TOWN OF HARTFORD SELECTBOARD AGENDA
Monday, March 6, 2023, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting will be conducted in person at Town Hall
The meeting will also be available on Zoom
https://zoom.us/j/549799933 - Please mute your microphone.
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 and 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
   New: 1. Consider the Approval of Northern Stage Company, 76 Gates Street, White River Junction, VT 05001 (1st Class)
   Renewals:
   1. **Consider the Renewal of Simon Pearce Restaurant** Doing Business As: Parker House Bar/Bistro, 1792 Main Street, Quechee, VT 05059 (1st and 3rd Class)
   2. **Consider the Renewal of Simon Pearce Restaurant** 1760 Quechee Main Street, Quechee, VT 05059 (1st and 3rd Class)
   3. **Consider the Renewal of Simon Pearce Class** 1780 Quechee Main Street, Quechee, VT 05059. (2nd Class)
   4. **Consider the Renewal of Simon Pearce** 1792 Main Street, Quechee, VT 05059. (Outside Consumption)
   5. **Consider the Renewal of Revco LLC** Doing Business As: Revolution, 26 North Main Street, White River Junction, VT 05001 (2nd Class)
   6. **Consider the Renewal of Wolf Tree Hospitality LLC** 40 Currier Street, White River Junction, VT 05001 (1st, 3rd and Outside Consumption)
   7. **Consider the Renewal of Evans Group of Vermont Inc** Doing Business As: Evans Expressmart, Route 5 & Airport Road, White River Junction, VT 05001 (2nd Class, Tobacco License and Tobacco Substitute Endorsement)
   8. **Consider the Renewal of Midway Oil Corporation**, 906 Hartford Avenue, Hartford, VT 05743 (2nd Class, Tobacco License and Tobacco Substitute Endorsement)

IV. Local Cannabis Control Board: None
V. Order of Agenda
VI. Selectboard
   1. Public Comment
   2. Selectboard Comments and Announcements
3. Applications for Appointment to the Town Manager Search Committee

**Selectboard** 1 to be appointed
- Kim Souza

**Town Staff** 1 to be appointed
- Scott Hausler, Director of Parks & Recreation
- Connie Kelley, Deputy Chief

**Citizens** 7 to be appointed
1. David Briggs, 12 Hillcrest Terrace, WRJ
2. Claudette Brochu, 132 S. Main St., WRJ
3. Dennis Brown, 253 Lower Hyde Park, WRJ
4. Susan Buckholz, 973 Old Town Farm Road, WRJ
5. Sara Campbell, 141 Chellis St., WRJ
6. David Davis, 11 Stacey Lane, WRJ
7. Matthew Donahue, 2325 Old River Road, WRJ
8. Tim Farrel, 144 Worcester Ave, WRJ
10. Frank Klymn, 246 Brookside Dr., Wilder
11. Jennifer Kravitz, 985 Dothan Road, WRJ
12. Gabrielle Lucke, 554 Campbell St., WRJ
13. Joe Major, 145 Ozzy Lane, WRJ
14. Sandra (Sandy) Mariotti, 528 Fairview Terrace, WRJ
15. Cathy Melock, 1897 Hartford Ave, Wilder
16. Gayle Ottmann, 114 Larch Lane, WRJ
17. Jason Smoller, 310 Fairview Terrace, WRJ

4. Selection of Vendor to conduct Town Manager Search

**VII. Consent Agenda**
- Approve Payroll Ending: 3/4/2023
- Approve Meeting Minutes of: **2/21/2023**
- Approve A/P Manifest of: 3/3/2023 and 3/6/2023

**VIII. Executive Session:** That in accordance with Vermont’s Open Meeting Law 1 V.S.A. § 313, I move that the Selectboard enter into Executive Session: To discuss the appointment or employment or evaluation of a public officer or employee.

**IX. Adjourn the Selectboard Meeting**
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 5pm on the Tuesday two weeks prior to the meeting date. Requests received after that date will be addressed at the discretion of the Chair. Individuals wishing to address the board should do so during the Public Comment period.

**Please Note:** The Hartford Selectboard offers public viewing of meetings live at Town Hall, and additionally as a courtesy generally on YouTube, Channel 1085, and Zoom. If a member of the public has technical difficulties accessing this meeting remotely, please alert us by emailing Selectboard@hartford-vt.org.
TOWN OF HARTFORD
MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382
website: www.hartford-vt.org

2022 LIQUOR LICENSE
ADDITIONAL INFORMATION

PLEASE NOTE: ALL information must be completed.
Incomplete applications will be returned.

Date: 1/16/23  Applicant: Northern Stage Company
Doing Business As: Northern Stage
Mailing Address: 718 Gates St., White River Jct., VT 05001

Telephone Number(s): 802-296-7000
Other Contact Name: (if applicable)

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

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

None

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

None

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

Carol Dunne Hackett  Carol Dunne Hackett  1/16/23
Licensee's Signature  Printed Name  Date

Licensee's Signature  Printed Name  Date
Application
DLL - Application - 14694

<table>
<thead>
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<th>APPLICATION DETAILS</th>
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<tr>
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<td>Phone number:</td>
<td>Town Clerk/ Municipal Jurisdiction</td>
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<td>Renewal Application</td>
<td>Hartford</td>
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<td>Applicant Action Comments</td>
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<td>12/19/22 Request for additional paperwork. Sherry</td>
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<td>Town Fee</td>
<td>License</td>
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<td>115</td>
<td>Application For</td>
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<td></td>
<td>First Class Restaurant/Bar License</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Eligibility of Tobacco Fee waiver</td>
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Physical Location Name: Barrette Center for the Arts

Physical Location Street 1
76 Gates Street

Physical Location Street 2/Unit/Suite

Created By Ryan Klink (DLLLicenseManagement/profile/005t0000008e10bAAA), 10/27/2022 1:05 PM

Physical Location City/Town: Hartford
Physical Location State: Vermont
Physical Location Zip: 05001
Memo

To: Lisa O’Neil, Sherry West
From: Deputy Chief Connie Kelley
CC:
Date: January 31, 2023
Re: Liquor Licenses

The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

Northern Stage Co
76 Gates St

Carol Dunne Hackett
CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Brian Sekinger

FOR COMPLETING

1st Class Server Training Program 2022
(Final Exam)

COMPLETION DATE
September 14, 2022

SCORE
100%
Inspection Summary
Hartford Fire Department
Inspection 8327

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

Scheduled: 01/23/2023 15:00
Inspected On: 01/23/2023 15:00
Finished At: 01/23/2023 17:00
Inspection Length: 2.00

Occupant
Occupant Name: Northern Stage Theater
Building Name: Assembly Occupancy - Theater
Contact Name: Jason Smoller
Address: 74 GATES ST
City, State and Zip: White River Junction, VT 05001
Phone: 802-291-9009

Owner
Owner / Company: Northern Stage Company
Contact Name: Jason Smoller
Address: 76 Gates Street
City, State and Zip: White River Junction, VT 05001
Phone: 802-291-9009

Comments
Liquor License Fire Inspection:

Initial Inspection: 01/23/2023
Final Inspection: 02/19/2023
Occupancy Type: Assembly Occupancy - Theater
Occupancy Status: GRANTED

Initial Inspection Notes:
All noted violations shall be properly addressed and completed within a limited but reasonable time.
Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at tpeltier@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary
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<tr>
<td>Closed</td>
<td>13.5.3 - Elevators, Escalators, and Conveyors</td>
<td>Elevator</td>
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Date: 2/20/2023
Elevators, escalators, and conveyors shall comply with the provisions of Section 9.4

Comments: - Elevator firefighter emergency operations control panel noted as being non-operational.

Required Action: - Elevator shall be compliant to the fire fighters’ emergency operations requirements of ASME A17.1/CSA B44, Safety Code for Elevators and Escalators. Control panel shall be repaired and tested by a qualified professional.

Closed 11.1.5.6 - Extension Cords
Extension cords shall not be used as a substitute for permanent wiring.

Comments: - Extension cords noted in permanent use and not properly installed.

Required Action: Flexible cords and cables shall not be used as follows:
(1) As a substitute for the fixed wiring of a structure
(2) Where run through holes in walls, ceilings, or floors
(3) Where run through doorways or windows, under carpets, and so forth
(4) Where attached to building surfaces
Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method.

Closed 14.5.4.1 - Self-Closing Devices
A door leaf normally required to be kept closed shall not be secured in the open position at any time and shall be self-closing or automatic-closing in accordance with 14.5.4.2, unless otherwise permitted by 14.5.4.3.[101:7.2.1.8.1]

Comments: Doors noted as being left in open position or blocked/wedged in open position:
- Egress corridor doors
- Fire doors

Required Action: - All doors with closing hardware shall be kept closed and properly latch.

Closed 12.7.5.1 - Firestop Systems and Devices Required.
Penetrations for cables, cable trays, conduits, pipes, tubes, combustion vents and exhaust vents, wires, and similar items to accommodate electrical, mechanical, plumbing, and communications systems that pass through a wall, floor, or floor/ceiling assembly constructed as a fire barrier shall be protected by a firestop system or device. The firestop system or device shall be tested in accordance with ASTM E 814, Standard Test Method for Fire Tests of Through-Penetration Fire Stops, or ANSI/UL 1479, Standard for Fire Tests of Through-Penetration Firestops, at a minimum pressure differential of 0.01 in. water column (2.5 N/m2) between the exposed and the unexposed surface of the test assembly. [101:8.3.5.1]

Comments: Exposed penetrations in fire resistive construction (walls/ceilings) noted in these areas:
- Corridors
- Storage Rooms
- Accessory Rooms/Areas

Required Action: - Openings around cables, cable trays, conduits, pipes, tubes, combustion vents and exhaust vents, wires, and similar penetrations into or through fire-resistant-rated walls, partitions, floors, or ceilings shall be firestopped using approved methods to maintain the fire resistance rating.

Closed 13.3.2.2 - Cooking Equipment
Cooking equipment shall be protected in accordance with 9.2.3, unless the cooking equipment is one of the following types:
(1) Outdoor equipment
(2) Portable equipment not flue-connected
(3) Equipment used only for food warming

Date: 2/20/2023
Comments: - Cooking equipment noted in kitchenette not protected. Range cooktop noted as being in service - Management advised only for warming use.

Required Action: - Cooking Equipment shall be used only for food warming. Signage shall be posted within the immediate vicinity of cooking appliance stating COOKING APPLIANCE SHALL BE USED ONLY FOR WARMING.

Closed 10.18.5.1 - Equipment Room Storage  Electrical Room
Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms.

Comments: - Electrical Room noted with high hazard storage (flammable liquids/cleaning supplies) and ordinary combustibles (paper products).

Required Action: - Electrical Room shall be kept clear of all storage at all times. Storage shall be removed immediately from the electrical room.

Closed 11.1.8 - Covers (Electrical)  Lobby
All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.

Comments: - Open junction box noted in lobby area (ceiling) without proper cover plate.

Required Action: - Electrical outlets/switches/junction box(s) shall have proper cover plates installed.

Closed 14.12.1.2 - Illumination of Means of Egress  Theater
Illumination of means of egress shall be continuous during the time that the conditions of occupancy require that the means of egress be available for use, unless otherwise provided in 14.12.1.2. [101:7.8.1.2]

Comments: - Emergency lighting not noted in main theater area to cover code requirements.

Required Action: - Egress illumination shall be evaluated in the theater space for proper coverage of egress. Emergency lighting shall be installed if applicable. Emergency lighting shall be in proper working order and properly maintained at all times.

Tickler History
Date  Type  Inspector  Narrative

Signatures

Inspector


Date: 2/20/2023  Page: 3
Attached are the applications for Renewal for Simon Pearce. Please add to an upcoming

1. Simon Pearce Restaurant: 1st Class, 3rd Class
2. Simon Pearce Pontil Holdings, LLC d/b/a Parker Bar & Bistro: 1st Class, 3rd Class
3. Simon Pearce Glass: 2nd Class
4. Simon Pearce: Outside Consumption

Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/mailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

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

To: Lisa O'Neil, Sherry West
From: Acting Chief Connie Kelley
CC: 
Date: January 12, 2023
Re: Liquor Licenses

The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

Simon Pearce Restaurant
Main Street

Simon Pearce
Patricia Pearce
Mark Loehr
Wendy McDevitt
Stephen McDonnell
Inspection Summary
Hartford Fire Department

Inspection 8306

Inspection
Type: Liquor License Inspection
Status: Completed/Closed
Inspector: Thomas Peltier
Unit Number: HFM3
Shift: FM
Scheduled: 01/19/2023 13:00
Inspected On: 01/19/2023 13:00
Finished At: 01/19/2023 15:00
Inspection Length: 2.0C

Occupant
Occupant Name: Simon Pearce Restaurant
Building Name: Assembly Occupancy - Restaurant
Contact Name: Mike Finley
Address: 1760 QUECHEE MAIN ST
City, State and Zip: Quechee, VT 05059-
Phone: 802-295-1470

Owner
Owner / Company: PEARCE-MCDONNELL PATRICIA ANN
Contact Name: SIMON PEARCE QUECHEE MAIN STREET MILL LLC
Address: 109 PARK RD
City, State and Zip: WINDSOR, VT 05089-
Phone: 802-295-1470

Comments
Liquor License Fire Inspection:
Initial Inspection: 01/19/2023
Final Inspection: 02/08/23
Occupancy Type: Assembly Occupancy - Restaurant
Occupancy Status: GRANTED

Initial Inspection Notes:
All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at tpeller@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

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<tr>
<td>Closed</td>
<td>12.4.1 - Fire Doors and Other Opening Protectives</td>
<td>2nd Floor</td>
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</table>

Date: 2/20/2023
The installation and maintenance of assemblies and devices used to protect openings in walls, floors, and ceilings against the spread of fire and smoke within, into, or out of buildings shall comply with Section 12.4 and NFPA 80, Standard for Fire Doors and Other Opening Protective. [80:1.1]

Comments: - Door to employee locker room noted without latching hardware.

Required Action: - All doors with closing hardware shall be kept closed and properly latch.

Closed

14.5.4.1 - Self-Closing Devices
A door leaf normally required to be kept closed shall not be secured in the open position at any time and shall be self-closing or automatic-closing in accordance with 14.5.4.2, unless otherwise permitted by 14.5.4.3. [101:7.2.1.8.1].

Comments: - Doors in egress corridor and with self-closing devices noted as being propped in the open position.

Required Action: - All doors with closing hardware shall be kept closed and properly latch.

Closed

9.9 - Portable Fire Extinguishers
Portable fire extinguishers shall be located, installed, inspected and maintained in accordance with NFPA 1 section 13.6.

Comments: - Multiple fire extinguishers noted as not properly mounted and not readily accessible.

Required Action: - Building shall have fire extinguishers installed properly and readily accessible. The bottom of the extinguisher needs to be at least 4in off the ground and the top not more than 5ft from the ground.

Closed

12.3.3.1 - Maintenance of Fire-Resistive Construction.
Required fire-resistive construction, including fire barriers, fire walls, exterior walls due to location on property, fire-resistive requirements based on type of construction, draft-stop partitions, and roof coverings, shall be maintained and shall be properly repaired, restored, or replaced where damaged, altered, breached, penetrated, removed, or improperly installed.

Comments: Exposed penetrations in fire resistive construction (walls/ceilings) noted in these areas:
- Wall between kitchen/glassblowing

Required Action: - Vertical/Horizontal openings and or penetrations through fire-resistant rated walls, partitions, floors or ceilings shall be fire stopped or repaired with fire resistive materials using approved methods to maintain the fire-resistance rating.

Closed

11.1.8 - Covers (Electrical)
All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.

Comments: Electrical outlets/switches/junction box(s) noted without proper cover plates:
- Loading Dock
- Restaurant

Required Action: - Electrical outlets/switches/junction box(s) shall have proper cover plates installed.

