



**TOWN OF HARTFORD  
SELECTBOARD AGENDA**

Tuesday, April 9, 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. Renewal with Appearance**

- a. Public House at Quechee Gorge, LLC, 5813 Woodstock Road, Quechee, VT 05059. (1<sup>st</sup> Class & Outside Consumption)

**IV. Order of Agenda**

**V. Selectboard**

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

**2. Appointments**

- a. Consider the Appointment of Allison Childs to the Hartford Parks and Recreation Commission 3 year term beginning April 9, 2019 to April 8, 2022.
- b. Consider the Re-appointment of Thomas Franklin to a 3 year term on the Zoning Board beginning on April 9, 2019 and ending on April 8, 2022.

**3. Town Manager's Report: Significant Activity Report period ending April 9, 2019.**

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

- a. Treasurer Selectboard/Appointment (Information Only)
- b. Local Emergency Management Plan Adoption (Motion Required)

- c. HCoreI RFP (Motion Required)
- d. Solar Energy Savings Update & Wilder Well Solar Update (Info. Only)
- e. Electric Vehicle Lease (Motion Required) ***Postponed Until April 23<sup>rd</sup>.***
- f. Volunteer Appreciation Proclamation (Motion Required)
- g. Community Resilience Organization of Hartford (CROH)  
Bylaw changes (Motion Required)
- h. Selectboard Rules of Order and CIP Rubric (Motion Required)

**5. Commission Meeting Reports: TBD**

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

Approve Payroll Ending: 4/6/2019  
Approve Meeting Minutes of: 3/26/2019  
Approve A/P Manifest of: 4/5/2019 & 4/9/2019  
Selectboard Meeting Dates of:  
- Already Approved: 4/23/2019, 5/7/2019 & 5/21/2019

**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.**

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

8817-001-1RST-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: Public House at Quechee Gorge, LLC  
Doing Business As:

Licensee # 8817- 1

Public House at Quechee Gorge, The (CKA)  
5813 Woodstock Road  
Quechee VT 05059  
Telephone: (802) 295-8500

Mailing Address:  
PO BOX 967  
Quechee VT 05059

PLEASE INCLUDE EMAIL ADDRESS: andrew@publichousevt.com

Description of Premises:

1st class restaurant located on the main floor and basement of a  
single story building located on the northern side of Woodstock Road,  
designated as #5813, in the Village of Quechee,  
Town of Hartford, Vermont.

Lessor:

Q.H., Inc.  
PO BOX 829  
Quechee VT 05059

Last Enforcement Seminar: 09/30/2017

Filed Articles of Organization: Yes

Date Filed: 06/01/2015

Federal ID Number: 47-4168772

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. Schain, Andrew	See att		
Member	2. Bacon, Scott	See att		

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

Vt. Dept. of Health Food License No.: 1888

Vt. Dept. of Health Lodging No.: NONE - N/A

Vt. Tax Dept. Meals & Rooms Cert./Acct. No.: 440-474168772F-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

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

8817-001-1RST-001

Page 2

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

Dated this 5 day of FEBRUARY, 2019

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

*[Signature]*  
2/18/19

(Title)

owner

Signature of individual or partners

*[Signature]*  
2/18/19

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  
OUTSIDE CONSUMPTION PERMIT

8817-001-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: Public House at Quechee Gorge, LLC

Licensee # 8817- 1

Doing Business As:

Public House at Quechee Gorge, The (CKA)

Mailing Address:

5813 Woodstock Road

PO BOX 967

Quechee VT 05059

Quechee VT 05059

Telephone: (802) 295-8500

PLEASE INCLUDE EMAIL ADDRESS: andrew@publichousevt.com

Description of the delineated area is as follows:

30' X 30' Enclosed deck attached to dining room. 12:00pm - 11:00pm

Permanent Use

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 5 day of FEBRUARY, 2019

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

Signature of individual or partners

*Andrew Slier*

*ES*

Owner  
(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

# Inspection Summary

Hartford Fire Department

Inspection 2565



## Inspection

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

Scheduled 02/20/2019 00:00  
Inspected On 02/20/2019 11:00  
Finished At 02/20/2019 11:30  
Next Inspection

Scheduled

Inspection Length 0.50

## Occupant

Occupant Name THE PUBLIC HOUSE  
Building Name  
Contact Name  
Address 5813 WOODSTOCK RD  
City, State and Zip Quechee, VT 05059-  
Phone

## Owner

Owner / Company Scott Bacon  
Contact Name  
Address Po Box 971  
City, State and Zip Quechee, VT 05059-  
Phone

## Comments

## Violation Summary

Status	Violation	Location
Closed	- Exit Sign/Emergency Lights Exit signs and emergency lights shall be in proper working order. Repair and replace as needed.	Building
Closed	- Egress All egress from the building shall be clear of any obstructions and accessible at all times.	Building

## Tickler History

Date Type Inspector Narrative

## Signatures

Inspector

A handwritten signature in black ink, appearing to read "Thomas Peltier".  
Thomas Peltier

A handwritten signature in black ink, appearing to read "Thomas Peltier".  
Date

# Memo

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

**From:** Chief Phillip Kasten

**Date:** February 19, 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.

**Public House Outside Consumption Permit**  
**5813 Woodstock Rd**

Andrew Schain  
Scott Bacon

# Memo

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

**From:** Chief Phillip Kasten

**Date:** March 6, 2019

**Re:** Liquor License

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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.

**Public House Restaurant  
5813 Woodstock Road**

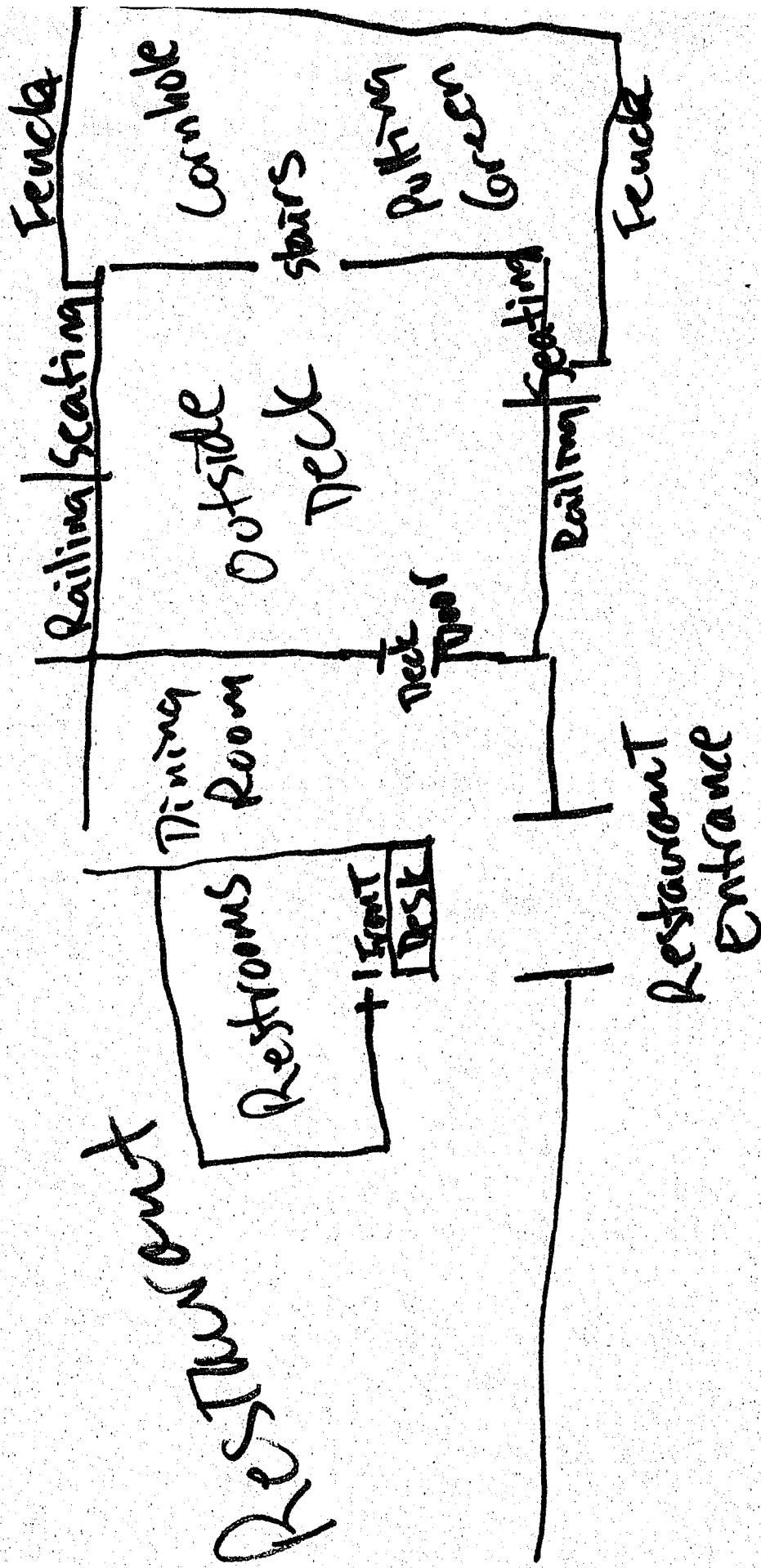
Andrew Schain  
Scott Bacon

A check of personal records did not yield anything that would have a negative impact on their respective application, however a local records check revealed a concerning pattern from the establishment. During 2018, at least three persons were arrested by Hartford Police for driving impaired and/or under the influence (DUI) of alcohol and acknowledged having consumed their alcoholic beverages at the Public House Restaurant prior to arrest. There have been no reports of such activity from the Diner location, or during outside events.

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# Public House Pub Xuechae





## 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: 2/18/19 Applicant: Public House at QUECHEE Gorge, LLC

Doing Business As:

Public House at QUECHEE Gorge, The (CKA)

Mailing Address:

P.O. BOX 967 QUECHEE, VT 05059

Telephone Number(s): (802) 295-8500

Other Contact Name :(if applicable) ANDREW SCHAIN, OWNER

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

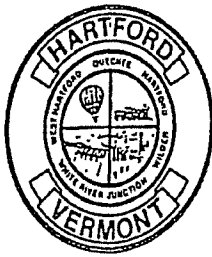
**ALL INDIVIDUALS LISTED ON THE LIQUOR LICENSE RENEWAL FORM NEEDS TO PROVIDE THEIR DOB'S FOR VERIFICATION. PLEASE ATTACH SHEET TO THE LICENSE RENWAL FORMS.**

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.

Andrew Schain  
Licensee's Signature

Andrew Schain  
Printed Name

2/18/19  
Date



# TOWN OF HARTFORD

## MUNICIPAL OFFICES

171 Bridge Street  
White River Junction, Vermont 05001

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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

SCOTT BLAWIE

Printed Name

2/18/2019

Date

4/9 mtg

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

## ADVISORY BOARD/COMMISSION APPOINTMENT APPLICATION

Application for XX appointment(s) \_\_\_\_\_ re-appointment to: Hartford Parks & Recreation Committee

### I. APPLICANT DATA:

Name: Allison L. Childs

Address: 1460 Hartford Avenue, P.O. Box 865, Wilder, VT 05088

Telephone: (Home) 802-296-7272 (Work) (603) 690-2758 (Other) Cell – (802) 359-3971

Email Address: allisonchild@aol.com or achilds@claremontsavings.com

How long have you been a Hartford resident? 30 years (1989) – graduated from Hartford High School – Class of 1977

Are you a United States Citizen? Yes Are you a registered voter? Yes

### II. EDUCATION:

High School: Hartford High School Year Graduated: 1977

College 1: Union Institute & University Degree Earned: Bachelor of Arts

Course of Study: Liberal Arts, concentrations, History, Sociology & Culture

Year: 2011

College 2: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Year: \_\_\_\_\_

### III. WORK HISTORY:

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
<u>Claremont Savings Bank</u>	<u>5/1/2018 to present</u>	<u>Mortgage Loan Officer</u>	
<u>Ledyard National Bank</u>	<u>12/15/2012 to 4/15/2018</u>	<u>Mortgage Loan Originator</u>	
<u>Dayco Roofing &amp; Insulation</u>	<u>8/1/2011 to 12/12/2012</u>	<u>Administrative Assistant</u>	
<u>Eastern Mountain Mortgage</u>	<u>08/01/1997 to 2/2011</u>	<u>- Underwriter, closer, admin</u>	

#### IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for 6:00 P.M. meetings? I could meet two to three times a month and 6:00 meetings would not be a problem.
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I believe that it is important to serve in our community. The Parks & Recreation Department has been a big part of our family's lives. Our daughters were active in the department's programs and overall had enjoyable experiences. I am an extremely good listener and hope to help in any way that I can to contribute to the continuing success of the department.
- c. What are your past experiences in Municipal, State or Federal Government? I have no previous experience, this would be my first.
- d. What civic or social organizations have belonged to and what positions did you hold? I belonged to the White River Rotary for three years and was part of their Board. I am a member of the Upper Valley Board of Realtors and The Vital Communities Green Network.
- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? I currently do not have an opinion on this question.
- f. What might some solutions be? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- g. Other hobbies/interests: I enjoy walking, hiking, kayaking, traveling, reading, knitting, sewing, crafting.

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

Name: Neal Meagher Telephone: (603) 790-1776

Name: Tracey Grzanna Telephone: (603) 477-7788

Name: Leila Tarantelli Telephone: (401) 787-4288

Deborah J. Childs  
APPLICANTS SIGNATURE

3/27/2019  
DATE

## Lana Livingston

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**From:** tfranklin829@yahoo.com  
**Sent:** Monday, April 1, 2019 8:01 PM  
**To:** Lana Livingston  
**Subject:** Re: Zoning Board re-appointment

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

Lana,

I would be willing to serve for another 3 years. I am in Arizona until 4/17.

Tom

Sent from Yahoo Mail on Android

On Mon, Apr 1, 2019 at 7:50 AM, Lana Livingston  
<llivingston@hartford-vt.org> wrote:

Good morning Tom,

Your appointment to the Zoning Board is expiring.

We would like to know if you would like to serve for another 3 years.

You do not need to complete an application and you do not need to appear in front of the Selectboard.

If you would like to continue serving on the Board – all you need to do is respond back from this email.

We thank you for volunteering on this Board and hope you choose to continue. We will have the Selectboard do your re-appointment at the next meeting, April 9<sup>th</sup>.



## **AGENDA MEMORANDUM**

**April 9, 2019**

### **Town Selectboard Meeting Item: 4.a**

**Submitted by: Brannon Godfrey, Town Manager**

**Subject:** **Selectboard Appointment of Treasurer**

**Background:** On March 6, Treasurer John Clerkin has announced his retirement effective upon the appointment of a Treasurer by the Selectboard and the completion of transition of duties. 24 VSA §963 authorizes the Selectboard to immediately fill a vacant officer position until an election is held at the next Town Meeting or at a Special Town Meeting.

**Discussion:** On March 20, staff posted a job advertisement on the Town website and in the weekend edition of the Valley News. As of Friday, April 5, two applications were received. They are attached for your consideration. If others are received before the April 9 Selectboard meeting, they will be immediately forwarded to the Selectboard.

Staff recommends that we keep the advertising period open until April 23, which is the date of the next regular Selectboard meeting. Staff will contact all applicants to schedule them to attend the April 23 Selectboard meeting for an interview by the Selectboard on its agenda in open session. Staff will also check references on candidates and have that information for the Selectboard on April 23. The Selectboard may then hold an Executive Session at the end of the April 23 Agenda to discuss and determine who it will appoint as the Treasurer.

### **Financial**

**Impact:** There is no direct financial impact.

### **Recommended**

**Motion:** For information only.

  
\_\_\_\_\_  
Town Manager

**Attachments:** Submitted Applications

# CRYSTAL MOSES

White River Jet, VT 05001

March 27, 2019

Paula Nulty  
Director of Human Resources  
Town of Hartford  
171 Bridge Street  
White River Junction, VT. 05001

RE: Town Treasurer

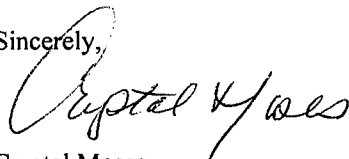
Dear Ms. Nulty,

I am very interested in the position of Town Treasurer as advertised in the town ListServ. Please accept the attached resume as application. I feel it will reflect my many years of Business Office administration.

As you will note, I am a business and accounting administration professional with over 30 years of cross-industry experience driving client and customer satisfaction through the application of strategic business, personnel, and resource management techniques. Self-motivated and hard-working with strong communication, financial management, and problem-solving skills.

After reviewing my information, I hope you will agree that I am the kind of professional candidate that you are looking for. Please contact me directly to arrange for a convenient meeting time so that we can further discuss the position. Thank you for your consideration and I look forward to hear from you soon.

Sincerely,



Crystal Moses

Enclosure: Resume



# CRYSTAL MOSES

White River Jet, VT 05001

## BUSINESS AND CUSTOMER SERVICE MANAGEMENT PROFESSIONAL

Business and accounting administration professional with over 30 years of cross-industry experience driving client and customer satisfaction through the application of strategic business, personnel, and resource management techniques. Self-motivated and hard-working with strong communication, financial management, and problem-solving skills.

### AREAS OF EXPERTISE

- Business Administration
- Strategic Planning/Analysis
- New Business Development
- Oral/Written Communication
- Negotiation & Dispute Resolution
- Accounts Payable & Receivable
- Construction Management
- Xactimate, InnoVia, & TenantPro
- Operational Oversight & Support
- Employee Management/Leadership
- Real Estate Sales & Management
- MS Office, QuickBooks, & MLS

### PROFESSIONAL EXPERIENCE

2014 – PRESENT

#### Office/Accounting Manager

Bookkeeping, accounting, financial reporting, cash management, payroll administration, maintaining corporate insurance, management reporting and Human Resources management. Report to and partner with the CFO, collaborate and communicate with the company's Corporate leadership team, providing strategic direction and executive-level leadership to ensure the current and future financial health of the company. Deliver Customer Service by providing daily updates of service, restoration costs, and project progress to clients and adjustors. Manage all collections with customers and Insurance Companies. Provide support to Estimators with creating estimates, maintaining files, and submitting paperwork to Insurance Companies

- Enhanced communications with insurance adjustors, contractors, and clients by utilizing Xactimate software.
- Maximized accuracy of estimates and reports, resulting in significant decreases in supplemental requests.
- Developed and implemented a collections process that has been successful in collecting debts as delinquent as several years.

#### TRUMBULL NELSON CONSTRUCTION | HANOVER, NH SUPERINTENDENT'S ASSISTANT/FIELD ENGINEER

2011 – 2012

Selected participant in Department of Labor program designed to prepare women and minorities to fulfill key leadership roles in the Commercial Construction industry. Support Project Manager/ Superintendent in coordinating, organizing, tracking, updating and/or expediting the flow of information, files, drawings, materials, and correspondence. Verify costs and hours relative to previously completed areas. Review RFI's for potential cost / schedule impacts and review with PM. Participate in jobsite safety including safety meetings, walks, and other related tasks. Obtain competitive pricing and purchase materials as directed by project manager and/or superintendent.

- Proactively gained familiarization with diverse array of construction practices, from heavy equipment and tools to blueprints and topographical maps.
- Worked and became acquainted with a wide variety of trades
- Participated in the construction of Hartford Welcome Center and Lebanon Middle School

#### HP ROOFING, LLC | WHITE RIVER JET, VT BUSINESS/PROJECT MANAGER

2007 – 2011

Delivered direct support to Chief Operating Officer as Full Charge bookkeeper, human resources liaison, and general Office Manager. Compiled reports, assessed results, supplied strategic solutions to ensure the realization of long-term organizational goals. Managed payroll and HR administration, vendor relations, fleet and inventory management.

- Ensured regulatory compliance with local, State and Federal agencies.
- Created an Asset and Fleet Management Program
- Established an Employee Policies and Benefits Program

**HOUSING SOLUTIONS REAL ESTATE | LEBANON, NH**

2007 – 2011

**REALTOR/EXCLUSIVE BUYER AGENT**

Served as trusted advisor and guide to clients in search of residential real estate. Identified property requirements, analyzed markets, and measured available properties against client specifications in order to optimize search results. Assisted clients throughout purchasing processes, from negotiation and mortgage procurement to final closing.

- Increased scope of knowledge regarding mortgage and financing requirements in order to enhance relations with appraisers, insurance representatives, inspectors, and tradespeople, and attain mutually-beneficial results.
- Completed more than the required number of transactions required by each of the States of Vermont and New Hampshire to be eligible to take the Broker's exam in each state, as well as pass each State's exam.
- Establish a wide and varied professional network.

**GULF STREAM REALTY | LEBANON, NH**

2001 – 2005

**PROPERTY MANAGER**

Supplied comprehensive managerial oversight to leased residential properties, including full cycle bookkeeping, tenant installation, rent collection, facility inspection, and maintenance coordination. Encouraged positive tenant relations through ongoing communication and management, from interviews and reports to the enforcement of governmental regulations.

- Positioned rental portfolio for successful sale by systemizing operation with concise records, budgets, and plans.
- Sparked sustainable increase in occupancy of 95%.
- Initiated capital improvement plans and market rent increases to all properties.

**J&R PROPERTIES | LEBANON, NH**

1999 – 2001

**PROPERTY/BUSINESS MANAGER/SAFETY PROGRAM ADMINISTRATOR**

Essential representative tasked with diverse personnel management, office administration, and financial management duties, as well as tenant and contractor relations. Maintained all rental properties in good condition, procured and negotiated contracts with property owners, and managed all tenant installation processes.

- Successfully managed 600+ rental units by working closely with owners, tenants, contractors, and agencies.
- Maximized operational efficiency by streamlining existing processes and implementing new systems and forms.
- Deployed several new programs, including fleet management and employee benefits programs.

**LEDYARD NATIONAL BANK | LYME, NH**

1996 – 1999

**BRANCH MANAGER**

Supervised all functions, including office administration, customer service, staff development, and transactional processes. Prepared and reviewed monthly and quarterly general ledger reconciliation reports, created budgetary projections, and implemented measures to attain short and long-term sales and service goals.

- Appointed to serve as administrator for corporate/consumer credit card program; oversaw all program aspects.
- Handpicked to serve on Compliance and New Business Development Committees due to demonstrated expertise.
- Planned and hosted numerous well-received board meetings and business-related social events.

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**REFERENCES:**

[REDACTED]

Kim Labarge	KL Accounting	35 Railroad Row Suite 203	White River Jct., VT 05001
	802-698-0336	<a href="mailto:kim@labargeaccounting.com">kim@labargeaccounting.com</a>	
Jeff Acker	HP Roofing	230 S. Main St	White River Jct., VT 05001
	802-295-1548	<a href="mailto:jeff.acker@hproofingllc.com">jeff.acker@hproofingllc.com</a>	

**Stephanie Turner**

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489 South Main St., White River Junction, VT 05001  
[Stephanie.m.turner@tuck.dartmouth.edu](mailto:Stephanie.m.turner@tuck.dartmouth.edu)

April 3, 2019

Paula Nulty  
Director of Human Resources  
Town of Hartford  
171 Bridge Street  
White River Junction, V 05001

Dear Ms. Nulty,

Thank you for taking the time to read my cover letter. I would like to apply for the position of Town Treasurer as an addition to my current full time position at Dartmouth. I am currently a Recruiting Coordinator at the Tuck School of Business at Dartmouth College. This positions allows me to exercise my customer services skills with students, other college employees, as well as companies from all over the country.

Over the past 10 years, I have worked at a number of universities in various administrative roles which have all included some form of accounting duties. I learned various internal programs to oversee and handle reimbursements, record keeping of a Purchase Card, account balancing for Grant work, invoicing, and accounts payable in addition to other duties.

I can confidently say that I am a very detail-oriented person and have excellent attention to detail as well as a very quick learner when it comes to programs and processes.

Thank you again for your time and consideration.

Sincerely,  
Stephanie M. Turner

**STEPHANIE M. S. TURNER**  
489 South Main St., White River Junction, VT 05001 • [REDACTED]  
stephanie.m.turner@tuck.dartmouth.edu

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## EDUCATION

2018 – present	<b>Southern New Hampshire University</b> <i>Candidate for Masters of Industrial and Organizational Psychology, May 2021</i>	Manchester, NH
2008 -2010	<b>Marymount University</b> <i>M.A. Humanities, concentration in Art History</i> Thesis Advisor: Dr. Mark Trowbridge	Arlington, VA
2004-2008	<b>George Mason University</b> <i>B.S. Psychology, minor in Art and Visual Technology, Photography</i>	Fairfax, VA

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## EXPERIENCE

<b>Recruiting Coordinator</b> <b>Tuck School of Business, Dartmouth College</b> Key duties include the following: Envisions, articulates, and implements plan for achieving on-campus recruitment priorities; engages with recruiting assistant director, recruiters, colleagues, and students to identify and surpass challenges and evaluates progress using data analytics. Advises prospective and current recruiters regarding anticipated student interest and availability; facilitates campus recruiting workshops for first-year students; coordinates scheduling, logistics, and budgets for campus recruiting events, career treks, career clubs, mentoring, and other recruitment-related activities; administers student interview process and resolves scheduling issues; updates and maintains CDO systems and reports; and supports recruiting assistant director in completing projects and assignments. Collaborates with other Tuck offices event scheduling, and Communications for marketing recruiting events and activities.	<b>12/2018 – present</b> <b>Hanover, NH</b>
<b>Administrative Assistant to the Senior Associate Dean of Academic Affairs</b> <b>Thayer School of Engineering, Dartmouth College</b> Provided office and academic assistance to the Senior Associate Dean of Academic Affairs at the Thayer School of Engineering. Primary assistant for coordinating and organizing the Thayer School of Engineering Faculty Searches. Compiled, edited, maintained documents as needed. Organized meetings including room reservations and documentation as well as correspondence and catering. Maintained calendars. Serves as temporary Grant Manager including uploading of necessary documents, budget writing, editing, and revision/ formatting of materials. Managed conference preparations as well as travel arrangements including reimbursements. Managed lab spending with purchase card and reconciling monthly. Programs used: Canvas, Blackboard, Microsoft Suite, Filemaker, Rapport grant system, Adobe products, Onbase E-Forms, Banner, Adobe Illustrator and Suite, Interfolio, as well as both Mac and PC proficient.	<b>6/2013-12/2018</b> <b>Hanover, NH</b>
<b>Adjunct Instructor of Humanities</b> <b>Northern Virginia Community College</b> Conducted lectures for approximately 50-70 students pertaining to the Humanities and Western culture. Managed assignments and grading. Prepared lectures and notes as well as used Microsoft PowerPoint for presentations. Answered phone, email, and disseminated information to students. Regularly proofed and copy-edited documents for grading.	<b>8/2010 to 5/2013</b> <b>Woodbridge, VA</b>
<b>Program Manager of Literacy and Multicultural/ Multilingual Education</b> <b>George Mason University</b> Managed the programs of Literacy and Multicultural/ Multilingual Education with support to full time faculty member. Assisted in the planning of meetings, both staff and advisory board. Regularly proofed and copy-edited materials for public distribution. Planned workshops for the Praxis I and II exams for students needing improvement. Created contracts for adjunct and full-time faculty members. Helped students with advising and information about the programs. Answered phone, emails, and mail pertaining to the program. Disseminated information to the faculty and staff accordingly.	<b>12/2011 to 5/2013</b> <b>Fairfax, VA</b>

**Administrative Assistant, Staff Manager, and Program Coordinator  
Northern Virginia Writing Project, George Mason University**

**6/2007 to 12/2011  
Fairfax, VA**

Managed staff to assist with the successful conduction of workshops taught by local teachers to guide students, grades 4 through 12, to write creatively. Regularly proofed and copy-edited documents for public distribution. Entered data for directories in Microsoft Access. Served as assistant to the Director for the Summer Institute. Served as technical staff for the NVWP Summer Institute for teachers of all grade levels. Composed letters and created documents to be sent out to participants of programs & teacher consultants. Lead a team of four staff members for Young Writers' Workshops designed to teach children grades 4-12 creative writing. Trained new employees on policies and office management. Entrusted with sensitive personal information as a part of registration processes, which resulted in the seamless continuation of programs associated with the nonprofit organization.

