



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Tuesday, July 28, 2020, 6:00pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

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

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

**If you're calling in from phone dial:
(415) 762-9988**

Type in the Room ID: 549-799-933 followed by #

Press # a second time

Press *9 to raise your hand for public comment

I. Call to Order the Selectboard Meeting

II. Pledge of Allegiance

III. Local Liquor Control Board: N/A

IV. Order of Agenda

V. Selectboard

1. Public, Selectboard Comments and Announcements

2. Appointments

- a. Consider the appointment of Douglas Eisler to the West Hartford Library Board of Trustees for a term beginning July 28, 2020 and ending March 2, 2021.

- b. Consider the appointment of Thomas Abbatiello to the Parks and Recreation Commission for a three-year term beginning July 28, 2020 and ending July 27, 2023.

3. Town Manager's Report: Significant Activity Report ending July 27, 2020.

4. Board Reports, Motions & Ordinances:

- a. FY20 Encumbrance Report (motion required)
- b. Line of Credit for Non-TIF-Bond Funded 2020 Projects (motion required)
- c. Homeless Camping Site Analysis (information only)
- d. Extension of Terms on 2016 Baseball Field Lighting Lease with Musco Finance, LLC (motion required)
- e. Authorization for Softball Field Lighting Lease with Musco Finance, LLC (motion required)
- f. Consideration of Reciting Pledge of Allegiance and Alternatives at Selectboard Meetings (motion required)
- g. Discussion of Graffiti and Removal Strategies (information only)
- h. Mask Wearing Emergency Order (motion required)
- i. Curbside Solid Waste RFP (information only)

VI. Commission Meeting Reports:

VII. Consent Agenda (Motion required)

- a. Sludge Hauling & Grease Removal Bid Award
- b. Line Cleaning & TV Inspection Bid Award
- c. Lawn Maintenance Bid Award
- d. Approve Payroll Ending: 7/25/2020
- e. Approve Meeting Minutes of: 7/14/2020
- f. Approve A/P Manifest of: 7/24/2020 & 7/28/2020
- g. Selectboard Meeting Dates of: Already Approved: 8/10 and 8/25

VIII. Executive Session:

- 1. Discussion of the appointment of a town manager under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes.**

IX. Adjourn the Selectboard Meeting (Motion required):

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

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___ appointment(s) or √ re-appointment to: West Hartford Library Board

I. APPLICANT DATA:

Name: Douglas W. Eisler

Address: 204 Pomfret Road, West Hartford, VT 05084

Telephone: (Home) (802)299-8118 (Work) _____ (Other) _____

Email Address: amberdoug@protonmail.com

How long have you been a Hartford resident? 3+ years

Are you a registered voter? No

II. EDUCATION:

High School: Pawling Jr.-Sr. High Year Graduated: 1987

College 1: Johnson & Wales University Degree Earned: AOS

Course of Study: Culinary Arts Year: 1990

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
King Arthur Flour	6/19-	Various Warehouse	
Cloudland Farm	2018-	Cook	Cool
Home	01/13	Homemaker	Stay at home
Kedron Valley Inn	2010-12	Chef	Coo
Pleasant Street Bistro	2009-10	Proprietor/Chef	Cookin

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? Two to three nights per month, evenings available, any except Mondays and Tuesdays
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? My family and I are frequenters of the library, and I feel this is a good way to contribute to it. I have been on the board of my church for a number of years, which gives the basics of how a board functions.
- c. What are your past experiences in Municipal, State or Federal Government? None.
- d. What civic or social organizations have belonged to and what positions did you hold? Board member at Faith Assembly of God in Bethel VT.
- e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? It would be great to get kids and adults for that matter to spend less time on electronic devices, and perhaps more time on books.
- f. What might some solutions be? I think Sandy has been making strides with various programs and activities; we should continue and expand on them.
- g. Other hobbies/interests: Hiking, foraging, history, linguistics, cooking.

V. REFERENCES: (Please list three)

Name: Sandy Cary Telephone: (802) 295-7992

Name: Judy Roberts Telephone: judyroberts@gmail.com

Name: David Sanville Telephone: (802)249-1450

Douglas Eisler
APPLICANTS SIGNATURE

07/22/20
DATE

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

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☒ appointment(s) or ☐ re-appointment to: Parks and Recreation
Department

I. APPLICANT DATA:

Name: Thomas J. Abbatiello (Tom)
Address: 295 Ravenswood Ter.
White River Junction, VT 05001
Telephone: (Home) 603-722-0210 (Work) 603-667-3140 (Other) _____
Email Address: tabba.12@gmail.com
How long have you been a Hartford resident? 3 years and 7 months
Are you a registered voter? Yes

II. EDUCATION:

High School: Choate Rosemary Hall Year Graduated: 1985
College 1: Colby College Degree Earned: BA
Course of Study: Government Year: 1989

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>Cornell Univ.</u>	<u>Jan 2019 - Jun 2020</u>	<u>Director, Business Development</u>	
<u>Emeritus Institute</u>	<u>Jan 2018 - Jan 2019</u>	<u>Program Advisor</u>	
<u>Dartmouth College</u>	<u>Nov. 2008 - Aug 2017</u>	<u>Sr. Client Executive</u>	
<u>* All jobs focused on growing the organizations' executive education and training businesses.</u>			

IV. PROFESSIONAL EXPERIENCE:

- a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.
Would you be available for evening meetings? Evenings are flexible.
I could serve 2-3 nights per week
- b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? To contribute my time and 30 years of business experience to help Hartland to be the best it can be. My skills are relevant for community & citizen outreach, program/project development and management, and a knack for working with people to get things done.
- c. What are your past experiences in Municipal, State or Federal Government? None other than my educational background in Government.
- d. What civic or social organizations have belonged to and what positions did you hold? Residential counselor at Mountain Valley Treatment Center.
General volunteer at Riverbank Church.
- 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? The quality of the parks that I have visited are great. Also the information on the website is also thorough and easy to access. My goal would be to listen to colleagues and the public regarding how to improve and bring fresh ideas of my own after learning more.
- f. What might some solutions be? There is so much on the website that I was not aware of. I think increasing awareness of what each park has to offer and the activities of each could be an area of improvement. Increasing this knowledge via social media campaigns may help.
- g. Other hobbies/interests: Hiking, paddling, skiing, reading, politics.

V. REFERENCES: (Please list three)

Name: <u>Janet Rizzuto</u>	Telephone: <u>917-642-4801</u>
Name: <u>Bob Partridge</u>	Telephone: <u>603-369-1800</u>
Name: <u>Kathy Little</u>	Telephone: <u>603-748-0760</u>

[Signature]
APPLICANTS SIGNATURE

7/22/2020
DATE



AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item: 4.a

Submitted by: Gail Ostrout, Director of Finance

- Subject:** 2020 Fiscal Year General Fund Encumbrance Request
- Background:** Annually the town has projects and / or items that have been approved in the annual budget but cannot be completed or purchased within the approved fiscal year due to either internal or external timing or environmental factors. FYE 2020 had the additional challenges of closures & delays due to COVID.
- Discussion:** The Finance Director meets with each Department Head to review their list of projects / items that potentially need to be encumbered. Following this discussion, the Finance Director provides the encumbrance list to the Town Manager for final review and approval. The attached summary list has been reviewed, vetted, approved and in progress.
- Financial Impact:** Funding for these requested encumbrances will be covered by the revenue recorded and collected as budgeted in fiscal year 2020. There is no new financial impact whereas these items/projects had already been included in the original 2020 budget that was approved.
- Recommendation:** That the Selectboard approve the 2020 Encumbrance Request for items/projects previously approved in operating budgets as well additional COVID expenses.



Town Manager

Attachments: FYE 2020 Encumbrance Request

FISCAL YEAR 2020 ENCUMBRANCE REQUEST

	FYE 2020	Prior Years Previously Approved	Total
ADVERTISING	\$ 300.00	\$ -	\$ 300.00
CAPITAL	\$ 40,000.00	\$ 6,616.11	\$ 46,616.11
CEMETERY	\$ 7,200.00	\$ -	\$ 7,200.00
CONTRACTED SERVICES	\$ 378,083.05	\$ 151,263.05	\$ 529,346.10
COVID	\$ 56,000.00	\$ -	\$ 56,000.00
DEPARTMENT EQUIPMENT	\$ 101,923.04	\$ 46,237.80	\$ 148,160.84
GRANTS & APPROPRIATIONS	\$ 2,027.88	\$ 1,153.10	\$ 3,180.98
MATERIALS & SUPPLIES	\$ 22,146.03	\$ -	\$ 22,146.03
MEMBERSHIP DUES	\$ 250.00	\$ -	\$ 250.00
OFFICE EQUIPMENT	\$ 12,328.25	\$ 3,895.96	\$ 16,224.21
PURCHASE UNIFORMS & CLEANING	\$ 3,100.00	\$ -	\$ 3,100.00
RECRUITMENT & TRAINING	\$ 11,100.00	\$ -	\$ 11,100.00
REPAIRS & MAINT-VEHICLES	\$ 14,440.64	\$ 1,000.00	\$ 15,440.64
REPAIRS & MAINT - BUILDING	\$ 49,258.06	\$ 9,680.57	\$ 58,938.63
MARKETING PROMOTION	\$ 9,500.00	\$ 10,500.00	\$ 20,000.00
TELEPHONE	\$ -	\$ 876.84	\$ 876.84
	<u>\$ 707,656.95</u>	<u>\$ 231,223.43</u>	<u>\$ 938,880.38</u>



AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Item: 4.b

Submitted by: Brannon Godfrey, Town Manager

Subject: \$9.2 million Line of Credit (Grant Anticipation Note) for Non-TIF-Bond Funded 2020 Infrastructure Projects

Background: The Town has commenced, or will commence within the next 12 months, construction on several critical infrastructure projects in 2020, including: the Sykes Mountain Ave/Rt. 5 Roundabouts; the Upper Sykes Mountain Ave. bike/pedestrian project; TIF-district improvements and the Quechee Main St. Culvert replacement.

While these projects are funded by sources other than the Town General Fund, the Town is responsible for the initial payment of construction bills and then will seek reimbursement from the ultimate funding source, such as the Vermont Agency of Transportation, TIF Bond, or State Revolving Loan Fund.

In April, the Selectboard authorized a line of credit (LOC) with Mascoma Bank for up to \$3,000,000 at a tax-exempt rate of 2.8% for 12 months as provided under 24 VSA§1773(c). At the time of the borrowing, we understood the \$3 million limit was revolving; that is, that as soon as we paid back the loan with the reimbursement from the State or TIF Bond, the \$3 million credit limit would be restored. In early July, bond counsel Paul Giuliani advised the \$3 million LOC cannot simultaneously be both revolving and tax-exempt. The IRS considers the tax-exempt authorization on the cumulative value of each withdrawal, regardless of how quickly the amount is replenished from bonds, grants or other sources. Therefore, we need to increase the authorization limit to a cumulative amount for all of the projects.

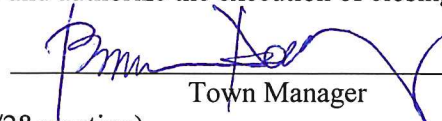
Discussion: As this cumulative amount will need to be much more than \$3 million, and as the TIF-Bond-funded expenses are better accounted for in its own separate LOC for audit purposes, Paul Giuliani suggested a two part remedy: 1) that we keep the existing tax-exempt \$3 million LOC to use exclusively for TIF-Bond funded expenses which will be fully reimbursed from the 2020 TIF Bond available in early August; and 2) that we open a new tax-exempt LOC (Grant Anticipation Note) for the roundabouts, bike/ped, Quechee Main St culvert, and the water and sewer utility portions of the TIF district improvements – that is, everything that will not be reimbursed by the 2020 TIF Bond proceeds.

The cumulative short-term borrowing need totals \$9.2 million for this new LOC. The tax-exempt rate is 2.8% for this note. Although the cumulative total that the Town can borrow over the next 12 months is \$9.2 million, the Town will only pay interest expense for the days that the funds are withdrawn before being reimbursed by the State.

Financial

Impact: The actual financing costs will depend on the amounts borrowed and the speed of reimbursements.

Recommendation: Approve the Grant Anticipation Note for up to \$9,200,000 with Mascoma Bank at a tax-exempt interest rate of 2.8% for a 12-month period and authorize the execution of closing documents.



Town Manager

Attachments: Mascoma Bank Proposal (anticipated by 7/28 meeting)
\$9,200,000 Grant Anticipation Note - Series 2020A
Grant Anticipation Borrowing Resolution
Bond Counsel Opinion Letter



July 27, 2020

Town of Hartford, Vermont

RE: Proposal in response to request for \$9,200,000 in GAN financing.

Dear Brannon,

Thank you for submitting a request for financing for the various projects that Hartford wishes to complete this year.

Mascoma Bank has a strong interest in providing financing and the following terms and conditions are provided for discussion purposes only. This letter is not intended to constitute a loan commitment. The terms and conditions for any loan facilities are subject to our normal credit underwriting and loan approval processes, which include but not limited to receipt of a full financial package including the Town's Annual Report and Board minutes outlining the approval of the borrowing, and a list of the authorized signers.

Borrower: Town of Hartford, a qualified tax-exempt Borrower

Loan Amount: \$9,200,000

Purpose: Finance various projects

Loan Type: Grant Anticipation Note.

Interest Rate: 2.80%, Fixed

Fees: None

Term: 364 days

Payments: At maturity or during the term as the Town desires.

Date _____

Note No. 1 of 1

\$9,200,000

TOWN OF HARTFORD
GRANT ANTICIPATION NOTE
SERIES 2020A

Hartford, Vermont

July 29, 2020

On July 28, 2021 for value received, the Town of Hartford (the "Town") promises to pay to Mascoma Bank, or order, the principal sum of:

NINE MILLION TWO HUNDRED THOUSAND DOLLARS (\$9,200,000)

with interest at the rate of 2.80% per annum, calculated on the basis of an 30/360 day year, with principal and interest payable in lawful money of the United States at the office of Mascoma Bank, in Lebanon, New Hampshire. Principal and interest may be prepaid in whole or in part prior to the above maturity date without premium or penalty.

This note is given for money borrowed in anticipation of receipt of a like amount of grants-in-aid to construct authorized infrastructure improvements, under a resolution of the Selectboard of the Town duly adopted at a meeting thereof held on July 28, 2020.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuance of this note have been done, have happened, and have been performed in regular and due form as required by law and that the full faith and credit of the Town are hereby irrevocably pledged for the payment of this note.

TOWN OF HARTFORD

Town Treasurer

Selectboard or a Majority Thereof

GRANT ANTICIPATION BORROWING
RESOLUTION

WHEREAS, the Selectboard is duly empowered to borrow money on the credit of the Town of Hartford (the "Town") in anticipation of the receipt of grants-in-aid to fund the costs of making duly authorized capital improvements; and

WHEREAS, the Selectboard has found and determined that it is in the best interest of the Town to borrow the sum of \$9,200,000 in anticipation of receipt of a like amount of grants-in-aid and awarded to the Town in order to have available money with which to temporarily defray the cost of constructing the authorized improvements; and

WHEREAS, in order to have funds available to defray the cost of making such improvements, the Selectboard, has arranged to borrow \$9,200,000 from Mascoma Bank, with such borrowing to be evidenced by a Grant Anticipation Note (the "Note"), which Note does not refund or replace any obligation previously issued for the same purpose.

THEREFORE, BE IT RESOLVED, that the Selectboard and the Town Treasurer proceed forthwith to complete said transaction and issue said evidence of indebtedness pursuant to the July __, 2020 proposal of Mascoma Bank, the terms of which are hereby accepted; and

BE IT FURTHER RESOLVED, that evidence of debt when issued and delivered pursuant to this Resolution shall be the valid and binding general obligation of the Town, payable according to the terms and tenor thereof from unlimited ad valorem taxes duly assessed on the grand list of taxable property in the Town, as assessed, apportioned and established by law; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Town and its Selectboard in, about, or concerning the expenditure of proceeds of the Note and the issuance thereof are hereby ratified and confirmed; and

We, the undersigned Selectboard and Town Treasurer, hereby certify that we as such officers have signed the Note, numbered 1, in the principal amount of \$9,200,000, dated July 29, 2020 and due July 28, 2021, with an interest rate of 2.80%, payable as therein set forth and further certify that the Note is issued under and pursuant to this Resolution adopted at a duly noticed and warned meeting of the Selectboard of the Town held on July 28, 2020.

We, the said Selectboard and Town Treasurer, hereby certify that we are the duly chosen, qualified and acting officers as undersigned, that the Note is issued pursuant to authority, that no proceeding relating thereto has been taken other than as shown in the foregoing recital, that no such authority or action has been amended or repealed, and that there is no litigation threatened or pending in any state or federal court of competent jurisdiction seeking to enjoin either the issuance of the Note or the expenditures being financed by the proceeds of the same. We also certify that there has been full and timely compliance with all public procurement, solicitation and bidding laws, ordinances and regulations with respect to each of the transactions embodied in this Resolution.

We certify also that no litigation is pending or threatened affecting the validity of the Note or the apportionment and assessment of taxes if necessary, to pay the same when due, that neither the corporate existence nor the boundaries of the Town, nor the title of any of us to our respective offices is being questioned or contested.

Further, we hereby certify to and covenant with Mascoma Bank, its successors and assigns, including specifically the transferees, assigns, holders and owners of the Note, that:

1. The Town will file when and as required with the Treasury Department or Internal Revenue Service information returns relating to the issuance of the Note and all other obligations of the Town.

2. The Town will comply with, perform, maintain and keep each and every covenant, representation, certification and undertaking in the accompanying Tax Certificate, execution and delivery of which is hereby authorized.

July 28, 2020

TOWN OF HARTFORD

Town Treasurer

ATTEST:

Town Clerk

Selectboard or a Majority Thereof

TAX CERTIFICATE

(General Obligation)

We, the Treasurer and at least a majority of the Selectboard of the Town of Hartford (the "Municipality"), HEREBY CERTIFY and reasonably expect with respect to the issuance and the use of proceeds of the \$9,200,000 Series 2020A Grant Anticipation Note (the "Note") of the Municipality, dated July 29, 2020 as follows:

1. We are the officers of the Municipality duly charged and responsible for issuing the Note. The certifications and expectations set forth in this document are being given pursuant to Sections 141 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code").

2. The dates, maturities and rates of interest of the Note are as shown and more fully described in Schedule A, attached hereto. The issuance of the Note has been reported to the Internal Revenue Service on IRS Form 8038-G, a copy of which is attached as Schedule B.

3. The proceeds of the Note will be used to provide funds for the purpose of funding public infrastructure improvements the Town of Hartford, Vermont (the "Project"), as shown on Schedule C attached. There are no other funds available to the Municipality under the provisions and within the meaning of Regulation Section 1.148-6(d)(3), other than appropriations, grants-in-aid and capital reserve funds of the Municipality dedicated to the Project. The weighted average maturity of the Note is less than 120% of the useful life of the Project.

4. The Municipality will use the proceeds of the Note within thirty (30) days of the date hereof to retire any obligations in the nature of short-term bond anticipation notes (the "Prior Obligations") which originally financed the Project or to reimburse itself for Project costs advanced under a duly adopted notice of official intent. The proceeds of the Note may be invested in the interim at a yield in excess of the yield on the Note. To the extent there remain any unspent proceeds of the Prior Obligations, any and all of such proceeds shall be invested at a yield not in excess of the yield on the Note.

5. The proceeds of the sale of the Note do not exceed the amount necessary to retire the Prior Obligations and to complete the Project. The proceeds of the Note will not be used to effect a tax increment financing loan or a tax assessment loan under Regulation Section 1.141-5(c)(3) and (d).

6. The Municipality has entered into (or will enter into within six months from the date hereof or the issue date of the Prior Obligations, whichever is earlier) a binding commitment for the acquisition or accomplishment of the Project. The amount of such commitment(s) with respect to the Project exceeds an amount equal to five percent (5%) of the greater of the Note, the Prior Obligations, or the aggregate amount of all obligations issued for the Project. Work on the acquisition, construction or accomplishment of the Project will proceed with due diligence to the completion thereof. The Note proceeds will be invested temporarily and expended in compliance with the non-arbitrage and rebate requirements of Section 148 of the Code, so as to maintain the interest on the Note excludable from the gross income of the recipient thereof.

7. The total proceeds (including interest earnings therefrom) received from the sale

of the Note and the Prior Obligations with respect to the Project do not exceed the total cost of the Project. All unexpended proceeds will be deposited in a construction account and will not be commingled with amounts from other sources.

8. It is not expected that the Project will be sold or otherwise disposed of in whole or in part. In the event an unanticipated disposition of the Project occurs, the Municipality will undertake remediation measures under Regulation Section 1.141-12 at the earliest opportunity so as to preserve the tax exempt character of the Note.

9. Principal of and interest on the Note, to the extent not paid with the proceeds of grants-in-aid, will be paid from taxes and other revenues of the Municipality. The funds used to pay principal and interest on the Note, whether or not deposited into a segregated debt service fund, will be expended within thirteen (13) months of the date of deposit in such fund on the payment of debt service on the Note. Any amounts received from the investment of such fund will be used to pay debt service on the Note within one (1) year of the date of receipt.

10. Except for the debt service fund described herein, if any, the Municipality has not created or established, and does not expect to create or establish, any sinking fund or other similar fund which the Municipality reasonably expects to use to pay principal or interest on the Note, or from which there is a reasonable assurance that amounts therein will be available to pay debt service on the Note.

11. No portion of the proceeds of the Note will be invested, directly or indirectly, in federally insured deposits or accounts other than (a) investments of unexpended Note proceeds for an initial temporary period until the proceeds are needed for the Project; and (b) investment of moneys on deposit in a bona fide debt service fund.

12. The Municipality is a political subdivision of the State of Vermont and is an entity with general taxing powers, the power to incur debt, the power of eminent domain, and the power to enact and enforce police power measures. The Note is not a "private activity bond" (as defined in Section 141 of the Code). At least 95% of the proceeds of the Note are to be used for local governmental activities of the Municipality. Neither the Municipality nor any agency, instrumentality or political subdivision of the Municipality has issued or expects to issue any tax-exempt bonds or notes during calendar year 2020 other than: (i) the Note; (ii) short-term notes in an aggregate amount not to exceed the Municipality's maximum anticipated cumulative cash flow deficit, to be issued in anticipation of the receipt of taxes and other revenues of the Municipality; (iii) current refunding bonds in an amount not to exceed the amount of bonds to be refunded; and (iv) short-term notes issued in anticipation of receipt of federal or state capital improvement grants-in-aid. In the event the aggregate face amount of all tax-exempt obligations (including the Note) issued or to be issued by the Municipality (and all agencies, instrumentalities and other political subdivisions of the Municipality) during calendar year 2020 exceeds \$5,000,000, except for private activity bonds and additional obligations aggregating no more than \$10,000,000 or such lesser amount attributable to the financing of the construction of public school capital facilities, the proceeds of each issue of such obligations shall be invested temporarily and expended in compliance with the rebate requirements of Section 148(f)(2) and (3) and the Regulations thereunder, as applicable, so as to assure that the interest paid on such obligations remains excludable from the gross income of the recipient thereof. The Municipality will expend at least 85% of the Note proceeds, and all of the net income derived from the temporary investment thereof, within a three-year period calculated from the earlier of the date of issuance of the Note or date of issuance of the Prior Obligations. Proceeds not expended within three years shall be invested at a yield not in excess of the yield on the Note.

13. The Project is and will be owned by the Municipality and will not be leased to any person which is not a state or local government unit, or an instrumentality thereof.

14. Any reimbursement of an expenditure made prior to the issue date of the Note or earlier short term financing is pursuant to a declaration of intent. In addition, any declaration of official intent of the Municipality to reimburse itself out of such proceeds for Project expenditures incurred before the issuance of the Note or short term financing, if earlier, was adopted not later than 60 days after the date of such expenditures. The Project has not been in service for more than 18 months after the date of original expenditure, and such expenditures being reimbursed out of Note proceeds are not more than three years old.

15. The Municipality will do and perform all acts and things necessary or desirable in order to assure that interest paid on the Note shall, for purposes of federal income taxation, be excludable from the gross income of the recipients thereof, or, if applicable, preserve the Note's tax advantages in the form of tax credits or interest payment subsidies.

16. In addition to the record-retention requirements of Section 6001 of the Code, and the Regulations now or hereafter promulgated thereunder, the Municipality hereby adopts and commits to implement the procedures set forth in Schedule D which are intended to provide the following;

(a) Assignment of tax-exempt and tax credit bond, if applicable, compliance responsibilities to appropriate departments, officers, or employees.

(b) Establishment and maintenance of books and records for each issue of obligations of the Municipality.

(c) Establishment of Code Section 148 compliant procedures for the investment of gross proceeds for each issue of the Municipality's obligations.

(d) Maintenance of records relating to all allocations of expenditures of proceeds of each issue of the Municipality's obligations.

(e) Periodic monitoring of use of proceeds of each issue of the Municipality's obligations, the investment and reinvestment of proceeds from the temporary investments thereof and the use of property acquired or financed by the proceeds of such obligations.

(f) Verification of the foregoing.

17. This certification has been delivered as part of the record of proceedings and accompanying certificates with respect to the issuance of the Note.

18. On the basis of the foregoing, it is not expected that the proceeds of the Note will be used in a manner which would cause the Note to be an "arbitrage bond" or "private activity bond" under Sections 103, 141 and 148 of the Code and the Treasury Regulations promulgated thereunder. To the best of our knowledge and belief, there are no other facts, estimates or circumstances that would materially change the foregoing conclusions.

19. No other obligations of the Municipality are:

- (a) being sold within fifteen (15) days of the date of this Tax Certificate;
- (b) being sold pursuant to a common plan of financing as was employed in the sale of the Note; or
- (c) expected to be paid from substantially the same source of funds.

IN WITNESS WHEREOF, we have hereunto set our hands on behalf of the Municipality this 29th day of July, 2020.

TOWN OF HARTFORD

By: _____

All or a Majority of Its Selectboard

And By: _____

Its Treasurer

Schedule C

1. Title of Bonds: \$9,200,000 Town of Hartford
Series 2020A Grant Anticipation Note

Total Principal Amount: \$9,200,000

Dated: July 29, 2020

<u>Maturity Date(s)</u>	<u>Principal Amount(s)</u>	<u>Interest Rate(s)</u>
-------------------------	----------------------------	-------------------------

As per attached.

2. Title of Authorizing Resolution(s) or Ordinance(s)

Resolution and Certificate of Selectboard July 28, 2020

- | 3. <u>Project</u> | <u>Estimated Date
of Completion</u> | <u>Estimated Date
All Proceeds Expended</u> |
|-------------------|---|---|
|-------------------|---|---|

Public Streets/Highway

4. Other Obligations of Issuer Issued This Calendar Year
May 1, 2020 \$3,000,000 BAN

SCHEDULE D

MUNICIPAL BOND POST-ISSUANCE COMPLIANCE PROCEDURES

The following procedures have been adopted by the Municipality, effective as of the date of issue of the Municipal Bond. These procedures shall be implemented immediately and shall relate to the Municipal Bond and all currently outstanding and future debt obligations and financing leases. These procedures are intended to assist the Municipality in complying with those provisions of the Internal Revenue Code of 1986, as amended (the “Code”) relating to (a) the qualified use of proceeds of the Municipality’s tax-exempt and other tax advantaged bonds and notes and improvements financed by such proceeds; (b) arbitrage yield restrictions and rebate; (c) remediation of the effects of “deliberate action” of the Municipality which results in the disposition, abandonment or other change in use of property financed by the Municipality’s debt obligation; and (d) the resolution of matters raised in connection with an audit or examination of the Municipality’s tax-exempt or tax-advantaged obligations. These procedures are intended to furnish guidance in matters of Code compliance, and are subject to revision, modifications and enlargement from time to time.

- (1) The municipal official or employee possessing the statutory or contractual powers, functions and responsibilities of a Chief Financial Officer (to the extent the same are not exercised by the Municipal Treasurer) shall be responsible for monitoring Municipal Bond post-issuance compliance (the “Compliance Official”).
- (2) The Compliance Official shall review and implement these procedures in the manner necessary to ensure ongoing compliance with the provisions of the Tax Certificate. In connection therewith such official will become knowledgeable or consult an advisor experienced in post issuance compliance and will review and monitor notices, advice and directives as may be received by the Municipality from its bond counsel, accountants, financial advisors, and governmental sources. At least once annually the Compliance Official will verify and confirm to the Municipality that it is in compliance with the terms of the Tax Certificate, including this Exhibit D.
- (3) On or before the first day of June in each year, the Compliance Official shall confirm that all Municipal property financed by the proceeds of the Municipality’s obligations continues to be used in the same manner as existed when such property was first placed into service. Such confirmation shall be based upon a visual inspection and representations of the public officials under whose care, custody and control the property is placed.

- (4) For so long as the proceeds of any debt obligation of the municipality remains unexpended, the Compliance Official shall confirm on the first day of June and the first day of December in each year that such proceeds are deposited or invested for a “temporary period” as established under Section 148 of the Code, and the Regulations thereunder. Following the third anniversary of the issuance of a Municipal obligation, all unexpended proceeds shall be invested so as to generate a yield no greater than the yield on the corresponding obligation.
- (5) The Compliance Official shall confirm, at least annually while there are unexpended proceeds, that the proceeds of each Municipal obligation shall be expended in such amounts, at such frequency, and in such intervals to ensure that the Municipality avails itself of one or more arbitrage rebate exception allowed under Section 148 of the Code, and the Regulations promulgated thereunder. Alternatively, if rebate is due, the Compliance Official will engage a consultant to prepare a report to determine any rebate due. Reports of such confirmation or rebate shall be prepared no less frequently than annually until proceeds are fully expended.
- (6) With respect to the acquisition and construction of capital improvements financed with the proceeds of the Municipality’s debt obligations, the Municipality hereby declares that such proceeds shall be allocated to acquisition and construction expenditures prior to the expenditure and application of funds from any other public or private source. A final expenditure report accounting for the use of all Municipal Bond proceeds and earnings shall be completed no later than 18 months after the Project(s) financed by the Municipal Bond is placed in service.
- (7) In the event there is a change of use, abandonment or disposition of property financed by the proceeds of the Municipal Bond, the Compliance Official shall immediately consult with the Municipality’s bond counsel and accountants regarding remedial action. The Municipality thereafter shall endeavor to call and redeem all or a portion of outstanding debt obligations, the proceeds of which were expended to finance such property. The proceeds derived from the sale or other disposition of the financed property shall not be commingled with other funds of the Municipality, but shall be used to effect the redemption of obligations, if necessary, the proceeds of which financed such property. Pending redemption as called for in this section, such proceeds shall be invested at a yield no greater than the yield on the obligations to be redeemed.

- (8) The Compliance Official shall create and preserve records for the term of the Municipal Bond and any refunding thereof plus three years documenting the procedures incident to the authorization and issuance and identifying the proceeds of each issue of the Municipality's obligations, the deposit and investment thereof, the income derived from such deposit and investment, the expenditure of such proceeds and investment income (containing at a minimum the date, amount and recipient of each expenditure), payment requisitions, and all rate, fee, charge and assessment schedules relating to property financed by the Municipality's obligations. Such records shall include copies of loan agreements, escrow agreements, tax certificates, project bid documents, construction and acquisition contracts, project invoices, project-related bank statements, and documents related to anticipatory bond financing.
- (9) The Compliance Official shall retain all contracts or arrangements with non-governmental persons relating to the use, control and management of the Project(s) finance by the Municipal Bond.
- (10) In the event there remain on hand any excess proceeds from a Municipal obligation, following acquisition or completion of the improvements for which such obligation was issued, the Compliance Official shall consult with the Municipality's bond counsel regarding the use of such proceeds.



**PRIMMER PIPER
EGGLESTON &
CRAMER PC**

J. PAUL GIULIANI
ADMITTED IN VT
pgiuliani@primmer.com
TEL: 802-223-2102
FAX: 802-223-2628

100 East State Street | P.O. Box 1309 | Montpelier, VT 05601-1309

July 29, 2020

Mascoma Bank
67 North Park Street
Lebanon, New Hampshire 03766-1317
ATTN: William P. Dunn, SVP

Re: \$9,200,000 Town of Hartford Grant Anticipation Note No. 1
Dated July 29, 2020 \$9,200,000 Due July 28, 2021

Ladies and Gentlemen:

We have examined the law and the action taken at the meeting of the Selectboard of the Town of Hartford (the "Town") on July 28, 2020, resolutions of the Selectboard adopted thereat, the Grant Anticipation Note described above (the "Note") and issued in pursuance of the foregoing actions and proceedings, together with other records, proofs and certificates deemed necessary and sufficient for the purposes hereof, from all of which we are of the opinion that, as of the date hereof, said Note is a valid, binding lawful general obligation of the Town, enforceable in accordance with its terms and payable according to the terms and tenor thereof from unlimited ad valorem taxes on the grand list of all taxable property in the Town, as established, apportioned and assessed by law, unless paid from other sources, and the rights and remedies of the Town's creditors, including holders of its bonds and notes, are subject to bankruptcy, insolvency, reorganization, moratorium, and other laws affecting the rights and remedies of creditors, to the extent constitutionally applicable, and that their enforcement may be subject to the exercise of judicial discretion in appropriate cases. As to matters of fact relevant and material to our opinion, we have relied upon certified proceedings and other certifications and representations of public officials and others furnished to us without undertaking to verify the same by independent investigations.

The Town is a lawfully constituted corporate instrumentality of the State of Vermont. The officers signing the Note are the duly elected, qualified and acting officers of the Town as indicated. The Note is in all respects in conformity with the laws and constitution of the State of Vermont, and is not in excess of any debt limit.

Without limiting the generality of the foregoing, we certify that we have made due and diligent inquiry to ascertain if any litigation is pending or threatened in any State or Federal court of competent jurisdiction to restrain or enjoin in any way the issuance and delivery of the Note to Mascoma Bank, or the expenditures financed by the proceeds of the Note, and we find none.

We have reviewed the accompanying Tax Certificate of the Town relating to the reasonable expectation as of the date of issuance of the Note, that the proceeds of the Note will not be used in a manner that would cause the Note to be an “arbitrage bond” or a “private activity bond” within the meaning of Sections 103(c), 141 and 148(a) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder (collectively, the “Code”).

Based upon our examination of law and review of such certification, it is our opinion that the facts, estimates and circumstances set forth in such Certificate are sufficient to satisfy the criteria which are necessary under Code Sections 103(c) and 148(a) to support the conclusion that the Note will not be an “arbitrage bond” within the meaning of said Sections. No matters have come to our attention which, in our opinion, make unreasonable or incorrect the representations made in such certification.

Assuming compliance by the Town with its covenants to comply with the Code, the interest on the Note is excluded from gross income for federal income tax purposes. The opinion set forth in this paragraph is subject to the condition that the Town comply with all requirements of the Code that must be satisfied subsequent to the issuance of the Note in order that interest thereon be (or continue to be) excluded from gross income for federal income tax purposes. Failure to comply with certain of such requirements could cause the interest on the Note to be so included in gross income retroactive to the date of issuance of the Note. The Town has covenanted to comply with all such requirements. We express no opinion regarding other federal tax consequences arising with respect to the Note.

We call to your attention that the Town has not prepared nor disseminated an official statement, offering memorandum or other disclosure materials with respect to the issuance and sale of the Note. The Town has not applied for nor received a credit rating or any form of credit enhancement with respect to the issuance and sale of the Note, nor has it engaged an underwriter or financial advisor, nor has it undertaken any commitment to make post-issuance disclosure of material events under Securities Exchange Commission Rule 15c2-12.

Mascoma Bank
July 29, 2020
Page 3

PRIMMER PIPER EGGLESTON & CRAMER PC

By: 
J. Paul Giuliani

JPG:sr

Brannon Godfrey

From: William Dunn <William.Dunn@MascomaBank.com>
Sent: Wednesday, July 22, 2020 10:32 AM
To: Brannon Godfrey; Paul Giuliani
Cc: Sheila Jacobs; Lori Hirshfield
Subject: RE: *EXTERNAL*FW: Town of Hartford GAN Financing

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

Hi Brannon,

I will get you a Term Sheet shortly. It will outline the specifics. The deal is being underwritten by our credit department right now. The process is a little different than the last time around because of the dollar amount. Meaning, I have loan authority of \$3,000,000 so your last note was approved solely by me. This deal needs to go to two loan committees. We are actively working it right now. I will get you the Term Sheet for you meeting, even if the loan is officially approved by that date.

Thank you,
Bill

William Dunn | SVP Commercial Loan Officer II | **Mascoma Bank**
67 North Park Street | Lebanon, NH 03766
Mobile: 603-443-0163
Phone: 603-443-8635 | William.Dunn@MascomaBank.com



From: Brannon Godfrey <bgodfrey@hartford-vt.org>
Sent: Wednesday, July 22, 2020 10:03 AM
To: Paul Giuliani <pgiuliani@primmer.com>; William Dunn <William.Dunn@MascomaBank.com>
Cc: Sheila Jacobs <Sheila.Jacobs@MascomaBank.com>; Lori Hirshfield <lhirshfield@hartford-vt.org>
Subject: *EXTERNAL*FW: Town of Hartford GAN Financing

Good morning Paul and Bill. These are all the documents I have so far to take the Selectboard for approval on July 28.

Will there be a letter on Mascoma stationery that states the terms as noted in Bill's 7/14/20 4:17pm email?

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

From: Paul Giuliani [<mailto:pgiuliani@primmer.com>]
Sent: Wednesday, July 15, 2020 4:08 PM
To: Brannon Godfrey <bgodfrey@hartford-vt.org>; William P. Dunn <William.Dunn@MascomaBank.com>; Lori Hirshfield <lhirshfield@hartford-vt.org>
Subject: Town of Hartford GAN Financing

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

Please get back to me with questions and comments. These are close to the financing documents the Town used for the BAN issue earlier this year.

P

J. Paul Giuliani | Attorney at Law

PRIMMER PIPER EGGLESTON & CRAMER PC
100 East State Street, P.O. Box 1309, Montpelier, VT 05601
Tel: 802 223 2102 | Fax: 802 223 2628
pgiuliani@primmer.com | www.primmer.com



THIS E-MAIL MESSAGE, INCLUDING ANY ATTACHMENTS, IS FOR THE SOLE USE OF THE INTENDED RECIPIENT(S) AND MAY CONTAIN LEGALLY PRIVILEGED AND CONFIDENTIAL INFORMATION. ANY UNAUTHORIZED REVIEW, USE, DISCLOSURE, REPRODUCTION OR DISTRIBUTION IS STRICTLY PROHIBITED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE IMMEDIATELY CONTACT THE SENDER BY REPLY E-MAIL AND DESTROY ALL COPIES OF THE ORIGINAL MESSAGE. THANK YOU.

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act. *** The e-mail above is from an external source. Please do not open attachments or click links from an unknown or suspicious origin. ***

Confidentiality Notice: The information contained in this e-mail and any attachments is privileged and confidential and may contain information that is protected by law. It is intended only for the use of the addressee(s) indicated above. Use or disclosure of information e-mailed in error is respectfully prohibited. If you have received this e-mail in error, please contact the sender and immediately delete the original message.



AGENDA MEMORANDUM
July 28, 2020
Town Selectboard Meeting Item: 4.c
Submitted by: Brannon Godfrey, Town Manager

Subject: Homeless Camping Site Analysis

Background: At its July 2 Special Meeting, the Selectboard voted to direct the Town Manager to prepare a report researching the feasibility of three Town-owned properties (map images attached) for a designated homeless campsite:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest
- 2333 Hartford Ave – Maanawaka Conservation Area

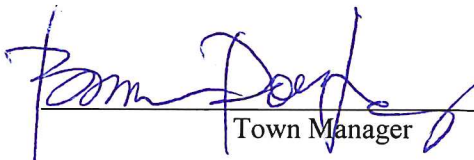
On July 6, I requested the Police Chief, Fire Chief Parks & Recreation Director, Planning Director and Town Health Officer to evaluate the sites for their respective issues and potential solutions. These comments are attached. I have also discussed the camping concept with The Haven Executive Director Michael Redmond and the State Department of Environmental Conservation.

Discussion: The sites were evaluated compared according to several criteria, including land use/deed restrictions, terrain, emergency service access, public service access, open burning and permitted structures. To summarize, all three sites have significant barriers by their zoning, deed restrictions or prohibitive wetlands regulations. If these barriers were surmountable, then the Arboretum site is minimally feasible, at best. This comparison is illustrated on the attached table. At the end of the table are additional concerns to the concept of providing designated public camping for homeless persons.

There is an urgent need to develop and invest in housing solutions for the homeless of the Upper Valley. Camping is a sub-standard, short-term housing option with high attendant service costs. A Hartford campsite places a disproportionate cost of the regional problem on the Town of Hartford. Although the Ad Hoc Committee designated Goal 4 as a medium-term solution, there would be a much greater return on the Town's investment by applying its immediate efforts and resources into "a year-round shelter to offer safe and decent alternatives to living outside."

Financial Impact: To be determined.

Recommendation: For information.



Town Manager

Attachments: Site maps (100 Arboretum Ln, Hurricane Forest, Maanawaka Conservation Area)
Comparative Site Analysis Table
Staff Comments – Parks & Recreation, Public Works, Planning & Community Development, Fire, Police, and the Vermont Department of Environmental Conservation
Ad Hoc Committee on Homelessness – February 23, 2020 Report



☆ STANDARDIZED PARCEL DATA

SPAN: 285-090-12980

SPAN#	285-090-12980
Town	HARTFORD
Parcel Type	PARCEL
Owner Name 1	HARTFORD TOWN OF
Owner Name 2	SPORTS ARENA
Property Description	740 LOCAL MDL-94
Category (Real Estate only)	Commercial
Resident Ownership Code	C
Total Acres	35.8
Listed Real Value (Full)	7635700
Listed Value of Land	0
Listed Value of Improvements	0
Last GIS Update:	2018
Last Grand List Update:	2018

NOTICE: Parcel data is general in nature and does not

[View Additional Details](#) | [Add to Results](#)



WKID: 4326 Lat/Long ▲

Lat: 43.64171° N
Lon: 72.34633° W

0 150 300ft

1:500

Quick Tools

★ STANDARDIZED PARCEL DATA

SPAN: 285-090-12261

SPAN#	285-090-12261
Town	HARTFORD
Parcel Type	PARCEL
Owner Name 1	HARTFORD TOWN OF
Owner Name 2	HURRICANE FOREST
Property Description	740 LOCAL VAC
Category (Real Estate only)	Commercial
Resident Ownership Code	C
Total Acres	560
Listed Real Value (Full)	3443200
Listed Value of Land	0
Listed Value of Improvements	0
Last GIS Update:	2018
Last Grand List Update:	2018

NOTICE: Parcel data is general in nature and does not

[View Additional Details](#) | [Add to Results](#)



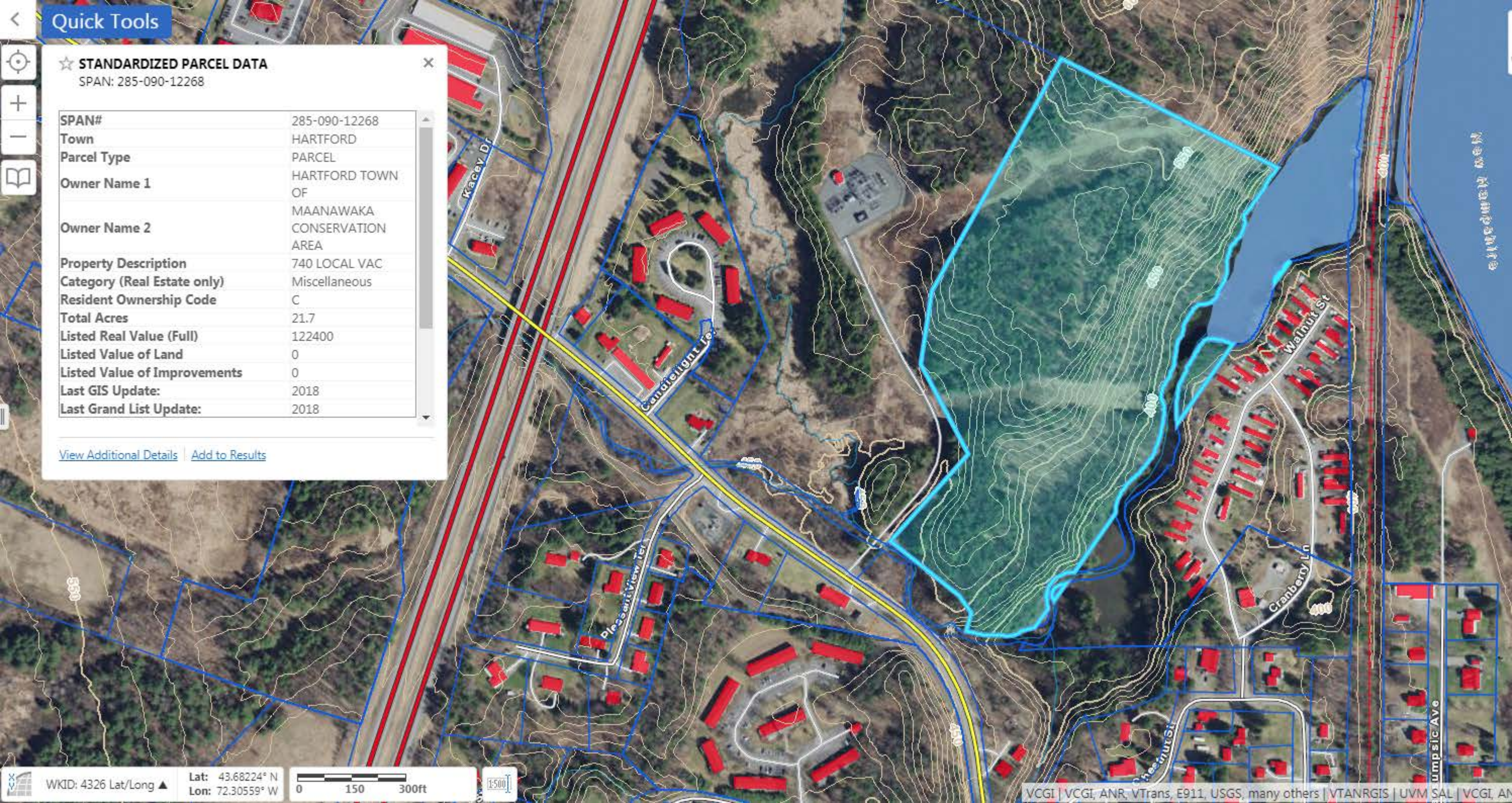
Quick Tools

★ STANDARDIZED PARCEL DATA

SPAN: 285-090-12268

SPAN#	285-090-12268
Town	HARTFORD
Parcel Type	PARCEL
Owner Name 1	HARTFORD TOWN OF
Owner Name 2	MAANAWAKA CONSERVATION AREA
Property Description	740 LOCAL VAC
Category (Real Estate only)	Miscellaneous
Resident Ownership Code	C
Total Acres	21.7
Listed Real Value (Full)	122400
Listed Value of Land	0
Listed Value of Improvements	0
Last GIS Update:	2018
Last Grand List Update:	2018

[View Additional Details](#) [Add to Results](#)



Site Condition Analysis for Homeless Campsite

7/24/2020 15:49

Site Challenges/Remedies	100 Arboretum Ln	270 Wright's Reservoir Rd. - Hurricane Forest	2333 Hartford Ave. - Maanawaka Conservation Area
Challenge: Land Use Regulations	Camping is not a permitted or conditional use in the Highway Commercial (HC) Zone	Camping is not a permitted or conditional use in the Forest Conservation (FC) Zone	Camping is not a permitted or conditional use in the Residential 2(R2) Zone
Remedy:	Consider other sites where camping can be approved with Conditional Use Permit (QG, QII, RL-3, RL-5 or RL-10)	Consider other sites where camping can be approved with Conditional Use Permit (QG, QII, RL-3, RL-5 or RL-10)	Consider other sites where camping can be approved with Conditional Use Permit (QG, QII, RL-3, RL-5 or RL-10)
Challenge: Deed restrictions	no deed restriction on camping	camping not one of express allowed by deed	camping not one of express allowed by deed
Remedy:	none needed	find alternate site	find alternate site
Challenge: site conditions suitable for camping	Proposed camping area is almost entirely in a Class II Wetlands zone	steep slopes; impacts existing recreation uses	steep slopes; neighborhood impacts
Remedy:	Apply for State Wetland Permit; does not comply with Leave No Trace principles and will likely be denied	construct camping area	construct camping area
Challenge: Access by Emergency Services	good access	poor access	poor access; entrance across private property
Remedy:	none needed	construct access to developed campsite	no remedy
Challenge: Public Street and sidewalk access	good access	limited	not accessible
Remedy:	none needed	construct facilities	no remedy
Challenge: Water & Sewer Access for required safe drinking water, toilet facilities with personal sanitation, shower for personal hygiene	Utilities available; Town Code requires # facilities /pop. and maximum distances of facility to campsites	Utilities available with <i>limited access</i> ; Town Code requires # facilities /pop. and maximum distances of facility to campsites	Utilities available with <i>limited access</i> ; Town Code requires # facilities /pop. and maximum distances of facility to campsites
Remedy:	construct facilities	construct facilities	construct facilities
color code:	Feasible	Feasible, but with expense	Not feasible

Site Challenges/Remedies	100 Arboretum Ln	270 Wright's Reservoir Rd. - Hurrican Forest	2333 Hartford Ave. - Maanawaka Conservation Area
Challenge: Access to portable toilets	may be placed in public R/O/W and not on wetlands	limited	poor access; entrance across private property
Remedy:	contract for services	contract for services	not accessible
Challenge: open burning	requires Town as landowner to permit fires; only permissible between April 1 and November 1	requires Town as landowner to permit fires; only permissible between April 1 and November 1	requires Town as landowner to permit fires; only permissible between April 1 and November 1
Remedy:	Permit may be granted when wildfires risks are low with monitoring	Permit may be granted when wildfires risks are low with monitoring	Permit may be granted when wildfires risks are low with monitoring
Challenge: Construct Locker Structure	construct with accessory structure permit if camping use is allowed in zoning district	construct with accessory structure permit if camping use is allowed in zoning district	construct with accessory structure permit if camping use is allowed in zoning district
Remedy:	Consider other sites where camping can be approved with Conditional Use Permit (QG, QII, RL-3, RL-5 or RL-10)	Consider other sites where camping can be approved with Conditional Use Permit (QG, QII, RL-3, RL-5 or RL-10)	Consider other sites where camping can be approved with Conditional Use Permit (QG, QII, RL-3, RL-5 or RL-10)
Challenge: Access to solid waste removal	accessible to contracted service	limited accessibility for contracted solid waste removal	limited accessibility for contracted solid waste removal
Remedy:	must follow state regs for waste separation, bio-hazard waste	must follow state regs for solid waste separation; handling bio-hazard waste	must follow state regs for solid waste separation; handling bio-hazard waste
Challenge: Feasible electric by grid or solar	grid and solar are feasible	grid is feasible; solar is not feasible	grid is feasible; solar is not feasible
Remedy:	construct connection and cost of ongoing service; construct solar panel with permit	construct connection to grid and cost of ongoing service	construct connection to grid and cost of ongoing service
color code:	Feasible	Feasible, but with expense	Not feasible

Other Challenges to Designated Homeless Camping on Town of Hartford Property:

- The existence of homeless persons with camping as the only housing option should motivate us to find stable, secure and supportive housing for all persons. Making camping an acceptable permanent housing solution, instead of an emergency one, diverts our attention/energy/resources away from investing in permanent housing solutions. The costs to overcome the delivery of services noted above would be far more than a one-time capital investment in the regional low-barrier shelter that was recommended in the Committee Report, and which has the verbal approval from the Core-4 municipalities to fund.
- The Haven has a successful track record of housing persons formerly housed in tents. Living in a tent is an extremely low standard of shelter. The Haven is willing to work with people to "meet them where they are", but only if the property owners consent and there is not emergency shelter space available.
- The purpose of having the ad hoc Committee collaborating with the other municipalities in the region was so that there would be proportionately shared fiscal responsibility and a shared service impact, as well. Placing the region's only designated homeless campsite in Hartford results in us bearing a disproportionate burden of service costs, including a growing demand for additional law enforcement officers and all of the operations and facilities noted in the table above.
- Investment in any site to make it feasible for camping use could be spent on a permanent solution.
- The conditional use permit process will require notification of adjoining property owners to participate in the public hearing and deliberative process by the Planning Commission. There will be input both for and against the public camping proposal.

From: [Scott Hausler](#)
To: [Brannon Godfrey](#); [Phillip Kasten](#); [Scott Cooney](#); [Lori Hirshfield](#); [Hannah Tyler](#); [Brett Mayfield](#)
Subject: RE: Comments on Designated Homeless Camping
Date: Friday, July 10, 2020 2:00:49 PM

Hi Brannon,

A few comments for your review and discussion regarding the following:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest
- 2333 Hartford Ave – Maanawaka Conservation Area

100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5

Of the three properties listed, this particular property is not within my guidance of P&R operations and likely has the ability to provide the service more than the other two properties due to their restrictions. However, I am not aware of the properties use as it appears most may be within a wetland. See additional comment in red below.

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and – Unaware of land use.
- Emergency Response Access- Along Rt. 5 so access is feasible.
- Public Street Accessibility for health, social, mental health and other essential governmental services- New public infrastructure of sidewalk but I am unsure of the accessibility of other resources.
- Impacts on Neighboring Private Properties- More impact on private property UVAC than any neighborhoods.
- Environmental Impacts - Unaware
- Feasibility of Servicing Central Solid Waste Collection – Feasible
- Feasibility of Servicing Portable Toilets – Feasible but would that be allowed for a housing encampment. I would assume any development would require running water, sewer and other utilities.
- Access to Safe Drinking Water – Likely ability to connect to water system.
- Feasibility of/regulatory issues for erecting secure storage structure – Planning and Development guidance.
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Planning and Development guidance.

270 Wright's Reservoir Rd – Hurricane Hill Forest

Issues and Potential Solutions for the Following Logistics:

The Wildlife Refuge section of Hurricane is managed by Parks & Recreation. The deed restrictions and town ordinance would prohibit camping. The abutting Town Forest is under guidance of the Conservation Commission. From what I am aware of the Town Forest, it too has restricted usage and highly likely it could not accommodate a homeless encampment.

- Land Use Regulations for Camping, Consistency with Town Plan and – After reviewing the deed, this would not be allowed. In addition, it would not be allowed due to current park ordinances in place.

- Emergency Response Access- Along Rt. 5 so access is feasible.
- Public Street Accessibility for health, social, mental health and other essential governmental services- New public infrastructure of sidewalk but not accessible to Wrights Reservoir Rd.
- Impacts on Neighboring Private Properties- Yes
- Environmental Impacts - Unaware
- Feasibility of Servicing Central Solid Waste Collection – Feasible but at a huge cost to bring infrastructure to the site.
- Feasibility of Servicing Portable Toilets – Feasible but would that be allowed for a housing encampment. I would assume any development would require running water, sewer and other utilities.
- Access to Safe Drinking Water – Likely a huge cost to bring water infrastructure to the site.
- Feasibility of/regulatory issues for erecting secure storage structure – Not allowed.
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Planning and Development guidance needed to determine.

2333 Hartford Ave – Maanawaka Conservation Area

Issues and Potential Solutions for the Following Logistics:

Like the Wildlife Refuge section of Hurricane, the deed restrictions and town ordinance would prohibit camping.

- Land Use Regulations for Camping, Consistency with Town Plan and – After reviewing the deed, this would not be allowed. In addition, it would not be allowed due to current park ordinances in place. Conservation Commission helps oversee and manage this space in accordance to conservation practices.
- Emergency Response Access- Along Hartford Avenue so access is feasible.
- Public Street Accessibility for health, social, mental health and other essential governmental services- Bike path access and the Hazen Trail that connects Wilder Village to the Montshire Museum.
- Impacts on Neighboring Private Properties- Yes. Montshire Museum and Wilder Village.
- Environmental Impacts – Unaware. Planning and Development guidance needed to determine.
- Feasibility of Servicing Central Solid Waste Collection – Feasible but at a huge cost to bring infrastructure to the site.
- Feasibility of Servicing Portable Toilets – Feasible but would that be allowed for a housing encampment. I would assume any development would require running water, sewer and other utilities at a huge cost.
- Access to Safe Drinking Water – Likely a huge cost to bring water infrastructure to the site.
- Feasibility of/regulatory issues for erecting secure storage structure – According to the deed I suspect this would be highly unlikely.
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Planning and Development guidance needed to determine.

Other Thoughts:

I believe the regional approach and use of vetted guidance from the Homelessness Committee is what is needed to address the homelessness concerns in the region.

Decisions to address should be a collaboration of the Core 4 Towns that initiates the program in an investment together. I don't believe it would be in the interests of our community to be a Town of Hartford initiative. A regional service provided by the Upper Valley would be the intelligent and most efficient way to manage and support the efforts. The Haven, Listen and others in a collaboration with the Upper Valley Core 4 Towns makes the most sense. This provides opportunities for alternative locations with full regional support.

Any use of public land should be analyzed to determine the neighborhood and community impact. While other properties throughout Hartford may be looked at, there needs to be assurance to the property owners that building / rehabilitating a structure or opening up an encampment in that neighborhood will not impact the safety or impact the valuation of properties. I believe such a facility will drastically reduce the property value of homes and businesses. Information needs to be provided that supports the need for a homeless encampment for Hartford, provides the cost to operate and provides the estimated valuation of surrounding properties that identifies the full financial impact.

Further information should be provided by supporting service agencies on how they will financially support this effort. This is a regional concern and should be shouldered by the entire Upper Valley.

From: Brannon Godfrey <bgodfrey@hartford-vt.org>

Sent: Monday, July 6, 2020 4:28 PM

To: Phillip Kasten <pkasten@hartford-vt.org>; Scott Cooney <scooney@hartford-vt.org>; Lori Hirshfield <lhirschfield@hartford-vt.org>; Hannah Tyler <htyler@hartford-vt.org>; Brett Mayfield <health@hartford-vt.org>; Scott Hausler <shausler@hartford-vt.org>

Subject: Comments on Designated Homeless Camping

Good afternoon Lori, Hannah, Scott Cooney, Phil, Brett and Scott Hausler. At its special meeting on Thursday evening, the Selectboard voted to direct me to prepare a report for the Selectboard researching the feasibility of three Town-owned properties (map images attached) for a designated homeless campsite:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest
- 2333 Hartford Ave – Maanawaka Conservation Area

The Selectboard discussion from Thursday on the subject is found here (17:53 – 48:03) :

<http://catv.cablecast.tv/CablecastPublicSite/show/12364?channel=1&seekto=1073>

The Selectboard has asked me to report back to them in 30 days, with an update on my progress at its July 14 meeting.

What I would like each of you to do is provide me your comments on each site for at least the categories listed below. Please feel free to add categories.

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and
- Emergency Response Access
- Public Street Accessibility for health, social, mental health and other essential governmental services
- Impacts on Neighboring Private Properties
- Environmental Impacts
- Feasibility of Servicing Central Solid Waste Collection
- Feasibility of Servicing Portable Toilets
- Access to Safe Drinking Water
- Feasibility of/regulatory issues for erecting secure storage structure
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar

I would also welcome any comments you may have on the designated campsite approach and regional strategies to end homelessness and provide permanent housing solutions. Please submit your draft response to me by the end of the day Friday July 17. Call me when you have questions.

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

From: Hannah Tyler
To: Brannon Godfrey; Phillip Kasten; Scott Hausler; Lori Hirshfield; Jo-Ann Ellis; Scott Cooney; Brett Mayfield
Cc: Christopher Holzwarth
Subject: FW: Comments on Designated Homeless Camping
Date: Monday, July 13, 2020 10:41:48 AM

All, see comments from Public Works in orange and my thoughts below. Scott Hausler, hope you don't mind that I used your format.

Also Chris has provided applicable water supply and other applicable State regulations with regards to campgrounds. He also noted that the Arboretum Lane location is subject to ACT250 which would most likely render that usage of the property impossible based on the level of rigorous review required by that program.

100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and –
- Emergency Response Access- Feasible access from Arboretum Lane and Route 5/North Hartland Road, I'd note that as Route 5 is a state highway, VTrans will have say over any improvements in the ROW, including access
- Public Street Accessibility for health, social, mental health and other essential governmental services-
- Impacts on Neighboring Private Properties-
- Environmental Impacts – See comments from C. Holzwarth below, highlighted in yellow
- Feasibility of Servicing Central Solid Waste Collection – Would require a contract with a hauler for 'trash', recycling, and food scraps. This will require management and oversight to ensure a clean, safe solid waste collection that is being maintained in accordance with hauler and State regulations. I do have concerns about how waste build-up within the site are managed as residents come and go. My experience has been that large amounts of furniture, tents, blankets, trash, human waste, and often needles or other drug paraphernalia accumulate and are left behind, which requires clean up.
- Feasibility of Servicing Portable Toilets – Portable toilets are do-able. There would have to be an understanding of the approximate number of residents to ensure an appropriate amount of toilets and accessible toilets. Would require a contract with a company to provide them with an established schedule for waste removal and cleaning. Standard portable toilets cost between \$100 and \$350 per month. I do know that the portable toilets that have been placed around Brattleboro for similar populations were heavily vandalized, damaged, people would store their stuff in them and put a padlock on, and they were a daily struggle to keep clean. Is there consideration for other sanitary facilities (i.e. showers)?
- Access to Safe Drinking Water – See comment from C. Holzwarth below, highlighted in blue. This is in a very low pressure area of the Town's water system that would complicate a connection. I'd note that simply providing a tank of potable water for use poses a substantial safety hazard for residents who may drink it. Would require constant oversight to ensure that it is full and valves are operating correctly.
- Feasibility of/regulatory issues for erecting secure storage structure – Storage structure would require policies and staffing/oversight to ensure that anything that was being stored is safe

(how do you know what's being stored?). Bed bugs? If you allow people to use a 'locker' how do you know when they're done with it (i.e. if it's full, but the person has moved on, when can you clean it out for another user?)

- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Connection to the grid possible.

270 Wright's Reservoir Rd – Hurricane Hill Forest

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and –
- Emergency Response Access-
- Public Street Accessibility for health, social, mental health and other essential governmental services-
- Impacts on Neighboring Private Properties-
- Environmental Impacts -
- Feasibility of Servicing Central Solid Waste Collection – Dumpsters location would have to be strategically placed for reasonable access. May be challenging during winter. Same general concerns as above.
- Feasibility of Servicing Portable Toilets – Same general concern as Arboretum Lane site. Placement of portable toilets or other sanitary facilities would need to be strategically placed for service access.
- Access to Safe Drinking Water – Too far outside of the Town's service area to provide reasonable access to the Town's water infrastructure.
- Feasibility of/regulatory issues for erecting secure storage structure – See above comment
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Connection to the grid possible

2333 Hartford Ave – Maanawaka Conservation Area

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and –
- Emergency Response Access- Access feasible from Hartford Avenue
- Public Street Accessibility for health, social, mental health and other essential governmental services-
- Impacts on Neighboring Private Properties-
- Environmental Impacts –
- Feasibility of Servicing Central Solid Waste Collection – Dumpsters location would have to be strategically placed for reasonable access. May be challenging during winter. Same general concerns as above
- Feasibility of Servicing Portable Toilets – Same general concern as Arboretum Lane site. Placement of portable toilets or other sanitary facilities would need to be strategically placed for service access.
- Access to Safe Drinking Water – See Holzwarth comments below highlighted in green
- Feasibility of/regulatory issues for erecting secure storage structure – Same comments as above
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Connection to the grid possible

Final thoughts/questions:

There would need to be a plan for winter maintenance to provide access (especially for emergency service). Servicing sanitary facilities will also be more challenging during winter.

Thought should be given to safety lighting where camps are located which would require electrical services and infrastructure. Solar is unlikely to provide consistent power, particularly in heavily wooded areas or during the winter.

Is there an expectation that we will need to provide/construct a parking area at any of these locations for the residents? I'm

For what it's worth – the amount of upfront investment, long term maintenance, oversight, and problem solving that I/we envision will be more than daunting – a voucher program may be a better/easier investment that would most likely give the targeted population private, sanitary, safer solutions.

I think this covers all of our questions, comments, concerns – I'll follow up if there are any others.

Hannah Tyler

Town of Hartford, Vermont

Director of Public Works

Office: (802) 295 – 3622

Cell: (802) 369 – 9269

From: Christopher Holzwarth

Sent: Monday, July 13, 2020 9:02 AM

To: Hannah Tyler <htyler@hartford-vt.org>

Cc: Jeremy Delisle <jdelisle@hartford-vt.org>

Subject: RE: Comments on Designated Homeless Camping

Hannah,

With respect to establishing water and sewer services for a tent site, the following applicable text is taken from the State of Vermont, Agency of Natural Resources, Department of Environmental Conservation, Drinking Water and Groundwater Protection Division, Environmental Protection Rules, Chapter 1, Wastewater System and Potable Water Supply Rules, Effective: April 12, 2019.

Subchapter 3 – Wastewater System and Potable Water Supply Permits
§ 1-301 Permit Required

(a) Except as provided in this Section and in § 1-302, § 1-303, and § 1-304, no person shall take or cause to be taken any of the following actions without first obtaining a permit or permit amendment from the Secretary for the construction and operation of a potable water supply and wastewater system:

(10) the creation of a campground;

§ 1-304 Permit Exemptions

The following actions are exempt from the permitting requirements of this Subchapter, provided no other action is taken or caused to be taken that under these Rules requires the issuance of a permit or permit amendment:

(28) The periodic and temporary creation of a campground provided:

(A) The campground is not connected to a water service line, water service pipe, or sanitary sewer service line;

(B) there are no more than 12 nights of camping per year; and

(C) there is no discharge of wastewater to the ground surface.

§ 1-801 Basic Requirements

(a) All buildings or structures or campgrounds shall have a wastewater system that complies with the technical standards in this Subchapter and Subchapters 9 and 10 except as provided in § 1-301(b), § 1-802, or an approval for an innovative/alternative system or component.