Closed

10.18.3.2 - Sprinkler Head Clearances
The clearance between the deflector and the top of storage shall be 16 in. (457 mm) or greater. [13.8.6.6.1]

Comments: - Storage noted within the vicinity of sprinkler heads in the lower level kitchen area.

Required Action: - Storage shall be removed to meet proper sprinkler clearance.

Date: 2/20/2023
Closed

14.14.5.2.1 - Illumination of Exit Signs
Every sign required to be illuminated by 14.14.6.3, 14.14.7, and 14.14.8.1 shall be continuously illuminated as required under the provisions of Section 14.12, unless otherwise provided in 14.14.6.2.2. [101.7.10.5.2.1]

Comments: - Exit signs noted as not having proper emergency lighting power.
Required Action: - Exit signs shall be illuminated by emergency lighting facilities in case of interruption of normal lighting.

Tickler History

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Inspector</th>
<th>Narrative</th>
</tr>
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Signatures

Inspector

Thomas White

Daily
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<td>Application sent to municipality</td>
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<td>115</td>
<td>Eligibility of Tobacco Fee waiver</td>
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<td>Simon Pearce Restaurant</td>
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Application
DLL - Application - 16766

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<td>Business/Entity Name</td>
<td>Town Clerk/ Municipal Jurisdiction</td>
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To: Lisa O'Neil, Sherry West
From: Acting Chief Connie Kelley
CC:
Date: January 12, 2023
Re: Liquor Licenses

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Simon Pearce Restaurant(Parker House Bistro & Bar)
1792 Main Street

Simon Pearce
Patricia Pearce
Mark Loehr
Wendy McDevitt
Stephen McDonnell
Inspection Summary
Hartford Fire Department

Inspection 8312

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

Scheduled: 01/19/2023 15:00
Inspected On: 01/19/2023 15:00
Finished At: 01/19/2023 16:00

Inspection Length: 1.00

Occupant
Occupant Name: Simon Pearce Restaurant - Parker House
Building Name: Assembly Occupancy
Contact Name: Mike Finley
Address: 1792 QUECHEE MAIN ST
City, State and Zip: Quechee, VT 05059-
Phone: 802-230-2429

Owner
Owner / Company: SIMON PEARCE PONTIL HOLDINGS LLC
Contact Name: Mike Finley
Address: 109 PARK RD
City, State and Zip: WINDSOR, VT 05089-
Phone: 802-230-2429

Comments
Liquor License Fire Inspection:
Initial Inspection: 02/08/2023
Final Inspection: (Pending Violations)
Occupancy Type: Assembly Occupancy - Restaurant
Occupancy Status: GRANTED

Initial Inspection Notes:
All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at tpeetier@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary
Status  | Violation                                      | Location
--------|------------------------------------------------|---------
Closed  | 12.3.3.1 - Maintenance of Fire-Resistive Construction.| Basement

Date: 02/21/2023
Required fire-resistive construction, including fire barriers, fire walls, exterior walls due to location on property, fire-resistive requirements based on type of construction, draft-stop partitions, and roof coverings, shall be maintained and shall be properly repaired, restored, or replaced where damaged, altered, breached, penetrated, removed, or improperly installed.

Comments: Exposed penetrations in fire resistive construction (walls/ceilings) noted in these areas:
- Basement Storage Areas
- Mechanical Room

Required Action: - Vertical/Horizontal openings and or penetrations through fire-resistant rated walls, partitions, floors or ceilings shall be fire stopped or repaired with fire resistive materials using approved methods to maintain the fire-resistance rating.

Closed 210.8 - GFCI Outlets
Building
All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in 210.8(A)(1) through (10) shall have ground-fault circuit interrupter protection for personnel, ie (Bathroom, Garage, Outdoors, Crawlspace, Unfinished basements, Kitchen, Sinks, Boat houses, Bathrooms, Laundry Areas)

Comments: GFCI outlets NOT noted in these areas:
- Laundry Areas

Required Action: All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified above shall have ground-fault circuit interrupter protection. Replace outlets with GFCI outlets in all noted applicable areas.

Closed 13.1.7 - Fire Protection Systems
Mechanical Room
All fire protection systems and devices shall be maintained in a reliable operating condition and shall be replaced or repaired where defective or recalled.

Comments: - Limited domestic sprinkler system in mechanical room noted as not being operational (valve shut-off).

Required Action: The property owner shall be responsible for the proper testing and maintenance of the equipment and systems. Limited sprinkler system shall be restored and in proper working order IMMEDIATELY.

Closed 12.7.5.1 - Firestop Systems and Devices Required
Basement
Penetrations for cables, cable trays, conduits, pipes, tubes, combustion vents and exhaust vents, wires, and similar items to accommodate electrical, mechanical, plumbing, and communications systems that pass through a wall, floor, or floor/ceiling assembly constructed as a fire barrier shall be protected by a firestop system or device. The firestop system or device shall be tested in accordance with ASTM E 814, Standard Test Method for Fire Tests of Through Penetration Fire Stops, or ANSI/UL 1479, Standard for Fire Tests of Through-Penetration Firestops, at a minimum positive pressure differential of 0.01 in. water column (2.5 N/m²) between the exposed and the unexposed surface of the test assembly. [101:8.3.5.1]

Comments: Exposed penetrations in fire resistive construction (walls/ceilings) noted in these areas:
- Basement
- Mechanical Rooms

Required Action: - Openings around cables, cable trays, conduits, pipes, tubes, combustion vents and exhaust vents, wires, and similar penetrations into or through fire-resistant-rated walls, partitions, floors, or ceilings shall be firestopped using approved methods to maintain the fire resistance rating.

Tickler History
Date Type Inspector Narrative

Signatures
Inspector

Date: 02/21/2023
TOWN OF HARTFORD
MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382
website: www.hartford-vt.org

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

HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION
ALL information must be completed (use separate sheet, if necessary).
Incomplete applications will cause delays in processing

Date: 1/3/2013 Applicant: SIMON PEARCE (US) Inc.
Doing Business As:
Mailing Address:
109 Park Road Windsor VT 05089
Telephone Number(s): 802 230 1921 E-mail JEN.TIETZ@SIMONPEARCE.coM
Other Contact Name: (if applicable) JENNIFER TIETZ

Please list below ALL licensees, directors, owners, stockholders name & dates of
birth: SEE ATTACHED "DIRECTORS OF THE CORPORATION"

Please list violations for the past THREE years any licensee, director, owner,
stockholder has been charged with (See Hartford Liquor Policy for Details). If no
violations, please answer "None".

NONE

Liquor/Tobacco License Violations for the past THREE Years (See Hartford Liquor
Policy for Details) including violations taking place on licensee’s premises and/or
charges against employee, etc.: If unsure of violations, contact DLL and obtain your
records of violations. If no violations, please answer "None".

NONE

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

[Signature]
John K Benson III 1/10/2023
Licensee’s Signature Printed Name Date

[Signature]
[Signature]
Directors of the Corporation (Simon Pearce)

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
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<tbody>
<tr>
<td>Simon Pearce</td>
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<tr>
<td>Patricia McDonnell Pearce</td>
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<td>Mark Loehr</td>
<td></td>
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<td>Wendy McDevitt</td>
<td></td>
</tr>
<tr>
<td>Stephen McDonnell</td>
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</table>
Application
DLL - Application - 15946

APPLICATION DETAILS

DLL - Application Id
DLL - Application - 15946
Business/Entity Name
Simon Pearce (US) Inc. /DLLLicenseManagement/s/detail/a4v2O000000DIYFAAIK
Phone number:

Renewal Application

Applicant Action Comments
1/9/2023 Per our conversation, am returning this to you for additional information.
Thank you. Sherry

License/Permit Location Description

Town Fee
115

Physical Location Name
Simon Pearce Restaurant
Physical Location Street 1
1760 Quechee Main Street
Physical Location Street 2/Unit/Suite

RELATED INFORMATION

External Status
Application sent to municipality

Town Clerk/ Municipal Jurisdiction
Hartford

Historical Id
1RST

Application Type
License

Application For
First Class Restaurant/Bar License

Town User Approval/Rejection Comments

Eligibility of Tobacco Fee waiver

Physical Location City/Town
Quechee

Physical Location State
Vermont

Physical Location Zip
05059
# Application
## DLL - Application - 16760

### APPLICATION DETAILS

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### RELATED INFORMATION

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<td>Jennifer Tietz (DLLLicenseManagement/s/profile)</td>
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<tr>
<td>Physical Location Street 1</td>
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<td>Physical Location Street 2/Unit/Suite</td>
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<td>Physical Location Zip</td>
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</table>
DLCE IN-HOUSE TRAINER CERTIFICATE

LYDIA STAROSTA

HAS BEEN CERTIFIED AS A DLC IN-HOUSE TRAINER ON OCTOBER 1, 2020
FOR THE FOLLOWING COURSE:

2nd Class Seller Training

BUSINESS INFORMATION

BUSINESS NAME: Simon Pearce
BUSINESS ADDRESS: 1760 Main Street, Quechee, VT

DLC INFORMATION

DLC TRAINING DATE: March 22, 2022
☑️ ONLINE
☐ IN PERSON
TRAIN THE TRAINER EXPIRATION DATE: March 22, 2024

TRAINER'S SIGNATURE: [Signature]

OFFICIAL TRAIN THE TRAINER CERTIFICATION FROM THE DEPARTMENT OF LIQUOR AND LOTTERY, DIVISION OF LIQUOR CONTROL'S OFFICE OF EDUCATION. THIS TRAINING IS ONLY VALID AT THE BUSINESS LISTED ABOVE FOR THE IN-HOUSE TRAININGS THAT THIS INSTRUCTOR HAS CURRENTLY VALID DLC CERTIFICATIONS IN. THIS CERTIFICATION EXPIRES WHEN THE INSTRUCTOR'S DLC CERTIFICATION DOES.
# Application Details

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<td>Physical Location Street 2/Unit/Suite</td>
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<td>The Mill</td>
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<tr>
<td>05059</td>
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</tr>
</tbody>
</table>
Memo

To: Lisa O’Neil, Sherry West
From: Acting Chief Connie Kelley
CC:
Date: January 12, 2023
Re: Liquor Licenses

The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

Simon Pearce Glass
Main St
"The Mill"

Simon Pearce
Patricia Pearce
Mark Loehr
Wendy McDevitt
Stephen McDonnel
Application
DLL - Application - 16914

APPLICATION DETAILS

DLL - Application Id
DLL - Application - 16914

Business/Entity Name
Simon Pearce (US) Inc./DLLLicenseManagement/s/detail/64yd0000000DZkF0KA

Foundational License

Renewal Application

Applicant Action Comments

Town Fee
0

DLL - DLC-LPE Town Payment Received

Start date of event

End date of event

Physical Location Street 1
1792 Main Street

Physical Location Street 2/Unit/Suite

Physical Location City/Town
Quechee

Physical Location State
Vermont

Physical Location Zip
05059

Outside Side Consumption Start time

Outside Side Consumption End time

Outside Side Consumption Hours Requested

Business Location

Physical Location Name
Simon Pearce Restaurant

Town Clerk/ Municipal Jurisdiction
Hartford

Approximate Number of Persons Expected:

Describe the type of event/ OCP Area
The Parker House Lawn

Physical Size: Front to Back from Quechee Main Street- 74 ft
Width from Left to Right: 42 ft

Grounds Description:
-Primarily grass and loose pack dirt that we will be erecting a 20x40 ft frame tent that will cover 35% of the space

-There are two main egresses. One on the Simon Pearce side that is 4' wide and made of stone. The other is on the parking lot side that is a wooden staircase leading down to the parking lot.

-(2) porta potties will be on site

-Fencing will be placed around the perimeter of the lawn where alcohol will be served.
-Host stand to be situated on site to observe patrons at all times.

Front Porch of The Parker House

Description:

-The additional area that we are asking to serve our alcoholic beverages is the front porch of The Parker House. It is a rectangular space that is approx. 800 sq ft, enclosed by a porch railing

-There is one main egress that exits to the lawn of The Parker House. Guests will have access to the porta potties.
PORTA POTTY

PARKER HOUSE

STAIRS

20X40 TENT

CONSTRUCTION TYPE FENCE

STAIRS

SIMON PEARCE - OUTSIDE CONSUMPTION AREA - PARKER HOUSE BAR BISTRO -
Attached is the renewal application for Revco, LLC d/b/a Revolution: 2nd Class

Please add to an upcoming agenda.

Thank you.

Sherry A. West
Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

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

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.
TOWN OF HARTFORD
MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382
website: www.hartford-vt.org

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HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION
ALL information must be completed (use separate sheet, if necessary).
Incomplete applications will cause delays in processing

Date: 01.28.23  Applicant: Revco, LLC
Doing Business As: Revolution
Mailing Address: PO Box 663, White River Junction, VT 05001
Telephone Number(s): 802.295.6487  E-mail info@shoptherev.com
Other Contact Name: (if applicable) Kim Souza

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

Kim Souza [redacted], Ann Johnston [redacted], Simran Johnston [redacted]

Please list violations for the past THREE years any licensee, director, owner, stockholder has been charged with (See Hartford Liquor Policy for Details). If no violations, please answer “None”.
None.

Liquor/Tobacco License Violations for the past THREE Years (See Hartford Liquor Policy for Details) including violations taking place on licensee’s premises and/or charges against employee, etc.: If unsure of violations, contact DLL and obtain your records of violations. If no violations, please answer “None”. None.

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

[Signature]

Kim Souza
Printed Name
01.28.23

[Signature]

Ann E Johnston
Printed Name
01.28.23
<table>
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<td></td>
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<tr>
<td></td>
<td>05001</td>
</tr>
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CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Kim Souza

FOR COMPLETING

2nd Class Seller Training Program 2023
(Final Exam)

COMPLETION DATE
January 27, 2023

SCORE
95%
Memo

To: Lisa O'Neil, Sherry West
From: Deputy Chief Connie Kelley
CC:
Date: January 31, 2023
Re: Liquor Licenses

The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

Revolution
26 North Main ST

Kim Souza
Inspection Summary
Hartford Fire Department

Inspection 8504

Inspection
Type  Liquor License Inspection
Status  Completed/Closed
Inspector  Thomas Peltier
Unit Number  HFM3
Shift  FM
Scheduled  02/02/2023 13:00
Inspected On  02/02/2023 13:00
Finished At  02/02/2023 14:00
Next Inspection

Occupant
Occupant Name  Revolution
Building Name  Mercantile Occupancy
Contact Name  Kim Souza
Address  26 N MAIN ST
City, State and Zip  White River Junction, VT 05001-
Phone  802-295-6487

Owner
Owner / Company  GATES-BRIGGS BUILDING TRUST OF 2019
Contact Name  BRIGGS DAVID, TRUSTEE
Address  P.O. BOX 85
City, State and Zip  WHITE RIVER JUNCTION, VT 05001-
Phone  802-295-6487

Comments
Liquor License Fire Inspection:
Initial Inspection: 02/02/2023
Final Inspection: 02/20/2023
Occupancy Type: Mercantile Occupancy
Occupancy Status: GRANTED

Initial Inspection Notes:
All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 802-299-7013 or by email at tpeltier@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

<table>
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<th>Violation</th>
<th>Location</th>
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<tbody>
<tr>
<td>Closed</td>
<td>11.1.5.6 - Extension Cords</td>
<td>Basement</td>
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</table>

Date: 2/20/2023
Extension cords shall not be used as a substitute for permanent wiring.

Comments: - Extension cord noted in permanent use in basement area.

Required Action: Flexible cords and cables shall not be used as follows:
(1) As a substitute for the fixed wiring of a structure
(2) Where run through holes in walls, ceilings, or floors
(3) Where run through doorways or windows, under carpets, and so forth
(4) Where attached to building surfaces
Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced with permanently installed receptacles using an approved wiring method.

