor and the motion passed.

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Report Date: 2/08/19  
9:25AM

**Payment Manifest**  
**by Vendor ID**  
**Town of Hartford**  
Check Date: 2/08/2019 - 2/08/2019

Page: 1  
User: florentina  
Report: APINHDD\_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.
Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.
<b>25-0311</b>	<b>Highway Infrastructure</b>			
051377	VERMONT, STATE OF	STATE OF VERMONT	2/08/2019	1001
PERMIT 2019-1	PERMIT APPLICATION	268.95	\$268.95	0.00
Desc: PERMIT APPLICATION		Acct: 11-316-018-2016	Town Match Funds 2016 - No Hartland F	268.95
Vendor Total:			268.95	0.00
				268.95
<b>25-0311</b>	<b>Dog Park</b>	<b>Bank Total:</b>		<b>268.95</b>
<b>73-7302</b>	<b>Dog Park</b>			
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	2/08/2019	1001
9600044482JAN'19	TRASH PICK UP - DOG PARK	0.00	\$69.10	0.00
Desc: TRASH PICK UP - DOG PARK		Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK	69.10
Vendor Total:			69.10	0.00
				69.10
035350	K.R. NOTT TRUCKING & SNOW REMOVAL	K. R. NOTT TRUCKING	2/08/2019	1002
128	SNOW REMOVAL DEC'18-DOG PARK	0.00	\$150.00	0.00
Desc: SNOW REMOVAL DEC'18-DOG PARK		Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK	150.00
153	SNOW REMOVAL JAN'19	0.00	\$500.00	0.00
Desc: SNOW REMOVAL JAN'19		Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK	500.00
Vendor Total:			650.00	0.00
				650.00
<b>73-7302</b>	<b>Glory Days</b>	<b>Bank Total:</b>		<b>719.10</b>
<b>73-7303</b>	<b>Glory Days</b>			
501002	ECHO COMMUNICATIONS, INC		2/08/2019	1001
25510	2500 RACK CARD-GLOY DAYS 4/4	0.00	\$330.00	0.00
Desc: 2500 RACK CARD-GLOY DAYS 4/4		Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'	330.00
Vendor Total:			330.00	0.00
				330.00
<b>73-7303</b>	<b>GENERAL FUND - MASCOMA</b>	<b>Bank Total:</b>		<b>330.00</b>
<b>FUND 1 0</b>	<b>GENERAL FUND - MASCOMA</b>			
000100	DEPARTMENT OF THE TREASURY	UNITED STATES TREASURY	2/08/2019	64555
941 Q1 2019 - JAN	3RD PARTY SICK PAY JANUARY 2019	0.00	\$158.81	0.00
Desc: 3RD PARTY SICK PAY JAN 209 FICA		Acct: 10-012-200-0120	FICA/MEDICARE TAXES PAYABLE	158.81
Desc: 3RD PARTY SICK PAY JAN 209 MEDICARE		Acct: 10-012-200-0120	FICA/MEDICARE TAXES PAYABLE	
Vendor Total:			158.81	0.00
				158.81
000585	ACORN RECORDING SOLUTIONS		2/08/2019	64556
19247	Annual maintenance recorder	0.00	\$1,495.00	0.00
Desc: Annual maintenance recorder		Acct: 10-271-318-0000	CONTRACTED SERVICES	1,495.00
Vendor Total:			1,495.00	0.00
				1,495.00
000870	ADVANCE AUTO PARTS	ADVANCED AUTO PARTS	2/08/2019	64557
6084901745317	AMB - 1 PART	0.00	\$41.99	0.00
Desc: AMB - 1 PART		Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES	41.99
Vendor Total:			41.99	0.00
				41.99

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
001170	AIRGAS, INC.	AIRGAS USA, LLC	2/08/2019		64558
9084596010	OXYGEN	0.00	\$6.70	0.00	6.70
Desc: OXYGEN		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
9084643714	OXYGEN	0.00	\$11.95	0.00	11.95
Desc: OXYGEN		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
9084737407	GRINDING WHEELS FOR TRACKLESS	0.00	\$59.48	0.00	59.48
Desc: GRINDING WHEELS FOR TRACKLESS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
9084935229	OXYGEN	0.00	\$31.20	0.00	31.20
Desc: OXYGEN		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			109.33	0.00	109.33
001650	ALLEN ENGINEERING POOLS AND SPAS		2/08/2019		64559
111-515182-01	LIQUID CHLORINE	1,331.55	\$1,331.55	0.00	1,331.55
Desc: LIQUID CHLORINE		Acct: 50-952-340-0000	CHEMICALS		
111-515241-01	2300LB polymer	3,979.00	\$3,979.00	0.00	3,979.00
Desc: 2300LB polymer		Acct: 60-961-340-0000	CHEMICALS		
Vendor Total:			5,310.55	0.00	5,310.55
002065	AMERICAN FAMILY LIFE ASSURANCE	AFLAC - AMERICAN FAMILY LIFE	2/08/2019		64560
JAN'19	Janaury 2019 Premiums	0.00	\$2,999.85	0.00	2,999.85
Desc: Janaury 2019 Premiums		Acct: 10-012-300-0270	ACCRUED AD&D PAYABLE		
Vendor Total:			2,999.85	0.00	2,999.85
002990	MAPLE HARVEST SPECIALTIES	MAPLE HARVEST SPECIALTIES	2/08/2019		64561
2269	KETTLE CORN	0.00	\$36.48	0.00	36.48
Desc: KETTLE CORN		Acct: 10-121-318-0510	WELCOME CENTER - INVENTORY PU		
Vendor Total:			36.48	0.00	36.48
005850	BLODGETT SUPPLY CO INC		2/08/2019		64562
1563710	MATERIALS @ QUECHEE WELL	69.50	\$69.50	0.00	69.50
Desc: MATERIALS @ QUECHEE WELL		Acct: 55-953-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			69.50	0.00	69.50
006100	BMO FINANCIAL GROUP		2/08/2019		64691
Perry 01/16-27/19	Perry, Diane - PD	0.00	\$427.74	0.00	427.74
Desc: Subway - Lunch - Detective Assessem		Acct: 10-211-311-0000	TRAVEL & MEETINGS		
Desc: Amazon-Labels		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Desc: NATW-Membership		Acct: 10-211-313-0000	MEMBERSHIP DUES		
Desc: N American Rescu-Nitro Gloves		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
006100	BMO FINANCIAL GROUP		2/08/2019		64563
83089294	MEDICAL SUPPLIES	0.00	\$277.11	0.00	277.11
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Cooney 01/16-27/19	Cooney, Scott - FD	0.00	\$455.00	0.00	455.00
Delisle 01/16-27/19	Delisle, Jeremy - DPW	0.00	\$-18.23	0.00	-18.23
Jay 01/16-27/19	McDonough, Jay - REC	0.00	\$3,251.98	0.00	3,251.98
006100	BMO FINANCIAL GROUP		2/08/2019		64691
Cooney 01/16-27/19	Cooney, Scott - FD	0.00	\$455.00	0.00	455.00

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	Desc: UnionLeader-Job Ad	Acct: 10-221-312-0000	ADVERTISING		
	Desc: FireChiefs-Membership Dues - Cooney	Acct: 10-221-313-0000	MEMBERSHIP DUES		
Delisle 01/16-27/19	Delisle, Jeremy - DPW	-75.80	\$-18.23	0.00	-18.23
	Desc: SnoquipInc-Bearing for Trackless	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: Refund Digi-Key Tax Charge	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Jay 01/16-27/19	McDonough, Jay - REC	0.00	\$3,251.98	0.00	3,251.98
	Desc: Redsox Tikkets	Acct: 10-516-323-0000	MATERIAL & SUPPLIES		
	Desc: BJs-Supplies for Swim Program	Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
	Desc: S&SWorldwide-Floor Games	Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
	Desc: Amazon - Fishing Derby supplies	Acct: 10-007-100-0000	DUE FROM OTHER FUNDS		
	Desc: Amazon - Fishing Derby supplies	Acct: 10-516-323-0000	MATERIAL & SUPPLIES		
	Desc: Amazon - Fishing Derby supplies	Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
	Desc: BJ's - Splash Night Supplies	Acct: 10-514-323-0000	MATERIAL & SUPPLIES		
	Desc: Crown Awards - Fishing Derby	Acct: 10-516-323-0000	MATERIAL & SUPPLIES		
Kasten 01/16-27/19	Kasten, Phil - PD	0.00	\$51.67	0.00	51.67
	Desc: DunkinDonuts-Coffe/Donuts Detective	Acct: 10-211-311-0000	TRAVEL & MEETINGS		
006100	BMO FINANCIAL GROUP			2/08/2019	64563
Kasten 01/16-27/19	Kasten, Phil - PD	0.00	\$51.67	0.00	51.67
006100	BMO FINANCIAL GROUP			2/08/2019	64691
Rowlee 01/16-27/19	Rowlee, David - FD	0.00	\$174.51	0.00	174.51
	Desc: AbbottRubber&Fire Hose-ForestryPart	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: NREMT-Paramedic Registration Morse	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
Vail 01/16-27/19	Vail, Brad - PD	0.00	\$1,174.30	0.00	1,174.30
	Desc: Detetective's car rental	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
	Desc: Shell Oil - Water-Detective Assessm	Acct: 10-211-311-0000	TRAVEL & MEETINGS		
Walsh 01/16-27/19	Walsh, Dillon - IT	0.00	\$3,192.12	0.00	3,192.12
	Desc: Dell - Laptop Fire	Acct: 10-221-330-0000	OFFICE EQUIPMENT		
	Desc: Dell - Desktop for Police	Acct: 10-211-330-0000	OFFICE EQUIPMENT		
	Desc: Dell-Ram Upgrade - Fire	Acct: 10-221-330-0000	OFFICE EQUIPMENT		
	Desc: Return - Dell Harddrive Upgrade FD	Acct: 10-221-330-0000	OFFICE EQUIPMENT		
006100	BMO FINANCIAL GROUP			2/08/2019	64563
Perry 01/16-27/19	Perry, Diane - PD	0.00	\$427.74	0.00	427.74
Rowlee 01/16-27/19	Rowlee, David - FD	0.00	\$174.51	0.00	174.51
Vail 01/16-27/19	Vail, Brad - PD	0.00	\$1,174.30	0.00	1,174.30
Walsh 01/16-27/19	Walsh, Dillon - IT	0.00	\$3,192.12	0.00	3,192.12
Vendor Total:			17,695.29	0.00	17,695.29
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC		2/08/2019	64564
83095271	MEDICAL SUPPLIES	0.00	\$372.61	0.00	372.61
	Desc: MEDICAL SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			372.61	0.00	372.61
007201	BRODART CO.			2/08/2019	64565
B5523403	TRADE PAPER	0.00	\$103.18	0.00	103.18
	Desc: TRADE PAPER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5516013	HARDCOVER	0.00	\$14.04	0.00	14.04
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5517465	HARDCOVER	0.00	\$33.64	0.00	33.64