(c) All buildings or structures or campgrounds shall have a potable water supply that complies with the technical standards in this Subchapter and Subchapters 11 and 12 except as provided in § 1-301(b), § 1-802, or an approval for an innovative/alternative system or component.

(e) All dependent campsites in a campground shall be within 400 feet of a toilet facility. The toilet facility may consist of water carried toilets, vault privies, composting toilets, or incinerating toilets.

(f) There shall be at least 1 toilet to serve each group of 10 or fewer dependent campsites in a campground.

(i) A water faucet shall be provided within 400 feet of any dependent campsite in a campground. Common drinking vessels at faucets are prohibited.

With respect to the sites you have listed I offer the following comments;

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5

This site is primarily fronted by a sewer force main and water main with low pressure with limited access opportunities. Further, this site consist primarily of wetlands and wetland buffers, and is

subject to a rigorous Act 250 review process.

- 270 Wright's Reservoir Rd – Hurricane Hill Forest

There are no sewer or water mains at this location which is outside of the water and sewer service areas.

- 2333 Hartford Ave – Maanawaka Conservation Area

There are sewer and water mains in the road. There are no manholes, sewer service stubs, or water service connections in place for this location; further any services would need to cross Dothan Brook which poses a major obstacle.

Chris

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

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

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

From: [Lori Hirshfield](#)
To: [Brannon Godfrey](#)
Cc: [Phillip Kasten](#); [Scott Cooney](#); [Hannah Tyler](#); [Scott Hausler](#); [Brett Mayfield](#); [Jo-Ann Ellis](#); [Lori Hirshfield](#)
Subject: RE: Comments on Designated Homeless Camping
Date: Wednesday, July 15, 2020 9:15:10 AM
Attachments: [P&D Response RE Homeless Campground.docx](#)
[Zoning Chart.pdf](#)

Brannon,

Attached and below is information from the Planning and Development Department as requested on the feasibility of three Town-owned properties for a designated homeless campsite:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest
- 2333 Hartford Ave – Maanawaka Conservation Area

Attaches is the land use and zoning information for these specific sites. Other responses on the list of issues below are **in red**. We have reviewed the information provided by Scoot H and Hannah and agree with their comments .

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and Zoning – **see attached**
- Emergency Response Access **The steep slopes and limited access to Hurricane Hill and Maanawaka are difficult – defer to Police and Fire**
- Public Street Accessibility for health, social, mental health and other essential governmental services **same as above**
- Impacts on Neighboring Private Properties **Use of all sites requires submittal of an application that goes through a public hearing. The Town has to follow all the regulations as any property owner in Town.**
- Environmental Impacts **These would be evaluated during the site development plan review . The site also and may be subject to state regulations as well including ACT 250 review.**
- Feasibility of Servicing Central Solid Waste Collection **DPW , Parks and Rec**
- Feasibility of Servicing Portable Toilets **Defer to DPW , Parks and Rec**
- Access to Safe Drinking Water **DPW , Parks and Rec**
- Feasibility of/regulatory issues for erecting secure storage structure - **Any structure on the site would require a Building/Zoning Permit as an be accessory structure to a permitted principal use/structure on site be an a primary use in itself (see attached Zoning District Chart for uses by zoning districts)**
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – **None of the sites have direct power on them and would would need to be explored in depth depending on all the electrical needs for a particular site, how to get power to the site, and if upgrades are needed to the power line to meet this need. GMP would need to be a part of the feasibility analysis. Other state agencies such as the Public Utility Commission (PUC), Act 250, Forestry, etc need to be consulted Ground mounted solar is considered a structure requiring a building permit, and any solar may require review from the state Public**

Utility Commission as well.

Other Comments

-

As we approach the conversation, I think it is important to include the Town's Committee on Homelessness which is comprised of a broad range of individuals with many years of experience working with people that are or have been homeless. The report that was provided to the Selectboard was based on this experience and research on the issues. One of the main conclusions is that solutions need to move in the direction of safe and sustainable, year-round housing that is addressed jointly with surrounding Towns. The COVID Pandemic has shown us that congregate living, such as a campgrounds, pose a health issue, and individual/family year-housing units are critical to not spreading the virus; focusing state, regional and local resources on these solutions is important.

-

In compliance with Vermont's COVID-19 stay-at-home, stay safe order, Town of Hartford staff members are working remotely. Addressing residents' and businesses' concerns and questions remains a high priority. We appreciate your patience as we adapt to virtual communications.

Lori Hirshfield

Director, Dept. of Planning & Development
Town of Hartford, Vermont
171 Bridge Street
White River Junction, VT 05001
P: 802-295-3075; F: 802-295-6382
Visit us at www.hartford-vt.org

From: Brannon Godfrey <bgodfrey@hartford-vt.org>

Sent: Monday, July 6, 2020 4:28 PM

To: Phillip Kasten <pkasten@hartford-vt.org>; Scott Cooney <scooney@hartford-vt.org>; Lori Hirshfield <lhirschfield@hartford-vt.org>; Hannah Tyler <htyler@hartford-vt.org>; Brett Mayfield <health@hartford-vt.org>; Scott Hausler <shausler@hartford-vt.org>

Subject: Comments on Designated Homeless Camping

Good afternoon Lori, Hannah, Scott Cooney, Phil, Brett and Scott Hausler. At its special meeting on Thursday evening, the Selectboard voted to direct me to prepare a report for the Selectboard researching the feasibility of three Town-owned properties (map images attached) for a designated homeless campsite:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest
- 2333 Hartford Ave – Maanawaka Conservation Area

The Selectboard discussion from Thursday on the subject is found here (17:53 – 48:03) :
<http://catv.cablecast.tv/CablecastPublicSite/show/12364?channel=1&seekto=1073>

The Selectboard has asked me to report back to them in 30 days, with an update on my progress at its July 14 meeting.

What I would like each of you to do is provide me your comments on each site for at least the categories listed below. Please feel free to add categories.

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and
- Emergency Response Access
- Public Street Accessibility for health, social, mental health and other essential governmental services
- Impacts on Neighboring Private Properties
- Environmental Impacts
- Feasibility of Servicing Central Solid Waste Collection
- Feasibility of Servicing Portable Toilets
- Access to Safe Drinking Water
- Feasibility of/regulatory issues for erecting secure storage structure
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar

I would also welcome any comments you may have on the designated campsite approach and regional strategies to end homelessness and provide permanent housing solutions. Please submit your draft response to me by the end of the day Friday July 17. Call me when you have questions.

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

From: [Scott Cooney](#)
To: [Brannon Godfrey](#)
Subject: RE: Comments on Designated Homeless Camping
Date: Wednesday, July 15, 2020 1:48:23 PM
Attachments: [image001.jpg](#)
[image002.png](#)

Brannon,

I agree with Scott Hauslers assessment. Of the proposed, Arboretum Ln. gives emergency responders better access. With camping I also have a concern with open burning that may occur on site and the potential for wildland fires during some of our dryer seasons.

A person is not required to have a permit for a campfire (any fire for cooking or warming) on their own land. A person is required to have permission for a campfire on lands of another between April 1 and November 1 and such permission can be obtained only from the owner of the land.

Scott D. Cooney, CFO
Fire Chief
Hartford Fire Department
812 VA Cutoff Road
White River Junction, VT 05001
802-295-3232
www.hartford-vt.org

Our Mission *"Excellence in Service"*



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

From: Brannon Godfrey <bgodfrey@hartford-vt.org>
Sent: Friday, July 10, 2020 3:29 PM
To: Scott Hausler <shausler@hartford-vt.org>; Phillip Kasten <pkasten@hartford-vt.org>; Scott Cooney <scooney@hartford-vt.org>; Lori Hirshfield <lhirshfield@hartford-vt.org>; Hannah Tyler <htyler@hartford-vt.org>; Brett Mayfield <health@hartford-vt.org>
Subject: RE: Comments on Designated Homeless Camping

Excellent. Thanks!

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

From: Scott Hausler

Sent: Friday, July 10, 2020 2:01 PM

To: Brannon Godfrey <bgodfrey@hartford-vt.org>; Phillip Kasten <pkasten@hartford-vt.org>; Scott Cooney <scooney@hartford-vt.org>; Lori Hirshfield <lhirshfield@hartford-vt.org>; Hannah Tyler <htyler@hartford-vt.org>; Brett Mayfield <health@hartford-vt.org>

Subject: RE: Comments on Designated Homeless Camping

Hi Brannon,

A few comments for your review and discussion regarding the following:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest
- 2333 Hartford Ave – Maanawaka Conservation Area

100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5

Of the three properties listed, this particular property is not within my guidance of P&R operations and likely has the ability to provide the service more than the other two properties due to their restrictions. However, I am not aware of the properties use as it appears most may be within a wetland. See additional comment in red below.

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and – Unaware of land use.
- Emergency Response Access- Along Rt. 5 so access is feasible.
- Public Street Accessibility for health, social, mental health and other essential governmental services- New public infrastructure of sidewalk but I am unsure of the accessibility of other resources.
- Impacts on Neighboring Private Properties- More impact on private property UVAC than any neighborhoods.
- Environmental Impacts - Unaware
- Feasibility of Servicing Central Solid Waste Collection – Feasible
- Feasibility of Servicing Portable Toilets – Feasible but would that be allowed for a housing encampment. I would assume any development would require running water, sewer and other utilities.
- Access to Safe Drinking Water – Likely ability to connect to water system.
- Feasibility of/regulatory issues for erecting secure storage structure – Planning and Development guidance.
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Planning and Development guidance.

270 Wright's Reservoir Rd – Hurricane Hill Forest

Issues and Potential Solutions for the Following Logistics:

The Wildlife Refuge section of Hurricane is managed by Parks & Recreation. The deed restrictions and town ordinance would prohibit camping. The abutting Town Forest is under guidance of the Conservation Commission. From what I am aware of the Town Forest, it too has restricted usage and highly likely it could not accommodate a homeless encampment.

- Land Use Regulations for Camping, Consistency with Town Plan and – After reviewing the deed, this would not be allowed. In addition, it would not be allowed due to current park ordinances in place.
- Emergency Response Access- Along Rt. 5 so access is feasible.
- Public Street Accessibility for health, social, mental health and other essential governmental services- New public infrastructure of sidewalk but not accessible to Wrights Reservoir Rd.
- Impacts on Neighboring Private Properties- Yes
- Environmental Impacts - Unaware
- Feasibility of Servicing Central Solid Waste Collection – Feasible but at a huge cost to bring infrastructure to the site.
- Feasibility of Servicing Portable Toilets – Feasible but would that be allowed for a housing encampment. I would assume any development would require running water, sewer and other utilities.
- Access to Safe Drinking Water – Likely a huge cost to bring water infrastructure to the site.
- Feasibility of/regulatory issues for erecting secure storage structure – Not allowed.
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Planning and Development guidance needed to determine.

2333 Hartford Ave – Maanawaka Conservation Area

Issues and Potential Solutions for the Following Logistics:

Like the Wildlife Refuge section of Hurricane, the deed restrictions and town ordinance would prohibit camping.

- Land Use Regulations for Camping, Consistency with Town Plan and – After reviewing the deed, this would not be allowed. In addition, it would not be allowed due to current park ordinances in place. Conservation Commission helps oversee and manage this space in accordance to conservation practices.
- Emergency Response Access- Along Hartford Avenue so access is feasible.
- Public Street Accessibility for health, social, mental health and other essential governmental services- Bike path access and the Hazen Trail that connects Wilder Village to the Montshire Museum.
- Impacts on Neighboring Private Properties- Yes. Montshire Museum and Wilder Village.
- Environmental Impacts – Unaware. Planning and Development guidance needed to determine.
- Feasibility of Servicing Central Solid Waste Collection – Feasible but at a huge cost to bring infrastructure to the site.
- Feasibility of Servicing Portable Toilets – Feasible but would that be allowed for a housing encampment. I would assume any development would require running water, sewer and

other utilities at a huge cost.

- Access to Safe Drinking Water – Likely a huge cost to bring water infrastructure to the site.
- Feasibility of/regulatory issues for erecting secure storage structure – According to the deed I suspect this would be highly unlikely.
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar – Planning and Development guidance needed to determine.

Other Thoughts:

I believe the regional approach and use of vetted guidance from the Homelessness Committee is what is needed to address the homelessness concerns in the region.

Decisions to address should be a collaboration of the Core 4 Towns that initiates the program in an investment together. I don't believe it would be in the interests of our community to be a Town of Hartford initiative. A regional service provided by the Upper Valley would be the intelligent and most efficient way to manage and support the efforts. The Haven, Listen and others in a collaboration with the Upper Valley Core 4 Towns makes the most sense. This provides opportunities for alternative locations with full regional support.

Any use of public land should be analyzed to determine the neighborhood and community impact. While other properties throughout Hartford may be looked at, there needs to be assurance to the property owners that building / rehabilitating a structure or opening up an encampment in that neighborhood will not impact the safety or impact the valuation of properties. I believe such a facility will drastically reduce the property value of homes and businesses. Information needs to be provided that supports the need for a homeless encampment for Hartford, provides the cost to operate and provides the estimated valuation of surrounding properties that identifies the full financial impact.

Further information should be provided by supporting service agencies on how they will financially support this effort. This is a regional concern and should be shouldered by the entire Upper Valley.

From: Brannon Godfrey <bgodfrey@hartford-vt.org>

Sent: Monday, July 6, 2020 4:28 PM

To: Phillip Kasten <pkasten@hartford-vt.org>; Scott Cooney <scooney@hartford-vt.org>; Lori Hirshfield <lhirschfield@hartford-vt.org>; Hannah Tyler <htyler@hartford-vt.org>; Brett Mayfield <bmayfield@hartford-vt.org>; Scott Hausler <shausler@hartford-vt.org>

Subject: Comments on Designated Homeless Camping

Good afternoon Lori, Hannah, Scott Cooney, Phil, Brett and Scott Hausler. At its special meeting on Thursday evening, the Selectboard voted to direct me to prepare a report for the Selectboard researching the feasibility of three Town-owned properties (map images attached) for a designated homeless campsite:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd – Hurricane Hill Forest

- 2333 Hartford Ave – Maanawaka Conservation Area

The Selectboard discussion from Thursday on the subject is found here (17:53 – 48:03) :

<http://catv.cablecast.tv/CablecastPublicSite/show/12364?channel=1&seekto=1073>

The Selectboard has asked me to report back to them in 30 days, with an update on my progress at its July 14 meeting.

What I would like each of you to do is provide me your comments on each site for at least the categories listed below. Please feel free to add categories.

Issues and Potential Solutions for the Following Logistics:

- Land Use Regulations for Camping, Consistency with Town Plan and
- Emergency Response Access
- Public Street Accessibility for health, social, mental health and other essential governmental services
- Impacts on Neighboring Private Properties
- Environmental Impacts
- Feasibility of Servicing Central Solid Waste Collection
- Feasibility of Servicing Portable Toilets
- Access to Safe Drinking Water
- Feasibility of/regulatory issues for erecting secure storage structure
- Feasibility of providing electricity source for personal mobile devices by grid connection or solar

I would also welcome any comments you may have on the designated campsite approach and regional strategies to end homelessness and provide permanent housing solutions. Please submit your draft response to me by the end of the day Friday July 17. Call me when you have questions.

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

From: [Phillip Kasten](#)
To: [Brannon Godfrey](#); [Scott Hausler](#); [Scott Cooney](#); [Lori Hirshfield](#); [Hannah Tyler](#); [Brett Mayfield](#)
Subject: RE: Comments on Designated Homeless Camping
Date: Friday, July 17, 2020 11:38:55 AM

Good morning Brannon,

First, please know that I recommend that the Town not proceed with a Town funded/operated tenting site for unhoused persons. While I am aware that the recent sub-committee report offers that as an option for consideration, a low barrier shelter developed in collaboration with our regional partners is the preferred option, while allowing each community to share in the responsibility and ownership of what is a larger societal challenge.

The goal of every public discussion, planning process and action that we have participated, is to transition the unhoused to an interim and/or permanent housing solution that is stable, supportive in promoting access to services, and sustainable for the individual and community at large. Implementing such a site as is proposed ignores the collaborative, multidisciplinary efforts of the many organizations that service this population, leaving the Town and the designated agencies servicing our residents to assume sole responsibility for the unhoused living in other communities where tenting is not currently permitted. The only authorized site in the region of its kind, the Town should expect this will become a destination – we're already aware of people that have been relocated to the area by other communities because of the availability of services. There is nothing safe about these sites and, sanctioning one will only further the trauma and victimization experienced by those who choose to tent there. In addition to increasing demands on area service providers, a larger population will increase the demand on local businesses that will experience increased retail thefts, behavioral emergencies, and other challenges as the growing underserved population competes for already scarce resources.

Should the Board choose to implement a public site where those who are currently unhoused may tent, the Police Department will need to hire four (4) additional police officers to meet the demand for services. This will facilitate an increase in minimum, around the clock staffing by one officer across all shifts.

In closing, I have reviewed the responses shared by others, and agree with the concerns/recommendations presented. From an accessibility standpoint, tenting or service provider, the UVAC site is the most adaptable and presents the least impact on the surrounding community. Accessibility is not only relevant to first responders having emergency access, but also the human service workers. Several of the current sites have drawn complaints from adjacent property owners after tenting's and/or human service providers parked on and trekked across private property to house and/or meet with campers.

Question: Does the Board intend to permit vehicle camping at this site? Will tenting be permitted during the winter/inclement weather, and what/how will the Town address the need for additional bed capacity during this time of year?

Phillip S. Kasten, Chief
Hartford Police Department
812 VA Cutoff Road
White River Junction, Vermont 05001
802-295-9425, ext. 313

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

From: [Chalmers, Rebecca](#)
To: [Brannon Godfrey](#)
Subject: RE: Public Camping in Designated Wetland
Date: Monday, July 20, 2020 10:40:54 AM
Attachments: [image001.jpg](#)

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

Hello Brannon,

One more thought to point out--camping in that area could very likely lead to a wetland violation which would leave the town liable.

Thanks,

Rebecca

Rebecca Chalmers
District Wetlands Ecologist
Rebecca.Chalmers@vermont.gov
802-490-6192 cell

Wetland Program: <http://dec.vermont.gov/watershed/wetlands>
Wetland Maps: <http://anrmaps.vermont.gov/websites/WetlandProjects/default.html>

WP HorizLogoEmail



100 Mineral Street, Suite 303
Springfield, VT 05156

From: Chalmers, Rebecca
Sent: Friday, July 17, 2020 4:44 PM
To: Brannon Godfrey <bgodfrey@hartford-vt.org>
Subject: RE: Public Camping in Designated Wetland

Hello Brannon,

Thank you for contacting the Vermont Wetland Program about potential use of 100 Arboretum Lane in Hartford for formalized homeless camping. As you know, the parcel is mapped as a Class II wetland on the Vermont Significant Wetland Inventory map. Class II significant wetlands are protected under the Vermont Wetland Rules (VWR). Any activity in a Class II wetland or its buffer zone that is not an allowed use designated in Section 6 of the

VWR will require a State Wetland Permit.

This is a request I have not received before, and below are my preliminary thoughts. The extent of the actual wetland (not maps) is what is regulated. The mapping does seem to be accurate—the whole parcel does look to be wet, based on lidar, topo maps and aerial photos. Are you aware of dry areas?

It would seem to me that a wetland would not be a good, livable place to reside, at least not without significant alterations. I encourage you to find a drier place for people to live, for their health, and to maintain water quality. I consistently ask people to consider *not putting animals in wetlands* both for the health of the animal and for the wetland. So I *certainly would encourage you to help people find a dry site to camp*.

Leave No Trace principles are a common guidance for camping and it recommends catholes 200' away from waters: <https://lnt.org/why/7-principles/dispose-of-waste-properly/>. A 200' distance is infeasible at this location, as it is all wetland. Can you explain why this site is being selected and what level of formality the Town is considering "permitting" the encampment?

As far as wetland permitting, woody vegetation clearing, septic and waste would be the activities that most likely to possibly trigger wetland permit jurisdiction and occur with a formalized encampment. The septic issue would have human health risk and longer term wetland health risk I suspect.

The information you have provided is a subset of the information necessary to provide feedback on permitting jurisdiction or outcomes. Additional information provided or changes to the project before application submittal may lead to additional feedback and different outcomes. Please feel free to contact me to discuss the above or discuss other options or information related to the proposed project. For tracking purposes, this is wetland project #2020-454.

Sincerely,
Rebecca

Rebecca Chalmers
District Wetlands Ecologist
Rebecca.Chalmers@vermont.gov
802-490-6192 cell

Wetland Program: <http://dec.vermont.gov/watershed/wetlands>
Wetland Maps: <http://anrmaps.vermont.gov/websites/WetlandProjects/default.html>

WP HorizLogoEmail



100 Mineral Street, Suite 303
Springfield, VT 05156

From: Brannon Godfrey <bgodfrey@hartford-vt.org>
Sent: Friday, July 17, 2020 11:11 AM
To: Chalmers, Rebecca <Rebecca.Chalmers@vermont.gov>
Subject: Public Camping in Designated Wetland

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good morning Rebecca. The Selectboard has tasked me with providing pros and cons of permitting homeless persons to camp on several pieces of Town property. One of these properties at 100 Arboretum Lane (attached map), includes an area (circled in red) that is shown on the State GIS as wetlands.

Can you tell me what regulatory issues may exist for allow public camping in the wetland area on this property? Thanks for your help.

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

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

Brannon Godfrey

From: Brett Mayfield
Sent: Friday, July 10, 2020 3:18 PM
To: Brannon Godfrey
Subject: Homeless campground

These are the main overall issues dealing with public health.

Safe Drinking water.

toilet facilities with personal sanitation

shower personal hygiene

in winter dwelling with a temperature above 65

None of the 3 areas have any of these at present.

The 3 areas listed would have to go through Vermont Environmental Watershed Division.

Brett Mayfield
Hartford Department Head Coronavirus Issues
Health Officer
State of Vermont
Town of Hartford
802 591-3978

Final Report: *Homelessness in the Upper Valley*
Issued by the Hartford Ad Hoc Committee on Homelessness
February 23, 2020

Committee Members:

Mike Chamness
Michael Redmond
Jesse Vazzano
Scott Fletcher
Renee Weeks
Michelle Kersey
Dan Fraser, liaison to Hartford Select Board

Ex-Officio

Lori Hirschfield, Planning Department
Sgt. Karl Ebbighausen, Police Department
Whitney Hussong, Police Department
Noel Bryant, Hartford Schools Department
Brannon Godfrey, Hartford Town Manager

Background

Over the course of the last few months the Hartford Ad Hoc Committee on Homelessness has met biweekly to examine the state of homelessness in the Upper Valley with the goal of exploring possible short, intermediate and longer-term responses for the Town. The charge of this committee was to compile and issue a report in February 2020 that provides a high-level view of the issue and possible solutions/timelines, as well as a possible cost of any proposed projects. The charge also asks the Ad Hoc Committee to propose regional solutions that are addressed to the towns of Hartford, Lebanon, Hanover and Norwich. Committee meetings were open to the public and committee members encouraged members of the public, including people who are homeless, to attend and share their perspectives/experience and any ideas they may have to reduce the incidence of homelessness and to address issues they face as they navigate services in the Upper Valley.

To get a better sense of the scale and magnitude of the issues being explored, the committee created smaller subcommittees to advance our analysis. Those were Data; Resources/Stakeholders/Partners; Issues and Causes; Funding Sources; and Goals/Process. During its period of activity, the committee gave a very brief overview of its charge at the state's forum on homelessness at the LISTEN Center in White River Junction in early November 2019. This forum was organized by the regional Continuum of Care with the goal of increasing community knowledge of the systems and services in place to reduce homelessness and housing insecurity and to inform the four town governments and committees focused on homelessness so that best ideas emerge.

The committee hosted several guest speakers to inform members of actions and plans of other municipalities and agencies. These included Lynne Goodwin, Human Services Director for the City of Lebanon, Sheila Young from Turning Point, and Georgia Hanchett-Dean from the LISTEN Center. Four homeless residents have attended and provided valuable input. Representatives from St. Paul's Episcopal Church also attended a meeting to share information about how it has supported people who are homeless and ideas to mobilize other community churches.

The committee presented a draft version of its report to the Hartford Selectboard in January and proposed inclusion of a \$15,000 expense item to support the needs of people who are homeless and unsheltered, living outside and in cars.

From these presentations and the extensive knowledge of the issues and challenges held by the Ad Hoc Committee members, it is clear that the homeless problem is a truly interregional/interstate issue. Coordination between and among states and regional agencies and providers is critical. The recommendation of this committee is that the town governments consider how to share the cost of providing essential services that complement those already in place funded by the state, the towns and through private charity.

Estimates of the Scope of the Problem of Homelessness

One of the points of investigation of the Ad Hoc Committee was to provide an estimate of the scope of the problem of homelessness in the four-town region. Committee members who work in this program area confirmed that a simple count or single definition of the problem is elusive. Rather, housing insecurity exists along a continuum. These categories include:

- camping outside
- living in cars
- those who are doubled up with friends or couch surfing
- people sheltered at the Upper Valley Haven in one of its emergency shelters
- transient populations living in motels at their own expense or through subsidies provided by government or charities
- those at risk of eviction
- emergencies that occur through incidences of domestic violence that result in homelessness
- individuals and families who are housing insecure because they are paying more than 50% of their income on housing expenses, a commonly used standard of “severe rent burden.”

The Ad Hoc Committee also is aware that solutions for some people who are homeless or housing insecure are complicated by other factors such as having pets that also need shelter, substance use, untreated mental health challenges, poor rental histories, and eviction histories.

One estimate of the number of homeless individuals and families occurs through the annual homeless **Point in Time Count**. Taking place every January, this is a national count of people who are “literally homeless” by the definition of HUD.¹ Not included in this definition are people

¹“Literal homelessness” is defined as Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has

who are doubled up with friends or “couch surfing” among other categories. According to the 2019 Vermont Point in Time (PIT) Count, an unduplicated statewide count of persons experiencing literal homelessness on a single night in January, the overall number of homeless in Windsor County decreased from 2018 to 2019 (125 to 91), but demand for regional homeless and housing services remains high. One reason that is believed to have contributed to this decrease was the opening of the Parkhurst building in Lebanon in August 2018. Tenants in Parkhurst had to meet the HUD definition of chronically homeless. Fifteen of the 18 units were occupied by adults who had been sheltered at the Haven. Regionally, the number of unsheltered and precariously housed individuals increased by 37% between these two years.

Of interest, the City of Lebanon conducted a supplemental PIT count in September 2019 that covered lower Grafton County with a more inclusive definition of homelessness that counted 115 people, both adults and children. (See page 19 of this report for more information about the supplemental 2019 Grafton PIT Count.)

The most recent Point in Time Count that occurred just a few weeks ago in January 2020 provides additional data points. These numbers are unofficial and as noted above do not measure the entire problem of homelessness and housing insecurity but are nonetheless quite useful for the goals of this report. The data cited here was submitted by the Haven and the City of Lebanon. Other organizations in Windsor County also submitted reports for the PIT.

The Haven submits reports to Vermont for the PIT count and informs New Hampshire of the individuals being sheltered at the Haven who are from New Hampshire during its PIT count. This year, the Haven submitted forms for a total of 75 people in the PIT Count. This included **sixteen (16)** households who were **unsheltered**, meaning camping or living in cars or other places “not intended for human habitation”. Of these, fourteen were single adults and two were families. Of the two families, one had two persons and one had three persons. The Haven also submitted forms for **44 people staying in the year-round shelters** (20 in the Hixon Adult Shelter and 24 in the Byrne Family Shelter). Finally, the Haven’s **Seasonal Shelter was full with 15 guests**.

The Haven informed New Hampshire that ten of the guests included in the PIT were from New Hampshire.

The City of Lebanon reported 29 sheltered and 16 unsheltered people in its PIT count. The sheltered group included 12 provided temporary shelter by Lebanon Human Services, four individuals in temporary housing offered by WISE who had experienced domestic violence and thirteen people living in the Headrest recovery programs which are classified as transitional housing.

Measuring the number of homeless people in addition to the single “point in time” count is more challenging. One recent study found that the number of people that use a homeless

resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

program at some point throughout the year is almost three times higher than the number of people counted as homeless on a single night (HUD 2015. **The 2014 Annual Homeless Assessment Report to Congress: Part 2. Estimates of Homelessness in the United States.** Washington, DC: US Department of Housing and Urban Development). Of interest, anecdotal evidence from the Hartford Police Department estimating the number of people who are unsheltered during the non-winter months is about three times the number counted in the 2020 Homeless PIT Count (See below).

Not all users of homeless shelters are the same or place the same burdens on society for services and support. An Urban Institute study (**Improving Measures of Housing Insecurity: A Path Forward, 2016**) cites research which revealed three main patterns of service use among homeless individuals: transitional, episodic, and chronic distinct groups. Roughly 80 percent of individuals in the shelter system are transitional users with a single, relatively short stay in a shelter. They typically did not return to the homeless system after exit. Ten percent of individuals used homeless shelters episodically, i.e. having multiple shelter stays spread over a long period of time. Ten percent of individuals were chronic shelter users. These individuals tended to be older and chronically unemployed and used shelters as long-term housing at great expense to local systems. Chronic shelter users accounted for half of all shelter costs. (Kuhn and Culhane, 1998. **“Applying Cluster Analysis to Test a Typology of Homelessness by Pattern of Shelter Utilization: Results from the Analysis of Administrative Data,”** American Journal of Community Psychology 26 (2): 207–32).

The Urban Institute study noted, “Policymakers have used this information to focus resources on helping people experiencing chronic homelessness find and maintain permanent housing with case management and other services. The research has helped spur a major increase in permanent supportive housing targeted to people experiencing chronic homelessness and a national adoption of Housing First² principles that have been shown to be effective for serving that population.” These are the principles followed by the Haven and other organizations that focus on helping people move from homelessness to housing security.

The Hartford School District estimates that there approximately 50 youth in school who meet the definition of homeless. More information about this population is included below.

UV Giving Emergency Aid & Resources (UVGear) distributed over 130 tents and sleeping bags to people in need during the summer/fall of 2019 (About 20-30% received multiple supply deliveries) and assists on average about 12-15 unsheltered individuals on an ongoing basis with supplies at campsites during the winter months.

² From the National Alliance to End Homelessness, “Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.”

According to Hartford PD Sergeant Karl Ebbighausen, there are approximately 12-15 people camping in the greater Hartford area any given day from summer to fall. This number declines in the winter. In addition, the Sergeant Ebbighausen reported at an Ad Hoc Committee meeting that throughout the year, there are 20-30 people in Hartford who are without a fixed residence and not staying in a shelter or transitional housing who are more transient. Some are passing through town but live in their cars for a few days in the community. Others arrive in town from out of state who are in violation of parole or with warrants for arrest. It was reported that they will stay in the area for a period and then return to their home communities. Also included in this number are people who live in their cars or sleep outside.

In addition, there are people who can couch surf for a while in the homes of friends. People also will reside for longer terms in area motels. Some pay their own way; others are subsidized by the State of Vermont Economic Services Department (ESD) or the City of Lebanon Human Services which provide vouchers for a month or longer in some circumstances. During the winter Vermont ESD will provide motel vouchers during Adverse Weather Conditions (below freezing or snowing) when the Haven's seasonal shelter is filled.

The Upper Valley Haven Shelters

Throughout the year, the Haven provides shelter to people in need of a place to stay on an emergency basis. The Haven has provided shelter since it was founded in 1980. The Haven has three shelters. The current Hixon Adult Shelter opened in 2009. It has ten rooms with 20 beds. The average length of stay is about 65 days. It is a "dry" shelter meaning that guests cannot actively be using drugs or alcohol or be unable to maintain sobriety. In the last state fiscal year (July 2018 – June 2019) 88 guests stayed at Hixon. The Byrne Family Shelter opened in 2004. It can house 8 families. It too is a dry shelter. All units have at least one parent and one child in residence. Most two parents and more than one child. Average length of stay has been climbing. In FY2019, it was over 130 days. In this same period 31 families stayed Byrne. Both shelters are typically occupied at 100%. In both shelters, guests are selected from the Master List of people seeking housing assistance. Those with the greatest housing insecurity (homeless or precarious) are given priority for a bed or room in the shelters.

The final shelter is the Haven's Seasonal Shelter opened from late November through mid-April. The shelter, located in the Caruso Café in the Byrne Community Building on the main campus on Hartford Avenue, can accommodate 15 adults. Guests register starting at 5:30 pm each evening. They are provided with dinner (supplied by LISTEN, Inc.), access to a shower and companionship. Guests can also use storage at the Haven for storing some of their possessions. Guests are asked to leave each morning at 7am as the room is needed for other Haven programs. Many will return for breakfast at 8:30. So far this year the shelter has only occasionally been at capacity. Average census has been about 12-13 guests each evening. When the Seasonal Shelter is filled on nights in which "adverse weather conditions are in effect", people who arrive at the Haven can call Vermont 211 to seek a voucher for a motel stay.

Homelessness in the Context of Youth and Students

Data from the past 10 years (2009-19) shows that Hartford School District averages about 50 homeless students annually. However, homeless numbers are down significantly thus far this year. To date, the district indicates it has about 22 homeless students. Administrators hypothesize this may be due to a lack of low-income housing, forcing families to withdraw their students from our district and go elsewhere to find permanent housing. This lack of affordable housing also impacts transportation costs because when families do obtain stable housing, the *McKinney Vento Act* entitles them to stay at their school of origin for the remainder of the year while districts split the cost of this transportation.

To support homeless students, the district trains all staff in the challenges faced by the homeless and identifies and tracks homeless students in the system. Each school budget funds (often through fundraising and donations) provides families with food access programs on weekends and holidays. Each school also keeps basic clothing and hygiene supplies on hand to distribute to children that need it. The district supplies additional funds to supplement more specific needs (such as clothing and school supplies) as they arise. When families register at one of the schools and self-identify as homeless, the school will provide them with a “Parent Pack” that includes resources, ways to support their student in school, their rights as laid out in Federal homeless legislation, and contact information for the district and state homeless liaisons.

Perhaps the greatest cost burden is in providing transportation to homeless students not living within the district. The *McKinney-Vento Act* stipulates that children that are homeless and staying outside of a district’s catchment area (as in a hotel), may choose to remain at their “school of origin” (the school they attended when becoming homeless). The two districts (the district with the school of origin and the district where the child is staying) must share the cost of transporting the student to the school of origin. Hartford School District has seen these costs skyrocket over the past three years. The district consistently struggles to identify and retain providers able to transport these students.

Noel Bryant, Assistant Superintendent of the Hartford School District and member of the Hartford Ad Hoc Committee on Homelessness, forwarded the committee a statement that homeless children in the school district would benefit from any additional funding supplied to support their needs.

Vermont and NH Government Services

State and local governments in Vermont and New Hampshire provide services directly or through contracts with local providers to meet some of the needs of people who are homeless and insecurely housed. These include the following:

- Vermont Agency for Human Services (AHS) Office of Economic Opportunity provides grant support to the Haven for its shelter programs. Most (86%) of the Haven's shelter services are funded through charitable contributions from the Upper Valley community.
- VT AHS funds the 211 program which provides telephone and web-based service referrals for the general population. The 211 Program also coordinates the motel voucher program during "adverse weather conditions" during the winter. Vouchers are available once the Haven's seasonal shelter is filled. There is no similar program in New Hampshire.
- The Vermont Department of Economic Services Emergency Housing program also provides motel vouchers for longer stays to individuals and families on an individual needs-assessment such as for medical needs and domestic violence. Vouchers can be provided to individuals and families for either 28 or 84 days.
- Vermont AHS has stated its intention to end its management of the motel voucher program for adverse weather and other reasons by July 1, 2020. It plans on awarding contracts to local organizations throughout the state, one in each region, to manage this process and to manage the budget for use of motel vouchers for emergency shelter. Over the long term the state hopes to reduce the use of motel vouchers and increase the use of other strategies to reduce homelessness, provide essential services and draw people in the coordinated entry³ process. Details about this transition plan are just emerging at the time this report is being submitted. It is not clear at the time this report is being issued if these changes will be accepted by community organizations.
- There are no shelters in Lebanon, Hanover, or Norwich. Southwestern Community Services, Inc. operates a year-round shelter in Claremont, NH funded in part through the New Hampshire Bureau of Housing Supports.
- New Hampshire town and city governments are required by RSA 165 to fund a town "welfare program" to help people who are poor and who need help including shelter. Lynne Goodwin who directs the Lebanon Human Services program is the welfare officer. She has an annual budget of \$85,000 for housing assistance to people in need.

Town police departments engage with the homeless population through outreach services and coordination with social service providers. The outreach to camps by the Hartford PD has been cited in this report. The Hartford and Lebanon Police Departments work closely with social service agencies including The UV Haven and LISTEN Community Services to promote safety for people living precariously. The Hartford PD also has a grant-paid "Police Social Work" position from Health Care & Rehabilitation Services (HCRS) of Vermont which supports outreach, screening, de-escalation and case management and service coordination with local agencies.

³ From HUD: "Coordinated entry is a process that ensures that all people experiencing a housing crisis in a defined geographic area have fair and equal access, and are quickly identified, assessed for, referred, and connected to housing and homeless assistance based on their needs and strengths, no matter where or when they present for services. It uses standardized tools and practices, incorporates a system-wide Housing First approach, participant choice, and coordinates housing and homeless assistance such that housing and homeless assistance is prioritized for those with the most severe service needs."

Private Service Providers

Hartford has many homeless service providers but still has gaps and cannot meet the needs of the homeless population. Some of the service providers only work with certain sub-populations, such as ex-offenders, veterans, and victims of domestic violence. The Haven, Pathways Vermont, HCRS, LISTEN Community Services, SEVCA, the Veteran's Health Administration, Hartford Dismas House, Clara Martin Center, and UVGear meet monthly to coordinate service delivery across the town. The Haven, in conjunction with the Hartford Police Department, conducts periodic outreach to homeless individuals in Hartford to provide information and supportive services. UVGear also provides basic necessities and camping equipment to help meet the needs of homeless individuals who are living outside.

Services to people who are homeless or housing insecure are provided by several agencies. The LISTEN Center provides daily services of referrals, individual service supports such as clothing and vouchers, a food pantry, and a community dinner (Monday to Saturday) throughout the year to people including those who are homeless. In addition to its shelter services, the Haven also provides walk-in and scheduled services of meals (breakfast and lunch, Monday through Friday), service coordination, clothing and living supplies and food to the community including people who are homeless.

The faith community is another source of services for people who experience homelessness. St. Paul's Episcopal Church, located next to the Haven, provides a breakfast for people who are staying at the Haven's Seasonal Shelter on weekends when the Haven is not open for community meals. Representatives from St. Paul's Church attended one of the Committee meetings and indicated that they intend to conduct outreach to other churches in White River Junction to determine if they would consider providing meals and warming stations on weekends during the 2020-21 winter season.

Homelessness in the Context of Housing Affordability

When examining the challenges of homelessness and estimating the need for ideas to respond to this need and proposing solutions to creating more sustainable housing, it is important to also look at how coordinated entry, client intake, assessments, and referrals work within the larger framework of local, regional, and state agency human service activities and highlight overlaps/gaps in services. Contributing factors in the rate of homelessness in the region/state are the lack of adequate affordable housing, rising housing costs, and evictions. As housing costs are expected to increase over the coming years, it is expected that displacement and affordable housing access problems will increase as well. The addition of more units of permanent affordable housing are critical to reducing the number of people who are homeless and providing long-term stability. As noted above, supportive housing models, in which case management services are focused on helping people remain stably housed, is an evidence-based solution to chronic homelessness.

As noted above, there are many reasons why people are housing insecure and without a place to live. In addition to macro-economic and systemic causes, there are also categories that focus on individual situations and histories-- personal challenges of untreated and chronic health conditions, untreated mental health, substance use, insufficient incomes, incidence of domestic violence and discrimination based on past histories or personal status. While these are all contributing factors, the economic forces that have reduced unit vacancies and increased rents and housing prices need to be understood to place the problem of homelessness and housing insecurity and any proposed solutions in an appropriate context.

The consequences of housing markets with historic low vacancy rates, rising demand and increasing rents far outpacing incomes are key factors in addressing the challenges of homelessness in the Upper Valley. Vital Communities, an organization that focuses on the region's challenges and mobilizes the community to effective actions, estimates that there is a shortage of 4,000 housing units in the 69 towns of its focus area. It has begun an effort to measure the net change in housing units (increases and decreases). An estimate of the most recent reporting period is that the region added 250 units, a miniscule number compared to the need. The local economy centered in the four towns have added many jobs with DHMC and Dartmouth College the main economic drivers. Market rate rental housing vacancy rates for the Lebanon NH/VT Micro-NECTA are at 0% and the Median Gross Rental Cost has increased by 19.4% since 2009.⁴ For reference, a balanced rental market should be at 4%-5%.

As market forces work their way through individual decisions, the challenges for people at the margins increase. Rents become unaffordable as people are required to pay a larger share of their incomes on housing expenses. Commuting times increase as more affordable options are farther removed from job locations. People who lack personal automobile transportation are at a disadvantage as bus routes and schedules in the region are limiting. Landlords can be increasingly selective in choosing tenants. People with eviction histories or spotty records are increasingly at a disadvantage with many options foreclosed to them. Landlords now can elect to reject people with rent support vouchers because they consider them a bureaucratic hassle and an indicator of someone who is more likely to present problems. And the tight housing market is having a negative effect on the labor market as well. Employers are struggling to fill open positions at all levels, with hundreds of job openings.

While we recommend services for people who are homeless and housing insecure in this report, sustainable relief will not occur until the housing market loosens through the addition of many more units (supply) or reduced demand that increases vacancy rates and reduces rent pressures. However, for many people living at the margins, even this market change will be insufficient as most employment for which they can qualify do not pay a "housing wage". This can generally be defined as paying no more than 30% of income on housing expense. For people who are poor, rent supplements such as vouchers, will be required for housing affordability. The supply of housing built for low income-renters through programs such as Low Income Housing Tax Credits needs to increase. However, the number of projects that are funded each year in

⁴From New Hampshire Housing's Annual Residential Rental Cost Survey

Vermont and New Hampshire are limited, and there is competition throughout both states for the funding.

Coordinated Entry

The federal Department of Housing and Urban Development has established a process called “coordinated entry” to prevent and end homelessness. From HUD’s Coordinated Entry Policy Brief:

“HUD’s primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This combined with the lack of well-developed coordinated entry processes can result in severe hardships for people experiencing homelessness. They often face long waiting times to receive assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources.”

To be eligible to receive HUD funding for homelessness prevention and services, states are required to establish local “Continuum of Care” (CoC) bodies and follow guidelines and rules for determining how resources, such as rent support vouchers and shelter services, are allocated. One of the main purposes of coordinated entry is to ensure that people with the most severe service needs and levels of vulnerability are prioritized for housing and homeless assistance. HUD’s policy is that people experiencing chronic homelessness should be prioritized for permanent supportive housing.

There are 11 CoCs in Vermont. The regional CoC is the Orange & Windsor North CoC, which is also referred to as the Upper Valley CoC in recognition of its bi-state membership. This is the only CoC in Vermont and New Hampshire which includes this distinction. Representatives from Capstone and the Haven (Renee Weeks) are co-chairs. This CoC also includes representation from NH due to the close interactions by service agencies and ease of access between the two states. Organizations represented on the local CoC include Capstone Community Action, Economic Service Department of VT, the Vermont Coalition to End Homelessness, the Vermont Agency for Human Services, the Haven, Vermont 211, Twin Pines Housing, Lebanon Human Services, Capstone Community Action, and the Clara Martin Center.

One of the primary activities of the CoC is to maintain the Master List of people who are seeking supportive services to address or prevent their homelessness status. As part of the coordinated entry people are more likely to need some form of assistance to end their homelessness or who are more vulnerable to the effects of homelessness are prioritized through a scoring process.

At present, there are about 100 individuals and families on the coordinated entry Master List in the Upper Valley CoC. About 60 are single adults and about 40 include two or more individuals. The Haven completed the CE process for about 80 percent of these cases. Capstone completed the CE for about 15 percent of these cases.

City of Lebanon Housing First Working Group

In July 2016, the Lebanon City Council formed a Task Force to address the issue of homelessness in Lebanon. The group named itself the “Housing First Working Group” based on the objective to address the issue of homelessness from a “housing first” perspective. The group aims to improve resources for the homeless; ranging from more shelter beds on one end of the continuum to more permanent, supportive housing on the other end of the continuum. The Housing First group has met monthly since January 2017.

The Housing First Working Group issued a final report in February 2020. The report recommends the addition of more affordable housing as the needed solution to the problem of homelessness and housing insecurity. The efforts of Twin Pines Housing to add more units of affordable housing is applauded in the report because “housing ends homelessness.” Twin Pines’ provision of supportive housing services is also cited as critical to helping people maintain affordable housing.

The report also notes that there is no emergency shelter in Grafton County other than a location in Plymouth, NH which is quite distant. The Housing First Group set a goal that lower Grafton County, where Lebanon is located, will have a year-round, low barrier shelter to offer safe and accessible temporary housing to those who are homeless. The shelter will be located near a bus route, food services, and social services. The shelter will have sufficient parking for guests and social service providers. The shelter should also be able to accommodate people with pets.

In this report the Housing First Working Group stated its intent to partner with the Haven to develop a year-round, low barrier shelter. Further, the report endorsed efforts to request municipal funds and private funds to support the expenses of this new shelter. This recommendation is consistent with recommendations made by the Hartford Ad Hoc Committee on Homelessness described in the section below.

Proposed Goals and Strategies

The Ad Hoc Committee proposes multiple strategies and interventions for the Hartford Select Board to consider. Where possible, we have made estimates of the costs of these strategies. For ease of consideration, the goals are divided into short, medium and long-term timeframes. Though these recommendations are directed to the Hartford Select Board, they can be shared and considered with the governing bodies of the other three towns of Norwich, VT, Hanover, NH and Lebanon, NH. Meeting some of the long-term goals of additional housing will require resources outside the capacity and scope of the town governments, though the towns can

facilitate housing development through goal setting and consideration of changes to regulations and practices.

Note: FY2021 budget request amounts recommended by the Committee that correlate to goals are in italics.

Short Term Goals

1 - Goal: The Town of Hartford should provide access to basic necessities such as camping supplies, personal hygiene products, motel vouchers, and essential survival supplies for homeless individuals. *Budget Request – FY2021: \$15,000 (see Attachment A for line item expense estimates).*

Strategies:

- a. Provide funding to local agencies for basic necessities to survive outside. These include camping supplies such as tents, sleeping bags, fuel, backpacks, cook kits, mats, first aid kits, batteries, gas cards, food gift cards, laundry supplies, and personal hygiene items.
- b. Coordinate with local service providers to purchase and provide these basic necessities.
- c. Provide selected agencies that work with homeless populations with grant support for vouchers for laundry, small household items, and motel vouchers.
- d. Coordinate with other core towns to budget for basic necessities to be provided for in their town budgets.

2 - Goal: Address gaps in cold weather shelter access. *Budget: \$15,000.*

Strategies:

- a. While the Haven's seasonal shelter, supplemented by 211 Adverse Weather motel vouchers, is able to accommodate most needs for shelter services during the winter, there are a few gaps in services that have been identified. The Town should work with local religious communities, businesses, and property owners to determine if they can provide temporary shelter during the daytime and on weekends in the cold months to help ensure that no one remains outside in extreme temperatures. At present, St. Paul's Episcopal Church is providing breakfast and a warming shelter on weekend mornings. As noted in the report, it plans on outreach to area churches next year to expand the days and times of this service. We would encourage other towns in the region to follow this model.
- b. Explore options for a shelter that can provides services to people with pets.
- c. Ensure there is a rapid response for families in need of shelter during cold weather. The State of Vermont through Economic Services currently provides motel vouchers for shelter for families and individuals in emergency need after review of eligibility. This support is not guaranteed and is time limited. Vermont is proposing to have local community agencies assume responsibility for this program with funding provided through contracts. As this transition occurs and as needed to meet community needs,

Hartford should fund local agencies such as the Haven, LISTEN and WISE with emergency funds to address any gaps or delays in services and vouchers.

3 - Goal: Identify the members of the homeless community through outreach, utilization of a By-Name-List (BNL) through coordinated entry and other means. Budget: No additional expense

Strategies:

- a. Coordinate with the four core towns (Hartford, Lebanon, Norwich, and Hanover) to identify members of the homeless community and prevent duplication in identification. Working with the Haven, the Hartford PD should continue regular outreach to camping sites to address safety needs, provide some emergency supplies and encourage campers to access existing service supports.
- b. Lebanon PD should be encouraged to follow the Hartford PD model in partnership with a local social service agency familiar with the target population.
- c. The Haven, LISTEN and other agencies that have contact with the homeless populations should continue to share information to see who has moved out of homelessness and who is newly identified.
- d. The goal of an outreach and assessment process should be to encourage people to complete coordinated entry within the Continuum of Care process.

Medium Term Goals

4 - Goal: With the other towns work with community agencies, advocates, and others to ensure there is year-round shelter to offer safe and decent alternatives to living outside.

Strategies:

- a. With the other three region towns Hartford should support the development of a year-round low barrier shelter. This shelter will replace the seasonal shelter now operated by the Haven. The new shelter will be able to accommodate pets and their owners. We are aware there are times when people are fearful of leaving dangerous domestic situations because of threats to harm remaining pets. The existing shelters at the Haven are unable to accommodate pets. Services provided in the shelter will include a day program community resource center with the goal of encouraging guests to access existing services, enrollment in state and federal support services and participation in the coordinated entry process. The Haven will take the lead in developing this new program working with other community agencies and the four towns. This lead role includes raising capital dollars needed for a new building starting with a feasibility study for raising the funds needed for a capital project. Service provided in the shelter and day resource center will include showers, laundry, telephones, mail delivery, case management services/referrals to service providers throughout the Upper Valley. Depending on available funding and other determinants, the new shelter could also include units of affordable housing. The four core towns should provide annual financial

support of the low barrier shelter and community resource center. *Budget: \$200,000 per year (est.). Individual town support to be determined.*

5 - Goal: Provide a municipal camping area and a car camping parking lot with sanitary resources for individuals who are homeless. To be used by both car and tent campers. Budget: \$20,000.

Strategies:

- a. Identify a property in the core towns that would allow for homeless individuals to camp without fear of reprisal.
- b. Identify a parking lot or an equally suitable piece of land to accommodate car camping.
- c. Determine the cost to provide bathroom, shower and personal belonging storage capabilities at the identified municipal camping area. Costs need to include the initial cost of installation and the cost of regular cleaning/waste pick-up.

NB: This initiative did not have the support of the entire Ad Hoc Committee. It was proposed and strongly supported by Mike Chamness, UV Gear, former chair of the Committee.

6 - Goal: Create accessible storage facilities to hold personal belongings that would prevent theft, loss, confiscation, and weather damage. This would allow people to attend appointments, job interviews, work, etc. more conveniently. Budget: \$5,000.

Strategies:

- a. Identify town space, or donated space, ideally on the bus service line, that can hold 55-gallon containers for homeless individuals to store their belongings in a safe location.
- b. Initially purchase 50 55-gallon storage containers.
- c. Coordinate with volunteers the hours that the storage containers can be accessed by the users, ideally in the morning and evening hours.
- d. Make storage available to homeless individuals.
- e. After three months assess the need for additional containers and purchase if necessary.

This function would be absorbed into the low-barrier shelter described in Goal #4.

7 - Goal: Existing programs including the Haven, LISTEN, HCRS and WISE should continue to assess the needs of each member of the homeless community and offer them appropriate referrals, resources and services. The goal of these services is to draw applicants into the existing coordinated entry process for those who are housing unstable or experiencing homelessness. Budget: No additional expense.

Strategies:

- a. Focus on Housing First strategies.
- b. Continue utilizing state client assessment tools that is part of coordinated entry to determine housing needs and prioritize people for resources.

- c. Continue assessments to determine needs for health care, employment, supportive services, activities of daily living (ADLs), etc. (bio-psychosocial)
- d. Continue to utilize the common assessment tool and bio-psychosocial to triage access to care and services.

8 - Goal: Provide funding to rapidly move homeless individuals and families into permanent housing who have the ability to pay rent on their own but the cost of moving into housing (moving expenses, security deposit, etc.) is prohibitive. A second need is financial support for eviction prevention funds. Both these types of expenses are often available through existing agencies including SEVCA, Tri-County CAP, LISTEN and the Haven. However, limited total funding, caps on available grants, specific geographic bounds or other eligibility requirements can leave gaps. This budget can be limited to people from Hartford though ideally all region towns will support this initiative. Budget: \$15,000.

Strategies

- a. Provide supplemental funding to agencies providing these grants to cover gaps in amounts or increase the number of people supported with security deposits.
- b. Provide supplemental funding for eviction prevention. Early identification of tenants falling behind on rent can prevent eviction and help avoid expense of eviction process and preparing property for new tenants.

Long Term Goals

9 - Goal: Increase case management services for permanent supportive housing units.

Supportive housing is a proven, research-based method of supporting individuals and families who have been homeless to achieve long-term housing stability. The success of permanent supportive housing is in large part due to the supportive services and case management that is provided. It is critical for case management to be funded as part of the development of these units. *Budget: \$75,000 annual grant for supportive housing case management.*

Strategies:

- a. Work with Twin Pines Housing to identify locations close to services and public transportation for additional supportive housing. Twin Pines Housing can then pursue funding to develop additional housing units which include long-term rental vouchers in both NH and VT.
- b. With funding from the four towns, provide case management services for individuals and families who were chronically homeless who have rent support vouchers.
- c. Advocate for additional rent support vouchers for the Upper Valley community in NH and VT.

10 - Goal: Increase the availability of affordable housing to populations up to 120% Area Median Income (AMI) and below.

Strategies:

- a. The four core towns will set goals of adding affordable housing units in each town over the next 10 years.
- b. Each town will determine if it has any barriers to development of affordable housing such as duplicative regulations, exclusionary zoning, modification of existing housing units such as allowance of Accessory Dwelling Units, restrictive zoning, housing unit or lot size or excessive fees and take actions to address these barriers.
- c. Each town will work with local nonprofit and for-profit housing developers to encourage the development of affordable housing. Towns will also evaluate potential incentives to creating affordable housing such as density bonuses, tax abatements, inclusionary zoning, and use of TIFF funds as well as making gifts of municipally-owned property for such purpose (see examples from Hanover, below).
- d. The Regional Planning organizations are valuable resources to provide assistance on implementation of strategies that encourage additions to total housing and affordable housing units in these communities.

Other Town Approaches

Lebanon, New Hampshire

Director of Human Services, Lynne Goodwin (lynne.goodwin@lebanonnh.gov) has an annual Budget of \$85,000 for housing assistance. Expenses average \$60,000-70,000. Lebanon partners with Tri-County CAP to conduct monthly homeless outreach in Lebanon. A count of the homeless in lower Grafton County was conducted. One hundred and ten homeless people were counted on September 18, 2019. Homeless people were referred to appropriate services and leaflets were distributed listing local service providers. Supportive services for people with substance use disorders or other chronic, housing related issues are not currently supported by state or federal funds. Lebanon provides \$5,000 a year to the Haven to support services at the Parkhurst housing project, and \$9,900 a year to Twin Pines Housing to provide supportive services to residents of the 198 units in Lebanon. Portfolio wide, approximately 26% of Twin Pines Housing's residents were homeless or at risk of homelessness when they applied for housing. New Hampshire's proposed 2020 budget would make Medicaid funding available for supportive services to homeless individuals.

Hanover, New Hampshire

General Welfare Assistance Coordinator, Jen Ganttrish (jen.ganttrish@hanovernh.org) has an annual budget of \$8,500 for direct client support. There is also the Tenney Fund which is limited restricted funds for scholarship and general assistance for Hanover children in need. Summer Park in Hanover offers affordable housing for seniors and disabled adults. Currently there are 24 units owned and managed by Twin Pines Housing. Twin Pines is currently re-developing the property by constructing an energy efficient, fully accessible building, and will break ground on 18 additional units in the fall of 2020. Hanover partnered with Twin Pines to

develop the Gile Hill Community, which has 61 units that are considered affordable housing based on income-eligibility. One of the ways that Hanover has worked with Twin Pines to make affordable housing available in town is by donating land for affordable housing projects. The Gile land and Summer Park were both donated to Twin Pines.

Norwich, Vermont

The town manager has not yet responded to a request for information. We will be pleased to add information at a later date.

Possibilities for a Regional Approach

Regional service providers collaborate at three levels:

1. The *Upper Valley Continuum of Care (CoC)*, also known as the Upper Valley, represents Orange and North Windsor Counties, including Hartford, in requesting federal funds through the state's process with HUD. Participating agencies meet monthly to discuss homelessness at the strategic and programmatic levels.
2. Regional service providers hold monthly meetings in Lebanon called *Housing First Work Group* to address homelessness at the community level. These meetings raise awareness, develop support, and engage potential partners such as organizations, faith-based groups, and landlords. These meetings are held in the Lebanon Town Hall and are open to the public.
3. Service providers in Hartford and Lebanon often hold working meetings to share information, plan new programs, and address the specific housing needs of individual households.

Mental Health and Supported Employment

Many people in the homeless community suffer from mental illness. Lack of employment can be an important factor in both mental illness and homelessness.

Researchers at Dartmouth College are studying new ways to deliver mental health services that could significantly impact Hartford's homeless population. Elizabeth Carpenter-Song has shown that cell phones can be an effective way to deliver treatment. Perhaps this could be tested in Hartford.

In another study, Carpenter-Song and Robert Drake, also of Dartmouth College, co-authored a paper showing that employment support can also be a cost-effective way of dealing with mental illness. Hartford's business community could be called on to offer jobs with living wages for people with criminal records, mental health needs, or physical disabilities.

Nancy Berkmeier of Dartmouth Hitchcock Medical Center has studied "communities of

opportunities” as a way of delivering supportive services to promote permanent housing. Her work in urban settings might be applied here in Hartford.

West Central Behavioral Health has Assertive Community Treatment (ACT) teams that have proven effective in delivering mental health services to homeless people in public places. Perhaps that model could be used in Hartford.

State of Homelessness/Data

The Annual Point in Time (PIT) Count is an unduplicated statewide count of persons experiencing literal homelessness on a single night in January. The PIT captures the most vulnerable population, those literally homeless and does not include those at risk of homelessness, doubled up or couch surfing. The 2019 PIT showed Windsor County, Vermont had 91 persons (51 male and 40 female) and 60 households counted. Eighty-seven individuals identified as white, one as black or African American, and three as other and/or multiple races. Twenty-two of those counted were determined to be chronically homeless. The majority (52) of those identified in the PIT were between the ages of 25 and 54. Chronically homeless are those that have been homeless for 12 months or more continuously or have had four episodes of homelessness in three years equaling at least 12 months. This was the third highest amount of chronically homeless in any county in the state. There were forty-four households without children and 13 with children. Thirty-one of the individuals identified were experiencing homelessness for the first time.

Windsor County Sub-Populations 2017 – 2019

	Households	Persons	Unsheltered	Sheltered	Domestic Violence	Severe Mental Health	Substance Use Disorder	Veterans
2017	82	118	5	113	32	43	31	3
2018	73	125	12	113	4	48	21	3
2019	60	91	5	86	7	41	26	6

**Please note that the PIT count is limited to a single night of the year. As stated earlier, there are 40-50 unsheltered people camping on any given day of the summer or fall in Hartford.*

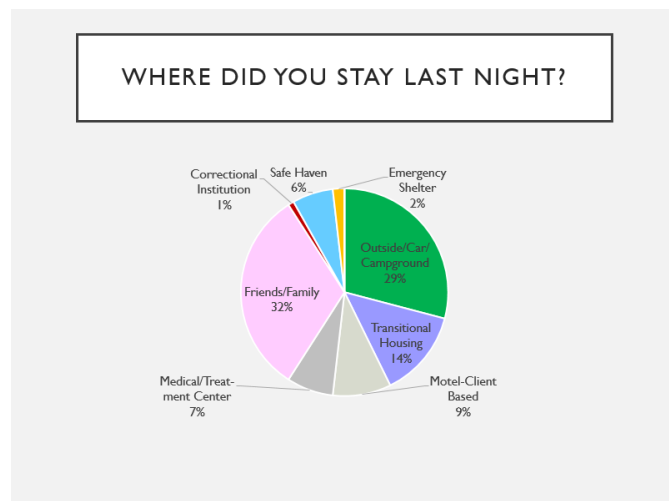
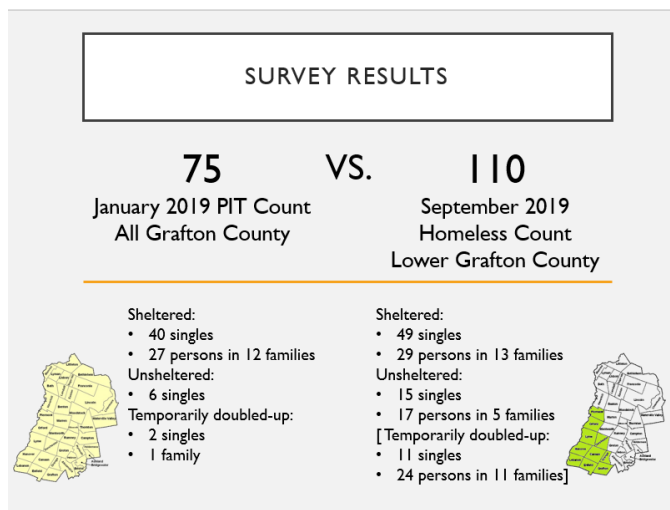
The individuals identified in the Windsor County PIT count also were dealing with chronic health conditions:

- Physical Disability (Long-Term): 23
- Mental Health (Severe and Persistent): 8
- Other Chronic Health Conditions (Long-Term): 37
- Developmental Disability: 26
- Chronic Substance Abuse (Alcohol and/or Drug): 7

Additionally, there were 40 precariously housed individuals identified in the PIT. This includes individuals who are staying with friends, living in motels, or are in danger of eviction.

Grafton County

Grafton County in New Hampshire participates in the annual Point in Time Count of Homeless Individuals also. In January 2019, seventy-five (75) people were counted. Sixty-seven people were sheltered, six were unsheltered and a few were temporarily doubled up. The City of Lebanon Social Services Department decided to undertake a second PIT in September 2019 that would be less restrictive in its definition of who should be included in the count. The “sheltered” definition would include people who were “couch surfing” or otherwise temporarily staying with friends and families. Also included were families who were lost their homes elsewhere and were now living in motels or other locations (many continued to send their children to their home school districts), people in transitional housing including drug & alcohol rehabilitation programs, people living in motels through their own payment and people receiving medical treatment. The geographic area of this second PIT was limited to lower Grafton County including Lebanon, Hanover, Enfield, Grafton, Lyme, Orford and a few other towns (see map). This PIT counted 110 people. Lebanon worked with many social service organizations to collect this information including West Central Behavioral Health, LISTEN, Tri-County Cap, the Haven, WISE, A Sacred Place, Headrest, the HIV/HCV Resource Center and the SAU 62. The charts below provide more detail.



WHERE DID YOU STAY LAST NIGHT	
Outside/Car/Campground	32
Friends/Family	35
Transitional Housing	15
Motel	10
Medical Treatment	8
Other	10
TOTAL	110

Attachment A – FY2021 Budget Request (\$15,000 – Miscellaneous Supplies/Services)

Item	Unit Cost	Volume/Number	Total Cost	Vendor/Source
Motel vouchers	\$70.00	40	\$2,800.00	Various hotels
Laundry vouchers	\$10.00	200	\$2,000.00	Various
Food vouchers	\$25.00	100	\$2,500.00	Co-op gift card
Gas cards	\$20.00	60	\$1,200.00	Gift card outlets
Sleeping bags	\$20.00	65	\$1,300.00	Walmart
First aid kits	\$3.00	100	\$300.00	Dollar stores
Laundry supplies	\$10.00	60	\$600.00	Co-op gift card
Tents	\$30.00	55	\$1,650.00	Online
Toiletries	\$5.00	200	\$1,000.00	Dollar stores
Propane tanks	\$3.00	200	\$600.00	BJ's Wholesale
Batteries/lights	\$5.00	200	\$1,000.00	Dollar stores
Total			\$14,950.00	



AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item 4.d

Submitted by: Scott Hausler, Director of Parks & Recreation

Subject: **Extension of Terms of 2016 Baseball Field Lighting Lease with Musco Finance, LLC**

Background: A 10-year municipal lease purchase is in place for the lighting system at the Maxfield Sports Complex Baseball Field. The Town is the lessee and the principle and interest payments are made in full by the Upper Valley Nighthawks New England Club Baseball League through a collaborative agreement signed by the Selectboard on the 20th of November, 2015 - Section C, Item 1 and the Musco Purchase Agreement dated the 5th of April, 2016.

Discussion: Due to the COVID-19 Pandemic and the cancelation of the Nighthawks 2020 Season, Musco Lighting offered the Nighthawks the opportunity to extend the lease by one year with the payment of interest for the current year. The Nighthawks have requested that the Town authorize the extension. The Nighthawks have paid the 2020 interest due. As the Lessee and debtor, the Town of Hartford must agree to the lease extension. A renewable and irrevocable Letter of Credit from Ledyard Bank on behalf of Nighthawks owner Jonathan C. Crane is in place through March 30, 2021. The Town will require Mr. Crane to renew the new letter of credit upon expiration.

The 2016 Equipment Lease Purchase Agreement between Musco Finance, LLC as the Lessor and the Town of Hartford as Lessee dated April 8, 2016 will be extended so that the final principle and interest payment to occur on May 30, 2027 instead of May 26, 2026.

Financial Impact: Payments made by the Upper Valley Nighthawks New England Club Baseball League to Musco Lighting, LLC for the refinance lease will be \$19,143.54 annually on May 30, 2021 through May 30, 2027.

Recommendation: Authorize the Town Manager to execute a new payment schedule for Lease Number: 0408PHAR-2 lease agreement with Musco Sports Lighting.

Town Manager

Attachments: Exhibit A - Extended Payment Schedule
2016 Lease Purchase Agreement (payment schedule on p.10 of document)
Exhibit B Municipal Certificate
Ledyard Letter of Credit Copy 033016

Exhibit A
PAYMENT SCHEDULE

RE: Equipment Lease Purchase Agreement between Musco Finance, LLC as Lessor and Town of Hartford as Lessee dated April 8, 2016, refinance date May 30, 2020.