Tickler History
Date Type Inspector Narrative
Signatures
Inspector

Date: 2/20/2023
Attached is the Renewal for Wolf Tree Hospitality d/b/a Wolf Tree: 1st Class, 3rd Class; Outside Consumption. Please add to an upcoming agenda.

Thank you & have a good day.

Sherry A. West  
Hartford Asst. Town Clerk  
171 Bridge St.  
White River Jct., VT 05001  
802-295-2785  
swest@hartford-vt.org

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

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/ emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

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TOWN OF HARTFORD
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website: www.hartford-vt.org

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HARTFORD LIQUOR/TOBACCO LICENSE -ADDITIONAL INFORMATION
ALL information must be completed (use separate sheet, if necessary).
Incomplete applications will cause delays in processing

Date: 2/13/23  Applicant: Wolf Tree Hospitality LLC
Doing Business As: Wolf Tree
Mailing Address:
102 Turnpike Rd N, Fairlee, VT 05045
Telephone Number(s): 802.685.1330  E-mail Max@wolftreevt.com
Other Contact Name: (if applicable)

Please list below ALL licensees, directors, owners, stockholders name & dates of birth:
Max Overstrom-Coleman.

Please list violations for the past THREE years any licensee, director, owner, stockholder has been charged with (See Hartford Liquor Policy for Details). If no violations, please answer “None”.

None

Liquor/Tobacco License Violations for the past THREE Years (See Hartford Liquor Policy for Details) including violations taking place on licensee’s premises and/or charges against employee, etc.: If unsure of violations, contact DLL and obtain your records of violations. If no violations, please answer “None”.

None

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

Max Overstrom-Coleman  2/13/23
Licensee’s Signature  Printed Name  Date

Licensee’s Signature  Printed Name  Date
## Application Details

### Application Information

- **DLL - Application Id**
  - DLL - Application - 18879
- **Business Entity Name**
  - Wolf Tree Hospitality, LLC
- **Phone Number**
  - 
- **Applicant Email**

### Related Information

- **External Status**
  - Application sent to municipality
- **Town Clerk/Municipal Jurisdiction**
  - Hartford
- **Historical Id**
  - 1RST
- **Application Type**
  - License
- **Application For**
  - First Class Restaurant/Bar License
- **Town User Approval/Rejection Comments**

### Location Details

- **Physical Location Name**
  - Wolf Tree
- **Physical Location Street 1**
  - 40 Currier Street
- **Physical Location Street 2/Unit/Suite**

### Created By

Max Overstrom-Coleman ([ DLLLicenseManagement /s/profile/00510000008nkTCAAY](https://vermont.force.com/DLLLicenseManagement/s/dll-application/00510000008nkTCAAY))

2/13/2023 2:56 PM
Home (/DLLLicenseManagement/s/)

Application

Approve  Reject  Applicant Action Required  Town Payment Received  Download

APPLICATION DETAILS

✈ Application Information

DLL - Application Id  
DLL - Application - 18880  
Business Entity Name  
Wolf Tree Hospitality, LLC  
Phone number:  
Application Email  
Renewal Application  
Applicant Action Comments  
License/Permit Location Description  
External Status  
Application sent to municipality  
Town Clerk/ Municipal Jurisdiction  
Hartford  
Historical Id  
3RST  
Application Type  
License  
Application For  
Third Class Restaurant/Bar License  
Town User Approval/Rejection Comments  
Eligibility of Tobacco Fee waiver

Town Fee  
0  
Business Entity Phone

✈ Location Details

Physical Location Name  
Wolf Tree  
Physical Location Street 1  
40 Currier Street  
Physical Location Street 2/Unit/Suite  
Physical Location City/Town  
White River Junction  
Physical Location State  
Vermont  
Physical Location Zip  
05001

Created By  
Max Overstrom-Coleman (/DLLLicenseManagement/Profile/00St000000Bnk7CAAY)  
2/13/2023 2:58 PM
Application
DLL - Application - 13620

APPLICATION DETAILS

Primary Phone No

DLL - Application Id
DLL - Application - 13620

Business Entity Name
Wolf Tree Hospitality, LLC

Business Entity Phone

Foundation License
LP-021346/DLLLicenseManagement/s/detail/a5At00000000CpzzEAC

Renewal Application

Town User Approval/Rejection Comments

Contact Engagement

RELATED INFORMATION

Primary Contact Person

Internal Status
Application sent to municipality

External Status
Application sent to municipality

Historical Id
OUTC

Application Type
Permit

Application Category
OCP

Application For
Outside Consumption Permit

Applicant Email

Applicant Name:

Applicant Action Comments

License/Permit Location Description

Start date of event

End date of event

Physical Location Street 1
40 Currier Street

Physical Location Street 2/Unit/Suite

Town Clerk/ Municipal Jurisdiction
Hartford

Physical Location City/Town
White River Junction

Physical Location Name
Wolf Tree

Physical Location State
Vermont

Outside Side Consumption End time

Outside Side Consumption Hours Requested

Business Location

Outside Side Consumption Start time

Approximate Number of Persons Expected:
Physical Location Zip
05001

Location
LN-022014/ DLLLicenseManagement/s/detail/a0At0000002ZOwEAG
Outside Side Consumption Days Requested

Describe the type of event/ OCP Area
On the porch immediately along side the building as previously permitted.

Days or specific bingo date(s)
The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

Wolf Tree
40 Currier St

Maxwell Overstrom-Coleman
Inspection Summary
Hartford Fire Department

Inspection 8461

Inspection
Type: Liquor License Inspection
Status: Completed/Closed
Inspector: Alan Beebe
Unit Number: HFM3
Shift: DFM

Scheduled: 02/15/2023 00:00
Inspected On: 02/14/2023 15:00
Finished At: 02/14/2023 15:45
Next Inspection: 02/21/2023

Occupant
Occupant Name: Wolf Tree Hospitality LLC
Building Name:
Contact Name: Max Overstrom-Coleman
Address: 40 CURRIER ST
City, State and Zip: White River Junction, VT 05001-
Phone: 802-665-1320

Owner
Owner / Company: Marcia Landon (802-295-2062)
Contact Name:
Address:
City, State and Zip:
Phone:

Comments
All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 603-359-6418 or by email at abeebe@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Violation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
<td>12.4.1 - Fire Doors and Other Opening Protectives</td>
<td>Basement</td>
</tr>
<tr>
<td></td>
<td>The installation and maintenance of assemblies and devices used to protect openings in walls, floors, and ceilings against the spread of fire and smoke within, into, or out of buildings shall comply with Section 12.4 and NFPA 80, Standard for Fire Doors and Other Opening Protectives. [80:1.1]</td>
<td></td>
</tr>
</tbody>
</table>

Comments: Two doors are noted in the stairway and were noted to be open.
Required Action: To prevent the risk of fire spread, one of the doors is required to have a closer and remain closed when not in use. If the stairway itself is closed without penetrations, it is allowable for the top door to have the closer. Otherwise, it shall be the bottom door.

Date: 2/21/2023
Closing hinges can be used in place of a traditional closer.

**Closed**

### 110.26 - Spaces About Electrical Equipment
Access and working space shall be provided and maintained about all electrical equipment to permit ready and safe operation and maintenance of such equipment.

**Basement**

#### Comments:
- Electrical panels must have a minimum of 36 inches of clearance in front of the panel
- A minimum clearance width of 30-inches or the width of the equipment, whichever is greater.
- The clearance space must allow the electrical panel door to open at a 90-degree angle.

#### Required Action:
Remove items around electrical panel and either post a sign for the required clearance or mark the floor for the clearance.

### 10.18.4 - Means of Egress (Storage)
Combustible material shall not be stored in exits.

**Stairs**

#### Comments:
Combustible storage noted to b under the stair case

#### Required Action:
Remove all combustible materials from under the egress stairs.

### 4.4.5 - Vertical Openings
Every vertical opening between the floors of a building shall be suitably enclosed or protected, as necessary, to provide the following:

1. Reasonable safety to occupants while using the means of egress by preventing spread of fire, smoke, or fumes through vertical openings from floor to floor to allow occupants to complete their use of the means of egress
2. Limitation of damage to the buildings and its contents

**Basement**

#### Comments:
Horizontal opening noted from basement to adjoining salon basement

#### Required Action:
Use fire foam and/or fire caulk to seal any openings to help prevent spread of fire, smoke, gases from one part of the building to another.

### 10.18.7 - Fueled Equipment
Fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment, and portable cooking equipment, shall not be stored, operated, or repaired within a building except under one of the following conditions:

1. The building or room has been constructed for such use in accordance with the building code.
2. The use is allowed by other provisions of this Code.

**Deck**

#### Comments:
Small charcoal grill noted to be stored under the deck

#### Required Action:
Grills cannot be used/stored on or under a deck. Grill must be at least 10’ from any structure.

---

**Tickler History**

<table>
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<th>Date</th>
<th>Type</th>
<th>Inspector</th>
<th>Narrative</th>
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<tbody>
<tr>
<td>02/15/2023</td>
<td>Emailed Notice</td>
<td>Beebe, Alan</td>
<td>emailed report to Max</td>
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</table>

---

**Signatures**

*Signed by Alan Beebe*

**Date:** 02/21/2023

---

*Page: 2*
Liquor License Renewal for Evans Group.

Sherry A. West
Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

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

*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.
TOWN OF HARTFORD
MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382
website: www.hartford-vt.org

HARTFORD LIQUOR/TOBACCO LICENSE - ADDITIONAL INFORMATION
ALL information must be completed (use separate sheet, if necessary).
Incomplete applications will cause delays in processing

Date: 2/2/03  Applicant: Evans Group of Vermont Inc
Doing Business As: Evans Expressmart
Mailing Address: 103 Public Sq, Lebanon, NH, 03766
Telephone Number(s): 603-448-3400 E-mail: BetiWhite@EvansGroupInc.com
Other Contact Name: (if applicable)

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

Derek Evans

Please list violations for the past THREE years any licensee, director, owner,
stockholder has been charged with (See Hartford Liquor Policy for Details). If no
violations, please answer “None”.

None

Liquor/Tobacco License Violations for the past THREE Years (See Hartford Liquor
Policy for Details) including violations taking place on licensee’s premises and/or
charges against employee, etc.: If unsure of violations, contact DLL and obtain your
records of violations. If no violations, please answer “None”.

Copy attached

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

Licensee’s Signature DEREK EVANS Printed Name 2/2/03

Licensee’s Signature  Printed Name  Date
## Application Details

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<td>Phone number:</td>
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<td>Renewal Application</td>
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<td>License</td>
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<tr>
<td>License/Permit Location Description</td>
<td>Application For</td>
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<tr>
<td>Eligibility of Tobacco Fee waiver</td>
<td>Second Class License</td>
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<td>Town Fee</td>
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### Physical Location

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<tr>
<td>Evans Expressmart</td>
<td>White River Junction</td>
</tr>
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<td>Physical Location Street 1</td>
<td>Physical Location State</td>
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<tr>
<td>Route 5 &amp; Airport Road</td>
<td>Vermont</td>
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<tr>
<td>Physical Location Street 2/Unit/Suite</td>
<td>Physical Location Zip</td>
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Created By

Beth White (/DLLLicenseManagement/s/profile/0056000008no8cAAA), 2/3/2023 3:41 PM
## Application Details

- **DLL - Application Id**: DLL - Application - 18091
- **Business Entity Name**: Evans Group of Vermont, Inc.
- **Phone number**: 
- **Applicant Email**: 
- **Renewal Application**: 
- **Applicant Action Comments**: 
- **License/Permit Location Description**: 
- **Town Fee**: $0
- **Business Entity Phone**: 

## Related Information

- **External Status**: Application sent to municipal ty
- **Town Clerk/ Municipal Jurisdiction**: Hartford
- **Historical Id**: TOBC
- **Application Type**: License
- **Application For**: Tobacco License
- **Town User Approval/Rejection Comments**: 
- **Eligibility of Tobacco Fee waiver**: Yes

**Physical Location**

- **Physical Location Name**: Evans Expressmart
- **Physical Location Street 1**: Route 5 & Airport Road
- **Physical Location Street 2/Unit/Suite**: 

**Physical Location**

- **Physical Location City/Town**: White River Junction
- **Physical Location State**: Vermont
- **Physical Location Zip**: 05001

Created By

Beth White / DLLLicenseManagement/s/profile/00510000008no8cAAA, 2/3/2023 3:49 PM
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<td>Contact Engagement</td>
<td>Application For</td>
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<td>Tobacco Substitute Endorsement</td>
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<td>Applicant Name:</td>
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<td>Applicant Action Comments</td>
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<td>Route 5 &amp; Airport Road</td>
<td>Evans Expressmart</td>
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<td>Physical Location Street 2/Unit/Suite</td>
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<td>Town Clerk/ Municipal Jurisdiction</td>
<td>Vermont</td>
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<tr>
<td>Hartford</td>
<td>Outside Side Consumption End time</td>
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<tr>
<td>Physical Location City/Town</td>
<td>Outside Side Consumption Hours Requested</td>
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<tr>
<td>White River Junction</td>
<td>Business Location</td>
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<td>Landlord Name</td>
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<tr>
<td>Outside Side Consumption Start time</td>
<td>Approximate Number of Persons Expected:</td>
</tr>
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</table>
August 15, 2022

#984-002
Evans Group of Vermont, Inc.
Evans Expressmart
Route 5 & Airport Road
White River Jct., VT 05001

Dear Licensee:

The Division of Liquor Control is concerned about the extent of tobacco products use by minors and in our efforts to prevent tobacco use by underage persons, we recently conducted a compliance check to help determine the extent that licensees are selling tobacco products to underage customers. On 7/30/2022 at 9:44 a.m., a tobacco product (Cigarillos) sale was made to a 16-year-old person at your licensed premises. Our records indicate this is the first violation detected during a tobacco compliance test. Following the penalty schedule as outlined in Title 7, V.S.A. § 1007 (a), the penalty for this violation is a Letter of Warning.

1st Offense - Letter of Warning

This letter is to inform you of the unlawful sale and of the importance of obeying the law and keeping tobacco products out of the hands of minors by routinely checking proper identification. Title 7, V.S.A. § 1003 (a) of the Liquor Control Laws and Regulations clearly states that it is unlawful to sell tobacco products to anyone under the age of twenty-one.

Therefore, you are hereby given this as a Letter of Warning that will remain on file with the Division of Liquor Control. If you disagree with any of the statements or information contained in the Investigators report, which resulted in this administrative penalty, please submit the reasons for disagreement in writing to the Division of Liquor Control for review and decision, no later than ten days after receipt of this letter.

Please sign the enclosed Waiver of Hearing form and forward it to the Department of Liquor and Lottery within 10 days of receiving this notice.

If you have any questions, please call us at our office at 802-828-2339.

Sincerely,

[Signature]

Skyler Genest
Director of Compliance & Enforcement
c: Inv. Meled
cc: White River Jct. Clerk

Board of Liquor and Lottery:
Martin Manahan, Chair; Megan Cleo, Edward Flanagan, Sam Guy, Thom Louna - Members

Division of Liquor Control
1311 US Route 302, Suite 100
Barre, VT 05641
(phone) 802-828-2345
(fax) 802-828-1031

Division of Lottery
1311 US Route 302, Suite 100
Barre, VT 05641
(phone) 802-479-5686
(fax) 802-479-4504
Memo

To: Lisa O'Neil, Sherry West
From: Chief of Police Greg Sheldon
CC:
Date: February 13, 2023
Re: Liquor Licenses

The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

Evans Expressmart
Route 5 & Airport Rd

Derek Evans
Inspection Summary
Hartford Fire Department

Inspection 8515

Inspection
Type: Liquor License Inspection
Status: Completed/Closed
Inspector: Alan Beebe
Unit Number: HFM3
Shift: DFM

Scheduled: 02/15/2023 12:00
Inspected On: 02/21/2023 11:00
Finished At: 02/21/2023 11:30

Inspection Length: 0.50

Occupant
Occupant Name: Evans Expressmart
Building Name: 
Contact Name: Ryan Higgins
Address: 1038 N MAIN ST
City, State and Zip: White River Junction, VT 05001-
Phone: 802-295-7463

Owner
Owner / Company: EVANS GROUP INC
Contact Name: 
Address: 603-448-3400
City, State and Zip: 
Phone: 

Comments

Violation Summary

Status Violation Location
Closed 10.11.1 - Premises Identification
New and existing buildings shall have approved address numbers placed in a position
to be plainly legible and visible from the street or road fronting the property.