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	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5521116	TRADE PAPER	0.00	\$10.19	0.00	10.19
	Desc: TRADE PAPER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5522316	HARDCOVER	0.00	\$10.77	0.00	10.77
	Desc: HARDCOVER	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			171.82	0.00	171.82
007760	BURLINGTON COMMUNICATIONS			2/08/2019	64566
BCS2376	CONNECTOR	0.00	\$65.00	0.00	65.00
	Desc: CONNECTOR	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
BCS2416	MONTHLY CONTRACT BASE FEE	450.00	\$450.00	0.00	450.00
	Desc: MONTHLY CONTRACT BASE FEE	Acct: 72-271-318-7003	COMMUNICATIONS GRANT #202		
BCS2417	MONTHLY SERVICE FEE	0.00	\$140.00	0.00	140.00
	Desc: MONTHLY SERVICE FEE	Acct: 10-271-318-0000	CONTRACTED SERVICES		
Vendor Total:			655.00	0.00	655.00
009120	CHADWICK-BAROSS INC			2/08/2019	64567
C31324	PARTS	0.00	\$131.86	0.00	131.86
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			131.86	0.00	131.86
009815	CIGNA			2/08/2019	64568
PO#4427	REFUND 2018-000962	0.00	\$107.72	0.00	107.72
	Desc: REFUND 2018-000962	Acct: 10-221-325-0000	REFUNDS		
Vendor Total:			107.72	0.00	107.72
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		2/08/2019	64569
4015186283	MATS	0.00	\$49.95	0.00	49.95
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
4015503919	UNIFORMS	15.56	\$15.56	0.00	15.56
	Desc: UNIFORMS	Acct: 30-971-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Desc: UNIFORMS	Acct: 30-974-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4015575635	UNIFORMS	68.80	\$68.80	0.00	68.80
	Desc: UNIFORMS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Desc: UNIFORMS	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4015575714	UNIFORMS	0.00	\$246.37	0.00	246.37
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4015575756	UNIFORMS	89.90	\$89.90	0.00	89.90
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4015902140	MATS	0.00	\$41.95	0.00	41.95
	Desc: MATS	Acct: 10-530-318-0000	CONTRACTED SERVICES		
4015902246	UNIFORMS	68.80	\$68.80	0.00	68.80
	Desc: UNIFORMS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Desc: UNIFORMS	Acct: 55-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4015902273	UNIFORMS	0.00	\$246.37	0.00	246.37
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
Vendor Total:			827.70	0.00	827.70



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010832	COMCAST				2/08/2019	64570
0134242FEB'19	INTERNET FEB'19 - LF		86.90	\$86.90	0.00	86.90
Desc: INTERNET FEB'19 - LF		Acct: 30-975-324-0000		TELEPHONE		
Vendor Total:				86.90	0.00	86.90
011200	CED-TWIN STATE-WHITE RIVER JCT	CED - NEWPORT			2/08/2019	64571
9433-778664	PART		0.00	\$61.45	0.00	61.45
Desc: PART		Acct: 10-211-323-0000		MATERIAL & SUPPLIES		
Desc: DISCOUNT		Acct: 10-211-323-0000		MATERIAL & SUPPLIES		
9433-779459	CREDIT ON STATEMENT		0.00	\$-348.00	0.00	-348.00
Desc: CREDIT ON STATEMENT		Acct: 10-321-321-0100		REPAIRS & MAINT-BUILDING		
9433-779484	ILLUMATECH MARK		0.00	\$80.00	0.00	80.00
Desc: ILLUMATECH MARK		Acct: 10-221-321-0100		REPAIRS & MAINT-BUILDING		
9433-780517	FUSE		0.00	\$28.20	0.00	28.20
Desc: FUSE		Acct: 10-530-323-0000		MATERIAL & SUPPLIES		
9433-780974	LIGHT BULB		0.00	\$13.10	0.00	13.10
Desc: LIGHT BULB		Acct: 10-314-323-0000		MATERIAL & SUPPLIES		
9433-781363	LIGHTS		0.00	\$364.54	0.00	364.54
Desc: LIGHTS		Acct: 10-221-321-0100		REPAIRS & MAINT-BUILDING		
9433-781972	COVER		0.00	\$7.64	0.00	7.64
Desc: COVER		Acct: 10-221-321-0100		REPAIRS & MAINT-BUILDING		
Vendor Total:				206.93	0.00	206.93
011530	CORELOGIC RE TAX SERVICE				2/08/2019	64572
216178	REFUND - OVERPAYMENT OF TAXES		0.00	\$1,535.51	0.00	1,535.51
Desc: REFUND - OVERPAYMENT OF TAXES		Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
Vendor Total:				1,535.51	0.00	1,535.51
011599	COTA & COTA, INC.				2/08/2019	64573
667489	ZAMBONI FUEL		0.00	\$28.31	0.00	28.31
Desc: ZAMBONI FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		
670511	ZAMBONI FUEL		0.00	\$24.31	0.00	24.31
Desc: ZAMBONI FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		
671493	ZAMBONI FUEL		0.00	\$45.35	0.00	45.35
Desc: ZAMBONI FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		
675445	ZAMBONI FUEL		0.00	\$24.98	0.00	24.98
Desc: ZAMBONI FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		
678015	ZAMBONI FUEL		0.00	\$23.17	0.00	23.17
Desc: ZAMBONI FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		
678065	ZAMBONI FUEL		0.00	\$22.84	0.00	22.84
Desc: ZAMBONI FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		
680164	ZAMBONI - FUEL		0.00	\$43.69	0.00	43.69
Desc: ZAMBONI - FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		
682079	ZAMBONI - FUEL		0.00	\$23.17	0.00	23.17
Desc: ZAMBONI - FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		
683418	ZAMBONI - FUEL		0.00	\$44.02	0.00	44.02
Desc: ZAMBONI - FUEL		Acct: 10-530-319-0000		EQUIPMENT OPERATION-GAS		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			279.84	0.00	279.84
012114	CRYSTAL ROCK			2/08/2019	64574
17708442JAN'19	WATER	0.00	\$9.00	0.00	9.00
Desc: WATER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			9.00	0.00	9.00
012650	DANIELS INC, NEIL H	NEIL H DANIELS, INC		2/08/2019	64575
60610	EXPANSION JOINT REPAIRS	31,500.00	\$35,000.00	0.00	35,000.00
Desc: EXPANSION JOINT REPAIRS		Acct: 72-325-325-0540	Town Highway Structures Program #BC		
Desc: EXPANSION JOINT REPAIRS		Acct: 10-311-318-0000	CONTRACTED SERVICES		
Vendor Total:			35,000.00	0.00	35,000.00
012665	DANIELS, WANDA	WANDA DANIELS		2/08/2019	64576
FEB'19	Feb 2019 Reimb Ret Health Ins	0.00	\$229.17	0.00	229.17
Desc: Feb 2019 Reimb Ret Health Ins		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			229.17	0.00	229.17
013000	DAVE'S STARTER & ALTERNATOR	DAVE'S STARTER & ALTERNATOR		2/08/2019	64577
10068454	ALTERNATOR	0.00	\$235.00	0.00	235.00
Desc: ALTERNATOR		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			235.00	0.00	235.00
013065	DAVIS AUTO SALES, INC.			2/08/2019	64578
8067	H-11 PARTS	0.00	\$210.97	0.00	210.97
Desc: H-11 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			210.97	0.00	210.97
013653	DENNISON LUBRICANTS INC			2/08/2019	64579
1282064	DIESEL	0.00	\$400.65	0.00	400.65
Desc: DIESEL		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
1282065	GULFPRIDE PREM - DRUM	0.00	\$291.50	0.00	291.50
Desc: GULFPRIDE PREM - DRUM		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
1286787	RETURN CORE	0.00	\$-49.35	0.00	-49.35
Desc: RETURN CORE		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:			642.80	0.00	642.80
013655	DEPARTMENT OF VERMONT HEALTH ACCE	STATE OF VERMONT		2/08/2019	64580
AMB00108	AMBULANCE FEES 2018	0.00	\$603.09	0.00	603.09
Desc: AMBULANCE FEES 2018		Acct: 10-221-415-0100	Ambulance Taxes		
Vendor Total:			603.09	0.00	603.09
013662	DERMODY, KURT	KURT DERMODY		2/08/2019	64581
PO#4435	Boot reimbursment	150.00	\$150.00	0.00	150.00
Desc: Boot reimbursment		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
Vendor Total:			150.00	0.00	150.00

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014423	DUBOIS & KING, INC			2/08/2019	64582
23	ROUNDAABOUT 08.24-10.25.2018	4,164.24	\$4,164.24	0.00	4,164.24
Desc: ROUNDAABOUT 08.24-10.25.2018	Acct: 80-311-318-8001		CONTRACTED SERVICES(STP 0113(5		
Vendor Total:			4,164.24	0.00	4,164.24
015093	EASTERN INDUSTRIAL AUTOMATION			2/08/2019	64583
4591351	METRIC TAPERED ROLLER BEARINGS	0.00	\$186.37	0.00	186.37
Desc: METRIC TAPERED ROLLER BEARINGS	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
Vendor Total:			186.37	0.00	186.37
015500	ENDYNE, INC			2/08/2019	64584
287608	C/D GRINDINGS	275.00	\$275.00	0.00	275.00
Desc: C/D GRINDINGS	Acct: 30-973-318-0000		CONTRACTED SERVICES		
288324	QUECHEE WW	160.00	\$160.00	0.00	160.00
Desc: QUECHEE WW	Acct: 65-963-318-0000		CONTRACTED SERVICES		
Vendor Total:			435.00	0.00	435.00
016080	CONSOLIDATED COMMUNICATIONS			2/08/2019	64585
11546793396JAN'19	TELEPHONE	0.00	\$88.98	0.00	88.98
Desc: TELEPHONE	Acct: 10-221-324-0000		TELEPHONE		
13444320594JAN'19	RADIO CIRCUITS	0.00	\$428.55	0.00	428.55
Desc: RADIO CIRCUITS	Acct: 10-271-320-0100		EQUIP OPERATION-COMMUNICATION		
14091736024JAN'19	TELEPHONE - WABA	0.00	\$200.74	0.00	200.74
Desc: TELEPHONE - WABA	Acct: 10-530-324-0000		Telephone		
Vendor Total:			718.27	0.00	718.27
016300	FARRAR, INC			2/08/2019	64586
9980	CLEANING VFD	635.00	\$635.00	0.00	635.00
Desc: CLEANING VFD	Acct: 60-961-318-0000		CONTRACTED SERVICES		
Vendor Total:			635.00	0.00	635.00
016390	FASTENAL COMPANY			2/08/2019	64587
NHWES77673	MATERIALS	437.98	\$437.98	0.00	437.98
Desc: MATERIALS	Acct: 65-963-321-0000		REPAIRS & MAINT-VEHICLES		
NHWES77499	FORESTRY - PARTS	0.00	\$63.50	0.00	63.50
Desc: FORESTRY - PARTS	Acct: 10-221-321-0000		REPAIRS & MAINT-VEHICLES		
NHWES77500	PARTS	0.00	\$29.67	0.00	29.67
Desc: PARTS	Acct: 10-221-323-0000		MATERIAL & SUPPLIES		
NHWES77584	PARTS	0.00	\$30.10	0.00	30.10
Desc: PARTS	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
NHWES77585	RED PAINT MARKER	0.00	\$21.20	0.00	21.20
Desc: RED PAINT MARKER	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
NHWES77586	MATERIALS	256.82	\$256.82	0.00	256.82
Desc: MATERIALS	Acct: 60-964-323-0000		MATERIAL & SUPPLIES		
NHWES77686	GAS	400.00	\$400.00	0.00	400.00
Desc: GAS	Acct: 60-964-323-0000		MATERIAL & SUPPLIES		
NHWES77587	BATTERIES	21.34	\$21.34	0.00	21.34