## **PROFESSIONAL DEVELOPMENT AND TRAINING**

- National Council of University Research Administrators (NCURA) Workshop: "Essentials of Sponsored Research Administration", October 2014, Boston MA
- Dartmouth Title IX Seminar, December 2016
- Dartmouth Human Resources Workshops including: "Getting Things Done", May 2015; "Communicating with Impact", August 2016; "True Colors", June 2016; "Consciousness and Communication", February 2017; "Embracing Change", July 2017; "Exploring Identity and Conflict Style Workshop", February 2018; "Strategies for Coping with Change", April 2018; "Gratitude: A Skill for Happier Living" July 2018; "StrengthsQuest" August 2018
- Myers-Briggs Type Indicator Profile and Workshop, July 2017
- Dartmouth Title IX Workshop – "Strengthening Our Response to Sexual Violence", September 2017
- Interfolio Overview and Training Session, September 2017
- Institutional Diversity and Equity Summit: Poverty and Equity,; attended October 2018
- Bridges: Building a Supportive Community Title IX Training, completed 2019
- Information Security Awareness Training, completed 2019

## **PRESENTATIONS/ PUBLICATIONS/ POSTERS**

**Szkutak, Stephanie.** (2010). *Judith Leyster and the Impact of Gender and Gaze in 17<sup>th</sup>-Century Genre Painting*. Panel 5: Gender Across the Disciplines. Presented at 7<sup>th</sup> Annual Student Research Conference. Gailhac Hall, Marymount University, Arlington, VA.

de Visser, E.J., Smith, C.F., **Szkutak, S.**, O'Malley, M.T. (2008). Gesture-based control of unmanned aerial vehicles (UAVs) improves flight performance. Presented at the 52nd Annual Meeting of the Human Factors and Ergonomics Society, New York City, NY.

## **LEADERSHIP AND HONORS**

- Advisor, Dartmouth College Chapter of National Society for Collegiate Scholars, 2013-2018
- Granite United Way Coordinator, 2016 Campaign at Dartmouth College, October –December 2016
- Graduate Assistantship with the Literature & Language Department at Marymount University, 2008-2010
- Presented at Marymount University 7<sup>th</sup> Annual Student Research Conference, April 14, 2010 (see below)
- Research Assistant for Applied Cognition Graduate program at George Mason University, 2008

## **Stephanie M. S. Turner References**

### **Professional References:**

#### **Larissa Pyer**


Assistant Director, Recruiting- Career Development Office  
Tuck School of Business at Dartmouth College  
Phone: (603) 646- 9382 ♦ Email: [larissa.l.pyer@tuck.dartmouth.edu](mailto:larissa.l.pyer@tuck.dartmouth.edu)

#### **Margaret (Peg) DeLucia**

Human Resources & Payroll Coordinator  
Thayer School of Engineering at Dartmouth College  
Phone: (603) 646-3526 ♦ Email: [Margaret.DeLucia@dartmouth.edu](mailto:Margaret.DeLucia@dartmouth.edu)

#### **Haley Tucker**

Administrative Assistant  
Lebanon Police Department  
(Former co-worker at Thayer)



**Charlene Ricker**  
[REDACTED]

White River Junction, VT 05001  
[REDACTED]  
[REDACTED]

April 6, 2019

**Paula Nulty**

Director of Human Resources

Town of Hartford

171 Bridge Street

White River Junction, VT 05001

Dear Ms. Nulty,

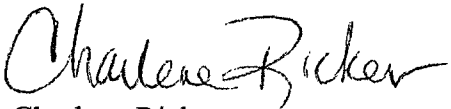
I am writing to express my interest in the Town Treasurer position.

I have recently retired from a career of more than 40 years in the banking and financial sector. My career has provided me with the experience and skills necessary for success as the Town Treasurer.

I have been a resident and voter in the Town of Hartford for 38 years and would welcome the opportunity to give back to the community.

I look forward to hearing from you.

Sincerely,



Charlene Ricker

# Charlene D. Ricker

White River Junction, VT

## Education

**Associates of Secretarial Science**  
Champlain College, Burlington, VT

**May 1975**

Northern New England School of Banking – 1982 Session at New England Center for Continuing Education at the University of New Hampshire

American Institute of Banking, Principles of Bank Operations, 1977

American Institute of Banking Installment Credit, 1979

## Experience

**Bookkeeper & Tax Preparer**  
**Wilder Business Services, Wilder, VT**

**September 2006 – February 2019**

Provided bookkeeping and payroll services to 60+ small business clients. Tasks included: weekly payroll processing, account reconciliation, state and federal weekly and monthly payroll reports. Preparation, review and coordination of small business and individual income tax returns in a fast paced environment while meeting important deadlines.

**Loan Officer**  
**Members Advantage Community Credit Union, Hartford, VT**

**January 2003 – August 2006**

Specialized in Consumer Lending, offering members a variety of lending products including, personal, auto and residential mortgages. Tasked with the responsibility of marketing and growing the loan portfolio. Fulfilled the duties of underwriting, credit checks, loan processing, disbursement of funds and collections.

**Office Manager & Bookkeeper**  
**Barnard Electric, Sharon, VT**

**October 1994 – January 2003**

Provided full-service bookkeeping for an electrical contracting business. Performed a variety of functions including: accounts payable, accounts receivable, payroll, quarterly tax filings, job costing, and general ledger.

**First NH Bank (originally National Bank of Lebanon) Lebanon, NH**

**September 1975 – August 1991**

Starting in 1975 as a Receptionist and Credit Clerk, progressing over the 16 years to the position of Branch Manager and Senior Consumer Loan Officer. As Branch Manager responsibilities included supervising a staff of six employees, conducting all facets of banking operations, selling, opening, servicing and maintaining various deposit accounts, routine branch operations, security procedures, hiring of all branch personnel and provided all lending services for consumer and residential mortgages.



## **Volunteer & Community Service**

<b>Hartford Restorative Justice Center, Board of Directors</b>	<b>2006-2009</b>
<b>Hartford Area Career &amp; Technology Center, Community Advisory Board</b>	<b>2003-2006</b>
<b>Windsor Orange Country Credit Union, Board of Directors</b>	<b>2000-2003</b>
<b>Hartford High School Honors Program Advisory Board, Member</b>	<b>1998-2002</b>

## **References**

Russell North, Owner, Wilder Business Services, Wilder, VT, [REDACTED]

William Hatch, Vice President of Commercial Lending, former banking colleague, Hanover, NH, [REDACTED]

Cindy Pierce, Owner, Pierce's Inn, former client, Etna, NH, [REDACTED]

KATHLEEN ARMSTRONG

Wilder, VT 05088

Paula Nulty  
Director of Human Resources  
Town of Hartford  
171 Bridge Street  
White River Junction, VT 05001

Dear Ms. Nulty:

Attached please find my resume in reference to your job posting for Treasurer.


I made the wise decision to move to Wilder in 2017, to be closer to my family. Since relocating I have been fortunate to work as an *Interim Executive*, a part time consulting position, with Start Change. In this capacity I assume the role of an interim CFO, CEO, COO and the like, giving organizations either time to fill a vacancy, provide sabbatical time for key staff, or act as a crisis interventionist. I take no more than one assignment at a time, and give the organization no more than 20 hours per week. Additionally I have also provided accounting assistance to several local small businesses.

While some might look at my resume and conclude that I am overqualified for the position of Town Treasurer, I strongly believe that my past experience makes me uniquely qualified. I have, in fact, been signatory on multi-million dollar accounts, been responsible for review and approval of accounts payable (including payroll for hundreds of employees), overseen and made strategic improvements to complex financial processes and procedures, and reviewed, reconciled and discussed both "simple" and complex finance questions for and with individuals and Boards.

In addition, I have had a broad-based exposure with, and am competent in both cloud and DOS-based accounting software.

I appreciate your consideration of my resume, and look forward to discussing the position further. Please feel free to call with any questions.

Respectfully,



Kathleen Armstrong

# KATE ARMSTRONG

Wilder, VT 05088

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## SENIOR EXECUTIVE

### Cross-Functional Experience & Cross-Industry Expertise

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Senior and executive level experience in both startups and international corporations as a leader of people, processes and technology. Proven success in operations oversight, product development, strategic planning, and capital raising. Broad-based experience creating and managing multi-and cross-functional organizations and teams. Specific expertise in managing during periods of rapid growth or accelerated change. A facilitator with a proven ability to drive to consensus and manage diverse and often divergent expectations. Proven track record in problem identification and resolution, with a keen ability to create, facilitate, and communicate across all organizational levels. Exceptionally strong negotiation skills for both strategic and financial investment relationships. Specifically,

- **Capital Acquisition:** Wide-ranging experience in capital raising for both private and nonprofit organizations, including, in the most difficult capital market in recent history, raising \$16.2 million;
- **Sales and Marketing Management:** Proven achievements in driving aggressive sales targets and market share expansions. Solid execution developing relationships with and marketing to both Fortune 500 and international customers as well as creating and leading high performance, integrated direct sales and international partner channels;
- **Product Positioning:** Substantial experience in defining, launching, positioning and repackaging customer-centric product and services solutions for both startups and international corporations;
- **Alliance Formation:** National recognition for accelerating growth while ensuring customer and shareholder value, through the building of an active portfolio of strategic partnerships, ranging from core technology partners to complementary solutions, including industry giants Ernst and Young, Siebel, and IBM;
- **Revenue Growth:** Extensive experience designing, redirecting and overseeing customer-centric processes leading to substantial market share capture and profit margin increases. Keen eye for bottom line results;
- **Operational Oversight:** Broad based expertise in all phases of operational management with a drive for excellence in customer satisfaction balanced against fiscal conservancy. Proven success designing, building and implementing the necessary processes and systems as well as communication mechanisms ensuring superior results;
- **Leadership:** Known for building world-class organizations through creative and aggressive recruiting, hiring, motivating, and supporting and retaining talent; fostering exceptional teamwork at all levels by instilling a sense of ownership, responsibility and accountability; and providing both strategic and tactical advice and abilities;
- **Strategic Planning:** Extensive background setting overall corporate strategy, developing performance metrics for the organization as a whole as well as the individuals, and implementing those measures to ensure systematic delivery of the objectives of the organization; and
- **Communication:** Exceptional public speaking and media relations skills, as well as proven ability to articulate visions and execution plans to investors, analysts, employees, partners and customers.

#### Core Competencies:

Team Building & Leadership  
Strategic Planning & Execution  
P&L Management  
Revenue Growth Strategies  
Business Development & Negotiations  
Management Consulting  
Strategic Partnership & Alliance Building  
Enterprise Software Design & Development

Sales and Marketing Leadership  
High-Profile Client Relations  
Public Relations & Branding  
Investment Capital Strategies  
Research & Development Processes  
Large-Scale Project Management  
Market Analysis & Customer Behavior  
Information Management and Delivery Systems

## EXPERIENCE

### Interim Executive

Start Change

Present

Wilder, VT

Under the umbrella of *Start Change*, I accept temporary executive placements for both non-profit and for-profit organizations. Interim positions include CEO, Executive Director, CFO, COO, human resource director, and the like. Typically assignments are the result of either the need to fill a position during an emergency (while a full time replacement can be found), or when an executive is on sabbatical. Assignments range from a few weeks to a couple of months.

### President

National Investment Company

October 2009 – January 2013

Dar es Salaam, Tanzania

A diversified investment holding company with assets in excess of tsh 40 billion. NICOL is the only publically traded, 100 percent indigenously owned Investment Company on the African continent. Assets include the only commercial abattoir in the country, a USD30 million-plus annual revenue fish processing plant; the largest and most profitable commercial bank within the country; the only veterinary pharmaceutical facility; prospecting and mineral rights; and six additional investments.

### President and CEO

Occum Investments (OuI)

September, 2001 – January 2010

Mystic, CT

A diversified investment holding company with assets in excess of \$3.5 million. Assets include a software company, providing next generation data analysis technology, the first application of which was for identification of the complex relationships (cells) that exist in the world of fraud, terrorism, and other criminal activity. OuI has also invested in a multi-national wholesale/distribution company, a manufacturing company specializing in educational aides, and various real estate investments. In addition OuI provides consulting services to new and emerging companies and troubled portfolios.

### President and CEO

netDecide Corporation

March, 2000 – September, 2001

Tysons Corner, Virginia

An enterprise software company, providing wealth management middleware and end user solutions to the top financial services institutions. Reporting directly to the Board of Directors, responsible for capital acquisition, strategic planning and sales and operational oversight of company. When began, company had no saleable product, no customers or revenue, and no capital. In 18 months, grew the company from a fourteen-person startup with limited leadership to a multi-million company with a seasoned management team of sales, solution, and marketing professionals. With the goal of creating a world-class company, attractive to the public markets, accomplishments included:

- Raising \$16.2 million of capital in the most difficult capital market in recent memory, including a recent \$9.2 million round of funding, sufficient to support the company until it reaches cash flow breakeven;
- Defining a customer-centric value proposition and launching a product solution with related infrastructure and processes, thereby repositioning a technology with no saleable product to a full enterprise software solution delivering quantifiable value to a substantial number of customers;
- Driving aggressive sales and market share capture goals, converting, in less than one year, a net investor drain with no revenue to a net asset with an annualized revenue stream of nearly \$6 million, a pipeline of over \$50 million, and projections to exceed \$11 million;
- Creating targeted sales and marketing program, as well as attracting, negotiating and managing an extensive group of partner channels including industry giants Ernst and Young, Siebel, and IBM; and
- Developing and nurturing relationships with industry leaders, venture community, media, and industry analysts, thus obtaining substantial national industry recognition for both the company and its technology and products.

ALLTEL Corporation  
(1999 – 2000)

Little Rock, Arkansas

An \$8.6 billion organization, providing e-commerce solutions, information processing management, outsourcing services and application software to customers in 55 countries and territories.

#### **Chief Products and Services Officer**

Reporting directly to the President, responsible for the oversight of \$700.2 million of global software products and services solutions, including: software development; product design; market penetration strategies; and revenue generation. Also responsible for creating and leading the company's E-commerce division, including global sales initiatives.

#### **Managing Director, Strategic Planning**

As key member of President's team, responsible for re-engineering the Information Services Division, creating a matrix environment for the sale, development and delivery of software products and services. Reorganization took division from an estimated \$20 million loss to a \$122.4 million profit through product refocusing and revenue enhancement strategies.

PNC Bank Corp.

(1991 – 1998)

Pittsburgh, PA

Diversified financial services organization with 1997 assets and revenue of \$75.1 billion and \$3.3 billion.

#### **Senior Vice President and Chief Strategy Officer**

Member of senior management team responsible for \$9.8 billion in total assets of three business units. Personally responsible for business management functions supporting over 2,400 customers nationally and 450 employees across 6 states and 12 operational centers, including: customer and employee relations; marketing support and innovation; strategic planning; and, risk/return oversight. Responsibilities included: P&L management of \$9.9 million annual budget, strategic planning, sales innovation, customer affinity and satisfaction monitoring. Accomplishments included:

- Leading the development of strategic plans supporting a 31 percent achievable growth rate and overseeing the integration and execution of risk/return strategies into business processes;
- Evaluating the viability of new product and service initiatives, significant changes to existing product/service offerings, and proposed realignments of business segments and portfolio compositions;
- Designing and overseeing a marketing support function leading to an eight percent increase in new customers per year, supporting \$2.0 billion in new annual business;
- Managing post-merger people and process integrations, saving the corporation \$13.7 million in annual expenses while improving customer satisfaction through a 70 percent reduction in product delivery time; and
- Reducing product delivery time from sixteen weeks to five weeks while simultaneously improving customer satisfaction and establishing \$6.0 million in annual cost savings, through the re-engineering of vendor management (1,100 vendors) and account payable processes.

#### **Chief Information Officer**

Created the first Line of Business CIO position within the corporation, developing and implementing customer and business-centric initiatives saving the corporation over \$20 million annually. Specifically responsible for the development, implementation and maintenance of large-scale integrated relational database systems across multiple hardware and software platforms. Developed a multi-faceted approach to information management that included not only designing and implementing technical platform(s), but also identifying critical business information and redirecting the processes necessary to capture and deliver that information. The information and technology platforms and processes developed have been recognized by industry leaders (and the Office of the Comptroller of the Currency) as strategic and state-of-the-art. Working directly with the CEOs of each business unit, responsibilities included: establishing the information/technology (I/T) architecture strategy; and, overseeing all phases of systems and applications life-cycles (hardware/software platforms and system interfaces, application design and development, and user services and support). Accomplishments included:

- Creating a customer and sales management system saving over 20,000 hours of sales force time annually while simultaneously providing executive management with portfolio performance monitoring and return maximization tools saving an additional \$1.5 million annually;
- Leading the design and implementation of technology platforms and processes, taking business technology

review from "less than satisfactory" to being recognized by industry leaders (and the Office of the Comptroller of the Currency) as strategic and state-of-the-art in less than 3 years;

- Spearheading the development of a multi-faceted approach to information management, which included identifying critical business information and redirecting the processes necessary to capture and deliver that information; and
- Preserving corporation's intellectual capital through an 82 percent employee retention rate and a 38 percent intra-company promotion rate.

### **Director, Asset Portfolio Services**

Created a new multi-function business unit with an annual capital and operating budget of \$9.8 million and a staff of 87, designed to ensure the proactive management of risk of a \$7.4 billion portfolio, the success of which established the bank as an industry leader. Subsequently expanded the functions of the unit to include services designed to enhance marketing capabilities and to facilitate approximately \$6.0 billion of potential new business annually. As the Director of an interdisciplinary team (including financial analysts, economists, marketers, and urban land planners), accomplishments included:

- Establishing and managing strategic analyses of potential opportunities and emerging markets, allowing the corporation to redirect its predominantly local/regional customer base to a national/institutional clientele (from approximately 15 percent to over 60 percent of new business);
- Designing and overseeing the identification and profiling of prospective customers, customer segments and product offerings, as well as early warning processes for proactive asset disposition and portfolio repositioning.
- Formulating and instituting training programs supporting 7,200 employees;
- Providing Subject Matter Expertise to the Federal Financial Institutions Examiner's Council and the Office of the Comptroller of the Currency through several public speaking engagements to regulators at the Federal Financial Institutions Examiner's Council;
- Developing and implementing lending policies and procedures consistent with federal requirements, interpreting regulatory mandates both as published and as unique circumstances arose; and
- Lobbying for and successfully changing federal regulations burdensome to business generation, resulting in a 60 percent reduction in compliance costs.

Arthur Andersen & Co., LLP  
(1989 - 1991)  
Washington, D.C

Tax and audit advisory and business consultancy firm with annual sales of \$8.1 billion worldwide. Began as Senior Associate, followed by two promotions in three years. Responsible for sales generation and P/L management of an estimated \$2.6 million in revenue each year, as well as team management and oversight of \$7.5 million of consulting assignments and staff of 65.

### **Senior Manager**

Responsible for the generation and P/L management of an estimated \$2.6 million in revenue each year, as well as team management and oversight of \$7.5 million of consulting assignments and staff of 65. As a key member of senior management, responsibilities included:

- Identifying and marketing to potential national and international clients, requiring substantial interaction with executive management;
- Managing client relationships through asset assessments and reviews, including New Hampshire Employee's Retirement System Trust (assets totaling \$50 million), Equitable Real Estate Investment Management, Inc. (\$2.0 billion in assets), Sun America Investments Inc./Anchor National Life Insurance Co. (\$200 million portfolio of participating mortgages and underlying collateral), and Riggs National Bank's Multi-Employer and AFL-CIO Trusts (\$700 million in equity investments);
- Overseeing multi million dollar acquisition strategies, feasibility studies, strategic market analyses and forward trending, and alternative investment reviews for national and international investors, including the first road

privatization project in Russia and a proposed international "Camp David" for a multi-national Japanese conglomerate; and

- Coordinating and managing the interaction among 20 to 30 personnel and cross functional teams across multiple disciplines (e.g. valuation, audit, finance, technology and economics).

### **Manager**

Responsible for the management of an estimated \$1.3 million in annual revenue and a staff of ten to fifteen. Primary focus on large multi asset acquisitions and complex partial interests and partnership positions. Experience included:

- Structuring and analyzing marketability and financial feasibility studies, and pre-commitment analyses for debt and equity investors;
- Overseeing financial projections, alternative cash flow analyses and preparation of all client materials; and
- Developing and managing annual due diligence reviews for \$6.0 billion in collateral and participating mortgages portfolios for national and international clients.

### **President and CEO**

Armstrong Associates  
(1986 - 1989)  
Columbus, Ohio

A \$1.2 million consulting firm serving small businesses and private investors. Specialized practice in strategic planning and asset management for small businesses and manufacturing concerns.

The Ohio State University  
(1983-1987)  
Columbus, Ohio

**Instructor;** *Department of Finance*

**Assistant Instructor;** *Department of Economics*

**Assistant Course Coordinator;** *Accounting Department*

## **EDUCATION**

The Ohio State University, Columbus, Ohio  
1980-1984  
Bachelor of Science in Economics  
Bachelor of Arts in Finance  
Dual Minors: Accounting and Real Estate  
Class Rank: First in class of 4,924

## Jason R. Lemire, MPH, FACHE

### EXPERIENCE

10/2007 to  
Present

**Dartmouth-Hitchcock Medical Center, Lebanon, NH**

(A non-profit academic medical center consisting of one 396-inpatient bed hospital, 6+ community group practice clinics, and several affiliations. Total revenues exceeding \$2 billion annually.)

Practice Administrator, Department of Orthopaedics (10/2015 to present)

**Responsibilities:** Leading growth and performance improvement of a 35+ provider physician practice at one of the premier academic medical centers in the USA while ensuring optimal patient access and satisfaction. Direct day-to-day activities to meet practice mission and philosophy; collaborate with leadership colleagues to improve employee engagement, define budgets, and establish daily operational objectives; devise and implement new and revised policies/procedures to streamline processes. Responsible for annualized gross patient service revenue exceeding \$75M, and \$17M in expenses.

**Accomplishments:**

- Partnered with Chief of Staff to transform clinical operation; including the reorganization of clinical delivery into team based structures, implementation of a centralized call center (scheduling and nursing), new leadership structures and the successful adoption of a new medical record system
- Over 200% (\$16million) improvement in operating margin achieved via process optimization, operational restructuring, vendor contracting initiatives and performance focused leadership
- Over \$4million reduction in operating costs. Primary drivers have been consolidation of devices contracts to single vendors for spine, knee and hips, increased productivity per surgeon, clinical operations reorganization and reductions in length of stay
- Developed provider volume reporting database linked to RVU compensation model resulting in monthly volume/salary reports to providers. During this time period OR case volume grew 9% from FY 16 to FY 17
- Facilitated a 'team health' all-staff improvement project to improve employee engagement, resulting in a database with over 600+ recommended solutions for various challenges. Employee engagement scheduled to be measured in fall 2017 to determine improvement
- Designed Associate Provider compensation framework to recruit and retain. Filled six vacant positions over eight months while maintaining attrition to less than 5% annually
- Supported GreenCare evidence based clinical pathways. GreenCare is a commitment to measure everything we do within a medical record system – our knee and hip program entails over 1080 individual data points which enables the complete evaluation of the quality of care provided for our patients. This data also includes patient reported outcomes (PROs)



## RESUME – JASON R. LEMIRE, FACHE

- Provide leadership and guidance to a team of over 100 personnel spanning multiple professions

### Senior Analyst, Financial Planning (07/2009 to 10/2015)

**Responsibilities:** Manage a variety of Finance projects including development of business plans for improved financial health, new program offerings and evaluation of established program results. Provide support for annual operating and capital budget preparation. Promote a collaborative relationship with clinical and operations staff at all levels of the organization, through interactions as a Finance department liaison and business advisor.

#### **Accomplishments:**

- Evaluated and measured profitability (professional and technical) for existing programs. Identified areas of improvement and lead an appropriate work group to develop corrective business plans.
- Managed process improvement project to accelerate the month end close process by 15 days.
- Created volume-cost-profit models for operational leadership to understand the financial impact of adding additional OR cases and/or additional appointments/visits.
- Completed assessment to standardize spine implants leading to annual savings of +\$1M.
- Co-developed financial, personnel, and capital budgets for the following service areas; Orthopaedics/Spine Center, Heart and Vascular Center, Anesthesiology, Pediatrics, Population Health/Primary Care, OB/GYN, and Nursing.
- Created performance dashboards and presented monthly to operational leadership.
- Audited charge revenue during Epic™ electronic medical record/business system implementation to ensure new interfaces functioned properly.
- Mentored and trained new Analysts.

### Analyst, Corporate Finance & Reimbursement (11/2007 to 07/2009)

**Responsibilities:** Interpret Federal and State payment policy regulations to provide net revenue estimates for the Medical Center.

#### **Accomplishments:**

- Collaborated with outside consultants and key stakeholders to estimate the value of qualifying for Sole Community Hospital (SCH) status.
- Measure impact of CMS IPPS, OPPI, and PFS final rules.
- Implementation of contract management module component within Sunrise EPSi™ to model technical and professional expected payments.
- Analyze reserve adequacies for monthly financials. Report variance trends to senior leadership.
- Provide education to clinical areas regarding reimbursement related issues.

11/2002 -  
10/2007

### **Sharp Healthcare, San Diego, CA**

(A non-profit fully integrated multi-hospital system with revenues greater than \$3 billion, seven hospitals, three affiliated medical groups and a health plan.)

### Manager, Accounts Receivable Quality Control (4/2006 to 10/2007)

## **RESUME – JASON R. LEMIRE, FACHE**

**Responsibilities:** Management of accounts receivable for two of the three affiliated medical groups. Instituted quality control measures to ensure accurate reimbursement from fee-for-service payors.

**Accomplishments:**

- Implemented Medical Present Value© (MPV) Phynance™ contract module software solution to monitor payor performance, verify reimbursement, reduce registration, coding and posting errors, negotiate better contracts and improve overall cash flow resulting in an increase in expected reimbursement of 4% in 6 months.
- Analyzed charge master and compared with health plans fee schedule to recognize under charges of over \$350K annually.
- Pursued and appealed payment discrepancies and successfully recovered over \$200K in revenue due to underpayments. This was equal to approximately 3% of the 2 medical groups combined annual PPO payment revenue.
- Identified and helped correct operational workflow inefficiencies to reduce days in accounts receivable by 5 days for both medical groups.

### **EDUCATION**

2006 MPH – Health Services Administration, San Diego State University, San Diego, CA  
2002 BS - Health Management and Policy, University of New Hampshire, Durham, NH

### **PROFESSIONAL ACCOMPLISHMENTS**

Dartmouth-Hitchcock DMAIC Green Belt certification, 2013  
American College of Healthcare Executives (ACHE), Fellow 2008, member since 2001  
Healthcare Financial Management Association (HFMA), member since 2007  
San Diego Organization of Healthcare Leaders (SOHL), 2005 – 2008, Student Liaison Committee Chair (2006-2007)

### **COMMUNITY INVOLVEMENT**

White River School PTA, Treasurer, Hartford VT, 2018 - Present  
Hartford Vermont, Youth Baseball & Soccer Coach, Hartford VT, 2012 - Present  
David's House, Lebanon, NH, 2011 - 2015  
American Heart Association, San Diego, CA, 2003 – 2008  
African Child Foundation, Uganda, Africa, (12/2005 to 01/2006)

Town of Hartford  
171 Bridge St.  
White River Junction, VT 05001

RE: Town Treasurer Position

To Whom It May Concern:

Please note my interest in the Town Treasurer's position. Resume attached.