Comments: New and existing buildings shall have approved address numbers placed in
a position to be plainly legible and visible from the street or road fronting the property.
Address identification noted as not visible from road.

Required Action: Building shall have approved address numbers placed in a position to be
plainly legible and visible from the street or road fronting the property.
Address number SHALL NOT be less than 4" in size.

Tickler History

Date Type Inspector Narrative

Signatures

Date: 02/27/2023
Lana Livingston

From: Sherry West
Sent: Tuesday, February 28, 2023 8:30 AM
To: Lana Livingston
Subject: 2023 Midway Oil Corp Renewal
Attachments: Midway Oil Corporation to TM.pdf

Lana,
Please add to upcoming agenda.

Midway Oil Corporation: 2nd Class; Tobacco; Tobacco Endorsement

Sherry A. West
Hartford Asst. Town Clerk
171 Bridge St.
White River Jct., VT 05001
802-295-2785
swest@hartford-vt.org

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*Please note that any documents we supply we do so as a courtesy. Public record law does not require us to conduct research to find documents or to furnish faxes/emailed copies. We have done our best to provide the items that you requested but we do not guarantee that the following are complete or that there are no other relevant documents.

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TOWN OF HARTFORD
MUNICIPAL OFFICES
171 Bridge Street
White River Junction, Vermont 05001

Telephone: 802/295-9353 • Fax: 802/295-6382
website: www.hartford-vt.org

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

HARTFORD LIQUOR/TOBACCO LICENSE -ADDITIONAL INFORMATION
ALL information must be completed (use separate sheet, if necessary).
Incomplete applications will cause delays in processing

Date: 11/3/23  Applicant: Midway Oil Corporation
Doing Business As: Midway Oil Corporation
Mailing Address:
217 North Main St. Rutland VT 05701
Telephone Number(s): 802-775-5531  E-mail accounting@midwayoil.biz
Other Contact Name: (if applicable) Lisa Pageau

Please list below ALL licensees, directors, owners, stockholders name & dates of birth:
Laura Merone-Walsh
Francis H. Trombetta

Please list violations for the past THREE years any licensee, director, owner, stockholder has been charged with. (See Hartford Liquor Policy for Details. If no violations, please answer “None”.

None

Liquor/Tobacco License Violations for the past THREE Years (See Hartford Liquor Policy for Details) including violations taking place on licensee's premises and/or charges against employee, etc.: If unsure of violations, contact DLL and obtain your records of violations. If no violations, please answer “None”.

None

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

[Signatures]
Licensee's Signature  Printed Name  Date

[Signatures]
Licensee's Signature  Printed Name  Date
**APPLICATION DETAILS**

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<tr>
<td>Midway Oil Corporation</td>
<td>Hartford</td>
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<tr>
<td>Phone number:</td>
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<td>Business Entity Phone</td>
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Created By

Midway Oil Corporation (DLLLicenseManagement/s/profile/0058x000000t7k2AAA)

1/13/2023 11:55 AM
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<td>Yes</td>
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APPLICATION DETAILS

Primary Phone No

DLL - Application Id
DLL - Application - 18416

Business Entity Name
Midway Oil Corporation

Business Entity Phone

Foundational License
LP-012505/DLLLicenseManagement/s/detail/adjA00000000CnhOEAS)

Renewal Application

Town User Approval/Rejection Comments

Contact Engagement

RELATED INFORMATION

Primary Contact Person

Internal Status
Application sent to municipality

External Status
Application sent to municipality

Historical Id
TSEP

Application Type
Permit

Application Category
Tobacco

Application For
Tobacco Substitute Endorsement

Applicant Email
accounting@midwayoila.com (mailto:accounting@midwayoila.com)

Applicant Name:

Applicant Action Comments

License/Permit Location Description

Start date of event

End date of event

Physical Location Street 1
906 Hartford Avenue

Physical Location Street 2/Unit/Suite

Town Clerk/ Municipal Jurisdiction
Hartford

Physical Location City/Town
Hartford

Landlord Name

Outside Side Consumption Start time

Outside Side Consumption End time

Outside Side Consumption Hours Requested

Business Location

Approximate Number of Persons Expected:
Memo

To: Lisa O'Neil, Sherry West
From: Acting Chief Connie Kelley
CC:
Date: January 19, 2023
Re: Liquor Licenses

The following establishment and subsequent person(s) listed on the application have been checked through the Hartford Spillman RMS system as well as the Vermont Spillman RMS system. This check did not reveal any recent activity that would negatively impact their respective application.

Midway Oil Corp
906 Hartford Ave

Laura Walsh
Francis Trombeta
Inspection Summary
Hartford Fire Department
Inspection 8255

Inspection
Type: Liquor License Inspection
Status: Completed/Closed
Inspector: Alan Beebe
Unit Number: HFM4
Shift: DFM

Scheduled:
- 01/24/2023 00:00
- 01/24/2023 10:30

Inspected On:
- 01/24/2023 11:15

Finished At: 01/24/2023 11:15

Next Inspection: 02/27/2023

Inspection Length: 0.75

Occupant
- Occupant Name: Wilder Mobil
- Building Name:
- Contact Name: Francis Trombette
- Address: 906 HARTFORD AVE
- City, State and Zip: White River Junction, VT 05001-
- Phone: 802-795-5534

Owner
- Owner / Company: Midway Oil Corp
- Contact Name: Heidi (Manager) moc975@midwayoil.biz
- Address: 217 No. Main Street
- City, State and Zip: Rutland, VT 05701-
- Phone: 802-795-5534

Comments
All noted violations shall be properly addressed and completed within a limited but reasonable time. Immediate life safety hazards shall be addressed and corrected IMMEDIATELY. A response with a plan of action is REQUIRED within 30 days of receipt of this fire inspection report - A final inspection shall be completed before a clear fire inspection report can be obtained. Please contact me by phone 603-359-6418 or by email at abeebe@hartford-vt.org when violations are completed and or a plan of corrective action is ready for review.

Violation Summary
<table>
<thead>
<tr>
<th>Status</th>
<th>Violation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed</td>
<td>4.4.3.1 - Unobstructed Egress</td>
<td>Exit Area</td>
</tr>
<tr>
<td></td>
<td>In every occupied building or structure, means of egress from all parts of the building shall be maintained free and unobstructed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comments: Marked exit from the side is partially blocked with a freezer being stored in the room.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Required Action: Remove items to ensure that the width of the doorway(s) are clear of any obstructions</td>
<td></td>
</tr>
<tr>
<td>Closed</td>
<td>210.8 - GFCI Outlets</td>
<td>Work Area</td>
</tr>
<tr>
<td></td>
<td>All 125-volt, single-phase, 15- and 20-ampere receptacles installed in the locations specified in 210.8(A)(1) through (10) shall have ground-fault circuit interrupter protection for personnel. ie (Bathroom,Garage,Outdoors,Crawl spaces,Unfinished</td>
<td></td>
</tr>
</tbody>
</table>

Date: 2/27/2023
basements, Kitchen, Sinks, Boathouses, Bathrooms, Laundry Areas)

Comments: GFCI outlets NOT noted in these areas:

- Sinks
- Outdoors (do not work and one is missing a cover)

Required Action: GFCI is required near the slop sink

Replace/repair outside GFCI and add cover to the one that is missing a cover.

Closed

4.5 - Flexible Cords and Cables
Flexible cords and cables shall not be used as follows:
(1) As a substitute for the fixed wiring of a structure
(2) Where run through holes in walls, ceilings, or floors
(3) Where run through doorways or windows, under carpets, and so forth
(4) Where attached to building surfaces
Flexible cords or cables used as a substitute for fixed wiring to supply outlets in rooms or areas shall be removed and, where required, shall be replaced permanently installed receptacles using an approved wiring method.

Comments: Extension cord noted to the Coke machine

Required Action: Remove extension cord and add approved outlets if needed

Closed

1.11.5.1.7.1 - Periodic Inspection of Heating Appliances
All fuel fired heating appliances shall be cleaned and maintained in accordance with the manufacturer's instructions, and shall be inspected at least once during any 2 year period by person(s) certified in accordance with section 1.13. Inspections shall be in accordance with the standards and recommended procedures for inspection of existing appliances established under NFPA 31, 54 and 211, including the measurement of carbon monoxide in the flue gas. At the time of inspection the appliance shall be marked with the date of the inspection and the name and certificate number of the person who performed the inspection. When the inspection determines the existing situation involves a distinct hazard to life or property and requires immediate action, the violation(s) shall be immediately corrected or the certified inspector conducting the inspection shall contact the AHJ and disconnect the heating appliance from operation.

Comments: - Fuel fired heating appliance noted and operational. Heating source and hot water heater

Required Action: - Provide supporting documentation of appliance inspection and compliance.

Tickler History

Date       Type       Inspector      Narrative
01/25/2023 Emailed Notice Beebe, Alan emailed report to accounting@midway.biz

Signatures

Inspector

[Signature]

Alan Beebe

Date: 2/27/2023
Town Manager Search Committee

Town of Hartford, VT

The appointed Town Manager Search Committee (“Committee”) shall be responsible for assisting and advising the Selectboard in the search for a new Town Manager.

The ultimate hiring decision will be made solely by the Selectboard. The deadline for applications to serve on the committee is February 27, 2023. Applications will be considered and appointments made by the Hartford Selectboard on Monday, March 6, 2023.

MEMBERSHIP

The Committee shall consist of 9 members appointed by the Selectboard, including one member of the Selectboard and one employee of the Town of Hartford. The members of the Committee shall be residents of Hartford, except for the Town of Hartford employee who may be a non-resident. The town of Hartford employee and the Selectboard member will both serve as a non-voting members. The Committee shall designate a Chair and Vice Chair by vote of the members.

DUTIES

The duties of the Committee shall include:

(a) Reviewing a draft Town Manager position description and making changes if necessary;

(b) Identifying critical issues that the Town Manager is likely to encounter over the next five years and considering these issues as it assesses candidate qualifications;

(c) Advertising the job posting for the Town Manager giving consideration to multiple advertising resources;

(d) Providing regular updates on progress to the Selectboard

(e) Identifying and implementing ways to receive feedback from the Hartford community

(f) Reviewing candidate resumes and other application materials;
(g) Conducting interviews of candidates;

(h) Preparing a final list of candidates and submitting a written report of its final recommendations to the Selectboard;

(i) The committee shall adhere to the town’s purchasing policy for all proposed expenditures.

TERM

The Town Manager Search Committee shall be dissolved once the Town of Hartford has entered into an employment agreement with a candidate.

STATUTORY REQUIREMENTS

The Committee shall operate in accordance Vermont law and the Ordinances and Policies of the Town of Hartford. All meetings will be warned and open to the public and the minutes of these meetings will be recorded and posted in accordance with Vermont's Open Meeting Law.

*Approved by Selectboard 02.07.2023 pending acceptance by the Director of HR.*
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.)  802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for __appointment(s) or __re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Kim Souza
Address: PO Box 663, White River Junction, VT 05001

Telephone: (Home) ____________ (Work) 802.295.6487 (Other) ____________
Email Address: kimsouzavt@gmail.com
How long have you been a Hartford resident? 16 Years
Are you a registered voter? Yes

II. EDUCATION:

High School: Mascoma High School Year Graduated: 1987
College 1: Hesser College Degree Earned: AS Year: 1989
Course of Study: Business

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

<table>
<thead>
<tr>
<th>Revolution</th>
<th>2002-Present</th>
<th>Co-Owner</th>
<th>Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winged Victory</td>
<td>1990-2002</td>
<td>Sr VP</td>
<td>Management</td>
</tr>
</tbody>
</table>

03/10/2020
IV. PROFESSIONAL EXPERIENCE:

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

I can be available for 1 evening or afternoon meeting per week. Weds & Thurs afternoons are most flexible for me.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I would like to serve as the non-voting Selectboard member of the search committee. As a sitting member since 2018, I have gained a distinct understanding of which qualities of a candidate for town manager are most desirable.

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

I currently serve as a member of the Hartford Selectboard and liaison to committees including HCOREI, HBRLF, Planning Commission & Design Review Committee. I also served on the advisory group for the Hartford Police Chief search.

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

Cover Home Repair, Board of Directors.

Upper Valley Response Team, Steering Committee

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?

Determining Hartford's next town manager is the next critical step to recovery from several years of instability due to issues stemming from the global pandemic, the labor shortage and various voids and transitions in leadership.

f. What might some solutions be? Attracting a capable, dedicated, enthusiastic manager who can continue to cultivate a cohesive, appreciated and effective 'Team Hartford' as well as manage a dynamic range of projects while acting as the public facing representative for the town.

g. Other hobbies/interests: Sewing, Reading, Thrifting

V. REFERENCES: (Please list three)

Name: State Senator, Rebecca White  Telephone:

Name: Matt Bucy  Telephone:

Name: David Briggs  Telephone:

Kim Souza  02.09.2023

APPLICANTS SIGNATURE  DATE

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for _x_ appointment(s) or ___ re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Scott Hausler
Address: 57 Autumn Drive, Wilder, VT 05088

Telephone: (Home) __________ (Work) 802-295-5036 (Other) __________
Email Address: shausler@hartford-vt.org
How long have you been a Hartford resident? 30 years as a resident
Are you a registered voter? Yes

II. EDUCATION:

High School: Wellsville High School Year Graduated: 1982

College 1: Emporia State University Degree Earned: BS in Recreation
Course of Study: Leisure Studies Recreation Year: 1987

College 2: __________________________ Degree Earned: __________
Course of Study: __________________________ Year: __________

III. WORK HISTORY:

<table>
<thead>
<tr>
<th>Employer name &amp; address (most recent first)</th>
<th>Dates of Employment 2013 to present</th>
<th>Position held</th>
<th>Job duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Hartford</td>
<td></td>
<td>Director of Parks &amp; Recreation</td>
<td>Parks/Community Rec and Parks</td>
</tr>
<tr>
<td>City of Claremont, Opera House Square</td>
<td>1997-2013</td>
<td>Director of Parks &amp; Recreation</td>
<td>Parks/Community Rec and Parks</td>
</tr>
<tr>
<td>Town of Killington, River Road, Killington</td>
<td>1991-1997</td>
<td>Director of Parks &amp; Recreation</td>
<td>Parks/Facility Ops and Rec</td>
</tr>
<tr>
<td>City of Kingman, Kingman, Kansas</td>
<td>1987-1990</td>
<td>Director of Recreation</td>
<td>Recreation Programs and Leagues</td>
</tr>
</tbody>
</table>

03/10/2020
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? Typically, outside of work related responsibilities, I would be available most nights and weekends and would be sure to serve the committee throughout the process.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? As a resident of the community and employee, I feel I can contribute to the selection process based on my experience working within municipal government for nearly 30 years. Through my working experience, I have worked with many Town and City Managers and feel my insight and ability to assess the qualities, competence, skills of a great leader will assist the committee in the selection process.

c. What are your past experiences in Municipal, State or Federal Government? 30 years in municipal recreation and parks, working directly with all levels of a municipal city and town operation.

d. What civic or social organizations have belonged to and what positions did you hold? To name just a few, I am currently a member of the White River Junction Rotary Club. In addition, I have been a sitting board member and held roles as President of the New England Park Association, New Hampshire Recreation & Parks Association and most recently a member of the Vermont Recreation & Park Association serving as Vice President, President and Past President.