Lease Number: 0408PHAR-2

Commencement Date: May 30, 2020

Interest Rate: 4.95%

Cost of Equipment: \$110,515.77 - \$147,364.00 (original lease)

TValue Amortization Schedule - Normal, 360 Day Year

	Payment Date	Payment Amount	Interest Portion	Principal Portion	Early Termination Purchase Option
05/30/20 Balance	05/30/2020				110,515.77
1	05/30/2021	19,143.54	5,596.37	13,547.17	96,968.60
2	05/30/2022	19,143.54	4,910.36	14,233.18	82,735.42
3	05/30/2023	19,143.54	4,189.61	14,953.93	67,781.49
4	05/30/2024	19,143.54	3,432.36	15,711.18	52,070.31
5	05/30/2025	19,143.54	2,636.77	16,506.77	35,563.54
6	05/30/2026	19,143.54	1,800.89	17,342.65	18,220.89
7	05/30/2027	19,143.54	922.65	18,220.89	0
Grand Totals		134,004.78	23,489.01	110,515.77	

LESSEE: Town of Hartford

By: _____

Title: Brannon Godfrey, Town Manager

Date: _____



Musco Sports Lighting, LLC
100 1st Ave West
PO Box 808
Oskaloosa, IA 52577-0808

INVOICE: 284495

Invoice Date: 05/24/16

Account #: 156371

Project #: 163907

Hartford Sports Complex

SOLD TO:

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

Attn: Tad Nunez

SHIP TO:

Richard Electric Inc
131 A Street
Wilder, VT 05088
USA

PLEASE DETACH AND RETURN WITH PAYMENT

INVOICE	Account #	Purchase Order #	Ship Via	Freight	Ship Date
284495	156371			Prepaid	05/24/16

Project: 163907 Hartford Sports Complex

Line	Quantity	Part Number/Description	Unit Price	Ext Price
		Billing for the lighting project for Hartford Sports Complex		137,724.00

QUESTIONS? Call (800) 825-6020 -or- E-mail AR@Musco.com

Thank You!

TERMS	SALES REPRESENTATIVE	TOTAL AMOUNT	137,724.00
Net 30	Mike Berry	AMOUNT BILLED TO DATE	0.00
A SERVICE CHARGE OF 1 1/2% PER MONTH (ANNUAL PERCENTAGE RATE OF 18%) WILL BE CHARGED ON ALL INVOICES 30 DAYS PAST DUE		UNBILLED BALANCE	0.00
REMIT TO: Musco Sports Lighting, LLC 100 1st Ave West PO Box 808 Oskaloosa, IA 52577-0808 Federal Identification Number: 42-1511754		AMOUNT DUE	137,724.00



MASTER EQUIPMENT LEASE PURCHASE AGREEMENT

LESSEE: Town of Hartford

This Master Equipment Lease Purchase Agreement, including all exhibits and schedules hereto whether currently in existence or hereafter executed (the "Agreement"), dated as of 4/8/2016, and entered into between Musco Finance, LLC ("Lessor"), and Town of Hartford, 171 Bridge Street, White River Junction, VT 05001, a body corporate and politic duly organized and existing under the laws of the State of Vermont ("Lessee");

RECITALS

WHEREAS, Lessee desires to lease from Lessor certain equipment described in the schedules to this Agreement, substantially in the form of Exhibit A hereto, that are executed from time to time by the parties hereto (such schedules are hereby incorporated herein and are hereinafter collectively referred to as the "Schedules", and the items of equipment leased to Lessee hereunder, together with all substitutions, proceeds, replacement parts, repairs, additions, attachments, accessories and replacements thereto, thereof or therefore, are hereinafter collectively referred to as the "Equipment") subject to the terms and conditions of and for the purposes set forth in this Agreement.

WHEREAS, The relationship between the parties shall be a continuing one and items of equipment may be added to or deleted from the Equipment from time to time by execution of additional Schedules by the parties hereto and as otherwise provided herein.

WHEREAS, Lessee is authorized under the constitution and laws of the State to enter into this Agreement for the purposes set forth herein.

NOW, THEREFORE, for and in consideration of the premises hereinafter contained, the parties hereby agree as follows:

ARTICLE I. REPRESENTATIONS, WARRANTIES AND COVENANTS OF LESSEE

Section 1.01. Lessee represents, covenants and warrants, for the benefit of Lessor and its assignees, as follows:

- (a) Lessee is a public body, corporate and politic, duly organized and existing under the Constitution and laws of the State.
- (b) Lessee will do or cause to be done all things necessary to preserve and keep in full force and effect its existence as a body corporate and politic. Lessee is a political subdivision of the State within the meaning of Section 103(a) of the Code or a constituted authority authorized to issue obligations on behalf of a state or local governmental unit within the meaning of the regulations promulgated pursuant to said Section of the Code.
- (c) Lessee has full power and authority under the Constitution and laws of the State to enter into this Agreement and the transactions contemplated hereby, and to perform all of its obligations hereunder.
- (d) Lessee has duly authorized the execution and delivery of this Agreement by proper action by its governing body at a meeting duly called, regularly convened and attended throughout by the requisite majority of the members thereof, or by other appropriate official approval, and all requirements have been met and procedures have occurred in order to ensure the enforceability of this Agreement.
- (e) Lessee has complied or will comply with such public bidding requirements as may be applicable to this Agreement and the acquisition by Lessee of the Equipment.
- (f) During the Lease Term, the Equipment will be used by Lessee only for the purpose of performing one or more essential governmental or proprietary functions of Lessee consistent with the permissible scope of Lessee's authority and will not be used in a trade or business of any person or entity other than Lessee.
- (g) During the Lease Term, Lessee will annually provide Lessor with current financial statements, budgets, proof of appropriation for the ensuing fiscal year and such other financial information relating to the ability of Lessee to continue this Agreement as may be reasonably requested by Lessor.
- (h) The Equipment will have a useful life in the hands of Lessee that is substantially in excess of the Original Term and all Renewal Terms.
- (i) The Equipment is, and during the Lease Term will remain personal property and when subjected to use by the Lessee, will not be or become fixtures.
- (j) The Equipment is essential to the function of the Lessee and the services provided to its citizens, and will be used throughout the period that this Agreement is in force for the purpose of performing one or more governmental or proprietary functions consistent with the permissible scope of its authority.
- (k) During the term of this Agreement, Lessee will not dispose of or sell any part of the Equipment.
- (l) Lessee has not terminated a lease, rental agreement, installment purchase contract, or any other type of such agreement in the past five (5) years as a result of insufficient funds being appropriated for payments due under such an agreement.
- (m) This Agreement constitutes the legal, valid and binding obligation of Lessee enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally.
- (n) No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default exists at the date hereof.

- (o) Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current fiscal year to make the Rental Payments scheduled to come due during the current fiscal year and to meet its other obligations under this Agreement for the current fiscal year, and such funds have not been expended for other purposes.
- (p) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body, pending or threatened against or affecting Lessee, nor to the best knowledge of Lessee is there any basis therefore, wherein an unfavorable decision, ruling or finding would materially adversely affect the transactions contemplated by this Agreement or any other document, agreement or certificate which is used or contemplated for use in the consummation of the transactions contemplated by this Agreement or materially adversely affect the financial condition or properties of Lessee.
- (q) All authorizations, consents and approvals of governmental bodies or agencies required in connection with the execution and delivery by Lessee of this Agreement or in connection with the carrying out by Lessee of its obligations hereunder have been obtained.
- (r) The entering into and performance of this Agreement or any other document or agreement contemplated hereby to which Lessee is or is to be a party will not violate any judgment, order, law or regulation applicable to Lessee or result in any breach of, or constitute a default under, or result in the creation of any lien, charge, security interest or other encumbrance on any assets of Lessee or the Equipment pursuant to any indenture, mortgage, deed of trust, bank loan or credit agreement or other instrument to which Lessee is party or by which it or its assets may be bound, except as herein provided.

ARTICLE II. DEFINITIONS

Section 2.01. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

"Agreement" means this Master Equipment Lease Purchase Agreement, including the Schedules and any other schedule or exhibit made a part hereof by the parties hereto, whether currently in existence or hereafter executed, as the same may be supplemented or amended from time to time in accordance with the terms hereof. "Code" means the Internal Revenue Code of 1986, as amended.

"Commencement Date" means, with respect to any Schedule, the date when the term of this Agreement with respect to that Schedule and Lessee's obligation to pay rent under that Schedule commence, which date shall be the earlier of (i) the date on which the Equipment listed in that Schedule is accepted by Lessee in the manner described in an Acceptance Certificate substantially in the form of Exhibit D hereto, or (ii) the date on which sufficient moneys to purchase the Equipment listed in that Schedule are deposited by Lessor for that purpose

"Equipment" means the property described in the Schedules and all replacements, substitutions, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto. Whenever reference is made in this Agreement to Equipment listed in a Schedule, that reference shall be deemed to include all replacements, repairs, restorations, modifications and improvements of or to that Equipment.

"Event of Default" means, with respect to any Lease, an Event of Default described in Section 10.01.

"Lease" means, at any time, (i) if none of Lessor's interest in, to and under any Schedule has been assigned pursuant to Section 9.01, or if all of Lessor's interest in, to and under this Agreement and all Schedules have been assigned to the same assignee without any reassignment, this Agreement, or (ii) if Lessor's interest in, to and under any Schedule or Schedules has been assigned or reassigned pursuant to Section 9.01, all Schedules that have the same Lessor and this Agreement as it relates to those Schedules and the Equipment listed therein, which shall constitute a separate single lease relating to that Equipment.

"Lease Term" means, with respect to any Lease, the Original Term and all Renewal Terms of that Lease.

"Lessee" means the entity which is described in the first paragraph of this Agreement, its successors and assigns.

"Lessor" means, with respect to each Schedule and the Lease of which that Schedule is a part, (i) if Lessor's interest in, to and under that Schedule has not been assigned pursuant to Section 9.01, the entity described as such in the first paragraph of this Agreement or its successor, or (ii) if Lessor's interest in, to and under that Schedule has been assigned pursuant to Section 9.01, the assignee thereof or its successor.

"Net Proceeds" means the amount remaining from the gross proceeds of any insurance claim or condemnation award after deducting all expenses (including attorneys' fees) incurred in the collection of such claim or award.

"Original Term" means, with respect to any Lease, the period from the first Commencement Date for any Schedule under that Lease until the end of the fiscal year of Lessee in effect at that Commencement Date.

"Purchase Price" means, with respect to the Equipment listed on any Schedule, the amount set forth in that Schedule as the Purchase Price for that Equipment.

"Renewal Terms" means, with respect to any Lease, the automatic renewal terms of that Lease, as provided for in Article III of this Agreement, each having a duration of one year and a term co-extensive with the Lessee's fiscal year except the last of such automatic renewal terms which shall end on the due date of the last Rental Payment set forth in the Schedule.

"Rental Payments" means the basic rental payments payable by Lessee pursuant to Section 4.02.

"State" means the state in which Lessee is located.

"Vendor" means the manufacturer of the Equipment as well as the agents or dealers of the manufacturer from whom Lessor purchased or is purchasing the Equipment.

ARTICLE III. LEASE TERM

Section 3.01. Lease of Equipment. Lessor hereby demises, leases and lets to Lessee, and Lessee rents, leases and hires from Lessor, the Equipment listed in each Schedule in accordance with this Agreement and that Schedule for the Lease Term for the Lease of which that Schedule is a part. The Lease Term for each Lease may be continued at the end of the Original Term or any Renewal Term for an additional Renewal Term; provided, however, that at the end of the Original Term and at the end of each Renewal Term, Lessee shall be deemed to have continued that Lease for the next Renewal Term unless Lessee shall have terminated that Lease pursuant to Section 4.06 or Section 5.04. The terms and conditions during any Renewal Term shall be the same as the terms and conditions during the Original Term, except that the Rental Payments shall be as provided in the Schedules. Lessor hereby covenants to provide Lessee during the Lease Term with quiet use and enjoyment of the Equipment, and Lessee shall during the Lease Term peaceably and quietly have and hold and enjoy the Equipment, without suit, trouble or hindrance from Lessor, except as expressly set forth in this Agreement.

Section 3.02. Continuation of Lease Term. Lessee currently intends, subject to Section 4.06, to continue the Lease Term for each Lease through the Original Term and all of the Renewal Terms and to pay the Rental Payments hereunder. Lessee reasonably believes that legally available funds in an amount sufficient to make all Rental Payments during the Lease Term for each Lease can be obtained. The responsible financial officer of Lessee shall do all things lawfully within his or her power to obtain and maintain funds from which the Rental Payments may be made, including making provision for the Rental Payments to the extent necessary in each proposed annual budget submitted for approval in accordance with applicable procedures of Lessee and to exhaust all available reviews and appeals in the event such portion of the budget is not approved. Notwithstanding the foregoing, the decision whether or not to budget or appropriate funds or to extend a Lease for any Renewal Term is solely within the discretion of the then current governing body of Lessee.

Section 3.03. Return of Equipment on Termination. Upon expiration or earlier termination of any Schedule under any provision of this Agreement at a time when Lessee does not exercise its option to purchase the Equipment described in that Schedule under the provisions of this Agreement, Lessee shall deliver, at Lessee's expense, the Equipment described in that Schedule to Lessor in the same condition as existed at the Commencement Date, ordinary wear and tear expected, packaged or otherwise prepared in a manner suitable by shipment by truck or rail common carrier at a location specified by Lessor.

Section 3.04. Conditions to Lessor's Performance Under Schedules. As a prerequisite to the performance by Lessor of any of its obligations pursuant to the execution and delivery of any Schedule, Lessee shall deliver to Lessor the following:

- (a) A Municipal Certificate executed by the Clerk or Secretary or other comparable officer of Lessee, in substantially the form attached hereto as Exhibit B, completed to the satisfaction of Lessor;

- (b) An Opinion of Counsel to Lessee in substantially the form attached hereto as Exhibit C respecting such Schedule and otherwise satisfactory to Lessor;
- (c) All documents, including financing statements, affidavits, notices and similar instruments, in form satisfactory to Lessor, which Lessor deems necessary or appropriate at that time;
- (d) Such other items, if any, as are set forth in such Schedule or are reasonably required by Lessor.

This Agreement is not a commitment by Lessor to enter into any Schedule not currently in existence, and nothing in this Agreement shall be construed to impose any obligation upon Lessor to enter into any proposed Schedule, it being understood that whether Lessor enters into any proposed Schedule shall be a decision solely within Lessor's discretion.

Lessee will cooperate with Lessor in Lessor's review of any proposed Schedule. Without limiting the foregoing, Lessee will provide Lessor with any documentation or information Lessor may request in connection with Lessor's review of any proposed Schedule. Such documentation may include, without limitation, documentation concerning the Equipment and its contemplated use and location and documentation or information concerning the financial status of Lessee and other matters related to Lessee.

ARTICLE IV. RENTAL PAYMENTS

Section 4.01. Rental Payments to Constitute a Current Expense of Lessee. Lessor and Lessee understand and intend that the obligation of Lessee to pay Rental Payments hereunder shall constitute a current expense of Lessee and shall not in any way be construed to be a debt of Lessee in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by Lessee, nor shall anything contained herein constitute a pledge of the general tax revenues, funds or monies of Lessee.

Section 4.02. Payment of Rental Payments. Lessee shall pay Rental Payments, exclusively from legally available funds, in lawful money of the United States of America to Lessor or, in the event of assignment by Lessor, to its assignee, in the amounts and on the dates set forth in each Schedule. Rental Payments shall be in consideration for Lessee's use of the Equipment during the applicable year in which such payments are due. The Rental Payments will be payable without notice or demand at the office of Lessor (or such other place as Lessor may from time to time designate in writing). If any Rental Payment or other sum payable under any Schedule is not paid when due, Lessee shall pay to Lessor accrued interest on such delinquent amount from the date due thereof until paid at the greater of 18% or the maximum rate allowed by law. In the event that it is determined that any of the interest components of Rental Payments may not be excluded from gross income for purposes of federal income taxation, Lessee agrees to pay to Lessor promptly after any such determination and on the date of each Rental Payment thereafter an additional amount determined by Lessor to compensate Lessor for the loss of such excludability (including without limitation, compensation relating to interest expense, penalties or additions to tax), which determination shall be conclusive absent manifest error.

Section 4.03. Interest and Principal Components. A portion of each Rental Payment is paid as, and represents payment of, interest, and the balance of each Rental Payment is paid as, and represents payment of, principal. Each Schedule will set forth the interest component and the principal component of each Rental Payment during the Lease Term.

Section 4.04. Rental Payments to be Unconditional. The obligations of Lessee to make payment of the Rental Payments required under this Article IV and other sections hereof, and to perform and observe the covenants and agreements contained herein, shall be absolute and unconditional in all events, except as expressly provided under this Agreement. Notwithstanding any dispute between Lessee and Lessor, any Vendor or any other dispute between Lessee and Lessor, any Vendor or any other person, Lessee shall make all payments of Rental Payments when due and shall not withhold any Rental Payments pending final resolution of such dispute, nor shall Lessee assert any right of set-off or counterclaim against its obligation to make such payments required under this Agreement. Lessee's obligation to make Rental Payments during the Original Term or the then-current Renewal Term for each Schedule shall not be abated through accident or unforeseen circumstances.

Section 4.05. Continuation of Lease Term by Lessee. Lessee intends, subject to the provisions of Section 4.06, to continue the Lease Term for each Lease through the Original Term and all of the Renewal Terms and to pay the Rental Payments hereunder. Lessee reasonably believes that legally available funds of an amount sufficient to make all Rental Payments during the Original Term and each of the Renewal Terms for each Lease can be obtained. Lessee further intends to do all things lawfully within its power to obtain and maintain funds from which the Rental Payments may be made, including making provision for such payments to the extent necessary in each biannual or annual budget submitted and adopted in accordance with applicable provisions of state law, to have such portion of the budget approved, and to exhaust all available reviews and appeals in the event such portion of the budget is not approved.

Section 4.06. Nonappropriation. Lessee is obligated only to pay such Rental Payments under this Agreement as may lawfully be made from funds budgeted and appropriated for that purpose during Lessee's then current fiscal year. Should Lessee fail to budget, appropriate or otherwise make available funds to pay Rental Payments under a Lease following the then current Original Term or Renewal Term, that Lease shall be deemed terminated at the end of the then current Original Term or Renewal Term. Lessee agrees to deliver written notice to Lessor of such termination at least 60 days prior to the end of the then current Original Term or Renewal Term, but failure to give such written notice shall not extend the term beyond such Original Term or Renewal Term.

ARTICLE V. TITLE TO EQUIPMENT; SECURITY INTEREST; OPTION TO PURCHASE

Section 5.01. Title to the Equipment. Upon acceptance of the Equipment by Lessee, title to the Equipment and any and all additions, repairs, replacements or modifications shall vest in Lessee, subject to the rights of Lessor under this Agreement; provided that title to the Equipment that is subject to any Lease shall thereafter immediately and without any action by Lessee vest in Lessor, and Lessee shall immediately surrender possession of that Equipment to Lessor, upon (a) any termination of that Lease other than termination pursuant to Section 5.04, or (b) the occurrence of an Event of Default with respect to that Lease. It is the intent of the parties hereto that any transfer of title to Lessor pursuant to this Section shall occur automatically without the necessity of any bill of sale, certificate of title or other instrument of conveyance. Lessee shall, nevertheless, execute and deliver any such instruments as Lessor may request to evidence such transfer.

Section 5.02. Security Interest. To secure the payment of all Lessee's obligations under this Agreement, Lessee grants to Lessor a security interest constituting a first lien on the Equipment and on all additions, attachments, accessions, that are considered to be an integral part of the equipment, and substitutions thereto, and on any proceeds therefrom. Lessee agrees to execute such additional documents, in form satisfactory to Lessor, which Lessor deems necessary or appropriate to establish and maintain its security interest in the Equipment. Lessee hereby authorizes the filing of financing statements under the Uniform Commercial Code in connection with the security interest granted hereunder.

Section 5.03. Personal Property. Lessor and Lessee agree that the Equipment is and will remain personal property and will not be deemed to be affixed to or a part of the real estate on which it may be situated, notwithstanding that the Equipment or any part thereof may be or hereafter become in any manner physically affixed or attached to real estate or any building thereon. Upon the request of Lessor, Lessee will, at Lessee's expense, furnish a waiver of any interest in the Equipment from any party having an interest in any such real estate or building.

Section 5.04. Option to Purchase. Lessee shall have the option to purchase Lessor's interest in all (but not less than all) of the Equipment described in any Schedule, upon giving written notice to Lessor at least 60 (but not more than 180) days before the date of purchase, at the following times and upon the following terms:

- (a) On the date of the last Rental Payment set forth in that Schedule (assuming this Agreement is renewed at the end of the Original Term and each Renewal Term), if the Agreement is still in effect on such day, upon payment in full to Lessor of the Rental Payments and all other amounts then due under that Schedule plus One Dollar;
- (b) On the last day of the Original Term or any Renewal Term then in effect, upon payment in full to Lessor of the Rental Payments and all other amounts then due under that Schedule plus the then applicable Purchase Price set forth in that Schedule; or
- (c) In the event of substantial damage to or destruction or condemnation of substantially all of the Equipment listed in that Schedule on the day

specified in Lessee's written notice to Lessor of its exercise of the purchase option upon payment in full to Lessor of the Rental Payments and all other amounts then due under that Schedule plus the then applicable Purchase Price set forth in that Schedule.

ARTICLE VI. DELIVERY, MAINTENANCE; MODIFICATION; TAXES; INSURANCE AND OTHER CHARGES

Section 6.01. Delivery, Installation and Acceptance of Equipment. Lessee shall order the Equipment, cause the Equipment to be delivered and installed at the locations specified in the Schedules and pay any and all delivery and installation costs in connection therewith. When the Equipment listed in any Schedule has been delivered and installed, Lessee shall immediately accept such Equipment and evidence said acceptance by executing and delivering to Lessor an acceptance certificate in the form attached hereto as Exhibit D.

Section 6.02. Location; Inspection. Once installed, no item of the Equipment will be moved from the location specified for it in the Schedule on which that item is listed without Lessor's consent, which consent shall not be unreasonably withheld. Lessor shall have the right at all reasonable times during regular business hours to enter into and upon the property of Lessee for the purpose of inspecting the Equipment.

Section 6.03. Maintenance of Equipment by Lessee. Lessee agrees that at all times during the Lease Term Lessee will, at Lessee's own cost and expense, maintain, preserve and keep the Equipment in good repair, working order and condition, and that Lessee will from time to time make or cause to be made all necessary and proper repairs, replacements and renewals. Lessor shall have no responsibility in any of these matters, or for the making of improvements or additions to the Equipment.

Section 6.04. Liens, Taxes, Other Governmental Charges and Utility Charges. Lessee shall keep the Equipment free of all liens, charges and encumbrances except those created by this Agreement. The parties to this Agreement contemplate that the Equipment will be used for a governmental or proprietary purpose of Lessee and, therefore, that the Equipment will be exempt from all taxes presently assessed and levied with respect to personal property. In the event that the use, possession or acquisition of the Equipment is found to be subject to taxation in any form (except for income taxes of Lessor), Lessee will pay, as the same respectively come due, all taxes and governmental charges of any kind whatsoever that may at any time be lawfully assessed or levied against or with respect to the Equipment and any equipment or other property acquired by Lessee in substitution for, as a renewal or replacement of, or a modification, improvement or addition to the Equipment, as well as all gas, water, steam, electricity, heat, power, telephone, utility and other charges incurred in the operation, maintenance, use, occupancy and upkeep of the Equipment; provided that, with respect to any governmental charges that may lawfully be paid in installments over a period of years, Lessee shall be obligated to pay only such installments as have accrued during the Lease Term.

Section 6.05. Provisions Regarding Insurance. At its own expense, Lessee shall maintain (a) casualty insurance insuring the Equipment against loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State, and any other risks reasonably required by Lessor, in an amount at least equal to the then applicable Purchase Price of the Equipment, (b) liability insurance that protects Lessor from liability in all events in form and amount satisfactory to Lessor and (c) workers' compensation coverage as required by the laws of the State; provided that, with Lessor's prior written consent, Lessee may self-insure against the risks described in clauses (a) and (b). All insurance proceeds from casualty losses shall be payable as hereinafter provided. Lessee shall furnish to Lessor certificates evidencing such coverage throughout the Lease Term. All such casualty and liability insurance shall be with insurers that are acceptable to Lessor, shall name Lessor as a loss payee and an additional insured, respectively, and shall contain a provision to the effect that such insurance shall not be canceled or modified materially without first giving written notice thereof to Lessor at least 30 days in advance of such cancellation or modification. All such casualty insurance shall contain a provision making any losses payable to Lessee and Lessor as their respective interests may appear.

Section 6.06. Advances. In the event Lessee shall fail to maintain the full insurance coverage required by this Agreement or shall fail to keep the Equipment in good repair and operating condition, Lessor may (but shall be under no obligation to) purchase the required insurance and pay the premiums on the same or may make such repairs or replacements as are necessary and provide for payment thereof; and all amounts so advanced therefore by Lessor shall constitute additional rent for the then-current Original Term or Renewal Term, and Lessee covenants and agrees to pay such amounts so advanced by Lessor with interest thereon from the date advanced until paid at the rate of 18% per annum or the maximum interest rate permitted by law, whichever is less.

ARTICLE VII. DAMAGE, DESTRUCTION AND CONDEMNATION: USE OF NET PROCEEDS

Section 7.01. Risk of Loss. Lessee is responsible for the entire risk of loss of or damage or destruction to the Equipment. No such loss, damage or destruction shall relieve Lessee of any obligation under this Agreement or any Lease.

Section 7.02. Damage, Destruction and Condemnation. If (a) the Equipment listed on any Schedule or any portion thereof is destroyed, in whole or in part, or is damaged by fire or other casualty or (b) title to, or the temporary use of, the Equipment or any part thereof shall be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm or corporation acting pursuant to governmental authority, Lessee and Lessor will cause the Net Proceeds of any insurance claim or condemnation award to be applied to the prompt replacement, repair, restoration, modification or improvement of that Equipment, unless Lessee shall have exercised its option to purchase that Equipment pursuant to Section 5.04. Any balance of the Net Proceeds remaining after such work has been completed shall be paid to Lessee.

Section 7.03. Insufficiency of Net Proceeds. If the Net Proceeds are insufficient to pay in full the cost of any replacement, repair, restoration, modification or improvement referred to in Section 7.02, Lessee shall either complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds, unless Lessee, pursuant to Section 5.04, purchases Lessor's interest in the Equipment destroyed, damaged or taken and any other Equipment listed in the same Schedule. The amount of the Net Proceeds, if any, remaining after completing such repair, restoration, modification or improvement or after purchasing Lessor's interest in the Equipment shall be retained by Lessee. If Lessee shall make any payments pursuant to this Section, Lessee shall not be entitled to any reimbursement therefor from Lessor nor shall Lessee be entitled to any diminution of the amounts payable under Article IV.

ARTICLE VIII. DISCLAIMER OF WARRANTIES; VENDOR'S WARRANTIES; USE OF THE EQUIPMENT

Section 8.01. Disclaimer of Warranties. LESSEE HAS SELECTED THE EQUIPMENT AND THE VENDORS. LESSOR MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE OR FITNESS FOR USE OF THE EQUIPMENT, OR WARRANTY OR REPRESENTATION WITH RESPECT THERETO. In no event shall Lessor be liable for an incidental, indirect, special or consequential damage in connection with or arising out of this Agreement or the existence, furnishing, functioning or Lessee's use of any item or products or service provided for in this Agreement.

Section 8.02. Vendor's Warranties. Lessor hereby irrevocably appoints Lessee its agent and attorney-in-fact during the Lease Term, so long as Lessee shall not be in default hereunder, to assert from time to time whatever claims and rights, including warranties of the Equipment, which Lessor may have against the Vendor of the Equipment. Lessee's sole remedy for the breach of such warranty, indemnification or representation shall be against the Vendor of the Equipment, and not against Lessor, nor shall such matter have any effect whatsoever on the rights and obligations of Lessor with respect to this Agreement, including the right to receive full and timely payments hereunder. Lessee expressly acknowledges that Lessor makes, and has made, no representation or warranties whatsoever as to the existence or availability of such warranties of the Vendor of the Equipment.

Section 8.03. Use of the Equipment. Lessee will not install, use, operate or maintain the Equipment improperly, carelessly, in violation of any applicable law or in a manner contrary to that contemplated by this Agreement. Lessee shall provide all permits and licenses, if any, necessary for the installation and operation of the Equipment. In addition, Lessee agrees to comply in all respects (including, without limitation, with respect to the use, maintenance and operation of each item of the Equipment) with all laws of the jurisdictions in which its operations involving any item of Equipment may extend and any legislative, executive, administrative or judicial body exercising any power or jurisdiction over the items of the Equipment; provided, however, that Lessee may contest in good faith the validity or application of any such law or rule in any reasonable manner which does not, in the opinion of Lessor, adversely

affect the title of Lessor in and to any of the items of the Equipment or its interest or rights under this Agreement.

Section 8.04. Essential Nature of the Equipment. Lessee confirms and affirms that the Equipment is essential to the function of Lessee and the services provided to its citizens, that there is an immediate need for the Equipment which is not temporary or expected to diminish in the foreseeable future, and that Lessee will use substantially all the Equipment for the purpose of performing one or more governmental or proprietary functions consistent with the permissible scope of its authority.

ARTICLE IX. ASSIGNMENT, SUBLEASING, INDEMNIFICATION, MORTGAGING AND SELLING

Section 9.01. Assignment by Lessor. Lessor's interest in, to and under this Agreement, any Lease and the Equipment may be assigned and reassigned in whole or in part to one or more assignees by Lessor at any time subsequent to its execution. Lessee hereby agrees to maintain a written record of each such assignment in form necessary to comply with Section 149(a) of the Code. No such assignment shall be binding on Lessee until it has received written notice from Lessor of the assignment disclosing the name and address of the assignee. Lessee agrees to execute all documents, including chattel mortgages or financing statements that may be reasonably requested by Lessor or any assignee to protect its interests in the Equipment and in this Agreement. Lessee shall not have the right to and shall not assert against any assignee any claim, counterclaim, defense, set-off or other right Lessee may have from time to time against Lessor.

Section 9.02. Assignment and Subleasing by Lessee. None of Lessee's interest in, to and under this Agreement and in the Equipment may be sold, assigned or encumbered by Lessee without the prior written consent of Lessor.

Section 9.03. Release and Indemnification Covenants. To the extent permitted by law, Lessee shall indemnify, protect, hold harmless, save and keep harmless Lessor from and against any and all liabilities, obligations, losses, claims and damages whatsoever, regardless of cause thereof, and all expenses in connection therewith (including, without limitation, counsel fees and expenses, penalties connected therewith imposed on interest received) arising out of or as (a) result of the entering into of this Agreement, (b) the ownership of any item of the Equipment, (c) the manufacture, ordering, acquisition, use, operation, condition, purchase, delivery, rejection, storage or return of any item of the Equipment, (d) or any accident in connection with the operation, use, condition, possession, storage or return of any item of the Equipment resulting in damage to property or injury to or death to any person, and/or (e) the breach of any covenant herein or any material misrepresentation contained herein. The indemnification arising under this paragraph shall continue in full force and effect notwithstanding the full payment of all obligations under this Agreement or the termination of the Lease Term for any reason.

ARTICLE X. EVENTS OF DEFAULT AND REMEDIES

Section 10.01. Events of Default Defined. Subject to the provisions of Section 4.06, any of the following events shall constitute an "Event of Default" under any Lease:

- (a) Failure by Lessee to pay any Rental Payment or other payment required to be paid under that Lease at the time specified in that Lease;
- (b) Failure by Lessee to observe and perform any covenant, condition or agreement on its part to be observed or performed under that Lease, other than as referred to in subparagraph (a) above, for a period of 30 days after written notice specifying such failure and requesting that it be remedied is given to Lessee by Lessor, unless Lessor shall agree in writing to an extension of such time prior to its expiration; provided that, if the failure stated in the notice cannot be corrected within the applicable period, Lessor will not unreasonably withhold its consent to an extension of such time if corrective action is instituted by Lessee within the applicable period and diligently pursued until the default is corrected;
- (c) Any statement, representation or warranty made by Lessee in or pursuant to that Lease or its execution, delivery or performance shall prove to have been false, incorrect, misleading or breached in any material respect on the date when made;
- (d) Any provision of that Lease shall at any time for any reason cease to be valid and binding on Lessee, or shall be declared to be null and void, or the validity or enforceability thereof shall be contested by Lessee or any governmental agency or authority if the loss of such provision would materially adversely affect the rights or security of Lessor, or Lessee shall deny that it has any further liability or obligation under that Lease.
- (e) Lessee shall (i) apply for or consent to the appointment of a receiver, trustee, custodian or liquidator of Lessee, or of all or a substantial part of the assets of Lessee, (ii) be unable, fail or admit in writing its inability generally to pay its debts as they become due, (iii) make a general assignment for the benefit of creditors, (iv) have an order for relief entered against it under applicable federal bankruptcy law, or (v) file a voluntary petition in bankruptcy or a petition or an answer seeking reorganization or an arrangement with creditors or taking advantage of any insolvency law or any answer admitting the material allegations of a petition filed against Lessee in any bankruptcy, reorganization or insolvency proceeding; or
- (f) An order, judgment or decree shall be entered by any court of competent jurisdiction, approving a petition or appointing a receiver, trustee, custodian or liquidator of Lessee or of all or a substantial part of the assets of Lessee, in each case without its application, approval or consent, and such order, judgment or decree shall continue unstayed and in effect for any period of 30 consecutive days.

Section 10.02. Remedies on Default. Whenever any Event of Default under any Lease exists, Lessor shall have the right, at its sole option without any further demand or notice, to take one or any combination of the following remedial steps:

- (a) By written notice to Lessee, declare all Rental Payments and other amounts payable by Lessee under that Lease to the end of the then current Original Term or Renewal Term to be due;
- (b) With or without terminating that Lease, Lessor may, upon 5 days written notice to Lessee, enter the premises where any Equipment that is subject to that Lease is located and retake possession of that Equipment or require Lessee at Lessee's expense to promptly return any or all of the Equipment to the possession of Lessor at such place within the United States as Lessor shall specify, and sell or lease the Equipment or, for the account of Lessee, sublease the Equipment, continuing to hold Lessee liable for the difference between (i) the Rental Payments and other amounts payable by Lessee under that Lease plus the then-applicable Purchase Price for that Equipment and (ii) the net proceeds of any such sale, leasing or subleasing (after deducting all expenses of Lessor in exercising its remedies under this Agreement, including without limitation all expenses of taking possession, storing, reconditioning and selling or leasing the Equipment and all brokerage, auctioneers' and attorneys' fees) provided that the amount of Lessee's liability under this subparagraph (b) shall not exceed the Rental Payments and other amounts otherwise due under that Lease plus the remaining Rental Payments and other amounts payable by Lessee under that Lease to the end of the then current Original Term or Renewal Term; and
- (c) Lessor may take whatever action at law or in equity may appear necessary or desirable to enforce its rights under that Lease or as the owner of any or all of the Equipment that is subject to that Lease.

In addition, whenever an Event of Default exists with respect to any Rental Payment required by a particular Schedule or with respect to any other payment, covenant, condition, agreement, statement, representation or warranty set forth in that Schedule or applicable to that Schedule or the Equipment listed therein, Lessor shall have the right, at its sole option without any further demand or notice, to take one or any combination of the following remedial steps:

- (a) By written notice to Lessee, Lessor may declare all Rental Payments payable by Lessee pursuant to that Schedule and other amounts payable by Lessee under this Agreement to the end of the then current Original Term or Renewal Term to be due;
- (b) With or without terminating that Schedule, Lessor may, upon 5 days written notice to Lessee, enter the premises where the Equipment listed in that Schedule is located and retake possession of that Equipment or require Lessee at Lessee's expense to promptly return any or all of that Equipment to the possession of Lessor at such place within the United States as Lessor shall specify, and sell or lease that Equipment or, for the account of Lessee, sublease that Equipment, continuing to hold Lessee liable for the difference between (i) the Rental Payments payable by Lessee pursuant to that Schedule and other amounts related to that Schedule or the Equipment listed therein that are payable by Lessee hereunder plus the then applicable Purchase Price for that Equipment, and (ii) the net proceeds of any such sale, leasing or subleasing (after deducting all expenses of Lessor in exercising its remedies under this Agreement, including without limitation all expenses of taking possession, storing, reconditioning and selling or leasing such Equipment and all brokerage, auctioneers' and attorneys' fees) provided that the amount of Lessee's liability under this subparagraph (b) shall not exceed the Rental Payments and other amounts otherwise due under that

Schedule plus the remaining Rental Payments and other amounts payable by Lessee under that Schedule to the end of the then current Original Term or Renewal Term; and

- (c) Lessor may take whatever action at law or in equity may appear necessary or desirable to enforce its rights under that Schedule, this Agreement with respect to that Schedule and the Equipment listed therein.

In addition to the remedies specified above, Lessor may charge interest on all amounts due to it at the rate of 18% per annum or the maximum amount permitted by law, whichever is less. The exercise of any such remedies respecting any such Event of Default shall not relieve Lessee of any other liabilities under any other Schedules, this Agreement related to any other Schedule or the Equipment listed therein.

Section 10.03. No Remedy Exclusive. No remedy conferred upon or reserved to Lessor by this Article is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this lease. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof but any such right and power may be exercised from time to time and as often as may be deemed expedient by Lessor or its assignee.

Section 10.04. Agreement to Pay Attorneys' Fees and Expenses. If Lessee should default under any of the provisions hereof and Lessor should employ attorneys or incur other expenses for the collection of moneys or for the enforcement of performance or observance of any obligation or agreement on the part of Lessee contained in this Agreement, Lessee agrees, to the extent it is permitted by law to do so, that it will, if assessed by a court of competent jurisdiction, pay to Lessor the reasonable fees of those attorneys and other reasonable expenses so incurred by Lessor.

Section 10.05. Application of Moneys. Any net proceeds from the exercise of any remedy hereunder (after deducting all expenses of Lessor in exercising such remedies including without limitation all expenses of taking possession, storing, reconditioning and selling or leasing Equipment and all brokerage, auctioneer's or attorney's fees) shall be applied as follows:

- (a) If such remedy is exercised solely with respect to a single Schedule, Equipment listed in that Schedule or rights under the Agreement related to that Schedule, then to amounts due pursuant to that Schedule and other amounts related to that Schedule or that Equipment.
- (b) If such remedy is exercised with respect to more than one Schedule, Equipment listed in more than one Schedule or rights under the Agreement related to more than one Schedule, then to amounts due pursuant to those Schedules pro rata.

ARTICLE XI. MISCELLANEOUS

Section 11.01. Notices. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business.

Section 11.02. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon Lessor and Lessee and their respective successors and assigns. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written instrument signed by the Lessor and the Lessee; nor shall any such amendment that affects the rights of Lessor's assignee be effective without such assignee's consent. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 11.03. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State.

Section 11.04. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 11.06. Execution in Counterparts; Chattel Paper. This Agreement, including in writing each Schedule, may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument; except (1) to the extent that various Schedules and this Agreement as it relates thereto constitutes separate Leases as provided in this Agreement and (2) that Lessor's interest in, to and under any Schedule and the Agreement as it relates to that Schedule, and the Equipment listed in that Schedule may be sold or pledged only by delivering possession of the original counterpart of that Schedule marked "Counterpart No. 1," which Counterpart No. 1 shall constitute chattel paper for purposes of the Uniform Commercial Code.

Section 11.07. Usury. The parties hereto agree that the charges in this Agreement and any Lease shall not be a violation of usury or other law. Any such excess charge shall be applied in such order as to conform this Agreement and such Lease to such applicable law.

Section 11.08. Jury Trial Waiver. TO THE EXTENT PERMITTED BY LAW, LESSEE AGREES TO WAIVE ITS RIGHT TO A TRIAL BY JURY.

Section 11.09. Facsimile Documentation. Lessee agrees that a facsimile copy of this Agreement or any Lease with facsimile signatures may be treated as an original and will be admissible as evidence of this Agreement or such Lease.

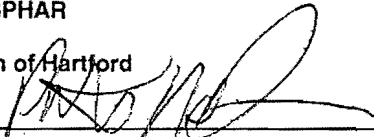
Section 11.10. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

IN WITNESS WHEREOF, Lessor and Lessee have caused this Agreement to be executed in their names by their duly authorized representatives as of the date first above written.

Lease No. 0408PHAR

LESSEE: Town of Hartford

By X



Witness



Title Patrick MacQueen, Interim Town Manager

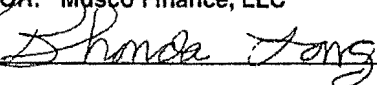
Title Rita Donaldson, Interim Finance Director

Date X

4/18/2016

LESSOR: Musco Finance, LLC

By



Title Rhonda Long, Operations Administrator

Date

4.25.2016

ADDITIONAL AUTHORIZED SIGNERS

In addition to the signers of the Lease Agreement, the Lessee also approves the following individuals as authorized signers that may verify receipt, delivery and good condition of all the Equipment described in this Lease and accepts the Equipment in accordance with the terms and conditions of this Lease and authorizes payment to the vendor; and agrees that Lessor has fully and satisfactorily performed all covenants and conditions to be performed by under the Lease.

Additional Signer: ☒ TAD NUNEZ Additional Signer: ☐ _____
Title: ☒ DIRECTOR OF PARK & RECREATION Title: ☐ _____

ATTACHMENT 1

EQUIPMENT DESCRIPTION

Description

Musco's Light-Structure Green system consisting of (44) 1500 watt metal halide factory-aimed and assembled luminaries; (4) 70' galvanized steel poles; (2) 80' galvanized steel poles; and (1) Control-Link Control & Monitoring System

X

Initial Here



ATTACHMENT 2 PAYMENT SCHEDULE

RE: Municipal Lease Purchase Agreement between Musco Finance, LLC as Lessor and Town of Hartford as Lessee dated 4/8/2016.

Lease Number: 0408PHAR

Interest Rate: 4.95%

Commencement Date: 5/30/2016

Cost of Equipment: \$147,364.00

AMORTIZATION SCHEDULE - Normal Amortization, 360 Day Year

Payment Number	Payment Date	Payment Amount	Interest Portion	Principal Portion	Early Termination Purchase Option
1	5/30/2017	\$19,143.54	\$7,462.31	\$11,681.23	\$135,682.77
2	5/30/2018	\$19,143.54	\$6,870.79	\$12,272.75	\$123,410.02
3	5/30/2019	\$19,143.54	\$6,249.31	\$12,894.23	\$110,515.79
4	5/30/2020	\$19,143.54	\$5,596.37	\$13,547.17	\$96,968.62
5	5/30/2021	\$19,143.54	\$4,910.36	\$14,233.18	\$82,735.44
6	5/30/2022	\$19,143.54	\$4,189.61	\$14,953.93	\$67,781.51
7	5/30/2023	\$19,143.54	\$3,432.36	\$15,711.18	\$52,070.33
8	5/30/2024	\$19,143.54	\$2,636.77	\$16,506.77	\$35,563.56
9	5/30/2025	\$19,143.54	\$1,800.89	\$17,342.65	\$18,220.91
10	5/30/2026	\$19,143.54	\$922.63	\$18,220.91	\$0.00
Grand Totals		\$191,435.40	\$44,071.40	\$147,364.00	

LESSEE: Town of Hartford

By X 

Title Patrick MacQueen, Interim Town Manager

Date X 4/18/16

EXHIBIT A

SCHEDULE OF EQUIPMENT NO. 01

COUNTERPART NO. 1

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

Re: Master Equipment Lease Purchase Agreement, dated as of 4/8/2016, between Musco Finance, LLC, as Lessor, and Town of Hartford, as Lessee.

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

Lease Number: 0408PHAR

LESSEE: Town of Hartford

By X

Title Patrick MacQueen, Interim Town Manager

Date 4-18-16

Witness

Rita Donaldson, Interim Finance Director

LESSOR: Musco Finance, LLC

By

Title Rhonda Long, Operations Administrator

Date 4-25-2016

LAW OFFICES
C. ROBERT MANBY, JR., P.C.
220 HOLIDAY DRIVE, SUITE 6
P.O. Box 858
WHITE RIVER JUNCTION, VERMONT 05001-0858

C. ROBERT MANBY, JR.

TELEPHONE
802-295-9347
FAX
802-295-8790
E-MAIL
WGM@WGMLEGAL.COM

April 18, 2016

Exhibit C
Opinion of Lessee's Counsel

Lessee: Town of Hartford

Musco Finance, LLC
100 1st Avenue West
Oskaloosa, IA 52577

RE: MUSCO FINANCE, LLC LESSOR AGREEMENT WITH TOWN OF
HARTFORD, VERMONT LESSEE LEASE NO. 0408PHAR

Gentlemen:

As legal counsel to Town of Hartford (the "Lessee"), I have examined (a) an executed counterpart of a certain Master Equipment Lease Purchase Agreement, dated as of 4/8/2016, and Exhibits thereto by and between Musco Finance, LLC (the "Lessor") and Lessee, Schedule of Equipment No. 01, dated 4/8/2016, by and between Lessor and Lessee, which, among other things, provides for the lease to Lessee with option to purchase by the Lessee of certain property listed in the Schedule (the "Equipment"), (b) an executed counterpart of the Municipal Certificate attached hereto which evidences approval by the governing body of Lessee on November 24, 2015 of execution of a contract with NECBL which contract specifies terms and conditions for acquisition of field lighting by Lessee at Maxfield Sports Facility, so-called, and (c) such other opinions, documents and matters of law as I have deemed necessary in connection with the following opinions.

Based on the foregoing, and subject to reservations and exceptions (if any) set forth herein, I offer the following opinions:

- (1) Lessee's true and correct name is Town of Hartford;
- (2) Lessee is a public body corporate and politic, duly organized and existing under the laws of the State, and has a substantial amount of the following sovereign powers: (a) the power to tax, (b) the power of eminent domain, and (c) police power;
- (3) Lessee has the requisite power and authority to lease the Equipment with an option to purchase and to execute and deliver the Agreement and to perform its obligations under the Agreement;

(4) The Agreement and the other documents either attached thereto or required therein have been duly authorized, approved and executed by and on behalf of Lessee and the Agreement and other documents either attached thereto or required therein are the valid and binding obligations of Lessee enforceable in accordance with their terms;

(5) The authorization, approval and execution of the Agreement and all other proceedings of Lessee relating to the transactions contemplated thereby have been performed in accordance with all open meeting laws, public bidding laws and all other applicable State or federal laws; and

(6) There is no proceeding pending or threatened in any court or before any governmental authority or arbitration board or tribunal that, if adversely determined, would adversely affect the transactions contemplated by the Agreement or the security interest of Lessor or its assigns, as the case may be, in the Equipment;

(7) The signatures of the officers which appear on the Agreement are true and genuine; I know said officers and know them to hold the offices set forth below their names;

(8) No further approval, consent or withholding of objection is required from any federal, State or local governmental authority with respect to the entering into or performance by the Lessee of the Lease and the transaction contemplated thereby;

(9) The Equipment leased pursuant to the Agreement constitutes personal property and when subjected to use by Lessee will not be or become fixtures under applicable law;

(10) The Municipality is a political subdivision within the meaning of Section 103 of the Internal Revenue Code of 1986 as amended and the related regulations and rulings;

(11) The leasing of the Equipment to Lessee pursuant to the Agreement is exempt from all sales and use taxes against either the Lessor or the Lessee during the term of the Lease pursuant to the Agreement and the Equipment will be exempt from all State and local personal property or other ad valorem taxes.

All capitalized terms herein shall have the same meanings as in the foregoing Agreement unless otherwise provided herein. Lessor, its successors and assigns, and any counsel rendering an opinion on the tax-exempt status of the interest components of the Rental Payments are entitled to rely on this opinion.

The opinions set forth herein are limited by and generally subject to laws and statutes providing for the relief of debtors generally, including the United States Bankruptcy Code, as the same is now in force or may hereafter be amended, and are further subject to the exercise of judicial discretion and the principals of equity as may be applied in any proceeding affecting the Agreement. No opinion of any kind is expressed with respect to

Musco Finance, LLC
Page Three
April 18, 2016

enforceability of any provision in the Agreement which may be construed to be a waiver of constitutional rights, waiver of jury trial, or any application of interest calculations that might result in imposition of a rate deemed usurious by State or federal courts.

The undersigned is licensed to practice only before the Courts of the State of Vermont and federal courts in the State of Vermont and no opinion is expressed as to the laws of any other jurisdiction. All opinions expressed herein are opinions only and are not to be construed as a guarantee or warranty of a specific outcome or availability of a specific remedy in any particular case.

April 18, 2016
Date

C. Robert Manby, Jr.
Signature of Attorney
C. Robert Manby, Jr.
Attorney for Town of Hartford,
Vermont

EXHIBIT B

MUNICIPAL CERTIFICATE

Re: Schedule of Equipment No. 01, dated 04/08/2016, to Master Equipment Lease Purchase Agreement, dated as of the Refinanced Commencement Date of 05/30/2020, between Musco Finance, LLC, as Lessor, and Town of Hartford, as Lessee.

I, the undersigned, the duly appointed, qualified and acting Clerk of the above captioned Lessee do hereby certify this **X** ____ day of **X** _____, 20 **X** ____, as follows:

- (1) Lessee did, at a meeting of the governing body of the Lessee held on **X** _____, 20 **X** ____, by motion duly made, seconded and carried, in accordance with all requirements of law, approve and authorize the execution and delivery of the above-referenced Schedule of Equipment No. 01(the "Schedule") on its behalf by the following named representative of the Lessee, to witness:

Brannon Godfry
Printed Name of Person Executing the Lease

Town Manager
Title

X _____
Signature of Person Executing the Lease

- (2) The above-named representative of the Lessee held at the time of such authorization and holds at the present time the office set forth above.
- (3) The meeting of the governing body of the Lessee at which the Schedule was approved and authorized to be executed was duly called, regularly convened and attended throughout by the requisite majority of the members thereof or by other appropriate official approval and that the action approving the Schedule and authorizing the execution thereof has not been altered or rescinded.
- (4) No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default (as such term is defined in the above-referenced Master Equipment Lease Purchase Agreement) exists at the date hereof.
- (5) All insurance required in accordance with the above-referenced Master Equipment Lease Purchase Agreement is currently maintained by the Lessee.
- (6) Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Rental Payments scheduled to come due during the Original Term and to meet its other obligations for the Original Term (as such terms are defined in the above referenced Master Equipment Lease Purchase Agreement) and such funds have not been expended for other purposes.
- (7) The fiscal year of Lessee is from July 1 to June 30.

IN WITNESS WHEREOF, I hereunto set my hand and the seal of the governing body of the Lessee the day and year first above written.

Town of Hartford

By _____

Title Lisa O'Neil, Town Clerk

***Above signature must be in addition to the two signatures on the Master Equipment Lease Purchase Agreement. This person must be authorized by the governing body to execute the documents on behalf of the Municipality.**



Plan well. *Live well.*

BENEFICIARY:

Town of Hartford
15 Bridge Street
White River Jct., VT 05001

ISSUE DATE: March 30, 2016

Irrevocable Standby
Letter of Credit
No. 186

APPLICANT/ACCOMTEE:

Jonathan C. Crane
80 Stevens Road
Hanover, NH 03755

CREDIT AMOUNT:

Up to an Aggregate of One Hundred
Ninety One Thousand Four Hundred
Thirty Five Dollars 40/100
(\$191,435.40)

DATE AND PLACE OF EXPIRY:

March 30, 2021
At our Counters, 38 S. Main St.
Hanover, New Hampshire

Gentlemen:

We hereby establish our Irrevocable Letter of Credit No. 186 in your favor, as beneficiary, for the account of Jonathan C. Crane in an amount not to exceed USD \$191,435.40 (One Hundred Ninety One Thousand Four Hundred Thirty Five and 40/100 US Dollars) effective immediately and expiring with our close of business on March 30, 2021 at our office located at the address mentioned below available by presentation of your draft drawn at sight on Ledyard National Bank, 38 Main Street in Hanover, NH when accompanied by the following:

- 1) The original(s) of this letter of credit and any amendment(s) thereto.
- 2) A statement from Beneficiary that Applicant is in default and that demand for payment is made under the terms of this Letter of Credit.
- 3) Statement from the Beneficiary evidencing the balance owed.

All draft(s) drawn under this standby letter of credit must be marked "Drawn under Ledyard National Bank's Standby Letter of Credit No. 186". The amount of the letter of credit shall decrease by \$19,143.54 annually on each anniversary date of the letter of credit.

It is a further condition of this Standby Letter of Credit that it is deemed to be automatically extended, without amendment, for one year from the expiration date hereof or any future expiration date unless at least sixty (60) days prior to any such expiration date we send you written notice that this letter of credit will not be extended for any such additional period.

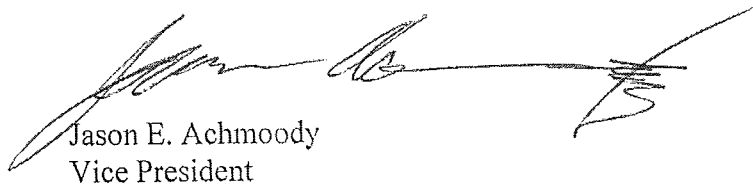
Unless otherwise expressly stated this Standby Letter of Credit is subject to the law and customs and practices of the trade existing in the area where the beneficiary is located, said letter of credit shall be subject to, and performance by you, your correspondent, and the beneficiary there under shall be governed by the "Uniform Customs and Practice for Documentary Credit (2007 Revision), International Chamber of Commerce Publication No. 600" or by subsequent Uniform Customs and Practice fixed by subsequent Congresses of the International Chamber of Commerce.

In the event this letter of credit is no longer required then the original of this letter of credit and any amendment(s) thereto must be returned to Ledyard National Bank attention Jason Achmoody together with a signed letter on the beneficiary's letterhead, agreeing to its cancellation.

All banking charges are for the account of the applicant.

We hereby engage with you that all draft(s) presented under and in compliance with the terms of this standby letter of credit will be duly honored upon presentation to Ledyard National Bank on or before the expiration date hereof or any automatically extended expiration date.

Sincerely,



Jason E. Achmoody
Vice President




AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item 4.e

Submitted by: Scott Hausler, Director of Parks & Recreation

- Subject:** Softball Field Lighting Project – Lease Purchase Proposal
- Background:** The Town of Hartford, Parks & Recreation Department and the Hartford High School Athletic Department continues to work collaboratively, meeting the community's needs through recreation and athletics. In 2017 the Athletic Department and Parks & Recreation Department established a Field Use Committee. This committee was charged with a review of the current athletic field use and field demands in Hartford in order to propose a master plan which would allow us to maximize effective and appropriate use of fields and resources.
- The 2017 Field Use Committee Final Report identified the need to install lights at the Maxfield Softball Field which is used primarily for High School Girls Softball. The need for field lighting provides evening lighted games for softball. The Maxfield Boys Baseball Field has field lighting for Hartford High School Boys Baseball and the Upper Valley Nighthawks. The new lighting system for the Softball Field will provide compliance with Title IX which is a federal civil rights law in the United States that was passed as part of the Education Amendment of 1972, providing equity in athletics. The field lighting annual lease payment costs will be split 50/50 between the Town of Hartford and the Hartford School District over a 10-year period. The lighting system comes with a 25-year warrantee on the lighting system.
- Discussion:** To authorize the Town Manager to enter into a Lease Purchase Agreement between Musco Sports Lighting as the Lessor and the Town of Hartford as Lessee for a 10-year period. The annual payments will be split 50/50 between the Town and School District. A non-appropriation clause will be included within the lease.
- Financial Impact:** Ten Annual Payments of \$17,789.63 each will be split 50/50 with the Hartford School District \$8,894.81 and the Town of Hartford \$8,894.82. The principle amount to be financed is \$137,701.00. The current unassigned fund fiscal year appropriation was estimated at \$15,000 for the 50% payment for the lease program. Future fiscal year appropriation requests will be \$8,894.82.
- Recommendation:** Authorize the Town Manager to sign and enter into a Lease Purchase Proposal agreement with Musco Sports Lighting for a 10-year period for the installation of softball field lighting at Maxfield and to enter into a Memorandum of Agreement with the Hartford School District to for a 50% share of the cost.
- 
Town Manager
- Attachments:** Town of Hartford 052120 Lease Purchase Proposal
Sample Lease Agreement with Musco
Light Lease Commitment School District
Field Use Committee Final Report



Musco Finance, LLC
100 1st Avenue West
Oskaloosa, IA 52577
Phone: 800-825-6020
Fax: 641-673-6360

Lease Purchase Proposal

Customer Name: Town of Hartford	Date: May 21, 2020
City, State: White River Junction, VT	Sales Rep: Zack Schrock
Project Name: Hartford Sports Complex Softball	Project #: 179806

Estimated Project Cost	\$137,701.00
Down-payment (Due with Order)	\$0.00
Total Amount Financed	\$137,701.00
Term of Contract (Months)	120
Interest Rate (Annual)	4.95%
Payments per Year	Annual
Payment Amount	\$17,789.63
Number of Payments	10

-At the end of the term, clear title passes with the completion of payments.

-\$500.00 Contract Closing Fee due at lease signing.

-Proposal assumes first payment is due one year from contract date.

The interest rate quoted is based on current market rates and will be adjusted when the lease closes. The lease must qualify for "Federal Income Tax Exempt" status for the Lessor as defined by Section 265(b)(3)(B) of the Internal Revenue Code of 1986*.

This proposal is subject to acceptance of documentation and credit approval. The finance agreement is to be executed within 14 days of the execution of the equipment purchase contract.

Required information may include three years audited financial statements, current year's budget, and most current quarter interim profit and loss statement. Additional information may be requested.

*Lessee must certify that it reasonably anticipates that it and all of its subordinate entities will not issue more than \$10,000,000 of "qualified tax-exempt obligations during the calendar year in which the Lease is executed. The interest rate may vary if this is not the case.

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LAMP TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
2	A1-A2	70'	-	70'	1500W MZ	5	5	0
2	B1-B2	80'	-	80'	1500W MZ	10	10	0
2	C1-C2	70'	-	70'	1500W MZ	7	7	0
6	TOTALS					44	44	0



GUARANTEED PERFORMANCE

ILLUMINATION SUMMARY

Baseball

Hartford Sports Complex
Hartford, VT

Baseball

- Size: 337'/380'/337' - basepath 90'
- Grid Spacing = 30.0' x 30.0'
- Values given at 3.0' above grade

- Luminaire Type: Green Generation
- Rated Lamp Life: 5,000 hours
- Avg Lumens/Lamp: 134,000

CONSTANT ILLUMINATION HORIZONTAL FOOTCANDLES

	Infield	Outfield
No. of Target Points:	25	113
Average:	50.15	30.15
Maximum:	64	43
Minimum:	34	18
Avg/Min:	1.49	1.71
Max/Min:	1.90	2.43
UG (Adjacent Pts):	1.54	1.91
CV:	0.18	0.22

Average Lamp Tilt Factor:	1.000
Number of Luminaires:	44
Avg KW over 5,000:	68.82
Max KW:	74.8

Guaranteed Performance: The CONSTANT ILLUMINATION described above is guaranteed for the rated life of the lamp.

Field Measurements: Averages shall be +/-10% in accordance with IESNA RP-6-01 and CIBSE LG4. Individual measurements may vary from computer predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

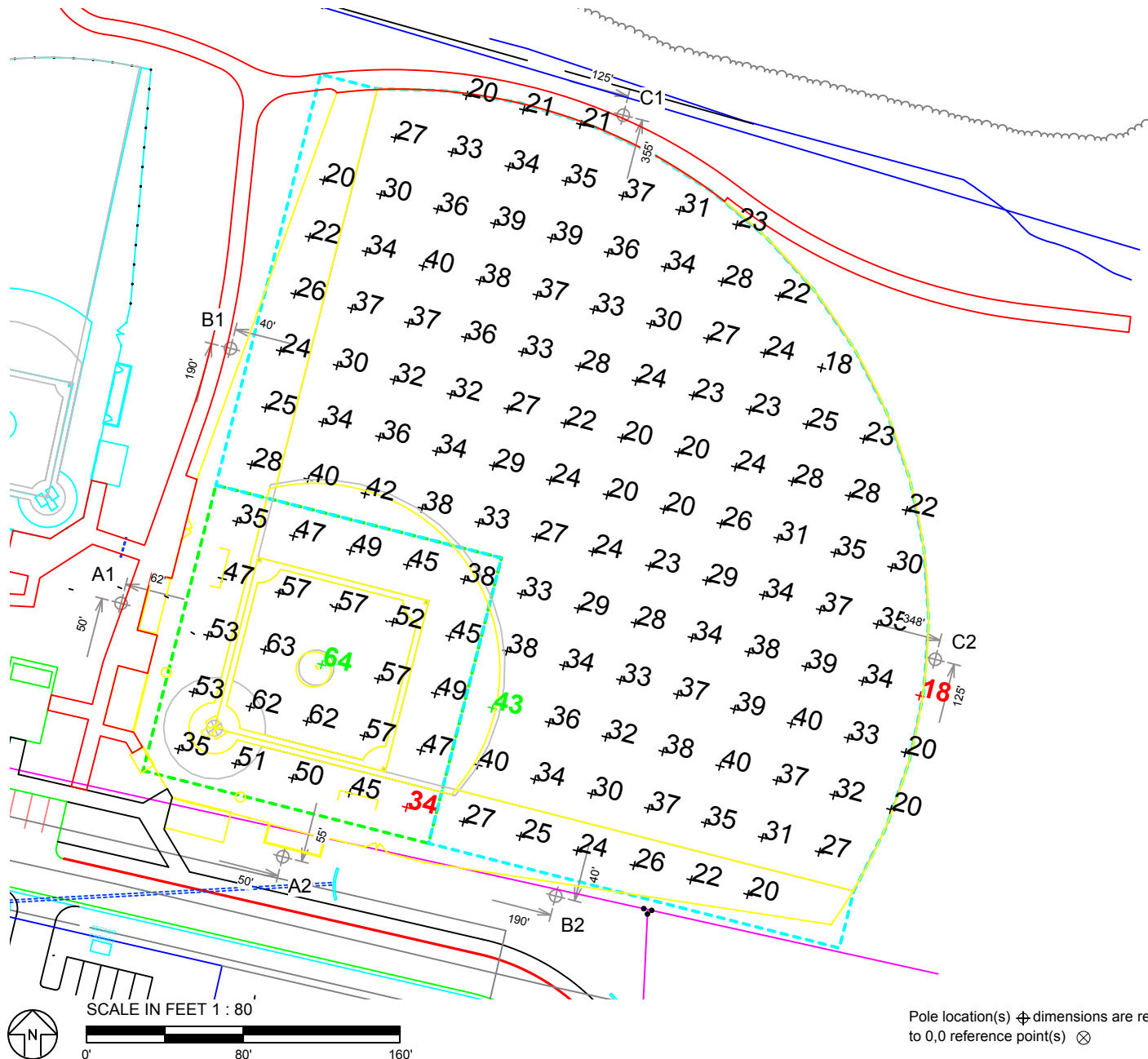
Installation Requirements: Results assume +/- 3% nominal voltage at line side of the ballast and structures located within 3 feet (1m) of design locations.

By: Ryan A. Marsh, LC

File #: 146554R1

Date: 22-Feb-12

Not to be reproduced in whole or part without the written consent of Musco Lighting. ©1981, 2012 Musco Lighting



Pole location(s) ⚡ dimensions are relative to 0,0 reference point(s) ⊗

EQUIPMENT LIST FOR AREAS SHOWN								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LAMP TYPE	QTY / POLE	THIS GRID	OTHER GRIDS
4	A3-A4 C3-C4	60'	-	60'	1500W MZ	3	3	0
2	B3-B4	60'	-	60'	1500W MZ	4	4	0
6	TOTALS					20	20	0



GUARANTEED PERFORMANCE

ILLUMINATION SUMMARY

Softball

Hartford Sports Complex
Hartford, VT

Softball

- Size: 225'/225'/225' - basepath 60'
- Grid Spacing = 20.0' x 20.0'
- Values given at 3.0' above grade

- Luminaire Type: Green Generation
- Rated Lamp Life: 5,000 hours
- Avg Lumens/Lamp: 134,000

CONSTANT ILLUMINATION HORIZONTAL FOOTCANDLES

	Infield	Outfield
No. of Target Points:	25	92
Average:	51.13	31.36
Maximum:	62	48
Minimum:	37	19
Avg/Min:	1.38	1.61
Max/Min:	1.68	2.46
UG (Adjacent Pts):	1.28	1.55
CV:	0.12	0.21
Average Lamp Tilt Factor:		1.000
Number of Luminaires:		20
Avg KW over 5,000:		31.28
Max KW:		34.0

Guaranteed Performance: The CONSTANT ILLUMINATION described above is guaranteed for the rated life of the lamp.