Thanks,

A handwritten signature in black ink, appearing to read "Brooks Teel". The signature is fluid and cursive, with the first name "Brooks" and last name "Teel" clearly distinguishable.

Brooks Teel, CPA MBA

# Brooks Addison Teel, CPA MBA

---

 White River Junction, VT 05001 

## Education

July 2013 *East Carolina University, Greenville, NC*  
Master of Business Administration  
GPA: 3.5/4.0

December 2011 *East Carolina University, Greenville, NC*  
Bachelor of Science in Business Administration, Accounting  
GPA: 3.0/4.0

## Experience

August 2017 – Present *A.M. Peisch & Co., LLP, West Lebanon, NH*  
Staff Accountant II

- Prepared and reviewed individual and entity tax returns
- Audited local Banks and Nonprofit Organizations

July 2017 – September 2014 *Vanguard Group, Charlotte, NC*  
Investment Consultant

- Managed book of over 100 prospective and existing clients
- Advised investors on optimal investment solutions
- Trained new hires

September 2014 – August 2013 *Vanguard Group, Charlotte, NC*  
Investment Specialist

- Educated investors on strategies and products/services offered
- Facilitated transfer of investment accounts between brokerage firms

## Credentials

Certified Public Accountant, previously held FINRA Series 7 and 63 brokerage licenses



## **AGENDA MEMORANDUM**

**April 9, 2019**

**Town Selectboard Meeting Item: 4.b**

**Submitted by: Scott Cooney, Fire Chief**

**Subject: Revisions to Local Emergency Management Plan Adoption**

**Background:** In accordance with 20 V.S.A § 6 and the 2013 State Emergency Operations Plan, "each Vermont jurisdiction is expected to develop and maintain a Local Emergency Operations Plan". A current local emergency plan is also required for municipalities to receive federal preparedness funds and increased state reimbursement through the Emergency Relief and Assistance Fund (ERAF).

**Discussion:** Municipalities should review and update their emergency plans annually and readopt them between Town Meeting and May 1 every year. Municipalities report adoption of LEMPs through their Regional Planning Commission with the LEMP adoption form.

### **Financial**

**Impact:** There is no direct financial impact.

### **Recommendation**

**Motion:** I move the adoption of the 2019 Local Emergency Management Plan.

  
\_\_\_\_\_  
Town Manager

**Attachments:** LEMP Short Form  
LEMP Adoption Form

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Scott Cooney	

## 2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	Town Manager/Fire Chief
<b>Preferred EOC Positions and Duties</b>	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Admin Assistant	Staffs phones and radio
Situation Unit Leader	Tracks and answers any Requests For Information (RFI)
Planning Leader	Tracks and coordinates any Requests For Support (RFS)
PIO	Produces and posts public information and press releases
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
Phillip Kasten	Police Chief 802-299-8757
Hannah Tyler	Public Works Dir. 802-369-9269
Jeremy Delisle	Asst. Public Works Dir. 802-369-4018
Scott Hausler	Parks Dir. 802-299-8757
Paula Nulty	Exec. Asst. 802-369-5000
Gail Ostrout	Finance Dir. 802-281-0151
Lori Hirshfield	Planning Dir. 802-478-1119
Dillon Walsh	IT Officer 802-359-3976
Brannon Godfrey	Town Manager 802-369-9036
<b>Primary EOC Location</b>	
Facility / Address:	Hartford Public Safety 812 VA Cutoff RD
Phone Numbers:	802-295-3232/802-295-9425/
Equipment/Notes:	Phones/Radios/Maps/Internet/Email
<b>Alternate EOC Location</b>	
Facility / Address:	Hartford Public Works Building, Airport RD
Phone Numbers:	802-295-3611

Equipment/Notes:	Phones/Radios/Maps/Internet/Email
------------------	-----------------------------------

### 3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: Finance Department		
Emergency spending limits:	\$20,000 single purchase limit	
Businesses with Standing Municipal Contracts		
Type of Contract	Name	Contact Info
Road Materials	Twin State Sand & Gravel	603-298-8705
Other Local Resources		
Type of Resources/Skills	Name	Contact Info
Structural Engineer	Tim Schaal	802-295-2002
Health/Welfare Services	Red Cross	603-225-6697
Tech Rescue	Lebanon Fire Department	603-448-8810
Tech Rescue	Hanover Fire Department	603-643-3424
Rental Equipment/Tools	United Rentals	603-298-2916
Road Materials	Pike Industries	603-298-8774
Electric Power	Green Mt. Power	802-773-8833
Heavy Wrecker Services	Sabil & Sons	802-295-2084
Excavation	Nott's Excavation	802-295-2734
Mass Transportation	Butlers Bus	802-788-4322
Mass Transportation	Advanced Transit	802-295-1824
Traffic Control	Windsor County Sheriff	802-457-5211
State support that is usually at no cost to the municipality:		
<ul style="list-style-type: none"><li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li><li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li><li>• Vermont State Police and Special Teams</li><li>• Community Emergency Response Teams (CERTs)</li><li>• Swiftwater Rescue Teams</li><li>• Regional Shelter Support</li><li>• State government agency expertise / services</li><li>• Federal response agency expertise</li></ul>		
State support the municipality will normally eventually have to pay for:		
<ul style="list-style-type: none"><li>• Supplies and equipment (including sandbags)</li><li>• VTrans Equipment and Personnel</li><li>• Vermont National Guard Support</li></ul>		
The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.		



<b>National Incident Management System (NIMS) Typed Resources</b>											
<b>Type</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Other</b>	<b>Type</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Other</b>
Critical Incident Stress Management Team				N/A	1	Hydraulic Excavator, Large Mass Excavation				N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation					1
Mobile Communications Unit			N/A	N/A	1	Hydraulic Excavator, Compact					
All-Terrain Vehicles	N/A	N/A	N/A	N/A	2	Road Sweeper					1
Marine Vessels	N/A	N/A	N/A	N/A	2	Snow Blower, Loader Mounted					1
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer					
Public Safety Dive Team						Track Loader					
SWAT/Tactical Team						Trailer, Equipment Tag-Trailer				N/A	1
Firefighting Brush Patrol Engine	N/A	N/A	N/A		1	Trailer, Dump		N/A	N/A	N/A	
Fire Engine (Pumper)					3	Trailer, Small Equipment			N/A	N/A	3
Firefighting Crew Transport				N/A	1	Truck, On-Road Dump					
Aerial Fire Truck			N/A	N/A	1	Truck, Plow					10
Foam Tender			N/A	N/A		Truck, Sewer Flusher					
Hand Crew						Truck, Tractor Trailer				N/A	
HAZMAT Entry Team				N/A		Water Pumps, De-Watering					4
Engine Strike Team						Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)				N/A		Water Pumps, Water Distribution					
Fire Boat				N/A		Water Pumps, Wastewater					
Aerial Lift - Articulating Boom						Water Truck		N/A	N/A	N/A	1
Aerial Lift - Self Propelled, Scissor, Rough Terrain						Wheel Dozer			N/A	N/A	
Aerial Lift - Telescopic Boom						Wheel Loader Backhoe					
Aerial Lift - Truck Mounted						Wheel Loader, Large					
Air Compressor						Wheel Loader, Medium					2
Concrete Cutter/Multi-Processor for Hydraulic Excavator						Wheel Loader, Small				N/A	
Electronic Boards, Arrow						Wheel Loader, Skid Steer				N/A	
Electronic Boards, Variable Message Signs					1	Wheel Loader, Telescopic Handler					
Floodlights				N/A	1	Wood Chipper		N/A	N/A	N/A	1
Generator					4	Wood Tub Grinder					
Grader				N/A	1						

Information about the NIMS Typed resources can be found at: <https://rtilt.preptoolkit.org>

#### 4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	<a href="http://www.hartford-vt.org">www.hartford-vt.org</a> , <a href="http://www.dailyuv.com">www.dailyuv.com</a> , <a href="https://lists.vitalcommunities.org/lists/info/hartford">https://lists.vitalcommunities.org/lists/info/hartford</a> HFD/HPD/Town Hall/Communications Facebook pages.
Local Newspaper, Radio, TV:	Valley News, WNTK, NBC5, WCAX, WGXL 92.3
Public Notice locations:	Town Buildings, Libraries
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

#### 5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
The Village at WRJ	802-526-5242
VA Hospital	802-295-9363
Upper Valley Waldorf School	802-296-2496
Mid Vermont Christian School	802-295-6800
Valley Terrace	802-280-1910
Hartford Schools (Elem, Middle, High)	802-295-8600
Greystone Village	802-252-7455
Gate St. Senior Housing	603-252-7455
Babylon Daycare	603-667-7294
Green Mt. Children's Center	802-291-3035
World of Discovery Daycare	802-738-7688
Potter's House School	802-345-5726
Aurora Daycare	802-296-2077



## 6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
<b>Spontaneous Sheltering</b>	
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer at 800-347-0488 and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>	
<b>Regional Shelter</b>	
Location / Address:	Hartford High School 27 Highland Ave.
Opening Contact:	State EOC, 800-347-0488; American Red Cross, 802-660-9130
Phone Numbers:	802-295-8610
<b>Primary Local Shelter</b>	
Location / Address:	Hartford High School
Facility Contact(s):	Main Office
Phone Numbers:	802-295-8610
Shelter Manager:	Red Cross
Staff Requirements:	Red Cross Staffing
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Capacity: 200 Generator? Y Pets Allowed? Y
<b>Alternate Local Shelter</b>	
Location / Address:	Hartford Middle School
Facility Contact(s):	Main Office
Phone Numbers:	802-295-8640
Shelter Manager:	Red Cross
Staff Requirements:	Red Cross Staff
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Capacity: 50 Generator? N Pets Allowed? N

### Annexes (Optional, create and letter as needed)


See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

## Contact Information

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Brannon Godfrey	802-295-9036	802-478-1100		<a href="mailto:bgodfrey@hartford-vt.org">bgodfrey@hartford-vt.org</a>
EM Coordinator	Scott Cooney	802-598-0061	802-295-3232	802-295-7795	<a href="mailto:scooney@hartford-vt.org">scooney@hartford-vt.org</a>
Local Response Organization Contacts					
Fire Chief	Scott Cooney	802-598-0061	802-295-3232	802-295-7795	<a href="mailto:scooney@hartford-vt.org">scooney@hartford-vt.org</a>
Assistant/Deputy Fire Chief					
EMS Chief					
Chief of Police or Constable	Phillip Kasten	802-299-7805	802-295-9425		pkasten@hartford-vt.org
State Police or County Sheriff	Lt. Barbara Kessler, VSP Royalton Station Commander	802-234-9933			<a href="mailto:barbara.kessler@vermont.gov">barbara.kessler@vermont.gov</a>
Local Dispatch Center	Hartford	802-295-9425	802-295-2195		
Local Public Works Contacts					
Road Foreman	Rick Nott	802-281-2410	802-295-1843		<a href="mailto:rnott@hartford-vt.org">rnott@hartford-vt.org</a>
Public Works Director	Hannah Tyler	802-369-9269	802-295-3622		<a href="mailto:htyler@hartford-vt.org">htyler@hartford-vt.org</a>
Town Garage		802-295-3622			
Drinking Water Utility	Rick Kenny	802-295-3622	802-282-5486		<a href="mailto:rkenny@hartford-vt.org">rkenny@hartford-vt.org</a>
Wastewater Utility	Steve Brock	802-295-6563	603-477-5567		<a href="mailto:sbrock@hartford-vt.org">sbrock@hartford-vt.org</a>
Asst. Public Works Director	Jeremy Delisle	802-369-4018	802-295-3622		<a href="mailto:jdelisle@hartford-vt.org">jdelisle@hartford-vt.org</a>
Municipal Government Contacts					
Town/City Manager	Brannon Godfrey	802-369-9036	802-478-1100	802-295-9353	<a href="mailto:bgodfrey@hartford-vt.org">bgodfrey@hartford-vt.org</a>
Selectboard Chair	Simon Dennis	802-738-3802			<a href="mailto:sdennis@hartford-vt.org">sdennis@hartford-vt.org</a>
Selectboard Alt	Richard Grassi	802-299-6512	802-296-2495		<a href="mailto:rgrassi@hartford-vt.org">rgrassi@hartford-vt.org</a>
Selectboard Alt	Dennis Brown	802-295-5730	603-646-0718		<a href="mailto:dbrown@hartford-vt.org">dbrown@hartford-vt.org</a>

## Contact Information

[illegible]

## Contact Information

# Local Emergency Management Plan Municipal Adoption Form

**Town of HARTFORD**  
**171 Bridge Street**  
**White River Junction, VT 05001**

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

☒ Mark this block if a readopted plan has no changes since the previous year.

Municipality	Town of Hartford
LEMP Adoption Date	Month DD, Year
NIMS Adoption Date	5/28/14
EMD Name	Brannon Godfrey
Position	EMD
Primary Phone	802-295-9353
Alternate Phone	802-369-9036
Email	<a href="mailto:bgodfrey@hartford-vt.org">bgodfrey@hartford-vt.org</a>
POC 2 Name	Scott Cooney
Position	Fire Chief
Primary Phone	802-598-0061
Alternate Phone	802-295-3232
Email	<a href="mailto:scooney@hartford-vt.org">scooney@hartford-vt.org</a>
POC 3 Name	Simon Dennis
Position	Selectboard Chair
Primary Phone	802-738-3802
Alternate Phone	802-295-9353
Email	<a href="mailto:sdennis@hartford-vt.org">sdennis@hartford-vt.org</a>

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\* \_\_\_\_\_

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed\* \_\_\_\_\_

Printed Name, Selectboard / council member

**Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.**





Local Emergency Management Plan (LEMP)

## **Required Elements**

\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



## Required Elements

Municipal Adoption	
	Municipal Adoption Form
	Municipal adoption of National Incident Management System (NIMS)
	Contact information for local authorities during an emergency
	Certification that LEMP meets Vermont NIMS / Implementation Guidance
	LEMP adoption by local selectboard / city council (annual)
	Submission of LEMP to Regional Planning Commission (RPC)
LEMP Required Elements	
	Planners
	List of people who wrote / maintain the LEMP
	Municipal Emergency Operations Center (EOC)
	Activation authority
	EOC staff positions and duties (minimum 1)
	List of potential EOC staff members (minimum 1)
	Facility information for potential EOC locations (minimum 1)
	Resources
	Emergency purchasing agent and spending limits (if any)
	List of standing municipal contracts that can be used during an emergency
	National Incident Management System (NIMS) Typed Resource List
	List of other local resources that could be used during an emergency
	Public Information and Warning
	VT-Alert contact information
	Local website / social media information (if any)
	List of local media outlets (if any)
	Public notice sites for non-phone/Internet information
	Vermont 2-1-1 contact information
	Vulnerable Populations
	List of organizations/facilities that serve local vulnerable populations
	Identification and monitoring process
	Shelters
	Spontaneous and regional shelter information
	Opening information for local shelters (if any)
	Service information for local shelters (if any)
	Contact Information
	Emergency Management personnel
	Response organizations
	Municipal officials / public works
	State, region, and adjacent municipality contacts

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>



## **AGENDA MEMORANDUM**

**April 9, 2019**

**Town Selectboard Meeting Item: 4.c**

**Submitted by: Brannon Godfrey, Town Manager**

**Subject:** Strategic Plan on Equity and Inclusion RFP

**Background:** One of the principle charges of HCoreI is the development of a Strategic Plan for Equity & Inclusion that will serve as a guide for Town and School District policy-making to remediate race-based disparities in operations and services.

The solicitation and selection of a consultant is a critical first step in the development of the Strategic Plan. HCoreI has spent several months researching requests for proposals (RFPs) of strategic plans from other jurisdictions, including the Burlington, VT plan.

**Discussion:** On March 20, HCoreI finalized its draft of the RFP. It forwarded the draft to the School District for review. On March 27, the School Board reviewed and commented on the draft. The draft RFP is before the Selectboard for consideration and approval.

### **Financial**

**Impact:** The Town and School District have each allocated \$15,000 toward the development of the Strategic Plan.

### **Recommended**

**Motion:** I move the approval of the Strategic Plan RFP.

  
\_\_\_\_\_  
Town Manager

**Attachments:** Draft RFP

# **Town of Hartford and Hartford School District**

## **Hartford, Vermont**

### **REQUEST FOR PROPOSAL (RFP) STRATEGIC PLAN FOR INCLUSIVITY AND EQUITY**

Project: Develop A Community-Based Strategic Plan for Equity & Inclusion for  
The Town of Hartford And Hartford School District

Town of Hartford, Vermont 171 Bridge St White River Junction, Vermont 05001 Phone:  
802.295.9353 | Fax: 802.295.6382 Prepared By: HCoreI Sub-Committee Members:  
Kim Souza, John Hall, Sara Campbell Date: March 18, 2019

### **REQUEST FOR PROPOSAL (RFP) STRATEGIC PLAN FOR EQUITY & INCLUSION**

Town and School  
District of Hartford Vermont White River Junction - Vermont  
SUBMISSION DEADLINE: April 12, 2019, 5:00 pm QUESTION  
SUBMISSION DEADLINE: April 1, 2019

**INTRODUCTION** The Town of Hartford (TOWN) and Hartford School District (HSD) of Hartford,

Vermont invite proposals for their Strategic Plan for Equity & Inclusion project. Organizations and companies with prior work experience in the area of equity and inclusion strategic planning are invited to submit proposals. To be considered, all proposals must be received by the time specified under "SUBMISSION DEADLINE."

**PROJECT AND LOCATION** The bid proposal is being requested for the Town and HSD of with meetings and planning to be held at the Town Hall, 171 Bridge Street, Hartford, VT 05001.

**CONTACT INFORMATION** Name: J. Brannon Godfrey / Thomas DeBalsi Title: Town Manager / Superintendent of Schools Phone: 802.295.9353 / 802-295-8600 Fax: 802.295.6382 / 802-295-8602

Email: [Bgodfrey@hartford-vt.org](mailto:Bgodfrey@hartford-vt.org) / [Debalsit@hartfordschools.net](mailto:Debalsit@hartfordschools.net)

**PROJECT OBJECTIVE** The objective and ultimate goal for this project is to develop a community-based strategic plan for equity and inclusion in collaboration with a municipal planning equity organization.

**PROJECT SCOPE AND SPECIFICATIONS** The Town and HSD are seeking an organization to develop a Strategic Plan for Equity and Inclusion and to advise on its public dissemination and internal implementation through the offices of the Town Manager and School Superintendent.

The plan will provide recommendations and benchmarks to remediate race-based disparities in Town & HSD operations and services. The plan must research, analyze, and make recommendations with respect to each of the three following goals:

- Goal 1: Identify and make recommendations for remediation of race-based disparities across all Town and School departments
- Goal 2: Promote inclusion and engagement of all community members
- Goal 3: Develop means to respond to racial discrimination in the greater Hartford community.

Using the HCoreI Charge and Recommendations, the consultant will:

- Identify and analyze race-based disparities leading to social inequity within the Town Government & School District and the broader Hartford community;
- Research best practices among towns of similar size and demographics including urban-rural classification for addressing comparable disparities;
- Collect and incorporate past Town and HSD history, demographics and data;
- Establish benchmarks for these initiatives;

- Present analysis and outline assessment tools to measure progress in meeting annual benchmarks and/or respond to failures.

**SCHEDULED TIMELINE** The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary during the discovery phase of the project.

RFP Issue Date: April 1, 2019 Questions Due: April 15,  
2019 Proposals Due: April 29, 2019 Anticipated Finalist  
Interviews: Week of May 13-17, 2019 Anticipated Award  
Date: June 14, 2019

**Consulting Organizations** Town and HSD are seeking an organization with the following attributes:

- Experience researching and writing strategic plans
- Experience working on racial diversity issues
- Familiarity with best practice models related to municipal employment, public school systems, engagement of communities of color
- Familiarity with auditing and assessing progress in these areas
- Excellent facilitation skills
- Experience working with a wide range of stakeholder groups
- Ability to present complex ideas and data in compelling graphic representation
- Ability to define achievable benchmarks and assist in mapping a path to meeting them

RFP responses should detail how the organization plans to approach the scope of Work; including the anticipated meeting schedule. The Offices of the Town Manager and Superintendent will ensure that Town and HSD personnel will collaborate closely with consultant and supply all needed and available information to consultant in a timely manner.

## Organizational Background Requirements

- Name(s)
- Physical address
- Contact information (and preferred method of communication)
- Legal form of organization (e.g. Sole proprietor, partnership, corporation)
- Date organization formed
- Description of organization in terms of size, range and types of services offered and clientele
- Federal employer identification number (EIN)
- Evidence of legal authority to conduct business in Vermont (e.g. Business license number)
- Organization chart showing key personnel that would provide services to town of Hartford, Vermont

- Financial information - state whether the organization or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code
- Licensing and bonding - provide details of licenses and bonds (if any) for any proposed services that the organization/contractor may plan on providing for this project.
- Insurance -details of any liability or other insurance provided with regard to the staff or project
- References – at least two closely relevant for strategic plans for equity and inclusion

Organization agrees that the Town and HSD may contact all submitted references to obtain any and all information regarding organization's performance.

Organizations should note that any and all work intended to be subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed subcontractor(s).

**SELECTION PROCESS OVERVIEW** This process begins with the receipt of proposal submittals in response to the RFP outlined herein. Applicants will receive a confirmation email once their submittal is received. Proposals will be evaluated, and invitations will be made to the top-ranked consultants to participate in an interview conducted by a selection committee. Consultants not selected for an interview will be notified of the selection outcome. Proposals that commit to completing the project scope at lower cost than the contract cap are desired and will be viewed favorably.

Submittals should be limited to no more than 5 pages and contain:

A. Cover letter highlighting relevant skills and experience, explaining the applicant's understanding of the project and planned approach

B. Cost proposal summary and breakdown including

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

List any and all equipment or services required for this proposed project and the number of each. • Estimated cost for each piece of equipment or service.

- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Town of Hartford, Vermont, along with a brief explanation.

C. Resumes and references for each individual involved. Individuals will be subject to a background check.

D. Supplemental electronic links to other similar documents or projects undertaken

**PROJECT PROPOSAL EXPECTATIONS** Town and HSD shall award the contract to the proposal that best accommodates the various project requirements. The Town and HSD reserve the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one organization. The Town and HSD reserve the right to refuse any proposal or contract without obligation to either Town or HSD or to any organization offering or submitting a proposal.

#### DEADLINE TO SUBMIT PROPOSAL

Please include ten copies of the complete proposal. All proposals must be received by the office of the Town Manager no later than 5:00 pm on April 12, 2019 for consideration in the selection process.

Questions may be submitted in written form no later than April 1, 2019 to:

Name: J. Brannon Godfrey Title: Town Manager Phone: 802.295.9353 Fax: 802.295.6382 Email: Bgodfrey@hartford-vt.org

**EVALUATION CRITERIA** Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Organization's performance history and ability to timely deliver proposed services.
- Organization's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.
- Presence and involvement of people of color in the execution of the proposed project, as well as in managing and directing the day-to-day operations of the organization.

Each organization will be evaluated by a selection sub-committee of the HCOREI using the following criteria as a measure of the applicant's ability to successfully complete the project. Hiring of the selected organization must be approved by the Hartford Selectboard and Hartford School Board. Consultants will be scored up to a maximum of 100 points based on the following:

1. Experience & qualifications (25 pts)
2. Depth of skills related to strategic planning and facilitation (25 pts)
3. Level of understanding of the project, goals, issues, and local need(s) (15 pts)
4. Proposed cost and schedule (20 pts)
5. Quality, clarity, and completeness of submitted package (15 pts)



Town and HSD shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing organization.

Attachments – HCOREI Charge, recommendations for Strategic Plan for Equity and Inclusion & Cultural Sensitivity Training



## AGENDA MEMORANDUM

April 9, 2019

**Town Selectboard Meeting Item: 4d**

**Submitted by: Geoff Martin, Energy Coordinator**

**Subject:** Solar Energy Savings Update & Wilder Well Solar Update

**Background:** In 2018, the Town continued to receive net-metering credits from solar arrays at the Dunne property in Hartland, the Public Safety Building, and the landfill, as well as lease payments for hosting the array at the landfill. The Town also entered into new Solar Services Agreements for arrays on the roofs of the Public Works building and the WRJ wastewater treatment plant, which began generating power in late February 2018.


**Discussion:** The Town saved a total of \$19,951 on electricity in 2018 as a result of the net-metering credits from the five arrays. The Town also received \$8,400 in lease payments for hosting the landfill solar array, for a total benefit of \$28,351 in savings and revenue from solar. In addition, the Town retains the renewable energy certificates (RECs) from the Public Works, WRJ wastewater treatment plant, and PSB arrays, meaning the Town can claim the renewable and environmental benefits of the electricity. As a result, the Town generated 119,435 kWh of renewable electricity, and avoided the emission of 86,900 lbs of carbon dioxide.

Since 2018, the Town has increased its share of renewable generation. The 100 kW solar array at the Wilder Well came online in early 2019. The net-metering credits are currently being used for the Wilder Well, but will soon be shared for the benefit of the residents of Olcott Falls Mobile Home Park. The RECs will be retired on behalf of the Town and the residents of Olcott Falls. Once a contract has been finalized between the Town and the Housing Foundation, Inc., the agreement will be brought to the Selectboard for review.

### **Financial**

**Impact:** \$28,351 benefit to the Town, and a reduction of the Town's carbon footprint.

**Recommendation:** N/A

  
\_\_\_\_\_  
Town Manager



# **2018 Savings from Hartford's Solar Arrays**

**4/9/19**

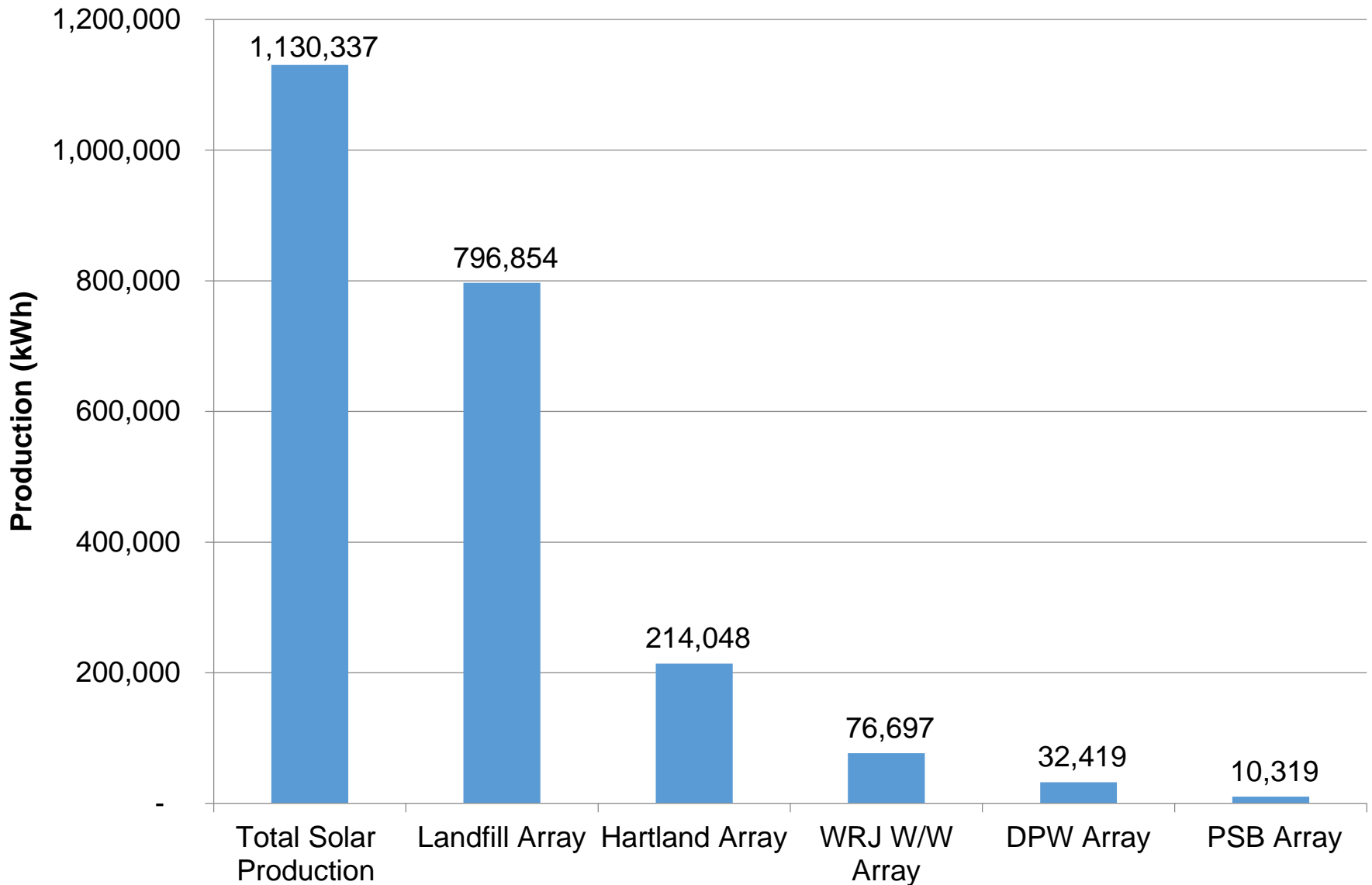
**FROM: Geoff Martin, Energy Coordinator, Department of Planning &  
Development**



- The Town received a total benefit of \$28,351 in savings and revenue from solar in 2018.
- Hartford retains the renewable energy certificates (RECs) from the Public Works, WRJ wastewater treatment plant, and PSB arrays, meaning the Town can claim the renewable and environmental benefits of the electricity.
- As a result, the Town generated 119,435 kWh of renewable electricity, and avoided the emission of 86,900 lbs of carbon dioxide.