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? For the Town Manager Search Committee, I believe it is extremely important to have a sitting member of the committee that has municipal experience in serving the Town of Hartford and will be a resource for the committee throughout the process. Not only do I understand how the Town of Hartford functions and operates, I also live in the community.

f. What might some solutions be? Selecting myself, a current employee of the town or someone who may have more experience than I working in the Town as well as experience working for various municipal agencies.

g. Other hobbies/interests: Outdoor recreation such as hiking, biking, kayaking, fishing are some of my interests.

V. REFERENCES: (Please list three)

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Name</th>
<th>Telephone</th>
<th>Name</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Coburn</td>
<td></td>
<td>Emily Zanleoni</td>
<td></td>
<td>Jessica Brodie</td>
<td></td>
</tr>
</tbody>
</table>

APPLICANTS SIGNATURE: 

2.9.23

DATE: 03/10/2020
February 14, 2023

Dear Selectboard,

Scott Hauser, Hartford’s Director of Parks and Recreation, has applied for an appointment to the Town Manager Search Committee. We enthusiastically support Scott as the Staff Member to serve on the Committee, and urge the Selectboard to do the same.

Scott has been with the Town of Hartford for nearly 10 years. In his role as Director, he is a supportive and respected peer, managing an incredibly successful and accredited Department of 6 full-time staff, 3 regular part-time staff, and dozens of seasonal staff. He secures grants, manages a revenue and expense budget, and has overseen multiple large-scale projects for the betterment of Hartford. He has taken on facility management at Town Hall, and serves as an indispensable member of the Safety Committee. He has multiple resident volunteer committees under his direction, and interacts with the public regularly, promoting health and wellness. The work he does with his Department is a credit to Hartford, locally, regionally, and nationally.

Scott regularly interacts with the Selectboard and Department Directors, and works closely with Public Safety and Public Works. His advice on staff, project, and financial management is sought after by his peers. He is calm, fair, forward thinking, and has the diversity of all Town interests at heart. He is extremely well equipped to share with the Committee the needs of a well-run Town operation, and to seek that out in applicants.

Scott is a resident of Hartford, which adds to his significant qualifications.

If you have any questions, we are more than happy to discuss Scott’s appointment with you.

Sincerely,

Gail Ostrout
Acting Town Manager, Finance Director

Paula Nulty
Acting Assistant Town Manager, Human Resources Director
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  _X_ appointment(s) or ___ re-appointment to Town Manager search committee

I. APPLICANT DATA:

Name:  Constance Kelley
Address:  PO Box 214, East Corinth VT 05040

Telephone: (Home) (Work) 802 295 9425 (Other)
Email Address: kelley@hartford-vt.org

How long have you been a Hartford resident?  n/a
Are you a registered voter?  yes

II. EDUCATION:

High School:  Oxbow High School Year Graduated: 1991

College 1:  Champlain College Degree Earned: Associate Degree
Course of Study:  Liberal Studies Year: 1993

College 2:  Trinity College of Vermont Degree Earned: Bachelor's Degree
Course of Study:  Psychology, Sociology, Criminal Justice Year: January 1996

III. WORK HISTORY:

Please list Employer name & address (most recent first) Dates of Employment Position held Job duties

Hartford Police Department March 1999 to present Deputy Chief Police Functions

03/10/2020
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? As many as necessary.

As a patrol officer I worked a rotating schedule for over 23 years. The past 6 months have been the first administrative schedule that I have worked.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have served the Town of Hartford for the past 24 years and have an immense respect for the citizens and community as a whole. This respect also extends to the employees of the different departments and the work that they do. I have been in charge of hiring at the police department for the past 8 years and wrote the current hiring policy. Consistency and equity is a vital piece to the process.

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

I am a current employee of the Town of Hartford and have been for the past 24 years.

d. What civic or social organizations have belonged to and what positions did you hold? I have not belonged to any. The nature of our work schedule makes it very difficult to participate.

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?

We need to start reviewing our ordinances. Our community continues to grow and face new challenges. Some of ordinances also do not have a visible impact but create more administrative issues that need to be addressed.

f. What might some solutions be? Assign ordinances to be reviewed by the department that is most impacted by the ordinance and draft improvements.

g. Other hobbies/interests: Attending sporting events that our daughter participates in. Cooking and baking. Creative art projects. Home improvement projects. We love being outdoors. Experiential teaching - teaching our daughter life lesson through experience and travel.

V. REFERENCES: (Please list three)

Name: Trevor Whipple (VLCT) Telephone: [Redacted]

Name: Edward Twohig (TPS Polygraph) Telephone: [Redacted]

Name: Phillip Kasten Telephone: [Redacted]

APPLICANTS SIGNATURE: ________________________________ DATE: 2/13/23

03/10/2020
TOWN OF HARTFORD  
171 BRIDGE STREET  
White River Jct., VT 05001  
802-295-9353 (Tel.)  802-295-6382 (Fax)  
PLEASE PRINT LEGIBLY OR TYPE  

ADVISORY BOARD/COMMISSION APPLICATION  

Application for appointment(s) or re-appointment to: Town Manager  

Search Committee  

I. APPLICANT DATA:  

Name: Jo E. Mayor  
Address: 145 Ozzy Ln  
White River Junction, VT 05001  
Telephone: (Home) (Work) 802-296-2830 (Other)  
Email Address: jmayor@hartfortvt.org  
How long have you been a Hartford resident? 5+ 1/2 years  
Are you a registered voter? Yes  

II. EDUCATION:  

High School: Bishop Tunner H.S. Year Graduated: 1983  
College 1: Howard University Degree Earned: B.A.  
Course of Study: Broadcast Journalism/Political Science Year: 1987  

College 2:  
Course of Study:  
Degree Earned:  
Year:  

III. WORK HISTORY:  

Please list Employer name & address (most recent first) Dates of Employment Position held Job duties  
Upper Valley Aquatics Center 18 - pres Executive Director Lead the center  
SportFit Health Club 16 - 18 General Manager Oversee center  
Mercant Club 14 - 16 General Manager Oversee center  
World Gym 04 - 14 Field Director in charge of staff  
WKBW TV 00 - 04 Sports Caster TV Reporter  

03/10/2020
IV. PROFESSIONAL EXPERIENCE:

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

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have served on several local boards to hire staff.

c. What are your past experiences in Municipal, State or Federal Government? Selected Board Town Treasurer, Board member of VIC.

d. What civic or social organizations have belonged to and what positions did you hold? Rotary (President, Elected) - Chamber of Commerce.

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? Community outreach.


g. Other hobbies/interests: Tennis, Golf.

V. REFERENCES: (Please list three)

Name: Mike Hoy Telephone: 

Name: Dennis Brown Telephone: 

Name: Kim Sooza Telephone: 

APPLICANTS SIGNATURE  

DATE 2/20/23  

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.)  802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

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

I. APPLICANT DATA:

Name: DAVID BANCROFT
Address: 12 Hillcrest Terrace
         White River Jct, VT 05001
Telephone: (Home) (Work) (Other)
Email Address: david@bancroft.com
How long have you been a Hartford resident? since 1976
Are you a registered voter? YES

II. EDUCATION:

High School: Hartford High - WRJ Year Graduated: 1964
College 1: Norwich University Degree Earned: BSCE
Course of Study: Civil Engineering Year: 1985
College 2: 
Course of Study: 
Degree Earned: 
Year: 

III. WORK HISTORY:

Please list Employer name & address (most recent first) Dates of Employment Position held Job duties

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates</th>
<th>Position Held</th>
<th>Job Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>NH Public Hotel</td>
<td>1985-Pre</td>
<td>Gen. Purveyor</td>
<td>Gen. Mgr</td>
</tr>
<tr>
<td>Cannington</td>
<td>1986-84</td>
<td>Director of Develop</td>
<td>Mgr</td>
</tr>
<tr>
<td>TIDCA</td>
<td>1977-80</td>
<td>Staff Engineer</td>
<td>Municipal Engry</td>
</tr>
<tr>
<td>David C. Brings</td>
<td>1973-77</td>
<td>Consulting Design/</td>
<td>Design</td>
</tr>
<tr>
<td>1986-85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Lottje</td>
<td>1977-73</td>
<td>Staff Engineer</td>
<td>Act 25/Design</td>
</tr>
<tr>
<td>US Army Corps of</td>
<td>1969-72</td>
<td>Staff Engineer</td>
<td>Hydrology</td>
</tr>
<tr>
<td>Eng</td>
<td>1969-69</td>
<td>Staff Engineer</td>
<td>Specifications</td>
</tr>
<tr>
<td>Mutchi &amp; Eddy</td>
<td>1968-69</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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? 4 to 6 any time is possible.

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

My focus is on filling the position with a person who is capable, compatible and committed with an emphasis on being actively in touch with citizens.

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

Fed - U.S. Army Corps of Engineers - St. Paul District
State - VT DOT with regard to Transportation (1990) Local - Vermont downtown revitalization corporation

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

Hartford Development Corp. President
Hartford Bicentennial Chair

(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? More citizen involvement via use of support.

f. What might some solutions be?

Developing effective lists of current projects planned projects and easy summaries of finances.

g. Other hobbies/interests:

Skying, hiking, running, music.

V. REFERENCES: (Please list three)

Name: Nancy Russell  Telephone:
Name: Ken Parker  Telephone:
Name: Bob Potter  Telephone:

APPLICANTS SIGNATURE  2/15/23

DATE
ADVISORY BOARD/COMMISSION APPLICATION

Application for ___appointment(s) or ___re-appointment to:

I. APPLICANT DATA:

Name: Claudette Brochu
Address: 132 S Main Street Apt 410
         White River Jct VT 05001
Telephone: (Home) ______________ (Work) ______________ (Other) ______________
Email Address: cbrochu30@gmail.com
How long have you been a Hartford resident? ___9 months___
Are you a registered voter? ___yes___

II. EDUCATION:

High School: Nipmuc Regional HS
             many but ending with University of Phoenix
Year Graduated: ___1973___
College 1: ______________ Degree Earned: ___BSN___
Course of Study: __________ Year: ___2008___
College 2: _____________ Degree Earned: ___MSN___
Course of Study: __________ Year: ___2009___

III. WORK HISTORY:

Please list Employer name & address (most recent first)
Planned Parenthood of Northern NE
Price Chopper  can't recall  HCA  cashier
Price Chopper  1981-2011  RN  too many to list

03/10/2020
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? available any time in eve-I am retired.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have had past experience in interviewing and hiring staff. Most recently, I was a selectboard member in a neighboring town where we did not renew a contract with a TM, hired another and faced serious backlash from the public resulting in the TM/Town severing the contract.

c. What are your past experiences in Municipal, State or Federal Government? Four years as a selectboard member in a neighboring town

d. What civic or social organizations have belonged to and what positions did you hold? None except for financial support to many

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? Hiring a competent and qualified TM. This committee needs to find a way to engage the residents and staff in this process.

f. What might some solutions be? Forums/surveys with residents describing the qualities they see as critical BUT also some honest conversations with staff/residents on what went wrong the last 2 times.

g. Other hobbies/interests: Avid reader and supporter of libraries, 20th century history, environmental issues,

V. REFERENCES: (Please list three)

Name: Sara Graves

Name: Mary Layton

Name: Dan Fraser

Claudette Brochu

APPLICANTS SIGNATURE

DATE

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for ___ appointment(s) or ___ re-appointment to: ____________

I. APPLICANT DATA:

Name: Dennis L. Brown
Address: 253 Lower Hyde Park
Telephone: (Home) ____________  (Work) ____________ (Other) ____________
Email Address: dlbm35vt@gmail.com
How long have you been a Hartford resident? ____________
Are you a registered voter? Yes

II. EDUCATION:

High School: ____________ Year Graduated: ____________
College 1: ____________ Degree Earned: ____________
Course of Study: ____________ Year: ____________

College 2: ____________ Degree Earned: ____________
Course of Study: ____________ Year: ____________

III. WORK HISTORY:

Please list Employer name & address (most recent first)

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Dates of Employment</th>
<th>Position Held</th>
<th>Job Duties</th>
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<tbody>
<tr>
<td>Advance Auto</td>
<td>7/21 - present</td>
<td>Driver</td>
<td>Delivery, Car/Truck Yard</td>
</tr>
<tr>
<td>Simpson Companies</td>
<td>5/20 - 7/21</td>
<td>Property Maintainer (PT)</td>
<td></td>
</tr>
<tr>
<td>Dartmouth College</td>
<td>02 - 20</td>
<td>Dispatcher/Patrol Officer, F0 + M</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Retired)</td>
<td>Information Access Assistant Library</td>
<td></td>
</tr>
</tbody>
</table>

03/10/2020
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? Most evenings I'm available.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I'd like to help with this search. I would like to use my past experience as a zoning board member, Planning Commission Chairman, Commission member, Historic Preservation member, Select Board Member, to help with this process.

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

See above.

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

See above.

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? I'm hoping to be part of this process to help us find a great town manager.

f. What might some solutions be? I hope this committee can evaluate, scrutinize, and get to know all we can about prospective candidates. I'm training that an ideal candidate will interview well and have the proper credentials.

g. Other hobbies/interests: Military Vehicles, Hiking, snowmobiling, Veterans Groups - I'm the commander of American Legion Post 8.

V. REFERENCES: (Please list three)

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Parker</td>
<td></td>
</tr>
<tr>
<td>Sue Backhold</td>
<td></td>
</tr>
<tr>
<td>Richard Gnassi</td>
<td></td>
</tr>
</tbody>
</table>

Dennis L. Brown 2/12/23

APPLICANTS SIGNATURE DATE

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

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

Town Manager Search Committee

I. APPLICANT DATA:

Name: Susan M. Buckholz
Address: 973 Old Town Farm Rd.
         White River Junction, VT 05001
Telephone: (Home) _______ (Work) _______ (Other) _______
Email Address: sue.buckholz@gmail.com

How long have you been a Hartford resident? 24 years 6 months
Are you a registered voter? Y

II. EDUCATION:

High School: Sacred Heart Academy CT
             Year Graduated: Left in 1973
             Accelerated college admission
College 1: Yale College
          Course of Study: History
          Degree Earned: B.A.
          Year: 1977

College 2: See C.V., attached
          Course of Study:_________________________
          Degree Earned:_________________________
          Year:_________________________

III. WORK HISTORY:

Please list Employer name & address (most recent first)

Buckholz & Law P.C. 804-2004 Partner
Campbell, Saunders & Buckholz 2000-2004 Partner
VT Defender General 1998-1999 Attorney
Plattsburgh, NY

03/10/2020
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?

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Concern about the stability & viability of our town government. We’ve had a revolving door of too many positions held & we must find a stable candidate who can put things right.

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

Cheri B.C.A. 2017-18

Town/School Moderator

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

See attached C.V.

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? Cemeteries have been left to the citizens to provide assistance from the town decades past when they should have been maintained responsibly. Roadside in danger of disrepair. Provide visible plan to set aside parks & land for preservation.

f. What might some solutions be? Restore civic education to curriculum of all schools. Provide workshop opportunities for these out of school or at home to better

g. Other hobbies/interests: My grandchildren; travel with them in summer; cooking; really, who has time for hobbies?

V. REFERENCES: (Please list three)

Name: Joseph Major Telephone: [Redacted]

Name: Maureen A. Martin Telephone: [Redacted]

Name: Ann Magrone Telephone: [Redacted]

APPLICANTS SIGNATURE

DATE 2/14/2023

03/10/2020
SUSAN M. BUCKHOLZ, ESQ.