Field Measurements: Averages shall be +/-10% in accordance with IESNA RP-6-01 and CIBSE LG4. Individual measurements may vary from computer predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

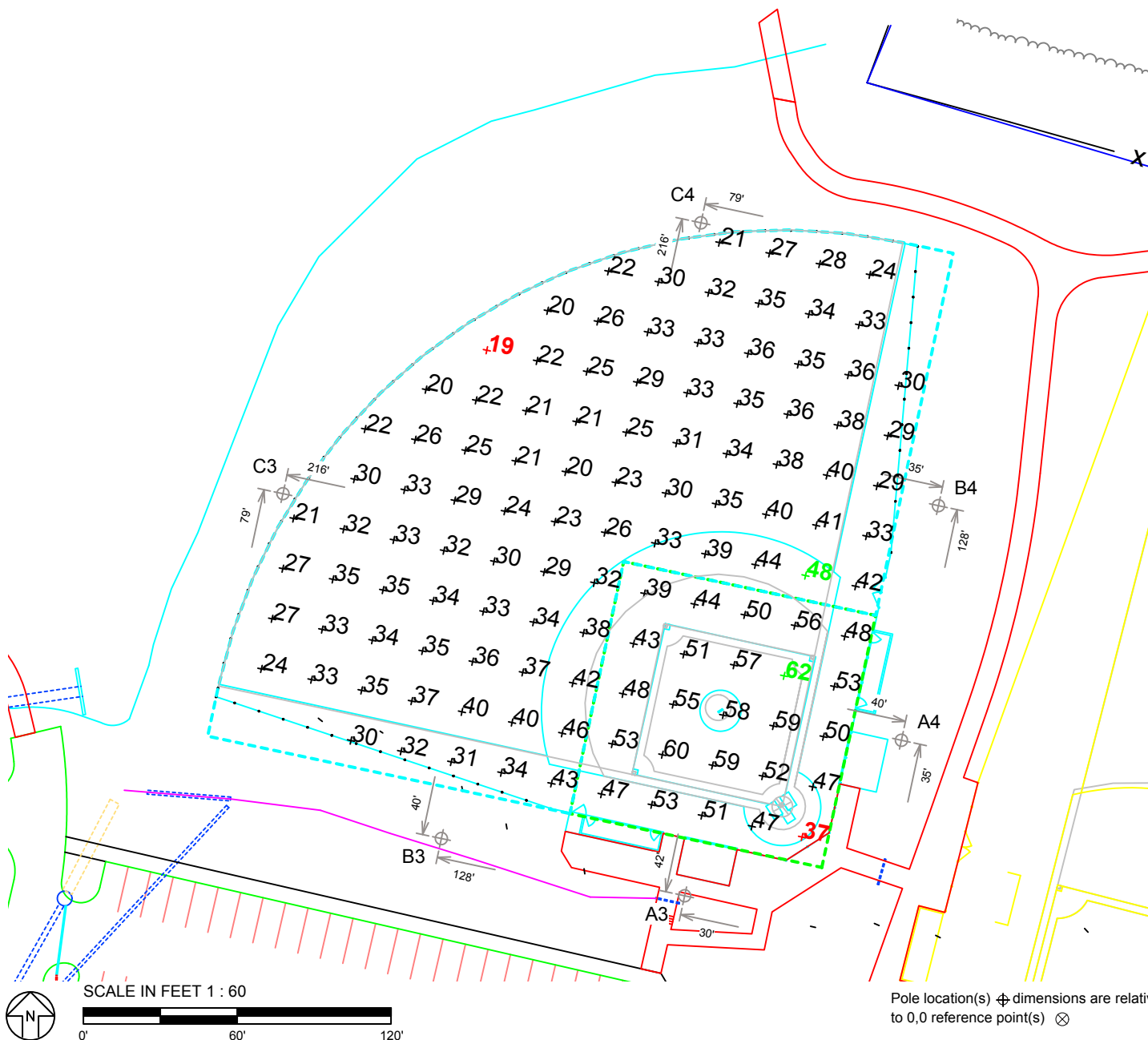
Installation Requirements: Results assume +/- 3% nominal voltage at line side of the ballast and structures located within 3 feet (1m) of design locations.

By: Ryan A. Marsh, LC

File #: 146554R1

Date: 22-Feb-12

Not to be reproduced in whole or part without the written consent of Musco Lighting. ©1981, 2012 Musco Lighting





GUARANTEED PERFORMANCE

EQUIPMENT LAYOUT

Hartford Sports Complex

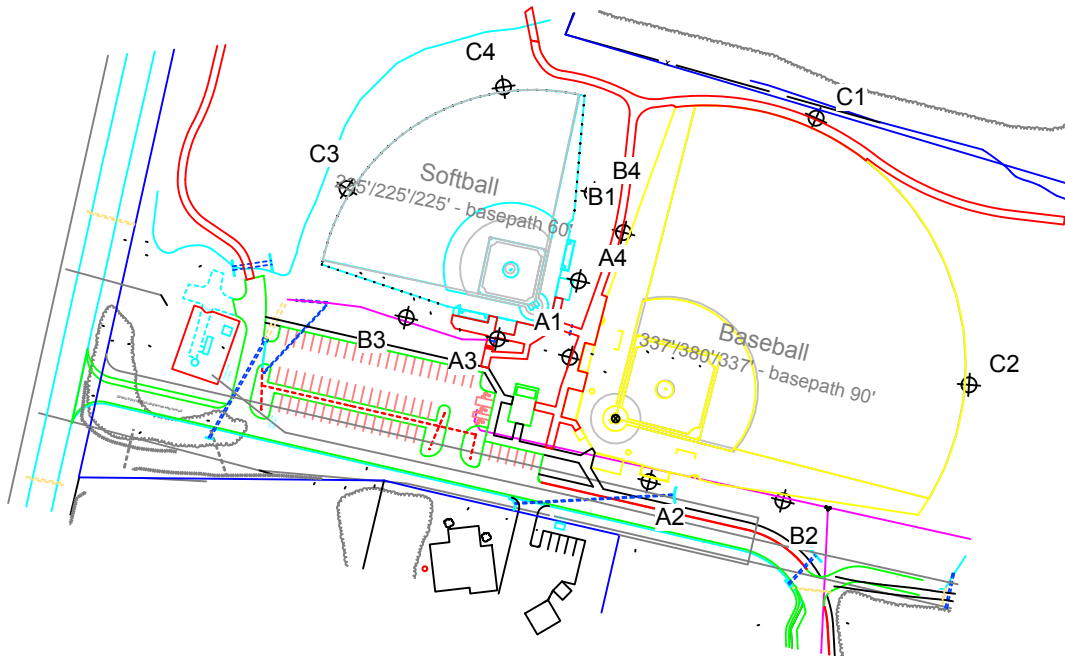
Hartford, VT

INCLUDES:

- Baseball
- Softball

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume +/- 3% nominal voltage at line side of the ballast and structures located within 3 feet (1m) of design locations.



EQUIPMENT LIST FOR AREAS SHOWN

Pole				Luminaires		
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LAMP TYPE	QTY / POLE
2	A1-A2	70'	-	70'	1500W MZ	5
4	A3-A4 C3-C4	60'	-	60'	1500W MZ	3
2	B1-B2	80'	-	80'	1500W MZ	10
2	B3-B4	60'	-	60'	1500W MZ	4
2	C1-C2	70'	-	70'	1500W MZ	7
12	TOTALS					64

SINGLE LUMINAIRE AMPERAGE DRAW CHART

Ballast Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)					
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	480 (60)
1500 watt MZ	8.6	7.7	7.5	6.5	5.1	3.7



SCALE IN FEET 1 : 200



Pole location(s) ⚡ dimensions are relative to 0,0 reference point(s) ⊗

By: Ryan A. Marsh, LC

File #: 146554R1

Date: 22-Feb-12

Not to be reproduced in whole or part without the written consent of Musco Lighting. ©1981, 2012 Musco Lighting

HARTFORD HIGH SCHOOL

37 Highland Avenue - White River Junction, Vermont 05001
Phone (802) 295-8610 Ext.2100 - Fax (802) 295-8611

Roy Hathorn
Coordinator of Support Services
(802) 295-8610 Ext.*2100

Nelson Fogg
Principal
(802) 295-8610 Ext.*2100

Jeff Moreno
Assistant Principal
(802) 295-8610 Ext.*2100

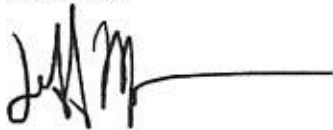
May 28, 2020

To Scott Hausler, Director of Parks & Recreation

Dear Scott,

Please consider this a formal request to enter a 10 year lease to purchase lights for the softball field at Maxfield Sports Complex. The school district pledges to pay 50% of the costs (\$8894.82) over the course of the lease. Please note this is an extension of the original lease (of 8 years). This project is part of our ongoing commitment to partner on recreational / activity-based improvement projects that bring the school district and the recreation department in alignment with Title IX law.

Respectfully,



Jeff Moreno
Assistant Principal
Athletic Director



Tom DeBalsi
Superintendent
Hartford School District

Field Use Committee

FINAL REPORT



**Purpose:**

To review current athletic field use and field demands in Hartford in order to propose a master plan which would allow us to maximize effective and appropriate use while minimizing unnecessary wear and tear.

Membership:

Jeff Moreno
Sheila Hastie
Luna Ricker
Scott Hausler
Kathy Schellong
Keith Thompson
Brian Trottier
Sonia O'Banion
Rob Chandler
Steve Landon
Tim Schaal
Tad Nunez
Brett Mayfield

The committee met several times during the 2017 winter months to discuss resources, configurations, and options for developing an optimal field use proposal. This work was inspired by recent projects (Maxfield), new leadership at both the school and the Town, and the length of time since this work was last done.

In the end the committee agreed that the citizens of Hartford and the students of HHS would benefit greatly from increased and enhanced partnerships between the Rec and HHS. The work of the committee was done in the spirit of 'one town, one team' and we all sincerely hope to continue this type of work on future projects and committee work. We are most definitely stronger together and we see no need for either of us to be impediments to the other. Furthermore, we feel strongly that in the end both entities are financially funded by the town's tax base and therefore it should not matter where the money comes from. In fact, the committee found there might be benefit from one entity taking on funding over the other in order to achieve savings through preferred tax rates (either school or municipal). The committee felt very strongly that this is something the respective Boards should explore further.

The school had a few main goals/questions to answer upon entering this important process. Could we consolidate our athletic venues to two locations (Maxfield and the HHS campus)?

Could we offer our student-athletes, our coaches, our fans, and our visitors a better experience by changing venues? Could we work toward achieving a better balance between genders? Could we improve the safety and comfort of those participating in and attending our events?

With minimal impact on other programs (HMMS, Rec, Mini Canes, Youth Lacrosse, etc.) we were able to develop a plan that met or approached each goal. Recommended changes are as follows:

- Move JV/V Boys Lacrosse from Dothan Brook School to HHS campus.
- Move JV/V Girls Lacrosse from Ottauquechee School to HHS campus
 - Expected impact
 - Increased wear and tear on football and field hockey fields
 - Additional use of new fitness center locker rooms
 - Need to share space with track & field team
 - Increased availability of fields at DBS and OQS
 - Elimination of high school students at the elementary schools for daily practices and events
 - Use of concession stand for all home games
 - Ability to host night games
 - Scoreboards, PA, seating, and restrooms for all home games
 - Requirements
 - Aggressive turf maintenance plan to rehab the fields immediately after the spring season in order for the fields to be ready for fall use
 - Use of Barwood Arena by the track teams as a home base / locker room area
 - Deliberate scheduling of lacrosse and track practices to keep all participants safe
 - Installation of nets on ends of fields to keep spectators and neighbors safe from lax balls
 - Installation of ropes / flagging around discus and javelin areas to keep people safe during throwing practice
 - Installation of signage warning people of the dangers of staying alert while on the fields.
 - Lingering Questions
 - Charge a gate at lacrosse games?
- Other considerations
 - Relocate Mini Canes from campus to Maxfield
 - This would reduce the wear and tear on the football field during the fall season
 - Was not considered due to associated cost levied by the Rec. The school does not charge for use and the team also likes having the concession stand and access to ice.

- Relocate middle school football practices to HMMS field / middle school field hockey to Watson.
 - This would reduce the wear and tear on the football field during the fall
 - Was not considered due to football coaches rejecting the idea. Will be revisited once the new middle school football coach is hired.
- Future projects to consider
 - Engage in a comprehensive turf management program for ALL athletic venues
 - Install scoreboards at all high school venues
 - Field hockey / JV lacrosse / summer baseball
 - Scoreboard to be installed summer 2017
 - Maxfield JV soccer
 - Scoreboard donated by Dartmouth to be installed summer 2017
 - Needs console
 - Maxfield V soccer
 - Scoreboard to be installed summer 2017
 - Install turf inside Barwood Arena
 - Year-round use for the facility
 - Fall football, soccer, field hockey
 - Winter hockey
 - Spring lacrosse
 - Summer mixed use
 - Install turf field on campus
 - Replace football field with turf field
 - Play football and field hockey on turf field
 - Play some soccer games on turf field
 - Play all lacrosse games on turf field
 - Re-purpose field hockey field as 2 multi-sport (football / field hockey / lacrosse) practice fields
 - Maintain baseball field (base cut-outs) on campus until drainage is rectified at Maxfield
 - Build track facility (at Maxfield?)
 - Youth football field inside the oval
 - Bathrooms
 - Concessions
 - Bleachers
 - Install lights for softball field at Maxfield
 - Title IX compliance
 - Install lights for soccer fields at Maxfield
 - Will reduce wear on football field
 - Renovate east end locker rooms at Barwood Arena to permanently house home teams
 - Eliminates teams moving back and forth
 - Reduces locker room congestion for users

- Separates HS teams during games
- Build Multi-sport press-box at football field
 - Wi-fi capable
 - Capable of hosting championship events
 - Capable of hosting media
- Build / purchase towers for soccer / field hockey fields
 - Integrated sound
 - Filming perch
 - Scorekeepers perch
 - Separation from crowd
- Replace fencing around campus fields
 - Install lacrosse fencing
- Construct main entrance to campus fields
 - Alumni park
 - Ticket booth
 - Wayfinding
- Rehabilitate bus barn
 - New garage door
 - Paint roof
 - Build shelving for equipment / uniform storage
 - Laundry facility?
- Build training room
 - Repurpose space in locker rooms / south end of gym
 - Coach office
 - Locker rooms
 - Training room
 - PE office(s)
- Shift basketball court to the west
 - Sand and refinish court
 - Move hoops
 - Purchase large bleachers on one side of gym
 - Separation of teams / fans
 - Better for large functions
 - Assemblies
 - Graduation
 - awards
- Next steps
 - Form an ad-hoc committee to review recommendations and draft a 5 year plan and a 10 year plan (long range plan).
 - Include a plan to perform an accurate cost scope and sequence for each piece
 - Present proposal to school and town boards




AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item: 4.f

Submitted by: Brannon Godfrey, Town Manager

- Subject:** Consideration of Reciting the Pledge of Allegiance and Alternatives at Selectboard Meetings
- Background:** The Selectboard has traditionally begun its regular meetings with the reciting of the Pledge of Allegiance.
- Discussion:** At the July 14 meeting, the Selectboard began consideration of eliminating the recitation of the Pledge from the Order of Agenda and/or adding other opening statements of purpose.
- Financial Impact:** There is no direct financial impact.
- Recommendation:** For discussion and action.



Town Manager



AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item: 4.g

Submitted by: Brannon Godfrey, Town Manager

- Subject:** Discussion of Graffiti and Removal Strategies
- Background:** At the July 14 meeting, the Selectboard placed this item on the agenda at the request of Selectboard member Alicia Barrow.
- Discussion:** There has been an increase in graffiti defacing public and private property during the pandemic. Our Department of Public Works staff is deployed promptly to remove it from Town property where possible. If the graffiti is determined to be hate speech, the Police Department notifies the Office of the Attorney General – Civil Rights Unit.
- Financial Impact:** There is no direct financial impact.
- Recommendation:** For discussion.



Town Manager



AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item: 4.h

Submitted by: Brannon Godfrey, Town Manager


Subject: Mask-Wearing Emergency Order

Background: On June 30, the Selectboard adopted a Resolution urging all persons to “wear cloth or factory made face coverings over their nose and mouth while inside buildings visited by the public during the State of Emergency in Vermont” (resolution attached). The resolution included a caveat that it may be upgraded to an Emergency Order if there is a significant increase in local cases.

Discussion: Following public comment on the matter at the July 14 Selectboard meeting, Selectboard member Joe Major stated that he has recently witnessed fewer people wearing masks as recommended by the Resolution. The Selectboard discussed consideration of an Emergency Order for the next meeting agenda. The Town Manager and Police Chief have stated that positive communications with consistent signage and reinforcement measures by the Town and private property owners are preferable to an Emergency Order with enforcement authority.

At his press briefing on Friday July 24, Governor Phil Scott issued a statewide Order requiring people in Vermont to cover their faces when out in public to go into effect August 1.

Recommendation: In light of the Governor’s statewide order, adoption of local Emergency Order is not necessary.



Town Manager

Attachments: June 30 COVID-19 Emergency Resolution Regarding Mask Wearing
Proposed Emergency Order

COVID-19 EMERGENCY RESOLUTION REGARDING MASK WEARING

WHEREAS, the Centers for Disease Control and Prevention (CDC) recommend the use of simple cloth face coverings to slow the spread of COVID-19 and to help prevent people who may unknowingly have the virus from transmitting it to others; and **WHEREAS**, the Vermont Department of Health “recommends that all Vermonters wear cloth face coverings when outside the home to help slow the spread of COVID19;” and

WHEREAS, Governor Phil Scott and the Vermont Agency of Commerce and Community Development have issued the following instructions in conjunction with the Governor’s executive orders regarding COVID-19: “Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask. [10] Businesses and non-profit and government entities may require customers or clients to wear masks” while on their premises, and

WHEREAS, COVID-19 remains a health hazard to residents of Hartford and a significant threat to vulnerable populations; and

WHEREAS, wearing a face covering is an important act we can perform in an effort to protect others from an infection that we may not know we have.

NOW, THEREFORE, BE IT RESOLVED that this Selectboard hereby issues the following COVID-19 Emergency Request:

All persons in the Town of Hartford are hereby strongly requested to wear cloth or factory made face coverings over their nose and mouth while inside buildings visited by the public.

Exceptions: Cloth face coverings should not be placed on young children under age 5; anyone who has trouble breathing; or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Cloth face coverings may not be worn during activities such as eating, drinking or being identified by a bank teller that are not possible while wearing a face covering. However, note that it is particularly important to wear face coverings while engaged in conversation.

Posting Request: Each business establishment is requested to post signage at the entrance and at other appropriate locations stating that customers (or visitors) are required or requested to wear face coverings.

Effective Period: This Resolution shall remain in effect until the Hartford Selectboard amends, rescinds, or suspends this Resolution or until the Governor declares an end to the COVID-19 State of Emergency in Vermont, whichever occurs first. Please note that this resolution may be upgraded to an Emergency Order if there is a significant increase in local cases.

Adopted this 30th day of June, 2020.

COVID-19 EMERGENCY ORDER – WEARING FACE COVERINGS REQUIRED

WHEREAS, the Centers for Disease Control and Prevention (CDC) recommend the use of simple cloth face coverings to slow the spread of COVID-19 and to help prevent people who may unknowingly have the virus from transmitting it to others; and

WHEREAS, the Vermont Department of Health “recommends that all Vermonters wear cloth face coverings when outside the home to help slow the spread of COVID-19;” and

WHEREAS, Governor Phil Scott and the Vermont Agency of Commerce and Community Development have issued the following instructions in conjunction with the Governor’s executive orders regarding COVID-19: “Employees must wear face coverings over their nose and mouth when in the presence of others. In the case of retail cashiers, a translucent shield or “sneeze guard” is acceptable in lieu of a mask. Businesses and non-profit and government entities may require customers or clients to wear masks” while on their premises and “The legislative body of each municipality may enact more strict local requirements regarding mask use than those set forth herein;” and

WHEREAS, COVID-19 remains a health hazard to residents of Hartford and a significant threat to vulnerable populations; and

WHEREAS, wearing a face covering is an important act we can do in an effort to protect others from an infection that we may not even know we have.

NOW, THEREFORE, BE IT RESOLVED that this Selectboard hereby issues the following COVID-19 Emergency Order:

WEARING FACE COVERINGS REQUIRED

Requirement to Wear Face Covering.

Starting June 2nd, 2020, all establishments located in the Town of Hartford that invite the public into their premises for the purpose of receiving services, purchasing products, or

otherwise transacting business, shall require both staff and customers (or visitors) to wear cloth face coverings or face shields over their nose and mouth while inside the establishment.

Exceptions.

Cloth face coverings should not be placed on young children under age 5; anyone who has trouble breathing; or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Posting of Requirement.

Each establishment is individually responsible to post signage at the entrance and at other appropriate locations stating that customers (or visitors) are required to wear face coverings by order of the Hartford Selectboard.

Effective Period.

This Order shall remain in effect until the Hartford Selectboard amends, rescinds, or suspends this Order or until the Governor declares an end to the COVID-19 State of Emergency in Vermont, whichever occurs first.

**For consideration of the Hartford Selectboard at its meeting on June 2nd?,
2020.**



AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item: 4.i

Submitted by: Brannon Godfrey, Town Manager

Subject: Curbside Solid Waste Collection RFP

Background: At its June 30 Meeting, the Selectboard requested staff to bring for review and discussion a draft Request For Proposals (RFP) for curbside collection of all solid waste (recycling + household solid waste + organics) based on the one developed in 2015. A copy of the draft RFP cannot be located. The intent of issuing an RFP now would be to determine the total program cost for a ballot question at the March 2021 Town Meeting.

Discussion: On June 14, the Selectboard requested to review copies of the 2014 DSM Study and 2015 Solid Waste Committee Report for further discussion. Those items were emailed to the Selectboard on July 15 and are attached. The Committee Report recommended surveying residents to determine the favorability of adding household solid waste ("Findings and Recommendations" Sec 3.1.2) and food scraps (Sec. 3.2.2) collection to the existing curbside recycling program.

Financial Impact: To be determined.

Recommendation: For discussion.



Town Manager

Attachments: DSM Report – July 14, 2014
DSM Presentation – July 14, 2014
Solid Waste Committee Report July 29, 2015

Prepared for:

Greater Upper Valley Solid Waste District

Town of Hanover, NH

Town of Hartford, VT

City of Lebanon, NH

Town of Norwich, VT

Opportunities for Regional Cooperation on Solid Waste Management in the Upper Connecticut River Valley

FINAL REPORT – JULY 2014

Prepared by:

DSM ENVIRONMENTAL



Opportunities for Regional Cooperation On Solid Waste Management In the Upper Connecticut River Valley

Table of Contents

INTRODUCTION	1
SCOPE OF WORK.....	3
Limitations of Analysis	4
METHODOLOGY AND RESULTS.....	5
Analysis of Lebanon Landfill Scale Data	5
The Role of Transfer Stations	6
Source of Waste and Collection Method	7
Review of Construction and Demolition Waste Management.....	9
Materials Recycling.....	10
Household Hazardous Waste (HHW) Management.....	12
Organics Diversion.....	14
Costs of Solid Waste Management	16
Increasing Materials Diversion from Disposal.....	17
FINDINGS AND CONCLUSIONS.....	20
Regional Cooperation.....	25
Acknowledgements	28

INTRODUCTION

For decades communities in the Upper Valley have cooperated on solid waste management, even though solid waste regulations and planning requirements differ in the two states. Ten Upper Valley municipalities in Vermont are members of the Greater Upper Valley Solid Waste Management District (GUVSWD), and municipalities to the south of Lebanon on the New Hampshire side were members of the Sullivan County Regional Refuse Disposal District and the NH/VT Solid Waste Project for over twenty years before it was disbanded. More importantly, the City of Lebanon landfill has served communities in both states for many years, providing cost effective landfill disposal while providing the host community of Lebanon with up to \$600,000 annually in revenue for the general fund over and above the cost to operate the landfill.

The adoption of Act 148 in Vermont, which significantly ratchets up mandatory materials and organics recycling requirements for Vermont communities, combined with a desire by municipalities in both states to save costs through regionalization of shared services prompted the larger communities of Lebanon, Hanover, Hartford and Norwich, together with the GUVSWD to contract with DSM Environmental Services, Inc. (DSM) to examine the potential for cost savings and increased materials diversion through greater regional cooperation. One of the driving forces behind the analysis was the realization that eventually Lebanon's landfill will either reach capacity or be required to invest in more costly cell construction to the south of the existing landfill. The GUVSWD, which owns a permitted landfill site in Hartland, has financed the development of that site and would be interested in sharing those costs with additional communities in return for joint ownership of this potentially valuable resource in the future. And, the Town of Hartford has the only permitted permanent household hazardous waste (HHW) collection facility which could be operated as a regional facility serving all of the municipalities using the Lebanon landfill.

DSM Environmental Services, Inc. (DSM) was contracted by the towns of Hanover, Hartford, and Norwich, the City of Lebanon and the GUVSWD to conduct a regional analysis of solid waste collection, disposal and recycling activity. The objective was to not only provide a better understanding of the wasteshed and the potential for additional diversion, but to review how municipalities on both sides of the river might share resources and jointly finance solid waste management activity in the future, including the GUVSWD landfill site.

Municipalities included in the analysis comprise all of the municipalities that are currently delivering waste to the Lebanon landfill. Table 1 lists the municipalities and their population and provides an estimate of the total number of households (adjusted for the seasonal population) which make up the study region.

TABLE 1: POPULATION AND ADJUSTED HOUSEHOLD COUNT⁽¹⁾ FOR MUNICIPALITIES IN THE STUDY REGION (2012)

VERMONT	Population	Housing Units	Households Occupied	Household Count, Including Seasonal Households
Bridgewater	936	688	431	495
Hartland	3,393	1,584	1,417	1,459
Norwich	3,414	1,553	1,386	1,428
Pomfret	904	544	393	431
Sharon	1,502	735	621	650
Strafford	1,098	586	453	486
Thetford	2,588	1,288	1,097	1,145
Vershire	730	435	300	334
West Fairlee	652	368	275	298
Woodstock	3,048	1,893	1,392	1,517
Subtotal, GUVSWD:	18,265	9,674	7,765	8,242
Fairlee	977	625	429	478
Hartford	9,952	5,816	4,446	4,789
Total, Vermont:	28,217	15,490	12,211	13,031
NEW HAMPSHIRE				
Canaan	3,909	1,930	1,588	1,674
Enfield	4,582	2,508	2,044	2,160
Grafton	1,340	839	564	633
Grantham	2,985	1,773	1,249	1,380
Hanover	11,260	3,445	3,119	3,201
Lebanon	13,151	6,649	6,186	6,302
Lyme	1,716	810	705	731
Newbury	2,072	1,559	869	1,042
Orange	311	167	132	141
Orford	1,237	656	535	565
Plainfield	2,364	984	923	938
Sutton	1,837	985	757	814
Total New Hampshire:	46,764	22,305	18,671	19,580
Total Region:	74,981	37,795	30,882	32,610

(1) Unoccupied housing units are assumed to be occupied 25% of the year, to account for the seasonal population.

SCOPE OF WORK

DSM was contracted in November 2013 to undertake the following scope of work:

- Develop rough estimates of the amount of MSW, Recyclables, HHW, C&D, Organics, Electronics, Tires, and other special wastes generated in the study area based on information supplied by the municipalities, as well as per capita estimates where real data are not available, with adjustment to account for industrial, commercial and institutional (ICI) waste and materials.
- Examine the refuse and recycling collection infrastructure in the region and estimate the percentage of the population that relies on curbside versus drop-off collection, considering the existing municipal contracts in place.
- Look at existing (and potential) facilities located in the participating municipalities and the type and volumes of materials handled by each.
- Make rough estimates of the current capacity of the existing infrastructure to handle these materials, and the potential to handle materials moving forward. This includes consideration of current costs (as provided by municipalities), and potential future costs given changes associated with Act 148 in Vermont, and similar changes that might occur in NH over time.
- Assess any regional opportunities for materials collection, management, transfer and disposal; including consolidation or sharing of facilities. This includes examining the potential for regional governance and the distribution of costs to participants, as well as how the Lebanon landfill lifetime might change with changing disposal rates, and the potential future for the GUVSWD District landfill.

In order to accomplish this Scope of Work, DSM carried out the following tasks:

- Reviewed transfer stations reports required by the NH Department of Environmental Services (DES) and VT Agency of Natural Resources (ANR) on materials collected for recycling and disposal at municipal transfer stations, including volumes and markets by material type;
- Surveyed municipalities on the facilities and services available for solid waste management in their municipality, and collected additional data on the use of those facilities and services, and the types and volumes of materials handled;
- Collected and analyzed information on the flow of municipal solid waste (MSW) in the study region including data on MSW and construction and demolition waste (C&D) compiled by GUVSWD, scale data detailing CY 2013 deliveries to the Lebanon landfill, and MSW and C&D deliveries to other disposal facilities;
- Reviewed current tipping fees and the potential to increase tip fees at the Lebanon landfill;
- Surveyed area haulers on services provided and the percentage of waste and recycling collected from households as opposed to businesses and institutions;
- Reviewed municipal curbside collection contract costs and services provided;

- Evaluated the current HHW collection system in VT and in NH in calendar year (CY) 2013;
- Evaluated current recycling activity and the potential to increase recycling;
- Collected data on food waste composting activity, facilities used, and volumes generated by different institutions;
- Reviewed the potential to increase diversion of recyclable materials and organics;
- Evaluated the impact of these decreased deliveries on the Lebanon landfill;
- Reviewed the potential to share services regionally, and the potential benefits of regional arrangements; and,
- Developed a description of the potential institutional and regional funding options that might exist if regional sharing of facilities was deemed cost effective.

The findings of DSM's work are presented below

Limitations of Analysis

DSM has relied on data provided by the municipality or listed in a mandated facility report for each operating facility. However, in many cases, municipalities had limited data on quantities of wastes collected by material type requiring DSM to use best professional judgment to estimate materials quantities. DSM endeavored to locate missing data by contacting organizations that handled materials collected, such as Northeast Resource Recovery Association (NRRRA) which cooperatively markets materials from some of the study municipalities, or other material and organics recyclers operating in the region.

The City of Lebanon did provide DSM with detailed data on deliveries to the Lebanon landfill which were used in this analysis. However, according to the scale operator Lebanon sometimes relies on statements by drivers entering the landfill as to the location of collected waste, which may or may not be entirely accurate.

Data available to DSM beyond that provided by Lebanon on landfill deliveries are for the most part estimates, with scale data not available for much of the estimates on recycling and on MSW and C&D disposed outside of the Lebanon landfill.

In addition, and most critically, through this analysis DSM found that over 70 percent of MSW, recyclables and C&D are collected by the private sector and as result there was no central source of data on materials collection by municipality outside of that reported by transfer stations. DSM was highly reliant on the largest waste collection company in the region, Casella Waste Services, to provide information and verify data in order to complete the analysis of material flow in the region. DSM also conducted surveys of other private haulers, and relies on these responses to draw any conclusions.

METHODOLOGY AND RESULTS

Analysis of Lebanon Landfill Scale Data

The City of Lebanon provided landfill scale data for 2010 – 2013 for each of the municipalities utilizing the landfill. The scale data lists the hauler or permit holder name, date, time, weight, material type and source (originating municipality) for each weight taken. DSM analyzed this information in detail for calendar year (CY) 2013 to calculate the quantities collected from each hauling company and from each municipality.

While the scale operator has the ability to 'split tickets' when trucks are delivering MSW collected from more than one municipality to the landfill, in practice this rarely occurs. It is up to the driver to ask for a split ticket and any 'split ticket' data would represent the driver's estimate as to the weight and origin of trash collection as the trucks do not have on-board scales. Finally, there is no reason for the driver or waste company to track which municipality the waste is collected in except when reporting tonnages to the Greater Upper Valley Solid Waste District. Therefore, the municipal scale data provides only a rough estimate of the quantities of waste by municipality.

DSM also surveyed the landfill operators to more accurately allocate deliveries from users paying with coupons. However, it is likely that some coupon users claim they are from Lebanon when they purchase coupons, even if they are not, which inflate totals originating in Lebanon.

Key findings from the analysis of the Lebanon landfill scale data include:

- Roughly 38,000 tons were delivered to the Lebanon landfill last year. Another 3,000 tons from municipalities that could deliver waste to Lebanon went to other facilities; it is not likely that this waste will be delivered to Lebanon going forward given current tipping fees at surrounding facilities;
- Roughly 95% of the total MSW tipped from NH municipalities is delivered by 20 private haulers who make up only 9% of permit holders from NH;
- Roughly 96% of the total MSW tipped from VT municipalities is delivered by 12 private haulers who make up only 14% of permit holders from VT;
- Casella represents roughly 60% of the MSW disposed at the Lebanon landfill, and with the purchase of Woodstock Recycling, would represent 63%;
- The remaining MSW is delivered from other private haulers (13%), municipal transfer stations including Lebanon's drop-off at the landfill (14%), and businesses and institutions that direct haul their waste (10%, of which 1665 tons were from Dartmouth College); and,
- A large number of businesses in Lebanon, especially, deliver waste directly to the landfill, as opposed to contracting with a private hauler – while these deliveries represent a relatively small percentage of total deliveries the comprise a large percentage of the traffic delivering waste;

As the findings above indicate, Casella is the key to deliveries of waste to the Lebanon landfill. Casella is under no obligation to deliver waste to Lebanon, and a decision by Casella to stop using the Lebanon landfill would have a significant impact of Lebanon landfill revenues.

The Role of Transfer Stations

According to George Murray, City of Lebanon, all municipalities using the Lebanon landfill have a signed agreement with Lebanon which, among other clauses, requires that *“the Town shall have the obligation to deliver all Acceptable Waste which the Town controls to the (Lebanon) Landfill”*.¹

DSM obtained 2012 transfer station reports from the New Hampshire Department of Environmental Services for municipal transfer stations located in Lyme, Sutton, Canaan, Enfield, Newbury, Grantham and Grafton. These reports list tonnages of MSW, recyclables and Construction and Demolition (C&D) Waste collected during each calendar year and the destination for these materials. However in some cases, DSM needed to confirm the destination and quantities of materials as information was incomplete.

In Vermont, DSM obtained copies of quarterly reports for the transfer stations and drop-offs, and/or collected data on materials collected, weights and destinations directly from the municipality.

DSM’s key findings from reviewing these reports include:

- Some transfer stations serve as an important outlet for hard to handle wastes, such as propane tanks, tires, lead acid batteries, bulky and C&D wastes, scrap metal, and florescent tubes;
- Roughly 30% of residential MSW is collected through transfer stations;
- Transfer stations collected an estimated 36 percent of residential recyclables in the region;
- Recycling rates at transfer stations appear relatively high, and when coupled with unit based pricing result in the highest rates of recycling however, these rates do not represent the recycling rate for a municipality as a whole since not all residents use the transfer station and some do to only recycle or drop-off special wastes; and,
- Costs to collect materials at a transfer station are not necessarily lower than the cost to collect materials curbside, particularly if the cost to the resident to drive to the transfer station is included.

¹ Language from *“Municipal Solid Waste Agreement between City of Lebanon and Greater Upper Valley Solid Waste District*, June 1, 2000. It is assumed that all VT and NH municipalities using the Lebanon landfill have entered into the same agreement.

Source of Waste and Collection Method

DSM contacted town administrators, transfer station operators and private haulers to determine who collected MSW in the municipality, where MSW went if it didn't all go to the Lebanon landfill and how much, and roughly how much MSW was generated by residents as opposed to the commercial/industrial/institutional (ICI) sector.

This information was used in conjunction with the Lebanon landfill scale data and the municipal transfer station data to allocate tonnages collected to either residential or ICI generators, and by municipality.

The results from this analysis are shown in Tables 2 and 3 below. As noted above, roughly 38,000 tons was delivered to the Lebanon landfill with the remainder going to other transfer stations or landfills.

TABLE 2. ESTIMATED TONS OF MSW GENERATED BY VERMONT AND NEW HAMPSHIRE MUNICIPALITIES USING THE LEBANON LANDFILL

	Residential	ICI	Total	Percent
State	<i>(tons)</i>	<i>(tons)</i>	<i>(tons)</i>	<i>(%)</i>
Vermont	9,300	4,400	13,700	33%
New Hampshire	15,900	11,700	27,600	67%
Total:	25,200	16,100	41,300	

TABLE 3: ESTIMATED TONS OF MSW DISPOSED BY COLLECTION METHOD AND BY GENERATOR TYPE

	Residential	ICI	Total	Percent
Collection Method	<i>(tons)</i>	<i>(tons)</i>	<i>(tons)</i>	<i>(%)</i>
Private Hauler	17,400	12,300	29,700	72%
Property Manager	300		300	1%
Business/Institution Direct Haul		3,600	3,600	9%
Transfer Station	7,500	200	7,700	19%
Total:	25,200	16,100	41,300	

Figures 1 and 2 illustrate the contributions of MSW from each municipality in the study area to the Lebanon landfill wasteshed. These include both residential and ICI waste disposal from each municipality.

FIGURE 1.
ESTIMATED MSW DISPOSAL IN CY 2013 BY NH TOWNS

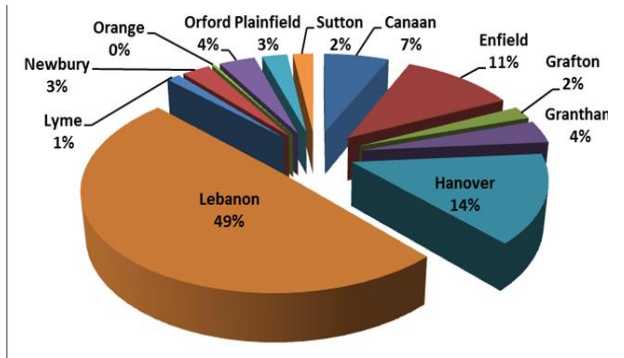
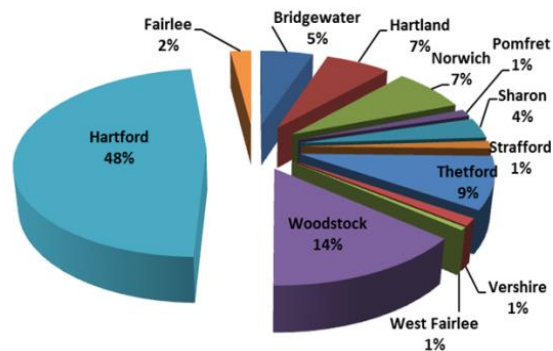
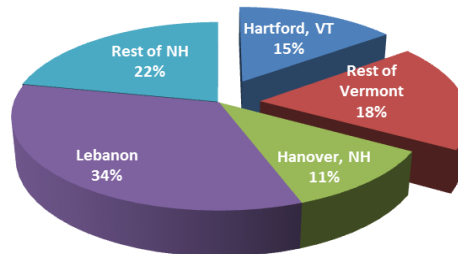


FIGURE 2.
ESTIMATED MSW DISPOSAL IN CY 2013 BY VT TOWNS



Finally, Figure 3 illustrates the largest contributors to the wasteshed in the study region. Collectively, an estimated 24,700 tons of waste were delivered from generators in Hanover, Hartford, and Lebanon last year, or about 60 percent of waste disposed from the study region.

FIGURE 3. LARGEST CONTRIBUTORS TO DISPOSAL FROM THE STUDY REGION (CY 2013, BY WEIGHT)



DSM's key findings from this analysis are:

- Over 70 percent of the MSW is collected by private haulers and not by municipalities;
- Transfer stations are responsible for 19 percent of this MSW collected in the region;
- Many small businesses haul their own waste directly to the Lebanon landfill, typically in small loads paying the same tip fee as larger haulers delivering much larger loads;
- Most of the waste from Vermont is residential; and,
- Vermont's contribution to the wasteshed is relatively small at an estimated 13,700 tons disposed last year, or 1/3 of disposal in the region.

Review of Construction and Demolition Waste Management

Most C&D waste is not delivered to the Hartford transfer station or the Lebanon landfill. Instead it goes to Casella transfer stations in Lebanon or Newport; or a small amount goes to Hammond Grinding and Recycling in Orange, NH.

Based on DSM's limited survey, an estimated 13,000 tons of C&D waste were generated last year from the study area, of which only roughly 1,000 tons was delivered to the Hartford transfer station or the Lebanon landfill. Generation of C&D waste is likely up from the past few years when construction and demolition activity was down, and therefore associated C&D waste generated at low levels. C&D waste composition varies greatly depending on the type of construction (and demolition) activity that occurs in the region. For example, new home starts generate more clean wood and gypsum than renovation or demolition activity. Because of this, it is difficult to predict how much material might be available for recycling in a given region. However, based on a comprehensive analysis that DSM conducted for Massachusetts Department of Environmental Protection in 2007,² only about 11 percent of C&D waste is composed of clean wood (or high grade wood, consisting of pallets and crates and other unpainted wood), and another 6 percent is clean dry wall. In both cases, separating the clean wood and gypsum after it has been combined with other C&D materials is difficult (for clean wood) and nearly impossible for clean gypsum (because it is broken into small pieces). As such recycling activity for these materials must take place at the job site, or at the entrance to disposal/transfer facility.

There is very little information available on the volume of C&D recycling activity occurring in the region. Reuse outlets like *Cover* and *Vermont Salvage* play a role in the recovery of useable building components, and large demolition contractors that work directly with C&D processors/recyclers can help to divert C&D materials in the region from disposal. In most cases, C&D recyclers sort C&D materials manually and mechanically, and sell the majority of wood waste for fuel, while recovering large pieces of cardboard and metal.

The economics of hand separating materials at a transfer station typically do not justify the cost of sorting. Source separation of clean wood with consolidation at a transfer station or landfill can be economical. However, given how little C&D waste is being disposed of at municipal facilities, it does not appear that there are significant regional opportunities for managing this material.

More importantly, grinding of C&D at Hartford with free disposal of the ground C&D at the Lebanon landfill may prove problematic going forward as Lebanon works to control odors at the landfill. This is because disposal of whole C&D mixed with MSW typically generates less odor than grinding and use of the C&D as landfill cover material.

² <http://www.mass.gov/eea/docs/dep/recycle/reduce/06-thru-1/07cdstdy.doc>

Materials Recycling

DSM collected data on recycling activity occurring in the study region. This included collection and review of state facility reports and telephone surveys of major recyclers and transfer station operators. DSM did not survey large generators that handle their own material, such as grocery, department and large retail stores that may bale on-site and backhaul materials. As such, these materials are not included in our estimates of recycling in the region.

As part of the telephone surveys, DSM asked handlers to estimate how much material was collected from households as opposed to businesses and institutions, and how much material came from Vermont locations as opposed to those in New Hampshire.

The focus of DSM's analysis was on the recycling of printed paper and packaging materials, including bottles and cans. Scrap metals, textiles and other types of materials were not well documented beyond any reporting by transfer stations. A summary of DSM's findings are shown below in Table 4. Please note that the allocation of recycling to the residential and commercial sectors, and to Vermont as opposed to New Hampshire relies heavily on estimates made by the largest handlers of recyclables. Note that ICI refers to the Institutional, Commercial and Industrial sector combined and includes the hospitals and Dartmouth College.

TABLE 4: ESTIMATED RECYCLING QUANTITIES BY SECTOR, SOURCE AND STATE (CY 2013)

	Residential	ICI	Total	Percentage
Source	<i>(tons)</i>	<i>(tons)</i>	<i>(tons)</i>	<i>(%)</i>
Recycling - VT				
Drop-offs	1,300	140	1,440	12%
Curbside	1,550	1,900	3,450	29%
Leb Landfill	80	0	80	1%
Recycling - NH				
Drop-offs	500	50	550	5%
Curbside	1,900	3,600	5,500	46%
Leb Landfill	920	80	1,000	8%
Recycling - Total				
Drop-offs	1,800	190	1,990	17%
Curbside	3,450	5,500	8,950	74%
Leb Landfill	1,000	80	1,080	9%
Total Recycling:	6,250	5,770	12,020	

Key findings from DSM's analysis include:

- An estimated 6,250 tons of printed paper, packaging and containers were recycled from households in the study region last year;
- Of this amount, Vermont's households were estimated to have recycled an average of 430 lbs. last year and NH households an average of 340 lbs. per household;
- Transfer stations and drop-offs, including the Lebanon landfill's drop-off area, contributed roughly 26% to the recycling estimate;
- An estimated 45 percent of residential recycling occurred through transfer stations and drop-offs (including the Lebanon landfill), even though 69 percent of refuse is collected by private haulers – this indicates that many households do not have access to parallel collection of recyclables and refuse and must rely on driving to a transfer station to recycle; and,
- The majority of commercial recycling occurs in NH and this figure is underestimated as it excludes many large generators of old corrugated containers and other packaging such as grocers and large retailers.

While recycling rates are a notoriously poor way to compare the progress or success of recycling/diversion programs, they continue to be a standard method of measurement. Table 5 below presents estimated recycling rates for printed paper and packaging (including containers) only, and excludes Vermont bottle bill material. If the bottle bill material were included, Vermont's rate would be even higher.

TABLE 5. RECYCLING RATES FOR THE RESIDENTIAL AND ICI SECTORS

Source	Residential (tons)	ICI (tons)
Vermont		
Recycling	2,930	2,040
Disposal	9,344	4,407
Rate:	24%	32%
New Hampshire		
Recycling	3,320	3,730
Disposal	15,878	11,735
Rate:	17%	24%
Total Study Region		
Recycling	6,250	5,770
Disposal	25,222	16,142
Rate:	20%	26%

Household Hazardous Waste (HHW) Management

There are three different organizations currently managing HHW collections in the Study Region - the GUVSWD in Vermont, the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) in New Hampshire, and at a much smaller scale, the Town of Canaan.

The collection programs run by the two regional organizations are similar – each host a series of one day collections in the warmer months at transfer stations or other municipal locations to enable residents from the region to drop off HHW. In Vermont, Hartford has access to the GUVSWD collections, as one is typically offered each year at the Hartford transfer station at the location of the constructed but unused Hartford HHW facility. In addition, some municipalities periodically host their own collections for their residents.

Depending on funding available, HHW collections hosted by UVLSRPC are offered 4 to 5 times per year between the months of May – October. In Vermont, collections are less frequent and also depend on funding. Last year, there were two collections serving the Vermont towns.

Both the NH and VT collections rely on a permitted and licensed hazardous waste contractor to manage the collection site, ensure safety and compliance with state and federal law, and bulk, consolidate and label materials for shipment and further processing. These contractor costs represent a high percentage of the total program budget each year.

As part of a 2012-2013 Solid Waste Technical Assistance Grant funded by USDA, UVLSRPC studied the HHW collection program along with the universal waste collection programs, partnering with two Vermont Solid Waste Districts along the Connecticut River to look at HHW collection along the CT River Valley.

Conclusions from this study are summarized below³:

- *“Communities could do more to manage HHW at municipal transfer stations in New Hampshire.”*
- *“Towns could be managing all universal waste at local transfer stations/recycling centers. (For example, many towns in the region are not collecting antifreeze which could reduce cost by diverting this material from more expensive HHW collection.)”*
- *UVLSC could “benefit from partnering with nearby Vermont communities such as: Hartford and towns with the Greater Upper Valley Solid Waste District.”*
- *A rural rover program is not recommended for the region. However “Satellite collections” operated by trained professionals who set up in a small town and transfer the materials collected directly to a consolidation point are an alternative and seem to be the best option for the region.*

³ Connecticut River Valley Household Hazardous Waste Management 2013. November 15, 2013. Prepared by Morgan Environmental Solutions, LLC.

- *“Developing a permanent HHW collection facility could be a costly endeavor.” The final report estimates annual costs of \$150,000 of which \$20,000 are estimated for disposal costs and \$11,000 for a bond payment on the capital costs for construction of a new facility (which were estimated at \$102,000).*
- *“A permanent center would provide on-going options to residents and small businesses for properly managing the more dangerous wastes generated in the home or business. It would also provide storage for materials gathered that would not fit onto a truck after an HHW collection event.”*
- *“The UVLSRPC should work with the Town of Hartford, VT to utilize their existing collection center to be used by area residents and small businesses. A partnership with Hartford, VT would require some site improvements/repairs and a memorandum of understanding between the two parties.”*
- *“This partnership could increase access to proper HHW collection services and could reduce costs through sharing costs among towns.”*
- *“By establishing a permanent collection option and encouraging towns to collect all universal wastes, costs could be reduced and access increased.”*

The report also said the UVLSRPC study was to “provide the information needed to implement a long-term management program for HHW in its planning region and participating Vermont Solid Waste Districts.”

DSM reviewed the data available in this report and on the HHW collection programs in the study region. This included analyzing last year’s data on participation, quantities collected by material type, and program costs. DSM then compared these data with the Chittenden Solid Waste District (Williston, VT) program which is viewed as a model program in Vermont, as well as in many other states. Findings are summarized in Table 6.

TABLE 6: HHW COLLECTION PROGRAM COST, VOLUMES AND PARTICIPATION STATISTICS, AS COMPARED TO THE CSWD PROGRAM (1)

	NH	VT	CSWD
Gross Cost	\$43,431	\$30,778	\$472,218
<i>Quantity (lbs.)</i>	45,940	34,344	581,750
Participants	731	329	10,023
Households	731	329	9,290
Cost per Participant	\$59	\$94	\$47
Lbs/Participant	63	104	58
Total Households:	19,580	13,509	62,267
Participation Rate	4%	2%	15%

(1) Volume was converted to weight by applying commonly acceptable conversion factors for materials collected (such as paint and oil) and by interviewing the contractor to confirm the average density of invoiced materials.

As shown in Table 6, the CSWD had a participation rate of 15% of households in their District as opposed to participation rates of 2% to 4% in the Vermont and New Hampshire programs respectively. The cost per participant (typically a household or vehicle) ranged from \$47 in the CSWD to \$94 in VT. The quantity collected per participant also ranged broadly, with a high of 104 pounds for the Vermont collections to a low of 58 pounds in the CSWD. This difference in the weight delivered per participant typically plays a large role in the higher cost per participant since the majority of program costs are for disposal.

When comparing costs on a per pound collected basis, CSWD's costs are lowest at \$ 0.81 per pound with NH's program costs the highest at \$0.95 per pound and VT at \$0.90 per pound. However given the wide range in waste materials collected, the cost per pound varies, with highly toxic materials that must be lab packed typically at much higher costs than those of oil based paints, paint related wastes and other flammable wastes that might be bulked on-site.

In conclusion, if the Study Region were to follow the recent report conclusions and utilize the Hartford facility as a permanent facility, and offer satellite collection points to increase participation in the region, with a goal of achieving participation rates similar to the CSWD (at 15%), system costs would increase significantly over current costs. The cost per capita is misleading since lower costs are achieved with low participation and lower quantities per participant. At 15% participation in the Study Region (or 4,963 households) and at average quantities per participant of 58 pounds at a cost of \$0.81 per pound handled, the region would see annual costs of roughly \$234,000, compared to current annual costs of roughly \$74,000. This difference (roughly \$160,000) would have to be subsidized through a surcharge on landfill tip fees or through some form of per capita or per household charge. Grants may reduce this cost slightly, just as they offset program costs in both states currently, but would not cover most of the increased cost.

In conclusion, while there may strong interest in pursuing a broader and more permanent HHW program, it cannot happen without a significant subsidy. CSWD's HHW program has received a subsidy of over \$500,000 the past three years from the District's MSW tipping fee surcharge.

Organics Diversion

There has been interest and participation in food waste composting in the Study Region for over 15 years. Dartmouth College and the Town of Hanover were early supporters of the ROT composting facility located in Lebanon, and Dartmouth continues to use the facility to divert food waste and other organic materials.

DSM conducted a limited survey of food waste collection and off-site composting in the study region to determine who was separating food waste, how much material (roughly) was being diverted for off-site composting, and who was collecting and composting the material.

DSM also made rough estimates of how much food waste might be currently disposed in the region in order to estimate the potential for additional organics diversion above current activity. To do so, DSM used the recent

(2012) Vermont Waste Composition Study findings, and applied them to the estimated residential and commercial MSW tons disposed in the Study Area. The resulting estimates of food waste and other organics currently disposed are very rough, as the Vermont study presents results for Vermont as a whole, not for a particular region. But since there are no data on the composition of waste disposed in the Lebanon landfill, the Vermont study serves as a reasonable proxy to estimate organics diversion potential for the Study Region, as shown below in Table 7.

TABLE 7: ESTIMATED FOOD WASTE AND YARD WASTE DISPOSED IN THE STUDY AREA (CY 2013)

	Residential	Commercial	Total
	(tons)	(tons)	(tons)
Vermont			
Tons of MSW Disposed	9,025	4,726	13,751
<i>Food Waste</i>	1,509	531	2,040
<i>Mixed Yard Waste Leaves, Branches, & Stumps</i>	288	138	425
<i>Fines / Dirt</i>	253	118	371
<i>Other Organics</i>	486	42	528
New Hampshire			
Tons of MSW Disposed	16,011	11,735	27,746
<i>Food Waste</i>	2,677	1,319	3,996
<i>Mixed Yard Waste Leaves, Branches, & Stumps</i>	511	342	852
<i>Fines / Dirt</i>	449	293	743
<i>Other Organics</i>	861	105	967

From DSM's telephone survey of food waste separation in the ICI sector, a total of 750 tons of food waste was estimated to be diverted off-site for composting from Dartmouth College, DHMC, APD Hospital, grocers and some restaurants and businesses in the region.

DSM's findings include:

- Food waste is composted at three facilities in the region – the ROT facility (Lebanon), Acorn Hill Farm (Lyme) and Cookville Compost (Corinth);
- An estimated total of 750 Tons of food waste was diverted last year from institutions and businesses in the study region, including 650 tons from NH Facilities, 100 tons from VT establishments of which some were located in Bradford (which is outside the study region).
- If the estimates of commercial food waste disposed in NH were correct, the recovery rate for commercial food waste is already at 30%; and,
- Residential food waste disposal estimates (using the VT waste composition study) indicate backyard composting may already be in widespread use, particularly in Vermont.

Costs of Solid Waste Management

DSM developed rough estimates of the annual cost of solid waste management and recycling in the Study Region based on estimated unit costs from DSM's database applied to quantities of material handled in the Study Region. Applying the estimated number of tons collected by the different collection methods used in the region (i.e. drop-offs and transfer stations, curbside collection and containerized collection) to an estimated per ton cost to collect yields a rough estimate of the total costs for each method in the region. These cost estimates are shown below in Table 8.

These costs assume tip fees of \$68.88 per ton, as charged at the Lebanon landfill last year, as well as transfer station operating costs (net of the disposal costs) of \$143 per ton for MSW and \$138 per ton for recyclables. Curbside costs applied were assumed to range from \$125 per ton for ICI refuse to a high of \$328 for residential curbside refuse.

TABLE 8: ESTIMATED SOLID WASTE MANAGEMENT COSTS IN THE STUDY REGION (CY 2013)

	Refuse	Recycling	Total
Service	(\$)	(\$)	(\$)
Residential			
Curbside Collection	\$5,805,000	\$715,000	\$6,520,000
Transfer Stations	\$1,075,000	\$338,000	\$1,413,000
Disposal (Tip Fee)	\$1,737,000	\$18,000	\$1,755,000
Subtotal:	\$8,617,000	\$1,071,000	\$9,688,000
Commercial			
Curbside Collection	\$1,993,000	\$854,000	\$2,847,000
Transfer Stations	\$28,000	\$49,000	\$77,000
Disposal (Tip Fee)	\$1,112,000		\$1,112,000
Subtotal:	\$3,133,000	\$903,000	\$4,036,000
Total Estimated Cost:	\$11,750,000	\$1,974,000	\$13,724,000

These cost estimates do not include the cost of HHW Collections (\$74,000, rounded last year), or the collection of some special wastes such as universal wastes, C&D waste, and tires. The cost estimates also exclude the cost to households and small businesses to deliver material to transfer stations, which could add roughly \$700,000 in additional costs per year if accounted for. The cost estimates do include the surcharge paid to the GUVSWD and to the City of Lebanon, which are built into the prices charged for collection and disposal.

Costs of existing food waste collection and composting off-site may add another \$200,000 or more to the system costs shown in Table 8.

The general conclusion is that solid waste and recycling collection, processing and disposal cost the Study Region roughly \$14 million, of which roughly \$10.9 million, or 79 percent (rounded) of total costs are spent on

collection. This illustrates the importance of managing collection costs to achieve efficiencies and control costs over time.

Given the importance of collection costs to total system costs the question has been raised by some municipal officials in the Study Region whether it would make sense to organize regional, public collection as a way to reduce total costs. While it is beyond the scope of this analysis to cost out a public collection system it is DSM's professional opinion, based on 30 years of observing private and public collection programs throughout the United States that in most, but not all cases, the private sector is more efficient than the public sector in the provision of collection services. There are exceptions (based on DSM's observations, Marion, Iowa and Fort Collins, Colorado are two municipal programs that are clearly competitive with private sector collection); but in general public sector programs often suffer from a lack of investment in the necessary maintenance and spare truck infrastructure, entrenched unions unwilling to make changes to increase efficiency, and public governing bodies unwilling to invest in new collection equipment on a timely basis.

This does not mean that individual municipalities in the Study Region should not consider organizing public collection if they believe that the private sector has become too monopolistic, and they have the existing public works fleet infrastructure in place; only that historically it has been difficult for the public sector to compete efficiently against the private sector for collection of MSW if there remains a competitive private sector willing to provide the service.

Increasing Materials Diversion from Disposal

Changes would need to be made in the organization of refuse and recycling collection to significantly increase recycling and food waste composting in the region. First, and foremost, municipalities that rely on subscription collection of refuse, but drop-off collection of recycling would need to require parallel collection of refuse and recycling to significantly increase materials diversion. This is especially the case for Lebanon where there is no organized curbside collection of recyclables even though the majority of residents subscribe for refuse collection.

Parallel collection will be required in Vermont by July, 2015, and simply means that all households receiving curbside collection of refuse must be offered curbside collection of recyclables with the cost embedded in the refuse collection cost.

DSM has surveyed household behavior in a number of municipalities around the United States where households receive curbside refuse collection, but must drive to a drop-off or transfer station to recycling. Only between 7 and 15 percent of households typically participate in recycling under this arrangement, compared to between 60 and 90 percent household participation when parallel curbside collection of refuse and recycling is provided.

The same parallel access for organics collection will eventually be required if the Study Region is to significantly increase the diversion of organic waste from households. While rural residential households can rely on backyard composting, most households with curbside refuse collection would need some type of separate food

waste collection service, which will be the case in Vermont under Act 148. This type of service will come at a higher cost than currently experienced because a second truck or new split truck would need to be utilized to separately collect food waste, and for some households, to add curbside recycling collection.

The only way to minimize additional costs would be to develop a uniform, consolidated service route for households. For example, Plainfield and Enfield are experiencing much lower per household costs for parallel refuse and recycling collection services than those who subscribe for curbside collection service because everyone in the Town has the same service and the hauler is able to develop efficient routes with a higher number of households served per route day than on a subscription route (where longer distances between stops are typical).

One way to reduce the added cost of organics collection would be a weekly food waste and organics (e.g. yard waste) collection, paired with every other week recycling (one week) and trash (the other week). This could be most efficiently achieved through use of a split truck, but could be achieved using multiple trucks at a higher cost.

Table 9 below illustrates the potential for additional diversion in the Study Region. These levels cannot occur without a significant commitment to the provision of parallel curbside collection or recycling and of food waste for all households.

TABLE 9: POTENTIAL FOR INCREASED DIVERSION OF RECYCLABLES AND FOOD WASTE, AND ASSOCIATED RECYCLING RATES (1)

	Residential	ICI	Total
Current	<i>(tons)</i>	<i>(tons)</i>	<i>(tons)</i>
MSW Disposal	25,200	16,100	41,300
MSW Recycling	6,250	5,770	12,020
Organics Collection		750	750
Subtotal, Diversion	6,250	6,520	12,770
Total Generation:	31,450	22,620	54,070
Recycling Rate:	20%	29%	24%
Additional Diversion:			
MSW Recycling	3,700	3,300	7,000
Organics Collection	3,000	1,100	4,100
Subtotal:	6,700	4,400	11,100
Total Projected Diversion	12,950	10,920	23,870
Remaining For Disposal	18,500	11,700	30,200
Total Generation:	31,450	22,620	54,070
Recycling Rate:	41%	48%	44%

(1) These estimates are based on an annual average weight of 600 lbs. per household recycled compared with the current estimated average of 382 lbs. in the study region. They also assume additional commercial recycling to a rate (for packaging and printed paper) of 40%, as well as additional residential and commercial organics diversion based on 60 percent recovery rate, minus the current off-site diversion.

As illustrated by Table 9, if the Study Region were to achieve best possible diversion rates an additional 11,100 tons of waste would move from disposal to materials or organics diversion, leaving roughly 27,000 tons potentially available for disposal at the Lebanon landfill. This estimate assumes no change in waste generation over time, which is not unreasonable given historic declines in deliveries of waste to the Lebanon landfill.

FINDINGS AND CONCLUSIONS

DSM performed this analysis of solid waste management and recycling activity in the Study Region with the objective of identifying opportunities for regional cooperation to increase diversion and/or reduce costs; including the potential for shared services for collection, recycling, organics management and HHW management.

DSM's findings and conclusions concerning **collection** in the region are as follows:

- The private sector is a key participant in solid waste collection in the region, currently collecting over 70 percent of MSW, with Casella dominating. Reducing collection costs and significantly increasing diversion may require managing collection through contracts or franchises.
- While it may be possible to organize collection across municipal (and state) lines, it is significantly easier for individual municipalities to organize collection through either a franchised arrangement or a municipal contract. The difference between a franchise and a municipal contract is typically that under a franchise one or more haulers have an exclusive license to operate in a municipality, while a municipal contract typically implies that the municipality contracts with one or more haulers to provide a specific collection service, with the municipality typically paying the contractor for the service.⁴
- Enfield represents a successful example of offering uniform, contracted curbside collection service to residents using small carts for MSW and large carts for single stream recycling at a relatively low cost per household.
- Plainfield also provides an example, with organized MSW and recycling collection, and the use of pay as you throw bags to raise some revenues to offset the costs of the contracted service to the Town.
- While Hanover and Hartford have organized recycling collection they do not have organized MSW collection, which may lead to lower quantities of materials recycled in these two Towns because not all households necessarily receive MSW collection on the same day as recycling collection.
- As recommended in DSM's 2012 report to Hartford, the logical option for Hartford would be to create a single franchise or contract for collection of MSW and recyclables using carts for both MSW and recyclables. Hartford could combine this with PAYT financing – either bags (as used in Plainfield) or billed by MSW cart size, which will be required under Act 148. Alternatively Hartford could simply allow the

⁴ There are municipal contracts where the private hauler is required to bill the households – Middlebury, Vermont is an example of this arrangement for recycling collection, however, typically this is more expensive because the private hauler must also bear the cost of non-payment, which typically might be roughly 5 percent of households.

private sector to implement the requirements of Act 148 with no role by the Town (and elimination of the curbside contract) but this will be more costly to residents⁵.

- If Hanover wants to move organics collection forward, organizing MSW collection to go with recycling collection would allow for eventual implementation of separate residential food waste collection.
- Lebanon has no organized collection, and no requirement for parallel collection of recyclables and refuse, as such it is likely that the recycling rate for Lebanon residents is significantly lower than it could be with more active involvement by the City of Lebanon.
- Smaller municipalities in VT can assume that private haulers will meet the requirements of Act 148
- Smaller municipalities in NH could organize collection as Enfield and Plainfield have, or continue with current system.

DSM's findings and conclusions on **materials processing** in the region are:

- There is an insufficient volume of recyclables in the region to justify investment in a modern Materials Recovery Facility – the industry trend is to develop large Single Stream processing facilities with long distance transfer of materials to these facilities. Casella represents this trend, with transfer capacity in White River Junction to transfer to either Casella's Rutland Single Stream MRF, or the Chittenden Solid Waste District's Single Stream facility in Williston, VT (operated by Casella).
- Casella's monopoly of Single Stream processing capacity in Vermont and New Hampshire has been raised by municipal officials as a concern going forward. However, the Chittenden District (not Casella) controls tipping fees and revenue sharing for the Williston (VT) facility, and there are competitive single stream MRF's owned by: Ecomaine in Portland, ME; Waste Management in Billerica and Springfield, MA; Willimantic Waste in Willimantic, CT; and, a Connecticut Resource Recovery Association facility in Hartford, CT operated by ReCommunity.
- Hartford's transfer station could be modified to transfer single stream materials collected in the Upper Valley to any of these single stream MRF's. Modification would require the provision for dumping into a 100 yard walking floor trailer. This typically requires a higher loading height, and the use of a front-loader to tamp down the load to achieve maximum over-the-road tonnage (averaging perhaps 18 tons per load)
- Lebanon could also be modified for regional transfer of single stream material, although because they currently bale and sell materials, they may find it cost effective to continue to do so;

⁵ DSM's analysis for Hartford in 2012, and a similar analysis for the Chittenden District indicates that organized, parallel collection using a single contract hauler could save roughly 15 percent over current systems costs using multiple subscription haulers.

- However, it is DSM's professional opinion that it is highly unlikely investment in new baling and sorting equipment at other facilities will be worth it, other than small OCC balers spotted at large generators such as grocery or big box stores (if they are not already there).

DSM's findings and conclusions on **organics processing** in the region are:

- Construction of a single compost facility to serve the region could cost as much as \$2 to \$3 million based on rough construction estimates DSM prepared for Vermont's Act 148 Analysis. This would involve construction of concrete pads, use of a cover material such as the Gore fabric, or a roofed building, aeration and grinding, turning and screening equipment.
- It is possible to construct a smaller facility with lower throughput for perhaps \$750,000 to \$1 million, assuming that it was designed primarily for yard wastes with some source separated food wastes low in contaminants. Such a facility would consist of gravel pads, a grinding machine, a front loader for construction and turning of uncovered windrows, and stationary screens for screening of finished compost. However, it should be cautioned that while the science of composting has been around for a very long time, there is a reason that there are as few successfully operating composting facilities as there are. The production of high quality compost without odor issues requires a significant investment in equipment to grind incoming materials and screen outgoing materials, as well as investment in trained operators to manage the composting and curing process. This investment increases significantly if the desire is to compost large quantities of food wastes in addition to yard wastes.
- Much of the "low hanging fruit" of organics appears to already be separately collected and brought to processing facilities in or adjacent to the Study Region. However, it is not clear that some of these facilities are adequately capitalized to provide long-term processing of organics.
- Based on DSM's Act 148 Analysis, it is estimated that residential collection of organics would cost an additional \$4 to \$8 per month per household. Costs at the lower end would depend on the availability of Single Stream collection of recyclables and every other week MSW collection. Single Stream collection is essential in order to co-collect organics and either recyclables or MSW. Dual or multiple stream recyclable collection is incompatible with split truck collection of organics.
- The costs to collect Institutional/Commercial/Industrial (ICI) organics are highly dependent on the individual business or institution, with larger generators of food waste experiencing lower costs per ton;
- In general, ICI collection costs will be more for organics collection than for MSW collection (perhaps \$75 per ton more) but tipping fees may be slightly lower (perhaps \$20 per ton), and the business or institution may save on MSW collection once heavy food waste is removed.
- As a result, only the larger generators would save money by having food waste collected separately.

