TOWN OF HARTFORD SELECTBOARD AGENDA
Tuesday, May 30, 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 are 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 (6:00)
II. Pledge of Allegiance
III. Local Liquor Control Board: None
IV. Local Cannabis Control Board: None
V. Order of Agenda
VI. Selectboard
   1. Public Comment (6:05)
   2. Selectboard Comments and Announcements
   3. Appointments: None
   4. Town Manager and Significant Activity Report (6:30)
   5. Board Reports, Motions & Ordinances
      a. Highway Roadside Mower Replacement (6:35)
      b. Award Paving Contract (6:40)
      c. Gates Fairview Retaining Wall Update (6:50)
      d. Hartford Ave and other water infrastructure updates (7:05)
      e. Hartford Ave Speed Study (7:25)
      f. Wilder Park & Ride (cameras, lighting and closure) (7:45)
      g. Interest in Resources and Support for Vermonters Experiencing Homelessness (8:05)
      h. Finalize Community Safety Review RFP (8:25)
      i. Non-Union Staff COLA increase for FY24 (8:40)
      j. Hartford Boards & Commissions Vacancy Posting Policy & Appointment Policy (9:05)

VII. Commission Reports:
VIII. Consent Agenda
   Approve Payroll Ending: 5/27/2023
   Approve Meeting Minutes of: 5/16/2023
   Approve A/P Manifest of: 5/26/2023 and 6/1/2023

IX. Executive Session: I move that we enter executive session to discuss the employment/evaluation of a public officer/employee pursuant to Title 1, Section 313(a)(3) of the Vermont Statutes.

X. 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.
**SIGNIFICANT ACTIVITY REPORT**

**May 30, 2023**

**Assessor**
- Completed property inspections throughout town for building permits and data entry.
- Attended NH IAAO 452 Workshop and successfully passed the exam.
- Attended PVR Webinar on operation of new VTPie software.
- Reviewed TIF impact due to boundary change;
- Reviewed budget and spending practices for end of FY 2023;
- Reviewed with District Adviser the 2023 Tax Exempt properties;

**Assistant Assessor**
- Worked close with State’s new system (AXIOMATIC/VTPIE) and legacy program (NEMRC) regarding homestead, current use, and production of the 2023 Grand List;
- Assisting Assessor with review of 2023 Grand List values and procedures.

**Environmental Sustainability Coordinator**
- The ESC attended a climate migration conference focused on the expected influx of people into the Upper Valley. The conference was sponsored in part by the National Oceanic and Atmospheric Administration and Antioch University. The biggest takeaway was that we have already seen some people move into the area to avoid heat, wildfires, and longer allergy seasons and we are likely to see that trend increase. In an area that already has a housing crunch and is in need of infrastructure updates we need to consider that we are likely to see an increasing population in the coming years.

- Work on the first-floor heat pump system at Town Hall has started, Alliance Mechanical brought in a crane on Tuesday May 23rd to remove the old condensers and install new ones. The next step is wiring the system and then filling it with coolant, after that it should be operational.

- The contract for a feasibility study of the Bugbee Senior Center was executed, Nexus Studios now have the plans for the building and have started reviewing what the center currently looks like. We look forward to having a kickoff meeting with Studio Nexus and other stakeholders to explore how to make the center more user friendly.

- Last November the Planning Department and Environmental Sustainability Coordinator met several times with Vital Communities to explore a Department of Energy transportation grant. It was decided that Vital Communities would take the lead and submit an application for a project focused on creating a study on decarbonizing transportation in the Upper Valley. Last week we found out that the grant is being awarded to Vital Communities, they will administer the grant and the Planning Department and Environmental Sustainability Coordinator look forward to working with them to support this project.
Several people have inquired in the past couple weeks about the status of the Charge Point charger in the South Main St. To be clear, they were updated several weeks ago and are still functioning properly.

**Department of Public Works**

**Administration**
Bryan Gazda and Chris Holzwarth attended a meeting with representatives from Sanborn Head to discuss preliminary scoping of work regarding the Solid Waste/Transfer Station assessment.
Bryan Gazda, Jeremy Delisle, and Chris Holzwarth attended contract signing and preliminary preconstruction meetings for the Fairview Terrace Water Main and Quechee Main Street box culvert projects with project engineers and contractors.
Bryan Gazda, Chris Holzwarth, and Randy Herrin met with the engineers and the contractor regarding the sanitary bypass for the VA Cut Off bridge project.
Bryan Gazda met with FD Chief Cooney for a tour of the Public Safety Facilities and overview of FD and Dispatch operations.
Attended the welcome reception for new DPW Director and Assessor.