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	Desc: BATTERIES	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		1,260.61	0.00	1,260.61
016540	FERGUSON WATER WORKS	FERGUSON WATERWORKS #576	2/08/2019		64588
0869276	MATERIALS & PARTS	231.77	\$231.77	0.00	231.77
	Desc: MATERIALS & PARTS	Acct: 55-954-321-0100	REPAIRS & MAINT - BUILDING		
	Vendor Total:		231.77	0.00	231.77
017230	FLEMING III, CARLOS	CARLOS FLEMING III	2/08/2019		64589
7	FUTSAL INDOOR SOCCER PROG	0.00	\$225.00	0.00	225.00
	Desc: FUTSAL INDOOR SOCCER PROG	Acct: 10-515-318-0000	CONTRACTED SERVICES		
	Vendor Total:		225.00	0.00	225.00
017300	FOGG'S HARDWARE & BUILDING		2/08/2019		64590
845452	ADAPTER & HEX BUSHING	8.25	\$8.25	0.00	8.25
	Desc: ADAPTER & HEX BUSHING	Acct: 55-954-321-0100	REPAIRS & MAINT - BUILDING		
	Desc: Discount	Acct: 55-954-321-0100	REPAIRS & MAINT - BUILDING		
846877	Trash Can & Scoops	64.97	\$64.97	0.00	64.97
	Desc: Trash Can & Scoops	Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	Desc: Discount	Acct: 60-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
846905	Plugs	4.49	\$4.49	0.00	4.49
	Desc: Plugs	Acct: 60-962-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	Desc: Discount	Acct: 60-962-320-0100	EQUIP OPERATION/MAINT-GENERAL		
847023	HEAT TAPE & PIPE INSULATION	0.00	\$29.68	0.00	29.68
	Desc: HEAT TAPE & PIPE INSULATION	Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
	Desc: DISCOUNT	Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
847166	Ice Melt for Town Hall Walkways	0.00	\$134.95	0.00	134.95
	Desc: Ice Melt for Town Hall Walkways	Acct: 10-161-323-0000	MATERIAL & SUPPLIES		
	Desc: DISCOUNT	Acct: 10-161-323-0000	MATERIAL & SUPPLIES		
847478	MATERIALS	0.00	\$183.69	0.00	183.69
	Desc: MATERIALS	Acct: 10-321-321-0100	REPAIRS & MAINT-BUILDING		
	Desc: DISCOUNT	Acct: 10-321-321-0100	REPAIRS & MAINT-BUILDING		
847484	MATERIALS	0.00	\$26.78	0.00	26.78
	Desc: MATERIALS	Acct: 10-321-321-0100	REPAIRS & MAINT-BUILDING		
	Desc: DISCOUNT	Acct: 10-321-321-0100	REPAIRS & MAINT-BUILDING		
847538	MATERIALS	0.00	\$42.78	0.00	42.78
	Desc: MATERIALS	Acct: 10-521-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Desc: MATERIALS	Acct: 10-521-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Vendor Total:		495.59	0.00	495.59
017730	KELLEY, CONSTANCE	CONSTANCE KELLEY	2/08/2019		64591
PO#4441	Reimburse clothing allowance	0.00	\$143.09	0.00	143.09
	Desc: Reimburse clothing allowance	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
	Vendor Total:		143.09	0.00	143.09
017850	GALLS, LLC		2/08/2019		64592
011649797	BATON HOLDER	0.00	\$125.51	0.00	125.51
	Desc: BATON HOLDER	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		

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Vendor Total:			125.51	0.00	125.51
018675	GNOMON COPY	GNOMON COPY		2/08/2019	64593
53944	Production/Printing of Town Report	0.00	\$2,724.00	0.00	2,724.00
Desc:	Production/Printing of Town Report	Acct: 10-115-101-0600	TOWN MEETING COMMITTEE		
Desc:	Production/Printing of Town Report	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
Vendor Total:			2,724.00	0.00	2,724.00
019390	GRAINGER			2/08/2019	64594
9059907965	LAMPS	26.98	\$26.98	0.00	26.98
Desc:	LAMPS	Acct: 60-961-320-0200	EQUIP OPERATION-JOURNAL		
9073011042	MATERIALS & PARTS	140.52	\$140.52	0.00	140.52
Desc:	MATERIALS & PARTS	Acct: 65-963-321-0200	REPAIRS & MAINT - MAINS		
9075511304	PARTS	57.82	\$57.82	0.00	57.82
Desc:	PARTS	Acct: 65-963-321-0200	REPAIRS & MAINT - MAINS		
Vendor Total:			225.32	0.00	225.32
019392	GREGG NALETTE	GRANDSTAND APPAREL		2/08/2019	64595
2904	BASKETBALL K-2 SHIRTS	0.00	\$620.50	0.00	620.50
Desc:	BASKETBALL K-2 SHIRTS	Acct: 10-514-330-0000	ATHLETIC SUPPLIES		
2905	COACHES & STAFF SHIRTS	0.00	\$330.00	0.00	330.00
Desc:	COACHES & STAFF SHIRTS	Acct: 10-514-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
Vendor Total:			950.50	0.00	950.50
019552	GREATER UPPER VALLEY SOLID	GREATER UPPER VALLEY SOLID		2/08/2019	64596
JAN'19	C&D/MSW/COUPONS JAN'19	2,977.67	\$2,977.67	0.00	2,977.67
Desc:	7.61 Tons C&D Jan'19 - LF	Acct: 30-973-313-0200	WASTE GENERATION FEE		
Desc:	1.08 Tons MSW Jan'19 -LF	Acct: 30-974-313-0200	WASTE GENERATION FEE		
Desc:	District Coupons Sold Jan'19 - LF	Acct: 30-013-100-0000	EXCHANGES PAYABLE		
Vendor Total:			2,977.67	0.00	2,977.67
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		2/08/2019	64597
80082200009JAN'19	NOYES LN KINGSWOOD RESV POLE 1	364.69	\$364.69	0.00	364.69
Desc:	NOYES LN KINGSWOOD RESV POLE 19-2	Acct: 55-954-329-0000	ELECTRICITY		
87700100008JAN'19	CHRISTIAN ST POLE 72-50 HWY	0.00	\$25.69	0.00	25.69
Desc:	CHRISTIAN ST POLE 72-50 HWY	Acct: 10-314-329-0000	ELECTRICITY		
04013200003JAN'19	BENTLEY RD PUMP - WW	93.72	\$93.72	0.00	93.72
Desc:	BENTLEY RD PUMP - WW	Acct: 65-964-329-0000	ELECTRICITY		
11013200008JAN'19	HENDEE WAY - WW	53.76	\$53.76	0.00	53.76
Desc:	HENDEE WAY - WW	Acct: 65-964-329-0000	ELECTRICITY		
13414587553JAN'19	120 LESLE DR PAVILLION A	0.00	\$19.58	0.00	19.58
Desc:	120 LESLE DR PAVILLION A	Acct: 10-528-329-0000	ELECTRICITY		
26340000004JAN'19	N MAIN ST - CHRISTMAS TREE	0.00	\$2.18	0.00	2.18
Desc:	N MAIN ST - CHRISTMAS TREE	Acct: 10-521-329-0000	ELECTRICITY		
27333200007JAN'19	ALDEN PARTRIDGE RD PUMP STN	85.46	\$85.46	0.00	85.46
Desc:	ALDEN PARTRIDGE RD PUMP STN	Acct: 65-964-329-0000	ELECTRICITY		
38035000009JAN'19	OLCOTT COMMERCE PARK -WW	235.52	\$235.52	0.00	235.52
Desc:	OLCOTT COMMERCE PARK -WW	Acct: 60-964-329-0000	ELECTRICITY		

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39135140109JAN'19	120 LESLE DR PAVILLION C	0.00	\$19.58	0.00
	Desc: 120 LESLE DR PAVILLION C	Acct: 10-528-329-0000	ELECTRICITY	19.58
39424000006JAN'19	PUBLIC SAFETY BLDG	0.00	\$2,521.05	0.00
	Desc: PUBLIC SAFETY BLDG	Acct: 10-211-329-0000	ELECTRICITY	2,521.05
	Desc: PUBLIC SAFETY BLDG	Acct: 10-271-329-0000	ELECTRICITY	
	Desc: PUBLIC SAFETY BLDG	Acct: 10-221-329-0000	ELECTRICITY	
41082200001JAN'19	291 SUGAR HILL LN	367.10	\$367.10	0.00
	Desc: 291 SUGAR HILL LN	Acct: 55-954-329-0000	ELECTRICITY	367.10
43382200004JAN'19	EASTMAN HILL PUMP - WAT	391.62	\$391.62	0.00
	Desc: EASTMAN HILL PUMP - WAT	Acct: 55-954-329-0000	ELECTRICITY	391.62
48933200007JAN'19	VILLAGE GREEN BALLOON FESTIVAL	0.00	\$20.02	0.00
	Desc: VILLAGE GREEN BALLOON FESTIVAL	Acct: 10-521-329-0000	ELECTRICITY	20.02
57303200000JAN'19	HIGH ST MAIN ST PUMPING STN	990.73	\$990.73	0.00
	Desc: HIGH ST MAIN ST PUMPING STN	Acct: 65-964-329-0000	ELECTRICITY	990.73
67003200002JAN'19	WILLARD RD QUECHEE FIRE	0.00	\$52.69	0.00
	Desc: WILLARD RD QUECHEE FIRE	Acct: 10-221-329-0000	ELECTRICITY	52.69
67399084366JAN'19	120 LESLE DR PAVILLION B	0.00	\$19.58	0.00
	Desc: 120 LESLE DR PAVILLION B	Acct: 10-528-329-0000	ELECTRICITY	19.58
68053200009JAN'19	ROUTE 14 W HTFD LIBRARY	0.00	\$124.95	0.00
	Desc: ROUTE 14 W HTFD LIBRARY	Acct: 10-524-329-0000	ELECTRICITY	124.95
71013200002JAN'19	WHITMAN BROOK PUMP STN	455.88	\$455.88	0.00
	Desc: WHITMAN BROOK PUMP STN	Acct: 65-964-329-0000	ELECTRICITY	455.88
74856156851DEC'18	97 S MAIN ST CHARGING STN	0.00	\$43.55	0.00
	Desc: 97 S MAIN ST CHARGING STN	Acct: 10-314-329-0100	ELECTRICITY - CHARGING STATION	43.55
74856156851NOV'18	97 S MAIN ST CHARGING STN	0.00	\$68.71	0.00
	Desc: 97 S MAIN ST CHARGING STN	Acct: 10-314-329-0100	ELECTRICITY - CHARGING STATION	68.71
74972200005JAN'19	WHEELOCK RD SEC 2 - WAT	22.93	\$22.93	0.00
	Desc: WHEELOCK RD SEC 2 - WAT	Acct: 55-954-329-0000	ELECTRICITY	22.93
Vendor Total:			5,978.99	0.00
				5,978.99
020222	GUERNSEY, BENJAMIN H.	BENJAMIN H. GUERNSEY	2/08/2019	64598
PO#4466	Sykes Mtn Ave Rdabout ROW Acquisiti	1,350.00	\$1,350.00	0.00
	Desc: Sykes Mtn Ave Rdabout ROW Acquisiti	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5	1,350.00
Vendor Total:			1,350.00	0.00
				1,350.00
020260	GUSTAVO PRESTON COMPANY, INC		2/08/2019	64599
SI-005025	Hydro tank for Quechee Waste Water	4,613.75	\$4,613.75	0.00
	Desc: Hydro tank for Quechee Waste Water	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL	4,613.75
Vendor Total:			4,613.75	0.00
				4,613.75
020400	HACH COMPANY		2/08/2019	64600
11306690	CHEMICALS	428.81	\$428.81	0.00
	Desc: CHEMICALS	Acct: 50-952-340-0000	CHEMICALS	428.81
11310788	CHEMICALS	328.54	\$328.54	0.00
	Desc: CHEMICALS	Acct: 50-952-340-0000	CHEMICALS	328.54
Vendor Total:			757.35	0.00
				757.35
020556	HAMPSHIRE FIRE PROTECT CO, LLC		2/08/2019	64601