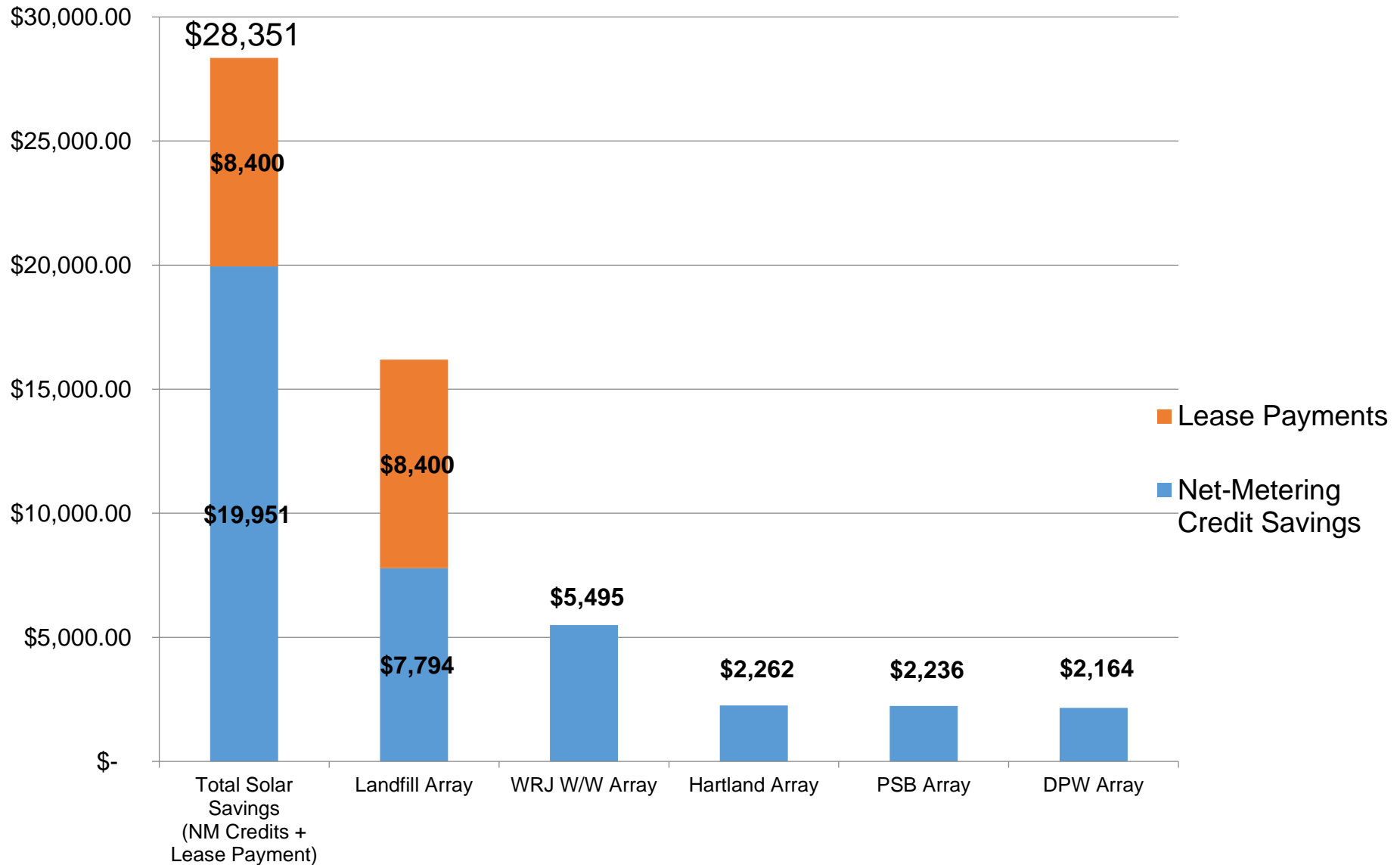


# 2018 Solar Production



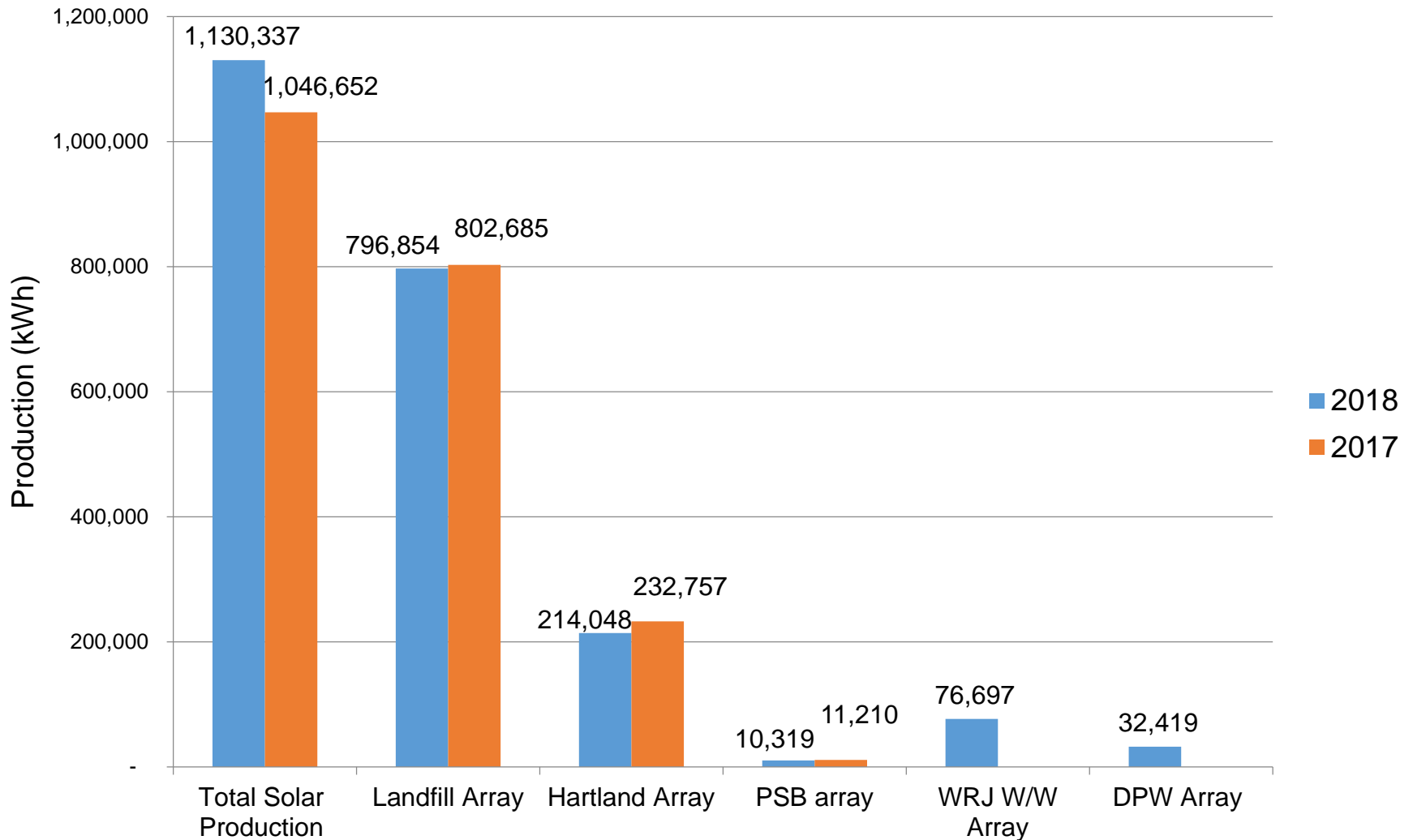


# 2018 Solar Savings



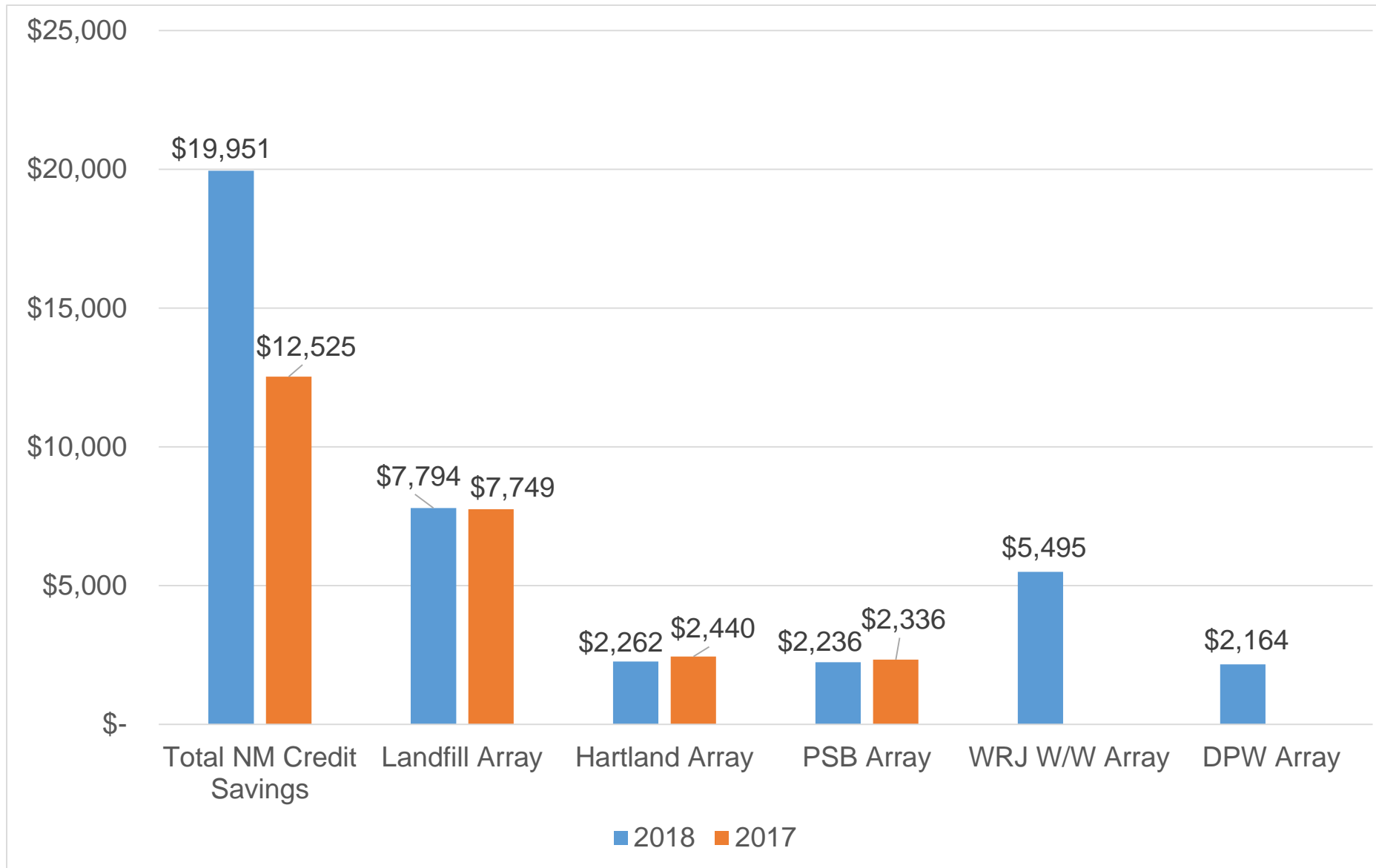


# 2017 vs. 2018 Solar Production





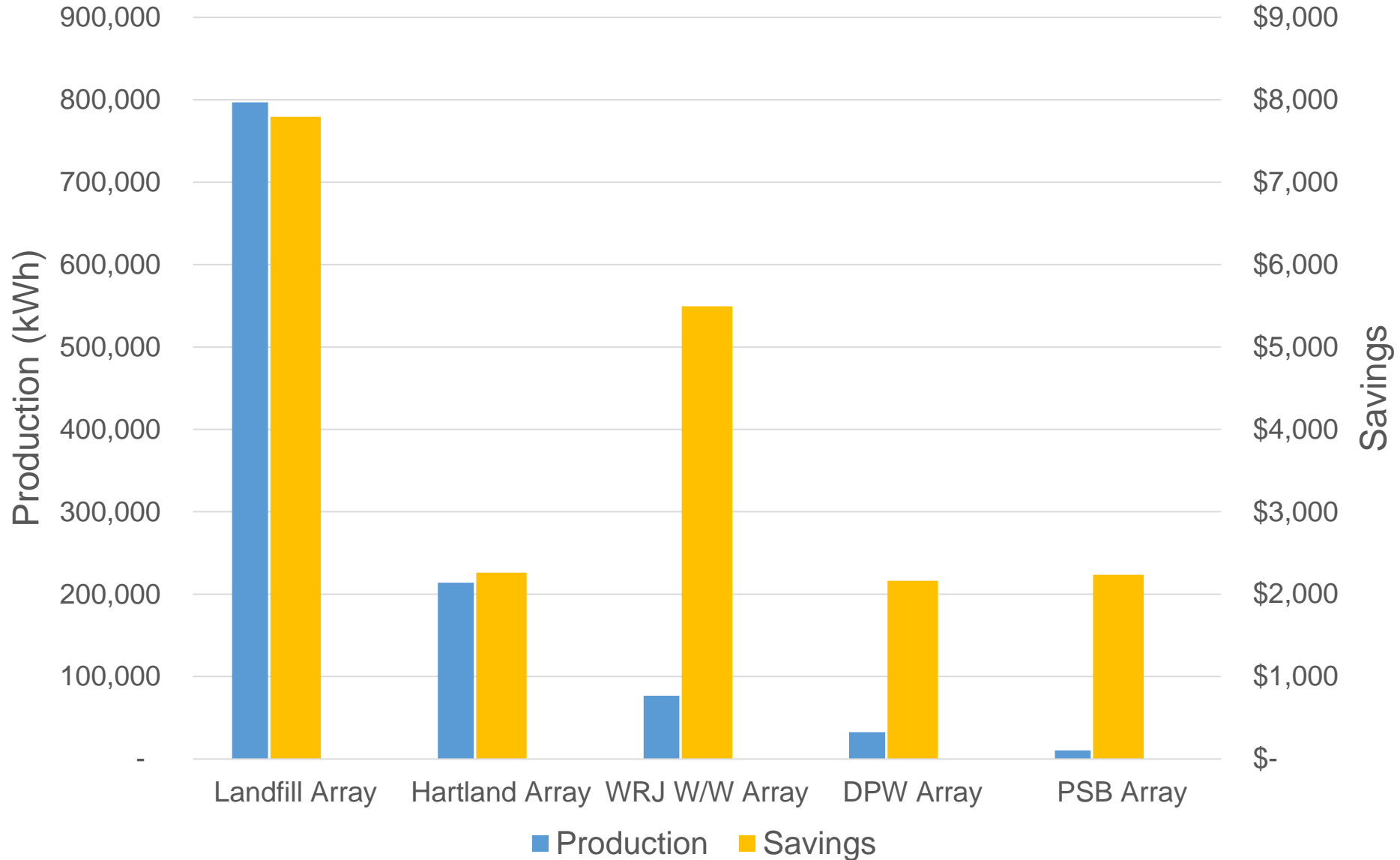
# 2017 vs. 2018 Solar Savings







# 2018 Production vs. Savings



# **4.e. Electric Vehicle Lease**

**Postponed until April  
23<sup>rd</sup>.**



## **AGENDA MEMORANDUM**

**April 9, 2019**

**Town Selectboard Meeting Item: 4.f**

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


**Subject:** **Volunteer Appreciation Proclamation**

**Background:** The Selectboard has annually recognized National Volunteer Week with a proclamation. The program is in conjunction with the Points of Light Organization established in 1974 by Presidential Proclamation and takes place in April each year. The proclamation is also recommended by the Parks & Recreation Department in keeping with its national accreditation by the Commission for Accreditation of Parks & Receptions Agencies (CAPRA).

**Discussion:** National Volunteer Week is April 7 – 13, 2019.

**Financial Impact:** There is no direct financial impact.

**Recommended Motion:** I move the reading and adoption of the Volunteer Appreciation Proclamation.

  
\_\_\_\_\_  
Town Manager

**Attachments:** Proclamation

**TOWN OF HARTFORD, VERMONT**  
**VOLUNTEER APPRECIATION PROCLAMATION 2019**

**WHEREAS** - *The entire community can affect positive change with any volunteer action no matter how big or small; and*

**WHEREAS** - *Volunteers can connect with local community service opportunities through Town organizations; and*

**WHEREAS** - *Volunteers do bring people together for social good of the community; and*

**WHEREAS** - *our community programs that are run by many volunteers are vitally important to establishing and maintaining a quality of life, ensuring the health of all citizens, and contributing to the economic and environmental well-being of the Hartford community and Upper Valley; and*

**WHEREAS** - *our community volunteers help offer 26 special events throughout the year. Events such as the Glory Days Festival, Independence Day Celebration, Summer Concerts, Egg Scramble, Trunk or Treat and Youth Ice Fishing Derby; and*

**WHEREAS** - *our community volunteers help offer 272 recreation programs over the year for the youth and adults of the Hartford community; and*

**WHEREAS** - *the Town of Hartford has 15 boards, committees and commissions with 98 volunteers that provide oversight and leadership to community programs, planning and development initiatives, community libraries, conservation efforts, community energy, sister cities, and our trees and landscapes; and*

**WHEREAS** - *the recreational programs, offered by volunteers, are an integral part of the Hartford community providing over 4000 volunteer hours a year, with a \$101,000 value to the community.*

**NOW THEREFORE** - *We, the Selectboard, and on behalf of the citizens of Hartford, recognize volunteers for their commitments to community service; and proclaim our sincere appreciation for the services and contributions of all volunteers who have given their time and energy for the betterment of community and quality of life to the citizens of Hartford, Vermont*

*Signed this 9<sup>th</sup> day of April, 2019*

\_\_\_\_\_  
*Simon Dennis, Selectboard Chair*

\_\_\_\_\_  
*Richard Grassi, Selectboard Vice Chair*

\_\_\_\_\_  
*Dennis Brown, Selectboard Clerk*

\_\_\_\_\_  
*Alan Johnson, Selectboard Member*

\_\_\_\_\_  
*Jameson Davis, Selectboard Member*

\_\_\_\_\_  
*Kim Souza, Selectboard Member*

\_\_\_\_\_  
*Dan Fraser, Selectboard Member*



## **AGENDA MEMORANDUM**

**April 9, 2019**

**Town Selectboard Meeting Item: 4.g**

**Submitted by: Brannon Godfrey, Town Manager**


**Subject:** **Proposed Community Resilience Organization of Hartford Bylaw Changes**

**Background:** The Community Resilience Organization of Hartford (CROH) has been considering changing its name to "Resilient Hartford."

**Discussion:** A change to the name would require updating its By-Laws accordingly. At its March 27 regular meeting, CROH proposed the amended By-Laws with the new name for consideration and approval by the Selectboard.

**Financial Impact:** There is no direct financial impact.

**Recommended Motion:** I move the amendment of the By-Laws to change the Committee name to Resilient Hartford.

  
\_\_\_\_\_  
Town Manager

**Attachments:** Draft Amended By-Laws

## **TOWN OF HARTFORD, VERMONT**

### **RESILIENT HARTFORD**

## **A COMMUNITY RESILIENCE ORGANIZATION ~~HARTFORD (CROH)~~ BY-LAWS**

### **1. Purpose**

Recognizing the threats of floods, severe weather events, economic disturbances and interruptions of basic needs such as food, water, heat, communication and electricity, ~~CROH~~ Resilient Hartford seeks to promote community interdependence and preparedness by partnering with resilience building organizations and initiatives in the region. These efforts will be guided by the Hartford Hazard Mitigation Plan when and where appropriate.

### **2. Mission**

The mission of the ~~CROH~~ Resilient Hartford is to build a stronger, more cohesive and self-reliant community that is better prepared to face environmental, economic and social challenges by engaging community members, organizations and businesses throughout Hartford to work together.

### **3. Membership**

A. The ~~CROH~~ Resilient Hartford shall consist of seven members appointed by the Selectboard. Each member shall be a resident of Hartford.

B. All members shall serve without compensation, but may be reimbursed by the Town for necessary and reasonable expenses incurred in the course of their duties.

C. The Selectboard shall appoint new members to three-year terms of office.

D. Liaisons may serve from the following commissions, boards and organizations:

- I. Hartford Selectboard
- II. Conservation Commission
- III. Planning Commission
- IV. Energy Commission
- V. Hartford Fire Department
- VI. Hartford High School

Liaisons may participate in ~~CROH~~ Resilient Hartford meetings, work and activities. However, voting on ~~CROH~~ motions is limited to ~~CROH~~ members appointed by the Hartford Selectboard.

E. In the event of the resignation of any ~~CROH~~ Resilient Hartford member, inability to serve, or absence without acceptable reasons for three consecutive meetings, the Selectboard shall appoint a new member to finish any unexpired term.

F. The Selectboard may remove any member if just cause is stated to the member in writing and

after a public hearing on the matter; if said member requests one.

- G. ~~The CROH~~ Resilient Hartford will be staffed by the Department of Planning and Development Services.

#### 4. Officers

- A. ~~The CROH~~ Resilient Hartford shall annually elect the officers: Chairperson, Vice-Chairperson and Clerk from the Selectboard appointed members.
- B. The Chairperson shall preside at all CROH Resilient Hartford meetings when he or she is present and shall direct the work of the ~~CROH Commission~~. The Chairperson shall appoint all Working Groups, represent CROH Resilient Hartford at public affairs, submit a brief annual report to the Selectboard and, upon its adoption, to the annual Town Meeting.
- C. The Vice-Chairperson shall assume all duties and powers in the absence of the chairperson.
- D. The Clerk shall keep minutes of all meetings and proceedings of CROH Resilient Hartford and record any action taken. The Clerk shall post notices of CROH Resilient Hartford meetings and give notice to members when necessary. The Clerk shall assume the duties of the Chairperson whenever the Chairperson and Vice-Chairperson are both absent.

#### 5. Meetings

- A. All activities of CROH Resilient Hartford shall be in accordance with the terms of the Vermont Open Meeting Law. All meetings shall be conducted under “Robert’s Rules of Order” unless otherwise provided.
- B. CROH Resilient Hartford meetings shall be open to the public and be held at a regular time and place when possible. The time and place of each meeting shall be posted at the Town Hall, the Town website and other posting locations not less than 48 hours in advance for regular meetings and 24 hours for special meetings.
- C. The Chairperson, upon request of at least two members, shall call special meetings.
- D. A simple majority of the number of appointed members shall constitute a quorum.
- E. Any one or more of the members may participate in a meeting by conference phone by which all persons participating in the meeting can hear one another, or video conference. Participation by telephone or video shall be equivalent to presence in person at a meeting for purposes of determining if a quorum is present.
- F. The meeting in the month of March shall be known as the Organization Meeting. The purpose of this meeting shall be for the election and installation of officers: the Chairperson, Vice-Chairperson and Clerk.
- G. All records and minutes of CROH Resilient Hartford meetings or actions shall be maintained at the Department of Planning and Development Services, the Town website and be available to the public.

## 6. Working Groups

Working Groups may be appointed by CROH Resilient Hartford as the need may arise. At least one voting member of CROH Resilient Hartford must serve on each Working Group. The Chairperson of any such Working Group may be a Liaison Member ~~of CROH~~ or CROH a voting member. Such Working Groups shall not be restricted to ~~members of CROH~~ voting members or CROH Liaisons. Information from Working Groups meetings shall be reported back to CROH Resilient Hartford at the next regularly scheduled CROH meeting.

## 7. Budget

Requests for funding for Resilient Hartford's CROH's operating budget and special projects shall be made during the Town's annual budget process through the Department of Planning and Development Services. This appropriation shall be under the charge and management of the Town Manager or their designee. This appropriation is through the Town General Fund and shall not accrue from year to year. Any funds from private, state, or federal sources shall be accepted only by consent of the Town Manager or their designee.

## 8. Amendments

These bylaws may be amended at any regular meeting of CROH Resilient Hartford by a two-thirds vote of the ~~Commission~~CROH. Written notice of intent to adopt or amend these bylaws must be publicly posted, sent to each member of CROH Resilient Hartford and to the Chair of the Selectboard at least fifteen (15) days prior to the meeting at which the proposed action is to be taken.





## **AGENDA MEMORANDUM**

**April 9, 2019**

**Town Selectboard Meeting Item: 4.h**

**Submitted by: Brannon Godfrey, Town Manager**

**Subject:** Selectboard Rules of Procedure and CIP Rubric

**Background:** At its February 26 meeting, the Selectboard delegated continuing discussion of the draft Rules of Procedure to Vice Chair Grassi and Selectboard members Kim Souza and Alan Johnson.

The Selectboard also delegated continuing discussion of the draft Capital Improvement Plan (CIP) Rubric to Selectboard members Alan Johnson, Kim Souza and Chair Simon Dennis.

**Discussion:** The Rules Work Group and Rubric Work Group met and prepared the attached drafts of the Rules of Procedure and CIP Rubric for the Selectboard's consideration.

### **Financial**

**Impact:** There is no direct financial impact.

### **Recommended**

**Motion:** I move the approval of the Rules of Order and CIP Rubric.

  
\_\_\_\_\_  
Town Manager

**Attachments:** Draft Rules of Procedure  
Draft CIP Rubric

# Hartford Selectboard Rules of Procedure

## (as of April ?, 2019)

(are there things that reside here, that would be better situated in the Town Charter?)