**Water Division**
Fixed leak on Pleasant View Terrace.
Started the Lead-Copper Rule Revision (LCRR) water service line inspection and inventory.
Assisted contractor for Quechee Golf Course water line testing.
Fixed hydrant on South Main Street.
Attended Green Mountain Water Environment Association Spring Meeting.

Michael Martin Passed his Grad 3 Water Exam!!!!!
Fixed sink hole from water leak on Sykes Mountain Avenue.

**Highway Division**
Continuing storm damage cleanup.
Started our painting of crosswalks and stop bars.
Excavated test hole on Sykes Ave to get drainage problem figured out.
Grading our gravel roads.
Rolling graded gravel roads.
Filled potholes around Town.
Washed all Town maintained bridges.

**WRJ Wastewater Treatment Plant**
Meetings with Bryan Gazda.
Treatment plant crew meeting.
One wastewater operator on vacation, week of 22nd.
New England Instrument installed new flow/recorder meter at the Wilder pump station.
Received a quote from Springfield Fence Company for fence repairs at the White River treatment plant.
Alliance Mechanical did springtime P.M. on heating system.
Waiting for office to OK Alliance Mechanical, service heating system AHU-2, UH-1A, UH-1B, & UH-6 (received quote 3/1/2023)
Waiting for office to OK Duke’s Rooted (sewer mains root control spraying) (received quote 4/12/2023)
Waiting for office to order more batteries for emergency lights at the treatment plant. (Fire Dept. safety list)
Wet weather CSO checks and paperwork for the month of May.
Dry weather CSO checks and paperwork for the month of May.
Performed routine maintenance at the wastewater treatment plant.
Made 100 mls. of sodium thiosulfate 10% solution. (E-coli testing)
Changed oil and filters on Centrisys. (Dewatering Equipment)
Dewatered 250,000 gallons of sludge.
Dewatered 24,000 gallons of sludge brought in from Quechee treatment plant.
Hauled all dewatered biosolids and grit to Lebanon land fill.
Installed new motor mounts on riding lawn mower.
Mowed and weed wacked treatment plant lawn.
Performed routine maintenance on all ten wastewater pump stations.
Unplugged Bridge Street pump station pumps two times.
South End pump station was air bound, bleed air out, reset alarm.
Locate request mark out sewer mains.
Checked problem manholes around town. (cleaned TP out of man-holes)
Call on 70 Talbert Street, checked sewer main.
Call on Chellis Street, checked sewer main.
VA Bridge meeting about by-pass pumping sewer.

Quechee Wastewater Treatment Plant

Facility and operational training for new employee
Service tractor-setting up for leach field mowing
Replaced old auma valve actuator- new actuators wouldn't shut properly due to wrong settings
Cleaned filter basins
Cleaned UV lights
Cleaned trucks

Fire Department

Incident Log:

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<tr>
<th>Calls for Service 4/27/23-5/25/23</th>
<th>183</th>
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</table>

<table>
<thead>
<tr>
<th>Incident Type Categories</th>
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</thead>
<tbody>
<tr>
<td>Fires</td>
<td>4</td>
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<tr>
<td>Overpressure Rupture/Explosion</td>
<td>1</td>
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<tr>
<td>Rescue/Medical</td>
<td>130</td>
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<tr>
<td>Hazardous Conditions</td>
<td>3</td>
</tr>
<tr>
<td>Service Calls</td>
<td>18</td>
</tr>
<tr>
<td>Good Intent</td>
<td>12</td>
</tr>
<tr>
<td>False Alarm</td>
<td>15</td>
</tr>
<tr>
<td>Weather Emergency</td>
<td>0</td>
</tr>
<tr>
<td>Special Incident/Other</td>
<td>0</td>
</tr>
</tbody>
</table>

Congratulations to our 2023 Department Award Recipients:

Merit Citation: Firefighter Peter McMillan
Distinguished Service Award: Acting Lieutenant Brett Quillia

Unit Citation: Chief Scott Cooney, Deputy Chief Jason Czora, Captain Christopher Dube, Acting Lt. Brett Quillia, Firefighter Peter McMillan, Firefighter Cody Place, Firefighter Mitch White

Unit Citation: Chief Scott Cooney, Deputy Chief Jason Czora, Captain David Rowlee, Lieutenant William Laliberty, Firefighter Dillon Mock, Firefighter William Heighes, Fire Marshal Tom Peltier

Life Saving Award: Captain Shawn Hannux, Lt. Christian Henault, Lt. Troy Collins, Fire Marshal Tom Peltier

Firefighter of the Year: Firefighter Taylor Wilkins

All department shifts travels throughout the week to the NH Fire Academy in Concord, NH with Hanover and Lebanon to conduct live fire training.