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182839	SERVICE CALL	0.00	\$185.00	0.00	185.00
Desc: SERVICE CALL		Acct: 10-421-321-0100	REPAIRS & MAINT-BUILD & GROUND		
Vendor Total:			185.00	0.00	185.00
020701	HANOVER, TOWN OF	TOWN OF HANOVER		2/08/2019	64602
02-01-19	HANOVER BASKETBALL TOURNAMEN	0.00	\$170.00	0.00	170.00
Desc: HANOVER BASKETBALL TOURNAMENT		Acct: 10-514-313-0000	MEMBERSHIP DUES		
020701	HANOVER, TOWN OF	TOWN OF HANOVER		2/08/2019	64603
5577	ELAN FEES DEC 2018	0.00	\$224.48	0.00	224.48
Desc: ELAN FEES DEC 2018		Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
Vendor Total:			394.48	0.00	394.48
021100	HARTFORD, TOWN OF	TOWN OF HARTFORD		2/08/2019	64604
JAN'19	TRANSFER TO RESTORATION/DIGITAL	0.00	\$2,860.00	0.00	2,860.00
Desc: TRANSFER TO RESTORATION RESERVE		Acct: 10-921-544-0151	TRANSFER - RESTORATION/DIG IMG		
Desc: TRANSFER TO DIGITAL IMG RESERVE		Acct: 10-921-544-0151	TRANSFER - RESTORATION/DIG IMG		
Vendor Total:			2,860.00	0.00	2,860.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD		2/08/2019	64605
312650,00304770	812 VA CUTOFF ROAD	0.00	\$907.47	0.00	907.47
Desc: 812 VA CUTOFF ROAD		Acct: 10-221-328-0000	WATER		
Desc: 812 VA CUTOFF ROAD		Acct: 10-211-328-0000	WATER		
Desc: 812 VA CUTOFF ROAD		Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
410265,00305462	131 WILLARD RD	0.00	\$192.53	0.00	192.53
Desc: 131 WILLARD RD		Acct: 10-221-328-0000	WATER		
410439,00305461	VILLAGE GREEN	0.00	\$72.65	0.00	72.65
Desc: VILLAGE GREEN		Acct: 10-521-328-0000	WATER		
411270,00305459	142 IZZO PLACE	83.89	\$83.89	0.00	83.89
Desc: 142 IZZO PLACE		Acct: 65-963-328-0000	WATER		
Vendor Total:			1,256.54	0.00	1,256.54
022025	HEALTHEQUITY, INC.			2/08/2019	64606
36ejay0	RA Replenish HCRA 2018	0.00	\$-259.76	0.00	-259.76
Desc: RA Replenish HCRA 2018		Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
beh9ngf	Replenishment HRA 2018	102.19	\$434.45	0.00	434.45
Desc: Replenishment HRA 2018		Acct: 10-171-225-0000	HRA/CHOICECARE CARD		
Desc: Replenishment HRA 2018		Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
Desc: Replenishment HRA 2018		Acct: 50-954-225-0000	HRA/CHOICECARE CARD		
g9tw8pb	Replenishment HCRA 2018	0.00	\$54.26	0.00	54.26
Desc: Replenishment HCRA 2018		Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
m63vp0h	RA Replenishment for HCRA 2019	0.00	\$533.57	0.00	533.57
Desc: RA Replenishment for HCRA 2019		Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
q8uekwk	RA PREFUNDING for 2019 HRA	7,454.07	\$35,450.00	0.00	35,450.00
Desc: RA PREFUNDING for 2019 HRA		Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
Desc: RA PREFUNDING for 2019 HRA		Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
Desc: RA PREFUNDING for 2019 HRA		Acct: 10-151-225-0000	HRA/CHOICECARE CARD		
Desc: RA PREFUNDING for 2019 HRA		Acct: 10-171-225-0000	HRA/CHOICECARE CARD		
Desc: RA PREFUNDING for 2019 HRA		Acct: 10-174-225-0000	HRA/CHOICECARE CARD		

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	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-175-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-181-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-211-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-271-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-311-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-312-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-321-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-325-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-511-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-521-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-530-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 10-622-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 30-971-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 30-975-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 50-954-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 50-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 55-955-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 60-961-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 65-963-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 60-965-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 65-965-225-0000	HRA/CHOICECARE CARD		
	Desc: RA PREFUNDING for 2019 HRA	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
qiz8foi	RA Replenish HRA 2018	-98.84	\$-98.84	0.00	-98.84
	Desc: RA Replenish HRA 2018	Acct: 50-954-225-0000	HRA/CHOICECARE CARD		
wk0vo0h	MONTHLY FEES FEB 2019	7.90	\$23.70	0.00	23.70
	Desc: MONTHLY FEES FEB 2019	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MONTHLY FEES FEB 2019	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MONTHLY FEES FEB 2019	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MONTHLY FEES FEB 2019	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MONTHLY FEES FEB 2019	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MONTHLY FEES FEB 2019	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
wp4i7x1	Replenishment HCRA 2019	0.00	\$152.44	0.00	152.44
	Desc: Replenishment HCRA 2019	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
Vendor Total:			36,289.82	0.00	36,289.82
022703	HILL, MARY	MARY HILL		2/08/2019	64607
DEC'18	Reimb Ret Health Ins	0.00	\$143.08	0.00	143.08
	Desc: Medical Ins Reimbursement DEC	Acct: 10-151-418-0100	Retirees		
JAN'19	Reimb Ret Health Ins	0.00	\$146.67	0.00	146.67



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	Desc: Medical Ins Reimbursement JAN	Acct: 10-151-418-0100	Retirees	
	Vendor Total:		289.75	0.00
				289.75
023464	INDUSTRIAL PROTECTION SERVICES LLC		2/08/2019	64608
154127-00	CAMERA REPAIRS	0.00	\$450.00	0.00
	Desc: CAMERA REPAIRS	Acct: 10-221-331-0300	HAZMAT EQUIPMENT	
	Vendor Total:		450.00	0.00
				450.00
025075	JORDAN EQUIPMENT CO		2/08/2019	64609
P36654	H-4 SHOE FRANK WING	0.00	\$110.72	0.00
	Desc: H-4 SHOE FRANK WING	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES	
	Vendor Total:		110.72	0.00
				110.72
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON	2/08/2019	64610
55473,006692	RETURN CORE DEPOSIT	0.00	\$-70.78	-1.42
	Desc: RETURN CORE DEPOSIT	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES	
55168,007877	H-2 WHITE LITHIUM GRE	0.00	\$77.88	1.56
	Desc: H-2 WHITE LITHIUM GRE	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES	
55168,007864	H-120 FITTINGS	0.00	\$20.95	0.42
	Desc: H-120 FITTINGS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES	
55168,008426	H-7 CAPSUKLE	0.00	\$7.96	0.16
	Desc: H-7 CAPSUKLE	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES	
55168,008953	NAPAGOLD AIR FILTER	0.00	\$43.83	0.88
	Desc: NAPAGOLD AIR FILTER	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES	
55168,008814	RANGER 8 - BATTERY	0.00	\$102.47	2.05
	Desc: RANGER 8 - BATTERY	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES	
55062,006871	AMB -1 PARTS	0.00	\$22.49	0.45
	Desc: AMB -1 PARTS	Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES	
55168,007900	PARTS	0.00	\$47.88	0.96
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES	
55062,006873	AMB -1 PARTS	0.00	\$22.99	0.46
	Desc: AMB -1 PARTS	Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES	
55062,007524	FORRESTRY-PARTS	0.00	\$25.22	0.50
	Desc: FORRESTRY-PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES	
55062,007690	AMB-1 BRAKE ROTOR - REAR	0.00	\$258.06	5.16
	Desc: AMB-1 BRAKE ROTOR - REAR	Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES	
55168,007886	H-7 FILTERS	0.00	\$135.64	2.71
	Desc: H-7 FILTERS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES	
55062,007707	RETURN BRAKE ROTOR	0.00	\$-182.52	-3.65
	Desc: RETURN BRAKE ROTOR	Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES	
55062,007751	AMB - 1 PARTS	0.00	\$61.70	1.23
	Desc: AMB - 1 PARTS	Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES	
55062,008738	FORESTRY - HOSE&FITTINGS	0.00	\$270.54	5.41
	Desc: FORESTRY - HOSE&FITTINGS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES	
55062,008739	RETURN HOSE	0.00	\$-5.93	-0.12
	Desc: RETURN HOSE	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES	
55062,008742	RETURN HOSE	0.00	\$-207.55	-4.15
	Desc: RETURN HOSE	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES	

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55062,009273	AMB 1 - PARTS	0.00	\$18.32	0.37	17.95	
Desc: AMB 1 - PARTS		Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES			
55168,007662	PARTS	0.00	\$25.49	0.51	24.98	
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007691	PARTS	0.00	\$23.49	0.47	23.02	
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007692	CABLE	0.00	\$21.30	0.43	20.87	
Desc: CABLE		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007693	PARTS	0.00	\$46.27	0.93	45.34	
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007694	TENCO BLOWER-BATTERY	0.00	\$199.98	4.00	195.98	
Desc: TENCO BLOWER-BATTERY		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007695	ADAPTER	0.00	\$9.56	0.19	9.37	
Desc: ADAPTER		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007710	CORE RETURN TENCO BLOWER-BATT	0.00	\$-54.00	-1.08	-52.92	
Desc: CORE RETURN TENCO BLOWER-BATTERY		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007777	H-7 PARTS	0.00	\$32.49	0.65	31.84	
Desc: H-7 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007815	H-4 PARTS	0.00	\$152.43	3.05	149.38	
Desc: H-4 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007823	FITTINGS	0.00	\$148.98	2.98	146.00	
Desc: FITTINGS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007879	FUEL FITERS	0.00	\$35.49	0.71	34.78	
Desc: FUEL FITERS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007880	PARTS	0.00	\$31.86	0.64	31.22	
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007882	H-4 FUEL FILTER	0.00	\$26.23	0.52	25.71	
Desc: H-4 FUEL FILTER		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007884	FILTERS	0.00	\$211.74	4.23	207.51	
Desc: FILTERS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007885	PARTS	0.00	\$71.88	1.44	70.44	
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007887	H-1 FILTERS	0.00	\$150.53	3.01	147.52	
Desc: H-1 FILTERS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007888	CAPSULES	0.00	\$13.98	0.28	13.70	
Desc: CAPSULES		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007892	PARTS	0.00	\$25.49	0.51	24.98	
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007937	H-5 BLD GUIDE KIT	0.00	\$13.89	0.28	13.61	
Desc: H-5 BLD GUIDE KIT		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,008250	TENCO BLOWER - PARTS	0.00	\$346.37	6.93	339.44	
Desc: TENCO BLOWER - PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,008256	FUEL FILTER	0.00	\$42.55	0.85	41.70	
Desc: FUEL FILTER		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,007878	H-6 FILTERS	0.00	\$118.27	2.37	115.90	
Desc: H-6 FILTERS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
55168,008439	HORN	0.00	\$16.37	0.33	16.04	
Desc: HORN		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			