DSM's findings and conclusions on **regionalization of disposal facilities** located in the study region are:

- There is currently excess disposal capacity in New England, with tip fees reported as low as low as the low 40's for Waste to Energy disposal in Massachusetts; and landfills in northern VT and NH offering disposal capacity in the low \$40's to low \$50's. Transfer of MSW and/or Single Stream recyclables can be accomplished for roughly \$15 to \$20 per ton, which means that the Lebanon landfill tipping fee of \$68.88 is roughly competitive with long distance transport. However, there is limited ability to raise Lebanon's tipping fee without risking the loss of waste.
- The Lebanon landfill's current business plan shows sufficient capacity through 2030 without need for more expensive expansion to south. The GUVSWD landfill site could provide capacity after that date. DSM is not aware of any analysis that compares the cost of expanding the Lebanon landfill south after 2030 with the alternative cost of developing the GUVSWD landfill. Such an analysis should be undertaken by the Study Region before making a decision as to which alternative is most cost effective.
- If the region as a whole (or with leading participation by the larger municipalities along with the GUVSWD) acquired the bond cost for the landfill, the GUVSWD could be freed up to serve more regional interests – including operating the Hartford TS and providing a permanent HHW collection site as well as a drop-off for other hard to handle materials and recyclables. This does not imply that the GUVSWD could necessarily operate the Hartford TS more efficiently than the Town of Hartford, only that the Town of Hartford is currently providing a regional service with any excess cost borne solely by the Town of Hartford.
- Regional acquisition of the GUVSWD site might involve the following:
 - The GUVSWD owes roughly \$2.6 million through three bond issues (house/office, Twin State land, Bridge) with one bond payment ending in 2014, a second in 2028, and the third in 2031.
 - Bond payments could be covered by a \$5 surcharge on current tonnage at Lebanon in 2015, falling to \$4 by 2024 (declining principal).
 - A lower surcharge might be achieved by stretching out payments but this course of action would require a regional bond vote which appears to be highly unlikely.
 - Potentially the most logical arrangement might be a capital lease finance which doesn't require a regional vote. This would require legal review for both Vermont and New Hampshire municipalities, with costs allocated by population or by potential tonnage deliveries.
- Other ways to raise the funds might involve:
 - More tons could be brought into the Lebanon landfill from Southern Windsor County such as from Weathersfield (who is paying \$79 per ton currently) or small haulers interested in an alternative disposal location, with the excess revenue (over costs) allocated to acquisition of the GUVSWD landfill site.

- A per household or per capita surcharge might be assessed on the entire population using the Lebanon landfill, which would equate to an estimated \$6.30 per HH in 2015 falling to \$4.50 in 2025 and \$1.30 by 2031.
- This surcharge would be less if it were assessed on all property (residential plus ICI) instead, which might be reasonable since the landfill serves the ICI sector as well as residents.
- Municipalities interested in acquiring the landfill could simply make payments using general fund revenues from property taxes.

DSM's findings and conclusions about the **Hartford Transfer Station (TS)**:

- The Hartford TS pays for itself (through the fees currently set) only as long as ground C&D can be delivered to Lebanon at no cost, If this arrangement changes, then (using 2011 cost data) the net annual cost to Hartford is an additional \$220,000 above the fees to users.
- If GUVSWD landfill debt (\$215,000 in 2015) were covered in some other way, labor and administration of the Hartford TS and the GUVSWD could be consolidated and paid for through the GUVSWD surcharge allowing the Hartford TS to be used for a permanent HHW collection site, and allowing all of the other activities currently provided to Hartford residents and residents of the GUVSWD towns to continue at no annual cost risk to Hartford taxpayers.
- If Hartford moves to parallel curbside collection of refuse and recycling, transfer station costs could be reduced by reducing hours of operation.

DSM's findings and conclusions regarding **HHW management** in the Study Region include:

- Participation in the current programs is relatively low at 2 to 4 percent last year. Increasing participation will increase costs, regardless of how efficient the new program may become.
- For example, the CSWD spends over \$3 per capita to support its' permanent program, which had 15% participation last year.
- Hartford's permanent facility could be updated and reopened to become a permanent collection location and the consolidation point for a regional system similar to CSWD. This might boost participation to close to 15% of households, depending on how many satellite collections were held throughout the region.
- However the cost of this type of program would be significantly greater than what is being spent now in the region (about \$74,000 last year). It is estimated that at minimum an additional \$160,000 per year would need to be spent to serve 15% of households even if program efficiencies were achieved.

- Raising this money would involve either assessing member municipalities, adding a surcharge on waste or looking for additional grants, which are typically not available beyond what grant monies are available now from State government.

DSM's findings and conclusions concerning ***Construction & Demolition wastes and miscellaneous hard to handle wastes*** are as follows:

- The vast majority of C&D wastes are being managed by the private sector and are not going through either the Hartford transfer station or the Lebanon landfill. There is no reason to believe that this will change in the near future.
- Only approximately 11.5 percent of C&D wastes are clean wood, with a potential market, and it is very difficult to separate out this clean wood once it is mixed with all other C&D waste. Therefore, any expanded efforts would require source separation by generators, or a concerted picking operation at the Hartford transfer station. However, given the relatively small volume of C&D waste going through the Hartford facility, it is not likely that this operation would be economical.
- Asphalt shingles are also potentially recyclable; however, as with clean wood they require source separation and close monitoring. It is DSM's observation that most asphalt shingles come in mixed with wood, metal and paper or plastic sheathing, all of which contaminate the asphalt shingles. It is not clear that the cost to closely monitor the stockpiling of asphalt shingles would be worth the cost to then transfer it to a facility in Portsmouth, NH currently accepting this material. However, it may be worth contacting Pike Paving about the potential to use asphalt shingles in their paving mix.
- Tires are another hard to handle waste generated in the Study Region. There are programs to collect tires for use in combustion facilities and/or for grinding and construction projects. The Lebanon landfill already acts as a consolidation point for the NRRRA program to collect tires in the Study Region. There is no reason why this can't continue to occur.

Regional Cooperation

The following institutional arrangements could be used to further regional cooperation, in order of potential difficulty:

- A Regional Refuse Disposal Agreement could be created on the NH side with an associated governing body to manage solid waste (for example the Sullivan County Regional Refuse Disposal District had broad powers to implement solid waste facilities), and Hartford could become a member of the Greater Upper Valley Solid Waste District, if the landfill and bridge debt could be addressed or set aside so that all municipalities belonged to a single district.
- An Interstate Compact then could be adopted allowing the two districts to jointly manage solid waste. However while the language may still exist on VT side, the ability to do this has been repealed on NH

side and will require the adoption of new NH legislation, and Congressional and US EPA approval. While this appears difficult, it may not be as hard as it sounds if the compact plans are not actively opposed and the benefits are significant enough.

- The Compact could proceed with joint financing of the acquisition of GUVSWD landfill site, the development of a single permanent HHW facility (either by buying or leasing Hartford's facility and updating it or by developing a new facility in Lebanon) for use by residents and small businesses of member municipalities, and with taking over the management and long-term closure commitments of the Lebanon landfill (which could be transferred to the users of the landfill). The Compact could also take over and manage the inter-municipal contracts made with the private sector for collection and processing of refuse, recyclables or organics.

However, as outlined above, while it is certainly possible to create a single regional entity to coordinate all of the potential solid waste and materials management tasks, it is not clear that there are sufficient benefits to endure the costs of moving this forward. Working within the framework of existing municipal governments could instead yield similar results at a much lower political cost.

For example, the following could be pursued without a regional entity in place:

- Capital lease financing of the GUVSWD landfill could occur, which would require legal review for NH and VT municipalities, and costs could be allocated by population, or by potential tonnage deliveries (which could be estimated annually).
- A more formal Lebanon landfill contract could be written for all municipalities specifying joint actions.
- New contracts could be put in place between member municipalities to implement joint facilities, projects or services (which would require legal review if they cross state lines).
- As part of this, unilateral action could be taken by municipalities to organize the collection of refuse, recyclables and/or organics with the goal of providing uniform service at lower costs. This could be done by contract or possibly by setting up a franchise(s).
- However, it must be recognized that private haulers currently collect roughly over 70% of the waste and recyclables in the region. Without some control over this collection, joint facilities or programs may or may not meet performance and financial goals.

In summary, it should be recognized that regional cooperation already exists on many solid waste management fronts. The Lebanon landfill is a de-facto regional facility, the GUVSWD already exists and owns a potential landfill site, and Hartford already shares its' transfer station and site with members of the GUVSWD.

Many of the activities necessary to improve diversion can occur unilaterally by municipalities, such as organization of curbside collection of waste and recycling and implementation of unit based pricing, which is probably the activity that would have the greatest impact on diversion.

However an important impediment to further regionalization is the debt service of GUVSWD landfill site, which has prevented the regionalization of the Hartford Transfer Station beyond the current sharing of this service.

Resolving the debt service issue will depend on the buy-in from the City of Lebanon, which currently may or may not recognize any value in acquiring a share in a future disposal site. Some of the ways in which this arrangement might create value for Lebanon include:

- Securing ultra-long term landfill capacity for the City as a backup to the existing site. It is probably safe to say that siting another landfill in the Upper Valley in the future would be exponentially more difficult than simply acquiring the permitted GUVSWD site.
- Avoiding the costs associated with expanding to the south.
- Potentially developing a way to avoid the risk of losing Casella and/or sufficient waste in the near term through the municipal arrangements made with the other municipalities (and therefore avoiding the risk of losing the General Fund revenue raised by landfill tip fees in the short term).
- Increasing the real estate value of buildings and land along Route 12 A.
- Providing additional capital and political support to help resolve odor issues and any other environmental issues that might arise in the future from the existing site.

Acknowledgements

DSM would like to acknowledge the following individuals and organizations that have provided information and data for this analysis.

George Murray, City of Lebanon

Vickie Davis, Upper Valley Lake Sunapee Council

Jim Toher, Casella Waste Management

Mike Sampson, Town of Canaan

John Hurd, Former GUVSWMD director.

Stephen Lambert, GUVSWMD administration

Carl M. Mitchell, Contractor to GUVSWMD

Neil Fulton, Town of Norwich

Peter Kulbacki, Town of Hanover.

Rich Menge, Town of Hartford

NH DES Solid Waste Management Staff

John Leigh, DHMC

John Godkin, Town of Sutton

Dennis Pavlicek, Town of Newbury

Andy McDonald, Town of Enfield

Steve Halleran, Town of Plainfield

Chris Scott, Town of Grantham

Gene Craft, Town of Vershire

Mike Durfor, NRRA

Town Clerks for Bridgewater, Hartland, Fairlee, Sharon, Strafford, Thetford



Hartford Solid Waste Committee

FINAL REPORT – Hartford Solid Waste Committee

Hartford, VT

Submitted to: Hartford Selectboard

**Chuck Wooster, Chair
Richard Grassi, Vice Chair
Sandra Mariotti
Alex Defelice
Simon Dennis
Matt Bucy
Rebecca White**

July 29, 2015

TABLE OF CONTENTS

TABLE OF CONTENTS.....	ii
1 COMMITTEE CHARTER AND FORMATION.....	1
2 SOLID WASTE AND RECYCLING RESEARCH.....	1
3 FINDINGS AND RECOMMENDATIONS.....	2
3.1 Charge 1: The future of the Town’s recycling program (and, potentially, household solid waste collection)	2
3.1.1 Findings:	2
3.1.2 Recommendations:.....	3
3.2 Charge 2: The future of Hartford's Transfer Station.....	3
3.2.1 Findings:	3
3.2.2 Recommendations:.....	4
3.3 Charge 3: The role Hartford should play in a potential regional municipal solid waste (MSW) network	4
3.3.1 Findings:	4
3.3.2 Recommendations:.....	5
4 APPENDICES	6
4.1 Appendix I: Hartford Solid Waste Committee Interim Report to the Hartford Select Board	1
4.2 Appendix II: Opportunities for Regional Cooperation on Solid Waste Management in the Upper Connecticut River Valley – Final Report July 2014 – DSM	7
4.3 Appendix III: Operations Review of Hartford’s Transfer Station and Curbside Recycling Program – December 21, 2012 – DSM	38
4.4 Appendix IV: Draft Municipal Solid Waste Survey	50
4.5 Appendix V: Composting/Organics Management.....	54

1 COMMITTEE CHARTER AND FORMATION

The Hartford Solid Waste Committee (HSWC) was assembled by the Selectboard in October, 2013 and asked to advise the Selectboard on three topics:

- 1.) The future of the town's recycling program
- 2.) The future of Hartford's Transfer Station
- 3.) The role Hartford should play in a potential regional municipal solid waste (MSW) network

The Committee was formed as requested: "an [eight]-member sub-committee of the Selectboard made up of the Town Manager, Hunter Rieseberg; Director of Public Works, Rich Menge; two Selectboard members" (Simon Dennis and Bethany Fleishman); and four Town residents (Harry Kendrick, Todd Allen, Shawn Kelley, and Martha McDaniel). The Committee's composition has been stable throughout its existence, with approval of the Selectboard (*i.e.*, Ms. Fleishman remained on the Committee, despite rotating off the Selectboard).

Although the Committee was originally requested to submit its final conclusions to the first Selectboard meeting of August, 2014, the still-changing nature of the State's and the Town's management of municipal solid waste stimulated the then-sitting Selectboard to accept an interim report from the Committee in June, 2014 (attached, Appendix 1), with further conclusions to follow.

During this period, Hartford – in conjunction with Lebanon, Norwich, Hanover, and the Greater Upper Valley Solid Waste Management District (GUVSWD) - also commissioned DSM Environmental Services to advise concerning "the potential for shared solid waste management services to increase efficiency and/or reduce costs" (July 2014 report attached, Appendix 2). The Committee has also drawn conclusions from the DSM Environmental Services report for the Town of Hartford on the Transfer Station and the Curbside Recycling Program (December 2012 report attached, Appendix 3).

2 SOLID WASTE AND RECYCLING RESEARCH

As outlined in its June 2014 report, the HSWC has gained a considerable amount of subject matter knowledge during the course of its work. The Committee is struck by:

- the complexities of the enactment of Vermont's Act 148 (Universal Recycling law)
- the rapidly and continually changing nature of the recyclable materials market
- the challenges imposed by our rural location and relatively small population (challenging the cost-effectiveness of recycling efforts and solid waste disposal)
- the paucity of permitted landfill sites in Vermont

Throughout its deliberations, the HSWC has worked to consider all factors that come into play when making recommendations concerning MSW disposal. These include:

- the totality of environmental costs (e.g., fossil fuel expenditure)
- the totality of financial costs

- the possible impact of various options on individuals and local businesses (e.g., Town employees, small waste haulers)
- human nature (e.g., relative ease of no-sort recycling and resistance to change)
- impacts on personnel and municipal budgets

3 FINDINGS AND RECOMMENDATIONS

3.1 Charge 1: The future of the Town's recycling program (and, potentially, household solid waste collection)

3.1.1 Findings:

- In its report to the four towns last summer, DSM indicated the single best program to improve solid waste/recycling in the Upper Valley would be for each town to have a single vendor providing curbside household solid waste and recycling collection.
- To better gauge community interest in this potential service, the Committee has developed a brief questionnaire for residents on this topic , and is prepared to work with the Selectboard to incorporate it into the budgeting questionnaire that is under consideration.
- Hartford voters supported curbside recycling at 2015 Town Meeting at a rate of seven in favor to one against.
- A one-year contract is currently being developed between the Town and Casella for curbside recycling pickup for FY2015-16. While a multi-year contract for curbside recycling pickup would reduce the annual cost to the Town, the Committee recommends a one-year contract be pursued for Fiscal Year 2016-17, as a longer contract would interfere with potential future plans to move to town-sponsored curbside MSW pickup.
- The Committee has focused on HOUSEHOLD recycling and solid waste processing. Act 148 stipulates that all public buildings have parallel collection of recyclables wherever trash containers are available in all public spaces by July 1, 2015 (except in restrooms).
- During its research and deliberations, the Committee was challenged by small waste haulers that consolidation of household solid waste collection would significantly impact their ability to remain in business. The Committee met with two of the haulers currently doing business in Hartford – More Waste Solutions and Beauchene's Waste Service. F. Oakes Disposal, A.B.L.E. Waste Management and Northeast Waste could also be impacted.

3.1.2 Recommendations:

- For the foreseeable future, the Committee recommends the Selectboard continue to fund curbside recycling in the annual budgeting process.
- The Committee recommends issuing a survey (a draft for which is attached, Appendix 4) for the purpose of determining whether residents are in favor of town-sponsored curbside MSW collection.
- If the survey finds residents are in support of Town-sponsored household solid waste collection, the Committee recommends that the Town investigate town-sponsored curbside MSW pickup for FY 2016-17 and beyond. Key factors in this investigation include the funding mechanism and the impact on the hours of operation and business model of the Hartford Transfer Station and Recycling Center.
- In order to comply with the Solid Waste Implementation Plan (SWIP) the Committee recommends the Town establish a means to monitor, audit, and report on recycling within Town-owned buildings and schools on an ongoing basis.
- The Committee recommends the Town require any selected curbside recycling operator establish a program for ongoing communications about curbside recycling. Potential outlets could include the Town's website, the Hartford Listserv, Facebook pages (*e.g.* Town of Hartford, VT, Information Site), the *Valley News*, and Hartford Herald.

3.2 Charge 2: The future of Hartford's Transfer Station

3.2.1 Findings:

- There have long been concerns that the Lebanon landfill may, at some point in the future, discontinue taking pulverized construction and demolition (C&D) waste at no cost (apart from our trucking expense) from the Hartford Transfer Station.
- It is difficult to determine the "useful life" of the Lebanon landfill. As currently configured, it could remain open for more than 20 years. If it expands, its life could stretch out another 50 years.
- Recycling at the Transfer Station is currently close to a break-even operation. However, residents who use the Transfer Station for their recycling (and non-residents, who may account for as much as 40% of total users) are required to separate their recyclables while residents who take advantage of curbside recycling do not.
- Sales of sorted recyclables are an important source of transfer station revenue (tens of thousands of dollars). Change to single-stream would not only lose this income, but incur costs for contracting to have materials go to Casella's Materials Recovery Facility in Rutland, VT (@\$60/ton, 600 tons = \$36,000). A change to single-stream recycling at the transfer station probably wouldn't allow reduction in transfer station staffing because of myriad other functions the station fulfills.

- According to Act 148, as of July 1st, 2017, transfer stations must accept food scraps and food scrap generators of at least 18 tons/year (~100 pounds/day) must divert material to any certified facility that will accept it, within 20 miles.
- According to Act 148, on July 1st of 2020, food scraps will be banned from all landfills.
- More information on composting can be found in Appendix 5, attached.

3.2.2 Recommendations:

- If the Lebanon landfill discontinues acceptance of C&D under the present terms, the Committee recommends reevaluating the current Hartford Transfer Station business model.
- If the Town does enter into a town-wide Household Solid Waste/Recycling contract in the future, the Committee anticipates Transfer Station volumes could be significantly impacted. While the Committee does not foresee a scenario whereby the Transfer Station would cease operations, the Town should consider contingency plans to reduce operating expenses to offset reduced revenues.
- At present, the Committee recommends maintaining multi-stream recycling at the Transfer Station (as opposed to switching to “Zero Sort Recycling”). However, the Committee recommends the Town be prepared to reconsider the Transfer Station’s adherence to multi-stream recycling in the future.
- If Townwide curbside pickup of solid waste is instituted, the Town should carefully consider including weekly pickup of food scraps in the contract. The Committee envisions the following repeating schedule:
 - week 1: pickup of household solid waste for landfill (“trash”) plus food scraps
 - week 2: pickup of mandated recyclables plus food scraps.
- Broad public education about the best management of organic materials would be optimal. We remain unsure about how best to accomplish this.
- While the Town should be mindful that the Transfer Station must begin accepting food scraps as of July 1st 2017, this does not mean that the Town will be forced to create a composting operation, as the Town could divert unprocessed food scrap waste to an off-site certified composting facility.

3.3 Charge 3: The role Hartford should play in a potential regional municipal solid waste (MSW) network

3.3.1 Findings:

- One current example of regional collaboration is between the Towns of Hartford and Lebanon. Hartford currently gives its ground construction and demolition (C&D) materials to the Lebanon Landfill at no cost. This benefits both towns insofar as it provides free ground

cover to the Lebanon Landfill and free construction and demolition disposal to the Hartford Transfer Station.

- Other than Hazardous Household Waste (HHW), the Committee does not foresee any other significant opportunities at this time to pursue regional cooperation for solid waste management. A lack of follow-up (to the Committee's knowledge) after DSM's presentation of its report to the four towns in July 2014 suggests that the town managers are not experiencing a pressing need for regional collaboration. However, it is the Committee's understanding that HHW cooperation at the Transfer Station has town managers' attention and is slowly proceeding.
- While GUVSWD has certainly expressed interest in Hartford rejoining the District, the Committee sees few, if any, benefits to the Town. Furthermore, a downside of joining would be that the Town would likely be asked to share in debt service payments at some future date. In addition, the Committee has heard that the District is allowing some of its permits for the North Hartland landfill site to lapse.
- Composting may provide an opportunity for regional cooperation, but the Committee considers composting to be a long-term question that will see little or no progress in the next few years.
- The GUVSWD's permitted landfill site in North Hartland certainly has the potential to process compost, but it will be expensive to establish and operate. In the DSM report, it was estimated that establishing a regional compost facility would cost \$2 to \$3 million. This estimate was based on construction estimates prepared for Act 148 analysis. A smaller facility could be created for \$750,000 to \$1 million.

3.3.2 Recommendations:

- If the Lebanon landfill were to discontinue taking processed C&D materials from the Transfer Station, the Committee recommends the Town reevaluate the Transfer Station's business model. Potential solutions to the resulting financial shortfall could include reduction in hours of operation, finding additional sources of revenue through increased ticket cost, or entering into negotiations with the GUVSWD regarding the transfer of some management responsibility for the Transfer Station to the GUVSWD.
- If the GUVSWD develops a composting facility at its North Hartland site, the Committee believes Hartford would be able to send composting to the facility without having to rejoin GUVSWD, as the District will need the volume of food scraps that would be generated by Town residents.

4 APPENDICES

4.1 Appendix I: Hartford Solid Waste Committee Interim Report to the Hartford Select Board

July 2, 2014

Committee's charter: make recommendations to the Town about:

1. The future of Hartford's recycling program
2. The future of the Hartford Solid Waste/Recycling Transfer Center
3. The role Hartford should play in a potential regional Municipal Solid Waste network

Purpose of this report:

1. Educate the Select Board on solid waste/recycling information in advance of the presentation by DSM Environmental Services (DSM) of its report, report, "Regional Cooperation on Solid Waste Management" on July 15, 2014 at 7 PM at the VA Hospital
2. Provide the Select Board with the facts of the future of solid waste and recycling in Vermont (sections 1 through 4)
3. Identify the options and issues that the Solid Waste Advisory Committee see need to be addressed for it to complete its charter (sections 5 through 8)

Note: The Committee recognizes it has much work to do in preparing recommendations to the Town. The presentation by DSM to the report's constituencies – Hartford, Norwich, Lebanon, Hanover, Greater Upper Valley Solid Waste Management District (GUVSWD) – and the discussions it generates are expected to inform the Committee as it works to finalize its research and analysis and develop its recommendations.

Terms, acronyms and definitions useful in understanding solid waste management and recycling

ANR – Vermont Agency of Natural Resources

C&D – construction and demolition materials (wood, asphalt, drywall/gypsum); "clean" C&D (from new construction) is readily reusable, especially if sorted at a construction site; C&D generated by demolition activities is more difficult (though not impossible) to sort and reuse

HHW – household hazardous waste

HSW – household solid waste

MRF – material recycling facility (Casella hauls all recyclables to its MRF in Rutland)

MSW – municipal solid waste

NRRA – Northeast Resource Recovery Association; Hartford is a member town; from the NRRA website:

The NRRA provides cooperative purchasing programs, educational and networking opportunities, technical assistance, and cooperative marketing programs... for establishing innovative grassroots recyclables marketing cooperatives with competitive pricing which enable...communities to manage their own recycling programs.

Organics – food scraps, yard debris; compostable materials

Single-stream (or zero-sort) recycling – the current trend in recycling; all recyclables are comingled at curbside collection point and sorted at a MRF; leads to higher household participation rates

Dual-stream recycling – municipalities separate paper/cardboard from plastics/cans/bottles; enables municipalities to realize greater revenues from recyclable sales but also negatively impacts household participation rates

WMD – waste management district

Individuals/organizations that have met with the Committee since November, 2013:

- Ted Siegler, DSM Environmental Services, Inc.
- Tom Kennedy, Executive Director, Paul Haskell and Neil Fulton, board members; GUVSWD
- Jim Toher, Casella
- Bob Vahey, Manager, Hartford Solid Waste/Recycling Transfer Center
- Vicky Davis, Upper Valley Lake Sunapee Regional Planning Commission
- Michael Durfor, Executive Director, and Bonnie Betheune, Member Services Manager; NRRA
- Steve Schneider, Enfield Town Manager
- Bob Spencer, Executive Director, Windham Solid Waste Management District

1. Act 148 Universal Recycling Law bans from landfills:

- **Mandated Recyclables** - aluminum & steel cans; aluminum foil & pie pans; glass bottles & jars; PTE (#1) & HDPE (#2) plastic bottles & jugs; corrugated cardboard; white & mixed paper; newspaper; magazines; catalogues; paper mail & envelopes; box board; paper bags
 - Must be collected at facilities starting July 1, 2014
 - Must be collected at curbside by haulers starting July 1, 2015
 - Must be collected at curbside by municipalities starting July 1, 2015
 - Must be collected in public spaces (alongside trash containers) starting July 1, 2015 (public spaces are defined as “state, county, or municipal building, airport terminal, bus station, railroad station, school building, or school spaces, except in bathrooms)
 - Banned from landfill disposal starting July 1, 2015
- **Leaf & yard debris & clean wood**, phased in as follows:
 - Transfer stations/Drop-off Facilities must accept leaf and yard debris including brown paper bags starting July 1, 2015
 - Haulers of trash must offer leaf and yard debris collection starting July 1, 2016
 - Leaf, yard, and clean wood debris are banned from the landfill starting July 1, 2016
- **Food scraps**, phased in as follows:
 - Generators of 104 tons/year (2 tons/week) must separate food scraps starting July 1, 2014
 - Generators of 52 tons/year (1 ton/week) starting July 1, 2015
 - Generators of 26 tons/year (1/2 ton/week) starting July 1, 2016

- Generators of 18 tons/year (1/3 ton/week) starting July 1, 2017
- Transfer stations/Drop-off Facilities must accept food scraps starting July 1, 2017
- Haulers of trash must offer food scrap collection starting July 1, 2017
- July 1, 2020 all food scraps are banned from the landfill
- “Fine Print”: any business or institution which is located within 20 miles of a certified facility **with existing capacity and a willingness to accept the material**, must separate food scraps and have a management plan for them

What are the benefits of the Universal Recycling Law? (from the Vermont ANR website)

- Significantly increases Vermont’s recycling rate (from current rate of ~36% to a goal of 50%), conserving raw materials and reducing energy use
- Stimulates economic growth and creates jobs
- Lowers Vermont’s greenhouse gas emissions (estimated 38% improvement)
- Conserves existing landfill space and reduces the need for more landfills
- Standardizes and streamlines solid waste management and requirements statewide
- Supports the local food system and fosters stronger community connections

The Committee has no idea how the ANR anticipates enforcement of Act 148.

2. Act 58 Paint Product Stewardship Law begins July 1, 2014

- Free paint recycling/disposal at paint retailers, recycling centers, hazardous waste facilities & collection events
- Transportation/recycling/disposal costs will be paid via a fee at the point of purchase or borne by manufacturers

3. Universal Waste (source: Vermont’s Universal Waste Fact Sheet – Appendix 1)

Universal wastes are wastes that meet hazardous waste criteria but, because they pose a relatively low-risk compared to other hazardous wastes and are generated by a wide variety and large number of businesses, are exempt from regulation as hazardous waste.

Although universal wastes are exempt from the hazardous waste regulations of Subchapters 1 through 7 of the Vermont Hazardous Waste Management Regulations (VHWMR), they still must be managed according to the Subchapter 9 Universal Waste Management Standards.

Wastes that can be managed as universal waste in Vermont include: batteries, certain pesticides, mercury thermostats, PCB-containing fluorescent light ballasts, lamps (e.g., fluorescent bulbs), mercury-containing devices (e.g., mercury switches), and cathode ray tubes (e.g., color computer monitors and TV screens).

4. Senate Bill 208 (excerpted from VTDigger.org website)

- The total cost of implementing Act 148 is estimated at \$45 million, according to a legislative report by the environmental consulting firm DSM Environmental Services.

- The Senate had proposed increasing the state's franchise fee placed each ton of trash brought to a transfer station from \$6 to \$7. The fee has not changed since the 1980s. The House removed the fee until the cost of the current program is better understood.
- ANR is to set up a working group this summer to study the state's solid waste infrastructure needs, costs of the programs and a plan on how to dispose of architectural waste – drywall, metal, asphalt shingles, clean wood, plywood, and oriented strand board

5. Waste/recycling/composting issues

- Strong evidence exists that elimination of curbside recycling collection will dramatically decrease household participation in recycling efforts. Hartford could choose to continue this program and then residents hiring private haulers would most likely not see an increase in their hauling fees. Since the town would be collecting recyclables haulers would not have to do it.
- It is likely that haulers will charge individual households \$6 - \$8/month more for curbside recycling as part of a solid waste hauling contract than the cost per household for a continuation of the municipal contract
- The forecasted regional waste stream makes operation of a landfill at the GUVSWD permitted site uneconomical for the next several years. However, it provides an excellent “back stop” to the existing Lebanon landfill, which will certainly need to close sometime in the more distant future. (DSM: 2030 – 2080)
- The GUVSWD site might be an excellent location for a regional composting facility.
- MSW collection options that could be considered:
 - Municipal operation
 - Regional collaborative operation
 - Town contract with Casella or another hauler
 - Town franchise with Casella or another hauler, with either residents paying the hauler for monthly service or residents pay via a “pay as you throw” (purchased bags or stickers)
 - NRRRA may be a resource in helping the town negotiate with potential haulers

6. GUVSWD membership

- They are eager to have us and willing to make deals.
- Issues requiring resolution:
 - The cost of 3 previous GUVSWD bonds
 - Vote proportionality
 - What are the advantages to Hartford? Some degree of control once the landfill opens.

7. Transfer Station operations

- Anticipated future participation/usage levels
- Changes in operating hours/expenses
- Financial risks
 - Lebanon discontinues acceptance of ground C&D

- Needed repairs/capital expenditures
- Regional HHW facility
 - Level of investment needed
 - Annual operating expenses
- Turn the transfer station over to GUVSWD?

8. Regional cooperation/coordination

- Regional pickup
- Pros: reduces potential vulnerability to a Casella “monopoly”, greater control of recyclable products
- Cons: managing multiple municipal agendas/priorities, financial exposure, steep learning curve, building infrastructure
 - Division of the waste stream
 - HHW (possibly Hartford’s role)
 - Recyclables
 - Organics (GUVSWD landfill site?)
 - MSW
 - C&D

**4.2 Appendix II: Opportunities for Regional Cooperation on Solid Waste Management
in the Upper Connecticut River Valley – Final Report July 2014 – DSM**

Prepared for:

Greater Upper Valley Solid Waste District

Town of Hanover, NH

Town of Hartford, VT

City of Lebanon, NH

Town of Norwich, VT

Opportunities for Regional Cooperation on Solid Waste Management in the Upper Connecticut River Valley

FINAL REPORT – JULY 2014

Prepared by:

DSM ENVIRONMENTAL



Opportunities for Regional Cooperation On Solid Waste Management In the Upper Connecticut River Valley

Table of Contents

INTRODUCTION	1
SCOPE OF WORK.....	3
Limitations of Analysis	4
METHODOLOGY AND RESULTS.....	5
Analysis of Lebanon Landfill Scale Data	5
The Role of Transfer Stations	6
Source of Waste and Collection Method	7
Review of Construction and Demolition Waste Management.....	9
Materials Recycling.....	10
Household Hazardous Waste (HHW) Management.....	12
Organics Diversion.....	14
Costs of Solid Waste Management	16
Increasing Materials Diversion from Disposal.....	17
FINDINGS AND CONCLUSIONS.....	20
Regional Cooperation.....	25
Acknowledgements	28

INTRODUCTION

For decades communities in the Upper Valley have cooperated on solid waste management, even though solid waste regulations and planning requirements differ in the two states. Ten Upper Valley municipalities in Vermont are members of the Greater Upper Valley Solid Waste Management District (GUVSWD), and municipalities to the south of Lebanon on the New Hampshire side were members of the Sullivan County Regional Refuse Disposal District and the NH/VT Solid Waste Project for over twenty years before it was disbanded. More importantly, the City of Lebanon landfill has served communities in both states for many years, providing cost effective landfill disposal while providing the host community of Lebanon with up to \$600,000 annually in revenue for the general fund over and above the cost to operate the landfill.

The adoption of Act 148 in Vermont, which significantly ratchets up mandatory materials and organics recycling requirements for Vermont communities, combined with a desire by municipalities in both states to save costs through regionalization of shared services prompted the larger communities of Lebanon, Hanover, Hartford and Norwich, together with the GUVSWD to contract with DSM Environmental Services, Inc. (DSM) to examine the potential for cost savings and increased materials diversion through greater regional cooperation. One of the driving forces behind the analysis was the realization that eventually Lebanon's landfill will either reach capacity or be required to invest in more costly cell construction to the south of the existing landfill. The GUVSWD, which owns a permitted landfill site in Hartland, has financed the development of that site and would be interested in sharing those costs with additional communities in return for joint ownership of this potentially valuable resource in the future. And, the Town of Hartford has the only permitted permanent household hazardous waste (HHW) collection facility which could be operated as a regional facility serving all of the municipalities using the Lebanon landfill.

DSM Environmental Services, Inc. (DSM) was contracted by the towns of Hanover, Hartford, and Norwich, the City of Lebanon and the GUVSWD to conduct a regional analysis of solid waste collection, disposal and recycling activity. The objective was to not only provide a better understanding of the wasteshed and the potential for additional diversion, but to review how municipalities on both sides of the river might share resources and jointly finance solid waste management activity in the future, including the GUVSWD landfill site.

Municipalities included in the analysis comprise all of the municipalities that are currently delivering waste to the Lebanon landfill. Table 1 lists the municipalities and their population and provides an estimate of the total number of households (adjusted for the seasonal population) which make up the study region.

TABLE 1: POPULATION AND ADJUSTED HOUSEHOLD COUNT⁽¹⁾ FOR MUNICIPALITIES IN THE STUDY REGION (2012)

VERMONT	Population	Housing Units	Households Occupied	Household Count, Including Seasonal Households
Bridgewater	936	688	431	495
Hartland	3,393	1,584	1,417	1,459
Norwich	3,414	1,553	1,386	1,428
Pomfret	904	544	393	431
Sharon	1,502	735	621	650
Strafford	1,098	586	453	486
Thetford	2,588	1,288	1,097	1,145
Vershire	730	435	300	334
West Fairlee	652	368	275	298
Woodstock	3,048	1,893	1,392	1,517
Subtotal, GUVSWD:	18,265	9,674	7,765	8,242
Fairlee	977	625	429	478
Hartford	9,952	5,816	4,446	4,789
Total, Vermont:	28,217	15,490	12,211	13,031
NEW HAMPSHIRE				
Canaan	3,909	1,930	1,588	1,674
Enfield	4,582	2,508	2,044	2,160
Grafton	1,340	839	564	633
Grantham	2,985	1,773	1,249	1,380
Hanover	11,260	3,445	3,119	3,201
Lebanon	13,151	6,649	6,186	6,302
Lyme	1,716	810	705	731
Newbury	2,072	1,559	869	1,042
Orange	311	167	132	141
Orford	1,237	656	535	565
Plainfield	2,364	984	923	938
Sutton	1,837	985	757	814
Total New Hampshire:	46,764	22,305	18,671	19,580
Total Region:	74,981	37,795	30,882	32,610

(1) Unoccupied housing units are assumed to be occupied 25% of the year, to account for the seasonal population.

SCOPE OF WORK

DSM was contracted in November 2013 to undertake the following scope of work:

- Develop rough estimates of the amount of MSW, Recyclables, HHW, C&D, Organics, Electronics, Tires, and other special wastes generated in the study area based on information supplied by the municipalities, as well as per capita estimates where real data are not available, with adjustment to account for industrial, commercial and institutional (ICI) waste and materials.
- Examine the refuse and recycling collection infrastructure in the region and estimate the percentage of the population that relies on curbside versus drop-off collection, considering the existing municipal contracts in place.
- Look at existing (and potential) facilities located in the participating municipalities and the type and volumes of materials handled by each.
- Make rough estimates of the current capacity of the existing infrastructure to handle these materials, and the potential to handle materials moving forward. This includes consideration of current costs (as provided by municipalities), and potential future costs given changes associated with Act 148 in Vermont, and similar changes that might occur in NH over time.
- Assess any regional opportunities for materials collection, management, transfer and disposal; including consolidation or sharing of facilities. This includes examining the potential for regional governance and the distribution of costs to participants, as well as how the Lebanon landfill lifetime might change with changing disposal rates, and the potential future for the GUVSWD District landfill.

In order to accomplish this Scope of Work, DSM carried out the following tasks:

- Reviewed transfer stations reports required by the NH Department of Environmental Services (DES) and VT Agency of Natural Resources (ANR) on materials collected for recycling and disposal at municipal transfer stations, including volumes and markets by material type;
- Surveyed municipalities on the facilities and services available for solid waste management in their municipality, and collected additional data on the use of those facilities and services, and the types and volumes of materials handled;
- Collected and analyzed information on the flow of municipal solid waste (MSW) in the study region including data on MSW and construction and demolition waste (C&D) compiled by GUVSWD, scale data detailing CY 2013 deliveries to the Lebanon landfill, and MSW and C&D deliveries to other disposal facilities;
- Reviewed current tipping fees and the potential to increase tip fees at the Lebanon landfill;
- Surveyed area haulers on services provided and the percentage of waste and recycling collected from households as opposed to businesses and institutions;
- Reviewed municipal curbside collection contract costs and services provided;

- Evaluated the current HHW collection system in VT and in NH in calendar year (CY) 2013;
- Evaluated current recycling activity and the potential to increase recycling;
- Collected data on food waste composting activity, facilities used, and volumes generated by different institutions;
- Reviewed the potential to increase diversion of recyclable materials and organics;
- Evaluated the impact of these decreased deliveries on the Lebanon landfill;
- Reviewed the potential to share services regionally, and the potential benefits of regional arrangements; and,
- Developed a description of the potential institutional and regional funding options that might exist if regional sharing of facilities was deemed cost effective.

The findings of DSM's work are presented below

Limitations of Analysis

DSM has relied on data provided by the municipality or listed in a mandated facility report for each operating facility. However, in many cases, municipalities had limited data on quantities of wastes collected by material type requiring DSM to use best professional judgment to estimate materials quantities. DSM endeavored to locate missing data by contacting organizations that handled materials collected, such as Northeast Resource Recovery Association (NRRRA) which cooperatively markets materials from some of the study municipalities, or other material and organics recyclers operating in the region.

The City of Lebanon did provide DSM with detailed data on deliveries to the Lebanon landfill which were used in this analysis. However, according to the scale operator Lebanon sometimes relies on statements by drivers entering the landfill as to the location of collected waste, which may or may not be entirely accurate.

Data available to DSM beyond that provided by Lebanon on landfill deliveries are for the most part estimates, with scale data not available for much of the estimates on recycling and on MSW and C&D disposed outside of the Lebanon landfill.

In addition, and most critically, through this analysis DSM found that over 70 percent of MSW, recyclables and C&D are collected by the private sector and as result there was no central source of data on materials collection by municipality outside of that reported by transfer stations. DSM was highly reliant on the largest waste collection company in the region, Casella Waste Services, to provide information and verify data in order to complete the analysis of material flow in the region. DSM also conducted surveys of other private haulers, and relies on these responses to draw any conclusions.

METHODOLOGY AND RESULTS

Analysis of Lebanon Landfill Scale Data

The City of Lebanon provided landfill scale data for 2010 – 2013 for each of the municipalities utilizing the landfill. The scale data lists the hauler or permit holder name, date, time, weight, material type and source (originating municipality) for each weight taken. DSM analyzed this information in detail for calendar year (CY) 2013 to calculate the quantities collected from each hauling company and from each municipality.

While the scale operator has the ability to 'split tickets' when trucks are delivering MSW collected from more than one municipality to the landfill, in practice this rarely occurs. It is up to the driver to ask for a split ticket and any 'split ticket' data would represent the driver's estimate as to the weight and origin of trash collection as the trucks do not have on-board scales. Finally, there is no reason for the driver or waste company to track which municipality the waste is collected in except when reporting tonnages to the Greater Upper Valley Solid Waste District. Therefore, the municipal scale data provides only a rough estimate of the quantities of waste by municipality.

DSM also surveyed the landfill operators to more accurately allocate deliveries from users paying with coupons. However, it is likely that some coupon users claim they are from Lebanon when they purchase coupons, even if they are not, which inflate totals originating in Lebanon.

Key findings from the analysis of the Lebanon landfill scale data include:

- Roughly 38,000 tons were delivered to the Lebanon landfill last year. Another 3,000 tons from municipalities that could deliver waste to Lebanon went to other facilities; it is not likely that this waste will be delivered to Lebanon going forward given current tipping fees at surrounding facilities;
- Roughly 95% of the total MSW tipped from NH municipalities is delivered by 20 private haulers who make up only 9% of permit holders from NH;
- Roughly 96% of the total MSW tipped from VT municipalities is delivered by 12 private haulers who make up only 14% of permit holders from VT;
- Casella represents roughly 60% of the MSW disposed at the Lebanon landfill, and with the purchase of Woodstock Recycling, would represent 63%;
- The remaining MSW is delivered from other private haulers (13%), municipal transfer stations including Lebanon's drop-off at the landfill (14%), and businesses and institutions that direct haul their waste (10%, of which 1665 tons were from Dartmouth College); and,
- A large number of businesses in Lebanon, especially, deliver waste directly to the landfill, as opposed to contracting with a private hauler – while these deliveries represent a relatively small percentage of total deliveries the comprise a large percentage of the traffic delivering waste;

As the findings above indicate, Casella is the key to deliveries of waste to the Lebanon landfill. Casella is under no obligation to deliver waste to Lebanon, and a decision by Casella to stop using the Lebanon landfill would have a significant impact of Lebanon landfill revenues.

The Role of Transfer Stations

According to George Murray, City of Lebanon, all municipalities using the Lebanon landfill have a signed agreement with Lebanon which, among other clauses, requires that *“the Town shall have the obligation to deliver all Acceptable Waste which the Town controls to the (Lebanon) Landfill”*.¹

DSM obtained 2012 transfer station reports from the New Hampshire Department of Environmental Services for municipal transfer stations located in Lyme, Sutton, Canaan, Enfield, Newbury, Grantham and Grafton. These reports list tonnages of MSW, recyclables and Construction and Demolition (C&D) Waste collected during each calendar year and the destination for these materials. However in some cases, DSM needed to confirm the destination and quantities of materials as information was incomplete.

In Vermont, DSM obtained copies of quarterly reports for the transfer stations and drop-offs, and/or collected data on materials collected, weights and destinations directly from the municipality.

DSM’s key findings from reviewing these reports include:

- Some transfer stations serve as an important outlet for hard to handle wastes, such as propane tanks, tires, lead acid batteries, bulky and C&D wastes, scrap metal, and florescent tubes;
- Roughly 30% of residential MSW is collected through transfer stations;
- Transfer stations collected an estimated 36 percent of residential recyclables in the region;
- Recycling rates at transfer stations appear relatively high, and when coupled with unit based pricing result in the highest rates of recycling however, these rates do not represent the recycling rate for a municipality as a whole since not all residents use the transfer station and some do to only recycle or drop-off special wastes; and,
- Costs to collect materials at a transfer station are not necessarily lower than the cost to collect materials curbside, particularly if the cost to the resident to drive to the transfer station is included.

¹ Language from *“Municipal Solid Waste Agreement between City of Lebanon and Greater Upper Valley Solid Waste District*, June 1, 2000. It is assumed that all VT and NH municipalities using the Lebanon landfill have entered into the same agreement.

Source of Waste and Collection Method

DSM contacted town administrators, transfer station operators and private haulers to determine who collected MSW in the municipality, where MSW went if it didn't all go to the Lebanon landfill and how much, and roughly how much MSW was generated by residents as opposed to the commercial/industrial/institutional (ICI) sector.

This information was used in conjunction with the Lebanon landfill scale data and the municipal transfer station data to allocate tonnages collected to either residential or ICI generators, and by municipality.

The results from this analysis are shown in Tables 2 and 3 below. As noted above, roughly 38,000 tons was delivered to the Lebanon landfill with the remainder going to other transfer stations or landfills.

TABLE 2. ESTIMATED TONS OF MSW GENERATED BY VERMONT AND NEW HAMPSHIRE MUNICIPALITIES USING THE LEBANON LANDFILL

	Residential	ICI	Total	Percent
State	<i>(tons)</i>	<i>(tons)</i>	<i>(tons)</i>	<i>(%)</i>
Vermont	9,300	4,400	13,700	33%
New Hampshire	15,900	11,700	27,600	67%
Total:	25,200	16,100	41,300	

TABLE 3: ESTIMATED TONS OF MSW DISPOSED BY COLLECTION METHOD AND BY GENERATOR TYPE

	Residential	ICI	Total	Percent
Collection Method	<i>(tons)</i>	<i>(tons)</i>	<i>(tons)</i>	<i>(%)</i>
Private Hauler	17,400	12,300	29,700	72%
Property Manager	300		300	1%
Business/Institution Direct Haul		3,600	3,600	9%
Transfer Station	7,500	200	7,700	19%
Total:	25,200	16,100	41,300	

Figures 1 and 2 illustrate the contributions of MSW from each municipality in the study area to the Lebanon landfill wasteshed. These include both residential and ICI waste disposal from each municipality.

FIGURE 1.
ESTIMATED MSW DISPOSAL IN CY 2013 BY NH TOWNS

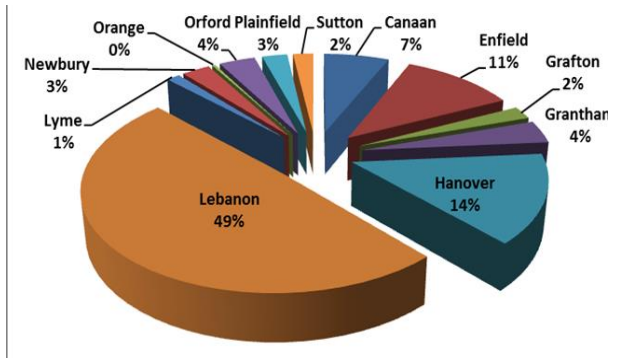
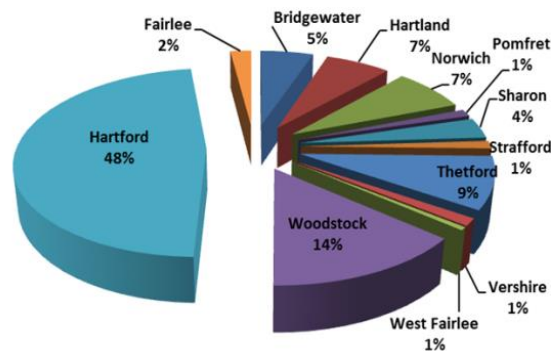
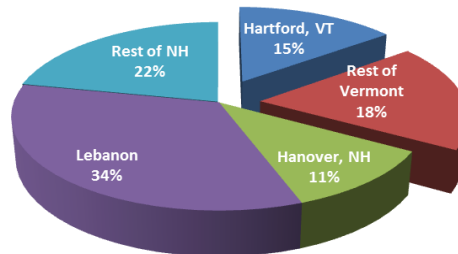


FIGURE 2.
ESTIMATED MSW DISPOSAL IN CY 2013 BY VT TOWNS



Finally, Figure 3 illustrates the largest contributors to the wasteshed in the study region. Collectively, an estimated 24,700 tons of waste were delivered from generators in Hanover, Hartford, and Lebanon last year, or about 60 percent of waste disposed from the study region.

FIGURE 3. LARGEST CONTRIBUTORS TO DISPOSAL FROM THE STUDY REGION (CY 2013, BY WEIGHT)



DSM's key findings from this analysis are:

- Over 70 percent of the MSW is collected by private haulers and not by municipalities;
- Transfer stations are responsible for 19 percent of this MSW collected in the region;
- Many small businesses haul their own waste directly to the Lebanon landfill, typically in small loads paying the same tip fee as larger haulers delivering much larger loads;
- Most of the waste from Vermont is residential; and,
- Vermont's contribution to the wasteshed is relatively small at an estimated 13,700 tons disposed last year, or 1/3 of disposal in the region.

Review of Construction and Demolition Waste Management

Most C&D waste is not delivered to the Hartford transfer station or the Lebanon landfill. Instead it goes to Casella transfer stations in Lebanon or Newport; or a small amount goes to Hammond Grinding and Recycling in Orange, NH.

Based on DSM's limited survey, an estimated 13,000 tons of C&D waste were generated last year from the study area, of which only roughly 1,000 tons was delivered to the Hartford transfer station or the Lebanon landfill. Generation of C&D waste is likely up from the past few years when construction and demolition activity was down, and therefore associated C&D waste generated at low levels. C&D waste composition varies greatly depending on the type of construction (and demolition) activity that occurs in the region. For example, new home starts generate more clean wood and gypsum than renovation or demolition activity. Because of this, it is difficult to predict how much material might be available for recycling in a given region. However, based on a comprehensive analysis that DSM conducted for Massachusetts Department of Environmental Protection in 2007,² only about 11 percent of C&D waste is composed of clean wood (or high grade wood, consisting of pallets and crates and other unpainted wood), and another 6 percent is clean dry wall. In both cases, separating the clean wood and gypsum after it has been combined with other C&D materials is difficult (for clean wood) and nearly impossible for clean gypsum (because it is broken into small pieces). As such recycling activity for these materials must take place at the job site, or at the entrance to disposal/transfer facility.

There is very little information available on the volume of C&D recycling activity occurring in the region. Reuse outlets like *Cover* and *Vermont Salvage* play a role in the recovery of useable building components, and large demolition contractors that work directly with C&D processors/recyclers can help to divert C&D materials in the region from disposal. In most cases, C&D recyclers sort C&D materials manually and mechanically, and sell the majority of wood waste for fuel, while recovering large pieces of cardboard and metal.

The economics of hand separating materials at a transfer station typically do not justify the cost of sorting. Source separation of clean wood with consolidation at a transfer station or landfill can be economical. However, given how little C&D waste is being disposed of at municipal facilities, it does not appear that there are significant regional opportunities for managing this material.

More importantly, grinding of C&D at Hartford with free disposal of the ground C&D at the Lebanon landfill may prove problematic going forward as Lebanon works to control odors at the landfill. This is because disposal of whole C&D mixed with MSW typically generates less odor than grinding and use of the C&D as landfill cover material.

² <http://www.mass.gov/eea/docs/dep/recycle/reduce/06-thru-1/07cdstdy.doc>

Materials Recycling

DSM collected data on recycling activity occurring in the study region. This included collection and review of state facility reports and telephone surveys of major recyclers and transfer station operators. DSM did not survey large generators that handle their own material, such as grocery, department and large retail stores that may bale on-site and backhaul materials. As such, these materials are not included in our estimates of recycling in the region.

As part of the telephone surveys, DSM asked handlers to estimate how much material was collected from households as opposed to businesses and institutions, and how much material came from Vermont locations as opposed to those in New Hampshire.

The focus of DSM's analysis was on the recycling of printed paper and packaging materials, including bottles and cans. Scrap metals, textiles and other types of materials were not well documented beyond any reporting by transfer stations. A summary of DSM's findings are shown below in Table 4. Please note that the allocation of recycling to the residential and commercial sectors, and to Vermont as opposed to New Hampshire relies heavily on estimates made by the largest handlers of recyclables. Note that ICI refers to the Institutional, Commercial and Industrial sector combined and includes the hospitals and Dartmouth College.

TABLE 4: ESTIMATED RECYCLING QUANTITIES BY SECTOR, SOURCE AND STATE (CY 2013)

	Residential	ICI	Total	Percentage
Source	<i>(tons)</i>	<i>(tons)</i>	<i>(tons)</i>	<i>(%)</i>
Recycling - VT				
Drop-offs	1,300	140	1,440	12%
Curbside	1,550	1,900	3,450	29%
Leb Landfill	80	0	80	1%
Recycling - NH				
Drop-offs	500	50	550	5%
Curbside	1,900	3,600	5,500	46%
Leb Landfill	920	80	1,000	8%
Recycling - Total				
Drop-offs	1,800	190	1,990	17%
Curbside	3,450	5,500	8,950	74%
Leb Landfill	1,000	80	1,080	9%
Total Recycling:	6,250	5,770	12,020	

Key findings from DSM's analysis include:

- An estimated 6,250 tons of printed paper, packaging and containers were recycled from households in the study region last year;
- Of this amount, Vermont's households were estimated to have recycled an average of 430 lbs. last year and NH households an average of 340 lbs. per household;
- Transfer stations and drop-offs, including the Lebanon landfill's drop-off area, contributed roughly 26% to the recycling estimate;
- An estimated 45 percent of residential recycling occurred through transfer stations and drop-offs (including the Lebanon landfill), even though 69 percent of refuse is collected by private haulers – this indicates that many households do not have access to parallel collection of recyclables and refuse and must rely on driving to a transfer station to recycle; and,
- The majority of commercial recycling occurs in NH and this figure is underestimated as it excludes many large generators of old corrugated containers and other packaging such as grocers and large retailers.

While recycling rates are a notoriously poor way to compare the progress or success of recycling/diversion programs, they continue to be a standard method of measurement. Table 5 below presents estimated recycling rates for printed paper and packaging (including containers) only, and excludes Vermont bottle bill material. If the bottle bill material were included, Vermont's rate would be even higher.

TABLE 5. RECYCLING RATES FOR THE RESIDENTIAL AND ICI SECTORS

Source	Residential (tons)	ICI (tons)
Vermont		
Recycling	2,930	2,040
Disposal	9,344	4,407
Rate:	24%	32%
New Hampshire		
Recycling	3,320	3,730
Disposal	15,878	11,735
Rate:	17%	24%
Total Study Region		
Recycling	6,250	5,770
Disposal	25,222	16,142
Rate:	20%	26%

Household Hazardous Waste (HHW) Management

There are three different organizations currently managing HHW collections in the Study Region - the GUVSWD in Vermont, the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) in New Hampshire, and at a much smaller scale, the Town of Canaan.

The collection programs run by the two regional organizations are similar – each host a series of one day collections in the warmer months at transfer stations or other municipal locations to enable residents from the region to drop off HHW. In Vermont, Hartford has access to the GUVSWD collections, as one is typically offered each year at the Hartford transfer station at the location of the constructed but unused Hartford HHW facility. In addition, some municipalities periodically host their own collections for their residents.

Depending on funding available, HHW collections hosted by UVLSRPC are offered 4 to 5 times per year between the months of May – October. In Vermont, collections are less frequent and also depend on funding. Last year, there were two collections serving the Vermont towns.

Both the NH and VT collections rely on a permitted and licensed hazardous waste contractor to manage the collection site, ensure safety and compliance with state and federal law, and bulk, consolidate and label materials for shipment and further processing. These contractor costs represent a high percentage of the total program budget each year.

As part of a 2012-2013 Solid Waste Technical Assistance Grant funded by USDA, UVLSRPC studied the HHW collection program along with the universal waste collection programs, partnering with two Vermont Solid Waste Districts along the Connecticut River to look at HHW collection along the CT River Valley.

Conclusions from this study are summarized below³:

- *“Communities could do more to manage HHW at municipal transfer stations in New Hampshire.”*
- *“Towns could be managing all universal waste at local transfer stations/recycling centers. (For example, many towns in the region are not collecting antifreeze which could reduce cost by diverting this material from more expensive HHW collection.)”*
- *UVLSC could “benefit from partnering with nearby Vermont communities such as: Hartford and towns with the Greater Upper Valley Solid Waste District.”*
- *A rural rover program is not recommended for the region. However “Satellite collections” operated by trained professionals who set up in a small town and transfer the materials collected directly to a consolidation point are an alternative and seem to be the best option for the region.*

³ Connecticut River Valley Household Hazardous Waste Management 2013. November 15, 2013. Prepared by Morgan Environmental Solutions, LLC.

- *“Developing a permanent HHW collection facility could be a costly endeavor.” The final report estimates annual costs of \$150,000 of which \$20,000 are estimated for disposal costs and \$11,000 for a bond payment on the capital costs for construction of a new facility (which were estimated at \$102,000).*
- *“A permanent center would provide on-going options to residents and small businesses for properly managing the more dangerous wastes generated in the home or business. It would also provide storage for materials gathered that would not fit onto a truck after an HHW collection event.”*
- *“The UVLSRPC should work with the Town of Hartford, VT to utilize their existing collection center to be used by area residents and small businesses. A partnership with Hartford, VT would require some site improvements/repairs and a memorandum of understanding between the two parties.”*
- *“This partnership could increase access to proper HHW collection services and could reduce costs through sharing costs among towns.”*
- *“By establishing a permanent collection option and encouraging towns to collect all universal wastes, costs could be reduced and access increased.”*

The report also said the UVLSRPC study was to “provide the information needed to implement a long-term management program for HHW in its planning region and participating Vermont Solid Waste Districts.”

DSM reviewed the data available in this report and on the HHW collection programs in the study region. This included analyzing last year’s data on participation, quantities collected by material type, and program costs. DSM then compared these data with the Chittenden Solid Waste District (Williston, VT) program which is viewed as a model program in Vermont, as well as in many other states. Findings are summarized in Table 6.

TABLE 6: HHW COLLECTION PROGRAM COST, VOLUMES AND PARTICIPATION STATISTICS, AS COMPARED TO THE CSWD PROGRAM (1)

	NH	VT	CSWD
Gross Cost	\$43,431	\$30,778	\$472,218
<i>Quantity (lbs.)</i>	45,940	34,344	581,750
Participants	731	329	10,023
Households	731	329	9,290
Cost per Participant	\$59	\$94	\$47
Lbs/Participant	63	104	58
Total Households:	19,580	13,509	62,267
Participation Rate	4%	2%	15%

(1) Volume was converted to weight by applying commonly acceptable conversion factors for materials collected (such as paint and oil) and by interviewing the contractor to confirm the average density of invoiced materials.

As shown in Table 6, the CSWD had a participation rate of 15% of households in their District as opposed to participation rates of 2% to 4% in the Vermont and New Hampshire programs respectively. The cost per participant (typically a household or vehicle) ranged from \$47 in the CSWD to \$94 in VT. The quantity collected per participant also ranged broadly, with a high of 104 pounds for the Vermont collections to a low of 58 pounds in the CSWD. This difference in the weight delivered per participant typically plays a large role in the higher cost per participant since the majority of program costs are for disposal.

When comparing costs on a per pound collected basis, CSWD's costs are lowest at \$ 0.81 per pound with NH's program costs the highest at \$0.95 per pound and VT at \$0.90 per pound. However given the wide range in waste materials collected, the cost per pound varies, with highly toxic materials that must be lab packed typically at much higher costs than those of oil based paints, paint related wastes and other flammable wastes that might be bulked on-site.

In conclusion, if the Study Region were to follow the recent report conclusions and utilize the Hartford facility as a permanent facility, and offer satellite collection points to increase participation in the region, with a goal of achieving participation rates similar to the CSWD (at 15%), system costs would increase significantly over current costs. The cost per capita is misleading since lower costs are achieved with low participation and lower quantities per participant. At 15% participation in the Study Region (or 4,963 households) and at average quantities per participant of 58 pounds at a cost of \$0.81 per pound handled, the region would see annual costs of roughly \$234,000, compared to current annual costs of roughly \$74,000. This difference (roughly \$160,000) would have to be subsidized through a surcharge on landfill tip fees or through some form of per capita or per household charge. Grants may reduce this cost slightly, just as they offset program costs in both states currently, but would not cover most of the increased cost.

In conclusion, while there may strong interest in pursuing a broader and more permanent HHW program, it cannot happen without a significant subsidy. CSWD's HHW program has received a subsidy of over \$500,000 the past three years from the District's MSW tipping fee surcharge.

Organics Diversion

There has been interest and participation in food waste composting in the Study Region for over 15 years. Dartmouth College and the Town of Hanover were early supporters of the ROT composting facility located in Lebanon, and Dartmouth continues to use the facility to divert food waste and other organic materials.

DSM conducted a limited survey of food waste collection and off-site composting in the study region to determine who was separating food waste, how much material (roughly) was being diverted for off-site composting, and who was collecting and composting the material.

DSM also made rough estimates of how much food waste might be currently disposed in the region in order to estimate the potential for additional organics diversion above current activity. To do so, DSM used the recent

(2012) Vermont Waste Composition Study findings, and applied them to the estimated residential and commercial MSW tons disposed in the Study Area. The resulting estimates of food waste and other organics currently disposed are very rough, as the Vermont study presents results for Vermont as a whole, not for a particular region. But since there are no data on the composition of waste disposed in the Lebanon landfill, the Vermont study serves as a reasonable proxy to estimate organics diversion potential for the Study Region, as shown below in Table 7.

TABLE 7: ESTIMATED FOOD WASTE AND YARD WASTE DISPOSED IN THE STUDY AREA (CY 2013)

	Residential	Commercial	Total
	(tons)	(tons)	(tons)
Vermont			
Tons of MSW Disposed	9,025	4,726	13,751
<i>Food Waste</i>	1,509	531	2,040
<i>Mixed Yard Waste Leaves, Branches, & Stumps</i>	288	138	425
<i>Fines / Dirt</i>	253	118	371
<i>Other Organics</i>	486	42	528
New Hampshire			
Tons of MSW Disposed	16,011	11,735	27,746
<i>Food Waste</i>	2,677	1,319	3,996
<i>Mixed Yard Waste Leaves, Branches, & Stumps</i>	511	342	852
<i>Fines / Dirt</i>	449	293	743
<i>Other Organics</i>	861	105	967

From DSM's telephone survey of food waste separation in the ICI sector, a total of 750 tons of food waste was estimated to be diverted off-site for composting from Dartmouth College, DHMC, APD Hospital, grocers and some restaurants and businesses in the region.

DSM's findings include:

- Food waste is composted at three facilities in the region – the ROT facility (Lebanon), Acorn Hill Farm (Lyme) and Cookville Compost (Corinth);
- An estimated total of 750 Tons of food waste was diverted last year from institutions and businesses in the study region, including 650 tons from NH Facilities, 100 tons from VT establishments of which some were located in Bradford (which is outside the study region).
- If the estimates of commercial food waste disposed in NH were correct, the recovery rate for commercial food waste is already at 30%; and,
- Residential food waste disposal estimates (using the VT waste composition study) indicate backyard composting may already be in widespread use, particularly in Vermont.

Costs of Solid Waste Management

DSM developed rough estimates of the annual cost of solid waste management and recycling in the Study Region based on estimated unit costs from DSM's database applied to quantities of material handled in the Study Region. Applying the estimated number of tons collected by the different collection methods used in the region (i.e. drop-offs and transfer stations, curbside collection and containerized collection) to an estimated per ton cost to collect yields a rough estimate of the total costs for each method in the region. These cost estimates are shown below in Table 8.

These costs assume tip fees of \$68.88 per ton, as charged at the Lebanon landfill last year, as well as transfer station operating costs (net of the disposal costs) of \$143 per ton for MSW and \$138 per ton for recyclables. Curbside costs applied were assumed to range from \$125 per ton for ICI refuse to a high of \$328 for residential curbside refuse.

TABLE 8: ESTIMATED SOLID WASTE MANAGEMENT COSTS IN THE STUDY REGION (CY 2013)

	Refuse	Recycling	Total
Service	(\$)	(\$)	(\$)
Residential			
Curbside Collection	\$5,805,000	\$715,000	\$6,520,000
Transfer Stations	\$1,075,000	\$338,000	\$1,413,000
Disposal (Tip Fee)	\$1,737,000	\$18,000	\$1,755,000
Subtotal:	\$8,617,000	\$1,071,000	\$9,688,000
Commercial			
Curbside Collection	\$1,993,000	\$854,000	\$2,847,000
Transfer Stations	\$28,000	\$49,000	\$77,000
Disposal (Tip Fee)	\$1,112,000		\$1,112,000
Subtotal:	\$3,133,000	\$903,000	\$4,036,000
Total Estimated Cost:	\$11,750,000	\$1,974,000	\$13,724,000

These cost estimates do not include the cost of HHW Collections (\$74,000, rounded last year), or the collection of some special wastes such as universal wastes, C&D waste, and tires. The cost estimates also exclude the cost to households and small businesses to deliver material to transfer stations, which could add roughly \$700,000 in additional costs per year if accounted for. The cost estimates do include the surcharge paid to the GUVSWD and to the City of Lebanon, which are built into the prices charged for collection and disposal.

Costs of existing food waste collection and composting off-site may add another \$200,000 or more to the system costs shown in Table 8.

The general conclusion is that solid waste and recycling collection, processing and disposal cost the Study Region roughly \$14 million, of which roughly \$10.9 million, or 79 percent (rounded) of total costs are spent on

collection. This illustrates the importance of managing collection costs to achieve efficiencies and control costs over time.

Given the importance of collection costs to total system costs the question has been raised by some municipal officials in the Study Region whether it would make sense to organize regional, public collection as a way to reduce total costs. While it is beyond the scope of this analysis to cost out a public collection system it is DSM's professional opinion, based on 30 years of observing private and public collection programs throughout the United States that in most, but not all cases, the private sector is more efficient than the public sector in the provision of collection services. There are exceptions (based on DSM's observations, Marion, Iowa and Fort Collins, Colorado are two municipal programs that are clearly competitive with private sector collection); but in general public sector programs often suffer from a lack of investment in the necessary maintenance and spare truck infrastructure, entrenched unions unwilling to make changes to increase efficiency, and public governing bodies unwilling to invest in new collection equipment on a timely basis.