HOME ADDRESS:
973 Old Town Farm Road
White River Junction, Vermont 05001
suebuckholz@gmail.com

OFFICE ADDRESS:
P.O. Box 1421
Quechee, Vermont 05059
(302) 296-2209
ese@buckholzlaw.com

EDUCATION:
May 1977    B.A. in History from Yale College, New Haven, Connecticut
May 1978    First Year Completion, Boston University School of Law, Boston, Massachusetts

PROFESSIONAL LICENSES:
June 1995    Admitted to practice before the Bar of the Vermont Supreme Court
May 1996    Admitted to practice before the Bar of the U.S. District Court for the District of Vermont

PROFESSIONAL EXPERIENCE:
01/15/10 to 07/31/10 Acting Magistrate, Orange Family Court, Chelsea, Vermont

April 2005 to May 2013 Acting Judge, Vermont Family Court. Appointment as needed in Family Division of the Vermont Superior Court to hear matters pending before that division.

06/01/04 to present President, Law Offices of Susan M. Buckholz P.C., located in Quechee, Vermont and White River Junction, Vermont. Practice focused in the areas of family law, mediation, estate planning and probate.

02/01/01 to 06/01/04 Partner, Campbell, Buckholz & Saunders LLP, Quechee, Vermont Practice focused in the areas of family law, civil litigation and probate

01/01/00 to 1/31/01 Partner, Buckholz & Nelson LLP, located in White River Junction, Vermont. Practice focused in areas of family law, civil litigation and probate

06/01/98 to 08/15/99 Staff Attorney, Prisoners’ Rights Office, Vermont Defender General’s Office, Montpelier, Vermont. Provision of legal services to Vermont inmates in connection with post-conviction relief, habeas corpus, administrative appeals of Department of Corrections actions
SUSAN M. BUCKHOLZ, Esq.

07/01/95 to 06/01/98 Private practice, Law Offices of Susan M. Buckholz, White River Junction, Vermont. Practice focused in the areas of family law, employment law, probate and civil litigation.

11/18/90 to 11/15/95 Law Clerk/Paralegal, Teachout, Brooks Moore & McNally (and successor firms) in Norwich, Vermont. Work focused primarily in civil litigation and probate departments while completing the four-year clerkship for qualification for admission to the Bar of the Vermont Supreme Court.

TEACHING POSITIONS

2008 to 2009 Participant, Juvenile Justice Institute for Faculty Excellence, sponsored by the Vermont Court Improvement Project and Vermont Judiciary.

Spring 2006 Adjunct Professor in Family Law, Vermont Law School, South Royalton, Vermont.

01/15/00 to 06/30/00 Faculty, Paralegal Program, Woodbury College, Montpelier, Vermont. Half-time position in paralegal program as teacher and advisor.

1996 to 5/2016 Adjunct Instructor, Community College of Vermont, White River Junction, Vermont. As needed basis in legal studies.

1995 to 2008 Adjunct Instructor, Woodbury College, Montpelier, Vermont, as-needed basis in paralegal program.

PUBLICATIONS


Legal Consultant and Contributor, “Parents as Guardians Ad Litem in Delinquency Cases: What to Expect from the Court, What the Court Expects from You”, published by the Court Administrator’s Office of the State of Vermont, 2007.


PROFESSIONAL and COMMUNITY SERVICE:

Oct. 2018 to present Board Member, Salvations Farm, member of Fundraising Committee

Dec. 2019 to Present Board Member, Rural Vermont, Montpelier, Vermont.

Dec. 2018 to 2021 Board Member, Dismas of Vermont, member of Governance Committee.
SUSAN M. BUCKHOLZ, Esq.

Jan. 2017 to Jan. 2019 Vermont State Representative for Windsor 4-1 District.

Feb. 2014 to Oct. 2019 Council Member, Hartford Dismas House Board. Former secretary of Board and chair of the Outreach Committee

June 2012 to 12/2015 Member, Family Division Oversight Committee of the Vermont Supreme Court/Judiciary

May 2012 to Mar. 2013 Board Member, Emerge Family Advocates, White River Junction, Vermont

December 2011 Certificate of Appreciation from the Vermont Guardian Ad Litem Program

July 2011 to July 2013 Governance Board President, Northern New England District of the Unitarian Universalist Association, Concord, New Hampshire

June 2009 to June 2011 Board Chair, Vermont Parents Representation Center, Inc., a nonprofit public law and policy organization promoting a collaborative approach to parent representation in juvenile court proceedings.

Sept. 2008 to Mar. 2013 Member, Justice for Children Task Force of the Vermont Supreme Court, representing parent's attorney perspective

August 2008 Certificate of Appreciation from the Vermont Guardian Ad Litem Program

June 2008 to June 2011 Governance Board Secretary, Northern New England District of the Unitarian Universalist Association.

2008 Vermont Supreme Court and Family Court Oversight Committee Recognition Award for dedication and service to the Vermont Family Court

July 2007 to Oct. 2009 Board Member, Valley Court Diversion Programs, White River Junction, Vermont; Secretary from 2007 through 2009.

June 2007 to Sept. 2016 Board Member, Next Steps/Stepping Stones, Lebanon, New Hampshire; Secretary from 2008 to 2010; Treasurer from 2010 to present, President 2016.


Sept. 2003 to June 2009 Board Member, Children's Literacy Foundation, Waterbury, Vermont. Board President 2005 to June 2009.

Sept. 2003 Outstanding Pro Bono Service Award, Vermont Bar Association. For pro bono service to children and families in Windsor County.
SUSAN M. BUCKHOLZ, Esq.

March 2002 to March 2007
Town and School Moderator, Town of Hartford, Vermont.

June 2001 to Oct. 2003
Board Member, Upper Valley Food Coop, White River Junction, Vermont.

June 2001 to June 2002
Board Member and President, First Universalist Society of Hartland, Vermont.

May 1996 to May 2002
Board Member, Women’s Information Services, Lebanon, New Hampshire, Board President 2000 to 2002.
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 X appointment(s) or ___ re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Sara Campbell
Address: 141 Chellis St. WRJ, VT 05001

Telephone: (Home) ____________ (Work) ____________ (Other) ____________
Email Address: __________________________

How long have you been a Hartford resident? 11 years
Are you a registered voter? yes

II. EDUCATION:

High School: West Carteret HS Year Graduated: 1993

College 1: UNC-Chapel Hill Degree Earned: BA
Course of Study: Stage Management/Dramatic Art Year: 1997

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
Alice Peck Day Memorial Hospital Present Project Manager Project Management
Dartmouth College 2014-2019 Asst. Director Institutional Events
Tuck School of Business 2011-2014 Program Coordinator Coordinated Executive Education

03/10/2020
IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? I am available most evenings and could meet when needed. I’m currently on a committee that meets bi-monthly the 1st and 3rd Wednesdays.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Having worked on a committee for the last six years I have experience working with the town manager and selectboard and schoolboard.

c. What are your past experiences in Municipal, State or Federal Government? I’m on HCOREI and have served for six years. I am Chair this year.

d. What civic or social organizations have belonged to and what positions did you hold? I am serving in HCOREI in the Town of Hartford, I severed a few years in the WRS PTA, I’m a current participant in the Leadership Upper Valley Program held by Vital Communities.

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? I’d love us to find a great fit for Town Manager. One of my biggest concerns is that we have been a town in transition for most of the 10+ years I’ve lived here. I would like to find a great leader and communicator who is willing to work with departments and boards and committees to move Hartford forward.

f. What might some solutions be? Hiring a TM who has a background not just in municipal governance but in organizational transformation. We need a strong leader who both understands where Hartford is now and has a vision to get us on a more level path into the future.

g. Other hobbies/interests: Gardening, Knitting

V. REFERENCES: (Please list three)

Name: Kim Souza
Telephone: 

Name: Joe Major
Telephone: 

Name: Gabrielle Lucke
Telephone: 

Sara Campbell

APPLICANTS SIGNATURE

DATE

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☑ appointment(s) or ___ re-appointment to:__________________________

Town Manager

I. APPLICANT DATA:

Name:     David A. Davis
Address:  11 Stacey Lane
          White River Jct. VT 05001
Telephone: (Home) [redacted] (Work) [redacted] (Other) [redacted]
Email Address: davisd401@yahoo.com
How long have you been a Hartford resident? 31 years
Are you a registered voter? yes

II. EDUCATION:

High School: Windsor High School Year Graduated: [redacted]
College 1: St Leo College Degree Earned: No
        Course of Study: Criminology Year:
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

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<th>Dates</th>
<th>Position held</th>
<th>Job duties</th>
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<tr>
<td>Bloods Catering + Party Rentals</td>
<td>Oct 2021 - current</td>
<td>General Manager</td>
<td>-oversee daily operations</td>
</tr>
<tr>
<td>Relic USA</td>
<td>Dec 2014 - Oct 2021</td>
<td>Branch Manager</td>
<td>oversee electrical branch</td>
</tr>
<tr>
<td>Bloods Catering + Party Rentals</td>
<td>Sept 2007 - Dec 2014</td>
<td>Rental Manager</td>
<td>oversee rental depot</td>
</tr>
<tr>
<td>PCCW Inc</td>
<td>Feb 2007 - Sept 2007</td>
<td>Owner</td>
<td>built high performance engines</td>
</tr>
</tbody>
</table>

Blacks - 1147 Hartford Ave WRS VT
Relic - 86 Sylas Mountain Ave WRS VT
PCCW - 803 Mill Rd Woodstock VT

03/10/2020
IV. PROFESSIONAL EXPERIENCE:

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

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I would like to increase my involvement in teen activities. I have training in hiring staff members from my current and previous employment. I believe I have the ability to objectively evaluate people and gain insight into their personal beliefs and allegiances.

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? Currently Chairman of the New Hampshire Motor Speedway Victory Lane Committee.

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? A sense of transparency and genuine concern for the citizens of Hampton.

f. What might some solutions be? Being more visible, spending time in the community listening to the people and work to gain a true understanding of what the community wants and needs.

g. Other hobbies/interests: coaching basketball

V. REFERENCES: (Please list three)

Name: Breeden Blake Telephone: [Redacted]
Name: Jon Gilman Telephone: [Redacted]
Name: Gary Gervais Telephone: [Redacted]

APPLICANTS SIGNATURE 2/17/23

03/10/2020
February 23, 2023

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

RE: Town Manager Search Committee 2023

To Whom It May Concern:

Enclosed please find my application for consideration as a member of the Town Manager Search Committee 2023.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,

Matthew C. Donahue

enclosure
Application for appointment to the “Town Manager Search Committee 2023”

APPLICANT DATA:

Matthew C. Donahue
2325 Old River Road
White River Junction, VT 05001
w. 603-448-3224
matt@donahuelawoffices.com
Length of residency: 5 years
Are you a registered voter? Yes

EDUCATION

St Johns Preparatory School, Danvers, MA 1977
Colby College, Waterville, ME - Government BA 1981
Suffolk University Law School, Boston, MA - Law JD 1985
Vermont Law School, South Royalton, VT - Environmental Law MSEL 1995

WORK HISTORY

2020 to present:  Matthew C. Donahue Law Offices, PLLC
37 Bank Street, Lebanon, New Hampshire 03766
estate planning, probate & trust attorney; business counsel

2001-2020:  Eno Martin Donahue LLP
491 Dutton Street, Suite 206, Lowell, MA
Managing Partner of 5 attorney firm -- business and employment litigation, environmental, probate and trust administration

1988-2001:  Donahue & Donahue Attorneys P.C.
21 George Street, Lowell MA
Associate Attorney - Litigation focus: business and employment law; criminal, environmental, insurance defense

1986-1987:  Middlesex County District Attorney’s Office
40 Thorndike Street, Cambridge, MA
Assistant District Attorney
PROFESSIONAL EXPERIENCE

a. 2-4 nights per month; best night would be a Thursday and I would be available evenings.

b. While a new resident to Hartford, I have been a second home owner in Quechee since 1996. As you can see from my application I was pretty involved in my hometown, and it is generally in my nature to get involved. My background as a lawyer in dealing with employment issues is relevant to the work of the Committee. I also have a general understanding of municipal law on land use issues, zoning, and economic development strategies.

c. I was elected to the Lowell City Council for two two-year terms in the early 1990’s. Lowell’s Charter used a city manager form of local government. As a City Councilor I was involved in the selection of a city manager and created and implemented an annual review process for the city manager which had not been in place ever before.

d. I have served on many non-profit boards but most recently the Lowell Parks and Conservation Trust, an urban land trust in Lowell. I have served as President of the organization and was responsible for hiring several executive directors over the years. I founded the organization in 1990 and still serve on that board. I am also on the Board of Trustees of Lowell Catholic High and Middle School also in Lowell, MA. I am active in the White River Partnership and a member of the Quechee Club’s Diversity Equity and Inclusion Council.

e. All municipalities need good people in paid and unpaid positions and that starts with the Town Manager. The Town Manger needs to be able to balance the human resources, financial resources, and politics of their position. It is difficult job on a good day. They need to oversee, manage, and deliver fundamental municipal services: education, police, fire, public works, and planning to name a few. They need to recruit and keep good personnel to fulfill that mission. Beyond that they need to address and set future aspirational goals for the community -- things the town can reach for that may seem just about impossible to attain. Finally, they need to create a climate to grow the local tax base through innovative economic development strategies.

f. Solutions to any problems require the building of consensus and that would require the Manger working with the Board of Selectmen to lead initiatives and persuade people in the community to rally to the cause. Generally, a good working relationship between the Board and the Manger is critical to solving any challenges facing the Town.
g. Hobbies: Biking, Hiking, Skiing, Golfing, Swimming, Songwriter; guitar and keyboard player

REFERENCES:

1. Rebecca White
2. Steven Davis
3. Lynn Luczkowski

Applicant: Matthew C. Donahue

Date: 2/22/23
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for ☐ appointment(s) or ____ re-appointment to:  TOWN MANAGER SEARCH

I. APPLICANT DATA:

Name: TIM FARIEL
Address: 141 WORCESTER AVENUE

Telephone: (Home) ☐ (Work) ☐ (Other) ☐
Email Address: tfariel@gmail.com
How long have you been a Hartford resident? _______ 20 YEARS
Are you a registered voter? YES

II. EDUCATION:

High School: WINDSOR HIGH Year Graduated: 1981
College 1: OLD DOMINION UNIVERSITY Degree Earned: BA - GEOGRAPHY
Course of Study: URBAN GEOGRAPHY Year: 1985

College 2: UMASS AMHERST Degree Earned: TEACHER CERT.
Course of Study: EDUCATION Year: 1989

III. WORK HISTORY:

<table>
<thead>
<tr>
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<th>Dates of Employment</th>
<th>Position held</th>
<th>Job duties</th>
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<tr>
<td>3R ARIS SOLUTIONS FACILITIES MGR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDEPENDENT CONTRACTOR REAL ESTATE, CONSTRUCTION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LISTEN COMMUNITY SERVICES OPERATIONS MGR.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WOODARD ASSOCIATES PROPERTY MGMT / SALES</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

03/10/2020
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?

M - TH 3 PM - 9 PM

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I see this as a critical position and have experience in the process of identifying leadership. I was involved in process for superintendent search.

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

Served on many boards: Chamber of Commerce, Planning Commission, School Board (Hartland)

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

School Board - 1 year as chair
Board of Hartford Chamber
Upper Valley Housing Coalition

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?

Need key leadership to guide and inspire each department to deliver exceptional service.

f. What might some solutions be?