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55168,008489	H-2 FUSE KIT	0.00	\$76.36	1.53	74.83
Desc: H-2 FUSE KIT		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,008526	WIPES	0.00	\$51.74	1.03	50.71
Desc: WIPES		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,008624	H-8 PARTS	0.00	\$53.40	1.07	52.33
Desc: H-8 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,008638	H-142 HD BLADE	0.00	\$90.08	1.80	88.28
Desc: H-142 HD BLADE		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,008651	RETURN AIR FILTER	0.00	\$-52.00	-1.04	-50.96
Desc: RETURN AIR FILTER		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,008774	H-8 PARTS	0.00	\$7.96	0.16	7.80
Desc: H-8 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,008858	H-2 PARTS	0.00	\$61.23	1.22	60.01
Desc: H-2 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,008882	H-5 LED MARKER LAMP	0.00	\$14.42	0.29	14.13
Desc: H-5 LED MARKER LAMP		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,008883	H-6 LED MARKER LAMP	0.00	\$28.84	0.58	28.26
Desc: H-6 LED MARKER LAMP		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,009073	WIPER	0.00	\$-51.74	-1.03	-50.71
Desc: WIPER		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,009138	H-4 TUBING	0.00	\$34.92	0.70	34.22
Desc: H-4 TUBING		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,009529	WASH BAY - FIRE HOSE	0.00	\$21.98	0.44	21.54
Desc: WASH BAY - FIRE HOSE		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55473,009179	ZAMBONI - PARTS	0.00	\$20.86	0.42	20.44
Desc: ZAMBONI - PARTS		Acct: 10-530-320-0000	EQUIP OPERATION & MAINT		
55534,007706	W-3 OIL	9.79	\$9.99	0.20	9.79
Desc: W-3 OIL		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
55534,007889	W-3 OIL	9.79	\$9.99	0.20	9.79
Desc: W-3 OIL		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
55534,007897	FILTERS	75.39	\$76.93	1.54	75.39
Desc: FILTERS		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
55534,008482	Filters & Wiper Blade	25.00	\$25.51	0.51	25.00
Desc: Filters & Wiper Blade		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
55534,008613	OIL & GAS	28.90	\$29.49	0.59	28.90
Desc: OIL & GAS		Acct: 60-962-320-0100	EQUIP OPERATION/MAINT-GENERAL		
55534,008913	W-10 PARTS	17.10	\$17.45	0.35	17.10
Desc: W-10 PARTS		Acct: 60-961-321-0000	REPAIRS & MAINT-VEHICLES		
55168,007876	H-7 PARTS	0.00	\$38.72	0.77	37.95
Desc: H-7 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			2,925.92	58.54	2,867.38
025229	KEELING, SIMON	SIMON KEELING		2/08/2019	64611
PO#4461	Reimburse clothing allowance	0.00	\$249.42	0.00	249.42
Desc: Reimburse clothing allowance		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			249.42	0.00	249.42
026775	LAMOUREUX, ERIC J	ERIC J LAMOUREUX		2/08/2019	64612

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JAN'19	1/2 of Prorated UVAC Membership	22.58	\$22.58	0.00	22.58
Desc: 1/2 of Prorated UVAC Membership		Acct: 65-963-313-0000	MEMBERSHIP DUES		
	Vendor Total:		22.58	0.00	22.58
027380	LEBANON FORD		2/08/2019		64613
74634	AMB 1 PARTS	0.00	\$725.01	0.00	725.01
Desc: AMB 1 PARTS		Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES		
	Vendor Total:		725.01	0.00	725.01
027720	LEIVA, RAMON	RAMON LEIVA	2/08/2019		64614
7	FUTSAL INDOOR SOCCER PROG	0.00	\$225.00	0.00	225.00
Desc: FUTSAL INDOOR SOCCER PROG		Acct: 10-515-318-0000	CONTRACTED SERVICES		
	Vendor Total:		225.00	0.00	225.00
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY	2/08/2019		64615
4484213,17626	OIL 1599.9G@\$2.749 142 IZZO PL	4,414.13	\$4,414.13	0.00	4,414.13
Desc: OIL 1599.9G@\$2.749 142 IZZO PL		Acct: 65-963-327-0000	BUILDING HEAT		
4484213,45843	OIL 2000.1G@\$2.749 319 LATHAM WKS	5,518.27	\$5,518.27	0.00	5,518.27
Desc: OIL 2000.1G@\$2.749 319 LATHAM WKS L		Acct: 60-961-327-0000	BUILDING HEAT		
4484213,7029	OIL 2000.1G@\$2.749 319 LATHAM WKS	5,518.27	\$5,518.27	0.00	5,518.27
Desc: OIL 2000.1G@\$2.749 319 LATHAM WKS L		Acct: 60-961-327-0000	BUILDING HEAT		
4935943,28726	SERVICE CALL 200 CRANBERRY LN	208.64	\$208.64	0.00	208.64
Desc: SERVICE CALL 200 CRANBERRY LN		Acct: 50-952-318-0000	CONTRACTED SERVICES		
4935943,84334	PROPANE 249.8G@\$1.716 LIBRARY	0.00	\$428.66	0.00	428.66
Desc: PROPANE 249.8G@\$1.716 LIBRARY		Acct: 10-524-327-0000	BUILDING HEAT		
4935943,559279	PROPANE 96.1G@\$1.716 DEPOT ST	264.91	\$264.91	0.00	264.91
Desc: PROPANE 96.1G@\$1.716 DEPOT ST		Acct: 60-962-327-0000	BUILDING HEAT		
	Vendor Total:		16,352.88	0.00	16,352.88
028460	LUCKY'S TRAILER SALES, INC		2/08/2019		64616
PR100280	FORESTRY - PARTS	0.00	\$204.60	0.00	204.60
Desc: FORESTRY - PARTS		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		204.60	0.00	204.60
029096	MANBY, C ROBERT JR, PC	LAW OFFICE OF C ROBERT MANBY JR PC	2/08/2019		64617
4315	BASEBALL 32-14	0.00	\$250.00	0.00	250.00
Desc: BASEBALL 32-14		Acct: 10-527-318-0000	CONTRACTED SERVICES		
4319	TAX SALE 11/17 11-19	0.00	\$500.00	0.00	500.00
Desc: TAX SALE 11/17 11-19		Acct: 10-141-318-0000	CONTRACTED SERVICES		
4316	CITIZENS/CO-OP 37-14	0.00	\$662.50	0.00	662.50
Desc: CITIZENS/CO-OP 37-14		Acct: 10-141-318-0000	CONTRACTED SERVICES		
	Vendor Total:		1,412.50	0.00	1,412.50
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC	2/08/2019		64618
I63105557	OFFICE SUPPLIES	0.00	\$21.17	0.00	21.17
Desc: OFFICE SUPPLIES		Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
I63041906	2500 ENVELOPES	0.00	\$119.75	0.00	119.75
Desc: 2500 ENVELOPES		Acct: 10-171-323-0000	MATERIAL & SUPPLIES		

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I63002108	PAPER	0.00	\$31.93	0.00	31.93
Desc: PAPER		Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
I63098576	WATER	13.08	\$13.08	0.00	13.08
Desc: WATER		Acct: 30-975-328-0000	WATER		
I63053252	FILES	0.00	\$94.98	0.00	94.98
Desc: FILES		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
I62379449	CHAIR	0.00	\$198.65	0.00	198.65
Desc: CHAIR		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
I63008351	4-Drawer Lateral File Cabinet	0.00	\$718.00	0.00	718.00
Desc: 4-Drawer Lateral File Cabinet		Acct: 10-151-331-0000	DEPARTMENT EQUIPMENT		
I62871537	4 INK CART	158.36	\$158.36	0.00	158.36
Desc: 4 INK CART		Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
Desc: 4 INK CART		Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
I62923799	WATER	9.98	\$9.98	0.00	9.98
Desc: WATER		Acct: 30-971-328-0000	WATER		
Desc: WATER		Acct: 30-975-328-0000	WATER		
I62904317	Stampers	0.00	\$182.97	0.00	182.97
Desc: Stampers		Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
I62875714	OFFICE SUPPLIES	0.00	\$47.22	0.00	47.22
Desc: OFFICE SUPPLIES		Acct: 10-622-323-0000	MATERIAL & SUPPLIES		
I63182230	STAMP	0.00	\$64.99	0.00	64.99
Desc: STAMP		Acct: 10-171-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,661.08	0.00	1,661.08
030048	MCFARLAND-JOHNSON, INC			2/08/2019	64619
41	ROUNDAABOUT 09.28.2018	5,752.43	\$5,752.43	0.00	5,752.43
Desc: ROUNDAABOUT 09.28.2018		Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
Vendor Total:			5,752.43	0.00	5,752.43
031390	MODERN CLEANERS & TAILORS INC			2/08/2019	64620
JAN'19	DRY CLEANING JAN'19	0.00	\$640.25	0.00	640.25
Desc: Jan Dry Cleaning		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
Desc: Jan Dry Cleaning		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			640.25	0.00	640.25
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC		2/08/2019	64621
IN1301529	COLLAR INSIGNIA	0.00	\$72.85	0.00	72.85
Desc: COLLAR INSIGNIA		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
Vendor Total:			72.85	0.00	72.85
032995	NETWORKFLEET, INC	NETWORKFLEET, INC		2/08/2019	64622
OSV000001677306	MONTHLY SERVICE FEE - JAN'19	0.00	\$798.35	0.00	798.35
Desc: MONTHLY SERVICE FEE - JAN'19		Acct: 10-181-318-0000	CONTRACTED SERVICES		
Vendor Total:			798.35	0.00	798.35
033190	NEW ENGLAND ASSOC OF			2/08/2019	64623
2019	MEMBERSHIP DUES 2019	0.00	\$80.00	0.00	80.00
Desc: MEMBERSHIP DUES 2019		Acct: 10-211-313-0000	MEMBERSHIP DUES		