This does not mean that individual municipalities in the Study Region should not consider organizing public collection if they believe that the private sector has become too monopolistic, and they have the existing public works fleet infrastructure in place; only that historically it has been difficult for the public sector to compete efficiently against the private sector for collection of MSW if there remains a competitive private sector willing to provide the service.

Increasing Materials Diversion from Disposal

Changes would need to be made in the organization of refuse and recycling collection to significantly increase recycling and food waste composting in the region. First, and foremost, municipalities that rely on subscription collection of refuse, but drop-off collection of recycling would need to require parallel collection of refuse and recycling to significantly increase materials diversion. This is especially the case for Lebanon where there is no organized curbside collection of recyclables even though the majority of residents subscribe for refuse collection.

Parallel collection will be required in Vermont by July, 2015, and simply means that all households receiving curbside collection of refuse must be offered curbside collection of recyclables with the cost embedded in the refuse collection cost.

DSM has surveyed household behavior in a number of municipalities around the United States where households receive curbside refuse collection, but must drive to a drop-off or transfer station to recycling. Only between 7 and 15 percent of households typically participate in recycling under this arrangement, compared to between 60 and 90 percent household participation when parallel curbside collection of refuse and recycling is provided.

The same parallel access for organics collection will eventually be required if the Study Region is to significantly increase the diversion of organic waste from households. While rural residential households can rely on backyard composting, most households with curbside refuse collection would need some type of separate food

waste collection service, which will be the case in Vermont under Act 148. This type of service will come at a higher cost than currently experienced because a second truck or new split truck would need to be utilized to separately collect food waste, and for some households, to add curbside recycling collection.

The only way to minimize additional costs would be to develop a uniform, consolidated service route for households. For example, Plainfield and Enfield are experiencing much lower per household costs for parallel refuse and recycling collection services than those who subscribe for curbside collection service because everyone in the Town has the same service and the hauler is able to develop efficient routes with a higher number of households served per route day than on a subscription route (where longer distances between stops are typical).

One way to reduce the added cost of organics collection would be a weekly food waste and organics (e.g. yard waste) collection, paired with every other week recycling (one week) and trash (the other week). This could be most efficiently achieved through use of a split truck, but could be achieved using multiple trucks at a higher cost.

Table 9 below illustrates the potential for additional diversion in the Study Region. These levels cannot occur without a significant commitment to the provision of parallel curbside collection or recycling and of food waste for all households.

TABLE 9: POTENTIAL FOR INCREASED DIVERSION OF RECYCLABLES AND FOOD WASTE, AND ASSOCIATED RECYCLING RATES (1)

	Residential	ICI	Total
Current	(tons)	(tons)	(tons)
MSW Disposal	25,200	16,100	41,300
MSW Recycling	6,250	5,770	12,020
Organics Collection		750	750
Subtotal, Diversion	6,250	6,520	12,770
Total Generation:	31,450	22,620	54,070
Recycling Rate:	20%	29%	24%
Additional Diversion:			
MSW Recycling	3,700	3,300	7,000
Organics Collection	3,000	1,100	4,100
Subtotal:	6,700	4,400	11,100
Total Projected Diversion	12,950	10,920	23,870
Remaining For Disposal	18,500	11,700	30,200
Total Generation:	31,450	22,620	54,070
Recycling Rate:	41%	48%	44%

(1) These estimates are based on an annual average weight of 600 lbs. per household recycled compared with the current estimated average of 382 lbs. in the study region. They also assume additional commercial recycling to a rate (for packaging and printed paper) of 40%, as well as additional residential and commercial organics diversion based on 60 percent recovery rate, minus the current off-site diversion.

As illustrated by Table 9, if the Study Region were to achieve best possible diversion rates an additional 11,100 tons of waste would move from disposal to materials or organics diversion, leaving roughly 27,000 tons potentially available for disposal at the Lebanon landfill. This estimate assumes no change in waste generation over time, which is not unreasonable given historic declines in deliveries of waste to the Lebanon landfill.

FINDINGS AND CONCLUSIONS

DSM performed this analysis of solid waste management and recycling activity in the Study Region with the objective of identifying opportunities for regional cooperation to increase diversion and/or reduce costs; including the potential for shared services for collection, recycling, organics management and HHW management.

DSM's findings and conclusions concerning **collection** in the region are as follows:

- The private sector is a key participant in solid waste collection in the region, currently collecting over 70 percent of MSW, with Casella dominating. Reducing collection costs and significantly increasing diversion may require managing collection through contracts or franchises.
- While it may be possible to organize collection across municipal (and state) lines, it is significantly easier for individual municipalities to organize collection through either a franchised arrangement or a municipal contract. The difference between a franchise and a municipal contract is typically that under a franchise one or more haulers have an exclusive license to operate in a municipality, while a municipal contract typically implies that the municipality contracts with one or more haulers to provide a specific collection service, with the municipality typically paying the contractor for the service.⁴
- Enfield represents a successful example of offering uniform, contracted curbside collection service to residents using small carts for MSW and large carts for single stream recycling at a relatively low cost per household.
- Plainfield also provides an example, with organized MSW and recycling collection, and the use of pay as you throw bags to raise some revenues to offset the costs of the contracted service to the Town.
- While Hanover and Hartford have organized recycling collection they do not have organized MSW collection, which may lead to lower quantities of materials recycled in these two Towns because not all households necessarily receive MSW collection on the same day as recycling collection.
- As recommended in DSM's 2012 report to Hartford, the logical option for Hartford would be to create a single franchise or contract for collection of MSW and recyclables using carts for both MSW and recyclables. Hartford could combine this with PAYT financing – either bags (as used in Plainfield) or billed by MSW cart size, which will be required under Act 148. Alternatively Hartford could simply allow the

⁴ There are municipal contracts where the private hauler is required to bill the households – Middlebury, Vermont is an example of this arrangement for recycling collection, however, typically this is more expensive because the private hauler must also bear the cost of non-payment, which typically might be roughly 5 percent of households.

private sector to implement the requirements of Act 148 with no role by the Town (and elimination of the curbside contract) but this will be more costly to residents⁵.

- If Hanover wants to move organics collection forward, organizing MSW collection to go with recycling collection would allow for eventual implementation of separate residential food waste collection.
- Lebanon has no organized collection, and no requirement for parallel collection of recyclables and refuse, as such it is likely that the recycling rate for Lebanon residents is significantly lower than it could be with more active involvement by the City of Lebanon.
- Smaller municipalities in VT can assume that private haulers will meet the requirements of Act 148
- Smaller municipalities in NH could organize collection as Enfield and Plainfield have, or continue with current system.

DSM's findings and conclusions on **materials processing** in the region are:

- There is an insufficient volume of recyclables in the region to justify investment in a modern Materials Recovery Facility – the industry trend is to develop large Single Stream processing facilities with long distance transfer of materials to these facilities. Casella represents this trend, with transfer capacity in White River Junction to transfer to either Casella's Rutland Single Stream MRF, or the Chittenden Solid Waste District's Single Stream facility in Williston, VT (operated by Casella).
- Casella's monopoly of Single Stream processing capacity in Vermont and New Hampshire has been raised by municipal officials as a concern going forward. However, the Chittenden District (not Casella) controls tipping fees and revenue sharing for the Williston (VT) facility, and there are competitive single stream MRF's owned by: Ecomaine in Portland, ME; Waste Management in Billerica and Springfield, MA; Willimantic Waste in Willimantic, CT; and, a Connecticut Resource Recovery Association facility in Hartford, CT operated by ReCommunity.
- Hartford's transfer station could be modified to transfer single stream materials collected in the Upper Valley to any of these single stream MRF's. Modification would require the provision for dumping into a 100 yard walking floor trailer. This typically requires a higher loading height, and the use of a front-loader to tamp down the load to achieve maximum over-the-road tonnage (averaging perhaps 18 tons per load)
- Lebanon could also be modified for regional transfer of single stream material, although because they currently bale and sell materials, they may find it cost effective to continue to do so;

⁵ DSM's analysis for Hartford in 2012, and a similar analysis for the Chittenden District indicates that organized, parallel collection using a single contract hauler could save roughly 15 percent over current systems costs using multiple subscription haulers.

- However, it is DSM's professional opinion that it is highly unlikely investment in new baling and sorting equipment at other facilities will be worth it, other than small OCC balers spotted at large generators such as grocery or big box stores (if they are not already there).

DSM's findings and conclusions on **organics processing** in the region are:

- Construction of a single compost facility to serve the region could cost as much as \$2 to \$3 million based on rough construction estimates DSM prepared for Vermont's Act 148 Analysis. This would involve construction of concrete pads, use of a cover material such as the Gore fabric, or a roofed building, aeration and grinding, turning and screening equipment.
- It is possible to construct a smaller facility with lower throughput for perhaps \$750,000 to \$1 million, assuming that it was designed primarily for yard wastes with some source separated food wastes low in contaminants. Such a facility would consist of gravel pads, a grinding machine, a front loader for construction and turning of uncovered windrows, and stationary screens for screening of finished compost. However, it should be cautioned that while the science of composting has been around for a very long time, there is a reason that there are as few successfully operating composting facilities as there are. The production of high quality compost without odor issues requires a significant investment in equipment to grind incoming materials and screen outgoing materials, as well as investment in trained operators to manage the composting and curing process. This investment increases significantly if the desire is to compost large quantities of food wastes in addition to yard wastes.
- Much of the "low hanging fruit" of organics appears to already be separately collected and brought to processing facilities in or adjacent to the Study Region. However, it is not clear that some of these facilities are adequately capitalized to provide long-term processing of organics.
- Based on DSM's Act 148 Analysis, it is estimated that residential collection of organics would cost an additional \$4 to \$8 per month per household. Costs at the lower end would depend on the availability of Single Stream collection of recyclables and every other week MSW collection. Single Stream collection is essential in order to co-collect organics and either recyclables or MSW. Dual or multiple stream recyclable collection is incompatible with split truck collection of organics.
- The costs to collect Institutional/Commercial/Industrial (ICI) organics are highly dependent on the individual business or institution, with larger generators of food waste experiencing lower costs per ton;
- In general, ICI collection costs will be more for organics collection than for MSW collection (perhaps \$75 per ton more) but tipping fees may be slightly lower (perhaps \$20 per ton), and the business or institution may save on MSW collection once heavy food waste is removed.
- As a result, only the larger generators would save money by having food waste collected separately.

DSM's findings and conclusions on **regionalization of disposal facilities** located in the study region are:

- There is currently excess disposal capacity in New England, with tip fees reported as low as low as the low 40's for Waste to Energy disposal in Massachusetts; and landfills in northern VT and NH offering disposal capacity in the low \$40's to low \$50's. Transfer of MSW and/or Single Stream recyclables can be accomplished for roughly \$15 to \$20 per ton, which means that the Lebanon landfill tipping fee of \$68.88 is roughly competitive with long distance transport. However, there is limited ability to raise Lebanon's tipping fee without risking the loss of waste.
- The Lebanon landfill's current business plan shows sufficient capacity through 2030 without need for more expensive expansion to south. The GUVSWD landfill site could provide capacity after that date. DSM is not aware of any analysis that compares the cost of expanding the Lebanon landfill south after 2030 with the alternative cost of developing the GUVSWD landfill. Such an analysis should be undertaken by the Study Region before making a decision as to which alternative is most cost effective.
- If the region as a whole (or with leading participation by the larger municipalities along with the GUVSWD) acquired the bond cost for the landfill, the GUVSWD could be freed up to serve more regional interests – including operating the Hartford TS and providing a permanent HHW collection site as well as a drop-off for other hard to handle materials and recyclables. This does not imply that the GUVSWD could necessarily operate the Hartford TS more efficiently than the Town of Hartford, only that the Town of Hartford is currently providing a regional service with any excess cost borne solely by the Town of Hartford.
- Regional acquisition of the GUVSWD site might involve the following:
 - The GUVSWD owes roughly \$2.6 million through three bond issues (house/office, Twin State land, Bridge) with one bond payment ending in 2014, a second in 2028, and the third in 2031.
 - Bond payments could be covered by a \$5 surcharge on current tonnage at Lebanon in 2015, falling to \$4 by 2024 (declining principal).
 - A lower surcharge might be achieved by stretching out payments but this course of action would require a regional bond vote which appears to be highly unlikely.
 - Potentially the most logical arrangement might be a capital lease finance which doesn't require a regional vote. This would require legal review for both Vermont and New Hampshire municipalities, with costs allocated by population or by potential tonnage deliveries.
- Other ways to raise the funds might involve:
 - More tons could be brought into the Lebanon landfill from Southern Windsor County such as from Weathersfield (who is paying \$79 per ton currently) or small haulers interested in an alternative disposal location, with the excess revenue (over costs) allocated to acquisition of the GUVSWD landfill site.

- A per household or per capita surcharge might be assessed on the entire population using the Lebanon landfill, which would equate to an estimated \$6.30 per HH in 2015 falling to \$4.50 in 2025 and \$1.30 by 2031.
- This surcharge would be less if it were assessed on all property (residential plus ICI) instead, which might be reasonable since the landfill serves the ICI sector as well as residents.
- Municipalities interested in acquiring the landfill could simply make payments using general fund revenues from property taxes.

DSM's findings and conclusions about the **Hartford Transfer Station (TS)**:

- The Hartford TS pays for itself (through the fees currently set) only as long as ground C&D can be delivered to Lebanon at no cost, If this arrangement changes, then (using 2011 cost data) the net annual cost to Hartford is an additional \$220,000 above the fees to users.
- If GUVSWD landfill debt (\$215,000 in 2015) were covered in some other way, labor and administration of the Hartford TS and the GUVSWD could be consolidated and paid for through the GUVSWD surcharge allowing the Hartford TS to be used for a permanent HHW collection site, and allowing all of the other activities currently provided to Hartford residents and residents of the GUVSWD towns to continue at no annual cost risk to Hartford taxpayers.
- If Hartford moves to parallel curbside collection of refuse and recycling, transfer station costs could be reduced by reducing hours of operation.

DSM's findings and conclusions regarding **HHW management** in the Study Region include:

- Participation in the current programs is relatively low at 2 to 4 percent last year. Increasing participation will increase costs, regardless of how efficient the new program may become.
- For example, the CSWD spends over \$3 per capita to support its' permanent program, which had 15% participation last year.
- Hartford's permanent facility could be updated and reopened to become a permanent collection location and the consolidation point for a regional system similar to CSWD. This might boost participation to close to 15% of households, depending on how many satellite collections were held throughout the region.
- However the cost of this type of program would be significantly greater than what is being spent now in the region (about \$74,000 last year). It is estimated that at minimum an additional \$160,000 per year would need to be spent to serve 15% of households even if program efficiencies were achieved.

- Raising this money would involve either assessing member municipalities, adding a surcharge on waste or looking for additional grants, which are typically not available beyond what grant monies are available now from State government.

DSM's findings and conclusions concerning ***Construction & Demolition wastes and miscellaneous hard to handle wastes*** are as follows:

- The vast majority of C&D wastes are being managed by the private sector and are not going through either the Hartford transfer station or the Lebanon landfill. There is no reason to believe that this will change in the near future.
- Only approximately 11.5 percent of C&D wastes are clean wood, with a potential market, and it is very difficult to separate out this clean wood once it is mixed with all other C&D waste. Therefore, any expanded efforts would require source separation by generators, or a concerted picking operation at the Hartford transfer station. However, given the relatively small volume of C&D waste going through the Hartford facility, it is not likely that this operation would be economical.
- Asphalt shingles are also potentially recyclable; however, as with clean wood they require source separation and close monitoring. It is DSM's observation that most asphalt shingles come in mixed with wood, metal and paper or plastic sheathing, all of which contaminate the asphalt shingles. It is not clear that the cost to closely monitor the stockpiling of asphalt shingles would be worth the cost to then transfer it to a facility in Portsmouth, NH currently accepting this material. However, it may be worth contacting Pike Paving about the potential to use asphalt shingles in their paving mix.
- Tires are another hard to handle waste generated in the Study Region. There are programs to collect tires for use in combustion facilities and/or for grinding and construction projects. The Lebanon landfill already acts as a consolidation point for the NRRRA program to collect tires in the Study Region. There is no reason why this can't continue to occur.

Regional Cooperation

The following institutional arrangements could be used to further regional cooperation, in order of potential difficulty:

- A Regional Refuse Disposal Agreement could be created on the NH side with an associated governing body to manage solid waste (for example the Sullivan County Regional Refuse Disposal District had broad powers to implement solid waste facilities), and Hartford could become a member of the Greater Upper Valley Solid Waste District, if the landfill and bridge debt could be addressed or set aside so that all municipalities belonged to a single district.
- An Interstate Compact then could be adopted allowing the two districts to jointly manage solid waste. However while the language may still exist on VT side, the ability to do this has been repealed on NH

side and will require the adoption of new NH legislation, and Congressional and US EPA approval. While this appears difficult, it may not be as hard as it sounds if the compact plans are not actively opposed and the benefits are significant enough.

- The Compact could proceed with joint financing of the acquisition of GUVSWD landfill site, the development of a single permanent HHW facility (either by buying or leasing Hartford's facility and updating it or by developing a new facility in Lebanon) for use by residents and small businesses of member municipalities, and with taking over the management and long-term closure commitments of the Lebanon landfill (which could be transferred to the users of the landfill). The Compact could also take over and manage the inter-municipal contracts made with the private sector for collection and processing of refuse, recyclables or organics.

However, as outlined above, while it is certainly possible to create a single regional entity to coordinate all of the potential solid waste and materials management tasks, it is not clear that there are sufficient benefits to endure the costs of moving this forward. Working within the framework of existing municipal governments could instead yield similar results at a much lower political cost.

For example, the following could be pursued without a regional entity in place:

- Capital lease financing of the GUVSWD landfill could occur, which would require legal review for NH and VT municipalities, and costs could be allocated by population, or by potential tonnage deliveries (which could be estimated annually).
- A more formal Lebanon landfill contract could be written for all municipalities specifying joint actions.
- New contracts could be put in place between member municipalities to implement joint facilities, projects or services (which would require legal review if they cross state lines).
- As part of this, unilateral action could be taken by municipalities to organize the collection of refuse, recyclables and/or organics with the goal of providing uniform service at lower costs. This could be done by contract or possibly by setting up a franchise(s).
- However, it must be recognized that private haulers currently collect roughly over 70% of the waste and recyclables in the region. Without some control over this collection, joint facilities or programs may or may not meet performance and financial goals.

In summary, it should be recognized that regional cooperation already exists on many solid waste management fronts. The Lebanon landfill is a de-facto regional facility, the GUVSWD already exists and owns a potential landfill site, and Hartford already shares its' transfer station and site with members of the GUVSWD.

Many of the activities necessary to improve diversion can occur unilaterally by municipalities, such as organization of curbside collection of waste and recycling and implementation of unit based pricing, which is probably the activity that would have the greatest impact on diversion.

However an important impediment to further regionalization is the debt service of GUVSWD landfill site, which has prevented the regionalization of the Hartford Transfer Station beyond the current sharing of this service.

Resolving the debt service issue will depend on the buy-in from the City of Lebanon, which currently may or may not recognize any value in acquiring a share in a future disposal site. Some of the ways in which this arrangement might create value for Lebanon include:

- Securing ultra-long term landfill capacity for the City as a backup to the existing site. It is probably safe to say that siting another landfill in the Upper Valley in the future would be exponentially more difficult than simply acquiring the permitted GUVSWD site.
- Avoiding the costs associated with expanding to the south.
- Potentially developing a way to avoid the risk of losing Casella and/or sufficient waste in the near term through the municipal arrangements made with the other municipalities (and therefore avoiding the risk of losing the General Fund revenue raised by landfill tip fees in the short term).
- Increasing the real estate value of buildings and land along Route 12 A.
- Providing additional capital and political support to help resolve odor issues and any other environmental issues that might arise in the future from the existing site.

Acknowledgements

DSM would like to acknowledge the following individuals and organizations that have provided information and data for this analysis.

George Murray, City of Lebanon

Vickie Davis, Upper Valley Lake Sunapee Council

Jim Toher, Casella Waste Management

Mike Sampson, Town of Canaan

John Hurd, Former GUVSWMD director.

Stephen Lambert, GUVSWMD administration

Carl M. Mitchell, Contractor to GUVSWMD

Neil Fulton, Town of Norwich

Peter Kulbacki, Town of Hanover.

Rich Menge, Town of Hartford

NH DES Solid Waste Management Staff

John Leigh, DHMC

John Godkin, Town of Sutton

Dennis Pavlicek, Town of Newbury

Andy McDonald, Town of Enfield

Steve Halleran, Town of Plainfield

Chris Scott, Town of Grantham

Gene Craft, Town of Vershire

Mike Durfor, NRRA

Town Clerks for Bridgewater, Hartland, Fairlee, Sharon, Strafford, Thetford

4.3 Appendix III: Operations Review of Hartford's Transfer Station and Curbside Recycling Program – December 21, 2012 – DSM

December 21, 2012

Richard Menge
Public Works Director
Town of Hartford
173 Airport Rd.
White River Junction, VT 05001

Re: Operations Review of Hartford's Transfer Station and Curbside Recycling Program

Dear Rich:

Presented below is DSM's final report concerning our operations review of the Hartford Transfer Station and the Curbside Recycling Collection Program. We are hopeful that this analysis will be of use to Hartford as your solid waste management programs continue to evolve going forward.

Introduction

DSM Environmental Services, Inc. (DSM) was contracted by the Town of Hartford to undertake a comprehensive review of the Hartford transfer station operations and the curbside recycling collection program. This review was prompted by concerns that, while the transfer station was operating in the black under an enterprise account, punch card fees were high compared to neighboring transfer stations, and limited reserves were available to conduct necessary repairs and purchase of new equipment.

The curbside collection program, unlike the transfer station is funded entirely from the general fund and there were concerns as to whether the program was an essential service and/or was performing effectively.

This Letter Report summarizes the analyses undertaken by DSM and the resulting findings and recommendations. It is meant to augment the presentation provided to the Selectboard at its October 2nd meeting.

Tasks Undertaken

DSM, with assistance from the transfer station staff undertook the following tasks to complete our analysis:

- Analysis of transfer station use;
- Analysis of curbside recycling collection;
- Review of potential options through the Greater Upper Valley Solid Waste District and/or the City of Lebanon;
- Review of transfer station costs, by activity; and,
- Review of potential system changes.

Each task and the resulting findings is presented below.

Analysis of Transfer Station Use

Surveys of users of the transfer station were conducted by transfer station staff on the following dates:

- Partial days, Monday and Tuesday, June 4 – 5
- Full day, Saturday, June 9
- Full days, Thurs – Saturday, August 16 – 18
- Full days, Wed – Thursday, August 22 – 23

These surveys requested information on: what Town the user was from; what materials they were bringing, and how much of each they were bringing; how often they use the transfer station; and, whether they subscribed for curbside collection of refuse and/or took advantage of the curbside collection program for recyclables.

Surveys to only determine the Town which the user was from were also conducted on three additional days in late June.

Key Findings

- There are an average of 300 users on a Saturday and 95 users per week day
- Roughly 62% of Saturday users and 52% of weekday users are from Hartford
- The average Hartford resident comes to the transfer station every 2.3 weeks
- Based on answers to survey questions we estimate that roughly 1,000 residents of Hartford use the transfer station as their primary means of solid waste management
- This represents approximately 20% of full time resident Hartford households, or 16% of total households¹

While permit sales would indicate that between 30 and 37% of Hartford households purchase permits, the difference is likely households with curbside refuse collection that use the transfer station less frequently for special wastes. This assumption is consistent with Lebanon landfill scale data which indicates that a total of 8,840 tons of Hartford waste were delivered to the Lebanon landfill over the past year, of which only 1,900 tons came from the Hartford transfer station.

¹ Based on 4,509 full time households and an additional 984 seasonal/vacation households from 2010 Census data.

Hartford Residents Using Transfer Station

Looking *only at data from users who reported that they were residents of Hartford* the survey results indicate that:

- Between 40 and 65% (rounded) of Hartford users surveyed report using the curbside recycling service as well, and only about one-half of them brought recyclables to the transfer station on the day they were surveyed.
- Less than 10% of the Hartford resident Transfer Station users surveyed report having a contract with a private hauler for curbside collection of refuse indicating that the transfer station is the primary means for refuse disposal for these Hartford residents.

Cost To Hartford Resident Associated with Relying on Transfer Station

Based on the reported use of the Transfer Station by Hartford survey respondents it is possible to estimate what the total annual cost is to a Hartford user.

The average Hartford user visits the Transfer Station 26 times per year and purchases 46 coupon punches. The average annual cost can then be calculated as follows:

- Punch card: 46 punches at \$3.05 per punch = \$140
- Permit: \$20
- Cost to drive to the Transfer Station: assuming 6 miles per trip (a conservative assumption) and 26 trips yields 156 miles at 55.5 cents per mile = \$87
- Each households average share of property taxes to support curbside recycling program = \$25
- Total Cost: \$275 per year divided by 12 months = \$23 per month

Non-Hartford Residents Using Transfer Station

Looking *only at non-Hartford users* the surveys indicate that:

- The majority of non-Hartford residents using the transfer station are from Hartland, representing 25% of all users (including Hartford residents)
- The second largest non-Hartford user is from Woodstock, followed by smaller numbers from Sharon, Norwich, Pomfret, Thetford, and Stafford, in declining order
- A large majority of these non-Hartford users bring recyclables to the transfer station

- Performing the same cost analysis for the typical Hartland user but assuming the typical Hartland user comes to the Transfer Station 23 times per year and travels 10 miles out of their way, the total annual cost equals \$346, or \$28.85 per month.

Transfer Station Cost and Revenue Analysis

Total, fully allocated transfer station costs (exclusive of landfill closure costs) for FY 11-12 were \$658,874. This includes actual operations costs plus administrative costs assigned to the transfer station budget.

These costs are funded through a combination of tipping fees (coupon sales and tip fees) and other surcharges/fees (see Table 2, below), including:

- Annual permit fees of \$20 per vehicle for residential users
- Commercial hauler permits to use transfer station
- Waste ordinance fees for haulers operating in Hartford
- Rental revenue from Reuse Store
- Materials sales revenues from recycling
- Revenues over costs for C&D disposal

While Hartford allocates costs among activities at the transfer station as part of the enterprise fund accounting, DSM further broke down the activities to take a closer look at costs and revenues from key activities carried out at the transfer station. The goal was to attempt to determine what the net cost for each activity was, accounting for all costs and deducting revenues generated by that activity.

DSM used Hartford's Expenditure and Revenue report for FY 12, as provided to DSM by Andrew Larkin. DSM then relied on estimates by Hartford transfer station staff and Hartford administration as to what percent of time they spent on each activity over the course of an average month, as well as costs directly attributable to a single activity. This required that the Administration portion of the enterprise account (budget category 30-975) be reallocated to the curbside collection, MSW transfer, drop-off recycling, C&D and special waste activities shown in Table 1.

Table 1 summarizes fully allocated costs for FY 12 (based on end-of-year budget data) for the transfer station and curbside recycling collection.

As Table 1 illustrates, all of the operations at the transfer station except C&D grinding and the SEVCA lease are cost centers, even after deducting revenues. This is also the case for the curbside recycling collection system.

Excess costs over revenues are made up through other revenue sources, as illustrated in Table 2, which provides a summary of revenue sources supporting Hartford's transfer station and curbside collection

program. Note that revenues do not equal expenses when comparing Tables 1 and 2 because landfill closure costs are not included.

Table 1: Fully Allocated Transfer and Curbside Recycling Costs (FY 11-12)

Activity	Fully Allocated O&M	Capital Reserve	Total	Revenue	Net Cost	Cost/Ton
Curbside Collection	\$ 194,903	\$ -	\$ 194,903	\$ -	\$ 194,903	\$ 324.84
MSW Transfer	\$ 207,889	\$ 6,000	\$ 213,889	\$ 146,729	\$ 67,161	\$ 35.67
Drop-Off Recycling	\$ 165,893	\$ 6,000	\$ 171,893	\$ 48,436	\$ 123,457	\$ 146.05
C&D	\$ 188,206	\$ 6,000	\$ 194,206	\$ 308,208	\$ (114,002)	\$ (34.14)
Scrap Metal	\$ 58,293	\$ 1,168	\$ 59,461	\$ 49,084	\$ 10,377	\$ 55.06
SEVCA	\$ 3,358	\$ -	\$ 3,358	\$ 11,400	\$ (8,042)	na
Tires	\$ 3,935	\$ 1,000	\$ 4,935	\$ -	\$ 4,935	\$ 297.10
HHW	\$ 11,132	\$ -	\$ 11,132	\$ 6,845	\$ 4,287	na
Total (1)	\$ 833,609	\$ 20,168	\$ 853,777	\$ 570,701	\$ 283,076	
Transfer Station Only	\$ 638,706	\$ 658,874				
(1) Excludes Landfill Closure Cost of \$21,897						

Capital Improvements

DSM's observation at the Transfer Station is that there is a need for increased investments in maintenance of both equipment and the buildings. While it was beyond our scope to develop engineering costs estimates, discussions with the Department of Public Works and transfer station personnel indicated that at a minimum the Town should increase capital reserves to include: \$25,000 for replacement of the fork lift with a newer piece of equipment; and, \$50,000 for site work upgrades to the HHW storage building so that it can become fully operable.

In addition, the Town should set aside funds each year for on-going maintenance of the existing buildings and for correction of on-going landfill settlement issues as they impact the access roads and entrances to buildings. These additional capital improvement costs are not included in Table 1 but represent real costs that the Town will need to address in future years.

Table 2, Summary of Revenue Sources (FY 11-12)

Category	(\$)
Permits	
Commercial	\$ 8,610
Residential	\$ 71,943
Tipping Fees	
Commercial	\$ 138,925
Hartford Coupon Sales	\$ 157,307
District Coupon Sales	\$ 136,150
Recycling Revenues	\$ 107,050
Reimbursements	\$ 27,514
Other Revenues	
SEVCA	\$ 11,150
Waste Ordinance Fees	\$ 80,000
Hauler Licenses	\$ 1,430
Transfer from General Fund	\$ 156,172
Total	\$ 896,251

Analysis of Curbside Recycling Collection

DSM's analysis of Hartford's curbside recycling collection system centered on three tasks. First, we met with Casella to review the current collection system and Casella's estimate of the number of households served and estimated participation.

Second, DSM followed the curbside collection truck on representative routes over the part of several days attempting to gain a better understanding of likely participation rates.

Finally, Casella agreed to weigh all materials collected on the curbside collection routes over two weeks in August and two weeks in September.

Key findings of our analysis are:

- Roughly 600 tons of curbside recyclables are currently collected on an annual basis based on the four weeks of weigh data annualized
- Somewhere between 45 and 55 percent of Hartford households participate in the curbside recycling collection program

- Dividing the annualized tons by the total number of households in Hartford yields 270 pounds of recyclables per household per year
- We would expect that this would be approximately double if all Hartford residents had parallel collection of single stream recyclables in rolling carts on the same day as refuse collection (see below)

Alternatives Available to Hartford

DSM was also tasked with investigating alternatives to operating and/or keeping the Hartford Transfer Station open. We investigated three alternatives, in addition to continuation of the Transfer Station as it is currently operated: (1) operation of the transfer station by the Greater Upper Valley Solid Waste District; (2) Closure of the transfer station, directing all users to use the Lebanon landfill and/or contract with a private hauler; and, (3) operation of the transfer station on a limited basis with implementation of a town-wide contract for parallel collection of refuse and recyclables from all households. Each of these alternatives is discussed in more detail below.

Operation of the Transfer Station by the Greater Upper Valley Solid Waste District

DSM met with officials of the Greater Upper Valley to discuss the potential for the District taking over operation of the transfer station. This is a logical alternative given that the transfer station was designed as a regional facility and because roughly 45 percent of all users of the transfer station are from District towns outside of Hartford.

Unfortunately, while District officials acknowledge the regional value of the transfer station, it does not appear that the District is in a position to take over operations of the transfer station because of the significant amount of debt service the District is paying each year to fund the bridge construction to the District landfill site. Because the Lebanon landfill has adequate capacity for many more years (see below), there is limited need to open the District landfill, which would be the only source of revenue sufficient to support District operations of the Hartford transfer station.

However, there is general agreement that discussions between Hartford and the District, and potentially other Upper Valley municipalities should continue to determine if there is a regional solution that would allow the Hartford transfer station to remain as a key regional facility for managing waste and recyclables going forward.

Closure of Transfer Station with Use of Lebanon Landfill and Recycling Facility

There is currently no prohibition against Hartford residents and businesses delivering waste to the Lebanon landfill and recycling facility. In fact, most businesses and commercial haulers operating in Hartford deliver waste directly to the Lebanon landfill instead of to the Hartford transfer station because the tipping fee is significantly less. In addition, because Hartford's waste from the transfer station already goes to the Lebanon landfill, closing the Hartford transfer station would have no impact on the Lebanon landfill.

According to George Murray, Landfill Manager for Lebanon, the current Lebanon landfill cell under construction has sufficient capacity for an additional 12 years at current rates of fill (which includes Hartford waste). In addition, according to a new business plan for the Lebanon landfill prepared by Sanborn Head and Associates for the City of Lebanon, the landfill could remain in operation until 2090 by developing cell 3 to the south of the current operations, mining the original cell to the north of the current operations and filling that area and the road area between the two cells. This is based on the assumption of a one percent per year growth in the 40,000 tons currently disposed at Lebanon on an annual basis.

During discussion with Lebanon officials it became clear that the primary concerns associated with Hartford residents using the Lebanon landfill and recycling center revolve around traffic. Surveys of Hartford transfer station users indicate that almost as many people bring waste and recyclables to the Hartford transfer station on a Saturday as use the Lebanon landfill and recycling facility on a Saturday. Therefore, directing Hartford residents to use Lebanon would essentially double Saturday traffic to the Lebanon landfill. Even if the rebuilding of the 12A/I89 intersection were to solve the traffic problems on 12A, there would still be lines extending onto 12A from the landfill on Saturdays if both Hartford and Lebanon residents were using that facility. According to Lebanon officials, the traffic problem could only be solved if Lebanon were to stop its source separated recycling program and go to a single stream recycling program. This would eliminate some of the revenues Lebanon currently enjoys from their recycling system, requiring some type of increased fees for Hartford residents to make up the difference.

One key issue which may affect the Hartford transfer station is the current agreement by Lebanon to accept Hartford's ground C&D at no cost. This arrangement allows Hartford to bring in excess revenue over costs for the grinding and transfer operation. It is difficult to determine exactly how much excess revenue because it is difficult to break out coupon sales for C&D versus MSW waste, however. DSM's best estimate is that the C&D operation at Hartford netted roughly \$113,000 in revenues over costs in FY 11-12. This is important because ground C&D materials have been known to increase hydrogen sulfide emission at landfills which use ground C&D as cover material – as Lebanon does.

Lebanon is currently testing its landfill gas, and has had odor complaints. If the testing were to identify hydrogen sulfide as one of the landfill gas emissions of concern it is likely that Lebanon would no longer be willing to accept the ground C&D at no cost which would eliminate this important revenue source to Hartford.

Continuation of Current Transfer Station Operations

DSM believes that the Hartford transfer station continues to be valuable as a regional transfer station serving the Upper Valley. However, the transfer station is vulnerable as a stand-alone operation by the Town of Hartford because it already has relatively high fees when compared to both the Lebanon landfill (\$1 per 32 gallon container) and the Weathersfield Transfer Station (\$2 per 32 gallon container) which are both "full service" transfer stations accepting a broad range of materials like Hartford does. The Windham Solid Waste Management District Transfer Station in Brattleboro is another full service transfer station. The Windham District charges \$10 for the first 140 pounds which is essentially equivalent to \$2.20 per 32 gallon container assuming it weighs an average of 30 pounds. These charges can be compared against the coupon charge of \$3.05 for Hartford residents and \$4.05 for Greater Upper

Valley District residents; which would have to be pushed even higher if Lebanon were to stop accepting ground C&D at no cost. In addition, Hartford has deferred capital maintenance and improvements in an effort to hold costs down, and eventually these capital improvements will have to be addressed.

It should be noted here that a question has been raised as to whether Hartford could significantly expand recovery of reusable C&D material delivered to the transfer station as a way to reduce costs and increase revenues. It is DSM's professional opinion that, while this would be a way to reduce disposal of C&D materials, it would come at an increased operational cost to Hartford. It would require additional personnel and a storage facility to keep recovered materials out of the weather. Given that there are already two used building materials supply places in Hartford, it is unlikely that sufficient usable materials are being delivered to the transfer station to make this a viable undertaking.

One other issue of concern with respect to the current operations is the fact that the transfer station accepts cash payments for coupons. It is DSM's experience that this is not a good business practice because it is impossible to provide a fully auditable procedure to assure that all of the cash payments are correct and fully accounted for. Scale personnel on Saturdays are especially vulnerable to a charge of theft with no way to prove their innocence. For this reason DSM has recommended in our analysis of other transfer stations that no cash be accepted at the transfer station; instead that coupons be sold at convenience stores where full accounting is assured.

Recommendations

Based on the analysis described above there appear to be two primary paths moving forward. The first would be to optimize the existing Hartford only system. The second, and preferred option, would be to move toward a regional solution in which the Hartford transfer station plays an integral part in a larger regional system. Each alternative is described below.

Hartford Alone

Only roughly 20 percent of Hartford residents rely on the Transfer Station for refuse disposal, meaning that the remaining 80 percent already subscribe for garbage collection. In addition, Hartford already provides curbside collection of recyclables to all residents.

Subscription collection of refuse by multiple haulers is less efficient than having a single truck go down the road and collect waste from all households. And, as surveys of users of the Hartford transfer station indicate, people driving to the transfer station are already incurring costs similar to curbside collection simply by multiplying the number of trips per month reported by the survey respondents by the IRS automobile cost per mile rate.

For this reason, the optimum system for Hartford would be for Hartford to contract with a single hauler for weekly garbage and single stream recycling. It is DSM's professional judgment that this would double the recycling rate in Hartford, and at costs similar to what residents both subscribing for curbside collection of refuse, and driving to the transfer station are already paying.

This would then allow the Town to reduce hours at the transfer station to either one day per week, or at a maximum two days per week. The transfer station could then become the primary location for disposal of bulky and hard to handle wastes, and for recycling of materials other than materials collected curbside (e.g., scrap metals, some clean C&D materials, tires, car batteries, large plastic items).

To minimize involvement of the Town in the curbside collection contract, the contract could specify that the designated hauler provide large rolling carts for single stream collection of recyclables, and that the hauler be responsible for billing all households. To reduce costs, the Town could agree to be the payment collector of last resort because of the Town's ability to attach property for non-payment of services.

It is DSM's estimate that a curbside collection contract for refuse and recycling would cost roughly \$25 - \$35 per household per month depending on final bid specifications.

In the absence of a comprehensive solution involving refuse and recycling, if the Town wants to continue with the status quo, then it probably makes sense to discontinue the current curbside recycling collection program to take the cost off of the property tax, with the hope that Casella would begin to offer single stream (sort) recycling to its customers in Hartford.

Regional Solution

As discussed above, DSM believes that the optimum solution would be to convert the transfer station to a truly regional facility operated by the Greater Upper Valley District. This would spread the burden of operations over the many towns that currently now rely on the transfer station as the only real recycling and special waste management option available to them.

To accomplish this would require that the Greater Upper Valley District find a way to resolve the debt service associated with the bridge to the Hartland landfill site. One option would be for the region, including the municipalities using the Lebanon landfill, to purchase the Hartland landfill. This would provide the region with guaranteed landfill capacity for the foreseeable future, assuring that when the Lebanon landfill closed, a new site would be available. The cost of the purchase could be funded through a relatively minor surcharge on the tipping fee at the Lebanon landfill. Assuming that the cost would be the \$2.2 million the District currently still has in debt service, a tip fee surcharge ranging from \$3 to \$4 per ton could cover the debt service over period of 15 to 20 years.

This would then free up the District to take over management of the transfer station, using the District surcharge to provide for needed capital improvements and for the re-opening of the household hazardous waste storage facility located at the transfer station.

Next Steps

DSM believes that it is in Hartford's best interest to begin to have regional discussions concerning the potential viability of transferring ownership of the Greater Upper Valley Landfill to a regional consortium of municipalities.

DSM ENVIRONMENTAL SERVICES, INC.

Resource Economists
Environmental Scientists

In the interim Hartford should make sure to include sufficient capital reserves in on-going budgets to address equipment and deferred maintenance issues at the transfer station.

It will also be necessary for Hartford to make a decision as to whether it should move forward with a more formal contract for curbside collection of recyclables, or abandon that program.

Hartford should also monitor the landfill gas emission testing by Lebanon and ensure that Lebanon can continue to receive ground C&D. If Lebanon discontinues acceptance of ground C&D the Hartford transfer station finances change significantly and Hartford should immediately consider dropping C&D acceptance of sheet rock and also review the viability of the C&D facility altogether. If the Lebanon landfill gas emissions issue is resolved in a manner that allows for continued delivery of ground C&D as cover material then the current grinding contract for C&D should be renewed.

Signed:



Ted Siegler

4.4 Appendix IV: Draft Municipal Solid Waste Survey

DRAFT HSWC Town Survey 4-27-15

To residents of the Town of Hartford:

The Solid Waste Committee was commissioned in 2013 by the Selectboard to advise it about various aspects of waste management in the Town at this time of rapid change. There are many possible ways in which the Town might alter the ways it handles household trash, recycling, and food scraps. To help guide the process, we'd appreciate learning about you and your preferences.

THANK YOU FOR COMPLETING THIS SURVEY!

1. Do you live in the Town of Hartford? (please check one):

☐ no (if no, please don't complete the rest of this survey. Thank you!)

☐ yes (Please go to question 2.)

2. Do you/your household now choose how to dispose of your trash (that is, it's not managed by a landlord, condo association, or property manager)?

☐ no

☐ yes

A consultant hired by the Town advised that it would be cheaper per household if one single hauler were contracted to pick up each household's solid waste / recyclables (as is done in some other Upper Valley towns).

IF we were to choose for the Town to sponsor curbside pickup of trash, recyclables, (and perhaps food scraps), here's ROUGHLY what might happen:

- materials would be picked up every other week;
- materials would be picked up from the same locations where recyclables are now picked up in the Town-sponsored curbside recycling program;
- the Town would contract with **ONE** company to pick up all materials in Town;
- you'd have to put the materials out in "toters" (covered wheeled containers) that would be provided for you; and
- though property taxes may increase to pay for a town-wide contract, the increase per household would be less than what people typically pay now to have their trash removed.

3. Please indicate your support of the idea of Town-sponsored trash pickup as described above?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____
Strongly opposed opposed neutral supportive strongly supportive

4. Could you or your household manage to get a “toter” (covered wheeled container) to the closest public road for trash pickup?

- ☐ no
- ☐ yes
- ☐ unsure

5. Do you currently pay someone directly to take away your trash?

- ☐ no (please go to question 6)
- ☐ yes

If yes, whom do you pay for this service (please check ONE box only):

- ☐ Casella
- ☐ More Waste Solutions
- ☐ Beauchene’s Waste Service
- ☐ F. Oakes Disposal

☐ A.B.L.E.

☐ other

6. Do you use the Hartford Transfer Station?

- ☐ no (You are done with this survey. THANK YOU!)
- ☐ yes (Please answer Question 7 below.)

7. IF it should happen that the Hartford Transfer Station needs to be open fewer days per week than it is currently open, what would be your TWO most convenient days to use the Transfer Station? (Please check only TWO.)

- ☐ Sunday
- ☐ Monday
- ☐ Tuesday

- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday

8. What village of the Town of Hartford is closest to where you live?

- ☐ Hartford
- ☐ Quechee
- ☐ West Hartford
- ☐ White River Junction
- ☐ Wilder
- ☐ Other

9. What age range best describes you?

- ☐ Under 20
- ☐ 20-29
- ☐ 30-39
- ☐ 40-49
- ☐ 50-59
- ☐ 60-69
- ☐ 70+

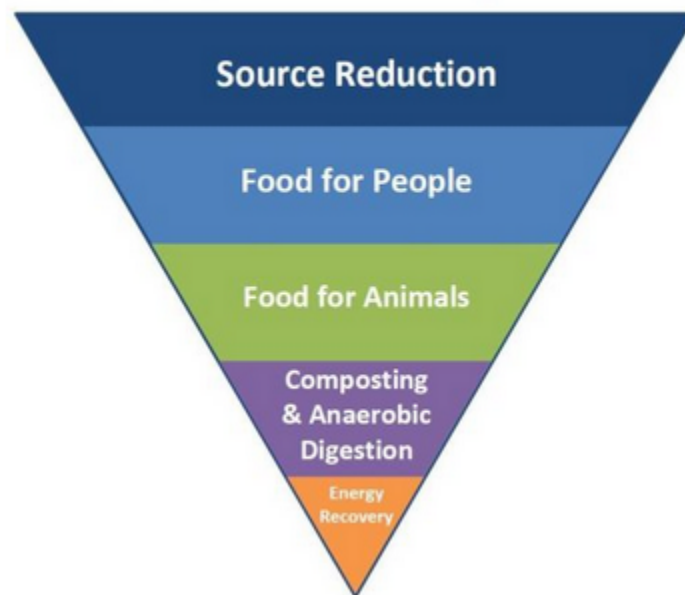
10. Please share any thoughts you have about improving waste disposal in Hartford.
[Open comment section]

You are done with this survey. THANK YOU!

4.5 Appendix V: Composting/Organics Management

Information from the Agency of Natural Resources

Vermont Food Recovery Hierarchy



Source Reduction

Reduce the amount of food residuals being generated at the source (in your kitchen), by strategically planning meals, shopping with a list, storing food properly, preparing and serving only what will be consumed, preserving leftovers

Food for People

Direct extra food of high quality to feed people by donating to food shelves and food banks.

Food for Animals

Use lower quality food residuals for agricultural purposes, such as food for animals.

Composting & Anaerobic Digestion

Direct food residuals and organics to home compost piles, commercial compost facilities, or for land application. No anaerobic digesters in Vermont accept food scraps at this time.

Energy Recovery

Processing food residuals and organics for energy recovery. This is the least preferred use of food residuals and may include collection of landfill gas for energy.

Timeline for organics provision enactment of Act 148:

July 1, 2014 – food scrap generators of at least 104 tons/year (~570 pounds/day) must divert material to any certified facility that will accept it, within 20 miles. Hartford has no entities that generate this much food scraps.

July 1, 2015 – food scrap generators of at least 52 tons/year (~285 pounds/day) must divert material to any certified facility that will accept it, within 20 miles; transfer stations must accept leaf & yard debris

July 1, 2016 – food scrap generators of at least 26 tons/year (~140 pounds/day) must divert material to any certified facility that will accept it, within 20 miles

July 1, 2017 – food scrap generators of at least 18 tons/year (~100 pounds/day) must divert material to any certified facility that will accept it, within 20 miles; transfer stations must accept food scraps

July 1, 2020 – food scraps banned from landfills

Composting Facilities

- Composting facilities are certified by the Department of Environmental Conservation, VT Agency of Natural Resources
- The closest certified composting facility to Hartford – Cookville Composting in Corinth, VT – is 30 miles by road from Hartford Town Hall.
- The GUVSWD site is certified for composting but is not operating.
- Anaerobic digesters in Vermont are usually farm-based. There are 11 of these that are now permitted to accept food scraps (enough potentially to process most of Vermont's food waste). However, two test sites are in operation to assess the economic viability of large-scale anaerobic operations.



Upper Valley Solid Waste and Recycling Analysis



Presentation by:
DSM Environmental Services, Inc.

FINAL REPORT
July 15, 2014

Study Funded By:

- ▶ Greater Upper Valley Solid Waste Management District
- ▶ Town of Hanover
- ▶ Town of Hartford
- ▶ City of Lebanon
- ▶ Town of Norwich



Goal

- ▶ Evaluate the potential for shared solid waste management services to increase efficiency and/or reduce costs



Study Area

Municipalities/Population Using Lebanon Landfill

NEW HAMPSHIRE	Population
Canan	3,909
Enfield	4,582
Grafton	1,340
Grantham	2,985
Hanover	11,260
Lebanon	13,151
Lyme	1,716
Newbury	2,072
Orange	311
Orford	1,237
Plainfield	2,364
Sutton	1,837
Total New Hampshire:	46,764

VERMONT	Population
Bridgewater	936
Hartland	3,393
Norwich	3,414
Pomfret	904
Sharon	1,502
Strafford	1,098
Thetford	2,588
Vershire	730
West Fairlee	652
Woodstock	3,048
Subtotal, GUVSWD:	18,265
Fairlee	977
Hartford	9,952
Total, Vermont:	28,217



Tasks Undertaken

- ▶ Analysis of Lebanon Landfill Deliveries
- ▶ Evaluation of current HHW collection system
- ▶ Evaluation of current materials recycling activity and potential to increase
- ▶ Current organics diversion and potential to increase
- ▶ Regional options



Limitations to Analysis

- ▶ Accurate data not available by municipality with the exception of municipal transfer stations
 - ▶ This is especially true of recycling data
- ▶ Lebanon landfill scale data heavily relied upon:
 - ▶ There is no distinction between commercial and residential waste by hauler
 - ▶ Loads may be reported as from a single municipality when in reality they are from several different municipalities
 - ▶ Survey of haulers attempted to address this, but relied on reaching small haulers and on accurate hauler input
- ▶ Most of the recycling activity occurs outside of the Lebanon landfill and municipal transfer stations
 - ▶ Heavy reliance on the private sector to report whether recycling activity is from VT or NH, and from residential or commercial sector



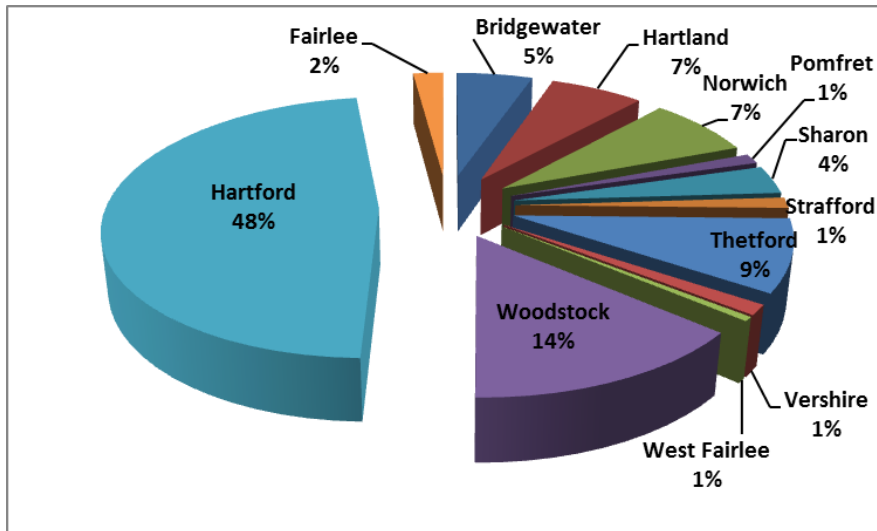
Lebanon Landfill

Current Conditions

- ▶ MSW deliveries of 38,000 (rounded) tons in 2013:
 - ▶ Roughly 3,000 tons went to other facilities that could have come to Lebanon (Grantham to Newport TS, Naughton – Sutton, Chris Witcher – Lyme, Able Waste - Bridgewater)
 - ▶ Capturing that waste would increase Lebanon LF revenues by roughly \$200,000, but not likely to occur
- ▶ Anecdotally we know there are deliveries from individuals in non-permitted municipalities delivered as Lebanon tonnage
 - ▶ But no estimate of quantities and probably not significant
- ▶ Current Lebanon tipping fee (\$68.88) at the margin
 - ▶ Spot market tip fees of \$50 (+/-) and \$15 - \$20 per ton transfer costs are approximately equal to Lebanon tip fee
 - ▶ We are aware of contracts for disposal in the low \$40's
 - ▶ Economists would say that Lebanon is maximizing “rent” – that is charging at the highest amount possible to maximize revenue
- ▶ But many small businesses delivering waste to Lebanon could not find an alternative for less than \$85 to \$100 because they would have to use existing transfer stations (Casella - Newport at over \$100)

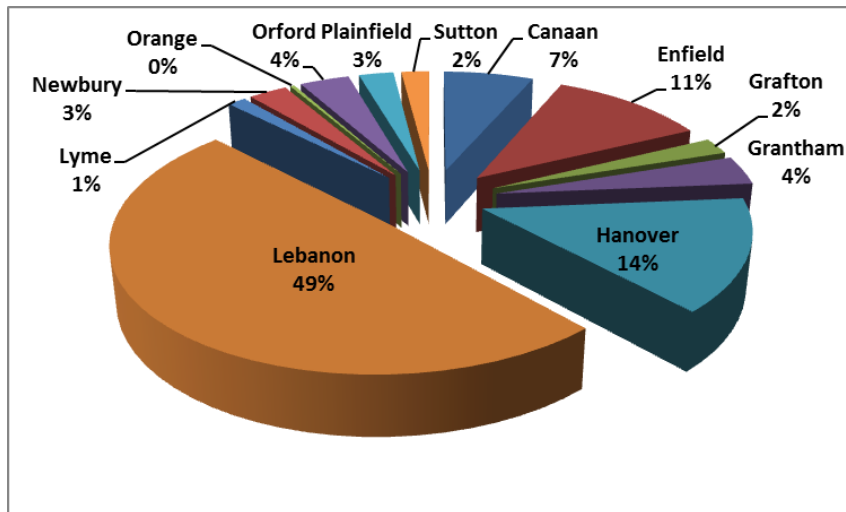


Vermont Wasteshed



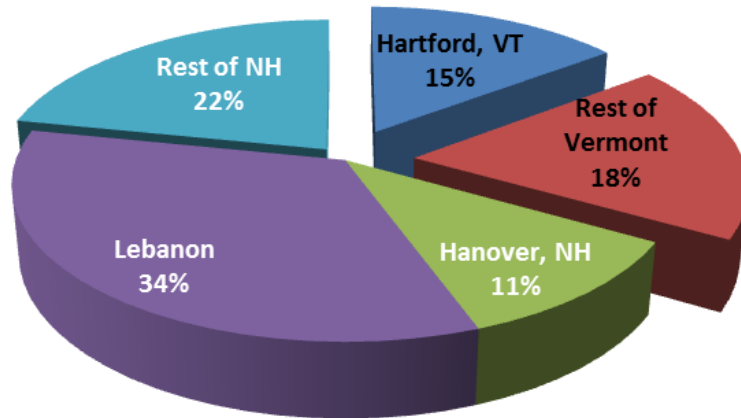
- ▶ Vermont Population of 29,200 :
 - ▶ 12,640 occupied households
 - ▶ Seasonally adjusted 13,500 households
- ▶ Generating an estimated 13,750 tons of MSW

New Hampshire Wasteshed



- ▶ Population of 46,800:
 - ▶ 18,671 occupied households
 - ▶ Seasonally adjusted 19,600 households
- ▶ Generating 27,600 Tons of MSW
- ▶ Note that Lebanon tons include some waste from outside Lebanon reported as Lebanon

Total Wasteshed

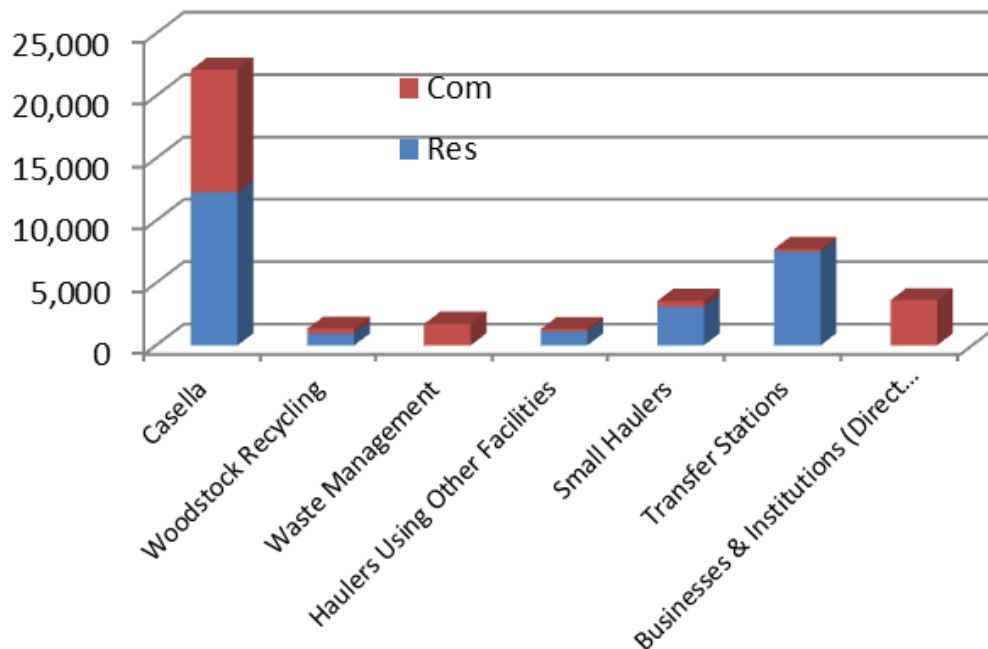


- ▶ Total Population of 76,000 (Rounded)
 - ▶ 31,300 occupied households
 - ▶ 33,100 seasonally adjusted households
- ▶ MSW Generation of 41,000 tons
 - ▶ Excludes C&D delivered to other sites and bio-solids disposed at Lebanon LF



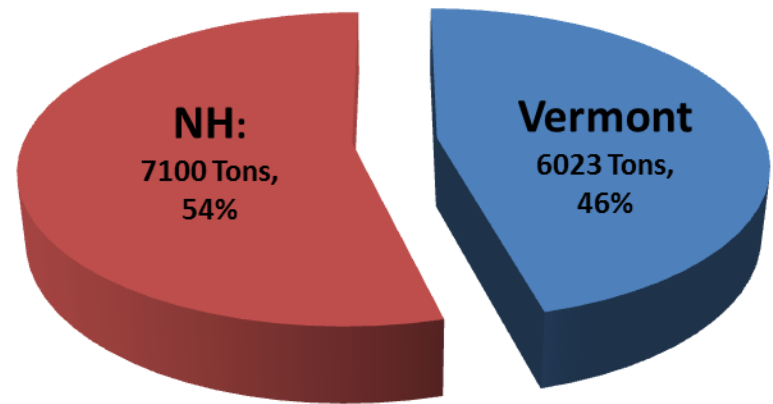
MSW Deliveries by Collection Type

- ▶ Roughly 91.5% of MSW generated is delivered to Lebanon
- ▶ Casella collects over 50% of this material
 - ▶ Casella is critical to continued revenue generation
- ▶ Together, commercial haulers collect 73% of MSW
 - ▶ Significant changes in recycling and organics will depend on commercial haulers
- ▶ Municipal transfer stations and drop-offs collect 18.5%
- ▶ Businesses and institutions direct haul 8.5%



Construction and Demolition Waste

- ▶ Roughly 13,000 tons of C&D waste were generated last year
- ▶ Data are not readily available, except from Lebanon landfill deliveries which are minor
- ▶ C&D recycling activity in the Upper Valley is not tracked, and expected to be uncommon because there are no C&D recycling processing facilities



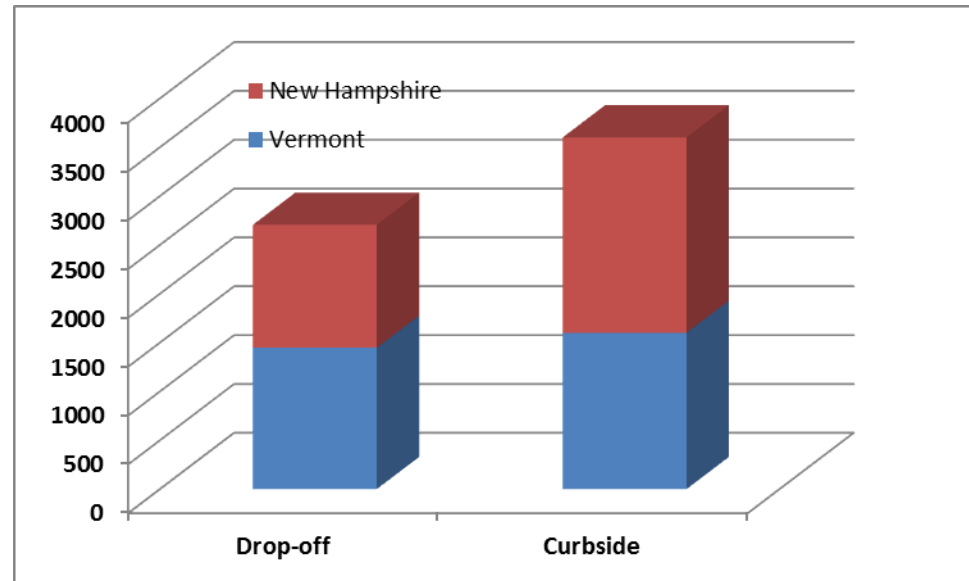
Preliminary Conclusions

- ▶ Combined residential and commercial solid waste (MSW) generation is low:
 - ▶ Region is 3 lbs./cap/day (2013)
 - ▶ Vermont Statewide is 3.62/cap/day (2011)
 - ▶ US (EPA) is 4.38 lbs/cap/day (2012)
 - ▶ CSWD is 3.08 lbs/cap/day (2013)
- ▶ Residential MSW disposal is also low - estimated Residential MSW:
 - ▶ 1380 lbs/household for Vermont towns in area
 - ▶ 1620 lbs/household for NH towns in area
 - ▶ Compares to 1850 lbs/household Vermont Statewide



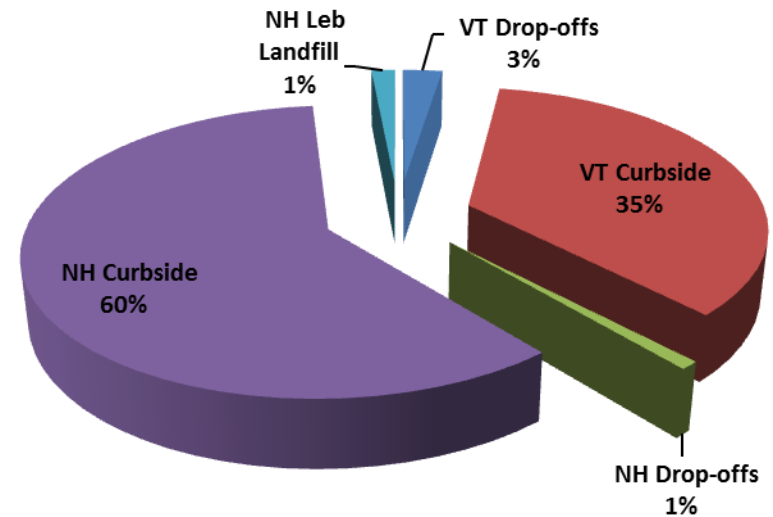
Residential Recycling

- ▶ Roughly 6,300 tons of paper and containers by residents:
 - ▶ Data relies heavily on Casella estimates which are rough at best
 - ▶ 430 lbs per VT household
 - ▶ 350 lbs per NH household



Commercial Recycling

- ▶ Roughly 5400 tons of commercial recycling locally diverted in the region
 - ▶ Excludes many large generators such as grocery stores and box stores
- ▶ Majority from NH
- ▶ Relies heavily on data from Casella



Preliminary Conclusions

	Residential	Commercial
Vermont		
Recycling	3,794	2,109
Disposal	9,344	4,407
Rate:	29%	32%
New Hampshire		
Recycling	3,363	3,434
Disposal	15,878	11,735
Rate:	17%	23%

- ▶ Overall 23% paper and containers recycling rate in region (excludes scrap metal, textiles, etc.)
- ▶ Residential recycling in the area appears to be relatively high
 - ▶ Greatest opportunity to increase may be City of Lebanon, and NH and VT municipalities with drop-off only recycling
 - ▶ Will require parallel curbside collection – will be required in VT in 2015



Current MSW and Recycling Costs

- ▶ Rough estimate based on tons collected by method and the estimated per ton costs to collect in the region
- ▶ Does not include cost to household and businesses to deliver material to a transfer station which could add roughly \$700,000 per year



Estimated Costs, MSW and Recycling

	Refuse	Recycling	Total
Residential			
Curbside Collection	\$5,805,000	\$715,000	\$6,520,000
Transfer Stations	\$1,503,000	\$338,000	\$1,841,000
Tip Fees	\$1,740,000	\$18,000	\$1,758,000
Subtotal:	\$9,048,000	\$1,071,000	\$10,119,000
Commercial			
Curbside Collection	\$1,993,000	\$854,000	\$2,847,000
Transfer Stations	\$39,000	\$49,000	\$88,000
Tip Fees	\$1,114,000		\$1,114,000
Subtotal:	\$3,146,000	\$903,000	\$4,049,000
Total Estimated Cost:	\$12,194,000	\$1,974,000	\$14,168,000



Household Hazardous Waste Management

- ▶ Two different organizations managing HHW:
 - ▶ GUVSWD
 - ▶ UVLSC
- ▶ Programs similar:
 - ▶ Series of one day collections at transfer stations or other municipal locations
 - ▶ Rely on contractor to manage site
 - ▶ Contractor costs high percentage of costs



HHW Volume and Costs

- ▶ If HHW Program were to be expanded would come at high additional cost, even if it were to be operated more efficiently
 - ▶ At \$47 per participant and 15% participation would spent about \$235,000 on the program
 - ▶ This compares to \$74,000 now, or an increase of \$160,000
 - ▶ Would require \$4.25 surcharge on existing Lebanon deliveries
 - ▶ Or per HH fee of \$4.80

	NH	VT	CSWD
Gross Cost	\$43,431	\$30,778	\$472,218
<i>Volume (lbs)</i>	45,940	34,344	581,750
Participants	731	329	10023
Households	731	329	9290
Cost per Participant	\$59	\$94	\$47
Volume/Participant	63	104	58
Total Households	19,580	13,509	62,267
Participation Rate	4%	2%	15%
Projected Cost			Total
CSWD Costs	\$138,746	\$95,727	\$234,473

Organics Generation

	Residential	Commercial	Total
Vermont	(tons)	(tons)	(tons)
Tons of MSW Disposed	9,025	4,726	13,751
<i>Food Waste</i>	1,509	531	2,040
<i>Mixed Yard Waste Leaves, Branches, & Stumps</i>	288	138	425
<i>Fines / Dirt</i>	253	118	371
<i>Other Organics</i>	486	42	528
New Hampshire			
Tons of MSW Disposed	16,011	11,735	27,746
<i>Food Waste</i>	2,677	1,319	3,996
<i>Mixed Yard Waste Leaves, Branches, & Stumps</i>	511	342	852
<i>Fines / Dirt</i>	449	293	743
<i>Other Organics</i>	861	105	967



Current Organics Diversion

- ▶ Through three facilities:
 - ▶ ROT, Acorn Hill Farm (Lyme) and Cookville Compost (Corinth)
- ▶ Total diverted estimated at 750 Tons:
 - ▶ 650 tons from NH Facilities, 100 from VT, some in Bradford
 - ▶ NH Diversion rate of *commercial organics* already at 30% if generation estimates are accurate
- ▶ Residential waste disposal estimates (and VT waste composition study) indicate backyard composting may already be in widespread use, particularly in Vermont



Current Organics Costs

- ▶ Since private sector handling all organics diversion, current costs are unknown but estimated at between \$200 - \$350 per ton (collection and processing)



Costs to Do More

- ▶ Low hanging fruit on recycling and organics already occurring
- ▶ Need parallel curbside recycling and organics collection for residential and small commercial generators
- ▶ Collection costs will be higher than currently experienced, unless organized
 - ▶ This is a key point!
- ▶ For example, Plainfield and Enfield experiencing much lower costs per household for parallel refuse and recycling collection services than those who subscribe for curbside service
 - ▶ We don't have reliable data on current subscription collection costs but would expect organized collection to be roughly 25 to 30 percent less based on extensive work DSM did for Chittenden District in 2012



	Residential	Commercial	Total
Current	(tons)	(tons)	(tons)
MSW	25,222	16,142	41,364
Recycling	6,834	7,191	14,024
Total Generation:	32,056	23,332	55,388
Recycling Rate:	21%	31%	25%
Additional Diversion			
MSW Recycling	3,100	2,100	5,200
Organics	3,000	1,100	4,100
Total:	6,100	3,200	9,300

How Much More Diversion?