Routine evaluations, high expectations, training, competitive compensation packages

g. Other hobbies/interests:

Running, Skiing, Hiking, Travel, Home projects

V. REFERENCES: (Please list three)

Name: Doug Heavisides
Telephone:

Name: Chris Sneddon
Telephone:

Name: George Lucke
Telephone:

APPLICANTS SIGNATURE

DATE: 2-14-2023

03/10/2020
ADVISORY BOARD/COMMISSION APPLICATION

Application for _x_ appointment(s) or _blank_ re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Ann Jane Kemon (AG)
Address: 1584 Dothan Rd
West, VT 05001

Telephone: (Home) _blank_ (Work) _blank_ (Other) _blank_
Email Address: aikemone.comcast.net

How long have you been a Hartford resident? 42 years
Are you a registered voter? Yes

II. EDUCATION:

High School: Lexington High Lexington, MA Year Graduated: 1973

College 1: Northeastern Univ/Forsyth Degree Earned: Assoc.
Course of Study: Dental Hygiene Year: 1975

College 2: ________________________________ Degree Earned: ________________________________
Course of Study: ________________________________ Year: ________________________________

III. WORK HISTORY:

<table>
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<tr>
<th>Employer name &amp; address (most recent first)</th>
<th>Dates of Employment</th>
<th>Position held</th>
<th>Job duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archer Dental</td>
<td>5-21 present</td>
<td>Dental Hygienist Patient Care</td>
<td></td>
</tr>
<tr>
<td>Red Lion Dental Clinic</td>
<td>2000-2015</td>
<td>Clinic Driver</td>
<td>Patient Care/Manager</td>
</tr>
<tr>
<td>Elaine Neal, DMD</td>
<td>2000-2015</td>
<td>Dental Hygienist Patient Care</td>
<td></td>
</tr>
<tr>
<td>Robert Alvaranga DDS</td>
<td>1997-2015</td>
<td>Dental Hygienist Patient Care</td>
<td></td>
</tr>
</tbody>
</table>

03/10/2020
IV. PROFESSIONAL EXPERIENCE:

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

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I’d like to contribute to the Town with my time to find a Town Manager that is a good “fit” for the Town. I am extremely organized can be a good “listener” and have the ability to see both sides of an issue.

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

   I served on the Recreation Commission in the 1990s. I currently serve on Treasure Island Advisory Committee in Tewksbury where we own property.

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

   Friends of Wilder Library (member), Good Beginnings - Volunteer Search Committee - Principal of HMS (member), Wilder PTA - Fundraising Chair, Dothan Brook PTA - President.

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions? I’d like to see more collaboration between the Town Manager and the Dept heads. Also to have a new manager that can relate to residents of all socioeconomic backgrounds.

f. What might some solutions be? Listening sessions with background. Residents and Dept heads have clear benchmarks that need to be met.

g. Other hobbies/interests: Tennis/pickle ball, weeding, rug hooking, swimming, boating, kayaking

V. REFERENCES: (Please list three)

Name: Susan Luskoff  
Name: Barry McCabe  
Name: Elizabeth MacAskill

Telephone:  
Telephone:  
Telephone:

SIGNATURE  
DATE 2/17/23

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for ✔ appointment(s) or _ re-appointment to:

I. APPLICANT DATA:

FRANK KLYM
Name: Address: 2416 Brookside Dr, Wilder VT

Telephone: (Home) ✔ (Work) _ (Other) _ Email: Bliff2e comcast net

Are you a registered voter? _ Yes _ No

How long have you been a Hartford resident? _ 40 yrs

II. EDUCATION:

☐ _ See Attached

Thank you for your consideration

Applicants Signature: 2023-03

Date: 2023-03
Advisory board

2/23/23

Education
Levittown memorial high school  Levittown New York  state regents diploma 1967
Academic scholar
St Francis college Brooklyn New York  degree earned BS  1971

Employment history
Service federal credit Union 1989/2015 retirement  area mgr full responsibility for staff profit loss
business development and community relations and growth as well as business giving in area
Previous Hanover ban.k and trust vt, American brush company director shipping and receiving
Principal clothes store birth of the blues
A
I would be able to attend evening meetings if appointed except for Monday and fridays previous
committments
B/c

I wish to serve as I have a long history of serving the town in different capacities ie planning board
hbrlf presently and forcaporoximately  25 years selectboard , the disposition o& the old schools
committee for over 25 years my children Hartford school system  lived here for close to 40 years
have experience in serving on previous town manager commission
D Windsor county court diversion program treasurer board member and interviewer and results
programmer
Chamber of commerce board member, Salvation Army treasurer,upper valley development
centerboard treasurer volunteer, davidshousedoriginal volunteer 1988 board member treasurer
investment chair community fund raising chair , chair finance committee, executive committee
E continued cooperation among committees commissions board chairs and increased perception by
the community
F schedule of meetings of board chairs to meet and recognize each of their respective
challenges,board meetings in community locations, plan to develope a pathway to reach ou5 to the
young people of the community as they are the future
G
Target shooting gardening boating travel
Ryan scelza. Chair hbrlf
Don Dutton executive director David’s house
Crystal Pearson wrj vt
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
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PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for _appointment(s) or _re-appointment to:_ Town Manager Search Comm

I. APPLICANT DATA:

Name: Jennifer Kravitz
Address: 985 Dethan Road
White River Jct., VT 05001
Telephone: (Home) _ (Work) _ (Other) __Cell__
Email Address: jenkravitz@gmail.com

How long have you been a Hartford resident? 31 yrs
Are you a registered voter? Yes

II. EDUCATION:

High School: Southern Lehigh HS Year Graduated: 1977
College 1: Temple University Degree Earned: BS
Course of Study: Physical Therapy Year: 1981

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
Harlum Terrace Healthcare 2/2021 ongoing, per diem physical therapist
VNH of VT & NH 4/2017 - 2021 Home care physical therapist
Hartford School District 2006 - 2015 School physical therapist
- Various other PT jobs over 40 years

03/10/2020
IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings?  I am mostly retired - mostly job Schedule. I am available evenings and could do several per month.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I have the time now to be more involved in the community and care about my town and neighbors. My skills are evaluating, listening and problem solving.

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

d. What civic or social organizations have belonged to and what positions did you hold? I led the social outreach ministry at my church for years, providing food and financial assistance in the community.

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? Housing, homelessness and, man, does my road need repaving.

f. What might some solutions be? Subsidized housing - Not a simple issue.

g. Other hobbies/interests: Music, hiking, biking.

V. REFERENCES: (Please list three)

Name: Mary Bouchard
Telephone: [Redacted]

Name: Carol White
Telephone: [Redacted]

Name: Suzy Henderson
Telephone: [Redacted]

Applicants Signature: [Signature]

Date: 2/10/23

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ____re-appointment to: Town Manager Search Committee

I. APPLICANT DATA:

Name: Gabrielle Lucke ____________________________________________
Address: 554 Campbell St WRJ, VT 05001 (Hartford Village) ___________________________

Telephone: (Home) _____(Work)____(Other) _____ Email ________________________________
Address: gabrielle.lucke@hypertherm.com lucke4vt@gmail.com

How long have you been a Hartford resident? approximately 20 years (2000-2002; 2006-present)
Are you a registered voter? Yes ______________

II. EDUCATION:

High School: Lakeland Regional _______________________________________

College 1: St Mary’s College Year Graduated: 1978

Course of Study: Social Science Degree Earned: BS Year: 1984

College 2: Shippensburg University Degree Earned: MS; UMCP ABD
College 3 University of MD College Park Year: 1987; UMCP 1994

Course of Study: (SU) Clinical Counseling: (UMCP) Health Education

WORK HISTORY:

| Please list Employer name & address (most recent first) | Dates of Employment | Position held | Job duties |

Please see the attached resume for details.
PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meets 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?

   4-6 nights a month and the best days are Monday - Thursday

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

Hiring a Town Manager is serious strategic work for our community. As a longtime resident, previous Representative in the VT General Assembly and School Board member and board member on non-profits in our community I know and can represent the interests of our community well. I am also a HR professional and having recently served on the Charter Commission Committee did the revisions related to the Town manager position.

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

   JP, BCA, served on several town committees, school board and represented Hartford in Montpelier. While in Montpelier my first term I served on the General, Housing & Military Affairs committee and in my second term Ways & Means. I also served on the VT ACLU Board and now on the Dismis of VT Board

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

   I am currently on the Dismis of Vermont Statewide Board serving on the Governance Committee, I have also been on the Harford Dismis House board, Second Growth board and other town committees

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?

Hiring a new Town Manager, one who will lead, organize, and facilitate a quality working environment for Town employees and work toward our residents and community to function well together in a way that we can all thrive.
f. What might some solutions be?

   A diligent search to find a candidate who can not only deliver high quality day to day operation but also one who both challenges and supports our select board through collaborative partnership based on both today's Harford and tomorrows.

g. Other hobbies/interests: Visiting family, knitting, travel, cheering on Hurricane athletes

V. REFERENCES: (Please list three)

Name: Barbara & Scott Farnsworth  Telephone: ☑

Name: Jennifer Rataj  Telephone: ☑

Name: David Briggs  Telephone: ☑

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Gabrielle Lucke  Feb. 10, 2023

APPLICANTS SIGNATURE  DATE
Gabrielle M. Lucke, M.S.

554 Campbell St.
White River Jct., VT 05001

(802) 292-3390
glucke@gmail.com

SUMMARY

An engaging leader and coach, skilled at enlisting and activating team members and resources to align with organizational goals. Known for an interactive teaching style that encourages participation while facilitating learning. High energy, confident professional with an infectious enthusiasm.

PROFESSIONAL EXPERIENCE

Program Manager, Organizational Development & Effectiveness
Learning & Development, Hypertherm Inc., Hanover, NH
July 2019 to Present

Co-Founder and Partner
Compacity Partners, LLC, White River Junction, VT
June 2019 to April 2022

Senior Consultant, Training & Development
Office of Human Resources, Dartmouth College, Hanover, NH
January 2014 to July 2019, Emeritus

Director, Diversity Training & Educational Programs
Office of Institutional Diversity & Equity, Dartmouth College, Hanover, NH
July 2009 to December 2013

GML Consulting
Columbia, MD and White River Junction, VT
September 2002 to 2010

Associate Director for Collis Center and Student Activities
Collis Center and Student Activities Office, Dartmouth College, Hanover, NH
July 2007 to April 2009

Acting Associate Director of Residential Education
Office of Residential Life, Dartmouth College, Hanover, NH
August 2006 to June 2007

Coordinator of Campus Alcohol Programs
University Health Center, University of Maryland, College Park, MD
August 2005 to April 2006

Adjunct Faculty, Howard Community College
Division of Health Sciences, Columbia, MD
September 2004 to April 2006

Director of Health Resources
Dartmouth College Health Service, Dartmouth College, Hanover, NH
January 1995 to March 2002

LEADERSHIP AND COMMUNITY SERVICE

• Dismas of Vermont State Board, Governance Committee (2022 to Present)
• ACLU of Vermont, Board of Directors (2018 to 2022)
• Hartford Dismas House, Advisory Council (2018 to 2022)
• Second Growth Board of Directors, Wilder, VT (2012 to 2020)
• LeaderShape Inc., Lead Facilitator based in Champlain Urbana, IL (1996 to 2020)
• Vermont General Assembly, House of Representatives, Windsor 4-2 (2015 to 2018)
• Hartford School District Board of Education, Hartford, VT (2008 to 2012)
• Dartmouth Center on Addiction, Recovery & Education, Founding Member Hanover, NH (1990-2008)
• University of Maryland University College Legal Studies Advisory Board, College Park, MD (2004-2006)
• St. Mary's College of Maryland Alumni Council Member, St. Mary's City, MD (1990-1994; 2004-2009)
• Director on Boards of multiple preschool and child development organizations (2000-2004; 2006-2008)

AWARDS AND RECOGNITION
• Hypertherm Associates Community Hero Spring 2022
• Dartmouth College Annual MLK Social Justice Award: 2015 Holly Fell Sateia Award
• Champion for Youth Award, Student Leadership Training Program (SLTP) 2013, 2014 & 2015
• Public Resolution by the Citizens of the Town of Hartford for Dedicated Civic Concern and Service, 2012
• Citation Proclamation & Documented Vote of Appreciation by the Citizens Hartford, VT, 2010
• Dartmouth College Student Employer of the Year, 2009
• University of Maryland Outstanding Resident Director of the Year, 1993

EDUCATION
• Diversity Management Certificate, 2013, Cornell University Industrial Labor Relations School, New York
• Early Childhood Educator Certificate, 2004. Howard County Community College, Maryland
• Completed doctoral level course work in Health Education, ABD 1995, University of Maryland
• Master of Science, Counseling, 1987, Shippensburg University of Pennsylvania
• Bachelor of Arts in Social Sciences, 1984, St. Mary's College of Maryland

FACILITATOR CERTIFICATION
• Certified Strengths Coach, Gallup Inc.
• Emotional & Social Competency Inventory 360 Administration and Coach, Korn Ferry Hay Group
• Intercultural Development Inventory Qualified Administrator, IDI LLC
• Dartmouth By-stander Intervention Facilitator, certified by Green Dot Inc.
• NACUA Title IX Coordinator Training

PUBLICATIONS

REGIONAL CONFERENCE PRESENTATIONS
• “Impact of Assumptions & Bias in the Workplace” SHRM 2022 Regional Conference, Burlington VT
• “Stay...Just A Little Bit Longer: The Stay Interview as a Retention Tool” SHRM 2019 and CUPA 2017 New England Regional Conferences, Burlington, VT
• “Diversity Master Series & Workforce Initiative Panel” SHRM 2012 Regional Conference, Burlington VT
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for ✓ appointment(s) or __ re-appointment to: Town Manager
Selection Committee

I. APPLICANT DATA:

Name: Sandra Mariottti (Sandy)
Address: 528 Fairview Terrace, W. JIF, VT

Telephone: (Home) __________ (Work) __________ (Other) __________
Email Address: mariottti22@live.franklinpierce.edu
How long have you been a Hartford resident? 28 years
Are you a registered voter? ___

II. EDUCATION:

High School: Windsor High Year Graduated: 1986

College 1: CCV Year: 2014
Degree Earned: Liberal arts
Course of Study: Liberal arts
# also: DH School of Surgical Technology
College 2: Vermont Technical College Year: 2017
Degree Earned: RN
Course of Study: Nursing
College 3: Franklin Pierce University Year: present

III. WORK HISTORY: Nurse Nursing

Please list Employer name & address (most recent first) Dates of Employment Position held Job duties
1. Dartmouth Health 2020 - Present RN Case Manager DIC planning
3. Dartmouth Health 2010 - 2016 CST IV/2NTH OR Surgical Tech
4. VA Medical Ctr 1987 - 2016 Varied started in Kitchen up to Admin Assist O NCI CTR PTSD

03/10/2020
IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? I would be available 1 time per week after 6 pm. If necessary more days if planned in advance any day of the week M-F but would prefer M-Th.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I was the chair on the last Town Manager selection committee. I enjoyed the process and while saddled to see it did not work out I would enjoy participating in the process again.

c. What are your past experiences in Municipal, State or Federal Government? I served as select board member (clerk for 2 yrs) for four years. As above was chair of last Town Manager Selection Committee.

d. What civic or social organizations have belonged to and what positions did you hold? Girl Scouts of America Council VT, AARP team Parent for Hartford Hockey

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? Substance Use Disorder (especially Opioid), Homelessness, Community Social Services to assist in existing gap in medical/social needs in community.

f. What might some solutions be? Substance Use: Host community social events expand community campaigns to engage youth in our community expand prevention programs. Homelessness: It is nice to see a committee has been formed. Consideration of a service system to support long term housing stability. Chronic Homelessness

g. Other hobbies/interests: Spending time with my family especially my 4 grandchildren, visit Walt Disney World often, spend time at Camp Being a Nurse Case Manager RNC Dartmouth-Hitchcock as a profession

V. REFERENCES: (Please list three)

Name: Helen Graves, RN, BSN
Telephone: [redacted]