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Vendor Total:			80.00	0.00	80.00
034875	NORTHEAST MAILING SYSTEMS, LLC			2/08/2019	64624
356262	Folding Machine Annual Maintenance	880.00	\$1,100.00	0.00	1,100.00
Desc:	Folding Machine Annual Maintenance	Acct: 10-171-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	Folding Machine Annual Maintenance	Acct: 50-955-323-0000	MATERIAL & SUPPLIES		
Desc:	Folding Machine Annual Maintenance	Acct: 55-955-323-0000	MATERIALS & SUPPLIES		
Desc:	Folding Machine Annual Maintenance	Acct: 60-965-323-0000	MATERIAL & SUPPLIES		
Desc:	Folding Machine Annual Maintenance	Acct: 65-965-323-0000	MATERIALS & SUPPLIES		
356674	POSTAGE SEALANT	0.00	\$35.93	0.00	35.93
Desc:	POSTAGE SEALANT	Acct: 10-161-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,135.93	0.00	1,135.93
035000	NORTHEAST WASTE SERVICES	CASELLA WASTE SYSTEMS		2/08/2019	64625
0465149	CURBSIDE RECYC - JAN'19	17,392.93	\$17,392.93	0.00	17,392.93
Desc:	Curbside Recy Monthly Chrg Jan'18-L	Acct: 30-931-318-0000	CONTRACTED SERVICES		
Desc:	Curbside Recyc Disp Zero Sort Jan'1	Acct: 30-931-318-0000	CONTRACTED SERVICES		
0465081	MSW/RECYCL JAN'19	2,099.56	\$2,099.56	0.00	2,099.56
Desc:	MSW Transport Jan'19-LF	Acct: 30-974-318-0000	CONTRACTED SERVICES		
Desc:	Recycling Process Jan'18-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Desc:	Reycling Transport Jan'19-LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			19,492.49	0.00	19,492.49
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES		2/08/2019	64626
9600291752JAN'19	TRASH PICK UP - WABA	0.00	\$236.53	0.00	236.53
Desc:	TRASH PICK UP - WABA	Acct: 10-530-318-0000	CONTRACTED SERVICES		
9600004148JAN'19	TRASH PICK-UP JAN'19-BUGBEE	0.00	\$162.50	0.00	162.50
Desc:	TRASH PICK-UP JAN'19-BUGBEE	Acct: 10-421-318-0000	CONTRACTED SERVICES		
9600004122JAN'19	TRASH PICK-UP JAN'19 - TH	0.00	\$250.16	0.00	250.16
Desc:	TRASH PICK-UP JAN'19 - TH	Acct: 10-161-318-0000	CONTRACTED SERVICES		
9600004155JAN'19	TRASH PICK-UP - JAN'19	0.00	\$178.33	0.00	178.33
Desc:	TRASH PICK-UP - JAN'19	Acct: 10-221-318-0000	CONTRACTED SERVICES		
Desc:	TRASH PICK-UP - JAN'19	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc:	TRASH PICK-UP - JAN'19	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			827.52	0.00	827.52
035350	K.R. NOTT TRUCKING & SNOW REMOVAL	K. R. NOTT TRUCKING		2/08/2019	64627
138	December plowing of Bugbee Center	0.00	\$620.00	0.00	620.00
Desc:	December plowing of Bugbee Center	Acct: 10-421-318-0000	CONTRACTED SERVICES		
159	Plowing Legion lot - JAN'19	0.00	\$5,685.00	0.00	5,685.00
Desc:	Plowing Legion lot - JAN'19	Acct: 10-312-318-0000	CONTRACTED SERVICES		
161	Plowing Bugbee senior center-JAN'19	0.00	\$2,050.00	0.00	2,050.00
Desc:	Plowing Bugbee senior center-JAN'19	Acct: 10-421-318-0000	CONTRACTED SERVICES		
160	Plowing Municipal Building - JAN'19	0.00	\$2,520.00	0.00	2,520.00
Desc:	Plowing Municipal Building - JAN'19	Acct: 10-312-318-0000	CONTRACTED SERVICES		
139	Plowing Quechee Visitor Center DEC	0.00	\$920.00	0.00	920.00
Desc:	Plowing Quechee Visitor Center DEC	Acct: 10-312-318-0000	CONTRACTED SERVICES		
136	Plowing Legion Parking Lot-DEC'18	0.00	\$1,745.00	0.00	1,745.00

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137	Desc: Plowing Legion Parking Lot-DEC'18	Acct: 10-312-318-0000	CONTRACTED SERVICES		
	Plowing Municipal Building-DEC'18	0.00	\$720.00	0.00	720.00
162	Desc: Plowing Municipal Building-DEC'18	Acct: 10-312-318-0000	CONTRACTED SERVICES		
	Plowing Quechee Visitor Center	0.00	\$2,165.00	0.00	2,165.00
	Desc: Plowing Quechee Visitor Center	Acct: 10-312-318-0000	CONTRACTED SERVICES		
Vendor Total:			16,425.00	0.00	16,425.00
035550	NUNEZ, JOHN T	JOHN T NUNEZ		2/08/2019	64628
FEB'19	Feb 2019 Reimb Ret Health Ins	0.00	\$229.17	0.00	229.17
	Desc: Feb 2019 Reimb Ret Health Ins	Acct: 10-511-418-0100	Retiree Health Insurance		
Vendor Total:			229.17	0.00	229.17
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE		2/08/2019	64629
26916	INSPECTIONS JAN'19	0.00	\$2.21	0.00	2.21
	Desc: INSPECTIONS JAN'19	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			2.21	0.00	2.21
036770	PECK ELECTRIC COMPANY	PECK ELECTRIC COMPANY		2/08/2019	64630
045694	SOLAR CREDITS JAN'19	1,578.92	\$1,578.92	0.00	1,578.92
	Desc: SOLAR CREDITS JAN'19	Acct: 65-963-329-0000	ELECTRICITY		
Vendor Total:			1,578.92	0.00	1,578.92
037276	PETE'S TIRE BARNS, INC			2/08/2019	64631
257371	W-10 TIRE REPAIR	31.00	\$31.00	0.00	31.00
	Desc: W-10 TIRE REPAIR	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			31.00	0.00	31.00
037282	PETERBOROUGH, TOWN OF	TOWN OF PETERBOROUGH		2/08/2019	64632
777	NNERPC HOTEL COST SHARE REIMBL	0.00	\$473.72	0.00	473.72
	Desc: NNERPC HOTEL COST SHARE REIMBURSMNT	Acct: 10-511-311-0000	TRAVEL & MEETINGS		
Vendor Total:			473.72	0.00	473.72
037551	PITNEY BOWES INC	PURCHASE POWER		2/08/2019	64633
JAN'19	POSTAGE JAN'19	51.77	\$1,005.00	0.00	1,005.00
	Desc: Postage	Acct: 10-121-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-171-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-151-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-511-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-622-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-175-322-0000	POSTAGE		
	Desc: Postage	Acct: 10-174-322-0000	POSTAGE		
	Desc: Postage	Acct: 50-955-322-0000	POSTAGE		
	Desc: Postage	Acct: 30-975-322-0000	POSTAGE		
Vendor Total:			1,005.00	0.00	1,005.00
037700	POND TECHNICAL SALES, INC			2/08/2019	64634
CD99011152	Sensors for White River wet well	1,087.61	\$1,087.61	0.00	1,087.61
	Desc: Sensors for White River wet well	Acct: 60-961-320-0100	EQUIP OPERATION/MAINT-GENERAL		

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Vendor Total:			1,087.61	0.00	1,087.61
038188	LL POTWIN SERVICES	L.L. POTWIN SERVICES	2/08/2019		64635
6660	Cleaning Services JAN'19	0.00	\$2,405.00	0.00	2,405.00
	Desc: Cleaning Services JAN'19	Acct: 10-161-318-0000	CONTRACTED SERVICES		
6659	CLEANING SERVICES - JAN'19 - DPW	0.00	\$1,320.00	0.00	1,320.00
	Desc: CLEANING SERVICES - JAN'19 - DPW	Acct: 10-325-318-0000	CONTRACT SERVICES		
6657	JAN'19 CLEANING SERVICES - LIB	0.00	\$375.00	0.00	375.00
	Desc: JAN'19 CLEANING SERVICES - LIB	Acct: 10-524-318-0000	CONTRACTED SERVICES		
6658	CLEANING SERVICES JAN'19	0.00	\$1,387.00	0.00	1,387.00
	Desc: January month services	Acct: 10-211-318-0000	CONTRACTED SERVICES		
	Desc: January monthly services	Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			5,487.00	0.00	5,487.00
039250	RADIO NORTH GROUP INC		2/08/2019		64636
24140601	Repair radio	0.00	\$528.00	0.00	528.00
	Desc: Repair radio	Acct: 10-211-320-0100	EQUIP OPERATION/COMMUNICATION		
24140602	UNIVERSAL HOLSTER	0.00	\$122.00	0.00	122.00
	Desc: UNIVERSAL HOLSTER	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			650.00	0.00	650.00
040055	PELTIER, THOMAS	THOMAS G. PELTIER	2/08/2019		64637
JAN'19	REIMBURSEMENT MILEAGE JAN'19	0.00	\$154.86	0.00	154.86
	Desc: REIMBURSEMENT MILEAGE JAN'19	Acct: 10-221-311-0000	TRAVEL & MEETINGS		
Vendor Total:			154.86	0.00	154.86
040075	R.H. SCALES CO, INC	R.H. SCALES CO, INC	2/08/2019		64638
6-090658	SAMP GEL-CELL	0.00	\$31.18	0.00	31.18
	Desc: SAMP GEL-CELL	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
6-090390	RUNNING BOARDS FOR TRUCK	259.53	\$259.53	0.00	259.53
	Desc: RUNNING BOARDS FOR TRUCK	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			290.71	0.00	290.71
040375	RICKER, ALLYN	ALLYN RICKER	2/08/2019		64639
FEB'19	Feb 2019 Reimb Ret Health Ins	0.00	\$178.80	0.00	178.80
	Desc: Feb 2019 Reinburs Ret Health Ins	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			178.80	0.00	178.80
040751	ROGERS, LARRY	LARRY ROGERS	2/08/2019		64640
FEB'19	Feb 2019 Reimb Ret Health Ins	199.50	\$199.50	0.00	199.50
	Desc: Feb 2019 Reimb Ret Health Ins	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			199.50	0.00	199.50
041600	SANEL AUTO PARTS CO	SANEL AUTO PARTS CO	2/08/2019		64641
05LE5449	PARTS	0.00	\$97.26	0.00	97.26
	Desc: PARTS	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			97.26	0.00	97.26