- Estimates of additional residential recycling based on average of 600 lbs/HH compared with current estimated average of 382 lbs/HH.
- Estimate of additional commercial recycling based on an increase from 31% to 40% recycling rate.
- Additional residential and commercial organics diversion based on 60 percent recovery rate, minus current off-site diversion.



Regional Options: *Collection*

- ▶ Private sector is key participant since they perform 73 percent of MSW collection, with Casella dominating:
 - ▶ Possible to organize collection across municipal lines, but significantly easier for individual municipalities to organize collection
 - ▶ Can be done through a franchise or municipal contract
 - ▶ Enfield is currently the “gold standard” in terms of organized collection in the region, with small carts for MSW and large carts for SS recycling
 - ▶ Similarly, Plainfield with PAYT refuse pricing and organized MSW and recycling collection
 - ▶ Hanover and Hartford have organized recycling collection but not organized MSW collection – and no PAYT pricing
- ▶ As recommended in DSM’s 2012 report to Hartford, the logical option for Hartford would be to create a single franchise or contract for collection of MSW and recyclables using carts for both MSW and recyclables
 - ▶ Hartford could combine this with PAYT financing – either bags or billed by MSW cart size, which will be required under Act 148 in 2015
 - ▶ Alternatively Hartford could simply allow the private sector to implement the requirements of Act 148 with no role by the Town but this will be more costly to residents



Collection (continued)

- ▶ If Hanover wants to move organics collection forward, organizing MSW collection to go with recycling collection would allow for eventual implementation of separate food waste collection
- ▶ Have not had any indication that Lebanon is interested in organizing collection - but this would be a key step toward increasing diversion from Lebanon households
 - ▶ And in reducing Lebanon HH costs
- ▶ Smaller municipalities in VT can assume that private haulers will meet the requirements of Act 148
- ▶ Smaller municipalities in NH could organize collection as Enfield and Plainfield have, or continue with current system



Regional Options: *Materials Processing*

- ▶ There is insufficient volume of recyclables in the Upper Valley to justify investment in a modern Materials Recovery Facility
- ▶ Industry trend is to develop large Single Stream processing facilities with long distance transfer of materials to these facilities
 - ▶ Casella is the example, with transfer capacity in WRJ
- ▶ But Casella is not only option (\$1.706/loaded mile = 9.5 cents per ton per mile)
 - ▶ Chittenden District owns Williston, VT facility and sets rates, operated by Casella
 - ▶ Waste Management Facility in Billerica, MA
 - ▶ Eco-Maine Facility in Portland, ME
 - ▶ Willimantic Waste, Willimantic, CT
 - ▶ Waste Management Facility, Springfield, MA
 - ▶ ReCommunity Facility, Hartford, CT
- ▶ Hartford facility could be modified for transfer of SS materials collected in the Upper Valley – requires transfer in 100 yard walking floor trailers (+/- 18 tons per load)
- ▶ Lebanon could also be modified for regional transfer
- ▶ Facilities like Lebanon that currently bale materials may find it cost effective to continue to do so
- ▶ It is DSM's professional opinion that it is highly unlikely investment in new baling and sorting equipment at other facilities will be worth it



Regional Options: *Organics Processing*

- ▶ Construction of a single compost facility to serve region could cost \$2 to \$3 million
 - ▶ Perhaps \$750,000 to \$1 million for smaller facility to start
 - ▶ But don't be lured into low cost options that end up with odor and site management issues
- ▶ Residential collection of organics could cost an additional \$4 to \$8 per month per household
 - ▶ Lower end depends on Single Stream collection of recyclables and every other week MSW collection
- ▶ Costs to collect institutional and commercial organics are highly dependent on the individual business or institution
 - ▶ In general, collection costs will be more for organics collection than for MSW collection (perhaps \$75 per ton more) but tipping fees will be slightly lower (\$20 per ton), and the business or institution may save on MSW collection once heavy food waste is removed



Regional Options: *Disposal*

▶ Underlying Reality

- ▶ There is currently excess disposal capacity in NE
- ▶ Transfer Station in MA reported to DSM one year disposal contract with WTE facility in the upper \$30's
- ▶ Landfill in northern NH reportedly offering disposal capacity in low \$40's
- ▶ Casella landfills accepting waste in low \$50's
- ▶ Ohio landfills in mid-\$20's
- ▶ Current Lebanon landfill business plan shows sufficient capacity through 2030 without need for more expensive expansion to south
- ▶ GUV landfill could provide capacity after that
 - ▶ A comparative analysis of GUV development costs versus expansion costs for Lebanon after 2030 have not been done



Regional Options:

Regional Acquisition of GUV Site

- ▶ District owes roughly \$2.6 million through three bond issues (house/office, Twin State land, Bridge)
 - ▶ One bond payment ends in 2014, second in 2028, third in 2031
 - ▶ Would free up GUV to operate Hartford TS, providing permanent HHW collection site and acting as a drop-off for other materials
- ▶ A \$5 surcharge on current tonnage at Lebanon in 2015, falling to \$4 by 2024 (declining principal) would cover bond payments
 - ▶ Could potentially lower surcharge by stretching out payments but complicates matters:
 - ▶ Want to avoid default or need for vote on new bond issue
 - ▶ Could potentially do it through capital lease finance – doesn't require regional vote
- ▶ Other Options:
 - ▶ More tons from Southern Windsor County to Lebanon landfill with revenue used to fund lease purchase
 - ▶ Weathersfield paying \$79 per ton currently to Casella
 - ▶ Small Windsor County haulers interested in alternative disposal location
 - ▶ Assess a per HH surcharge on entire population using Lebanon Landfill
 - ▶ Roughly \$6.30 per HH in 2015 falling to \$4.50 in 2025 and \$1.30 by 2031
 - ▶ Less if assessed on all property (residential plus ICI)
 - ▶ Municipalities add it to their general fund and fund it through property taxes



Shared Services: *Hartford TS*

- ▶ Hartford TS pays for itself only as long as ground C&D can be delivered to Lebanon at no cost
 - ▶ If not, then (using 2011 cost data) net cost - \$220,000
- ▶ If GUV landfill debt service (\$215,000 in 2015) covered some other way could consolidate labor and administration and pay for it through GUV surcharge
- ▶ The Hartford TS could then be used for a permanent HHW collection site, and for all of the other activities currently provided to Hartford residents and residents of the GUV towns
- ▶ If Hartford moves to organized, parallel curbside collection, TS hours could be reduced



Shared Services: HHW, C&D

- ▶ Could re-open the Hartford permanent facility and create a regional system similar to Chittenden District
 - ▶ Might boost participation to 15% of HH's
 - ▶ Will cost more – roughly \$160,000 per year over and above what municipalities are spending now on HHW
- ▶ Hartford and Lebanon only see about 15% of C&D material
 - ▶ Insufficient quantities to organize C&D processing facility
 - ▶ Limited value in mixed C&D – only about 11% is clean wood



Regional Organization

- ▶ The following institutional arrangements could be used to further regional cooperation, in order of potential difficulty
 - ▶ Inter-municipal agreements to share services
 - ▶ Creation of a Regional Refuse Disposal Agreement on the NH side with associated governing body to manage solid waste
 - ▶ Sullivan County Regional Refuse Disposal District had broad powers to implement solid waste facilities
 - ▶ Addition of Hartford to Greater Upper Valley Solid Waste District
 - ▶ Political difficulties, especially concerning landfill and bridge debt
 - ▶ Adoption of an Interstate Compact allowing the two districts to jointly manage solid waste
 - ▶ Language may still exist on VT side, but has been repealed on NH side meaning adoption of NH legislation, and the Congressional and US EPA approval
 - ▶ Difficult but perhaps not as hard as it sounds if the plans are not actively opposed



Purpose of Regionalization

- ▶ Joint financing of acquisition of GUV landfill site
- ▶ Creation of a single permanent HHW facility (either in Hartford, or in Lebanon) for use by residents and small businesses of member municipalities
- ▶ Transfer of management and long-term closure commitments of Lebanon landfill to the users of the landfill
 - ▶ In theory the contracts between Lebanon and sending municipalities already do this
- ▶ Inter-municipal contracts with the private sector for collection and processing of refuse, recyclables or organics



Regionalization (DSM's Observations)

- ▶ While it is certainly possible to create a single regional entity to coordinate all of the potential solid waste and materials management tasks, it is not clear that there are sufficient benefits to endure the costs
- ▶ Instead, working within the framework of existing municipal governments could yield similar results at lower political cost
 - ▶ For example, capital lease financing of GUV landfill
 - ▶ Will require legal review for NH and VT municipalities
 - ▶ Contracts between member towns to implement joint facilities or projects
 - ▶ Will require legal review if cross state lines
 - ▶ Unilateral action by municipalities to organize collection of refuse, recyclables and/or organics
 - ▶ By contract or franchise
- ▶ But remember that 73% of waste collected by private haulers
 - ▶ Casella dominates



DSM Observations

- ▶ **Regional cooperation already exists**
 - ▶ Lebanon landfill is a de-facto regional facility
 - ▶ GUV already exists and owns a potential landfill site
- ▶ **Many of the activities necessary to improve diversion, increase landfill life and reduce carbon emissions can occur unilaterally by municipalities**
 - ▶ Parallel collection of waste and recycling and implementation of unit based pricing
 - ▶ This is probably the activity that would have the greatest impact on diversion
- ▶ **There are two important impediments to further regionalization**
 - ▶ Debt service of GUV landfill site
 - ▶ Prevents regionalization of Hartford Transfer Station
 - ▶ Makes it difficult to fund capital cost of regional organics facility
 - ▶ Maximized tipping fee at Lebanon landfill
 - ▶ Prevents the addition of surcharge to fund new materials or organics programs or expand HHW collections
- ▶ **Resolving this issue will depend on buy-in by City of Lebanon**
 - ▶ Question is “What is in it for Lebanon”?
 - ▶ Ability to close Lebanon landfill after 2030
 - ▶ Risk of losing Casella and/or sufficient waste to fund General Fund contribution
 - ▶ Desire to significantly expand diversion of materials and organics through regional cooperation



Next Steps/Questions

- ▶ Is there a desire to pursue regional initiatives?
 - ▶ GUV landfill
 - ▶ Regionalization of Hartford TS
 - ▶ Organics processing facility
 - ▶ Permanent HHW facility
- ▶ Do individual municipalities want to increase diversion and/or reduce household costs by organizing collection and implementing PAYT pricing?
 - ▶ DSM has not seen savings associated with jointly bidding collection services
- ▶ Questions/Comments





AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item: VII.a

Submitted by: Hannah Tyler, Director of Public Work

Subject: Sludge Hauling & Grease Removal Bid Award

Background: The Town annually seeks competitive bids for Hauling sludge from the Quechee Wastewater Department to the White River Wastewater Plant two times per month at an average of 24,000/gallons each day of hauling or 48,000 gallons per month. There may be 3 months out of the year that an additional hauling of 24,000 gallons is necessary. The total estimated yearly hauling of sludge is estimated as follows: 8 months x 48,000 gallons + 3 months x 24,000 gallons = 600,000 gallons per year. The selected contractor shall load the sludge with their equipment and deliver it to the sludge holding tank at the WR Wastewater Plant.

The town also annually seeks competitive bids for grease removal at the main Quechee pump station once a month. The pump station is located near the Quechee Covered Bridge.

Discussion: The Town received one bid from Sterns Septic Service of Grantham, NH.

Impact: The total cost for Sterns Septic Service comes to \$43,188.

Recommendation: Authorize the Town Manager to execute a contract for sludge hauling and grease removal services with Sterns Septic Service.



Town Manager



AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item: VII.b
Submitted by: Hannah Tyler, Director of Public Work

- Subject:** Wastewater Line Cleaning & TV Inspection Bid Award
- Background:** The Town annually seeks bids on wastewater line cleaning, TV inspection, inspection reporting on identified wastewater collection lines.
- Discussion:** The Town received unit bid pricing from the Truax Corporation of Massachusetts, the Ted Berry Co. of Maine, and N.A. Manosh, Inc. of Vermont.
- Impact:** The total base cost for the Truax Corp. comes to \$32,570.22; the total base cost for the Ted Berry Co. comes to \$57,583.02; and the total base cost for N.A. Manosh, Inc. comes to \$ 34,852.00.
- Given the minor cost difference between the low bidders the Department of Public Works recommends the proposal from N.A. Manosh, Inc. be accepted due to its excellent past performance history with the town, references received, and physical proximity to the town.
- Recommendation:** Authorize the Town Manager to execute a contract for wastewater line cleaning and TV inspection services with N.A. Manosh, Inc. for \$34,852.00.



Town Manager



AGENDA MEMORANDUM

July 28, 2020

Town Selectboard Meeting Item: VII.c

Submitted by: Hannah Tyler, Director of Public Works

Subject: Lawn Maintenance Bid Award

Background: The Town issued an RFP seeking bids for Lawn Maintenance, both for Spring Cleanup and for Mowing. The RFP includes requests for The Bugbee Senior Center, N. Main Street Parking Area, Medians and Sidewalks, The Park & Ride lot, Prospect Street, and for optional garden mulch.

Discussion: The Town received bid forms from L.L. Potwin Services and from Spencer Powers Services. L.L. Potwin Services is located in White River Jct., VT, and Spencer Powers Services is located in Canaan, NH.

The bids from L.L. Potwin Services provided bids for both Spring Cleanup and mowing at all locations listed in the RFP. The form from Spencer Powers Services provided bids for all mowing locations listed in the RFP. Spencer Powers Services did not provide a bid for the spring cleanup of medians and sidewalks, the Park and Ride Lot, or the optional garden mulch.

L.L. Potwin Services provided a bid of \$175.00 each for Spring Cleanup yearly cost for the Bugbee Center, N. Main Parking Area, Medians and Sidewalks, Park and Ride Lot, and Prospect Street. Mowing costs for the season were bid at \$975.00 for the Bugbee Center, \$975.00 for the N. Main Street Parking area, \$6,750.00 for the Medians and Sidewalks and the Park and Ride Lot, \$850.00 for Prospect Street, and \$1,200.00 for garden mulch. The total bid for L.L. Potwin Services is \$11,450.00

Spencer Powers Services provided a bid of \$300.00 for spring cleanup of the Bugbee Center, \$200.00 for N. Main Street Parking Area, and \$300.00 for Prospect Street. Mowing costs for the season were bid at \$1,200.00 for the Bugbee Center, \$800.00 for the N. Main Parking Area, \$2,400.00 for the Medians and Sidewalks and the Park and Ride Lot, and \$1,800.00 for Prospect Street. The total bid for Spencer Powers Services is \$7,000.00.

L.L. Potwin provided a complete bid form, while Spencer Powers Services did not. The Town has utilized L.L. Potwin Services for a number of years, and has been satisfied with the results.

Impact: L.L. Potwin Services provided a total bid of \$11,450 for all services on the RFP. Spencer Powers Services provided a total bid of \$7,000. While Spencer Powers Services provided the lowest bid, L.L. Potwin Services bid included all requested Lawn Maintenance.

Recommendation: Authorize the Town Manager to execute a contract for mowing services with L.L. Potwin Services for \$11,450.


Town Manager



TOWN OF HARTFORD
SELECTBOARD MINUTES
Tuesday, July 14, 2020, 6:00pm
Hartford Town Hall, 171 Bridge Street
White River Junction, VT 05001

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

Present at Town Hall: Dan Fraser, Selectboard Chair; Brannon Godfrey, Town Manager; Lana Livingston, Administrative Assistant;

Present via ZOOM: Simon Dennis, Selectboard Vice Chair; Alicia Barrow, Selectboard Member; Alan Johnson, Selectboard Member; Joseph Major, Selectboard Member; Kim Souza, Selectboard Clerk; Emma Behrens, Selectboard Member;

CATV LINK: <http://catv.cablecast.tv/CablecastPublicSite/show/12438?channel=1>

Selectboard Chair, Dan Fraser read the following:

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

- a) Providing public access to the meeting by [telephone/video/other electronic means], with additional access offered through telephone, zoom and youtube.com. We are using Zoom for this remote meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform and the public has access to contemporaneously listen and, if desired, participate in this meeting by <https://zoom.us/j/549799933> - Please mute your microphone, [youtube.com/catv810](https://www.youtube.com/watch?v=810) - click "live now". If you're calling in from phone dial: (415) 762-9988 Type in the Room ID: 549-799-933 followed by #. Press # a second time. Press *9 to raise your hand for public comment.*
- b) Providing public notice of instructions for accessing the meeting. We previously gave notice to the public of the necessary information for accessing this meeting, including how to access the meeting using telephone, zoom and youtube.com in our posted meeting agenda. [Instructions have also been provided on the town website on the "Agendas and Minutes."]*
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access. If anybody has a problem, please call 802-369-9036 and*
- d) Continuing the meeting if necessary. In the event the public is unable to access this meeting, it will be continued to a time and place certain.*

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

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

I. Call to Order the Selectboard Meeting: Selectboard Chair called the meeting to order at 6:00 P.M. and did Roll Call. All members are present.

II. Pledge of Allegiance: was recited.

III. Local Liquor Control Board: N/A

IV. **Order of Agenda:** Kim Souza asked if the items that require staff participation (j) could be moved up to the top of the agenda after a.

V. Selectboard

1. Public, Selectboard Comments and Announcements

Citizen Comments: Mike Morris asked if it is time to require masks for all businesses. Selectboard Member, Joe Major said he has witnessed more people going without masks now.

Jack Peisch asked about the mental health serves here in the Town. He asked if enough is being done through the State Agency HCRS or are more resources needed. Town Manager, Brannon Godfrey responded that we currently are working with many agencies and the Town has voted yearly to support these agencies through the appropriation process.

Selectboard Comments: Alicia Barrow asked for an agenda item at the next meeting to address the increased graffiti around town.

2. Appointments

- a. Consider the Appointment of Marcia Gauvin to Resilient Hartford for a three-year term beginning July 14, 2020 and ending on July 13, 2023.

Selectboard Vice Chair, Simon Dennis made the motion to appoint Marcia Gauvin to Resilient Hartford for a three-year term beginning July 14, 2020 and ending on July 13, 2023. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

- b. Appointment of Fire Marshal Tom Peltier as Building Safety Officer

Selectboard Member, Joe Major made the motion to appoint Fire Marshal Tom Peltier as Building Safety Officer. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

- c. Nomination to VLCT Board of Directors

Selectboard Vice Chair, Simon Dennis made the motion to nominate Alicia Barrow to the Vermont League of Cities and Towns (VLCT) Board of Directors. Selectboard Member, Emma Behrens seconded the motion. 6 were in favor, one abstained (Barrow), the motion passed.

3. **Town Manager's Report:** Significant Activity Report ending July 13, 2020.

LINK: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/189>

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

a. Interim Town Manager Contract (Motion Required)

Selectboard Vice Chair, Simon Dennis made the motion to appoint Patrick MacQueen as Interim Town Manager and to approve the draft contract for services through Municipal Resources, Inc. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

b. Preliminary FY2022 Budget Calendar (Motion Required)

Selectboard Member, Emma Behrens made the motion to approved the FY22 Budget Meeting Calendar as presented. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

c. Reciting the Pledge of Allegiance at Selectboard Meetings

The Selectboard Members had a discussion about whether to recite the Pledge of Allegiance at the beginning of Selectboard meetings.

Suggestions:

- Add to the Pledge and not take it away.
- Add a land acknowledgement
- Replace with a moment of silence
- Should ask the public

Statements:

- We are one of the few towns left reciting the Pledge
- Find a way to focus the Selectboard to the business ahead of them

This conversation will be continued at a later meeting.

d. Award of the Cleaning Contract (Motion Required)

Selectboard Member, Joe Major made the motion to authorize the Town Manager to execute a contract for cleaning services with LL Potwin Services in the amount of \$47,944 for FY21 and \$49,382 for FY22. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

e. Mini Excavator and Trailer Bid Award (Motion Required)

Selectboard Member, Alicia Barrow made the motion to Authorize the contract be awarded to G. Stone Commercial for the purchase of a DOOSAN DX50- 5K Mini Hydraulic Excavator and a B Wise THD22-17 trailer. It is further recommended that we purchase the 5-year warranty for the DOOSAN DX50-5K that will cover the mini

hydraulic excavator for 5 years if anything were to break. The cost of the 5-year warranty is \$2,902.06, bringing the total amount to \$85,264.67. Selectboard Member, Alan Johnson seconded the motion. All were in favor and the motion passed.

- f. Review of the draft RFP for Curbside Solid Waste Collection (Information Only)

It was recommended by the Town Manager that this item be continued to the next Selectboard Meeting due to lack of information. The Town Manager will find the relevant documents (Upper Valley SWM and HSWC Final report). The Selectboard will review these reports. If needed, the Selectboard will appoint a committee or hire a specialist to review the options. The goal would be to get the proposal on the March 2021 ballot.

- g. Selectboard Liaison Assignments (Motion Required)

Liaisons for the remainder of the term:

Aquatics Center Oversight Committee: Emma Behrens
Conservation Commission: Emma Behrens
Historic Preservation Commission: Alicia Barrow
Zoning Board of Adjustment: Emma Behrens

- h. Reschedule August 11th Selectboard Meeting (Motion Required)

Selectboard Clerk, Kim Souza made the motion to reschedule the Selectboard meeting of Tuesday, August 11th to Monday, August 10th. Selectboard Member, Joe Major seconded the motion. All were in favor and the motion passed.

- i. Update on Homeless Camping Research (Information Only)

At its July 2 Special Meeting, the Selectboard voted to direct the Town Manager to prepare a report researching the feasibility of using one of three Town-owned properties (map images attached) for a designated homeless campsite:

- 100 Arboretum Lane - on the West side of Street from the cul-de-sac to Rt. 5
- 270 Wright's Reservoir Rd-Hurricane Hill Forest
- 2333 Hartford Ave - Maanawaka Conservation Area

On July 6, the Town Manager requested the Police Chief, Fire Chief, Parks & Recreation Director, Planning Director and Town Health Officer to evaluate the sites for their respective issues and potential solutions. This team will return its preliminary findings by July 17, after which it will meet to confer and assist in preparing a report for the Selectboard on July 28. No adjoining property owners have been contacted.

Bryan Luikart called in to ask if the proposed encampment was going to happen. He is concerned about the welfare of the homeless during this COVID-19 time.

- j. HBRLF Committee Recommendations for Mini-Grant Applications and Approval of Use of VCDP Program Income (Motion Required)

Selectboard Member, Alicia Barrow made the motion to approve the grant program as presented. Selectboard Member, Emma Behrens seconded the motion. All were in favor and the motion passed.

VI. Commission Meeting Reports:

Selectboard Clerk, Kim Souza reported from the Planning Commission. They have had 2 public meetings. There is a group looking to do a tiny house Airbnb which the planning commission said yes to the proposal.

Selectboard Vice Chair, Simon Dennis reported that the COVID committee is now meeting every other week. They are currently considering a budgetary request from the town for COVID related items to slow the spread.

Selectboard Member, Alicia Barrow reported from HCoreI that they are working on the curriculum update to implement in the Town of Hartford that would include the BIPOC population.

Selectboard Member, Joe Major reported from HCoreI that they are working on a framework on how to implement the Strategic Plan.

VII. Consent Agenda (Motion Required)

Selectboard Clerk, Kim Souza made the motion to approve the Consent Agenda as listed and to authorize the Chair to sign for the Selectboard. Selectboard Member, Alicia Barrow seconded the motion. All were in favor and the motion passed.

Approve Payroll Ending: 7/11/2020

Approve Meeting Minutes of: 6/30/2020, 7/2/2020 and 7/8/2020

Approve A/P Manifest of: 7/10/2020 & 7/14/2020

Selectboard Meeting Dates of:

Already Approved: 7/28

Needs Approval: 8/10 and 8/25

VIII. Executive Sessions: NONE

IX. Adjourn the Selectboard Meeting (Motion Required):

Selectboard Member, Alicia Barrow made the motion to Adjourn the meeting at 9:30 P.M. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

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

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 1
User: florentina
ReportAPINHDD_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
25-0174	Revaluation Reserve				
033435	NEW ENGLAND MUNICIPAL RESOURCE	NEMRC	7/24/2020		1039
46213	SERVICE CALL 07.07.2020	0.00	\$217.50	0.00	217.50
Desc:	SERVICE CALL 07.07.2020	Acct: 25-985-100-0174	Revaluation Exp		
Vendor Total:			217.50	0.00	217.50
25-0174	Highway Infastructure		Bank Total:		217.50
25-0311	Highway Infastructure				
003755	B.U.R. CONSTRUCTION, LLC		7/24/2020		1027
2020-2	US RT 5 & SYKES MTN AVE 07.17.2020	160.00	\$160.00	0.00	160.00
Desc:	Local Share of Upper Sykes	Acct: 11-316-017-2011	SIDEWALKS - SYKES AVE		
Vendor Total:			160.00	0.00	160.00
25-0311	Glory Days		Bank Total:		160.00
73-7303	Glory Days				
502589	MANNING, KIMBERLY	KIMBERLY MANNING	7/24/2020		1016
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
Vendor Total:			40.00	0.00	40.00
502590	SCHMAIS, ADRIENNE	ADRIENNE SCHMAIS	7/24/2020		1017
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
Vendor Total:			40.00	0.00	40.00
502591	DAVIS HUNT, DEBBIE	DEBBIE DAVIS HUNT	7/24/2020		1018
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
Vendor Total:			40.00	0.00	40.00
502592	WELLS, MARCIA	MARCIA WELLS	7/24/2020		1019
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
Vendor Total:			40.00	0.00	40.00
502593	AUSTIN, CAROLYN	CAROLYN AUSTIN	7/24/2020		1020
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
Vendor Total:			40.00	0.00	40.00
502594	CASEY, MICHELLE	MICHELLE CASEY	7/24/2020		1021
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
Vendor Total:			40.00	0.00	40.00

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 7/24/2020 - 7/24/2020

Page: 2
User: florentina
Report: APINHDD_PmtByDate

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.
502595	PAPINEAU, LINDA	LINDA PAPINEAU		7/24/2020	1022
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
	Vendor Total:		40.00	0.00	40.00
502596	HARNEY MACKAY, MARY	MARY HARNEY MACKAY		7/24/2020	1023
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
	Vendor Total:		40.00	0.00	40.00
502597	WELLS, JONATHAN	JONATHAN WELLS		7/24/2020	1024
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
	Vendor Total:		40.00	0.00	40.00
502598	WILLIAMS, HOLLY	HOLLY WILLIAMS		7/24/2020	1025
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
	Vendor Total:		40.00	0.00	40.00
502642	RIZZO, PATTY	PATTY RIZZO		7/24/2020	1026
06.30.2020	REFUND FALL HARVEST CRAFT FAIR '	0.00	\$40.00	0.00	40.00
Desc:	REFUND FALL HARVEST CRAFT FAIR VEND	Acct: 73-511-318-7303	CONTRACTED SERVICES(GLORY DA'		
	Vendor Total:		40.00	0.00	40.00
73-7303	Trees Matter		Bank Total:		440.00
73-7304	Trees Matter				
035050	NORTHERN NURSERIES INC			7/24/2020	1019
M5144500002498	Town Hall Trees	0.00	\$1,087.00	0.00	1,087.00
Desc:	Town Hall Trees	Acct: 73-511-318-7304	CONTRACTED SERVICES(TREES MA'		
	Vendor Total:		1,087.00	0.00	1,087.00
048575	VERIZON WIRELESS			7/24/2020	1020
9857786371	CELL PHONES - JUNE 2020	0.00	\$40.01	0.00	40.01
Desc:	wireless phones	Acct: 73-511-318-7304	CONTRACTED SERVICES(TREES MA'		
	Vendor Total:		40.01	0.00	40.01
73-7304	GENERAL FUND - MASCOMA		Bank Total:		1,127.01
FUND 1 0	GENERAL FUND - MASCOMA				
000884	ADVANCED ELECTRONIC DESIGN, INC			7/24/2020	70028
8269370	E-Ticket Installation and supplies	0.00	\$1,601.60	0.00	1,601.60
Desc:	E-Ticket Installation and supplies	Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
	Vendor Total:		1,601.60	0.00	1,601.60
001170	AIRGAS, INC.	AIRGAS USA, LLC		7/24/2020	69971

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 3
User: florentina

ReportAPINHDD_PmtByDate

Check Date: 7/24/2020 - 7/24/2020

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
9102240466	OXYGEN	0.00	\$16.42	0.00	16.42
Desc: OXYGEN		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
9971572409	CYL RENTAL NITROGEN	0.00	\$33.30	0.00	33.30
Desc: CYL RENTAL NITROGEN		Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			49.72	0.00	49.72
001303	ALDRICH + ELLIOTT, PC			7/24/2020	69972
18018.78871	HTFD S.MAIN/N.MAIN GATES W&ROAC	10,569.33	\$10,569.33	0.00	10,569.33
Desc: Services 01/01/20-02/01/20		Acct: 13-921-360-0000	S. Main St - Infrastructure Engineering		
18018.78955	HTFD S.MAIN/N.MAIN GATES W&ROAC	3,466.10	\$3,466.10	0.00	3,466.10
Desc: Services 02/02/20-02/29/20		Acct: 13-921-360-0000	S. Main St - Infrastructure Engineering		
18018.78994	HTFD S.MAIN/N.MAIN GATES W&ROAC	4,462.00	\$4,462.00	0.00	4,462.00
Desc: Services from 03/01/20 - 03/28/20		Acct: 50-954-543-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
Desc: Services 03/01/20 - 03/28/20		Acct: 60-965-544-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
Desc: Services 03/01/20 - 03/28/20		Acct: 13-921-360-0100	S. Main St Infrastructure- Construction		
18018.79017	HTFD S.MAIN/N.MAIN GATES W&ROAC	3,364.27	\$3,364.27	0.00	3,364.27
Desc: South Main/North Main/Gates Streets		Acct: 13-921-360-0000	S. Main St - Infrastructure Engineering		
18018.79052	HTFD S.MAIN/N.MAIN GATES W&ROAC	6,754.80	\$6,754.80	0.00	6,754.80
Desc: Services 03/29/20 - 05/2/20		Acct: 50-954-543-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
Desc: Services 03/29/20 - 05/02/20		Acct: 60-965-544-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
Desc: Services 03/29/20 - 05/02/20		Acct: 13-921-360-0100	S. Main St Infrastructure- Construction		
18018.79074	HTFD S.MAIN/N.MAIN GATES W&ROAC	1,540.00	\$1,540.00	0.00	1,540.00
Desc: Services 03/29/20-05/02/20		Acct: 13-921-360-0000	S. Main St - Infrastructure Engineering		
18018.79111	HTFD S.MAIN/N.MAIN GATES W&ROAC	7,887.78	\$7,887.78	0.00	7,887.78
Desc: Services 05/03/20 - 05/30/20		Acct: 50-954-543-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
Desc: Services 05/03/20 - 05/30/20		Acct: 60-965-544-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
Desc: Services 05/03/20 - 05/30/20		Acct: 13-921-360-0100	S. Main St Infrastructure- Construction		
18018.79166	HTFD S.MAIN/N.MAIN GATES W&ROAC	25,927.32	\$25,927.32	0.00	25,927.32
Desc: Services 05/31/20-06/27/20		Acct: 50-954-543-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
Desc: Services 05/31/20 - 06/27/20		Acct: 60-965-544-0010	CAPITAL OUTLAY - PRE LOAN APPRC		
Desc: Services 05/21/20-06/27/20		Acct: 13-921-360-0100	S. Main St Infrastructure- Construction		
Vendor Total:			63,971.60	0.00	63,971.60
002965	ATCO INTERNATIONAL			7/24/2020	70029
10558367	HAND SANITIZER	267.51	\$267.51	0.00	267.51
Desc: HAND SANITIZER		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			267.51	0.00	267.51
003450	AUTOZONE			7/24/2020	69973
5120387477	PD-6 PARTS	0.00	\$311.90	0.00	311.90
Desc: PD-6 PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
5120393252	PD-6 PARTS	0.00	\$128.34	0.00	128.34
Desc: PD-6 PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
003450	AUTOZONE			7/24/2020	70030
5120406158	H-5 PARTS	0.00	\$364.64	0.00	364.64
Desc: H-5 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
5120406189	CAR - 3 PARTS	0.00	\$232.81	0.00	232.81
Desc: CAR - 3 PARTS		Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 4
User: florentina

ReportAPINHDD_PmtByDate

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.
5120407860	PD CRUISER - PARTS	0.00	\$347.04	0.00		347.04
Desc: PD CRUISER - PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES			
5120408818	REFUND H-5 PARTS	0.00	\$-182.32	0.00		-182.32
Desc: REFUND H-5 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
003450	AUTOZONE			7/24/2020		69973
5120398926	RETURN - PD-6 PARTS	0.00	\$-311.90	0.00		-311.90
Desc: RETURN - PD-6 PARTS		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES			
003450	AUTOZONE			7/24/2020		70030
5120413256	H-6 HEADLIGHT	0.00	\$206.27	0.00		206.27
Desc: H-6 HEADLIGHT		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
5120413258	H-9 PARTS	0.00	\$38.18	0.00		38.18
Desc: H-9 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
5120413468	Break Pad & rotor kit PD 1	0.00	\$549.89	0.00		549.89
Desc: Break Pad & rotor kit PD 1		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES			
5120413469	Break pad & rotor kit - PD 4	0.00	\$549.89	0.00		549.89
Desc: Break pad & rotor kit - PD 4		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES			
003450	AUTOZONE			7/24/2020		69973
5120399999	RETURN - H-12 PARTS	0.00	\$-246.12	0.00		-246.12
Desc: RETURN - H-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
5120380604	H-12 PARTS	0.00	\$178.50	0.00		178.50
Desc: H-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
5120381110	H-12 PARTS	0.00	\$81.04	0.00		81.04
Desc: H-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
5120383750	H-12 PARTS	0.00	\$15.68	0.00		15.68
Desc: H-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
5120383768	H-12 PARTS	0.00	\$-20.52	0.00		-20.52
Desc: H-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
5120384391	H-12 PARTS	0.00	\$82.98	0.00		82.98
Desc: H-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
5120386430	H-12 PARTS	0.00	\$82.98	0.00		82.98
Desc: H-12 PARTS		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES			
Vendor Total:			2,409.28	0.00		2,409.28
003755	B.U.R. CONSTRUCTION, LLC			7/24/2020		70031
2020-2	US RT 5 & SYKES MTN AVE 07.17.2020	74,953.51	\$74,953.51	0.00		74,953.51
Desc: Participating Roundabout Expenses		Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5			
Desc: Upper Sykes 80%		Acct: 70-623-318-7021	CONTRACTED SERVICES(GRANT EH			
Vendor Total:			74,953.51	0.00		74,953.51
004854	BENISTAR/HARTFORD			7/24/2020		70032
08012020	Retirees Express Scripts-AUG 2020	0.00	\$2,032.95	0.00		2,032.95
Desc: Retirees Express Scripts		Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE			
Desc: Retirees Express Scripts		Acct: 10-271-418-0100	RETIREE HEALTH INSURANCE			
Desc: Retirees Express Scripts		Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE			
Vendor Total:			2,032.95	0.00		2,032.95
005800	BLAKTOP INC.			7/24/2020		70033

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 5
User: florentina
ReportAPINHDD_PmtByDate

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.
	27370	ASPHALT		0.00	\$131.30	0.00	131.30
	Desc:	ASPHALT	Acct:	10-311-323-0000	MATERIAL & SUPPLIES		
005800		BLAKTOP INC.				7/24/2020	69974
	27284	VT TYPE III - ASPHALT		650.00	\$910.00	0.00	910.00
	Desc:	Pot holes	Acct:	10-311-323-0000	MATERIAL & SUPPLIES		
	Desc:	Water cuts	Acct:	50-954-321-0200	REPAIRS & MAINT-MAINS & APPUR		
		Vendor Total:			1,041.30	0.00	1,041.30
005850		BLODGETT SUPPLY CO INC				7/24/2020	70034
	S025545880.001	PARTS		0.00	\$6.60	0.00	6.60
	Desc:	PARTS	Acct:	10-321-321-0000	REPAIRS & MAINT-VEHICLES		
		Vendor Total:			6.60	0.00	6.60
005951		BLUE CROSS BLUE SHIELD VT	BC/BS OF VERMONT			7/24/2020	70035
	AUG'20	HEALTH INSURANCE AUG 2020		17,731.67	\$115,975.76	0.00	115,975.76
	Desc:	Health Insurance	Acct:	10-121-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-121-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	10-151-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-171-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-171-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	10-174-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-175-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-181-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-211-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-211-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	10-221-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	10-271-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-311-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-321-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-325-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-325-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	10-511-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-521-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	10-521-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	10-622-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	30-971-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	30-975-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	30-975-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	50-954-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	50-955-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	50-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	55-955-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	55-955-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	60-961-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	60-961-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	60-965-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	60-965-418-0100	RETIREE HEALTH INSURANCE		
	Desc:	Health Insurance	Acct:	65-963-220-0000	BC/BS		
	Desc:	Health Insurance	Acct:	65-965-220-0000	BC/BS		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 6
User: florentina
ReportAPINHDD_PmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc:	Health Insurance	Acct:	65-965-418-0100	RETIREE HEALTH INSURANCE	
	Vendor Total:			115,975.76	0.00	115,975.76
006100	BMO FINANCIAL GROUP				7/24/2020	70036
	Cooney 07/01-14/20	Cooney, Scott - FD	0.00	\$372.92	0.00	372.92
	Desc:	Amazon-IpadCover/FloorMat/UPC	Acct:	10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE	
	Desc:	Amazon-Safety Glasses	Acct:	10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES	
	Czora 07/01-14/20	Czora, Jason - FD	0.00	\$482.80	0.00	482.80
	Desc:	Instrumart-Gas Meter Sensors	Acct:	10-221-331-0300	HAZMAT EQUIPMENT	
	Desc:	Foxit-PDF Program	Acct:	10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE	
	Delisle 07/01-14/20	Delisle, Jeremy - DPW	0.00	\$209.31	0.00	209.31
	Desc:	Amazon - Prime Membership	Acct:	10-325-313-0000	MEMBERSHIP DUES	
	Desc:	Amazon-Gate Openers	Acct:	10-325-323-0000	MATERIAL & SUPPLIES	
006100	BMO FINANCIAL GROUP				7/24/2020	69975
	Cooney 06/28-30/20	Cooney, Scott - FD	0.00	\$97.90	0.00	97.90
	Desc:	ComfortInn-Room Mock Quarantine	Acct:	10-221-417-0017	EXTRAORDINARY EXP - COVID-19	
006100	BMO FINANCIAL GROUP				7/24/2020	70036
	Hannux 07/01-14/20	Hannux, Shawn - FD	0.00	\$116.97	0.00	116.97
	Desc:	WRCo-Op - Lunch	Acct:	10-221-323-0000	MATERIAL & SUPPLIES	
	Jay 07/01-14/20	McDonough, Jay - REC	251.57	\$-2,759.04	0.00	-2,759.04
	Desc:	CantoresPizza-Camp Ventures Staff	Acct:	10-514-323-0000	MATERIAL & SUPPLIES	
	Desc:	Walmart-Camp Ventures Supplies	Acct:	25-985-511-0001	P & R Restricted - Covered Bridge	
	Desc:	RedSoxTickets-Tickets	Acct:	10-516-318-0000	CONTRACTED SERVICES	
	Desc:	RedboxDVD Rental-Movie in the Park	Acct:	10-516-318-0000	CONTRACTED SERVICES	
	Kasten 07/01-14/20	Kasten, Phil - PD	0.00	\$1,323.20	0.00	1,323.20
	Desc:	Eventbrite-Spillman officer trainin	Acct:	10-211-315-0000	RECRUITMENT & TRAINING	
	Desc:	Enterprise-Rental Detective Cars	Acct:	10-211-331-0000	DEPARTMENT EQUIPMENT	
	Kreis 07/01-14/20	Kreis, Dylan - REC	0.00	\$477.78	0.00	477.78
	Desc:	Amazon-Parts	Acct:	10-527-331-0000	DEPARTMENT EQUIPMENT	
	Desc:	Amazon-Maintenance Supplies	Acct:	10-521-323-0000	MATERIAL & SUPPLIES	
	Desc:	Amazon-Pitchers Rubber	Acct:	10-527-323-0000	MATERIAL & SUPPLIES	
006100	BMO FINANCIAL GROUP				7/24/2020	69975
	Jay 06/28-30/20	McDonough, Jay - REC	51.76	\$97.76	0.00	97.76
	Desc:	MontpelierDMV-Van Registration	Acct:	10-511-311-0000	TRAVEL & MEETINGS	
	Desc:	Amazon-Camp Supplies	Acct:	25-985-514-0001	State of VT COVID Restart Stipend	
006100	BMO FINANCIAL GROUP				7/24/2020	70036
	Perry 07/01-14/20	Perry, Diane - PD	0.00	\$495.14	0.00	495.14
	Desc:	SpurNameTapes-Name Tape	Acct:	10-211-326-0000	PURCHASE UNIFORMS & CLEANING	
	Desc:	TrafficSafetyStore-Road Flares	Acct:	10-211-323-0000	MATERIAL & SUPPLIES	
	Desc:	Amazon-Dish Rack	Acct:	10-211-323-0000	MATERIAL & SUPPLIES	
	Desc:	Amazon-File Folders	Acct:	10-211-323-0000	MATERIAL & SUPPLIES	
	Sund 07/01-14/20	Sund, Jeremiah - VAL	0.00	\$13.70	0.00	13.70
	Desc:	USPS-Postage	Acct:	10-174-322-0000	POSTAGE	
	Vail 07/01-14/20	Vail, Brad - PD	0.00	\$235.14	0.00	235.14
	Desc:	USPS-Postage	Acct:	10-211-322-0000	POSTAGE	
	Desc:	UPS-Postage	Acct:	10-211-322-0000	POSTAGE	
	Desc:	Wheelabrator-Drug Burn	Acct:	10-211-318-0000	CONTRACTED SERVICES	
	Walsh 07/01-14/20	Walsh, Dillon - IT	1,486.42	\$1,635.11	0.00	1,635.11

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 7
User: florentina

ReportAPINHDD_PmtByDate

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: Connection-Refund	Acct: 10-181-331-0000	DEPARTMENT EQUIPMENT		
	Desc: Dell-PC Scale House BankID:30-0300	Acct: 30-971-331-0000	DEPARTMENT EQUIPMENT		
	Desc: GoDaddy-SSL&Domain Renewal	Acct: 10-181-318-0000	CONTRACTED SERVICES		
	Desc: Promevo-Digital Signage	Acct: 10-181-318-0000	CONTRACTED SERVICES		
006100	BMO FINANCIAL GROUP		7/24/2020		69975
Kasten 06/28-30/20	Kasten, Phil - PD	0.00	\$651.60	0.00	651.60
Desc: Enterprise -Rental Detective's Car		Acct: 10-211-331-0000	DEPARTMENT EQUIPMENT		
Perry 06/28-30/20	Perry, Diane - PD	0.00	\$388.00	0.00	388.00
Desc: KamcoSupply-Ceiling Installation		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Sund 06/28-30/20	Sund, Jeremiah - VAL	0.00	\$1,874.68	0.00	1,874.68
Desc: Dell - 2 Office Computers		Acct: 10-174-320-0000	EQUIP OPERATION/MAINT-OFFICE		
Vendor Total:			5,712.97	0.00	5,712.97
006700	BOUND TREE MEDICAL, LLC	BOUND TREE MEDICAL, LLC	7/24/2020		70037
83684217	MEDICAL SUPPLIES	0.00	\$28.77	0.00	28.77
Desc: MEDICAL SUPPLIES		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			28.77	0.00	28.77
007201	BRODART CO.		7/24/2020		70038
b5930282	HARDCOVERS	0.00	\$15.11	0.00	15.11
Desc: HARDCOVERS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5930283	AUDIO CDS	0.00	\$75.00	0.00	75.00
Desc: AUDIO CDS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5930284	TRADE PAPER	0.00	\$4.19	0.00	4.19
Desc: TRADE PAPER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5930285	HARDCOVERS	0.00	\$14.58	0.00	14.58
Desc: HARDCOVERS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5931641	TRADE PAPER	0.00	\$11.38	0.00	11.38
Desc: TRADE PAPER		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5935847	HARDCOVERS	0.00	\$14.58	0.00	14.58
Desc: HARDCOVERS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5935848	HARDCOVERS	0.00	\$123.70	0.00	123.70
Desc: HARDCOVERS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5935857	HARDCOVERS	0.00	\$15.12	0.00	15.12
Desc: HARDCOVERS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5935858	HARDCOVERS	0.00	\$26.45	0.00	26.45
Desc: HARDCOVERS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
B5937515	HARDCOVERS	0.00	\$15.11	0.00	15.11
Desc: HARDCOVERS		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			315.22	0.00	315.22
007450	BROWN'S, CHARLIE	CHARLIE BROWN'S	7/24/2020		70039
45160	CHAIN	0.00	\$19.00	0.00	19.00
Desc: CHAIN		Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			19.00	0.00	19.00
007760	BURLINGTON COMMUNICATIONS		7/24/2020		70040
BCS6208	CONTRACT BASE RATE - JUL'20	0.00	\$140.00	0.00	140.00

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 8
User: florentina
ReportAPINHDD_PmtByDate

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: CONTRACT BASE RATE - JUL'20	Acct: 10-271-318-0000	CONTRACTED SERVICES		
BCS6209	CONTRACT BASE RATE - JUL'20	0.00	\$450.00	0.00	450.00
	Desc: CONTRACT BASE RATE - JUL'20	Acct: 10-271-318-0000	CONTRACTED SERVICES		
	Vendor Total:		590.00	0.00	590.00
009470	CHAMPLIN ASSOCIATES INC			7/24/2020	70041
1553	Replace sensor at main plant	2,598.50	\$2,598.50	0.00	2,598.50
	Desc: Replace sensor at main plant	Acct: 65-963-320-0100	EQUIP OPERATION/MAINT-GENERAL		
	Vendor Total:		2,598.50	0.00	2,598.50
009818	CINTAS CORPORATION NO. 2	CINTAS LOC. #68M, 71M		7/24/2020	70042
4055527701	UNIFORMS	71.33	\$71.33	0.00	71.33
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4055963186	UNIFORMS	0.00	\$221.85	0.00	221.85
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4055963193	UNIFORMS	80.77	\$80.77	0.00	80.77
	Desc: UNIFORMS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4056027105	UNIFORMS	103.06	\$103.06	0.00	103.06
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4056208918	UNIFORMS	71.33	\$71.33	0.00	71.33
	Desc: UNIFORMS	Acct: 65-963-326-0000	UNIFORMS PURCHASE/LEASE		
4056603328	UNIFORMS	80.77	\$80.77	0.00	80.77
	Desc: UNIFORMS	Acct: 50-954-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
4056603355	UNIFORMS	0.00	\$221.85	0.00	221.85
	Desc: UNIFORMS	Acct: 10-325-326-0000	UNIFORMS		
4056661872	UNIFORMS	103.06	\$103.06	0.00	103.06
	Desc: UNIFORMS	Acct: 60-961-326-0000	UNIFORMS-PURCHASE/LEASE/CLEAN		
	Vendor Total:		954.02	0.00	954.02
011200	CED-TWIN STATE-WHITE RIVER JCT	CED-TWIN STATE-WHITE RIVER JCT		7/24/2020	70043
9433-413859	FUSE	28.40	\$28.40	0.00	28.40
	Desc: FUSE	Acct: 55-954-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:		28.40	0.00	28.40
011400	COONEY, SCOTT	SCOTT COONEY		7/24/2020	69976
PO#6883	TUITION REIMBURSEMENT FY20	0.00	\$847.50	0.00	847.50
	Desc: TUITION REIMBURSEMENT FY20	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
	Vendor Total:		847.50	0.00	847.50
012298	D&S CUSTOM COVERS			7/24/2020	69977
10488	HOSE BED COVER E1	0.00	\$1,544.00	0.00	1,544.00
	Desc: HOSE BED COVER E1	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		1,544.00	0.00	1,544.00
013087	DAYCO, INC	DAYCO, INC		7/24/2020	70044
20089	Sally Port roof repair	0.00	\$1,344.50	0.00	1,344.50
	Desc: Sally Port roof repair	Acct: 10-211-318-0000	CONTRACTED SERVICES		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 9
User: florentina
ReportAPINHDD_PmtByDate

Bank ID	Bank Name				
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			1,344.50	0.00	1,344.50
013840	DIG SAFE SYSTEM, INC			7/24/2020	69978
31753	EXCAVATION REQ APR-JUN 2020	168.00	\$168.00	0.00	168.00
Desc:	EXCAVATION REQ APR-JUN 2020	Acct: 60-965-313-0000	MEMBERSHIP DUES		
Desc:	EXCAVATION REQ APR-JUN 2020	Acct: 50-955-313-0000	MEMBERSHIP DUES		
Vendor Total:			168.00	0.00	168.00
014423	DUBOIS & KING, INC			7/24/2020	69979
37	HTFD ROUNDABOUT PROJECT	4,800.60	\$5,040.00	0.00	5,040.00
Desc:	Hartford roundabout 6% match	Acct: 10-311-318-0000	CONTRACTED SERVICES		
Desc:	Hartford roundabout 94% match	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
38	HTFD ROUNDABOUT PROJECT	3,220.00	\$3,220.00	0.00	3,220.00
Desc:	Hartford roundabout 94% match	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
39	HTFD ROUNDABOUT PROJECT	1,260.00	\$1,260.00	0.00	1,260.00
Desc:	Hartford roundabout 94% match	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
620141	HTFD S.MAIN ST MUNICIPAL PARKING	2,820.88	\$2,820.88	0.00	2,820.88
Desc:	HTFD S MAIN ST MUNICIPAL PARKING LO	Acct: 13-921-316-8070	WRJ PARKING LOT- ADMIN & ENGINE		
720068	HTFD S.MAIN ST MUNICIPAL PARKING	2,820.88	\$2,820.88	0.00	2,820.88
Desc:	HTFD S MAIN ST MUNICIPAL PARKING LO	Acct: 13-921-316-8070	WRJ PARKING LOT- ADMIN & ENGINE		
Vendor Total:			15,161.76	0.00	15,161.76
014990	DYNAMIC INTEGRATIONS LLC			7/24/2020	69980
2008	PSB Heatpump/HVAC system design	0.00	\$2,000.00	0.00	2,000.00
Desc:	PSB Heatpump/HVAC system design	Acct: 10-626-318-0000	Contracted Services		
Vendor Total:			2,000.00	0.00	2,000.00
015150	EASTERN SYSTEMS GROUP	EASTERN SALES, INC.		7/24/2020	70045
51882	6000 TAX BILL FORMS FY2021	0.00	\$287.40	0.00	287.40
Desc:	6000 TAX BILL FORMS FY2021	Acct: 10-171-318-0100	TREASURER'S EXPENSE		
Vendor Total:			287.40	0.00	287.40
015478	EMERGENT, LLC			7/24/2020	70046
143684	PHONE & WEB SUPPORT	0.00	\$1,013.49	0.00	1,013.49
Desc:	PHONE & WEB SUPPORT	Acct: 10-271-320-0200	EQUIPMENT MAINT - COMPUTER		
Vendor Total:			1,013.49	0.00	1,013.49
015500	ENDYNE, INC			7/24/2020	70047
336949	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
Desc:	WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
337981	QUECHEE WW	180.00	\$180.00	0.00	180.00
Desc:	QUECHEE WW	Acct: 65-963-318-0000	CONTRACTED SERVICES		
338107	WRJ MONTHLY ANALYSIS	220.00	\$220.00	0.00	220.00
Desc:	WRJ MONTHLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
338421	WRJ WEEKLY ANALYSIS	90.00	\$90.00	0.00	90.00
Desc:	WRJ WEEKLY ANALYSIS	Acct: 60-961-318-0000	CONTRACTED SERVICES		
338488	WSID 5319 HRFD FEMNAS	55.00	\$55.00	0.00	55.00
Desc:	WSID 5319 HRFD FEMNAS	Acct: 50-954-318-0000	CONTRACTED SERVICES		

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 10
User: florentina
ReportAPINHDPmtByDate

Bank ID	Bank Name				Check Date	Check No.
Vendor ID	Vendor Name		Payee Name			
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				635.00	0.00	635.00
016080	CONSOLIDATED COMMUNICATIONS			7/24/2020		70048
	111020181918JUL'20	QUECHEE WW PLANT	52.96	\$52.96	0.00	52.96
	Desc:	QUECHEE WW PLANT	Acct: 65-964-324-0000	TELEPHONE		
	14362366935JUL'20	HEMLOCK RIDGE - TELEPHONE	62.62	\$62.62	0.00	62.62
	Desc:	HEMLOCK RIDGE - TELEPHONE	Acct: 50-954-324-0000	TELEPHONE		
	8022957049639JUL'20	SPORTS PARK PUMP STATION	6.34	\$6.34	0.00	6.34
	Desc:	SPORTS PARK PUMP STATION	Acct: 60-964-324-0000	TELEPHONE		
	8022959708618JUL'20	MAXFIELD PUMP HOUSE	53.02	\$53.02	0.00	53.02
	Desc:	MAXFIELD PUMP HOUSE	Acct: 60-964-324-0000	TELEPHONE		
Vendor Total:				174.94	0.00	174.94
016390	FASTENAL COMPANY			7/24/2020		70049
	NHWES85194	PARTS	0.00	\$12.73	0.00	12.73
	Desc:	PARTS	Acct: 10-321-323-0000	MATERIAL & SUPPLIES		
	NHWES85264	CLEANING SUPPLIES	76.59	\$76.59	0.00	76.59
	Desc:	CLEANING SUPPLIES	Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				89.32	0.00	89.32
017110	FISHER AUTO PARTS, INC			7/24/2020		70050
	301-045376	SWEeper - PARTS	0.00	\$9.31	0.00	9.31
	Desc:	SWEeper - PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-045545	H-6 PARTS	0.00	\$7.98	0.00	7.98
	Desc:	H-6 PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-045779	PARTS	0.00	\$18.48	0.00	18.48
	Desc:	PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-045856	ENGINE#3 PARTS	0.00	\$17.46	0.00	17.46
	Desc:	ENGINE#3 PARTS	Acct: 10-221-321-0000	REPAIRS & MAINT-VEHICLES		
	301-046002	LOADER-SAND BLASTER	0.00	\$180.00	0.00	180.00
	Desc:	LOADER-SAND BLASTER	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-046003	FUEL PUMPS - FILTERS	0.00	\$82.92	0.00	82.92
	Desc:	FUEL PUMPS - FILTERS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-046004	FILTERS	0.00	\$24.66	0.00	24.66
	Desc:	FILTERS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-046031	CHIPPER-FILTERS	0.00	\$131.27	0.00	131.27
	Desc:	CHIPPER-FILTERS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301-046683	MOWER - PARTS	0.00	\$382.79	0.00	382.79
	Desc:	MOWER - PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	301044999	PARTS	36.73	\$36.73	0.00	36.73
	Desc:	PARTS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
017110	FISHER AUTO PARTS, INC			7/24/2020		69981
	301-043875	PARTS	0.45	\$0.45	0.00	0.45
	Desc:	PARTS	Acct: 60-964-321-0000	REPAIRS & MAINT-VEHICLES		
	301-043877	PARTS	0.53	\$0.53	0.00	0.53
	Desc:	PARTS	Acct: 60-964-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:				892.58	0.00	892.58

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 11
User: florentina

ReportAPINHDD_PmtByDate

Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
017242	FLINT, CLARENCE		FLINT APPLIANCE SERVICE		7/24/2020	69982
06.22.2020	SERVICE CALL - DRYER		0.00	\$233.00	0.00	233.00
	Desc:	SERVICE CALL - DRYER	Acct: 10-221-321-0100	REPAIRS & MAINT-BUILDING		
	Vendor Total:			233.00	0.00	233.00
017300	FOGG'S HARDWARE & BUILDING				7/24/2020	70051
1074/6	MAILBOX		0.00	\$29.99	0.00	29.99
	Desc:	MAILBOX	Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
868/6	LOCK LIGHTS		0.00	\$16.99	0.00	16.99
	Desc:	LOCK LIGHTS	Acct: 10-314-323-0000	MATERIAL & SUPPLIES		
992/6	MATERIALS		7.99	\$7.99	0.00	7.99
	Desc:	MATERIALS	Acct: 65-963-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:			54.97	0.00	54.97
019390	GRAINGER				7/24/2020	70052
9586596927	FILTERS		39.60	\$39.60	0.00	39.60
	Desc:	FILTERS	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
9598377704	GAS CALIBRATION		273.78	\$273.78	0.00	273.78
	Desc:	GAS CALIBRATION	Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
	Vendor Total:			313.38	0.00	313.38
019552	GREATER UPPER VALLEY SOLID		GREATER UPPER VALLEY SOLID		7/24/2020	69983
JUN'20	MSW/C&D/CUPONS		3,431.90	\$3,431.90	0.00	3,431.90
	Desc:	.30 Tons MSW June'20-LF	Acct: 30-974-313-0200	WASTE GENERATION FEE		
	Desc:	District Puncards Sold June'20-LF	Acct: 30-013-100-0000	EXCHANGES PAYABLE		
	Desc:	District Single Cpns Sold June'20-L	Acct: 30-013-100-0000	EXCHANGES PAYABLE		
	Vendor Total:			3,431.90	0.00	3,431.90
019800	GREEN MOUNTAIN LIBRARY CONSORTIUM				7/24/2020	70053
V20-2804	2021 VOKAL SERVICE		0.00	\$499.59	0.00	499.59
	Desc:	2021 VOKAL SERVICE	Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
	Vendor Total:			499.59	0.00	499.59
019850	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP		7/24/2020	70054
74972200005JUL'20	WHEELOCK RD SEC 2		23.64	\$23.64	0.00	23.64
	Desc:	WHEELOCK RD SEC 2	Acct: 55-954-329-0000	ELECTRICITY		
019850	GREEN MOUNTAIN POWER CORP		GREEN MOUNTAIN POWER CORP		7/24/2020	69984
74856156851JUN'20	97 S MAIN ST CHARGING STN		0.00	\$50.47	0.00	50.47
	Desc:	97 S MAIN ST CHARGING STN	Acct: 10-314-329-0100	ELECTRICITY - CHARGING STATION		
74856156851MAY'20	97 S MAIN ST CHARGING STN		0.00	\$50.83	0.00	50.83
	Desc:	97 S MAIN ST CHARGING STN	Acct: 10-314-329-0100	ELECTRICITY - CHARGING STATION		
78840100008JUN'20	RAILRD ROW - ENGINE 494		0.00	\$49.75	0.00	49.75
	Desc:	RAILRD ROW - ENGINE 494	Acct: 10-521-329-0000	ELECTRICITY		
82948328248JUN'20	PROSPECT ST TEMP SERVICE		0.00	\$50.35	0.00	50.35
	Desc:	PROSPECT ST TEMP SERVICE	Acct: 10-314-329-0000	ELECTRICITY		
87833000000JUN'20	MAPLE ST TRAFFIC LGTS		0.00	\$26.50	0.00	26.50
	Desc:	MAPLE ST TRAFFIC LGTS	Acct: 10-314-329-0000	ELECTRICITY		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 12
User: florentina

ReportAPINHDD_PmtByDate

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.
	97762000004JUN'20	N MAIN STREET LIGHTS - HWY	0.00	\$46.12	0.00	46.12
	Desc: N MAIN STREET LIGHTS - HWY	Acct: 10-314-329-0000		ELECTRICITY		
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		70054
	80082200009JUL'20	NOYES LN KINGSWOOD RESV	121.88	\$121.88	0.00	121.88
	Desc: NOYES LN KINGSWOOD RESV	Acct: 55-954-329-0000		ELECTRICITY		
	97303200006JUL'20	NOYES LN PUMP STN	25.05	\$25.05	0.00	25.05
	Desc: NOYES LN PUMP STN	Acct: 65-964-329-0000		ELECTRICITY		
	91624000005JUL'20	SOLID WASTE ADMIN BLDG-LF	27.81	\$27.81	0.00	27.81
	Desc: SOLID WASTE ADMIN BLDG-LF	Acct: 30-975-329-0000		ELECTRICITY		
	13414587553JUL'20	120 LESLE DR PAVILLION A	0.00	\$355.86	0.00	355.86
	Desc: 120 LESLE DR PAVILLION A	Acct: 10-528-329-0000		ELECTRICITY		
	71013200002JUL'20	WHITMAN BROOK PUMP	243.49	\$243.49	0.00	243.49
	Desc: WHITMAN BROOK PUMP	Acct: 65-964-329-0000		ELECTRICITY		
	33833000004JUL'20	MAXFIELD PUMP	50.74	\$50.74	0.00	50.74
	Desc: MAXFIELD PUMP	Acct: 60-964-329-0000		ELECTRICITY		
	49672200000JUL'20	RTE WEST HTFD & QUE	0.00	\$478.26	0.00	478.26
	Desc: RTE WEST HTFD & QUE	Acct: 10-314-329-0000		ELECTRICITY		
	62713200004JUL'20	WOODSTOCK RD	21.74	\$21.74	0.00	21.74
	Desc: WOODSTOCK RD	Acct: 55-954-329-0000		ELECTRICITY		
	41082200001JUL'20	291 SUGAR HILL LN WATER PUMP	148.72	\$148.72	0.00	148.72
	Desc: 291 SUGAR HILL LN WATER PUMP	Acct: 55-954-329-0000		ELECTRICITY		
	01013200009JUL'20	1299 QUECHEE MAIN ST	120.72	\$120.72	0.00	120.72
	Desc: 1299 QUECHEE MAIN ST	Acct: 65-964-329-0000		ELECTRICITY		
	04013200003JUL'20	BENTLEY RD	60.83	\$60.83	0.00	60.83
	Desc: BENTLEY RD	Acct: 65-964-329-0000		ELECTRICITY		
	08303200003JUL'20	DEWEY FAM RD JAY HILL RD	110.26	\$110.26	0.00	110.26
	Desc: DEWEY FAM RD JAY HILL RD	Acct: 65-964-329-0000		ELECTRICITY		
	09732000006JUL'20	319 LATHAM WORKS LN TRMT PLANT	8,939.49	\$8,939.49	0.00	8,939.49
	Desc: 319 LATHAM WORKS LN TRMT PLANT	Acct: 60-961-329-0000		ELECTRICITY		
	11013200008JUL'20	HENDEE WAY - WW	25.54	\$25.54	0.00	25.54
	Desc: HENDEE WAY - WW	Acct: 65-964-329-0000		ELECTRICITY		
	27333200007JUL'20	ALDEN PARTRIDGE RD PUMP	39.56	\$39.56	0.00	39.56
	Desc: ALDEN PARTRIDGE RD PUMP	Acct: 65-964-329-0000		ELECTRICITY		
	13833000006JUL20	LYMAN POINT PARK - REC	0.00	\$10.64	0.00	10.64
	Desc: LYMAN POINT PARK - REC	Acct: 10-521-329-0000		ELECTRICITY		
	23490000009JUL'20	WILDER WELL - WATER	946.00	\$946.00	0.00	946.00
	Desc: WILDER WELL - WATER	Acct: 50-952-329-0000		ELECTRICITY		
	23833000005JUL'20	RT 5 HIGHLAND AVE	0.00	\$74.94	0.00	74.94
	Desc: RT 5 HIGHLAND AVE	Acct: 10-314-329-0000		ELECTRICITY		
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		69984
	04832000006JUN'20	S MAIN ST PUMP STN - WW	80.38	\$80.38	0.00	80.38
	Desc: S MAIN ST PUMP STN - WW	Acct: 60-964-329-0000		ELECTRICITY		
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		70054
	28933000003JUL20	MAPLE ST SEWER PUMP	72.37	\$72.37	0.00	72.37
	Desc: MAPLE ST SEWER PUMP	Acct: 60-964-329-0000		ELECTRICITY		
	39135140109JUL'20	120 LESLE DR PAVILLION C	0.00	\$22.19	0.00	22.19
	Desc: 120 LESLE DR PAVILLION C	Acct: 10-528-329-0000		ELECTRICITY		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 13
User: florentina