Name: McKenzie Durhan, SW, OCH
Telephone: [redacted]

Name: Norman Mariotti, Spouse
Telephone: [redacted]

Sanctua Mariotti
APPLICANT'S SIGNATURE

[redacted]
DATE

03/10/2020
ADVISORY BOARD/COMMISSION APPLICATION

Application for ___X__ appointment(s) or ___re-appointment to:______________________________
                                                town manager search committee
                                                                _____________________

I.          APPLICANT DATA:

Name:                Cathy Melocik
Address:              PO Box 717, Wilder, VT 05088

Telephone: (Home)   (Work)    (Other) _______________________________________________
Email Address: c79ad@yahoo.com
How long have you been a Hartford resident?    23+ years
Are you a registered voter?     Yes

II.          EDUCATION:

High School:  Mount St Joseph Academy, Rutland, VT  Year Graduated:  1983
College 1:  John Hopkins University
Course of Study:  Humanities

College 2:
Course of Study:

III.          WORK HISTORY:

Please list Employer name & address (most recent first)   Dates of Employment & Position held  Job duties
Tuck School of Business at Dartmouth  12/1/99-Present  Senior Manager, Publications
100 Tuck Hall, Hanover, NH 03755-9000  Duties = project mgmt, editing, writing

Lippincott Williams & Wilkins  1995–99  Journal Production Editor
351 W Camden St, Baltimore, MD 21201  Duties = medical-journal copyediting/production

Previous work includes large public-library professional staff, admin/HR for nonprofit orgs for people with physical and mental disabilities, curator of historic-house museums

03/10/2020
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? 4-8 nights/month; generally available M-F; yes, available for evening meetings (preferred)

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? Because I would like to contribute to attracting qualified candidates for a well-defined, clearly articulated town-manager position—and hiring the most effective person who, hopefully, will serve as a longer-term manager who grows with Hartford. I have a deep background in communications, project management, and human resources and experience with development issues.

c. What are your past experiences in Municipal, State or Federal Government? Longtime participant in various municipal meetings and communications, including selectboard meetings, town meetings, Planning Commission and Zoning Board of Adjustment meetings, and meetings regarding historic preservation...and more

d. What civic or social organizations have you belonged to and what positions did you hold? Given work and home constraints, I have participated in many, many town/community/neighborhood issues on an independent basis, as many in elected/appointed positions in the town know; this way I have been able to contribute and address varying concerns with varied boards/commissions.

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? Besides existing areas being addressed, Hartford needs a significant, holistic plan to improve communications from the various town entities, whether admin, elected, appointed, or volunteer. This includes coordinated and increased, proactive outreach to citizens, and transparency, particularly given town turmoil in recent years.

f. What might some solutions be? Clearly defining the town manager’s duties and expectations; clearly defining the role/s of the selectboard and its individual members in working with the town manager; developing a strategic plan for communications and financial goals

g. Other hobbies/interests: History and historic architecture, particularly locally; gardening; editorial work; music performance; antiques; reading

V. REFERENCES: (Please list three)

Name: Susanne Abetti Telephone: Pls contact me for number
Name: Rebecca Waters Telephone: Pls contact me for number
Name: Marcy Bartlett Telephone: Pls contact me for number

APPLICANT'S SIGNATURE

DATE 2/27/23

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.) 802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for __________________ appointment(s) or __________________ re-appointment to: ________________________________

______________________________
Town Manager Search Committee

I. APPLICANT DATA:

Name: Gayle Ottmann
Address: 114 Larch Lane, White River Junction, Vermont
(P.O. Box 744, Quechee, Vermont)
Telephone: (Home) (Work) (Other)
Email Address: gottman2308@comcast.net
How long have you been a Hartford resident? 47 years
Are you a registered voter? yes

II. EDUCATION:

High School: Lancaster, NH Academy Year Graduated: 1953
College 1: Boston University Degree Earned: transferred out Course of Study: journalism Year: 1953-1954
College 2: Hesser Business College Degree Earned: Associates Course of Study: Executive Secretary Year: 1955

III. WORK HISTORY:

Please list Employer name & address (most recent first) Dates of Employment Position held Job duties
Northmac, Inc. 2014-present Sales Manager All related to (Group, Tours, Corporate Sale:
Holiday Inn 2012-2014 Sales Manager Same
Town of Windsor 2010-2012 Downtown Manager Development
Quechee Hartford Area 1991-2009 Executive Director Related duties
Chamber of Commerce

03/10/2020
IV. PROFESSIONAL EXPERIENCE:

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available. Would you be available for evening meetings? I am not available on Monday nights. Otherwise, I can attend evening meetings as requested.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? The town manager of any community needs to be the leader who can bring that community forward. He/she must have a clear understanding of its needs and wants for the future. As a part-time and observer of Hartford’s needs, I would like to be on this Committee to recommend the person of two Charter Officers.

c. What are your past experiences in Municipal, State or Federal Government? I served 12 years as Selectman (Vose Board); 15 years on Board of Civil Authority (still serve); 15 years as a Justice of Peace; Vermont Arts Council (6 years Board member). Hartford Community Coalition Board member; White River Rotary Club (30 year member; Past President; Board Member; Baisch Creek Community Church (Council Chair).

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

V. REFERENCES: (Please list three)

Name: Bonnie Fields
Telephone: [Redacted]

Name: Nancy Russell
Telephone: [Redacted]

Name: David Briggs
Telephone: [Redacted]

Applicant’s Signature: [Signature]

DATE: 2/27/2023

03/10/2020
TOWN OF HARTFORD
171 BRIDGE STREET
White River Jct., VT 05001
802-295-9353 (Tel.)  802-295-6382 (Fax)
PLEASE PRINT LEGIBLY OR TYPE

ADVISORY BOARD/COMMISSION APPLICATION

Application for X appointment(s) or ___re-appointment to: ____________________________
Town Manager Search Committee

I. APPLICANT DATA:

Name: Jason Smoller ____________________________
Address: 310 Fairview Terrace _______________________
          White River Junction, VT 05001
Telephone: (Home) ___________ (Work) 802-296-7000 x126 (Other) _______________________
Email Address: jsmoller@northernstage.org

How long have you been a Hartford resident? __Since January 2023_______________________
Are you a registered voter? __Yes__________________________

II. EDUCATION:

High School: Little Rock Central HS ________________________ Year Graduated: 2005

College 1: Brown University ____________________________ Degree Earned: A.B.
Course of Study: Music/French ____________________________ Year: 2009

College 2: Manhattan School of Music _____________________ Degree Earned: M.Music
Course of Study: Orchestral Performance, Oboe ____________ Year: 2011

III. WORK HISTORY:

Please list Employer name & address (most recent first) Dates of Employment Position held Job duties
Northern Stage, 76 Gates St, WRJ, VT 05001 1/9/23 – present Managing Director Oversee all activities
Irish Repertory Theatre, 132 West 22nd St, NY, NY 10011 7/15/19-12/20/22 Dir. Development & Mktg Manage $2m in revenue
Dartmouth College Fund, Conterra Pkwy, Lebanon, NH 1/13-8/13 Dev. Asst Fundraising

03/10/2020
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? 3-5 nights per month are possible.

I could serve 3-5 nights per month, with best availability on Mondays through Wednesdays.

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? I am eager to become an integral part of the WRJ/Hartford community as I take on the leadership of Northern Stage. I worked at Northern Stage for a few months in 2012 and recognize how important the arts are to the Upper Valley and the town of Hartford. I have spent ten years working as a nonprofit administrator and have been on dozens of hiring committees and managed many recruitments and searches.

c. What are your past experiences in Municipal, State or Federal Government? I have served as a volunteer panelist for the New York City Department of Cultural Affairs, involved in reviewing proposals for funding. I have fostered relationships with civil servants and have a deep respect for people who dedicate their lives to furthering municipalities.

d. What civic or social organizations have belonged to and what positions did you hold?
I was deeply involved in the volunteer non-profit Greenwich Village Orchestra in NYC, where I took on multiple responsibilities and became the Executive Director. I built community relationships and raised money for the orchestra, and I created partnerships across the city.

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

I believe there is work to be done to bring the communities of the villages of Hartford together, and to create cohesion among them. There is great potential for the growth of the urban area of WRJ, and there is opportunity for us to make Hartford a hub of activity in the Upper Valley by investing in public facilities such as parking and other necessary downtown amenities.

f. What might some solutions be? The town could invest in the construction of a parking facility similar to what can be found in Hanover, which would allow for greater density downtown and would alleviate some of the parking issues that occur when Northern Stage has a show and all the restaurants in town are full. It is an exciting moment for Hartford that new restaurants and bars are popping up, and the town must rise to meet the leadership of the business community.

g. Other hobbies/interests: I am an orchestral classical musician in my spare time, and I am the proud parent of a 2 year old who will hopefully be enrolled in the Hartford public schools next year!

V. REFERENCES: (Please list three)

Name: Carol Dunne (Artistic Director, NS) Telephone: __________

Name: Joe Major (UVAC) Telephone: __________

Name: Emilia Smart-Denson (Irish Rep, NYC) Telephone: __________

__________________________
APPLICANT'S SIGNATURE

2/22/23
DATE

03/10/2020
I. **Call to Order the Selectboard Meeting** by Chair, Mike Hoyt at 6:00PM

II. **Pledge of Allegiance** was recited and led by Chief Greg Sheldon.

III. **Local Liquor Control Board.**

Selectboard Chair, Mike Hoyt recessed the Selectboard meeting and opened the Local Liquor Control Board at 6:02 PM.

**Renewals:**

Selectboard member, Mary Erdei made the motion to approve the renewals of 1st and 3rd Class licenses for Crazy Chris’s Elixir Corp. Doing Business As: Elixir, 188 Main Street, White River Junction, VT 05001 and Blood’s Catering & Party Rentals, 1147 Hartford Ave., White River Junction, VT 05001. Selectboard Member, Ally Tufenkjian seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Selectboard Member, Lannie Collins made the motion to approve the renewal of a 1st Class liquor license for Phnom Penh Sandwich Station, 7 North Main Street, White River Junction, VT 05001. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Selectboard Member, Ally Tufenkjian made the motion to approve the renewals of 2nd Class Liquor License for Cynthia A. Walker, Doing Business As: Quechee General Store, 4473 Woodstock Road, Quechee, VT 05059 and Class for Scavenger Gallery, 41 South Main St. White River Junction, VT 05001. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.
Selectboard Member, Lannie Collins made the motion to approve the renewal of 1st, 2nd, 3rd, Class & Tobacco & Tobacco Endorsement for Summit Stores, LLC, 18 & 42 Sykes Mtn. Avenue, White River Junction, VT 05001. Selectboard Member, Ally Tufenkjian seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

Selectboard Member, Ally Tufenkjian made the motion to approve the renewal of a 2nd Class, Tobacco & Tobacco Endorsement for Summit Stores, LLC 2479 Woodstock Road, Quechee, VT 05060. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor, 1 recused (Souza) and 1 (Fraser) abstained. The motion passed.

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

IV. Local Cannabis Control Board: None
V. Order of Agenda – no changes
VI. Selectboard
   1. Public Comment
      March Bartlett from Wilder was grateful for all Frank Klymn has done for the town. She welcomed the new Chief of Police Greg Sheldon and she spoke in favor of lowering the speed limit in Wilder Village.

      Cathy Melocik from Wilder spoke in favor of lowering the speed limit in Wilder with also enforcement when available.

      Susan Abetti read a letter in support of the Robin Adair Logan who was not reappointed to the Planning Commission at the last Selectboard meeting.

   2. Selectboard Comments and Announcements
      Kim Souza has recommendations for Selectboard training that she will put forth after the elections.

      Dan Fraser spoke to VT State Law allowing for Selectboard members being able to join the meeting via zoom.

      Rocket welcomed the new police chief.

      Lannie Collins had reached out to MRI about assisting in the search for the Town Manager. They do not have the capacity right now to take on Hartford. He also asked if anyone had been to the Town Forest lately. He is concerned about the state it is currently in. He would like to hear from the Conservation Commission if there is more work to be done there or is it going to be left as is.

   3. Appointments

      Reappointments:
      1. Selectboard Clerk, Kim Souza made the motion to reappoint Frank Klymn to the Hartford Business Revolving Loan Fund (HBRLF) for a
3 year term beginning February 21, 2023 and ending February 20, 2026. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

4. Town Manager Report and Significant Activity Report


5. Board Reports, Motions & Ordinances
   a. Auditor Engagement Letter

Selectboard Member, Mary Erdei made the motion that The Selectboard authorizes Michael Hoyt, Selectboard Chair and Gail Ostrout, Finance Director to sign the FYE 2023 Financial Audit Service Engagement letter with Mudgett, Jennett & Krogh-Wisner. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

b. HCOREI Charge and Quarterly Update

Selectboard Clerk, Kim Souza made the motion to approve the HCOREI Charge as presented. Selectboard Member, Mary Erdei seconded the motion. 5 were in favor and 2 (Rocket/Collins) were not in favor. The motion passed.

c. Wilder Village Speed Limit SB Info

Selectboard Member, Ally Tufenkjian made the motion to Direct the Town Manager to pursue state reduction of the speed limit on Hartford Avenue, north of Bugbee Street to 25 MPH as identified by the Hartford Police Department. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

d. Advance Transit Board Member Discussion

Adams Carrol, director of Advance Transit presented an overview of the Advance Transit Board and the current, Town of Hartford, open position that the Selectboard can appoint to the Board.

VII. Commission Reports

Ally Tufenkjian
Housing and Homelessness Committee:
- The committee had its organizational meeting last week and appointed John Haffner Chair, Patrick Danaher as Vice Chair, and Alex Belensz as Secretary.
- A big thank you to Lori Hirshfield, the committee’s staff liaison for helping to coordinate schedules and get the first meeting organized.
- The group reviewed the committee charge and had a great discussion about areas of interest and is excited to get started in its work.
- There are two committee spots open; please apply if interested.
Kim Souza
The Town Plan Steering Committee met on Feb 13. There was substantial discussion about community outreach and engagement relating to gathering input for the Town Plan housing chapter.
Staff went over the project schedule, the opportunity to partner with JAM (Junction Arts & Media), logo/branding for the project, and Community Meeting format & questions for breakout groups.
The first of four community event is planned for Tuesday, February 28th at 6:30 p.m. (a Zoom Discussion of Where Hartford is Today & Where We Want to Be in the Future. For more information, contact Town Planner Matt Osborn at mosborn@hartford-vt.org or 802 478-1118. Subsequent Community Engagement Meetings will be in-person.

VIII. Consent Agenda: Selectboard Member, Lannie Collins made the motion to approve the 2/7/2022 Minutes, Selectboard Clerk, Kim Souza seconded the motion. 6 were in favor and 1 (Tufenkjian) abstained. The motion passed. Selectboard Member, Lannie Collins made the motion to approve the Consent agenda of: Payroll Ending: 2/18/2023; A/P Manifest of: 2/17/2023 and 2/21/2023. Selectboard Member, Mary Erdie seconded the motion. All were in favor and the motion passed.

IX. Executive Session: Selectboard Member, Ally Tufenkjian made the motion That in accordance with Vermont’s Open Meeting Law 1 V.S.A. § 313, the Selectboard enter into Executive Session: To discuss the appointment or employment or evaluation of a public officer or employee. Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed. (8:30PM)

NOTE: Dan Fraser was not present at this post Executive Session.

Selectboard Member, Mary Erdei made the motion to close the Executive Session at 9:11PM. Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor (6), the motion passed.

X. Adjourn the Selectboard Meeting
Selectboard Member, Lannie Collins made the motion to close the Selectboard Meeting at 9:12PM. Selectboard Member, Ally Tufenkjian seconded the motion. All (6) were in favor and the motion passed.

Kim Souza, Clerk
2/21/2023