The purpose of this document is to provide guidelines and protocols for Selectboard members. This document is intended to be reviewed each year at the annual board Organizational Meeting. These rules may be amended at any regularly scheduled Selectboard meeting with the affirmative vote of at least 5 of members. Vermont Statutes Annotated, especially the Vermont Open Meeting Law (1 VSA 310-314) and the Town of Hartford Charter (24 VSA 123A) are the governing documents for the Selectboard. Except where contravened explicitly by VSA or this document, all Selectboard meetings shall be conducted according to the most recent revision of Robert's Rules of Order as needed to maintain proper decorum, with attention paid to procedures appropriate for small groups. In particular:

### General Duties and Goals of the Hartford Selectboard

1. To set and monitor the strategic direction of the Town of Hartford, Vermont, and to communicate this direction to the Town Manager.
2. To establish a proposed annual operating budget for the Town of Hartford and to submit this budget and municipal bonds to be brought to a vote in the general election.
3. To hire, evaluate, and manage the Town Manager.
4. To review and monitor its own conduct, performance, and operating procedure.
5. To represent the town at town functions.
6. To develop familiarity with state and municipal statutes that legally describe the roles and obligations of Selectboard members, constrain the board's purview, and obligate its actions.
7. To process the business that comes before it in an efficient, open, and understandable manner that builds public confidence in the decisions reached by the board. (time limits or guidelines?)
8. To maintain cordial and cooperative relations with their fellow board members, town employees, and fellow Hartford residents.

## Selectboard Officers; Organizational Meeting

Within 48 hours of the results of Town Meeting voting being announced, the Selectboard shall hold an Organizational Meeting to seat new members and elect the offices of Chair, Vice Chair, and Clerk. Newly elected members are responsible for taking the Oath of Office, administered by the Town Clerk (or any other official empowered to swear in the newly elected Selectboard members) in advance of this meeting or else arranging for the Town Clerk to be present at the meeting to do so. (account for contingencies such as recount or budget failure)

To effect this policy, the Selectboard shall set a date and time for this Organizational Meeting at the same time that it warns the Town Meeting elections. Typically this will be the Thursday evening following the Tuesday election. In the case of a special Town Meeting being called under the provisions of the Charter, the second day after the special election would be the date.

The Organizational Meeting shall be called to order by the incumbent Chair or Vice Chair or Clerk or most senior incumbent member, in that order of priority. The Town Clerk shall give the Oath of Office to any new members not already sworn in. Once this is completed, the presiding officer shall call for the election of a new Chair.

Upon the election of a new Chair (or full slate of officers, if all three positions were moved together), the newly elected Chair shall preside for the remainder of the business of the Selectboard's Organizational Meeting, including the election of Vice Chair and Clerk as needed and discussion of this document (Hartford Selectboard Rule of Procedure). At any duly warned meeting of the Selectboard after the adjournment of the Organizational Meeting, the affirmative vote of four (4) Selectboard members shall be required to initiate a reorganization of the board and open the floor for the election of new officers.

## Selectboard Member Responsibilities and Expectations

1. Each Selectboard member is expected to have reviewed the information packet provided by the Town Manager before the meeting. If a member plans to offer a motion, that motion may be written and distributed in advance.
2. Members shall provide any information and ask any questions they feel are necessary to perform their duties.
3. Members are encouraged to have a working knowledge of Robert's Rules of Order, Newly Revised, Board policies and procedures.
4. There is generally no limit to the number of times a member can speak to a question. However, members should obtain the floor before making motions or speaking, which they can do while seated, so long as such formalities do not significantly detract from the natural flow of a productive discussion. Any member may interrupt discussion to regain the floor if they did not relinquish it or have it formally removed.
5. Informal discussion of a subject is permitted while no motion is pending.

6. Members shall respect the right of the Chair to control the tone and pace of each discussion and to call for a motion to be made.
7. Members may contact the Town Manager for any information that is necessary to perform their duties, recognizing that employees report to the Town Manager, not the Selectboard. Selectboard members shall recognize the Town Manager's authority to manage Town employees; members shall not separately engage in the direct management or supervision of Town employees, nor make requests of Town employees without prior consent of the Town Manager.
8. Selectboard members shall not directly contact the Town's attorney without the prior authorization of the Chair and Town Manager.
9. Each Selectboard member shall recognize that it is the responsibility of the Town Manager and the Selectboard Chair to speak for and on behalf of the Town. Any member may speak on behalf of the town on a specific subject as long as they receive prior permission from the Chair.
10. As described in Robert's Rules, any Chair decision, including those described in this document, may be overridden by majority of the Board present.
11. Each Selectboard member has the right to speak on their own behalf as long as they clearly identify that they are speaking for themselves and not the town, including but not limited to: responding to press inquiries, engaging in dialog with citizens, posting on the town listserv or social media sites, publishing opinion pieces, or blogging.
12. A statement about the sorts of conversations that may be wise to step away from for the sake of safety or other concerns.

## **Selectboard Chair, Additional Responsibilities**

The role of Selectboard Chair is critical to the successful operation of the Selectboard in that they must provide the leadership to keep the Selectboard on track while building the necessary consensus to ensure it is the Selectboard, not the Chair alone, that is making the necessary decisions. As such the Chair shall:

1. Voting by unanimous consent is encouraged when the Chair expects no significant debate, provided that members are given clear and sufficient opportunity to object or call for discussion, and that what is being voted on is stated in clear terms. Otherwise, motions made but not seconded will not be entertained.
2. The Chair need not rise while putting questions to the vote nor restate a motion unless clarification is needed.
3. The Chair can speak in discussion without rising or leaving their chair, can make motions for voting by unanimous consent or on request of the board, and usually votes on all questions and casts the last vote.
4. Be the primary interface to the Town Manager. Provide written reports of communication with the Town Manager and vice versa within a week of their occurrence and immediately in time-critical situations.

5. Along with the Town Manager, be the primary interface in providing information to the public on behalf of the Town, and in particular to represent the Town in stating settled Town positions to the media. In circumstances where no final decision has been reached the Chair shall operate under the rules of Selectboard member interaction with the press and public.
6. Set the agenda for any meeting of the Selectboard using a collaborative process that ensures participation in the development of the agenda by all members of the board.
7. Bring each meeting to order at the appropriate time, call the roll, and ensure that a quorum exists so that the Town's business may be done. If a quorum does not exist within a reasonable amount of time, postpone the meeting to a future date no later than the next scheduled Selectboard meeting.
8. Be in control of each meeting and set a respectful meeting tone and appropriate decorum. Ensure that the meetings are run professionally and that all participants behave civilly with no personal attacks.
9. Be the official head of the Town for all ceremonial purposes or appoint a substitute.
10. Disseminate relevant information to other Selectboard members either directly or by delegation to the Vice Chair or Town Manager.
11. Have signatory authority on behalf of the Selectboard for accounts payable, vendor manifests, and other financial documents if and only if a quorum is not available. In the event that this signatory authority is exercised by the Chair, board approval shall be sought at the next meeting of the board.
12. Have the authorization to contact the Town's attorney to conduct Town business.

## **Selectboard Vice Chair, Additional Responsibilities**

The role of the Vice Chair is to perform the duties of the Chair whenever the Chair is indisposed.

## **Selectboard Clerk, Additional Responsibilities**

The role of the Clerk is to see to it that minutes of Selectboard meetings are taken and subsequently brought to the board for approval. Such minutes shall comply with Vermont Statute and shall, at a minimum, record when meetings begin and adjourn, when Executive sessions begin and adjourn, when members arrive and depart (if different from the full meeting length), what motions are made and seconded and by whom, and the roll call of any votes taken. (something should be added to better capture the role of staff in the taking of minutes.)

## **Meeting Attendance**

1. Selectboard members are expected to be in the chamber and ready to be seated at the start of the meeting. The Chair shall announce any known late arrivals

during roll call.

2. Should a Selectboard member find they are unexpectedly unable to at a meeting at the scheduled time of the meeting, they will immediately notify (preferably by phone) the Chair, Vice Chair, or Town Manager of the delay and anticipated time of arrival or an inability to attend. Voice mail is not considered notification.
3. All absences shall be considered unexcused unless the Selectboard votes to excuse the absence before the conclusion of the next regularly scheduled meeting.
4. In order to meet the attendance requirements outlined in the Town Charter, a board member must attend no less than 70% of the meetings within any twelve months and must not have three consecutive unexcused meeting absences. If a majority of the Selectboard finds that a fellow Selectboard member has failed to meet the attendance requirement, the seat immediately becomes vacant.

## Selectboard Vacancies

If a Selectperson's seat becomes vacant for any reason, the remaining Board members will vote on appointees to fill the seat for the remainder of the departing Selectperson's term.

The general public should be warned well in advance of any board appointment and applications should be solicited from interested candidates in such a manner to allow for an open and transparent process.

If the Selectboard fails to appoint a replacement within 42 days (six weeks) of declaring the seat vacant, the Charter requirement that a special election be held shall be honored by warning a special election for the earliest possible date at the next regularly scheduled Selectboard meeting. This requirement shall be waived if the end of the 42 day period falls within 13 weeks of Vermont Town Meeting Day.

## Meeting Compensation

Selectboard members shall be compensated for meetings and travel as set by the voters at the annual Town Meeting.

Members will be paid for any duly warned meeting of the Selectboard, including emergency sessions, and for any meetings attended as a board liaison or delegate.

With prior approval from the Board, members shall also be compensated for attending off-site seminars and workshops such as trainings from the Vermont League of Cities and Towns.

## Liaison Assignments

Selectboard shall assign liaisons from willing members to the Town boards and commissions, and the School Board, such that every board and commission has a Selectboard liaison. Liaisons are encouraged but not required to attend the meetings of these boards and commissions; if regular attendance is not possible, the liaison should be in regular contact

with the Chair of the board or commission.

Generally speaking, the role of the Selectboard liaison is to be a conduit for information, helping coordinate the activities of the various boards and commissions with the Selectboard, not an active or voting participant in the work of those boards and commissions.

## **Public Participation**

All meetings of the Board are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

1. Near the beginning of the meeting, citizens may have an opportunity to make general comments, with the expectation that each speaker will not exceed 5 minutes.
2. At the conclusion of discussion of each agenda item, but before any action is taken by the Board at each meeting, there may be time afforded for open public comment. This opportunity is at the discretion of the Chair and the Board.
3. By majority vote, the body may increase the time for public comment and its place on the agenda, or end the comment period of an individual or entirely.
4. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
5. Members of the public must be acknowledged by the Chair before speaking.
6. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
7. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
8. Members of the body and members of the public shall comply with the orders of the Chair or other presiding member. The Chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when they determine in their sole discretion that deviation from the process is warranted:
  - a. Call the meeting to order and remind the members of the applicable rules of procedure.
  - b. Declare a recess or table the issue.
  - c. Adjourn the meeting until a time and date certain.
  - d. Request that disorderly person(s) be removed from the meeting.

## **Departing Member Recognition**

When a member has served at least one full term and leaves the Selectboard, whether by reaching the end of a term and not seeking re-election, not being re-elected, or via resignation, the outgoing member shall be presented with an engraved plaque. If the member served as Chair at any time during at least one full term, they shall also be presented with a gavel. If the member served at least 10 years, they shall also be presented with a Town Chair.



Step One				
	Is there an overriding reason why we must do the project?			
	Is it required by overriding safety concerns?			
	Is it required by statute?			
	Are there overriding financial impacts or safety drawbacks of not doing it?			
If the board answers yes to any of these questions, then the project circumvents the rubric and goes directly into the CIP.				
Step Two, Ranking each question on a scale of one to ten on the following eleven Rubric Questions. Then multiply by the weighting factor to achieve the weighted value.		Please rank on a scale of one to ten.		
	<b>Evaluation Factors</b>		<b>Weighting</b>	<b>Weighted Value</b>
	Public Safety		2	
	Staff Safety		2	
	Regional impact		0.5	
	Alignment with strategic goals		1.5	
	Public demand		0.6	
	Environmental,		1.5	
	aesthetic value		0.5	
	social value		1	
	Improves or preserves public service		1.75	
	Usership		1.25	
	Equity		2	
			Total Value	
Step Three, Calculate Net Financial Impact				
	Net Financial Impact of doing/not doing can be calculated in the following way:			
	{(Total design, permitting and construction costs/project lifespan) + (Annual operations cost) + (Annual maintenance Cost)} - {(annual direct revenues) + (annual indirect revenues) + (operational and maintenance savings)} = Net Financial Impact			
/Step Four: NFI factor x Total Value = Final Project Score				
	lifespan			



**TOWN OF HARTFORD  
SELECTBOARD MINUTES**

Tuesday, March 26, 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; Dan Fraser, Selectboard Member; Alan Johnson, Selectboard Member; Jameson Davis, Selectboard Member; Kim Souza, Selectboard Member; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant; Hannah Tyler, Director of Public Works; Lori Hirshfield, Director of Planning and Development; Scott Hausler, Director of Parks & Recreation; Pam Hausler; Phil Kasten, Chief of Police; Judith Roberts; Gerda Gofberg; Sadie Woods; Sandie Cary; Lannie Collins; Jennifer Kaar, Filling Station Restaurant/Pub.

<http://catv.cablecast.tv/CablecastPublicSite/show/8329?channel=1>

**I. Call to Order the Selectboard Meeting:** Selectboard Chair, Simon Dennis called the Selectboard meeting to order at 6:01 P.M.

**II. Pledge of Allegiance:** Resident, Lannie Collins led the Pledge of Allegiance.

**III. Local Liquor Control Board:** Selectboard Chair, Simon Dennis recessed the Selectboard meeting and opened the Local Liquor Control Board.

**1. Renewals with Appearance**

- a. Squeaky Wheel, Inc. Doing Business As: The Filling Station Restaurant & Lounge, 70 Gates Street, White River Junction, VT 05001. (1<sup>st</sup> Class)

The Selectboard discussed the multiple “service calls” the Hartford Police reported. Notice has been given by the Selectboard that in the future, there cannot be these calls and it could jeopardize the renewal process next year if they continue.

**Selectboard Vice Chair, Dick Grassi made the motion to approved the Renewal of the Squeaky Wheel, Inc. Doing Business As: The Filling Station Restaurant & Lounge, 70 Gates Street, White River Junction, VT 05001 for a 1<sup>st</sup> class liquor license. Selectboard Member, Jameson Davis Seconded the motion. 6 voted yes, 0 voted no and 1 (Dan Fraser) abstained. The motion passed.**

- b. Public House at Quechee Gorge, LLC, 5813 Woodstock Road, Quechee, VT 05059. (1<sup>st</sup> Class & Outside Consumption)

The owners were notified that they needed to appear before the Board. They were not at the meeting tonight. They will be put on the agenda for April 9<sup>th</sup>.

**Selectboard Member, Jameson Davis made the motion to Table this item until the next regular meeting of the Selectboard. Selectboard Member, Alan Johnson seconded the motion. 6 voted yes, 0 voted no and 1 (Dan Fraser) abstained. The motion passed.**

## **2. Renewals without Appearance**

- a. Public House Diner, Inc. 5573 Woodstock Road, Quechee, VT 05059. (1<sup>st</sup> Class)
- b. Northern Hospitality Limited Partnership, Doing Business As: Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001, (1<sup>st</sup> Class)
- c. Skinny Pancake Quechee, 7161 Woodstock Road, Quechee, VT 05059. (1<sup>st</sup> Class)
- d. Engine Room, LLC 188 South Main Street, White River Junction, VT 05001. (1<sup>st</sup> Class and Outside Consumption)
- e. Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 (1<sup>st</sup> Class and Outside Consumption)
- f. Pirkey, Bradford F. Doing Business As: Chefs Brads Crazy Side, 1 Quechee Main Street, Quechee, VT 05059 (1<sup>st</sup> Class and Outside Consumption)

**Selectboard Member, Alan Johnson made the motion to Approve: Public House Diner, Inc. 5573 Woodstock Road, Quechee, VT 05059 for a 1<sup>st</sup> Class License; Northern Hospitality Limited Partnership, Doing Business As: Hotel Coolidge, 39 South Main Street, White River Junction, VT 05001, for a 1<sup>st</sup> Class License; Skinny Pancake Quechee, 7161 Woodstock Road, Quechee, VT 05059 for a 1<sup>st</sup> Class License; Engine Room, LLC 188 South Main Street, White River Junction, VT 05001 for a 1<sup>st</sup> Class and Outside Consumption license; Piecemeal, LLC Doing Business As: Piecemeal Pies, 5 South Main Street, White River Junction, VT 05001 for a 1<sup>st</sup> Class and Outside Consumption license and Pirkey, Bradford F. Doing Business As: Chefs Brads Crazy Side, 1 Quechee Main Street, Quechee, VT 05059 for a 1<sup>st</sup> Class and Outside Consumption license. Selectboard Clerk, Dennis Brown seconded the motion. 6 were in favor and 1 (Dan Fraser) abstained. The motion passed.**

Selectboard Chair, Simon Dennis closed the Local Liquor Board and reopened the Selectboard Meeting at 6:37 P.M.

**IV. Order of Agenda:** There were no changes to the Order of Agenda.

## **V. Selectboard**

## 1. Citizen, Selectboard Comments and Announcements:

There were no citizen comments.

Selectboard Comments: Kim Souza reported that she and Dan Fraser visited the Fire and Police Departments and were given tours. She was very impressed with the operations of both departments.

Alan Johnson announced that the date for The Block Party will be June 12<sup>th</sup> @ 5:30 P.M. at Lyman Point Park.

## 2. Public Hearing: VT Community Development Program (VCDP) Implementation Grant Public Hearing for Bridge & Main Housing Project Grant Closeout.

**Submitted by: Lori Hirshfield, Planning and Development Director**

Background: The Town was awarded a \$410,000 VCDP grant to partially fund development of 17 units of housing, located at 27 North Main Street in WRJ, with 16 units meeting HUD affordability guidelines. \$394,245 of the funds were loaned to Bridge and Main Housing, LP for a 30-year deferred term at 0% interest, to construct and acquire the housing. The remaining funds were used by the town for grant administration, program management, and legal expenses. The grant term ends on March 31, 2019.

Discussion: Prior to the end of the grant, the Town is required to hold a public hearing to give the community an opportunity to comment on grant activities and use of the funds. All VCDP and Other Resources as outlined in the Grant Agreement were received and expended. All work in the Environmental Review as required by the Notice of Release of Funds has been satisfactorily completed. All work under the Grant Agreement was satisfactorily completed. The benefit under the Grant Agreement also was met.

Selectboard Chair, Simon Dennis recessed the Selectboard Meeting and opened the Public Hearing at 6:49 P.M. There were no comments from the public. Mr. Dennis closed the Public Meeting and re-opened the Selectboard Meeting at 6:50 P.M.

**Motion: Selectboard Member, Dan Fraser made the motion to Authorize the Town Manager to sign all necessary documents to complete the grant closeout. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.**

## 3. Appointments

- a. Consider the Appointment of Sarah Sadie Woods to the West Hartford Library Trustees for a 5 year term beginning March 26, 2019 to March Town Elections of 2024.

**Selectboard Clerk, Dennis Brown made the motion to appoint Sarah Sadie Woods to the West Hartford Library Trustees for a 5 year term beginning March 26, 2019 to March Town Elections of 2024. Selectboard Member, Kim Souza seconded the motion. All were in favor and the motion passed.**

- b. Consider the Appointment of Gerda Gofberg to the West Hartford Library Trustees for a 4 year term beginning on March 26, 2019 to March Town Elections of 2023.

**Selectboard Member, Kim Souza made the motion to appoint Gerda Gofberg to the West Hartford Library Trustees for a 4 year term beginning March 26, 2019 to March Town Elections on 2023. Selectboard Vice Chair, Dick Grassi seconded the motion. All were in favor and the motion passed.**

- c. Consider the Re-Appointment of Brett Mayfield as the Town Health Officer for a 3 year term beginning March 26, 2019 and ending April 30, 2022.
- d. Consider the Re-Appointment of Susanne Abetti to the Hartford Historic Preservation Commission for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- e. Consider the Re-Appointment of Dennis Driscoll to the Hartford Business Revolving Loan Fund Committee for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- f. Consider the Re-Appointment of Steve Lagasse to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- g. Consider the Re-Appointment of Chris Lowe to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- h. Consider the Re-Appointment of Alice Maleski to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022.
- i. Consider the Re-Appointment of Jonathan Schechtman to the Design Review Commission for a 3 year term beginning March 26, 2019 and ending March 25, 2022.

**Selectboard Vice Chair, Dick Grassi made the motion to re-appoint:**

- a. **Brett Mayfield as the Town Health Officer for a 3 year term beginning March 26, 2019 and ending April 30, 2022 and Susanne Abetti to the Hartford Historic Preservation Commission for a 3 year term beginning March 26, 2019 and ending March 25, 2022 and Dennis Driscoll to the Hartford Business Revolving Loan Fund Committee for a 3 year term beginning March 26, 2019 and ending March 25, 2022 Steve Lagasse to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022 and Chris Lowe to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022 and Alice Maleski to the Zoning Board for a 3 year term beginning March 26, 2019 and ending March 25, 2022 and Jonathan Schechtman to the Design Review Commission for a 3 year term beginning March 26, 2019 and ending March 25, 2022. Selectboard Member, Jameson Davis seconded the motion. All were in favor and the motion passed.**

**4. Town Manager's Report:** Significant Activity Report period ending March 26, 2019.

<https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/154>

**Highlights:**

Sykes Mtn. Rd. Roundabout – The Town is in the right-of-way acquisition phase of this project and will be for the next 30 – 60 days. To reengage citizens in the plan design, VTRans and the Town are planning a Public Information Meeting in late April. The Comfort Inn has agreed to host the 2-hour, drop-in style information meeting, date and time TBD. The project engineers are developing an animated project visualization and design boards to display for this meeting.

Working with Public Works and Finance Directors to restructure the water & sewer billing operation so that it is under the Finance Department. It is currently in Public Works.

**5. Board Reports, Motions & Ordinances**

**a. VA Cutoff Bridge Purpose and Need Statement**

**Background:** The Town-owned VA Cutoff Bridge spans the White River and connects VA Cutoff Road to Maple Street (VT 14). The current condition of the 1929/1973 structure warrants planning and consideration of repair or replacement alternatives. At the March 12 Selectboard meeting, Laura Stone from the Vermont Agency of Transportation (VTrans) presented information on bridge conditions and estimated costs for replacement alternatives.

Included in the presentation was a table (“Alternatives Matrix”) comparing the options for deck replacement or full bridge replacement, with additional pricing options for traffic management during construction. The option with the most effective life cycle cost for the Town is the full bridge replacement with traffic detoured offsite during construction. The full replacement option also provides more of a complete streets solution with improvements to bicycle and pedestrian access, as well as a 75-year design life.

**Discussion:** In order to proceed with the bridge project, a Statement of Purpose and Need must be reviewed by the Vermont Division of Historic Resources (VDHP). VTrans and staff have prepared a Statement of Purpose and Need which justifies the full bridge replacement based on the need for a safe crossing and access by vehicles, pedestrians and bicyclists and to address the current structural deficiencies and ongoing deterioration of the bridge. Staff briefed the Hartford Preservation Commission at its March 20, 2019 meeting. The Commission noted that there was little architectural significance to the existing structure, and voted to support the full replacement option.

**Financial Impact:** The Town share of a full replacement with offsite detour is 5%, which is estimated to be \$545,321 of the \$10,906,417 total.

**Motion: Selectboard Member, Jameson Davis made the motion to Approve the Statement of Purpose and Need and authorize the Town Manager to notify VTrans of the Town's intent to pursue full bridge replacement with offsite detour. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.**

b. Sale of 63 Division Street

The offer for this property has been withdrawn until the current occupant is no longer living there. Mr. Godfrey shared information from Mr. O'Toole, Tax Sale attorney. Mr. O'Toole suggested the Town proceed with an Ejectment Process. The Selectboard agreed. Mr. Godfrey will meet with Chief Kasten to expedite this process.

c. Treasurer Appointment Update

Background: On March 6, Treasurer John Clerkin has announced his retirement effective upon the appointment of a Treasurer by the Selectboard and the completion of transition of duties. 24 VSA §963 authorizes the Selectboard to immediately fill a vacant officer position until an election is held at the next Town Meeting or at a Special Town Meeting.

Discussion: On March 20, staff posted a job advertisement on the Town website and in the weekend edition of the Valley News. The applications will be presented to the Selectboard for consideration at a future meeting.

d. WABA Floor and Equipment Contracts

Background: At the 2019 Hartford Town Meeting, funding was authorized for the WABA Refrigerated Floor, Dasher Board Replacement, Zamboni Lease and updated Dehumidification and Bleachers. The implementation plan is to complete the project components of the WABA Projects prior to the 2019 opening season (October).

Discussion: The funding source, as briefed at Town Meeting and approved by voters, include: Unassigned Funds Total: WABA Floor/Boards/Seating/Dehumidification - \$200,000.00 and WABA Zamboni Lease - \$25,400.00. Other Funds Total: CIP Reserve (WABA) - \$725,000.00.

**Motion: Selectboard Member, Alan Johnson made the motion for the Refrigerated Floor That the Hartford Selectboard authorizes the Town Manager to expend up to \$660,900 for the purpose of replacing the refrigeration system floor and replacing with a new floor system. All work to be performed prior to opening in October 2019. The Hartford Selectboard further authorizes the Town Manager to enter into a contract with Parent Construction, Inc. to furnish and install the refrigeration system as specified with options for \$660,900 and for the Dasher Board System That the Hartford Selectboard authorizes the Town Manager to expend up to \$164,745.97 for the purpose of installing a new dasher board system at the Wendell A. Barwood Arena. Delivery and all work to be performed prior to opening in October 2019. The Hartford Selectboard further authorizes the Town**

**Manager to enter into a purchase agreement with Becker Arena Products utilizing Sourcewell Cooperative Municipal /Government Contracts for the purchase of the Dasher Board System with options for \$164,745.97 and for the Zamboni Lease That the Hartford Selectboard authorizes the Town Manager to expend a Not- to- Exceed amount of \$25,400 annually for the purpose of purchasing a new Zamboni for the Wendell A. Barwood Arena through a 7 year municipal lease agreement. Manufacturing to begin upon signing of the lease with a delivery in September 2019. The Hartford Selectboard further authorizes the Town Manager to enter into a lease agreement utilizing Sourcewell Cooperative Municipal /Government Contracts for the purchase of the Zamboni and the lease agreement with National Cooperative Leasing for a 7 year annual not-to-exceed amount of \$25,400 with the first payment due on October 1st, 2019. Selectboard Member, Dan Fraser seconded the motion. All were in favor and the motion passed.**

- f. Selectboard Process Discussion: The Selectboard has held discussions of it processes in recent meetings.

At its February 26 meeting, the Selectboard delegated continuing discussion of the draft Rules of Procedure to Vice Chair Grassi and Selectboard members Kim Souza and Alan Johnson. They have coordinated to meet on Wednesday, March 27.

Selectboard Chair Simon Dennis and the Town Manager prepared a draft of the Work Plan.

The meeting for the Boards Rules of Procedure and Rubric is scheduled for April 3<sup>rd</sup> 6:00 P.M. – 9:00 P.M.

The date of the Priority and Objective Setting for the Town Manager meeting will be scheduled using the doodle poll. This will be scheduled with Delia Clark or another facilitator if she is not available.

## **6. Commission Meeting Reports:**

Selectboard Clerk, Dennis Brown reported that the Historic Preservation Commission has been moving forward with the cemetery's oral history project. They have already interviewed several residents. They also mentioned that at the Town Meeting where they were set up that some of the staging was blocking them. Hopefully this won't happened next year.

Selectboard Member, Kim Souza reported from HCoreI that they have submitted the draft for the Request for Proposal. This will be going to the School Board first. Also, she noted that at the School Board meetings they end each meeting with a rating system to measure each meeting. This might be something that the Selectboard would want to try. Both the Principal of the High School and the Director of HACTC presented their reports that were very interesting and a summary of where they are at this time.

Selectboard Member, Dan Fraser is not able to attend the Tree Board meetings because



they are scheduled the same time as the Selectboard meetings. Mr. Fraser has arranged to have the meeting minutes forwarded to him. He is planning to attend the School Board meeting tomorrow.