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043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS	2/08/2019		64642
4801323	INTERNET	304.50	\$304.50	0.00	304.50
Desc: INTERNET		Acct: 72-271-318-7003	COMMUNICATIONS GRANT #202		
Vendor Total:			304.50	0.00	304.50
044250	STEVE'S BAIT SHOP		2/08/2019		64643
01-31-19	150 NETS FOR DEWE'S POND KID'S DI	0.00	\$135.00	0.00	135.00
Desc: 150 NETS FOR DEWE'S POND KID'S DERB		Acct: 10-516-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			135.00	0.00	135.00
044400	STOCKMAN, WANDA	WANDA STOCKMAN	2/08/2019		64644
JAN'19	January'19 Mileage Reimbursement-LF	88.16	\$88.16	0.00	88.16
Desc: January'19 Mileage Reimbursement-LF		Acct: 30-975-311-0000	TRAVEL & MEETINGS		
Vendor Total:			88.16	0.00	88.16
045484	TELEPHONE & NETWORK TECHNOLOGIES		2/08/2019		64645
701354 - 2	87% TELEPHONE SYSTEM REPLACEM	0.00	\$14,559.90	0.00	14,559.90
Desc: 87% TELEPHONE SYSTEM REPLACEMENT		Acct: 10-181-330-0000	OFFICE EQUIPMENT		
1762	TELEPHONES - MISC MATERIALS	0.00	\$1,509.60	0.00	1,509.60
Desc: 1 Adtran 3430 for Town Hall		Acct: 10-181-324-0000	TELEPHONE		
Desc: Adtran portion for Town Hall Phone		Acct: 10-151-324-0000	TELEPHONE		
Desc: Adtran portion for phone usage		Acct: 10-511-324-0000	TELEPHONE		
Desc: Adtran portion for Phone Usage		Acct: 10-622-324-0000	TELEPHONE		
Desc: Adtran usage for town hall		Acct: 10-121-324-0000	TELEPHONE		
Desc: Adtran usage for town hall		Acct: 10-174-330-0000	OFFICE EQUIPMENT		
Desc: adtran usage for town Hall		Acct: 10-171-324-0000	TELEPHONE		
Desc: Adtran usage for Public Safety		Acct: 10-211-324-0000	TELEPHONE		
Desc: Adtran Usage for Public Safety		Acct: 10-221-324-0000	TELEPHONE		
Vendor Total:			16,069.50	0.00	16,069.50
046945	TUSTIN, HANNAH	HANNAH TUSTIN	2/08/2019		64646
PO#4465	REIMBURSEMENT HOTEL ROOM	108.95	\$108.95	0.00	108.95
Desc: REIMBURSEMENT HOTEL ROOM		Acct: 50-955-311-0000	TRAVEL & MEETINGS		
Vendor Total:			108.95	0.00	108.95
047095	UFO PARTY RENTALS, LLC	UFO PARTY RENTALS, LLC	2/08/2019		64647
02-08-19	PHOTO BOOTH - FATHER DAUGHTER	0.00	\$399.99	0.00	399.99
Desc: PHOTO BOOTH - FATHER DAUGHTER DANCE		Acct: 10-516-318-0000	CONTRACTED SERVICES		
Vendor Total:			399.99	0.00	399.99
047150	UNIFIRST CORPORATION		2/08/2019		64648
0354338776	MATS	0.00	\$89.68	0.00	89.68
Desc: MATS		Acct: 10-221-318-0000	CONTRACTED SERVICES		
Vendor Total:			89.68	0.00	89.68
047190	USA BLUEBOOK	USA BLUEBOOK	2/08/2019		64649
796999	ELECTRODE STORAGE SOLUTION	69.70	\$69.70	0.00	69.70
Desc: ELECTRODE STORAGE SOLUTION		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		

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Vendor Total:			69.70	0.00	69.70
047300	UNITED STATES POSTAL SERVICE			2/08/2019	64650
PO#4477	POSTAGE	837.00	\$837.00	0.00	837.00
Desc:	Hartford Bills-WRJ & Wilder Late	Acct: 50-955-322-0000	POSTAGE		
Desc:	Quechee water bills	Acct: 55-955-322-0000	POSTAGE		
Desc:	Quechee Sewer Bills	Acct: 65-965-322-0000	POSTAGE		
Desc:	Hartford Bills-WRJ & Wilder late	Acct: 60-965-322-0000	POSTAGE		
Vendor Total:			837.00	0.00	837.00
048249	VALLEY NEWS	VALLEY NEWS		2/08/2019	64651
484869	NEWSPAPERS	0.00	\$2.25	0.00	2.25
Desc:	NEWSPAPERS	Acct: 10-121-318-0510	WELCOME CENTER - INVENTORY PU		
481975	Newspapers	0.00	\$2.25	0.00	2.25
Desc:	Newspapers	Acct: 10-121-318-0510	WELCOME CENTER - INVENTORY PU		
Vendor Total:			4.50	0.00	4.50
048250	VALLEY NEWS	VALLEY NEWS		2/08/2019	64652
JAN'19	VALLEY NEWS ADS - JAN 2019	0.00	\$647.93	0.00	647.93
Desc:	AD#473410 HTFD VOTERS	Acct: 10-115-101-0600	TOWN MEETING COMMITTEE		
Desc:	AD#473410 HTFD VOTERS	Acct: 10-013-100-0000	EXCHANGES PAYABLE		
Desc:	AD#473782 2019 TOWN MEETING	Acct: 10-131-312-0000	ADVERTISING		
Desc:	DISCOUNT	Acct: 10-131-312-0000	ADVERTISING		
Desc:	AD#473882 ENERGY CHAPTER UPDATE	Acct: 10-622-312-0000	ADVERTISING		
Vendor Total:			647.93	0.00	647.93
048617	VERMONT ELEVATOR INSPECTION			2/08/2019	64653
25404	INSPECTION	0.00	\$100.00	0.00	100.00
Desc:	INSPECTION	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Desc:	INSPECTION	Acct: 10-211-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			100.00	0.00	100.00
048950	VERMONT ASSOC OF CHIEFS OF POLICE	VERMONT ASSOC OF CHIEFS OF POLICE		2/08/2019	64654
'19 Vail	Membership Dues	0.00	\$50.00	0.00	50.00
Desc:	Membership Dues	Acct: 10-211-313-0000	MEMBERSHIP DUES		
'19 Kasten	Membership Dues	0.00	\$1,000.00	0.00	1,000.00
Desc:	Membership Dues	Acct: 10-211-313-0000	MEMBERSHIP DUES		
Vendor Total:			1,050.00	0.00	1,050.00
049980	VHV COMPANY	VHV COMPANY		2/08/2019	64655
69357	VHV services	0.00	\$1,306.50	0.00	1,306.50
Desc:	VHV services	Acct: 10-161-318-0000	CONTRACTED SERVICES		
69191	HVAC services	0.00	\$1,470.82	0.00	1,470.82
Desc:	HVAC services	Acct: 10-161-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,777.32	0.00	2,777.32
050045	XYLEM WATER SOLUTIONS U.S.A. INC	XYLEM WATER SOLUTIONS U.S.A. INC		2/08/2019	64656
3556A49882	EQ pump at Quechee Waste Water Plan	2,198.00	\$2,198.00	0.00	2,198.00

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: EQ pump at Quechee Waste Water Plan	Acct: 65-963-321-0200	REPAIRS & MAINT - MAINS		
	Vendor Total:		2,198.00	0.00	2,198.00
050455	VERMONT LIFE SAFETY LLC		2/08/2019		64657
35302	STATION 1 FIRE ALARM INSPECTION	0.00	\$596.00	0.00	596.00
	Desc: STATION 1 FIRE ALARM INSPECTION	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
	Vendor Total:		596.00	0.00	596.00
051347	VERMONT, STATE OF	STATE OF VERMONT	2/08/2019		64658
ECCHER'19	OP CERTIF APPLIC FEE	80.00	\$80.00	0.00	80.00
	Desc: OP CERTIF APPLIC FEE	Acct: 50-954-313-0000	MEMBERSHIP DUES		
EASTMAN'19	OP CERTIF APPLIC FEE	80.00	\$80.00	0.00	80.00
	Desc: OP CERTIF APPLIC FEE	Acct: 50-955-313-0000	MEMBERSHIP DUES		
	Desc: OP CERTIF APPLIC FEE	Acct: 55-955-313-0000	MEMBERSHIP DUES		
DELISLE'19	OP CERTIF APPLIC FEE	80.00	\$80.00	0.00	80.00
	Desc: OP CERTIF APPLIC FEE	Acct: 55-954-313-0000	MEMBERSHIP DUES		
SEELEY'19	OP CERTIF APPLIC FEE	80.00	\$80.00	0.00	80.00
	Desc: OP CERTIF APPLIC FEE	Acct: 55-954-313-0000	MEMBERSHIP DUES		
KENNY'19	OP CERTIF APPLIC FEE	80.00	\$80.00	0.00	80.00
	Desc: OP CERTIF APPLIC FEE	Acct: 50-954-313-0000	MEMBERSHIP DUES		
	Vendor Total:		400.00	0.00	400.00
051375	VERMONT DEPT ENVIRONMENTAL CONS	STATE OF VERMONT	2/08/2019		64659
3150-9010.R JAN'19	Permit - Agri-Mark Subdivision	0.00	\$2,624.00	0.00	2,624.00
	Desc: Permit - Agri-Mark Subdivision	Acct: 10-325-317-0000	PERMITS AND LICENSES		
	Vendor Total:		2,624.00	0.00	2,624.00
051377	VERMONT, STATE OF	STATE OF VERMONT	2/08/2019		64660
PERMIT 2019-2	PERMIT APPLICATION	1,075.80	\$1,075.80	0.00	1,075.80
	Desc: Wetlands Application for Bike Ped P	Acct: 70-623-318-7022	CONTRACTED SERVICE(STP EH10(1E		
	Vendor Total:		1,075.80	0.00	1,075.80
051943	VISION SERVICE PLAN	VISION SERVICE PLAN	2/08/2019		64661
FEB'19	Vision Insurance Feb'19	0.00	\$2,074.80	0.00	2,074.80
	Desc: Vision Insurance Feb'19	Acct: 10-012-300-0225	ACCRUED VISION INSURANCE PAYAI		
	Vendor Total:		2,074.80	0.00	2,074.80
052300	WEBB, F W COMPANY	F W WEBB COMPANY	2/08/2019		64662
61622728	FORESTRY - PARTS	0.00	\$145.82	0.00	145.82
	Desc: FORESTRY - PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
61528054	RETURN FORESTRY PARTS	0.00	\$-124.18	0.00	-124.18
	Desc: RETURN FORESTRY PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
61635243	MATERIALS FOR SUGAR HILL PUMP S	28.17	\$28.17	0.00	28.17
	Desc: MATERIALS FOR SUGAR HILL PUMP STN	Acct: 55-954-321-0100	REPAIRS & MAINT - BUILDING		
	Vendor Total:		49.81	0.00	49.81
052384	WELLS RIVER SAVINGS BANK		2/08/2019		64663