ReportAPINHDD_PmtByDate

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.
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		69984
	09832000005JUN'20	BRIGGS PARK - MAIN ST - REC	0.00	\$20.91	0.00	20.91
	Desc:	BRIGGS PARK - MAIN ST - REC	Acct:	10-521-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		70054
	43382200004JUL'20	EASTMAN HILL	330.80	\$330.80	0.00	330.80
	Desc:	EASTMAN HILL	Acct:	55-954-329-0000	ELECTRICITY	
	44926000009JUL'20	STREET LIGHTS	0.00	\$2,238.67	0.00	2,238.67
	Desc:	STREET LIGHTS	Acct:	10-314-329-0000	ELECTRICITY	
	48832000003JUL'20	ARBORETUM LN SPORTS PK PUMP	87.00	\$87.00	0.00	87.00
	Desc:	ARBORETUM LN SPORTS PK PUMP	Acct:	60-964-329-0000	ELECTRICITY	
	48933200007JUL'20	VILLAGE GREEN BALLOON FEST	0.00	\$21.70	0.00	21.70
	Desc:	VILLAGE GREEN BALLOON FEST	Acct:	10-521-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		69984
	13833000006JUN'20	LYMAN POINT PARK - REC	0.00	\$10.64	0.00	10.64
	Desc:	LYMAN POINT PARK - REC	Acct:	10-521-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		70054
	49424000005JUL'20	VA CUTOFF WTR STORAGE	26.55	\$26.55	0.00	26.55
	Desc:	VA CUTOFF WTR STORAGE	Acct:	50-954-329-0000	ELECTRICITY	
	62592200000JUL'20	WOODSTOCK RD QUECHEE SALT	0.00	\$21.74	0.00	21.74
	Desc:	WOODSTOCK RD QUECHEE SALT	Acct:	10-314-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		69984
	28933000003JUN'20	MAPLE ST SEWER PUMP	72.38	\$72.38	0.00	72.38
	Desc:	MAPLE ST SEWER PUMP	Acct:	60-964-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		70054
	67303200009JUL'20	78 MURPHYS RD PUMP	150.35	\$150.35	0.00	150.35
	Desc:	78 MURPHYS RD PUMP	Acct:	65-964-329-0000	ELECTRICITY	
	67399084366JUL'20	120 LESLE DR PAVILLION B	0.00	\$152.75	0.00	152.75
	Desc:	120 LESLE DR PAVILLION B	Acct:	10-528-329-0000	ELECTRICITY	
	68053200009JUL'20	RT 14 W HTFD LIBRARY	0.00	\$224.15	0.00	224.15
	Desc:	RT 14 W HTFD LIBRARY	Acct:	10-524-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		69984
	34591000004JUN'20	RADIO TOWER	0.00	\$137.50	0.00	137.50
	Desc:	RADIO TOWER	Acct:	10-271-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		70054
	74713200009JUL'20	WOODSTOCK RD ST LIGHTS	0.00	\$36.39	0.00	36.39
	Desc:	WOODSTOCK RD ST LIGHTS	Acct:	10-314-329-0000	ELECTRICITY	
	77303200008JUL'20	LAKE PINNEO	44.91	\$44.91	0.00	44.91
	Desc:	LAKE PINNEO	Acct:	65-964-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		69984
	34926000000JUN'20	PARK/LEHMAN BRIDGE	0.00	\$85.68	0.00	85.68
	Desc:	PARK/LEHMAN BRIDGE	Acct:	10-314-329-0000	ELECTRICITY	
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		70054
	82948328248JUL20	PROSPECT ST TEMP SERVICE	0.00	\$50.35	0.00	50.35
	Desc:	PROSPECT ST TEMP SERVICE	Acct:	10-314-329-0000	ELECTRICITY	
	84443200005JUL'20	WATERMAN HL COVERED BRIDGE	0.00	\$39.07	0.00	39.07
	Desc:	WATERMAN HL COVERED BRIDGE	Acct:	10-314-329-0000	ELECTRICITY	

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 14
User: florentina

ReportAPINHDD_PmtByDate

Check Date: 7/24/2020 - 7/24/2020

Bank ID	Bank Name					
Vendor ID	Vendor Name	Payee Name		Check Date	Check No.	
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.	
	87833000000JUL20	MAPLE ST TRAFFIC LGTS	0.00	\$26.50	0.00	26.50
	Desc: MAPLE ST TRAFFIC LGTS	Acct: 10-314-329-0000	ELECTRICITY			
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		69984
	37762000000JUN'20	N MAIN ST - TRAFFIC LIGHT	0.00	\$41.95	0.00	41.95
	Desc: N MAIN ST - TRAFFIC LIGHT	Acct: 10-314-329-0000	ELECTRICITY			
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		70054
	92124869873JUL'20	43 HIGHLAND AVE WABA PUMP	0.00	\$73.22	0.00	73.22
	Desc: 43 HIGHLAND AVE WABA PUMP	Acct: 10-530-329-0000	ELECTRICITY			
019850	GREEN MOUNTAIN POWER CORP	GREEN MOUNTAIN POWER CORP		7/24/2020		69984
	43833000003JUL'20	BRIDGE ST TRAFFIC LGT	0.00	\$24.70	0.00	24.70
	Desc: BRIDGE ST TRAFFIC LGT	Acct: 10-314-329-0000	ELECTRICITY			
	49762000005JUN'20	BRIDGE ST PUMP STN	134.62	\$134.62	0.00	134.62
	Desc: BRIDGE ST PUMP STN	Acct: 60-964-329-0000	ELECTRICITY			
	Vendor Total:			16,326.66	0.00	16,326.66
020070	GREENER WORLD LANDSCAPE			7/24/2020		69985
	46809	TURF TRATMENT	0.00	\$6,860.50	0.00	6,860.50
	Desc: Turf Treatment	Acct: 10-527-318-0000	CONTRACTED SERVICES			
	Desc: Turf Treatment	Acct: 10-521-318-0000	CONTRACTED SERVICES			
	46810	TURF TRATMENT	0.00	\$1,565.00	0.00	1,565.00
	Desc: Turf Treatment	Acct: 10-521-318-0000	CONTRACTED SERVICES			
	Vendor Total:			8,425.50	0.00	8,425.50
020135	GREENMAN-PEDERSEN, INC			7/24/2020		69986
	0293995	SERVICES: 03.28.20-04.24.20	3,867.12	\$3,867.12	0.00	3,867.12
	Desc: Hartford Roundabout	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5			
	0295555	SERVICES: 04.25.20-05.22.20	18,419.31	\$18,419.31	0.00	18,419.31
	Desc: SERVICES: 04.25.20-05.22.20	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5			
	0297488	SERVICES: 05.23.20-06.19.20	16,425.74	\$16,425.74	0.00	16,425.74
	Desc: SERVICES: 05.23.20-06.19.20	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5			
	0298499	Sidewalk - Hartford 06/20-06/30	13,422.31	\$13,422.31	0.00	13,422.31
	Desc: Invoice Package #5 for Sykes Mtn Ov	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5			
	Vendor Total:			52,134.48	0.00	52,134.48
020556	HAMPSHIRE FIRE PROTECT CO, LLC			7/24/2020		69987
	201607	ANNUAL INSPECTIONS JUNE 2020	0.00	\$445.00	0.00	445.00
	Desc: ANNUAL INSPECTIONS JUNE 2020	Acct: 10-421-318-0000	CONTRACTED SERVICES			
	Vendor Total:			445.00	0.00	445.00
020701	HANOVER, TOWN OF	TOWN OF HANOVER		7/24/2020		69988
	JUN'20	ELAN FEES JUNE 2020	0.00	\$224.87	0.00	224.87
	Desc: ELAN FEES JUNE 2020	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION			
	Vendor Total:			224.87	0.00	224.87
022025	HEALTHEQUITY, INC.			7/24/2020		70055
	EJEHU6W	DCRA 2020	0.00	\$2,962.83	0.00	2,962.83
	Desc: RA Replenish DCRA 2020 - KM	Acct: 10-012-200-0520	SECTION 125 DEPENDENT CARE ACC			

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 15
User: florentina

ReportAPINHDD_PmtByDate

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: RA Replenish DCRA 2020 - CT		Acct: 10-012-200-0520		SECTION 125 DEPENDENT CARE ACC		
5SRPU00	HCRA 2020			0.00	\$34.30	0.00	34.30
	Desc: HCRA 2020		Acct: 10-012-200-0510		SECTION 125 HEALTH CARE ACCT		
KE431B0	HCRA 2020			0.00	\$545.93	0.00	545.93
	Desc: RA Replenish HCRA 2020		Acct: 10-012-200-0510		SECTION 125 HEALTH CARE ACCT		
PPQ607D	HRA 2020			12.20	\$96.77	0.00	96.77
	Desc: HRA 2020		Acct: 10-171-418-0100		RETIREE HEALTH INSURANCE		
	Desc: HRA 2020		Acct: 10-171-225-0000		HRA/CHOICECARE CARD		
	Desc: HRA 2020		Acct: 10-174-225-0000		HRA/CHOICECARE CARD		
	Desc: HRA 2020		Acct: 10-121-225-0000		HRA/CHOICECARE CARD		
	Desc: HRA 2020		Acct: 55-955-225-0000		HRA/CHOICECARE CARD		
	Desc: HRA 2020		Acct: 50-955-225-0000		HRA/CHOICECARE CARD		
	Desc: HRA 2020		Acct: 65-965-225-0000		HRA/CHOICECARE CARD		
	Desc: HRA 2020		Acct: 60-965-225-0000		HRA/CHOICECARE CARD		
	Desc: HRA 2020		Acct: 30-975-225-0000		HRA/CHOICECARE CARD		
V6DSR95	HRA 2020			333.64	\$6,777.39	0.00	6,777.39
	Desc: RA Replenish HRA 2020		Acct: 10-121-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 10-171-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 10-174-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 10-211-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 10-211-418-0100		RETIREE HEALTH INSURANCE		
	Desc: RA Replenish HRA 2020		Acct: 10-221-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 10-221-418-0100		RETIREE HEALTH INSURANCE		
	Desc: RA Replenish HRA 2020		Acct: 10-311-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 10-521-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 30-975-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 50-955-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 55-955-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 60-961-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 60-961-418-0100		RETIREE HEALTH INSURANCE		
	Desc: RA Replenish HRA 2020		Acct: 60-965-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 65-963-225-0000		HRA/CHOICECARE CARD		
	Desc: RA Replenish HRA 2020		Acct: 65-965-225-0000		HRA/CHOICECARE CARD		
Vendor Total:					10,417.22	0.00	10,417.22
022035	HEARTLINE FITNESS PRODUCTS, INC				7/24/2020		69989
119859	SEMI-ANNUAL SERVICE CALL			0.00	\$235.00	0.00	235.00
	Desc: SEMI-ANNUAL SERVICE CALL		Acct: 10-221-318-0000		CONTRACTED SERVICES		
Vendor Total:					235.00	0.00	235.00
022600	HICKOK & BOARDMAN				7/24/2020		69990
20200620	MANAGEMENT FEE JAN-MAR'20			659.40	\$4,010.00	0.00	4,010.00
	Desc: MANAGEMENT FEE JAN-MAR'20		Acct: 10-121-220-0000		BC/BS		
	Desc: MANAGEMENT FEE JAN-MAR'20		Acct: 10-121-418-0100		RETIREE HEALTH INSURANCE		
	Desc: MANAGEMENT FEE JAN-MAR'20		Acct: 10-151-220-0000		BC/BS		
	Desc: MANAGEMENT FEE JAN-MAR'20		Acct: 10-171-220-0000		BC/BS		
	Desc: MANAGEMENT FEE JAN-MAR'20		Acct: 10-171-418-0100		RETIREE HEALTH INSURANCE		
	Desc: MANAGEMENT FEE JAN-MAR'20		Acct: 10-174-220-0000		BC/BS		
	Desc: MANAGEMENT FEE JAN-MAR'20		Acct: 10-175-220-0000		BC/BS		
	Desc: MANAGEMENT FEE JAN-MAR'20		Acct: 10-181-220-0000		BC/BS		

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 16
User: florentina

ReportAPINHDPmtByDate

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: MANAGEMENT FEE JAN-MAR'20	Acct: 10-211-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-221-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-271-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-311-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-321-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-325-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-511-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-521-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 10-622-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 30-971-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 30-975-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 50-954-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 50-955-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 55-955-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 60-961-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 60-965-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 65-963-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 65-965-220-0000	BC/BS			
	Desc: MANAGEMENT FEE JAN-MAR'20	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE			
20200718	MANAGEMENT FEE APR-JUN'20	659.40	\$3,690.00	0.00	3,690.00	
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-121-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-151-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-171-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-174-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-175-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-181-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-211-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-221-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-271-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-311-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-321-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-325-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-511-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-521-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-521-418-0100	RETIREE HEALTH INSURANCE			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 10-622-220-0000	BC/BS			
	Desc: MANAGEMENT FEE APR-JUN'20	Acct: 30-971-220-0000	BC/BS			

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 17
User: florentina

ReportAPINHDPmtByDate

Bank ID	Bank Name		Payee Name		Check Date	Check No.
Vendor ID	Vendor Name				Disc. Amt	Net Amt.
Detail:	Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 30-975-220-0000	BC/BS		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 30-975-418-0100	RETIREE HEALTH INSURANCE		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 50-954-220-0000	BC/BS		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 50-955-220-0000	BC/BS		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 50-955-418-0100	RETIREE HEALTH INSURANCE		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 55-955-220-0000	BC/BS		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 55-955-418-0100	RETIREE HEALTH INSURANCE		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 60-961-220-0000	BC/BS		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 60-965-220-0000	BC/BS		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 60-965-418-0100	RETIREE HEALTH INSURANCE		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 65-963-220-0000	BC/BS		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 65-965-220-0000	BC/BS		
		Desc: MANAGEMENT FEE APR-JUN'20	Acct: 65-965-418-0100	RETIREE HEALTH INSURANCE		
		Vendor Total:		7,700.00	0.00	7,700.00
022703	HILL, MARY	MARY HILL			7/24/2020	70056
	JUL'20	Retiree Reimbursmeent July 2020	0.00	\$310.14	0.00	310.14
	Desc:	Retiree Reimbursmeent July 2020	Acct: 10-151-418-0100	Retirees		
		Vendor Total:		310.14	0.00	310.14
024568	JAS, INC				7/24/2020	69991
	40505	AMB 2 PAINT REPAIRS	0.00	\$900.00	0.00	900.00
	Desc:	AMB 2 PAINT REPAIRS	Acct: 10-221-321-0200	REPAIRS & MAINT EMS VEHICLES		
		Vendor Total:		900.00	0.00	900.00
024582	JB PORTABLE TOILETS				7/24/2020	69992
	424	PORTABLE TOILETS RENTAL	280.00	\$280.00	0.00	280.00
	Desc:	PORTABLE TOILETS RENTAL	Acct: 60-961-318-0000	CONTRACTED SERVICES		
		Vendor Total:		280.00	0.00	280.00
024800	JOE'S EQUIPMENT SERVICE				7/24/2020	69993
	06.30.20 STATEMENT	PAST DUE FROM STATEMENT	0.00	\$1.00	0.00	1.00
	Desc:	PAST DUE FROM STATEMENT	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
	2-132861	HOUR METER	0.00	\$39.95	0.00	39.95
	Desc:	HOUR METER	Acct: 10-221-323-0000	MATERIAL & SUPPLIES		
024800	JOE'S EQUIPMENT SERVICE				7/24/2020	70057
	1-127569	HYDRO OIL	0.00	\$41.70	0.00	41.70
	Desc:	HYDRO OIL	Acct: 10-521-320-0000	EQUIP OPERATION & MAINT		
		Vendor Total:		82.65	0.00	82.65
025075	JORDAN EQUIPMENT CO				7/24/2020	70058
	P47737	Blades for grader	0.00	\$1,653.70	0.00	1,653.70
	Desc:	Blades for grader	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	P47776	PARTS	0.00	\$330.74	0.00	330.74
	Desc:	PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
		Vendor Total:		1,984.44	0.00	1,984.44

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 18
User: florentina

ReportAPINHDD_PmtByDate

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.	
025175	SANEL NAPA WEST LEBANON	SANEL NAPA - WEST LEBANON		7/24/2020		70059
55473,062414	FILTERS/OIL	0.00	\$172.89	0.00		172.89
Desc: FILTERS/OIL		Acct: 10-521-320-0000		EQUIP OPERATION & MAINT		
Vendor Total:			172.89	0.00		172.89
026596	LAFAYETTE, F. R., INC.	F. R. LAFAYETTE, INC.		7/24/2020		69994
31551	ADDITIONAL GUARDRAIL JERICHO ST	0.00	\$5,815.00	0.00		5,815.00
Desc: ADDITIONAL GUARDRAIL JERICHO STR		Acct: 10-311-318-0000		CONTRACTED SERVICES		
31552	JERICHO STREET GUARDRAIL	0.00	\$27,305.50	0.00		27,305.50
Desc: JERICHO STREET GUARDRAIL		Acct: 10-311-318-0000		CONTRACTED SERVICES		
Vendor Total:			33,120.50	0.00		33,120.50
027700	DE LAGE LANDEN	DE LAGE LANDEN		7/24/2020		70060
68801060	LEASE COPIER - AUG'20	0.00	\$67.17	0.00		67.17
Desc: LEASE COPIER - AUG'20		Acct: 10-211-318-0000		CONTRACTED SERVICES		
Desc: LEASE COPIER - AUG'20		Acct: 10-271-320-0000		EQUIP OPERATION/MAINT-OFFICE		
68801064	LEASE COPIER - AUG'20 - REC	0.00	\$63.11	0.00		63.11
Desc: LEASE COPIER - AUG'20 - REC		Acct: 10-511-318-0000		CONTRACTED SERVICES		
68801065	LEASE COPIER - AUG'20	0.00	\$63.11	0.00		63.11
Desc: LEASE COPIER - AUG'20		Acct: 10-622-320-0000		EQUIP OPERATION/MAINT-OFFICE		
Desc: LEASE COPIER - AUG'20		Acct: 10-174-320-0000		EQUIP OPERATION/MAINT-OFFICE		
68801077	LEASE COPIER - AUG'20 - LF	37.81	\$37.81	0.00		37.81
Desc: LEASE COPIER - AUG'20 - LF		Acct: 30-975-318-0000		CONTRACTED SERVICES		
Vendor Total:			231.20	0.00		231.20
027750	DEAD RIVER COMPANY	DEAD RIVER COMPANY		7/24/2020		69995
4935943,40256	PROPANE 1004.8G@\$1.0951 200CRAN	1,120.46	\$1,120.46	0.00		1,120.46
Desc: PROPANE 1004.8G@\$1.0951 200CRANBERR		Acct: 50-952-327-0000		BUILDING HEAT		
4935943,7504	PROPANE 225G@\$1.0088 LIBRARY	0.00	\$231.49	0.00		231.49
Desc: PROPANE 225G@\$1.0088 LIBRARY		Acct: 10-524-327-0000		BUILDING HEAT		
Vendor Total:			1,351.95	0.00		1,351.95
028026	LINCOLN NATIONAL LIFE INSURANCE CO	LINCOLN NATIONAL LIFE INSURANCE CO		7/24/2020		70061
AUG'20	LIFE INSURANCE AUG'20	324.46	\$2,190.31	0.00		2,190.31
Desc: Life Insurance and AD&D		Acct: 10-121-240-0000		LIFE INSURANCE		
Desc: Life Insurance and AD&D		Acct: 10-121-270-0000		AD&D		
Desc: Life Insurance and AD&D		Acct: 10-151-240-0000		LIFE INSURANCE		
Desc: Life Insurance and AD&D		Acct: 10-151-270-0000		AD&D		
Desc: Life Insurance and AD&D		Acct: 10-171-240-0000		LIFE INSURANCE		
Desc: Life Insurance and AD&D		Acct: 10-171-270-0000		AD&D		
Desc: Life Insurance and AD&D		Acct: 10-174-240-0000		LIFE INSURANCE		
Desc: Life Insurance and AD&D		Acct: 10-174-270-0000		AD&D		
Desc: Life Insurance and AD&D		Acct: 10-175-240-0000		LIFE INSURANCE		
Desc: Life Insurance and AD&D		Acct: 10-175-270-0000		AD&D		
Desc: Life Insurance and AD&D		Acct: 10-181-240-0000		LIFE INSURANCE		
Desc: Life Insurance and AD&D		Acct: 10-181-270-0000		AD&D		
Desc: Life Insurance and AD&D		Acct: 10-211-240-0000		LIFE INSURANCE		
Desc: Life Insurance and AD&D		Acct: 10-211-270-0000		AD&D		
Desc: Life Insurance and AD&D		Acct: 10-221-240-0000		LIFE INSURANCE		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 19
User: florentina

ReportAPINHDD_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
	Desc: Life Insurance and AD&D	Acct: 10-221-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-271-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-271-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-312-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-312-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-321-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-321-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-325-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-325-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-511-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-511-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-514-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-514-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-530-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-530-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-621-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-621-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 10-622-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 10-622-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 30-971-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 30-971-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 30-975-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 30-975-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 50-954-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 50-954-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 50-955-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 50-955-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 55-955-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 55-955-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 60-961-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 60-961-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 60-965-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 60-965-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 65-963-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 65-963-270-0000	AD&D		
	Desc: Life Insurance and AD&D	Acct: 65-965-240-0000	LIFE INSURANCE		
	Desc: Life Insurance and AD&D	Acct: 65-965-270-0000	AD&D		
Vendor Total:			2,190.31	0.00	2,190.31
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN	7/24/2020		70062
JUL'20	Retiree Reimbursment July 2020	0.00	\$294.76	0.00	294.76
	Desc: Retiree Reimbursment July 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
028500	LUNDRIGAN, SHAWN	SHAWN LUNDRIGAN	7/24/2020		69996
JUN'20		0.00	\$294.76	0.00	294.76
	Desc: Retiree Reimbursmeent June2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			589.52	0.00	589.52
028888	LUNDRIGAN, JOYCE	JOYCE LUNDRIGAN	7/24/2020		70063
JUL'20	Retiree Reimbursment July 2020	0.00	\$350.47	0.00	350.47
	Desc: Retiree Reimbursment July 2020	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID
Town of Hartford

Page: 20
User: florentina

ReportAPINHDD_PmtByDate

Check Date: 7/24/2020 - 7/24/2020

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
028888	LUNDRIGAN, JOYCE		JOYCE LUNDRIGAN		7/24/2020	69997
JUN'20	Retiree Reimbursmeent June2020		0.00	\$350.47	0.00	350.47
Desc:	Retiree Reimbursmeent June July 202	Acct:	10-211-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:				700.94	0.00	700.94
029745	MARY HITCHCOCK MEMORIAL HOSPITAL		MARY HITCHCOCK MEMORIAL HOSPITAL		7/24/2020	69998
20200613	STOREROOM MEDICAL SUPPLIES		0.00	\$413.63	0.00	413.63
Desc:	STOREROOM MEDICAL SUPPLIES	Acct:	10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:				413.63	0.00	413.63
029746	DARTMOUTH-HITCHCOCK MEDICAL CTR		DARTMOUTH - HITCHCOCK		7/24/2020	69999
700005551JUN'20	DOT PHISICAL/HC PREPLACEMENT		464.00	\$1,750.00	0.00	1,750.00
Desc:	HC PREPLACEMENT-VENTURES	Acct:	10-511-315-0000	RECRUITMENT & TRAINING		
Desc:	DOT PHISICAL	Acct:	50-955-317-0000	PERMITS & LICENSES		
Desc:	DOT PHISICAL/HC PREPLACEMENT	Acct:	60-961-317-0000	PERMITS & LICENSES		
Desc:	DOT PHISICAL	Acct:	65-963-317-0000	PERMITS & LICENSES		
Vendor Total:				1,750.00	0.00	1,750.00
029815	MASON, W.B. COMPANY, INC		W.B. MASON COMPANY, INC		7/24/2020	70064
212101428	OFFICE SUPPLIES		0.00	\$30.69	0.00	30.69
Desc:	OFFICE SUPPLIES	Acct:	10-121-323-0000	MATERIAL & SUPPLIES		
211898074	PRINTER INK		0.00	\$79.96	0.00	79.96
Desc:	PRINTER INK	Acct:	10-171-417-0017	EXTRAORDINARY EXP : COVID-19		
211900056	OFFICE SUPPLIES		0.00	\$61.33	0.00	61.33
Desc:	OFFICE SUPPLIES	Acct:	10-211-323-0000	MATERIAL & SUPPLIES		
Desc:	OFFICE SUPPLIES	Acct:	10-271-323-0000	MATERIAL & SUPPLIES		
212057663	THERMOMETER - COVID		0.00	\$49.99	0.00	49.99
Desc:	THERMOMETER - COVID	Acct:	10-121-417-0017	EXTRAORDINARY EXP : COVID-19		
212108163	6 CT PAPER		0.00	\$205.14	0.00	205.14
Desc:	6 CT PAPER	Acct:	10-171-323-0000	MATERIAL & SUPPLIES		
212096834	ENVELOPES		0.00	\$19.99	0.00	19.99
Desc:	ENVELOPES	Acct:	10-211-323-0000	MATERIAL & SUPPLIES		
211904108	SANITIZING WIPES		0.00	\$109.90	0.00	109.90
Desc:	SANITIZING WIPES	Acct:	10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
Desc:	SANITIZING WIPES	Acct:	10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
211937730	CLEANING SUPPLIES		0.00	\$18.24	0.00	18.24
Desc:	CLEANING SUPPLIES	Acct:	10-211-323-0000	MATERIAL & SUPPLIES		
211866570	4 CS PAPER		0.00	\$147.96	0.00	147.96
Desc:	4 CS PAPER	Acct:	10-121-323-0000	MATERIAL & SUPPLIES		
212105746	CLEANING SUPPLIES		0.00	\$30.40	0.00	30.40
Desc:	CLEANING SUPPLIES	Acct:	10-161-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				753.60	0.00	753.60
030048	MCFARLAND-JOHNSON, INC				7/24/2020	70000
51R	HTFD ROUNABOUT 01.01-03.13 2020		60,507.39	\$64,365.79	0.00	64,365.79
Desc:	HTFD ROUNABOUT 01.01-03.13 2020	Acct:	80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
Desc:	HTFD ROUNABOUT 01.01-03.13 2020-TM	Acct:	10-311-318-0000	CONTRACTED SERVICES		
52R	HTFD ROUNABOUT 03.14-04.24 2020		4,076.24	\$4,330.02	0.00	4,330.02

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 21
User: florentina

ReportAPINHDD_PmtByDate

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: HTFD ROUNABOUT 03.14-04.24 2020	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
	Desc: HTFD ROUNABOUT 03.14-04.24 2020-TM	Acct: 10-311-318-0000	CONTRACTED SERVICES		
53R	HTFD ROUNABOUT 04.25-05.22 2020	8,286.70	\$8,286.70	0.00	8,286.70
	Desc: HTFD ROUNABOUT 04.25-05.22 2020	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
54	HTFD ROUNABOUT 05.23-06.30 2020	7,117.14	\$7,117.14	0.00	7,117.14
	Desc: HTFD ROUNABOUT 05.23-06.30 2020	Acct: 80-311-318-8001	CONTRACTED SERVICES(STP 0113(5		
Vendor Total:			84,099.65	0.00	84,099.65
030255	MCNEIL LEDDY & SHEAHAN, P.C.	MCNEIL LEDDY & SHEAHAN		7/24/2020	70001
300105JUN'20	PLANNING & ZONING - INV#34015	0.00	\$208.00	0.00	208.00
	Desc: MTTR#00012 MI SC	Acct: 10-621-318-0000	CONTRACTED SERVICES		
300115JUN'20	POLICE DEPT. - INV#33998	0.00	\$2,721.50	0.00	2,721.50
	Desc: LEGAL SERVICES - JUNE 2020	Acct: 10-211-318-0000	CONTRACTED SERVICES		
Vendor Total:			2,929.50	0.00	2,929.50
031443	MONTAGE ENTERPRISES, INC			7/24/2020	70065
80980	PARTS	0.00	\$182.18	0.00	182.18
	Desc: PARTS	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			182.18	0.00	182.18
031955	MUNICIPAL EMERGENCY SERVICES,INC	MUNICIPAL EMERGENCY SERVICES,INC		7/24/2020	70002
IN1473249	NRS DRY SUITS	0.00	\$2,551.00	0.00	2,551.00
	Desc: NRS DRY SUITS	Acct: 10-221-331-0200	TECHNICAL/WATER EQUIPMENT		
Vendor Total:			2,551.00	0.00	2,551.00
032101	MVP HEALTH CARE, INC	MVP HEALTH CARE, INC		7/24/2020	70066
AUG'20	Retirees Health Insurance	3,013.15	\$10,330.80	0.00	10,330.80
	Desc: Retirees Health Insurance	Acct: 10-121-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Insurance	Acct: 10-171-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Insurance	Acct: 10-174-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Insurance	Acct: 10-211-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Insurance	Acct: 10-221-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Insurance	Acct: 10-325-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Insurance	Acct: 50-954-418-0100	RETIREE HEALTH INSURANCE		
	Desc: Retirees Health Insurance	Acct: 60-961-418-0100	RETIREE HEALTH INSURANCE		
Vendor Total:			10,330.80	0.00	10,330.80
032790	NATURAL ORGANIC WAREHOUSE, LLC			7/24/2020	70067
26295	Herbicide	0.00	\$1,265.00	0.00	1,265.00
	Desc: Herbicide	Acct: 10-527-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,265.00	0.00	1,265.00
033400	NEW ENGLAND INSTRUMENT			7/24/2020	70068
24362	SERVICE CALL	396.00	\$396.00	0.00	396.00
	Desc: SERVICE CALL	Acct: 60-961-318-0000	CONTRACTED SERVICES		
24363	SERVICE CALL QUECHEE PLANT	358.50	\$358.50	0.00	358.50
	Desc: SERVICE CALL QUECHEE PLANT	Acct: 65-963-318-0000	CONTRACTED SERVICES		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 22
User: florentina

ReportAPINHDD_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			754.50	0.00	754.50
034800	NORTHEAST DELTA DENTAL		7/24/2020		70069
AUG'20	DENTAL INSURANCE AUG 2020	1,396.53	\$9,049.46	0.00	9,049.46
Desc: Dental	Acct: 10-121-230-0000		DENTAL		
Desc: Dental	Acct: 10-151-230-0000		DENTAL		
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: 10-221-230-0000		DENTAL		
Desc: Dental	Acct: 10-271-230-0000		DENTAL		
Desc: Dental	Acct: 10-311-230-0000		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: 10-521-230-0000		DENTAL		
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: 30-975-230-0000		DENTAL		
Desc: Dental	Acct: 50-954-230-0000		DENTAL		
Desc: Dental	Acct: 50-955-230-0000		DENTAL		
Desc: Dental	Acct: 55-955-230-0000		DENTAL		
Desc: Dental	Acct: 60-961-230-0000		DENTAL		
Desc: Dental	Acct: 60-965-230-0000		DENTAL		
Desc: Dental	Acct: 65-963-230-0000		DENTAL		
Desc: Dental	Acct: 65-965-230-0000		DENTAL		
Vendor Total:			9,049.46	0.00	9,049.46
034925	NORTHEAST RESOURCE RECOVERY ASSO		7/24/2020		70003
74425	FREON/PROPANE/HAULING FEES	1,513.60	\$1,513.60	0.00	1,513.60
Desc: Freon Units June'20-LF	Acct: 30-971-318-0000		CONTRACTED SERVICES		
Desc: Propane 1# June'20-LF	Acct: 30-971-318-0000		CONTRACTED SERVICES		
Desc: Propane 100# June'20-LF	Acct: 30-971-318-0000		CONTRACTED SERVICES		
Desc: Hauling Fees June'20-LF	Acct: 30-971-318-0000		CONTRACTED SERVICES		
Vendor Total:			1,513.60	0.00	1,513.60
035050	NORTHERN NURSERIES INC		7/24/2020		70070
M5144500004034	Fert Turf Program Maxfield	0.00	\$1,446.75	0.00	1,446.75
Desc: Fert Turf Program Maxfield	Acct: 10-527-323-0000		MATERIAL & SUPPLIES		
M5144500003999	ATHLETIC FIELD MARKER	0.00	\$52.50	0.00	52.50
Desc: ATHLETIC FIELD MARKER	Acct: 10-527-323-0000		MATERIAL & SUPPLIES		
Vendor Total:			1,499.25	0.00	1,499.25
036695	PARRO'S GUN SHOP & POLICE		7/24/2020		70004
125393	2020 Body Armor	0.00	\$3,375.00	0.00	3,375.00

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 7/24/2020 - 7/24/2020

Page: 23
User: florentina
ReportAPINHDD_PmtByDate

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: 2020 Body Armor	Acct: 10-211-326-0000		PURCHASE UNIFORMS & CLEANING		
	Vendor Total:			3,375.00	0.00	3,375.00
036697	PARSONS ENVIRONMENT	JP MORGAN CHASE		7/24/2020		70005
45095	INSPECTIONS - MAY'20	0.00		\$6.63	0.00	6.63
	Desc: INSPECTIONS - MAY'20	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
46202	INSPECTIONS - JUN'20	0.00		\$8.84	0.00	8.84
	Desc: INSPECTIONS - JUN'20	Acct: 10-321-321-0000		REPAIRS & MAINT-VEHICLES		
	Vendor Total:			15.47	0.00	15.47
037040	PEOPLE'S UNITED BANK			7/24/2020		70071
TH16-070920	RF3-329 STATE OF VT REVOLVING FU	114,421.30		\$114,421.30	0.00	114,421.30
	Desc: RF3-329	Acct: 55-954-542-0101		DEBT SERVICE - PRINCIPAL		
	Desc: RF3-329	Acct: 55-954-542-0100		DEBT SERVICE - INTEREST		
	Desc: RF3-329	Acct: 55-954-542-0102		DEBT SERVICE - ADMIN FEE		
	Vendor Total:			114,421.30	0.00	114,421.30
037500	PIONEER MANUFACTURING CO			7/24/2020		70072
INV758665	Athletic field lining paint	0.00		\$570.00	0.00	570.00
	Desc: Athletic field lining paint	Acct: 10-521-323-0000		MATERIAL & SUPPLIES		
	Vendor Total:			570.00	0.00	570.00
038495	PRIORITY EXPRESS, INC.			7/24/2020		70073
81722029	INTERLIBRARY LOAN PROGRAM	0.00		\$20.00	0.00	20.00
	Desc: INTERLIBRARY LOAN PROGRAM	Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
038495	PRIORITY EXPRESS, INC.			7/24/2020		70006
81722022	INTERLIBRARY LOAN PROGRAM	0.00		\$20.00	0.00	20.00
	Desc: INTERLIBRARY LOAN PROGRAM	Acct: 10-712-316-0500		APPROP - W. HARTFORD LIBRARY		
	Vendor Total:			40.00	0.00	40.00
039994	REXEL USA, INC.	REXEL		7/24/2020		70074
S128329397.001	MATERIALS	0.00		\$55.00	0.00	55.00
	Desc: MATERIALS	Acct: 10-325-323-0000		MATERIAL & SUPPLIES		
	Vendor Total:			55.00	0.00	55.00
040250	RICHARD ELECTRIC, INC.			7/24/2020		70007
43213	SERVICE CALL WILDER PUMP 06.29.20	512.03		\$512.03	0.00	512.03
	Desc: SERVICE CALL WILDER PUMP 06.15.20	Acct: 60-962-318-0000		CONTRACTED SERVICES		
43188	SERVICE CALL WILDER PUMP 06.15.20	251.51		\$251.51	0.00	251.51
	Desc: SERVICE CALL WILDER PUMP 06.15.20	Acct: 60-962-318-0000		CONTRACTED SERVICES		
	Vendor Total:			763.54	0.00	763.54
041468	SAFEGROUND ORGANIC ANALYTICS, INC			7/24/2020		70008
4HARTVT	ASSESMENT CONSULTING 10.30.19-6.	0.00		\$1,156.00	0.00	1,156.00
	Desc: ASSESMENT CONSULTING 10.30.19-6.30.	Acct: 10-174-318-0000		CONTRACTED SERVICES		
	Vendor Total:			1,156.00	0.00	1,156.00

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 24
User: florentina

ReportAPINHDD_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
041687	SCHERBON CONSOLIDATED, INC		7/24/2020		70009
5167	SERVICE CALL - 06.22.2020	3,843.94	\$3,843.94	0.00	3,843.94
Desc:	Pump out and pull malfunctioning pu	Acct: 60-964-321-0200	REPAIRS & MAINT-MAINS		
	Vendor Total:		3,843.94	0.00	3,843.94
041857	PITNEY BOWES GLOBAL FINANCIAL	PITNEY BOWES GLOBAL FINANCIAL	7/24/2020		70075
3311561116-2	LEASE COPIER JUL 2020	0.00	\$131.44	0.00	131.44
Desc:	LEASE COPIER JUL 2020	Acct: 10-121-320-0000	EQUIP OPERATION/MAINT-OFFICE		
041857	PITNEY BOWES GLOBAL FINANCIAL	PITNEY BOWES GLOBAL FINANCIAL	7/24/2020		70010
3311561116-1	LEASE COPIER MAY-JUN 2020	0.00	\$262.88	0.00	262.88
Desc:	LEASE COPIER MAY-JUN 2020	Acct: 10-121-320-0000	EQUIP OPERATION/MAINT-OFFICE		
	Vendor Total:		394.32	0.00	394.32
042400	SHERWIN WILLIAMS CO	SHERWIN WILLIAMS CO	7/24/2020		70076
32594	PAINT	0.00	\$130.09	0.00	130.09
Desc:	PAINT	Acct: 10-321-321-0000	REPAIRS & MAINT-VEHICLES		
	Vendor Total:		130.09	0.00	130.09
043426	FIRSTLIGHT FIBER	SOVERNET COMMUNICATIONS	7/24/2020		70077
7524323	INTERNET - JULY 2020	0.00	\$300.00	0.00	300.00
Desc:	INTERNET - JULY 2020	Acct: 10-271-320-0100	EQUIP OPERATION-COMMUNICATION		
7523027	TELEPHONES	266.07	\$2,518.20	0.00	2,518.20
Desc:	telephones	Acct: 10-211-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-221-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-271-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-121-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-151-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-171-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-174-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-181-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-511-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-622-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-530-324-0000	Telephone		
Desc:	telephones	Acct: 50-952-324-0000	TELEPHONE		
Desc:	telephones	Acct: 60-961-324-0000	TELEPHONE		
Desc:	telephones	Acct: 30-971-324-0000	TELEPHONE		
Desc:	telephones	Acct: 65-963-324-0000	TELEPHONE		
Desc:	telephones	Acct: 60-962-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-321-324-0000	TELEPHONE		
Desc:	telephones	Acct: 10-325-324-0000	TELEPHONE		
	Vendor Total:		2,818.20	0.00	2,818.20
043876	STANTEC CONSULTING SERVICES, INC		7/24/2020		70011
1679541	2020 PFAS sampling	9,697.70	\$9,697.70	0.00	9,697.70
Desc:	2020 PFAS sampling	Acct: 60-961-318-0000	CONTRACTED SERVICES		
	Vendor Total:		9,697.70	0.00	9,697.70
044204	STEARNS SEPTIC SERVICE, LLC		7/24/2020		70078

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 25
User: florentina

ReportAPINHDD_PmtByDate

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.
2020-321	Vactor out Birchwood septic tanks	1,880.00	\$1,880.00	0.00	1,880.00
Desc: Vactor out Birchwood septic tanks		Acct: 65-964-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,880.00	0.00	1,880.00
044609	STRYKER SALES CORPORATION	STRYKER SALES CORPORATION		7/24/2020	70079
3071645	HOSE	0.00	\$81.79	0.00	81.79
Desc: HOSE		Acct: 10-221-331-0500	MEDICAL EQUIPMENT & SUPPLIES		
Vendor Total:			81.79	0.00	81.79
045300	TASCO SECURITY, INC			7/24/2020	70080
144754-FY'21	ALARM MONITORING JULY-AUG 2020	64.00	\$64.00	0.00	64.00
Desc: ALARM MONITORING JULY-AUG 2020		Acct: 30-971-318-0000	CONTRACTED SERVICES		
045300	TASCO SECURITY, INC			7/24/2020	70012
144754-FY'20	ALARM MONITORING JUNE 2020	32.00	\$32.00	0.00	32.00
Desc: ALARM MONITORING JUNE 2020		Acct: 30-971-318-0000	CONTRACTED SERVICES		
Vendor Total:			96.00	0.00	96.00
045520	TEXAS CAPITAL BANK	TEXAS CAPITAL BANK		7/24/2020	70081
144553	LEASE - 2020 NISSAN LEAF AUG'20	0.00	\$663.79	0.00	663.79
Desc: LEASE - 2020 NISSAN LEAF AUG'20		Acct: 10-161-331-0000	DEPARTMENT EQUIPMENT		
Vendor Total:			663.79	0.00	663.79
046000	TI-SALES INC			7/24/2020	70082
INV0120331	MAINTENANCE FEE 08.01.20-07.31.21	1,986.00	\$1,986.00	0.00	1,986.00
Desc: MAINTENANCE FEE 08.01.20-07.31.21		Acct: 50-955-318-0000	CONTRACTED SERVICES		
Desc: MAINTENANCE FEE 08.01.20-07.31.21		Acct: 55-955-318-0000	CONTRACTED SERVICES		
Desc: MAINTENANCE FEE 08.01.20-07.31.21		Acct: 60-965-318-0000	CONTRACTED SERVICES		
Desc: MAINTENANCE FEE 08.01.20-07.31.21		Acct: 65-965-318-0000	CONTRACTED SERVICES		
Vendor Total:			1,986.00	0.00	1,986.00
046200	TOWNLINE EQUIPMENT SALES INC			7/24/2020	70083
IC70001	MOWER PARTS	0.00	\$266.42	0.00	266.42
Desc: MOWER PARTS		Acct: 10-521-320-0000	EQUIP OPERATION & MAINT		
Vendor Total:			266.42	0.00	266.42
046950	TWIN STATE SAND AND GRAVEL CO			7/24/2020	70084
94747	Stock material for storm preperatio	0.00	\$1,142.79	0.00	1,142.79
Desc: Stock material for storm preperatio		Acct: 10-311-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			1,142.79	0.00	1,142.79
047190	USA BLUEBOOK	USA BLUEBOOK		7/24/2020	70085
301501	MATERIALS	217.23	\$217.23	0.00	217.23
Desc: MATERIALS		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
300831	FILTERS	213.91	\$213.91	0.00	213.91
Desc: FILTERS		Acct: 65-963-323-0000	MATERIALS & SUPPLIES		
Vendor Total:			431.14	0.00	431.14

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 26
User: florentina

ReportAPINHDD_PmtByDate

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.
047297	UNITED STATES POSTAL SERVICE			7/24/2020	70013
06.24.20	POSTAGE	0.00	\$195.00	0.00	195.00
Desc: POSTAGE		Acct: 10-221-322-0000	POSTAGE		
Desc: POSTAGE		Acct: 10-211-322-0000	POSTAGE		
Vendor Total:			195.00	0.00	195.00
047900	UPPER VALLEY REGIONAL EMERGNCY			7/24/2020	70086
374	ACTIVE 911 SERVICE FEE	0.00	\$486.00	0.00	486.00
Desc: ACTIVE 911 SERVICE FEE		Acct: 10-221-318-0000	CONTRACTED SERVICES		
Vendor Total:			486.00	0.00	486.00
048249	VALLEY NEWS	VALLEY NEWS		7/24/2020	70087
2020-2021	ANNUAL FEE	0.00	\$260.00	0.00	260.00
Desc: ANNUAL FEE		Acct: 10-121-312-0000	ADVERTISING		
Vendor Total:			260.00	0.00	260.00
048300	VALLEY NEWS	VALLEY NEWS		7/24/2020	70014
125977JUN'20	VALLEY NEWS ADS - JUNE 2020	0.00	\$353.60	0.00	353.60
Desc: AD#44639 PLANNING COMMISSION 071320		Acct: 10-622-312-0000	ADVERTISING		
Desc: AD#44649 ZBA 071520 MEETING NOTICE		Acct: 10-621-312-0000	ADVERTISING		
048300	VALLEY NEWS	VALLEY NEWS		7/24/2020	70088
125977JUL'20	VALLEY NEWS ADS - JULY 2020	0.00	\$25.50	0.00	25.50
Desc: AD#45812 RFP-CLIMATE ACTION PLAN		Acct: 10-626-312-0000	Advertising		
048300	VALLEY NEWS	VALLEY NEWS		7/24/2020	70014
125911,43564	VALLEY NEWS ADS - JUNE 2020	0.00	\$207.40	0.00	207.40
Desc: VALLEY NEWS ADS - JUNE 2020		Acct: 10-111-312-0000	ADVERTISING		
048300	VALLEY NEWS	VALLEY NEWS		7/24/2020	70088
125911,47008	VALLEY NEWS ADS - JULY 2020	0.00	\$227.80	0.00	227.80
Desc: AD#47008 SB AGENDA 07.14.2020		Acct: 10-111-312-0000	ADVERTISING		
Vendor Total:			814.30	0.00	814.30
048575	VERIZON WIRELESS			7/24/2020	70016
9857810921	TELEPHONES	0.00	\$1,384.59	0.00	1,384.59
Desc: TELEPHONES		Acct: 10-221-324-0000	TELEPHONE		
Desc: TELEPHONES		Acct: 10-211-320-0100	EQUIP OPERATION/COMMUNICATION		
Desc: TELEPHONES - WINDSOR		Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
Desc: TELEPHONES - NORWICH		Acct: 10-005-100-0000	DUE FROM OTHER GOVERNMENTS		
048575	VERIZON WIRELESS			7/24/2020	70015
9857786371	CELL PHONES - JUNE 2020	187.45	\$1,734.55	0.00	1,734.55
Desc: wireless phones		Acct: 10-121-324-0000	TELEPHONE		
Desc: wireless phones		Acct: 10-171-324-0000	TELEPHONE		
Desc: wireless phones		Acct: 10-181-324-0000	TELEPHONE		
Desc: wireless phones		Acct: 10-221-324-0000	TELEPHONE		
Desc: wireless phones		Acct: 10-211-324-0000	TELEPHONE		
Desc: wireless phones		Acct: 10-271-324-0000	TELEPHONE		
Desc: wireless phones		Acct: 10-325-324-0000	TELEPHONE		
Desc: wireless phones		Acct: 10-511-324-0000	TELEPHONE		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 27
User: florentina

ReportAPINHDPmtByDate

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: wireless phones	Acct: 50-955-324-0000	TELEPHONE		
		Desc: wireless phones	Acct: 55-955-324-0000	TELEPHONE		
		Desc: wireless phones	Acct: 60-965-324-0000	TELEPHONE		
		Desc: wireless phones	Acct: 65-965-324-0000	TELEPHONE		
		Desc: wireless phones	Acct: 10-411-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:				3,119.14	0.00	3,119.14
048651	VERMONT ASSESSORS & LISTERS ASSOC		VERMONT ASSESSORS & LISTERS ASSOC	7/24/2020		70089
	HARTFORD2020	VALA - MEMBERSHIP DUES 2020-2021	0.00	\$50.00	0.00	50.00
		Desc: VALA - MEMBERSHIP DUES 2020-2021	Acct: 10-174-313-0000	MEMBERSHIP DUES		
Vendor Total:				50.00	0.00	50.00
049300	VERMONT DEPT OF LABOR		VERMONT DEPT OF LABOR	7/24/2020		70017
	091 3064 Q2-20	Unemployment Benefits APR - JUN2020	0.00	\$18,027.90	0.00	18,027.90
		Desc: Unemployment Benefits APR - JUN 202	Acct: 10-811-318-0500	EXCISE & OTHER TAXES		
		Desc: Unemployment Benefits APR - JUN 202	Acct: 10-531-417-0017	EXTRAORDINARY EXP : COVID-19		
Vendor Total:				18,027.90	0.00	18,027.90
049401	VERMONT DEPT OF HEALTH			7/24/2020		70090
	473	PAPER VT0724251-VT0724500	0.00	\$25.00	0.00	25.00
		Desc: PAPER VT0724251-VT0724500	Acct: 10-151-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				25.00	0.00	25.00
049800	VERMONT DEPARTMENT OF TAXES		VERMONT DEPARTMENT OF TAXES	7/24/2020		70018
	2020 Q2	APRIL/MAY/JUNE 2020 FRANCHISE TA	1,056.27	\$1,056.27	0.00	1,056.27
		Desc: APRIL/MAY/JUNE 2020 FRANCHISE TAX	Acct: 30-974-316-0000	GRANTS/APPROP/ST.TAXES		
Vendor Total:				1,056.27	0.00	1,056.27
050455	VERMONT LIFE SAFETY LLC			7/24/2020		70091
	39286	SERVICE CALL-PD DOOR LOBBY	0.00	\$276.08	0.00	276.08
		Desc: SERVICE CALL-PD DOOR LOBBY	Acct: 10-211-321-0100	REPAIRS & MAINT-BUILDING		
Vendor Total:				276.08	0.00	276.08
050600	VERMONT OFFENDER WORK PROGRAMS			7/24/2020		70019
	PR9582	BUSINESS CARDS	0.00	\$67.53	0.00	67.53
		Desc: BUSINESS CARDS	Acct: 10-221-320-0000	EQUIP OPERATION/MAINT-OFFICE		
050600	VERMONT OFFENDER WORK PROGRAMS			7/24/2020		70092
	PR9641	500 ENVELOPES	0.00	\$21.33	0.00	21.33
		Desc: 500 ENVELOPES	Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Vendor Total:				88.86	0.00	88.86
051347	VERMONT, STATE OF		STATE OF VERMONT	7/24/2020		70093
	62081	MAXFIELD SPORTS FIELDS - VT0021296	0.00	\$100.00	0.00	100.00
		Desc: MAXFIELD SPORTS FIELDS - VT0021296	Acct: 10-527-318-0000	CONTRACTED SERVICES		
Vendor Total:				100.00	0.00	100.00
052300	WEBB, F W COMPANY		F.W. WEBB COMPANY	7/24/2020		70094

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 28
User: florentina

ReportAPINHDD_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
67793291	PARTS-MAPLE ST PUMP STN	327.81	\$327.81	0.00	327.81
Desc: PARTS-MAPLE ST PUMP STN		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			327.81	0.00	327.81
053040	WHITE RIVER CAR WASH		7/24/2020		70020
JUN'20	CAR WASH	0.00	\$240.00	0.00	240.00
Desc: CAR WASH		Acct: 10-211-321-0000	REPAIRS & MAINT-VEHICLES		
Vendor Total:			240.00	0.00	240.00
053150	SWISH WHITE RIVER LTD		7/24/2020		70095
W384317	HAND SANITIZER	0.00	\$214.20	0.00	214.20
Desc: HAND SANITIZER		Acct: 10-121-417-0017	EXTRAORDINARY EXP : COVID-19		
W383967	CLEANING SUPPLIES	141.25	\$141.25	0.00	141.25
Desc: CLEANING SUPPLIES		Acct: 60-961-323-0000	MATERIAL & SUPPLIES		
W383229	CLEANING SUPPLIES	0.00	\$251.80	0.00	251.80
Desc: CLEANING SUPPLIES		Acct: 10-271-323-0000	MATERIAL & SUPPLIES		
Desc: CLEANING SUPPLIES		Acct: 10-211-323-0000	MATERIAL & SUPPLIES		
Desc: CLEANING SUPPLIES		Acct: 10-271-417-0017	EXTRAORDINARY EXP - COVID-19		
Desc: CLEANING SUPPLIES		Acct: 10-211-417-0017	EXTRAORDINARY EXP - COVID-19		
W382144	CLEANING SUPPLIES	0.00	\$156.00	0.00	156.00
Desc: CLEANING SUPPLIES		Acct: 10-528-323-0000	MATERIAL & SUPPLIES		
Vendor Total:			763.25	0.00	763.25
059862	NORWICH REGIONAL ANIMAL HOSPITAL		7/24/2020		70021
5724	MEDICAL SERVICES : DOZER	0.00	\$40.00	0.00	40.00
Desc: MEDICAL SERVICES : DOZER		Acct: 10-211-318-0000	CONTRACTED SERVICES		
Vendor Total:			40.00	0.00	40.00
059880	GUILLETTE, DOREEN	DOREEN GUILLETTE	7/24/2020		70096
845344	REFUND-CAMP VENTURES	0.00	\$130.00	0.00	130.00
Desc: REFUND-CAMP VENTURES		Acct: 10-514-325-0000	REFUNDS		
845347	REFUND-CAMP VENTURES	0.00	\$130.00	0.00	130.00
Desc: REFUND-CAMP VENTURES		Acct: 10-514-325-0000	REFUNDS		
Vendor Total:			260.00	0.00	260.00
059882	CARY, SANDRA	SANDRA CARY	7/24/2020		70097
2021-1	REIMBURSEMENT - AMAZON	0.00	\$115.00	0.00	115.00
Desc: REIMBURSEMENT - AMAZON		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
2021-2	REIMBURSEMENT - AMAZON	0.00	\$613.88	0.00	613.88
Desc: REIMBURSEMENT - AMAZON		Acct: 10-712-316-0500	APPROP - W. HARTFORD LIBRARY		
Vendor Total:			728.88	0.00	728.88
060110	NATIONAL BUSSINESS TECHNOLOGIES LLC		7/24/2020		70022
IN370789	METER - COPIER MAY 2020 - DPW	18.40	\$23.06	0.00	23.06
Desc: METER - COPIER MAY 2020 - DPW		Acct: 10-325-330-0000	OFFICE EQUIPMENT		
Desc: METER - COPIER MAY 2020 - DPW		Acct: 50-955-330-0000	OFFICE EQUIPMENT		
Desc: METER - COPIER MAY 2020 - DPW		Acct: 55-955-330-0000	OFFICE EQUIPMENT		
Desc: METER - COPIER MAY 2020 - DPW		Acct: 60-965-330-0000	OFFICE EQUIPMENT		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 29
User: florentina

ReportAPINHDD_PmtByDate

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: METER - COPIER MAY 2020 - DPW	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
IN374976	METER COPIER - JUN 20- FIN W/S	25.95	\$25.95	0.00	25.95
	Desc: METER COPIER - JUN 20- FIN W/S	Acct: 50-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - JUN 20- FIN W/S	Acct: 55-955-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - JUN 20- FIN W/S	Acct: 60-965-330-0000	OFFICE EQUIPMENT		
	Desc: METER COPIER - JUN 20- FIN W/S	Acct: 65-965-330-0000	OFFICE EQUIPMENT		
	Vendor Total:		49.01	0.00	49.01
060124	GREEN MAPLE, LLC	GREEN MAPLE, LLC		7/24/2020	70098
560046	SOLAR ARRAY - JULY 2020	4,538.77	\$19,313.50	0.00	19,313.50
	Desc: WABA - 41.5%	Acct: 10-530-329-0000	ELECTRICITY		
	Desc: Town Hall - 15%	Acct: 10-161-329-0000	ELECTRICITY		
	Desc: FIRE DEPARTMENT - 50%	Acct: 10-221-329-0000	ELECTRICITY		
	Desc: Police Department - 37/5%	Acct: 10-211-329-0000	ELECTRICITY		
	Desc: Dispatch - 12.5%	Acct: 10-271-329-0000	ELECTRICITY		
	Desc: Lake Pinneo Well - 11%	Acct: 55-953-329-0000	ELECTRICITY		
	Desc: Depot Street - 5%	Acct: 60-962-329-0000	ELECTRICITY		
	Desc: Senior Center - 5%	Acct: 10-421-329-0000	ELECTRICITY / GAS		
	Desc: Solid Waste Facility - 3.5%	Acct: 30-971-329-0000	ELECTRICITY		
	Desc: High Street/Main Street - 3%	Acct: 65-964-329-0000	ELECTRICITY		
	Vendor Total:		19,313.50	0.00	19,313.50
500022	HAYES, DOROTHY	DOROTHY HAYES		7/24/2020	70099
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$239.29	0.00	239.29
	Desc: REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		239.29	0.00	239.29
500035	OLIVERI, EUNICE	EUNICE OLIVERI		7/24/2020	70100
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$437.58	0.00	437.58
	Desc: REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		437.58	0.00	437.58
500047	STAMMERS, ROBERTA	ROBERTA STAMMERS		7/24/2020	70101
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$128.62	0.00	128.62
	Desc: REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		128.62	0.00	128.62
500111	BLAKE, JILL	JILL BLAKE		7/24/2020	70102
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$880.32	0.00	880.32
	Desc: REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		880.32	0.00	880.32
500112	MAZZACCARO, VERA	VERA MAZZACCARO		7/24/2020	70103
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$435.55	0.00	435.55
	Desc: REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
	Vendor Total:		435.55	0.00	435.55
500115	ECCHER, CARMEN	CARMEN ECCHER		7/24/2020	70104

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID
Town of Hartford
Check Date: 7/24/2020 - 7/24/2020

Page: 30
User: florentina
ReportAPINHDD_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$6.97	0.00	6.97
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			6.97	0.00	6.97
500117	JOHNSON, GRACE M.	GRACE M. JOHNSON	7/24/2020		70105
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$504.98	0.00	504.98
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			504.98	0.00	504.98
500118	JOHNSON, TIMOTHY	TIMOTHY JOHNSON	7/24/2020		70106
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$286.32	0.00	286.32
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			286.32	0.00	286.32
500121	REGIONE, JESSE	JESSE REGIONE	7/24/2020		70107
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$555.00	0.00	555.00
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			555.00	0.00	555.00
500122	SPISAK, ELAINE	ELAINE SPISAK	7/24/2020		70108
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$352.63	0.00	352.63
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			352.63	0.00	352.63
500193	BOMHOWER, RAY	RAY BOMHOWER	7/24/2020		70109
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$326.05	0.00	326.05
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			326.05	0.00	326.05
500195	LAMBERT, DANNY	DANNY LAMBERT	7/24/2020		70110
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$420.97	0.00	420.97
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			420.97	0.00	420.97
500307	ELLIOT HOSPITAL,NEEMSI		7/24/2020		70111
03.13.2020	PARAMEDIC TUITION MOCK	0.00	\$10,810.00	0.00	10,810.00
Desc:	PARAMEDIC TUITION MOCK	Acct: 10-221-315-0000	RECRUITMENT & TRAINING		
Vendor Total:			10,810.00	0.00	10,810.00
500387	EXECUSUITE, LLC		7/24/2020		70112
AUG'20	RENT AUG'20	0.00	\$400.00	0.00	400.00
Desc:	RENT AUG'20	Acct: 10-121-318-0600	CONTRACT SERVICES - PARKING RE		
Vendor Total:			400.00	0.00	400.00
500407	COOK, EMMA	EMMA COOK	7/24/2020		70113
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$556.61	0.00	556.61
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 31
User: florentina
ReportAPINHDD_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			556.61	0.00	556.61
500414	WILSON, ELIZABETH	ELIZABETH WILSON	7/24/2020		70114
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$355.69	0.00	355.69
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			355.69	0.00	355.69
500471	CAMPBELL, CONSTANCE	CONSTANCE CAMPBELL,	7/24/2020		70115
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$277.00	0.00	277.00
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			277.00	0.00	277.00
500633	TERRY, JESSE WILLIAM	JACKSON BEACH LLC	7/24/2020		70023
06.24.2020	2020 SUMMER CONCERT SERIES	0.00	\$400.00	0.00	400.00
Desc:	2020 SUMMER CONCERT SERIES	Acct: 10-516-318-0000	CONTRACTED SERVICES		
Vendor Total:			400.00	0.00	400.00
500660	JP PEST SERVICE		7/24/2020		70024
2676994	MONTHLY CONTRACT CHARGE	0.00	\$81.50	0.00	81.50
Desc:	MONTHLY CONTRACT CHARGE	Acct: 10-161-318-0000	CONTRACTED SERVICES		
Vendor Total:			81.50	0.00	81.50
500805	TREASURER,STATE OF NH	TREASURER, STATE OF NEW HAMPSHIRE	7/24/2020		70025
T713382	Ornamental Lighting - Final Invoice	0.00	\$6,957.68	0.00	6,957.68
Desc:	Ornamental Lighting - Final Invoice	Acct: 10-314-318-0000	CONTRACTED SERVICES		
Vendor Total:			6,957.68	0.00	6,957.68
500816	BROWN, DEBORAH	DEBORAH BROWN	7/24/2020		70116
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$2,019.09	0.00	2,019.09
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			2,019.09	0.00	2,019.09
500876	ROSS, FAY	FAY ROSS	7/24/2020		70117
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$36.75	0.00	36.75
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			36.75	0.00	36.75
500894	SECURSHRED	SECURSHRED	7/24/2020		70118
339210	SHREDDING SERVICES	0.00	\$22.00	0.00	22.00
Desc:	SHREDDING SERVICES	Acct: 10-325-318-0000	CONTRACT SERVICES		
Vendor Total:			22.00	0.00	22.00
500952	PRIMMER PIPER EGGLESTON & CRAMER P		7/24/2020		70026
B04982-00008-198766	LEGAL SERVICES - ORDINANCES	0.00	\$350.00	0.00	350.00
Desc:	LEGAL SERVICES - ORDINANCES	Acct: 10-141-318-0000	CONTRACTED SERVICES		
B04982-00007-198764	LEGAL SERVICES: 2019 BOND ELECTI	700.00	\$700.00	0.00	700.00
Desc:	LEGAL SERVICES: 2019 BOND ELECTION	Acct: 13-500-500-0500	Exp Reimb by TIF Tax Revenue		

Report Date: 7/24/20
11:09AM

**Payment Manifest
by Vendor ID**

Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 32
User: florentina

ReportAPINHDD_PmtByDate

Bank ID	Bank Name	Payee Name	Check Date	Check No.	
Vendor ID	Vendor Name				
Detail: Invoice No.	Invoice Description	Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:			1,050.00	0.00	1,050.00
501035	HEDGES, CHARLES	CHARLES HEDGES	7/24/2020		70027
PO#6882	MILEAGE REIMBURSEMENT FY20	0.00	\$39.68	0.00	39.68
Desc:	MILEAGE REIMBURSEMENT FY20	Acct: 10-221-417-0017	EXTRAORDINARY EXP - COVID-19		
Vendor Total:			39.68	0.00	39.68
501913	THOMPSON, GERALD	GERALD THOMPSON	7/24/2020		70119
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$253.52	0.00	253.52
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			253.52	0.00	253.52
502263	PETRUCELLI, STEVEN	STEVEN PETRUCELLI	7/24/2020		70120
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$348.65	0.00	348.65
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			348.65	0.00	348.65
502287	BURNHAM, DONNA		7/24/2020		70121
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$26.34	0.00	26.34
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			26.34	0.00	26.34
502377	EASTMAN, KAI	KAI EASTMAN	7/24/2020		70122
PO#6886	Reimbursement for CDL	85.25	\$85.25	0.00	85.25
Desc:	Reimbursement for CDL	Acct: 50-955-317-0000	PERMITS & LICENSES		
Desc:	Reimbursement for CDL	Acct: 55-955-317-0000	PERMITS & LICENSES		
Vendor Total:			85.25	0.00	85.25
502380	EASTON, JEFFREY	JEFFREY EASTON	7/24/2020		70123
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$135.40	0.00	135.40
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			135.40	0.00	135.40
502382	PERO, LAUREL	LAUREL PERO	7/24/2020		70124
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$200.10	0.00	200.10
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			200.10	0.00	200.10
502383	ROBICHAUD, JOHN	JOHN ROBICHAUD	7/24/2020		70125
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$179.21	0.00	179.21
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:			179.21	0.00	179.21
502385	SPAULDING, JOAN	JOAN SPAULDING	7/24/2020		70126
2021	REFUND STATE PAYMENTS 07.10.2020	0.00	\$137.37	0.00	137.37
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct: 10-003-100-0000	CURRENT TAXES RECEIVABLE		

Report Date: 7/24/20
11:09AM

Payment Manifest
by Vendor ID
Town of Hartford

Check Date: 7/24/2020 - 7/24/2020

Page: 33
User: florentina
ReportAPINHDD_PmtByDate

Bank ID	Bank Name					
Vendor ID	Vendor Name		Payee Name		Check Date	Check No.
Detail: Invoice No.	Invoice Description		Cross Fund	Invoice Amt	Disc. Amt	Net Amt.
Vendor Total:				137.37	0.00	137.37
502386	TURNER, CASSIDY		CASSIDY TURNER		7/24/2020	70127
2021	REFUND STATE PAYMENTS 07.10.2020		0.00	\$391.14	0.00	391.14
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct:	10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:				391.14	0.00	391.14
502640	GOODWIN, ASHLEY		ASHLEY GOODWIN		7/24/2020	70128
2021	REFUND STATE PAYMENTS 07.10.2020		0.00	\$111.96	0.00	111.96
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct:	10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:				111.96	0.00	111.96
502641	RACE, TAMARA		TAMARA RACE		7/24/2020	70129
313.61	REFUND STATE PAYMENTS 07.10.2020		0.00	\$313.61	0.00	313.61
Desc:	REFUND STATE PAYMENTS 07.10.2020	Acct:	10-003-100-0000	CURRENT TAXES RECEIVABLE		
Vendor Total:				313.61	0.00	313.61
FUND 1 0			Bank Total:		775,975.80	
Holdback Total						
Batch Totals:			0.00	477,491.90	0.00	777,920.31
						1,255,412.21

____ DAN FRASER
____ SIMON DENNIS
____ ALICIA BARROW
____ ALAN JOHNSON
____ EMMA BEHRENS
____ JOSEPH MAJOR
____ KIM SOUZA
____ J. BRANNON GODFREY JF
____ GAIL OSTROUT
____ JOHN J. CLERKIN