Selectboard Vice Chair, Dick Grassi reported from the Parks & Recreation Commission. The department is applying for a grant to help clear the milfore at Dewey's. Mr. Grassi found out that the Army Corp owns the water. The Town owns the land. They, the Army Corps are not involved in any of the cleanup discussions. Mr. Grassi suggested that letters to Hartford's representatives to question why they are not involved.

Mission Statement – a strategic plan, also known as a mission plan. A lot of work went into that for the Dept. of Parks & Rec.

Mr. Grassi also shared the latest Program guide from Parks & Rec. A lot of work went in to it. It shows the many programs that are offered. Mr. Grassi also shared that at WABA all of the number of fees (entrance and rentals) have gone up this year. The facility has been used this past year more than ever.

There is one last opening on the Parks and Recreation Commission. There is an interested person. New officers are: Chair, Abigail Barman; Vice Chair, Kevin Stuart and Clerk, Brett Mayfield.

**7. Consent Agenda (Mot Req.): Selectboard Member, Dan Fraser made the motion to approve the Consent Agenda as listed. Selectboard Clerk, Dennis Brown seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 3/23/2019

Approve Meeting Minutes of: 3/12/2019

Approve A/P Manifest of: 3/22/2019 & 3/26/2019

Selectboard Meeting Dates of:

- Already Approved: 4/9/2019 & 4/23/2019

- Needs to be Approved: 5/7/2019 & 5/21/2019

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

**9. Adjourn the Selectboard Meeting. (Mot Req.) Selectboard Vice Chair, Dick Grassi made the motion to Adjourn the meeting at 9:20 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.**

Report Date: 4/04/19  
8:14AM

**Payment Manifest**  
by Vendor ID  
**Town of Hartford**  
Check Date: 4/05/2019 - 4/05/2019

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.
25-0221	Fire & Ambulance				
000875	ADAMSON INDUSTRIES CORP		4/05/2019		1001
142542	Fire Chief Car 1 Up Fitting	0.00	\$13,642.00	0.00	13,642.00
Desc: Fire Chief Car 1 Up Fitting		Acct: 25-985-100-0221	Fire & Ambulance		
Vendor Total:			13,642.00	0.00	13,642.00
25-0221	Highway Infastructure	Bank Total:		13,642.00	
25-0311	Highway Infastructure				
014447	DUFRESNE GROUP		4/05/2019		1005
13164-2	SYKES MTN AVE SIDEWALK - ADMIN T	4.25	\$4.25	0.00	4.25
Desc: SYKES MTN AVE SIDEWALK - ADMIN TASK		Acct: 11-316-003-2018	Town Match Funds 2018 - Lower Sykes		
Vendor Total:			4.25	0.00	4.25
25-0311	PARKS - REC RESTRICTED	Bank Total:		4.25	
25-8055	PARKS - REC RESTRICTED				
017300	FOGG'S HARDWARE & BUILDING		4/05/2019		1002
850807	MATERIALS	0.00	\$149.75	0.00	149.75
Desc: MATERIALS		Acct: 25-985-511-0001	P & R Restricted - Covered Bridge		
Vendor Total:			149.75	0.00	149.75
25-8055	Non Interest	Bank Total:		149.75	
70-0100	Non Interest				
029096	MANBY, C ROBERT JR, PC	LAW OFFICE OF C ROBERT MANBY JR PC	4/05/2019		1002
4346	VILLAGES AT WRJ 145-18	0.00	\$5,037.50	0.00	5,037.50
Desc: VILLAGES AT WRJ 145-18		Acct: 70-623-318-7113	Grants Mgmt - VCDP The Village @WR.		
Vendor Total:			5,037.50	0.00	5,037.50
70-0100	Dog Park	Bank Total:		5,037.50	
73-7302	Dog Park				
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	4/05/2019		1006
9600044482MAR'19	TRASH PICK UP - WATSON DOG PARK	0.00	\$68.77	0.00	68.77
Desc: TRASH PICK UP - WATSON DOG PARK		Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
Vendor Total:			68.77	0.00	68.77
035350	K.R. NOTT TRUCKING & SNOW REMOVAL	K. R. NOTT TRUCKING	4/05/2019		1007
199	SNOW REMOVAL - MARCH 2019	0.00	\$200.00	0.00	200.00
Desc: SNOW REMOVAL - MARCH 2019		Acct: 73-511-318-7302	CONTRACTED SERVICES(DOG PARK		
Vendor Total:			200.00	0.00	200.00
73-7302	GENERAL FUND - MASCOMA	Bank Total:		268.77	
FUND 1 0	GENERAL FUND - MASCOMA				
000875	ADAMSON INDUSTRIES CORP		4/05/2019		65142
142543	FLOOR LINERS	0.00	\$125.95	0.00	125.95

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ReportAPINHND\_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.
000875	Desc: FLOOR LINERS ADAMSON INDUSTRIES CORP	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES 4/05/2019		65141
142460	Car2-Equipment transfer&Instal	0.00	\$5,436.40	0.00	5,436.40
	Desc: Car2-Equipment transfer&Instal	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
	Vendor Total:		5,562.35	0.00	5,562.35
001170	AIRGAS, INC.	AIRGAS USA, LLC	4/05/2019		65143
908660112	OXYGEN	0.00	\$20.80	0.00	20.80
	Desc: OXYGEN	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
	Vendor Total:		20.80	0.00	20.80
001475	ALICE PECK DAY HOSPITAL		4/05/2019		65144
8327	MMR - JONES DANIEL	0.00	\$184.00	0.00	184.00
	Desc: MMR - JONES DANIEL	Acct: 10-221-318-0000	CONTRACTED SERVICES		
8328	IMMUNIZATION - COLLINS TROY	0.00	\$54.00	0.00	54.00
	Desc: IMMUNIZATION - COLLINS TROY	Acct: 10-221-318-0000	CONTRACTED SERVICES		
8329	IMMUNIZATION - HEP B - LAMOUREUX	118.00	\$118.00	0.00	118.00
	Desc: IMMUNIZATION - HEP B - LAMOUREUX E	Acct: 65-963-318-0000	CONTRACTED SERVICES		
	Vendor Total:		356.00	0.00	356.00
001650	ALLEN ENGINEERING POOLS AND SPAS		4/05/2019		65145
111-515567-01	LIQUID CHLORINE	1,331.55	\$1,331.55	0.00	1,331.55
	Desc: LIQUID CHLORINE	Acct: 50-952-340-0000	CHEMICALS		
	Vendor Total:		1,331.55	0.00	1,331.55
002065	AMERICAN FAMILY LIFE ASSURANCE	AFLAC - AMERICAN FAMILY LIFE	4/05/2019		65146
MAR'19	AFLAC - MARCH 2019	0.00	\$1,970.38	0.00	1,970.38
	Desc: AFLAC - MARCH 2019	Acct: 10-012-300-0270	ACCRUED AD&D PAYABLE		
	Vendor Total:		1,970.38	0.00	1,970.38
002962	AT&T MOBILITY	AT&T MOBILITY	4/05/2019		65147
07539781MAR'19	MONTHLY FEE I-PAD	23.55	\$23.55	0.00	23.55
	Desc: MONTHLY FEE I-PAD	Acct: 50-954-324-0000	TELEPHONE		
	Desc: MONTHLY FEE I-PAD	Acct: 55-954-324-0000	TELEPHONE		
	Vendor Total:		23.55	0.00	23.55
002965	ATCO INTERNATIONAL		4/05/2019		65148
10526197	GLASS CLEANER	50.00	\$50.00	0.00	50.00
	Desc: GLASS CLEANER	Acct: 60-961-321-0100	REPAIRS & MAINT-BUILDING		
	Vendor Total:		50.00	0.00	50.00
004648	BAU/HOPKINS		4/05/2019		65149
19-12951	Methane Gas Detect Equip Recycling	19,470.00	\$19,470.00	0.00	19,470.00
	Desc: Methane Gas Detect Equip Recycling	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE		
19-12952	Methane Gas Detct Equip HHW-LF	5,600.00	\$5,600.00	0.00	5,600.00
	Desc: Methane Gas Detct Equip HHW-LF	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE		
19-12953	Admin Bldg Methane Gas Detect Equip	5,600.00	\$5,600.00	0.00	5,600.00

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Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Admin Bldg Methane Gas Detect Equip	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE		
	Vendor Total:		30,670.00	0.00	30,670.00
004850	BEN'S UNIFORMS INC.		4/05/2019		65150
83717	UNIFORMS	0.00	\$190.00	0.00	190.00
	Desc: UNIFORMS	Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
	Vendor Total:		190.00	0.00	190.00
005040	BERGERON PROTECTIVE CLOTHING,		4/05/2019		65151
216428	UNIFORM ALTERATION/REPAIR	0.00	\$147.31	0.00	147.31
	Desc: UNIFORM ALTERATION/REPAIR	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
216540	CO GAS DETECTOR	0.00	\$203.38	0.00	203.38
	Desc: CO GAS DETECTOR	Acct: 10-221-331-0300	HAZMAT EQUIPMENT		
	Vendor Total:		350.69	0.00	350.69
005800	BLAKTOP INC		4/05/2019		65152
25333	Materials for Pot holes around town	0.00	\$1,272.24	0.00	1,272.24
	Desc: Materials for Pot holes around town	Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		1,272.24	0.00	1,272.24
005850	BLODGETT SUPPLY CO INC		4/05/2019		65153
1573438	Materials	34.25	\$34.25	0.00	34.25
	Desc: Materials	Acct: 50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
	Vendor Total:		34.25	0.00	34.25
006100	BMO FINANCIAL GROUP		4/05/2019		65154
Perry 03/13-27/19	Perry, Diane - PD	0.00	\$5.90	0.00	5.90
	Desc: Amazon-Refund	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
	Desc: Amazon-Alcohol pens for detectives	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Vail 03/13-27/19	Vail, Brad - PD	0.00	\$1,794.24	0.00	1,794.24
	Desc: Rear strut repair/transmission Ford	Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
	Desc: Eventbrite-Seminars	Acct: 10-211-315-0000	RECRUITMENT & TRAINING		
	Desc: USPS-POSTAGE	Acct: 10-211-322-0000	POSTAGE		
Walsh 03/13-27/19	Walsh, Dillon - IT	0.00	\$-123.79	0.00	-123.79
	Desc: Dell - Refund DVD Drive	Acct: 10-211-330-0000	OFFICE EQUIPMENT		
	Desc: Dell - Refund 8GB Ram	Acct: 10-221-330-0000	OFFICE EQUIPMENT		
	Desc: Amazon-Keyboards&Adaptors	Acct: 10-181-323-0000	MATERIAL & SUPPLIES		
Wilson 03/13-27/19	Wilson, Michele - VAL	0.00	\$128.00	0.00	128.00
	Desc: NEREN-Quarterly Fee	Acct: 10-174-313-0000	MEMBERSHIP DUES		
	Desc: RegOnline-Conference Registration	Acct: 10-174-311-0000	TRAVEL & MEETINGS		
Cooney 03/13-27/19	Cooney, Scott - FD	0.00	\$408.73	0.00	408.73
	Desc: WoorkBoots-Duty Shoes	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
	Desc: NHUnionLeader-Ad for FF	Acct: 10-221-312-0000	ADVERTISING		
	Desc: Amazon-TYVEK Suites for Fire Decon	Acct: 10-221-331-0100	FIRE SUPPRESSION EQUIPMENT		
	Desc: Amazon-Cleaner	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
Dube 03/13-27/19	Dube, Chris - FD	0.00	\$156.00	0.00	156.00
	Desc: NREMT-Registration Fee	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
	Desc: WarsonGroup-Boots	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		

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Hannux 03/13-27/19	Hannux, Shawn - FD	0.00	\$110.44	0.00	110.44	
Desc: WorkBootsUSA-Shoes Harvey		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS			
Desc: CCEMSUPPLY-STORK PINS		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS			
Jay 03/13-27/19	McDonough, Jay - REC	0.00	\$521.21	0.00	521.21	
Desc: BJ's/Hannaford-Supplies Learn to Sw		Acct: 10-514-323-0000	MATERIAL & SUPPLIES			
Desc: SkyZone-Teen Adventure Getaway		Acct: 10-514-318-0000	CONTRACTED SERVICES			
Desc: Banners-Vinyl Stickers		Acct: 10-516-323-0000	MATERIAL & SUPPLIES			
Kasten 03/13-27/19	Kasten, Phil - PD	0.00	\$1,030.96	0.00	1,030.96	
Desc: Enterprise-Detective's car lease		Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT			
Desc: Staples -Supplies/Seagate Backup Dr		Acct: 10-211-323-0000	MATERIAL & SUPPLIES			
Lana 03/13-27/19	Livingston, Lana - Admin	0.00	\$74.88	0.00	74.88	
Desc: Amazon-Robert's Rules of Order		Acct: 10-111-323-0000	MATERIAL & SUPPLIES			
Desc: HACC-Membership Dues		Acct: 10-121-311-0000	TRAVEL & MEETINGS			
O'Neil 03/13-27/19	O'Neil, Lisa - TC	0.00	\$65.00	0.00	65.00	
Desc: RegOnline-2019 Conference Registrat		Acct: 10-151-311-0000	TRAVEL & MEETINGS			
Vendor Total:			4,171.57	0.00	4,171.57	
006200	BOB'S SERVICE CENTER, INC			4/05/2019	65155	
177144	PROPANE	0.00	\$15.90	0.00	15.90	
Desc: PROPANE		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS			
Vendor Total:			15.90	0.00	15.90	
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC		4/05/2019	65156	
83141598	MEDICAL SUPPLIES	0.00	\$233.27	0.00	233.27	
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES			
Vendor Total:			233.27	0.00	233.27	
006905	BP HARTFORD LLC			4/05/2019	65157	
12	SOLAR ARAY JAN'19	1,093.96	\$1,559.40	0.00	1,559.40	
Desc: SOLAR ARAY JAN'19		Acct: 10-321-329-0000	ELECTRICITY			
Desc: SOLAR ARAY JAN'19		Acct: 60-961-329-0000	ELECTRICITY			
13	SOLAR ARAY FEB'19	1,093.96	\$1,559.40	0.00	1,559.40	
Desc: SOLAR ARAY FEB'19		Acct: 10-321-329-0000	ELECTRICITY			
Desc: SOLAR ARAY FEB'19		Acct: 60-961-329-0000	ELECTRICITY			
Vendor Total:			3,118.80	0.00	3,118.80	
007201	BRODART CO.			4/05/2019	65158	
B5571423	HARDCOVER	0.00	\$9.17	0.00	9.17	
Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
B5571486	AUDIO CD	0.00	\$22.39	0.00	22.39	
Desc: AUDIO CD		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
B5571557	HARDCOVER	0.00	\$15.11	0.00	15.11	
Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
B5571806	AUDIO CD	0.00	\$36.36	0.00	36.36	
Desc: AUDIO CD		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
B5572775	HARDCOVERS	0.00	\$59.86	0.00	59.86	
Desc: HARDCOVERS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY			
B5582514	HARDCOVER	0.00	\$13.49	0.00	13.49	

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	Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5584984	HARDCOVER		0.00	\$15.12	0.00	15.12
	Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5584985	HARDCOVER		0.00	\$10.25	0.00	10.25
	Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5584986	HARDCOVER		0.00	\$14.04	0.00	14.04
	Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5586174	HARDCOVER		0.00	\$15.12	0.00	15.12
	Desc: HARDCOVER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:				210.91	0.00	210.91
007580	BSN/SPORT SUPPLY GROUP YOUTH DIV	BSN SPORTS INC.			4/05/2019	65159
904809652	SOCCERBALLS		0.00	\$415.48	0.00	415.48
	Desc: SOCCERBALLS		Acct: 10-514-330-0000	ATHLETIC SUPPLIES		
Vendor Total:				415.48	0.00	415.48
007760	BURLINGTON COMMUNICATIONS				4/05/2019	65160
BCS2698	SERVICE CALL 021519		0.00	\$375.50	0.00	375.50
	Desc: SERVICE CALL 021519		Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
BCS2817	CONTRACT - APR'19		450.00	\$450.00	0.00	450.00
	Desc: CONTRACT - APR'19		Acct: 72-271-318-7003	COMMUNICATIONS GRANT #202		
BCS2818	CONTRACT BASE RATE APR'19		0.00	\$140.00	0.00	140.00
	Desc: CONTRACT BASE RATE APR'19		Acct: 10-271-318-0000	CONTRACTED SERVICES		
007760	BURLINGTON COMMUNICATIONS				4/05/2019	65161
BCS18083-2	State 911 Console Upgrade		93,044.00	\$93,044.00	0.00	93,044.00
	Desc: State 911 Console Upgrade		Acct: 72-271-318-7003	COMMUNICATIONS GRANT #202		
Vendor Total:				94,009.50	0.00	94,009.50
009075	CENTRAL VERMONT COMMUNICATIONS				4/05/2019	65162
10353643	AIRTIME FEE FEB'19		51.75	\$51.75	0.00	51.75
	Desc: AIRTIME FEE FEB'19		Acct: 50-952-324-0000	TELEPHONE		
	Desc: AIRTIME FEE FEB'19		Acct: 60-964-324-0000	TELEPHONE		
	Desc: AIRTIME FEE FEB'19		Acct: 65-964-324-0000	TELEPHONE		
Vendor Total:				51.75	0.00	51.75
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M			4/05/2019	65163
4018618829	UNIFORMS		56.89	\$56.89	0.00	56.89
	Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4018618898	UNIFOMS		0.00	\$229.75	0.00	229.75
	Desc: UNIFOMS		Acct: 10-325-326-0000	UNIFORMS		
4019023385	UNIFORMS		56.89	\$56.89	0.00	56.89
	Desc: UNIFORMS		Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4019023445	UNIFORMS		0.00	\$213.13	0.00	213.13
	Desc: UNIFORMS		Acct: 10-325-326-0000	UNIFORMS		
03-03-2019	CREDIT - MATS		0.00	\$-16.96	0.00	-16.96
	Desc: CREDIT - MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4015902143	UNIFORMS		89.90	\$89.90	0.00	89.90
	Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		

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4017765057	UNIFORMS	56.37	\$56.37	0.00	56.37
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4017805055	MATS	0.00	\$41.95	0.00	41.95
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4018152638	UNIFORMS	56.37	\$56.37	0.00	56.37
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4018206703	MATS	0.00	\$41.95	0.00	41.95
Desc: MATS		Acct: 10-530-318-0000	CONTRACTED SERVICES		
4018547439	UNIFORMS	56.37	\$56.37	0.00	56.37
Desc: UNIFORMS		Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4018618817	UNIFORMS	89.90	\$89.90	0.00	89.90
Desc: UNIFORMS		Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
Vendor Total:			972.51	0.00	972.51
010009	CLARK'S TRUCK CENTER	CLARK'S TRUCK CENTER		4/05/2019	65164
417191	SHOP TOOLS	0.00	\$34.95	0.00	34.95
Desc: SHOP TOOLS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			34.95	0.00	34.95
011599	COTA & COTA, INC.			4/05/2019	65165
707382	ZAMBONI FUEL	0.00	\$22.51	0.00	22.51
Desc: ZAMBONI FUEL		Acct: 10-530-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:			22.51	0.00	22.51
012114	CRYSTAL ROCK			4/05/2019	65166
17708442MAR'19	WATER	0.00	\$24.47	0.00	24.47
Desc: WATER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			24.47	0.00	24.47
012665	DANIELS, WANDA	WANDA DANIELS		4/05/2019	65167
APR'19	HEALTH INS RETIREE APR'19	0.00	\$229.17	0.00	229.17
Desc: Reimbursement Retiree Health Ind		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			229.17	0.00	229.17
014415	DUBE, CHRISTOPHER	CHRISTOPHER DUBE		4/05/2019	65168
MAR'19	UVAC FEE REIMBURSMENT	0.00	\$28.00	0.00	28.00
Desc: UVAC FEE REIMBURSMENT		Acct: 10-221-318-0000	CONTRACTED SERVICES		
Vendor Total:			28.00	0.00	28.00
014447	DUFRESNE GROUP			4/05/2019	65169
13164-1	SYKES MTN AVE SIDEWALK - ADMIN T	17.00	\$17.00	0.00	17.00
Desc: SYKES MTN AVE SIDEWALK - ADMIN TASK		Acct: 70-622-318-7027	CONTRACTED SERVICES(STP BIKE(6		
Vendor Total:			17.00	0.00	17.00
015500	ENDYNE, INC			4/05/2019	65170
292122	QUECHEE WW	130.00	\$130.00	0.00	130.00
Desc: QUECHEE WW		Acct: 65-963-318-0000	CONTRACTED SERVICES		

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292358	WRJ WEEKLY ANALYSIS	65.00	\$65.00	0.00	65.00
Desc: WRJ WEEKLY ANALYSIS		Acct: 60-961-318-0000	CONTRACTED SERVICES		
292502	QUECHEE WW	130.00	\$130.00	0.00	130.00
Desc: QUECHEE WW		Acct: 65-963-318-0000	CONTRACTED SERVICES		
292856	WRJ WEEKLY ANALYSIS	65.00	\$65.00	0.00	65.00
Desc: WRJ WEEKLY ANALYSIS		Acct: 60-961-318-0000	CONTRACTED SERVICES		
Vendor Total:			390.00	0.00	390.00
015610	ENVIRONMENTAL RESOURCE ASSOC	ENVIRONMENTAL RESOURCE ASSOC	4/05/2019		65171
894723	YEARLY TESTING	440.88	\$440.88	0.00	440.88
Desc: YEARLY TESTING		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
894724	YEARLY TESTING	510.88	\$510.88	0.00	510.88
Desc: Yearly testing		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			951.76	0.00	951.76
015750	ESTEY, JOSEPH	JOSEPH ESTEY	4/05/2019		65172
JAN-MAR'19	REIMBURSEMENT RETIREE HEALTH II	0.00	\$1,080.81	0.00	1,080.81
Desc: Jan Medicare, G, Rx Reimbursement		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc: Feb Medicare, G, Rx Reimbursement		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc: Mar Medicare, G, Rx Reimbursement		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			1,080.81	0.00	1,080.81
015815	EVANS MOTOR FUELS	EVANS GROUP INC.	4/05/2019		65173
658204	6000 G - GAS @ \$2.057273	0.00	\$14,230.19	0.00	14,230.19
Desc: 6000 G - GAS @ \$2.057273		Acct: 10-321-319-0000	EQUIPMENT OPERATION-GAS		
Vendor Total:			14,230.19	0.00	14,230.19
016080	CONSOLIDATED COMMUNICATIONS		4/05/2019		65174
14091736024MAR'19	WABA - TELEPHONE	0.00	\$221.10	0.00	221.10
Desc: WABA - TELEPHONE		Acct: 10-530-324-0000	Telephone		
Vendor Total:			221.10	0.00	221.10
016147	FARMER-BROWN SERVICE, INC		4/05/2019		65175
12871	PARTS	0.00	\$41.71	0.00	41.71
Desc: PARTS		Acct: 10-530-320-0000	EQUIP OPERATION & MAINT		
Vendor Total:			41.71	0.00	41.71
016390	FASTENAL COMPANY		4/05/2019		65176
NHWES78388	H-5 PARTS	0.00	\$182.22	0.00	182.22
Desc: H-5 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
NHWES78389	SHOP MATERIALS	29.19	\$29.19	0.00	29.19
Desc: SHOP MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
NHWES78391	SAFETY GLASSES	0.00	\$45.28	0.00	45.28
Desc: SAFETY GLASSES		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
NHWES78462	PARTS	0.00	\$5.66	0.00	5.66
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
NHWES78492	SHOP MATERIALS	109.00	\$109.00	0.00	109.00
Desc: SHOP MATERIALS		Acct: 60-962-323-0000	MATERIALS & SUPPLIES		



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NHWES78505	AAA / 9V BATTERIES	54.65	\$54.65	0.00	54.65
Desc: AAA / 9V BATTERIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			426.00	0.00	426.00
016540	FERGUSON ENTERPRISES, INC	FERGUSON WATERWORKS #576		4/05/2019	65177
0873593	PARTS	379.00	\$379.00	0.00	379.00
Desc: PARTS		Acct: 50-952-321-0100	REPAIRS & MAINT-BUILDING		
0876067	PARTS	260.08	\$260.08	0.00	260.08
Desc: PARTS		Acct: 50-952-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			639.08	0.00	639.08
017300	FOGG'S HARDWARE & BUILDING			4/05/2019	65178
849995	LIGHT BULBS - SBR LIGHTING	31.44	\$31.44	0.00	31.44
Desc: LIGHT BULBS - SBR LIGHTING		Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
Desc: DISCOUNT		Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
850537	MATERIALS	0.00	\$39.55	0.00	39.55
Desc: MATERIALS		Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
Desc: DISCOUNT		Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
850922	MATERIALS	0.00	\$40.42	0.00	40.42
Desc: MATERIALS		Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
Desc: DISCOUNT		Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
851173	MATERIALS - 63 DIVISION STREET	0.00	\$172.26	0.00	172.26
Desc: MATERIALS - 63 DIVISION STREET		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
851178	MATERIALS - 63 DIVISION STREET	0.00	\$15.54	0.00	15.54
Desc: MATERIALS - 63 DIVISION STREET		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
Desc: DISCOUNT		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			299.21	0.00	299.21
017480	FREIGHTLINER OF N H INC			4/05/2019	65179
LP288422	H-3 PARTS	0.00	\$90.87	0.00	90.87
Desc: H-3 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
LP288460	H-3 PARTS	0.00	\$132.42	0.00	132.42
Desc: H-3 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			223.29	0.00	223.29
017550	FRIENDS OF DOROTHY CANFIELD FISHER			4/05/2019	65180
2019	REGISTRATION FEE - BOOK CONFERE	0.00	\$50.00	0.00	50.00
Desc: REGISTRATION FEE - BOOK CONFERENCE		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			50.00	0.00	50.00
017850	GALLS, LLC			4/05/2019	65181
012178925	UNIFORMS	0.00	\$212.55	0.00	212.55
Desc: UNIFORMS		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
012191121	22 IN AUTOLOCK BATON W/POWER TI	0.00	\$154.28	0.00	154.28
Desc: 22 IN AUTOLOCK BATON W/POWER TIP		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Vendor Total:			366.83	0.00	366.83
019390	GRAINGER			4/05/2019	65182