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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.
02-06-19	REFUND - OVERPAYMENT OF TAXES	0.00	\$1,446.26	0.00	1,446.26
Desc: REFUND - OVERPAYMENT OF TAXES	Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
Vendor Total:			1,446.26	0.00	1,446.26
052677	WFCA: THE DAILY DISPATCH			2/08/2019	64664
2018-1276	JOB AD - ASST. FIRE CHIEF	0.00	\$575.00	0.00	575.00
Desc: JOB AD - ASST. FIRE CHIEF	Acct: 10-221-312-0000		ADVERTISING		
Vendor Total:			575.00	0.00	575.00
053150	SWISH WHITE RIVER LTD			2/08/2019	64665
W293145	CLEANING SUPPLIES - WABA	0.00	\$106.21	0.00	106.21
Desc: CLEANING SUPPLIES - WABA	Acct: 10-530-323-0000		MATERIAL & SUPPLIES		
W293316	LAUNDRY DETERGENT	0.00	\$87.53	0.00	87.53
Desc: LAUNDRY DETERGENT	Acct: 10-221-323-0000		MATERIAL & SUPPLIES		
9034513	RETURN - CLEANING MATERIALS	0.00	\$-23.65	0.00	-23.65
Desc: RETURN - CLEANING MATERIALS	Acct: 10-421-323-0000		MATERIAL & SUPPLIES		
W293916	CLEANING SUPPLIES	0.00	\$73.23	0.00	73.23
Desc: CLEANING SUPPLIES	Acct: 10-530-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			243.32	0.00	243.32
053695	WIND RIVER ENVIRONMENTAL LLC			2/08/2019	64666
4117926	Sludge Hauling from Quechee	660.00	\$660.00	0.00	660.00
Desc: Sludge Hauling from Quechee	Acct: 65-963-318-0000		CONTRACTED SERVICES		
Vendor Total:			660.00	0.00	660.00
054040	WINDSOR RECREATION DEPARTMENT			2/08/2019	64667
02-01-19	WINDSOR BASKETBALL TOURNAMEN	0.00	\$75.00	0.00	75.00
Desc: WINDSOR BASKETBALL TOURNAMENT	Acct: 10-514-313-0000		MEMBERSHIP DUES		
Vendor Total:			75.00	0.00	75.00
055051	YANKEE GENERATOR INC			2/08/2019	64668
3086	FUEL LINE & FILTERS	440.15	\$440.15	0.00	440.15
Desc: FUEL LINE & FILTERS	Acct: 60-962-318-0000		CONTRACTED SERVICES		
3065	PARTS & LABOR FOR GENERATOR	616.02	\$616.02	0.00	616.02
Desc: PARTS & LABOR FOR GENERATOR	Acct: 55-953-321-0100		REPAIRS & MAINT-BUILDING		
Vendor Total:			1,056.17	0.00	1,056.17
059772	SHARPENING SHED INC. (THE)	THE SHARPENING SHED INC		2/08/2019	64669
17233	ZAMBONI KNIFE	0.00	\$39.00	0.00	39.00
Desc: ZAMBONI KNIFE	Acct: 10-530-320-0000		EQUIP OPERATION & MAINT		
17215	ZAMBONI KNIVES	0.00	\$73.00	0.00	73.00
Desc: ZAMBONI KNIVES	Acct: 10-530-320-0000		EQUIP OPERATION & MAINT		
17163	ZAMBONI KNIFE	0.00	\$39.00	0.00	39.00
Desc: ZAMBONI KNIFE	Acct: 10-530-320-0000		EQUIP OPERATION & MAINT		
Vendor Total:			151.00	0.00	151.00
059847	COUTERMARSH, TOM	TOM COUTERMARSH		2/08/2019	64670

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FEB'19	Feb 2019 Reimb Ret Health Ins	402.30	\$402.30	0.00	402.30
Desc: Feb 2019 Reimb Ret Health Ins	Acct: 50-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: Feb 2019 Reimb Ret Health Ins	Acct: 55-955-418-0100		RETIREE HEALTH INSURANCE		
Desc: Feb 2019 Reimb Ret Health Ins	Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
Desc: Feb 2019 Reimb Ret Health Ins	Acct: 65-965-418-0100		RETIREE HEALTH INSURANCE		
Vendor Total:			402.30	0.00	402.30
059855	PENN VALLEY PUMP CO., INC.		2/08/2019		64671
12586	PARTS FOR SLUDGE PUMPS	3,575.00	\$3,575.00	0.00	3,575.00
Desc: Sludge pump rebuild kit	Acct: 60-961-320-0100		EQUIP OPERATION/MAINT-GENERAL		
Desc: Sludge pump rebuild kit	Acct: 65-963-320-0100		EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			3,575.00	0.00	3,575.00
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC		2/08/2019		64672
IN278697	COPIER METER DEC'18 - PD	0.00	\$21.41	0.00	21.41
Desc: COPIER METER DEC'18 - PD	Acct: 10-211-318-0000		CONTRACTED SERVICES		
Desc: COPIER METER DEC'18 - PD	Acct: 10-271-320-0000		EQUIP OPERATION/MAINT-OFFICE		
IN272444	COPIER METER NOV'18 - FD	0.00	\$52.66	0.00	52.66
Desc: COPIER METER NOV'18 - FD	Acct: 10-221-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			74.07	0.00	74.07
060124	HARTFORD SOLARFIELD, LLC	HARTFORD SOLARFIELD, LLC	2/08/2019		64673
310008	SOLAR ARAY JAN'19	3,335.64	\$7,942.00	0.00	7,942.00
Desc: SOLAR ARAY JAN'19 - WABA	Acct: 10-530-329-0000		ELECTRICITY		
Desc: SOLAR ARAY JAN'19 - WILDER WELL	Acct: 50-952-329-0000		ELECTRICITY		
Desc: SOLAR ARAY JAN'19 - T.H.	Acct: 10-161-329-0000		ELECTRICITY		
Desc: SOLAR ARAY JAN'19 - LAKE PINNEO	Acct: 55-953-329-0000		ELECTRICITY		
Desc: SOLAR ARAY JAN'19 - BUGBEE	Acct: 10-421-329-0000		ELECTRICITY / GAS		
Desc: SOLAR ARAY JAN'19 - LF	Acct: 30-971-329-0000		ELECTRICITY		
Vendor Total:			7,942.00	0.00	7,942.00
060306	TARGET SOLUTIONS LLC	TARGET SOLUTIONS LLC	2/08/2019		64674
TSINV00000029044	ANNUAL MAINTENANCE-MEMBERSHIP	0.00	\$3,830.30	0.00	3,830.30
Desc: ANNUAL MAINTENANCE-MEMBERSHIP	Acct: 10-221-318-0000		CONTRACTED SERVICES		
Vendor Total:			3,830.30	0.00	3,830.30
500056	MASCOMA SAVINGS BANK	MASCOMA SAVINGS BANK	2/08/2019		64675
216664	REFUND - OVERPAYMENT OF TAXES	0.00	\$271.36	0.00	271.36
Desc: REFUND - OVERPAYMENT OF TAXES	Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
Vendor Total:			271.36	0.00	271.36
500734	OAK KNOLL COLONIAL DRIVE LP		2/08/2019		64676
401/506	REFUND - OVERPAYMENT OF TAXES	0.00	\$2,670.97	0.00	2,670.97
Desc: REFUND - OVERPAYMENT OF TAXES	Acct: 10-003-100-0000		CURRENT TAXES RECEIVABLE		
Vendor Total:			2,670.97	0.00	2,670.97
500849	SUGARBUSH FARM		2/08/2019		64677
272174.349518	SUPPLIES - WELCOME CTR	0.00	\$134.00	0.00	134.00

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: SUPPLIES - WELCOME CTR	Acct: 10-121-318-0510	WELCOME CENTER - INVENTORY PU		
	Vendor Total:		134.00	0.00	134.00
500866	DAVIS J., ZACHARY	ZACHARY J. DAVIS	2/08/2019		64678
02-08-19	DJ PACKAGE	0.00	\$300.00	0.00	300.00
	Desc: DJ PACKAGE	Acct: 10-516-318-0000	CONTRACTED SERVICES		
	Vendor Total:		300.00	0.00	300.00
500894	SECURSHRED	SECURSHRED	2/08/2019		64679
295766	SHREDING SERVICES	0.00	\$20.00	0.00	20.00
	Desc: SHREDING SERVICES	Acct: 10-325-318-0000	CONTRACT SERVICES		
	Vendor Total:		20.00	0.00	20.00
500933	MAINE METRO INC	BART RACE SERVICE	2/08/2019		64680
02-05-19	Timing&Results Red Zone 5K	0.00	\$450.00	0.00	450.00
	Desc: Timing&Results Red Zone 5K	Acct: 10-516-318-0000	CONTRACTED SERVICES		
	Vendor Total:		450.00	0.00	450.00
500949	SCHROEDER JAYNE	JAYNE SCHROEDER	2/08/2019		64681
9860	REFUND - PD FALSE ALARM	0.00	\$100.00	0.00	100.00
	Desc: REFUND - PD FALSE ALARM	Acct: 10-060-211-0300	POLICE - ALARMS		
	Vendor Total:		100.00	0.00	100.00
500952	PRIMMER PIPER EGGLESTON & CRAMER P		2/08/2019		64682
B04982-00007-174147	2019 Bond Election	520.00	\$520.00	0.00	520.00
	Desc: 2019 Bond Election	Acct: 13-500-500-0500	Exp Reimb by TIF Tax Revenue		
	Vendor Total:		520.00	0.00	520.00
501936	VIKING-CIVES USA		2/08/2019		64683
4487545	PARTS	0.00	\$85.06	0.00	85.06
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		85.06	0.00	85.06
501942	MIKE GUAY ELECTRIC LLC	MG ELECTRIC COMPANY LLC	2/08/2019		64684
4010	ELECTRIC HEATHER WABA	0.00	\$1,065.00	0.00	1,065.00
	Desc: ELECTRIC HEATHER WABA	Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
	Vendor Total:		1,065.00	0.00	1,065.00
501989	GRENIER, ROSE	ROSE GRENIER	2/08/2019		64685
JAN'19	LEARN TO SKATE PROG DEC'18-JAN'1	0.00	\$250.00	0.00	250.00
	Desc: LEARN TO SKATE PROG DEC'18-JAN'19	Acct: 10-514-318-0000	CONTRACTED SERVICES		
	Vendor Total:		250.00	0.00	250.00
501996	WRIGHT, RICHARD	RICHARD WRIGHT	2/08/2019		64686
12-05-18	2 CHRISTMAS TREES - POLAR EXPRE:	0.00	\$90.00	0.00	90.00
	Desc: 2 CHRISTMAS TREES - POLAR EXPRESS	Acct: 10-516-323-0000	MATERIAL & SUPPLIES		

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
Vendor Total:			90.00	0.00	90.00	
502324	LAMMERT, OLIVIA	OLIVIA LAMMERT	2/08/2019	64687		
2	LEARN TO SKATE	0.00	\$150.00	0.00	150.00	
Desc: LEARN TO SKATE		Acct: 10-514-318-0000	CONTRACTED SERVICES			
Vendor Total:			150.00	0.00	150.00	
502326	WOODSVILLE GUARANTY BANK		2/08/2019	64688		
218941	REFUND - OVERPAYMENT OF TAXES	0.00	\$1,491.39	0.00	1,491.39	
Desc: REFUND - OVERPAYMENT OF TAXES		Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE			
Vendor Total:			1,491.39	0.00	1,491.39	
502327	KOSTENKO, EVAN	EVAN KOSTENKO	2/08/2019	64689		
837658	REFUND TENNIS CLUB	0.00	\$20.00	0.00	20.00	
Desc: REFUND TENNIS CLUB		Acct: 10-515-325-0000	REFUNDS			
Vendor Total:			20.00	0.00	20.00	
502328	SPAULDING, CASSIE	CASSIE SPAULDING	2/08/2019	64690		
837673	REFUND SKIING LESSONS	0.00	\$245.00	0.00	245.00	
Desc: REFUND SKIING LESSONS		Acct: 10-514-325-0000	REFUNDS			
Vendor Total:			245.00	0.00	245.00	
FUND 10			Bank Total:	279,411.93		
			Holdback Total		280,729.98	
Batch Totals:			0.00	125,484.56	58.54	406,273.08

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SIMON DENNIS  
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RICHARD G GRASSI  
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DENNIS BROWN  
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REBECCA WHITE  
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ALAN JOHNSON  
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JAMESON C. DAVIS  
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KIM SOUZA  
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LEO PULLAR  
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GAIL OSTROUT  
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JOHN J. CLERKIN