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9114069512	HALOGEN FLOODLIGHT	8.49	\$8.49	0.00	8.49
Desc: HALOGEN FLOODLIGHT		Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
9115016157	LIGHTS	16.99	\$16.99	0.00	16.99
Desc: LIGHTS		Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
9115561533	WATER FILTER	9.26	\$9.26	0.00	9.26
Desc: WATER FILTER		Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
9116139636	TOOL BOX	31.82	\$31.82	0.00	31.82
Desc: TOOL BOX		Acct: 65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9118676817	LIFTING HOOK	18.54	\$18.54	0.00	18.54
Desc: LIFTING HOOK		Acct: 65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9119003201	MATERIALS	11.32	\$11.32	0.00	11.32
Desc: MATERIALS		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9126391300	MATERIALS	8.30	\$8.30	0.00	8.30
Desc: MATERIALS		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
9127294909	HOLLOW HEX PLUG	5.10	\$5.10	0.00	5.10
Desc: HOLLOW HEX PLUG		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			109.82	0.00	109.82
019392	GREGG NALETTE	GRANDSTAND APPAREL		4/05/2019	65183
2910	RED ZONE SHIRTS	0.00	\$720.00	0.00	720.00
Desc: RED ZONE SHIRTS		Acct: 10-516-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			720.00	0.00	720.00
019552	GREATER UPPER VALLEY SOLID	GREATER UPPER VALLEY SOLID		4/05/2019	65184
MAR'19	C&D/MSW/COUPONS MARCH 2019	2,035.42	\$2,035.42	0.00	2,035.42
Desc: 4.35 Tons C&D March'19-LF		Acct: 30-973-313-0200	WASTE GENERATION FEE		
Desc: .39 Tons MSW March'19-LF		Acct: 30-974-313-0200	WASTE GENERATION FEE		
Desc: District Coupons Sold March'19-LF		Acct: 30-013-100-0000	EXCHANGES PAYABLE		
Vendor Total:			2,035.42	0.00	2,035.42
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		4/05/2019	65185
23490000009MAR'19	WILDER WELL - WATER	2,514.60	\$2,514.60	0.00	2,514.60
Desc: WILDER WELL - WATER		Acct: 50-952-329-0000	ELECTRICITY		
23490000009May'18	WILDER WELL - WATER	-2,517.34	\$-2,517.34	0.00	-2,517.34
Desc: WILDER WELL - WATER		Acct: 50-952-329-0000	ELECTRICITY		
23490000009NOV'18	WILDER WELL-WAT	1,761.41	\$1,761.41	0.00	1,761.41
Desc: WILDER WELL-WAT		Acct: 50-952-329-0000	ELECTRICITY		
23490000009OCT'18	WILDER WELL - WAT	767.50	\$767.50	0.00	767.50
Desc: WILDER WELL - WAT		Acct: 50-952-329-0000	ELECTRICITY		
23490000009SEP'18	WILDER WELL - WAT	-1,503.25	\$-1,503.25	0.00	-1,503.25
Desc: WILDER WELL - WAT		Acct: 50-952-329-0000	ELECTRICITY		
23833000005MAR'19	RT 5 HIGHLAND AVE SIGNAL LGT	0.00	\$61.13	0.00	61.13
Desc: RT 5 HIGHLAND AVE SIGNAL LGT		Acct: 10-314-329-0000	ELECTRICITY		
27333200007MAR'19	ALDEN PARTRIDGE RD PUMP	68.08	\$68.08	0.00	68.08
Desc: ALDEN PARTRIDGE RD PUMP		Acct: 65-964-329-0000	ELECTRICITY		
33833000004MAR'19	MAXFIELD PUMP STN	153.27	\$153.27	0.00	153.27
Desc: MAXFIELD PUMP STN		Acct: 60-964-329-0000	ELECTRICITY		
38035000009MAR'19	OLCOTT COMMERCE PARK - WW	274.54	\$274.54	0.00	274.54

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	Desc: OLCOTT COMMERCE PARK - WW	Acct: 60-964-329-0000	ELECTRICITY			
39135140109MAR'19	120 LESLE DR PAVILLION C	0.00	\$18.98	0.00		18.98
	Desc: 120 LESLE DR PAVILLION C	Acct: 10-528-329-0000	ELECTRICITY			
39424000006MAR'19	PUBLIC SAFETY BLDG - VA CUTOFF	0.00	\$472.02	0.00		472.02
	Desc: PUBLIC SAFETY BLDG - VA CUTOFF	Acct: 10-221-329-0000	ELECTRICITY			
	Desc: PUBLIC SAFETY BLDG - VA CUTOFF	Acct: 10-211-329-0000	ELECTRICITY			
	Desc: PUBLIC SAFETY BLDG - VA CUTOFF	Acct: 10-271-329-0000	ELECTRICITY			
41082200001MAR'19	291 SUGAR HILL LN WAT PUMP	338.12	\$338.12	0.00		338.12
	Desc: 291 SUGAR HILL LN WAT PUMP	Acct: 55-954-329-0000	ELECTRICITY			
43382200004MAR'19	EASTMAN HILL PUMP - WAT	364.96	\$364.96	0.00		364.96
	Desc: EASTMAN HILL PUMP - WAT	Acct: 55-954-329-0000	ELECTRICITY			
44926000009MAR'19	STREET LIGHTS - HWY	0.00	\$1,839.06	0.00		1,839.06
	Desc: STREET LIGHTS - HWY	Acct: 10-314-329-0000	ELECTRICITY			
48832000003MAR'19	ARBORETUM LN SPORTS PK PUMP	122.62	\$122.62	0.00		122.62
	Desc: ARBORETUM LN SPORTS PK PUMP	Acct: 60-964-329-0000	ELECTRICITY			
48933200007MAR'19	VILLAGE GREEN BALLOON FEST	0.00	\$18.30	0.00		18.30
	Desc: VILLAGE GREEN BALLOON FEST	Acct: 10-521-329-0000	ELECTRICITY			
49424000005MAR'19	VA CUTOFF WTR STOR TANK	25.87	\$25.87	0.00		25.87
	Desc: VA CUTOFF WTR STOR TANK	Acct: 50-954-329-0000	ELECTRICITY			
49672200000MAR'19	RTE WEST HTFD & QUE ST LT	0.00	\$418.37	0.00		418.37
	Desc: RTE WEST HTFD & QUE ST LT	Acct: 10-314-329-0000	ELECTRICITY			
53833000002MAR'19	MUNICIPAL BLDG - BRIDGE ST	0.00	\$1,140.83	0.00		1,140.83
	Desc: MUNICIPAL BLDG - BRIDGE ST	Acct: 10-161-329-0000	ELECTRICITY			
57303200000MAR'19	HIGH ST MAIN ST PUMPING STN	354.43	\$354.43	0.00		354.43
	Desc: HIGH ST MAIN ST PUMPING STN	Acct: 65-964-329-0000	ELECTRICITY			
62592200000MAR'19	WOODSTOCK RD QUECHEE SALT SHI	0.00	\$117.50	0.00		117.50
	Desc: WOODSTOCK RD QUECHEE SALT SHED	Acct: 10-314-329-0000	ELECTRICITY			
62713200004MAR'19	WOODSTOCK RD HEAT TAPE	18.33	\$18.33	0.00		18.33
	Desc: WOODSTOCK RD HEAT TAPE	Acct: 55-954-329-0000	ELECTRICITY			
67303200009MAR'19	78 MURPHYS RD PUMP STN	170.69	\$170.69	0.00		170.69
	Desc: 78 MURPHYS RD PUMP STN	Acct: 65-964-329-0000	ELECTRICITY			
67399084366MAR'19	120 LESLE DR PAVILLION B	0.00	\$18.98	0.00		18.98
	Desc: 120 LESLE DR PAVILLION B	Acct: 10-528-329-0000	ELECTRICITY			
68053200009MAR'19	ROUTE 14 W HARTFORD LIBRARY	0.00	\$115.24	0.00		115.24
	Desc: ROUTE 14 W HARTFORD LIBRARY	Acct: 10-524-329-0000	ELECTRICITY			
71013200002MAR'19	WHITMAN BROOK PUMP STN	301.72	\$301.72	0.00		301.72
	Desc: WHITMAN BROOK PUMP STN	Acct: 65-964-329-0000	ELECTRICITY			
92124869873MAR'19	43 HIGHLAND AVE WABA PUMP	0.00	\$48.67	0.00		48.67
	Desc: 43 HIGHLAND AVE WABA PUMP	Acct: 10-530-329-0000	ELECTRICITY			
74713200009MAR'19	WOODSTOCK RD ST LIGHTS - HWY	0.00	\$39.79	0.00		39.79
	Desc: WOODSTOCK RD ST LIGHTS - HWY	Acct: 10-314-329-0000	ELECTRICITY			
74872200006MAR'19	LAKE PINNEO WARER WELL	143.81	\$143.81	0.00		143.81
	Desc: LAKE PINNEO WARER WELL	Acct: 55-953-329-0000	ELECTRICITY			
74972200005MAR'19	WHEEKOCK RD SEC 2 WAT	20.67	\$20.67	0.00		20.67
	Desc: WHEEKOCK RD SEC 2 WAT	Acct: 55-954-329-0000	ELECTRICITY			
84964606663OCT'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$2,096.77	0.00		2,096.77
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
77303200008MAR'19	LAKE PINNEO WW PUMP	31.25	\$31.25	0.00		31.25

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	Desc: LAKE PINNEO WW PUMP	Acct: 65-964-329-0000	ELECTRICITY			
80082200009MAR'19	NOYES LN KINGSWOOD RESV	336.53	\$336.53	0.00		336.53
	Desc: NOYES LN KINGSWOOD RESV	Acct: 55-954-329-0000	ELECTRICITY			
84443200005MAR'19	WATERMAN HL COVERED BRIDGE	0.00	\$27.16	0.00		27.16
	Desc: WATERMAN HL COVERED BRIDGE	Acct: 10-314-329-0000	ELECTRICITY			
84964606663Jun'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$-6,127.67	0.00		-6,127.67
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84774100006MAR'19	RT 5 PUMP/SUPER 8	18.98	\$18.98	0.00		18.98
	Desc: RT 5 PUMP/SUPER 8	Acct: 60-964-329-0000	ELECTRICITY			
84964606663Apr'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$-2,653.95	0.00		-2,653.95
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663Aug'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$-3,915.75	0.00		-3,915.75
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663DEC'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$5,763.59	0.00		5,763.59
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663FEB'19	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$6,883.38	0.00		6,883.38
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663JAN'19	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$6,239.00	0.00		6,239.00
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663JUL'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$-7,108.41	0.00		-7,108.41
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663MAR'19	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$3,016.02	0.00		3,016.02
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663MAY'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$-4,904.17	0.00		-4,904.17
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663NOV'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$7,454.07	0.00		7,454.07
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
84964606663SEP'18	45 HIGHLAND AVE - HOCKEY RINK	0.00	\$-4,291.97	0.00		-4,291.97
	Desc: 45 HIGHLAND AVE - HOCKEY RINK	Acct: 10-530-329-0000	ELECTRICITY			
87303200007MAR'19	QUECHEE HARTLAND RD SEC 7	106.70	\$106.70	0.00		106.70
	Desc: QUECHEE HARTLAND RD SEC 7	Acct: 65-964-329-0000	ELECTRICITY			
91624000005MAR'19	SOLID WASTE ADMIN BLDG - LF	24.56	\$24.56	0.00		24.56
	Desc: SOLID WASTE ADMIN BLDG - LF	Acct: 30-975-329-0000	ELECTRICITY			
97303200006MAR'19	NOYES LN PUMP STN - WW	58.24	\$58.24	0.00		58.24
	Desc: NOYES LN PUMP STN - WW	Acct: 65-964-329-0000	ELECTRICITY			
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		4/05/2019		65186
74856156851FEB'19	97 S MAIN ST CHARGING STATION	0.00	\$82.93	0.00		82.93
	Desc: 97 S MAIN ST CHARGING STATION	Acct: 10-314-329-0100	ELECTRICITY - CHARGING STATION			
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		4/05/2019		65185
01013200009MAR'19	1299 QUECHEE MAIN ST PUMP	116.97	\$116.97	0.00		116.97
	Desc: 1299 QUECHEE MAIN ST PUMP	Acct: 65-964-329-0000	ELECTRICITY			
02624000002MAR'19	SOLID WASTE FACILITY - LF	180.69	\$180.69	0.00		180.69
	Desc: SOLID WASTE FACILITY - LF	Acct: 30-971-329-0000	ELECTRICITY			
04013200003MAR'19	BENTLEY RD PUMP - WW	71.95	\$71.95	0.00		71.95
	Desc: BENTLEY RD PUMP - WW	Acct: 65-964-329-0000	ELECTRICITY			
04832000006MAR'19	S MAIN ST PUMP STN - WW	109.02	\$109.02	0.00		109.02
	Desc: S MAIN ST PUMP STN - WW	Acct: 60-964-329-0000	ELECTRICITY			
08303200003MAR'19	DEWEY FAMILY RD JAY HILL RD	78.20	\$78.20	0.00		78.20

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	Desc: DEWEY FAMILY RD JAY HILL RD	Acct: 65-964-329-0000	ELECTRICITY		
09732000006MAR'19	319 LATHAM WORKS LN TRMT PLANT	10,231.61	\$10,231.61	0.00	10,231.61
	Desc: 319 LATHAM WORKS LN TRMT PLANT	Acct: 60-961-329-0000	ELECTRICITY		
11013200008MAR'19	HENDEE WAY - WW	46.46	\$46.46	0.00	46.46
	Desc: HENDEE WAY - WW	Acct: 65-964-329-0000	ELECTRICITY		
13414587553MAR'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		
18303200002MAR'19	WOODSTOCK RD TREATMENT PL	1,164.50	\$1,164.50	0.00	1,164.50
	Desc: WOODSTOCK RD TREATMENT PL	Acct: 65-963-329-0000	ELECTRICITY		
23490000009Apr'18	WILDER WELL - WATER	-1,133.73	\$-1,133.73	0.00	-1,133.73
	Desc: WILDER WELL - WATER	Acct: 50-952-329-0000	ELECTRICITY		
23490000009Aug'18	WILDER WELL - WAT	-1,189.45	\$-1,189.45	0.00	-1,189.45
	Desc: WILDER WELL - WAT	Acct: 50-952-329-0000	ELECTRICITY		
23490000009DEC'18	WILDER WELL - WAT	2,205.90	\$2,205.90	0.00	2,205.90
	Desc: WILDER WELL - WAT	Acct: 50-952-329-0000	ELECTRICITY		
23490000009FEB'19	WILDER WELL - WATER	4,310.04	\$4,310.04	0.00	4,310.04
	Desc: WILDER WELL - WATER	Acct: 50-952-329-0000	ELECTRICITY		
23490000009JAN'19	WILDER WELL - WAT	1,879.18	\$1,879.18	0.00	1,879.18
	Desc: WILDER WELL - WAT	Acct: 50-952-329-0000	ELECTRICITY		
23490000009JUL'18	WILDER WELL - WAT	-3,189.57	\$-3,189.57	0.00	-3,189.57
	Desc: WILDER WELL - WAT	Acct: 55-953-329-0000	ELECTRICITY		
23490000009Jun'18	WILDER WELL - WAT	-2,614.49	\$-2,614.49	0.00	-2,614.49
	Desc: WILDER WELL - WAT	Acct: 50-952-329-0000	ELECTRICITY		
Vendor Total:			23,113.02	0.00	23,113.02
020557	HAMMOND, FC & SON LUMBER CO INC	FC HAMMOND & SON LUMBER CO INC	4/05/2019		65187
C7957	March'19 Maint C&D at Landfill-LF	1,600.00	\$1,600.00	0.00	1,600.00
	Desc: March'19 Maint C&D at Landfill-LF	Acct: 30-973-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,600.00	0.00	1,600.00
021450	HARTFORD, TOWN OF	TOWN OF HARTFORD	4/05/2019		65188
110390,00308833	262 NORTH MAIN STREET - SENIOR C	0.00	\$247.30	0.00	247.30
	Desc: 262 NORTH MAIN STREET - SENIOR CTR	Acct: 10-421-328-0000	WATER		
130125,00308826	171 BRIDGE STR - TOWN HALL	0.00	\$246.77	0.00	246.77
	Desc: 171 BRIDGE STR - TOWN HALL	Acct: 10-161-328-0000	WATER		
141210,00308828	45 HIGHLAND AVE	0.00	\$1,983.76	0.00	1,983.76
	Desc: 45 HIGHLAND AVE	Acct: 10-530-328-0000	WATER		
Vendor Total:			2,477.83	0.00	2,477.83
022025	HEALTHEQUITY, INC.		4/05/2019		65189
z07j51c	CREDIT - HRA 2018	0.00	\$-1,263.55	0.00	-1,263.55
	Desc: CREDIT - HRA 2018	Acct: 10-221-225-0000	HRA/CHOICECARE CARD		
cq86jxi	HCRA 2019	0.00	\$74.99	0.00	74.99
	Desc: HCRA 2019	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
2265mez	HRA 2019	1,924.12	\$8,088.66	0.00	8,088.66
	Desc: RA Replenish for HRA 2019	Acct: 10-121-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA 2019	Acct: 10-171-225-0000	HRA/CHOICECARE CARD		
	Desc: RA Replenish for HRA 2019	Acct: 10-174-225-0000	HRA/CHOICECARE CARD		

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	Desc: RA Replenish for HRA 2019	Acct: 10-175-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-211-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-221-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 10-271-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-312-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-321-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 10-622-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 30-975-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 50-954-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 60-961-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 65-963-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE			
k7bno4q	HRA 2019	1,881.03	\$7,744.94	0.00	7,744.94	
	Desc: RA Replenish for HRA 2019	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 10-171-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-174-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-211-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-221-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 10-271-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-312-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-325-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 10-511-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 10-622-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 30-971-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 30-975-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 50-954-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 50-955-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 55-955-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 60-965-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE			
	Desc: RA Replenish for HRA 2019	Acct: 65-963-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 65-965-225-0000	HRA/CHOICECARE CARD			
	Desc: RA Replenish for HRA 2019	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE			
MAR'19	MONTHLY FEES HEALTH INS- MARCH	3.95	\$11.85	0.00	11.85	
	Desc: MONTHLY FEES HEALTH INS- MARCH 2019	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MONTHLY FEES HEALTH INS- MARCH 2019	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MONTHLY FEES HEALTH INS- MARCH 2019	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MONTHLY FEES HEALTH INS- MARCH 2019	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE			

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	Desc: MONTHLY FEES HEALTH INS- MARCH 2019	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
	Desc: MONTHLY FEES HEALTH INS- MARCH 2019	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
wagzp8g	RA Replenish for HCRA 2019	0.00	\$1,010.17	0.00	1,010.17
	Desc: RA Replenish for HCRA 2019	Acct: 10-012-200-0510	SECTION 125 HEALTH CARE ACCT		
Vendor Total:			15,667.06	0.00	15,667.06
022600	HICKOK & BOARDMAN		4/05/2019	65190	
03-31-19	SERVICE JAN-MAR 2019	875.40	\$4,095.00	0.00	4,095.00
	Desc: BC/BS	Acct: 10-121-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 10-151-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-171-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 10-174-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-175-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-181-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-221-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 10-221-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 10-271-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-311-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-321-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-325-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 10-511-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-521-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 10-622-220-0000	BC/BS		
	Desc: BC/BS	Acct: 30-971-220-0000	BC/BS		
	Desc: BC/BS	Acct: 30-975-220-0000	BC/BS		
	Desc: BC/BS	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 50-954-220-0000	BC/BS		
	Desc: BC/BS	Acct: 50-955-220-0000	BC/BS		
	Desc: BC/BS	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 55-955-220-0000	BC/BS		
	Desc: BC/BS	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 60-961-220-0000	BC/BS		
	Desc: BC/BS	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 60-965-220-0000	BC/BS		
	Desc: BC/BS	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 65-963-220-0000	BC/BS		
	Desc: BC/BS	Acct: 65-965-220-0000	BC/BS		
	Desc: BC/BS	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: BC/BS	Acct: 10-312-220-0000	BC/BS		
	Desc: BC/BS	Acct: 10-530-220-0000	BC/BS		
Vendor Total:			4,095.00	0.00	4,095.00
022703	HILL, MARY	MARY HILL	4/05/2019	65191	
APR'19	REIMBURSEMENT RETIREE HEALTH II	0.00	\$146.67	0.00	146.67

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Medical Ins Reimburse	Acct: 10-151-418-0100	Retirees		
	Vendor Total:		146.67	0.00	146.67
023460	INDEPENDENT COMPRESSOR SERVICE CC		4/05/2019		65192
190097	FILL SEALS/AIR TEST/ LABOR/MILEAG	0.00	\$146.13	0.00	146.13
	Desc: FILL SEALS/AIR TEST/ LABOR/MILEAGE	Acct: 10-221-318-0000	CONTRACTED SERVICES		
	Vendor Total:		146.13	0.00	146.13
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON	4/05/2019		65193
55062,014160	ENGINE 3 - FILTERS	0.00	\$50.38	1.01	49.37
	Desc: ENGINE 3 - FILTERS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
55062,015226	FORESTRY - PARTS	0.00	\$10.17	0.20	9.97
	Desc: FORESTRY - PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
55168,014497	PARTS	0.00	\$254.68	5.09	249.59
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55168,014762	H-10 FUSE	0.00	\$6.24	0.12	6.12
	Desc: H-10 FUSE	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
55473,014257	R-4 BATTERY	0.00	\$180.16	3.60	176.56
	Desc: R-4 BATTERY	Acct: 10-521-321-0000	REPAIRS & MAINT - VEHICLES		
55534,014525	PARTS	16.11	\$16.44	0.33	16.11
	Desc: PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		518.07	10.35	507.72
026775	LAMOUREUX, ERIC J	ERIC J LAMOUREUX	4/05/2019		65194
PO#4693	Reimbursment for Eric CDL portion	58.00	\$58.00	0.00	58.00
	Desc: Reimbursment for Eric CDL portion	Acct: 65-963-317-0000	PERMITS & LICENSES		
	Vendor Total:		58.00	0.00	58.00
026780	LAMPHERE, BRENDA	BRENDA LAMPHERE	4/05/2019		65195
PO#4729	Mileage reimbursement	0.00	\$70.78	0.00	70.78
	Desc: Mileage reimbursement	Acct: 10-622-311-0000	TRAVEL & MEETINGS		
	Vendor Total:		70.78	0.00	70.78
027100	LAVALLEY BUILDING SUPPLY, INC		4/05/2019		65196
WL4131351-01	MAXFIELD FENCE REPAIRS	0.00	\$11.89	0.00	11.89
	Desc: MAXFIELD FENCE REPAIRS	Acct: 10-528-321-0100	REPAIRS & MAINT-BUILD & GROUND		
	Vendor Total:		11.89	0.00	11.89
027380	LEBANON FORD		4/05/2019		65197
28379,25818	REPLACEMENT PD SEDAN	0.00	\$28,680.00	0.00	28,680.00
	Desc: REPLACEMENT PD SEDAN	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
027380	LEBANON FORD		4/05/2019		65198
33242,25892	PD CAR FORD EXPLORER 2019	0.00	\$30,656.68	0.00	30,656.68
	Desc: PD CAR FORD EXPLORER 2019	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
	Vendor Total:		59,336.68	0.00	59,336.68
027700	DE LAGE LANDEN	DE LAGE LANDEN	4/05/2019		65199



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62894242	LEASE - COPIER APR'19 - LF	37.81	\$37.81	0.00	37.81
Desc: LEASE - COPIER APR'19 - LF		Acct: 30-975-318-0000	CONTRACTED SERVICES		
Vendor Total:			37.81	0.00	37.81
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		4/05/2019	65200
4484213,85313	#2FUEL 500.1G@\$2.749 142 IZZO PL	1,379.77	\$1,379.77	0.00	1,379.77
Desc: #2FUEL 500.1G@\$2.749 142 IZZO PL		Acct: 65-963-327-0000	BUILDING HEAT		
4935943,31885	Propane 40.6G@\$1.716 DEPOT ST	69.67	\$69.67	0.00	69.67
Desc: Propane 40.6G@\$1.716 DEPOT ST		Acct: 60-962-327-0000	BUILDING HEAT		
4935943,32007	Propane 626.1G@\$1.716 200 CRANBER	1,074.39	\$1,074.39	0.00	1,074.39
Desc: Propane 626.1G@\$1.716 200 CRANBERRY		Acct: 50-952-327-0000	BUILDING HEAT		
4935943,39275	PROPANE 201.8G@\$1.716 LIBRARY	0.00	\$346.29	0.00	346.29
Desc: PROPANE 201.8G@\$1.716 LIBRARY		Acct: 10-524-327-0000	BUILDING HEAT		
4935943,928	Propane806.3G@\$1.716 45Highland Ave	0.00	\$1,383.61	0.00	1,383.61
Desc: Propane806.3G@\$1.716 45Highland Ave		Acct: 10-530-327-0000	BUILDING HEAT		
4935943,559438	PROPANE 82.1G@\$1.716 537 PASSUM	140.88	\$140.88	0.00	140.88
Desc: PROPANE 82.1G@\$1.716 537 PASSUMPIC		Acct: 50-952-327-0000	BUILDING HEAT		
Vendor Total:			4,394.61	0.00	4,394.61
028850	MAGEE OFFICE PLUS			4/05/2019	65201
024590	USB DRIVES	0.00	\$74.00	0.00	74.00
Desc: USB DRIVES		Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
C-01024789	WIDE COPIER - QUARTERLY FEE	343.60	\$429.50	0.00	429.50
Desc: WIDE COPIER - QUARTERLY FEE		Acct: 10-325-320-0000	EQUIPMENT OPER/MAINT - OFFICE		
Desc: WIDE COPIER - QUARTERLY FEE		Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc: WIDE COPIER - QUARTERLY FEE		Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Desc: WIDE COPIER - QUARTERLY FEE		Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc: WIDE COPIER - QUARTERLY FEE		Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Vendor Total:			503.50	0.00	503.50
029096	MANBY, C ROBERT JR, PC	LAW OFFICE OF C ROBERT MANBY JR PC		4/05/2019	65202
4344	DEW PROSPECT 84-13	0.00	\$300.00	0.00	300.00
Desc: DEW PROSPECT 84-13		Acct: 10-013-100-0000	EXCHANGES PAYABLE		
4353	UTILITY RELOCATION PMT 24-19	0.00	\$275.00	0.00	275.00
Desc: UTILITY RELOCATION PMT 24-19		Acct: 10-311-318-0000	CONTRACTED SERVICES		
Vendor Total:			575.00	0.00	575.00
029815	MASON, W.B. COMPANY, INC	W.B. MASON COMPANY, INC		4/05/2019	65203
I64757932	OFFICE SUPPLIES	0.00	\$240.26	0.00	240.26
Desc: OFFICE SUPPLIES		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
I64843146	STAMP - ADDRESS	0.00	\$34.33	0.00	34.33
Desc: STAMP - ADDRESS		Acct: 10-121-323-0000	MATERIAL & SUPPLIES		
I64678134	UPS POWER 2USB	0.00	\$124.89	0.00	124.89
Desc: UPS POWER 2USB		Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
I64729506	LABELS	0.00	\$20.99	0.00	20.99
Desc: LABELS		Acct: 10-325-323-0000	MATERIAL & SUPPLIES		
I64635233	OFFICE SUPPLIES	0.00	\$12.58	0.00	12.58
Desc: OFFICE SUPPLIES		Acct: 10-511-323-0000	MATERIAL & SUPPLIES		

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164595000	UPS POWER 2USB	0.00	\$124.89	0.00	124.89
Desc: UPS POWER 2USB		Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
164728067	TAPE	0.00	\$31.52	0.00	31.52
Desc: TAPE		Acct: 10-325-323-0000	MATERIAL & SUPPLIES		
CR6602739	RETURN - UPS POWER 2USB	0.00	\$-124.89	0.00	-124.89
Desc: RETURN - UPS POWER 2USB		Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
CR6613534	RETURN - UPS POWER 2USB	0.00	\$-124.89	0.00	-124.89
Desc: RETURN - UPS POWER 2USB		Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
164513561	LABELS	0.00	\$20.99	0.00	20.99
Desc: LABELS		Acct: 10-325-323-0000	MATERIAL & SUPPLIES		
CR6612131	RETURN - LABEL	0.00	\$-20.99	0.00	-20.99
Desc: RETURN - LABEL		Acct: 10-325-323-0000	MATERIAL & SUPPLIES		
164896785	LABELS	0.00	\$20.99	0.00	20.99
Desc: LABELS		Acct: 10-325-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			360.67	0.00	360.67
030200	MCMaster-CARR SUPPLY COMPANY	MCMaster-CARR SUPPLY CO		4/05/2019	65204
84018489	PARTS	36.51	\$36.51	0.00	36.51
Desc: PARTS		Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
89139083	MATERIALS	113.05	\$113.05	0.00	113.05
Desc: MATERIALS		Acct: 65-963-321-0100	REPAIRS & MAINT - BUILDING		
85876325	SOCKET ORGANIZER	0.00	\$100.73	0.00	100.73
Desc: SOCKET ORGANIZER		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
87667458	PARTS	31.25	\$31.25	0.00	31.25
Desc: PARTS		Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
83727061	PARTS	0.00	\$227.73	0.00	227.73
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
83866351	PARTS	0.00	\$31.86	0.00	31.86
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
84257740	PARTS	0.00	\$68.47	0.00	68.47
Desc: PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
89522186	MATERIALS	71.39	\$71.39	0.00	71.39
Desc: MATERIALS		Acct: 65-964-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			680.99	0.00	680.99
031390	MODERN CLEANERS & TAILORS INC			4/05/2019	65205
MAR'19	DRYCLEANING	0.00	\$518.75	0.00	518.75
Desc: Drycleaning		Acct: 10-211-326-0000	PURCHASE UNIFORMS & CLEANING		
Desc: Drycleaning		Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
Vendor Total:			518.75	0.00	518.75
031600	MRUGGED MOBILE TECHNOLOGY			4/05/2019	65206
19-1073	E3 - CAR CHARGER	0.00	\$154.65	0.00	154.65
Desc: E3 - CAR CHARGER		Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			154.65	0.00	154.65
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC		4/05/2019	65207
IN1323606	UNIFORM PANTS	0.00	\$4,172.50	0.00	4,172.50

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	Desc: UNIFORM PANTS	Acct: 10-221-326-0000	PURCHASE/RENTAL UNIFORMS		
	Vendor Total:		4,172.50	0.00	4,172.50
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC		4/05/2019	65208
APR'19	HEALTH INS RETIREES - APR 2019	2,434.68	\$9,332.94	0.00	9,332.94
Desc:	Retirees over 65 Insurance	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees over 65 Insurance	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees over 65 Insurance	Acct: 10-174-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees over 65 Insurance	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees over 65 Insurance	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees over 65 Insurance	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees over 65 Insurance	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees over 65 Insurance	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Retirees over 65 Insurance	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
	Vendor Total:		9,332.94	0.00	9,332.94
032976	MAILFINANCE INC	MAILFINANCE INC		4/05/2019	65209
N7638745	LEASE POSTAGE 04.20.19-07.19.19	95.97	\$119.97	0.00	119.97
Desc:	LEASE POSTAGE 04.20.19-07.19.19	Acct: 10-325-320-0000	EQUIPMENT OPER/MAINT - OFFICE		
Desc:	LEASE POSTAGE 04.20.19-07.19.19	Acct: 50-955-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE POSTAGE 04.20.19-07.19.19	Acct: 55-955-320-0000	EQUIP OPERATION/MAINT - OFFICE		
Desc:	LEASE POSTAGE 04.20.19-07.19.19	Acct: 60-965-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Desc:	LEASE POSTAGE 04.20.19-07.19.19	Acct: 65-965-320-0000	EQUIP OPERATION/MAINT - OFFICE		
	Vendor Total:		119.97	0.00	119.97
034650	NORTH COUNTRY AUTO RENTAL LLC			4/05/2019	65210
645	VAN RENTAL	0.00	\$99.00	0.00	99.00
Desc:	VAN RENTAL	Acct: 10-514-318-0000	CONTRACTED SERVICES		
	Vendor Total:		99.00	0.00	99.00
034800	NORTHEAST DELTA DENTAL			4/05/2019	65211
APR'19	DENTAL INSURANCE APRIL 2019	1,593.43	\$9,122.79	0.00	9,122.79
Desc:	Dental	Acct: 10-121-230-0000	DENTAL		
Desc:	Dental	Acct: 10-151-230-0000	DENTAL		
Desc:	Dental	Acct: 10-151-418-0100	Retirees		
Desc:	Dental	Acct: 10-171-230-0000	DENTAL		
Desc:	Dental	Acct: 10-174-230-0000	DENTAL		
Desc:	Dental	Acct: 10-175-230-0000	DENTAL		
Desc:	Dental	Acct: 10-181-230-0000	DENTAL		
Desc:	Dental	Acct: 10-211-230-0000	DENTAL		
Desc:	Dental	Acct: 10-211-230-0000	DENTAL		
Desc:	Dental	Acct: 10-271-230-0000	DENTAL		
Desc:	Dental	Acct: 10-312-230-0000	DENTAL		
Desc:	Dental	Acct: 10-321-230-0000	DENTAL		
Desc:	Dental	Acct: 10-325-230-0000	DENTAL		
Desc:	Dental	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Dental	Acct: 10-511-230-0000	DENTAL		
Desc:	Dental	Acct: 10-514-230-0000	DENTAL		
Desc:	Dental	Acct: 10-530-230-0000	DENTAL		
Desc:	Dental	Acct: 10-530-418-0100	RETIREE HEALTH INSURANCE		

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Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Dental	Acct: 10-621-230-0000	DENTAL		
	Desc: Dental	Acct: 10-622-230-0000	DENTAL		
	Desc: Dental	Acct: 30-971-230-0000	DENTAL		
	Desc: Dental	Acct: 30-974-230-0000	DENTAL		
	Desc: Dental	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Dental	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Dental	Acct: 50-954-230-0000	DENTAL		
	Desc: Dental	Acct: 50-955-230-0000	DENTAL		
	Desc: Dental	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Dental	Acct: 55-955-230-0000	DENTAL		
	Desc: Dental	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Dental	Acct: 60-961-230-0000	DENTAL		
	Desc: Dental	Acct: 60-965-230-0000	DENTAL		
	Desc: Dental	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Dental	Acct: 65-963-230-0000	DENTAL		
	Desc: Dental	Acct: 65-965-230-0000	DENTAL		
	Desc: Dental	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			9,122.79	0.00	9,122.79
034925	NORTHEAST RESOURCE RECOVERY ASSC		4/05/2019		65212
67056	Freon Units - LF	592.00	\$592.00	0.00	592.00
	Desc: Freon Units - LF	Acct: 30-971-318-0000	CONTRACTED SERVICES		
67250	HAULING FEES	270.58	\$270.58	0.00	270.58
	Desc: HAULING FEES	Acct: 30-971-318-0000	CONTRACTED SERVICES		
67467	HAULING FEES	135.29	\$135.29	0.00	135.29
	Desc: HAULING FEES	Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			997.87	0.00	997.87
035002	CASELLA WASTE MANAGEMENT, INC	CASELLA WASTE SERVICES	4/05/2019		65213
9600291752MAR'19	TRASH REMOVAL MARCH 2019	0.00	\$236.53	0.00	236.53
	Desc: TRASH REMOVAL MARCH 2019	Acct: 10-530-318-0000	CONTRACTED SERVICES		
9600004122MAR'19	TRASH PICK UP - TOWN HALL	0.00	\$250.16	0.00	250.16
	Desc: TRASH PICK UP - TOWN HALL	Acct: 10-161-318-0000	CONTRACTED SERVICES		
9600004148MAR'19	TRASH PICK UP - MAR'19 SENIOR CTR	0.00	\$162.50	0.00	162.50
	Desc: TRASH PICK UP - MAR'19 SENIOR CTR	Acct: 10-421-318-0000	CONTRACTED SERVICES		
Vendor Total:			649.19	0.00	649.19
035550	NUNEZ, JOHN T	JOHN T NUNEZ	4/05/2019		65214
APR'19	HEALTH INS RETIREE APR'19	0.00	\$229.17	0.00	229.17
	Desc: Reimbursement Retiree Health Ind	Acct: 10-511-418-0100	Retiree Health Insurance		
Vendor Total:			229.17	0.00	229.17
036165	OSBORN, MATTHEW	MATTHEW OSBORN	4/05/2019		65215
PO#4726	REIMBURSEMENT - MEMBERSHIP FEE	0.00	\$338.00	0.00	338.00
	Desc: APA Membership Category E	Acct: 10-622-313-0000	MEMBERSHIP DUES		
	Desc: Northern New England Chapter	Acct: 10-622-313-0000	MEMBERSHIP DUES		
Vendor Total:			338.00	0.00	338.00
036770	PECK ELECTRIC COMPANY	PECK ELECTRIC COMPANY	4/05/2019		65216

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045830	SOLAR ARAY FEB 2019	1,648.77	\$1,648.77	0.00	1,648.77
Desc: SOLAR ARAY FEB 2019		Acct: 65-963-329-0000	ELECTRICITY		
Vendor Total:			1,648.77	0.00	1,648.77
037450	PIKE INDUSTRIES INC			4/05/2019	65217
1017385	Materials for pot holes	0.00	\$1,104.41	0.00	1,104.41
Desc: Materials for pot holes		Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
Desc: Materials for pot holes		Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
1017577	MATERIALS	0.00	\$253.75	0.00	253.75
Desc: MATERIALS		Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,358.16	0.00	1,358.16
038188	LL POTWIN SERVICES	L.L. POTWIN SERVICES		4/05/2019	65218
38188	CLEANING SERVICES - LIB	0.00	\$300.00	0.00	300.00
Desc: CLEANING SERVICES - LIB		Acct: 10-524-318-0000	CONTRACTED SERVICES		
6718	March'19 Cleaning service DPW	0.00	\$1,260.00	0.00	1,260.00
Desc: March'19 Cleaning service DPW		Acct: 10-325-318-0000	CONTRACT SERVICES		
6717	CLEANING SERVICES - MARCH 2019	0.00	\$1,241.00	0.00	1,241.00
Desc: March monthly services		Acct: 10-211-318-0000	CONTRACTED SERVICES		
Desc: March monthly services		Acct: 10-271-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			2,801.00	0.00	2,801.00
039994	REXEL USA, INC.	REXEL OF AMERICA, LLC		4/05/2019	65219
S124124374.001	PARTS	0.00	\$7.35	0.00	7.35
Desc: PARTS		Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:			7.35	0.00	7.35
040075	R.H. SCALES CO, INC	R.H. SCALES CO, INC		4/05/2019	65220
6-091204	RAMPS	317.74	\$317.74	0.00	317.74
Desc: RAMPS		Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
Vendor Total:			317.74	0.00	317.74
040375	RICKER, ALLYN	ALLYN RICKER		4/05/2019	65221
APR'19	HEALTH INS RETIREE APR'19	0.00	\$178.80	0.00	178.80
Desc: Medical Ins Reimbursement		Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			178.80	0.00	178.80
040389	RITLAND, DIANE	DIANE RITLAND		4/05/2019	65222
APR'19	Medical Ins Reimburse - APR'19	0.00	\$218.54	0.00	218.54
Desc: Medical Ins Reimburse - APR'19		Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			218.54	0.00	218.54
040751	ROGERS, LARRY	LARRY ROGERS		4/05/2019	65223
APR'19	HEALTH INS RETIREE APR'19	199.50	\$199.50	0.00	199.50
Desc: Reimbursement Retiree Health Ind		Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			199.50	0.00	199.50

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041471	SAFELITE AUTOGLASS	SAFELITE FULFILLMENT, INC	4/05/2019		65224
06720-023895	REMOVE & RE-INSTALL WS	0.00	\$200.00	0.00	200.00
Desc: REMOVE & RE-INSTALL WS		Acct: 10-321-318-0000	CONTRACTED SERVICES		
Vendor Total:			200.00	0.00	200.00
041857	PITNEY BOWES GLOBAL FINANCIAL	PITNEY BOWES GLOBAL FINANCIAL	4/05/2019		65225
3308564444	POSTAGE LEASE 01.30.2019-04.29.201	0.00	\$394.32	0.00	394.32
Desc: POSTAGE LEASE 01.30.2019-04.29.2019		Acct: 10-121-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			394.32	0.00	394.32
042400	SHERWIN WILLIAMS CO	SHERWIN WILLIAMS CO	4/05/2019		65226
75700	PAINT	0.00	\$30.96	0.00	30.96
Desc: PAINT		Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
72988	PAINT	0.00	\$26.30	0.00	26.30
Desc: PAINT		Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
76583	PAINT	0.00	\$41.07	0.00	41.07
Desc: PAINT		Acct: 10-530-321-0100	REPAIRS & MAINT-BUILD & GROUND		
67404	PAINT	0.00	\$14.41	0.00	14.41
Desc: PAINT		Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
75346	PAINT	0.00	\$14.41	0.00	14.41
Desc: PAINT		Acct: 10-530-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			127.15	0.00	127.15
043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS	4/05/2019		65227
5044325	INTERNET	300.00	\$300.00	0.00	300.00
Desc: INTERNET		Acct: 72-271-318-7003	COMMUNICATIONS GRANT #202		
5043076	TELEPHONE	445.13	\$3,174.78	0.00	3,174.78
Desc: Telephone		Acct: 10-181-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-121-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-151-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-171-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-174-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-211-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-221-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-271-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-325-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-511-324-0000	TELEPHONE		
Desc: Telephone		Acct: 10-622-324-0000	TELEPHONE		
Desc: Telephone		Acct: 30-971-324-0000	TELEPHONE		
Desc: Telephone		Acct: 50-952-324-0000	TELEPHONE		
Desc: Telephone		Acct: 55-954-324-0000	TELEPHONE		
Desc: Telephone		Acct: 60-961-324-0000	TELEPHONE		
Desc: Telephone		Acct: 60-962-324-0000	TELEPHONE		
Desc: Telephone		Acct: 60-965-324-0000	TELEPHONE		
Desc: Telephone		Acct: 65-963-324-0000	TELEPHONE		
Vendor Total:			3,474.78	0.00	3,474.78
043876	STANTEC CONSULTING SERVICES INC		4/05/2019		65228
1488437	2018 SAMPLING & REPORTING	2,613.50	\$2,613.50	0.00	2,613.50

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	Desc: 2018 SAMPLING & REPORTING	Acct: 30-973-318-0100	LANDFILL CLOSURE EXPENSE		
1416683	BIO-SOLIDS - 2018	2,224.26	\$2,224.26	0.00	2,224.26
	Desc: BIO-SOLIDS - 2018	Acct: 60-961-318-0000	CONTRACTED SERVICES		
	Vendor Total:		4,837.76	0.00	4,837.76
046000	TI-SALES INC			4/05/2019	65229
INV0102836	METERS	3,761.81	\$3,761.81	0.00	3,761.81
	Desc: METERS	Acct: 50-954-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		3,761.81	0.00	3,761.81
046725	TST HYDRAULICS, INC.			4/05/2019	65230
75585	SEAL KIT	0.00	\$138.20	0.00	138.20
	Desc: SEAL KIT	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		138.20	0.00	138.20
046950	TWIN STATE SAND AND GRAVEL CO			4/05/2019	65231
88568	GRAVEL	0.00	\$305.78	0.00	305.78
	Desc: GRAVEL	Acct: 10-312-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		305.78	0.00	305.78
047150	UNIFIRST CORPORATION			4/05/2019	65232
0354357378	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
047297	UNITED STATES POSTAL SERVICE			4/05/2019	65233
03-25-19	POSTAGE	0.00	\$300.00	0.00	300.00
	Desc: POSTAGE	Acct: 10-221-322-0000	POSTAGE		
	Desc: POSTAGE	Acct: 10-211-322-0000	POSTAGE		
	Vendor Total:		300.00	0.00	300.00
048249	VALLEY NEWS	VALLEY NEWS		4/05/2019	65234
557564	NEWSPAPERS	0.00	\$2.25	0.00	2.25
	Desc: NEWSPAPERS	Acct: 10-121-318-0510	WELCOME CENTER - INVENTORY PU		
544462	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
049401	VERMONT DEPT OF HEALTH			4/05/2019	65235
618301-618500	ENGRAVED CERTIF PAPER	0.00	\$20.00	0.00	20.00
	Desc: ENGRAVED CERTIF PAPER	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
	Vendor Total:		20.00	0.00	20.00
049800	VERMONT DEPARTMENT OF TAXES	VERMONT DEPARTMENT OF TAXES		4/05/2019	65236
2019 Q1	JAN/FEB/MAR'19 FRANCHISE TAX-LF	1,279.48	\$1,279.48	0.00	1,279.48
	Desc: JAN/FEB/MAR'19 FRANCHISE TAX-LF	Acct: 30-974-316-0000	GRANTS/APPROP/ST.TAXES		
	Vendor Total:		1,279.48	0.00	1,279.48

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050090	VERMONT LEAGUE OF CITIES AND TOWNS	VERMONT LEAGUE OF CITIES AND TOWNS	4/05/2019		65237
2019-20492	WORKSHOP-LEGISLATIVE BODIES	0.00	\$70.00	0.00	70.00
Desc: WORKSHOP-LEGISLATIVE BODIES	Acct: 10-111-311-0000		TRAVEL & MEETINGS		
	Vendor Total:		70.00	0.00	70.00
050510	VERMONT MECHANICAL INC		4/05/2019		65238
33609	SERVICE CALL	0.00	\$262.50	0.00	262.50
Desc: SERVICE CALL	Acct: 10-221-321-0100		REPAIRS & MAINT-BUILDING		
Desc: SERVICE CALL	Acct: 10-211-321-0100		REPAIRS & MAINT-BUILDING		
33610	SERVICE CALL	0.00	\$1,520.40	0.00	1,520.40
Desc: SERVICE CALL	Acct: 10-221-321-0100		REPAIRS & MAINT-BUILDING		
Desc: SERVICE CALL	Acct: 10-211-321-0100		REPAIRS & MAINT-BUILDING		
	Vendor Total:		1,782.90	0.00	1,782.90
050965	VERMONT RURAL WATER ASSOCIATION		4/05/2019		65239
04-23-19	CLASS 3 - WET TESTING	48.00	\$48.00	0.00	48.00
Desc: CLASS 3 - WET TESTING	Acct: 60-961-315-0000		RECRUITMENT & TRAINING		
Desc: CLASS 3 - WET TESTING	Acct: 65-963-315-0000		RECRUITMENT & TRAINING		
05-02-19	CLASS 3 - VOSHA SAFETY TRAINING	192.00	\$192.00	0.00	192.00
Desc: CLASS 3 - VOSHA SAFETY TRAINING	Acct: 65-963-315-0000		RECRUITMENT & TRAINING		
Desc: CLASS 3 - VOSHA SAFETY TRAINING	Acct: 60-961-315-0000		RECRUITMENT & TRAINING		
	Vendor Total:		240.00	0.00	240.00
051347	VERMONT, STATE OF	STATE OF VERMONT	4/05/2019		65240
03-26-19	PERMIT APPLICATION INDIRECT DISC	240.00	\$240.00	0.00	240.00
Desc: PERMIT APPLICATION INDIRECT DISCHAR	Acct: 65-963-317-0000		PERMITS & LICENSES		
	Vendor Total:		240.00	0.00	240.00
051400	VERMONT STATE TREASURER LICENSES	VERMONT STATE TREASURER	4/05/2019		65241
JAN-MAR 2019	Marriage Licenses JAN-MAR 2019	0.00	\$550.00	0.00	550.00
Desc: Marriage Licenses JAN-MAR 2019	Acct: 10-151-316-0000		STATE PAYMENT - LICENSES		
	Vendor Total:		550.00	0.00	550.00
051600	VERMONT TOWN AND CITY MANAGEMENT	VTOMA	4/05/2019		65242
03-25-2019	MEMBERSHIP DUES	0.00	\$85.00	0.00	85.00
Desc: MEMBERSHIP DUES	Acct: 10-121-313-0000		MEMBERSHIP DUES		
	Vendor Total:		85.00	0.00	85.00
051943	VISION SERVICE PLAN	VISION SERVICE PLAN	4/05/2019		65243
APR'19	Vision Insurance for April 2019	0.00	\$2,204.08	0.00	2,204.08
Desc: Vision Insurance for April 2019	Acct: 10-012-300-0225		ACCRUED VISION INSURANCE PAYAI		
	Vendor Total:		2,204.08	0.00	2,204.08
052000	VITAL COMMUNITIES		4/05/2019		65244
709	WORKGROUP - April 11th Presentation	0.00	\$100.00	0.00	100.00
Desc: WORKGROUP - April 11th Presentation	Acct: 10-115-101-0700		BC - Community Resilience Comm		
	Vendor Total:		100.00	0.00	100.00



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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
053000	WHITE RIVER COUNCIL ON AGING		4/05/2019		65245
'19 Q4	Contracted services Apr-Jun 2019	0.00	\$5,954.25	0.00	5,954.25
Desc:	Contracted services Apr-Jun 2019	Acct: 10-421-318-0200	CONTRACT SERV SENIOR CTR ADM		
Vendor Total:			5,954.25	0.00	5,954.25
053150	SWISH WHITE RIVER LTD		4/05/2019		65246
W303122	CLEANING SUPPLIES	0.00	\$47.00	0.00	47.00
Desc:	CLEANING SUPPLIES	Acct: 10-421-323-0000	MATERIAL & SUPPLIES		
W302802	CLEANING SUPPLIES	0.00	\$44.95	0.00	44.95
Desc:	CLEANING SUPPLIES	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			91.95	0.00	91.95
053695	WIND RIVER ENVIRONMENTAL LLC		4/05/2019		65247
4171992	Haul 24,000 gallons sludge from Que	720.00	\$720.00	0.00	720.00
Desc:	Haul 24,000 gallons sludge from Que	Acct: 65-963-318-0000	CONTRACTED SERVICES		
Vendor Total:			720.00	0.00	720.00
058688	DARTMOUTH HITCHCOCK		4/05/2019		65248
20190207	STOREROOM INVENTORY SUPPLIES	0.00	\$229.88	0.00	229.88
Desc:	STOREROOM INVENTORY SUPPLIES	Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			229.88	0.00	229.88
059743	HOWELL, THOMAS	THOMAS HOWELL	4/05/2019		65249
PO#4718	Reimburse-meals training-Howell,Moo	0.00	\$30.14	0.00	30.14
Desc:	Reimburse-meals training-Howell,Moo	Acct: 10-211-311-0000	TRAVEL & MEETINGS		
Vendor Total:			30.14	0.00	30.14
059847	COUTERMARSH, TOM	TOM COUTERMARSH	4/05/2019		65250
APR'19	HEALTH INS RETIREE APR'19	402.30	\$402.30	0.00	402.30
Desc:	Reimbursement Retiree Health Ind	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Reimbursement Retiree Health Ind	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Reimbursement Retiree Health Ind	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Desc:	Reimbursement Retiree Health Ind	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			402.30	0.00	402.30
059882	CARY, SANDRA	SANDRA CARY	4/05/2019		65251
03-31-19	Books for library	0.00	\$64.20	0.00	64.20
Desc:	Books for library	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			64.20	0.00	64.20
500387	EXECUSUITE, LLC		4/05/2019		65252
5685	RENT - APRIL 2019	0.00	\$400.00	0.00	400.00
Desc:	RENT - APRIL 2019	Acct: 10-121-318-0600	CONTRACT SERVICES - PARKING RE		
Vendor Total:			400.00	0.00	400.00
500691	U.S. BANK	U.S. BANK	4/05/2019		65253
VMBBHAR102 2019	BOND PAYMENTS	42,324.10	\$214,522.35	0.00	214,522.35

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Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: VMBBHAR102 Series 2004-1 (Series 20	Acct: 10-912-542-0000	BOND INTEREST		
	Desc: VMBBHAR102 Series 2004-1 (Series 20	Acct: 10-912-542-0300	BOND INTEREST-QUECHEE BRIDGE		
	Desc: VMBBHAR102 Series 2013-1 (Series 20	Acct: 10-912-542-0900	BOND INTEREST-BARWOOD ARENA		
	Desc: VMBBHAR102 Series 2013-1 (Series 20	Acct: 10-912-542-0400	BOND INTEREST-MAX/WABA/LIBRAR'		
	Desc: VMBBHAR102 Series 2013-1 (Series 20	Acct: 10-912-542-0400	BOND INTEREST-MAX/WABA/LIBRAR'		
	Desc: VMBBHAR102 Series 2013-1 (Series 20	Acct: 10-912-542-0400	BOND INTEREST-MAX/WABA/LIBRAR'		
	Desc: VMBBHAR102 Series 2014-3 (Series 20	Acct: 13-912-542-0100	Bond Interest - TIF 2014-3		
	Desc: VMBBHAR102 Series 2014-3 (Series 20	Acct: 10-912-542-0500	BOND INTEREST-MUNICIPAL BUILDIN		
	Desc: VMBBHAR102 Series 2014-3 (Series 20	Acct: 13-912-542-0350	Bond Interest - TIF 2017-3		
Vendor Total:			214,522.35	0.00	214,522.35
500894	SECURSHRED	SECURSHRED	4/05/2019		65254
300663	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
502063	OBAR, JOSH	JOSH OBAR	4/05/2019		65255
838635	REFUND GMRCC CLIMBING.	0.00	\$70.00	0.00	70.00
	Desc: REFUND GMRCC CLIMBING.	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			70.00	0.00	70.00
502323	CRIMMIN, PATRICIA	PATRICIA CRIMMIN	4/05/2019		65256
838637	REFUND BOSTON RED SOX	0.00	\$87.00	0.00	87.00
	Desc: REFUND BOSTON RED SOX	Acct: 10-516-325-0000	REFUNDS		
Vendor Total:			87.00	0.00	87.00
502339	ANDERSON, KARLA	KARLA ANDERSON	4/05/2019		65257
838636	REFUND GMRCC CLIMBING	0.00	\$70.00	0.00	70.00
	Desc: REFUND GMRCC CLIMBING	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			70.00	0.00	70.00
502340	BAUCH, TOMMY	TOMMY BAUCH	4/05/2019		65258
838649	REFUND CAMP VENTURES	0.00	\$455.00	0.00	455.00
	Desc: REFUND CAMP VENTURES	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			455.00	0.00	455.00
502341	KOPP, BLAINE	BLAINE KOPP	4/05/2019		65259
838607	REFUND YOUTH LACROSSE	0.00	\$95.00	0.00	95.00
	Desc: REFUND YOUTH LACROSSE	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			95.00	0.00	95.00
502342	SANDMANN, GEORGE	GEORGE SANDMANN	4/05/2019		65260
838608	REFUND YOUTH LACROSSE	0.00	\$95.00	0.00	95.00
	Desc: REFUND YOUTH LACROSSE	Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			95.00	0.00	95.00
502343	DAVIDSON, SAMANTHA	SAMANTHA DAVIDSON	4/05/2019		65261
838606	REFUND YOUTH LACROSSE	0.00	\$95.00	0.00	95.00

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Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
Desc: REFUND YOUTH LACROSSE			Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			95.00	0.00	95.00	
502344	TWAROG, EMILY	EMILY TWAROG	4/05/2019	65262		
838609	REFUND YOUTH LACROSSE	0.00	\$95.00	0.00	95.00	
Desc: REFUND YOUTH LACROSSE			Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			95.00	0.00	95.00	
502345	URNEZIS, TERESA	TERESA URNEZIS	4/05/2019	65263		
838610	REFUND YOUTH LACROSSE	0.00	\$95.00	0.00	95.00	
Desc: REFUND YOUTH LACROSSE			Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			95.00	0.00	95.00	
502346	WLASH, ED	ED WLASH	4/05/2019	65264		
838611	REFUND YOUTH LACROSSE	0.00	\$95.00	0.00	95.00	
Desc: REFUND YOUTH LACROSSE			Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			95.00	0.00	95.00	
502347	LI, BAOFU	BAOFU LI	4/05/2019	65265		
838634	REFUND GMRCC	0.00	\$70.00	0.00	70.00	
Desc: REFUND GMRCC			Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			70.00	0.00	70.00	
502348	PARKER, JOANNE	JOANNE PARKER	4/05/2019	65266		
838612	REFUND YOUTH LACROSSE	0.00	\$75.00	0.00	75.00	
Desc: REFUND YOUTH LACROSSE			Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			75.00	0.00	75.00	
FUND 10			Bank Total:	557,458.38		
			Holdback Total		576,560.65	
Batch Totals:			0.00	220,514.36	10.35	797,085.36

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Vendor ID	Vendor Name			
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt
				Net Amt.

\_\_\_\_ SIMON DENNIS  
\_\_\_\_ RICHARD G GRASSI  
\_\_\_\_ DENNIS BROWN  
\_\_\_\_ DAN FRASER  
\_\_\_\_ ALAN JOHNSON  
\_\_\_\_ JAMESON C. DAVIS  
\_\_\_\_ KIM SOUZA  
\_\_\_\_ J. BRANNON GODFREY JF  
\_\_\_\_ GAIL OSTROUT  
\_\_\_\_ JOHN J. CLERKIN