The fire prevention office completed numerous inspections during this period: liquor licensing, follow-up inspections, joint health inspections and new construction inspections.

**Parks & Recreation**

*Program and Park Highlights*

- Between May 13th and May 25, 2023, we completed 105 Registrations and generated nearly $17,000 in revenue.
- Since our last report, our parks system has had 224 reservations through our park permit process for use of our parks and their amenities. Totaling 1456 hours of usage.
- South Shore Pools completed the start up procedures at the Sherman Manning Aquatic Facility. This included removal of the cover, system check of all mechanical equipment and getting the facility pumps operational and the pool shocked. We continue to work at the pool vacuuming and prepping the facility for summer operations.
- Staffing levels for the pool and camp are where we need to be. We anticipate opening the Pool for weekend operation on June 3rd as long as our cleaning operations and staff training is completed.
- The Department will be providing the road signage and barricades for the upcoming Covered Bridges Half Marathon on Sunday, June 4th. The Department continues to attend the weekly meetings of the CBHM committee leading up to the race. We also assist with runner parking.
- The Park Crew is primarily focused on mowing park areas now as the grass continues to grow rapidly at many locations. Three Park locations have not recovered from the drought conditions of last summer. In addition, we had an infestation of grubs that have taken its toll on the turf. We will begin reverting back to spraying for grubs in hopes to regain our turf at Kilowatt South, Watson and Ratcliff Park.
- We completed our process of interviews for the administrative assistant position and will be finalizing an offer soon.
- We were notified that the skid steer would arrive within a couple weeks. The purchase through the Sourcewell Contract allowed for additional funds to purchase a second attachment. We still need to assess what the most beneficial should be with the funding available.
- Following the last Selectboard Meeting, we have posted in the Valley News the Park Ordinance that included the approved changes as well as submitting the posting at our area libraries and the Bugbee Sr. Center.
A meeting took place with the WWI and WWII Monument leaders to discuss the progress plan to be presented to the Planning and Development Office. The plan identifies what the monument is, where it can be located within the park.

Staff continue to plan and prepare for major events over the next few weeks. Covered Bridges Half Marathon, opening of the Sherman Manning Aquatic Facility, parking cars at the Quechee Balloon Festival for the Brian Hanson Scholarship Fund and the beginning of Summer Camp Ventures.

The Department submitted its annual report of accreditation to the Commission for Accreditation of Park and Recreation Agencies. The report was due for submission by the end of May.

**IT**

- Interface server project established with Dispatch/PD to help mutual aid call times. Ongoing network work between multiple agencies.
- IPS fan issue was discovered and repaired.
- City Protect interface fix with Spillman
- offboarding PD Admin
- Public Safety Camera Demo facilitation with Public Safety staff
- Additional website design & migration prep

**Planning & Development**

- Last weekend, Resilient Hartford held two workdays at the Clifford Park Food Forest/Abenaki Garden. A total of twenty one volunteers participated preparing and seeding islands around the fruit tree guilds as well as the Abenaki Garden. Monthly workdays are planned for the summer and fall.
- HP Roofing donated materials and labor and installed a gutter on the Clifford Park Barn that feeds a water tank inside the barn. This will provide a more sustainable water source for the Food Forest/Abenaki Garden.
- The Conservation Commission had ten participants for a bird walk at the Town Forest on Saturday, May 20th led by Ornithologist Tom Sherry and Naturalist Ted Levin.
- Logger Long View Forest completed clean-up work in the Town Forest. A tour of the harvested area with Forester A.J. Follensbee and the Conservation Commission is planned for the last week of June.
- The Conservation Commission is preparing for the Saturday, June 3rd Trails Day event at the Town Forest. Work will include construction of a bridge over a wet area, drainage work and improvements to treadway. The event runs 8:30-Noon.
- Last week, the Zoning Board of Adjustment approved the conversion of a 3-unit dwelling to a 4-unit dwelling on Christian Street in Hartford Village
- This week the Planning Commission approved:
  - Self-Storage Units on Route 14
  - Conversion of a 3-unit dwelling to a 4-unit dwelling on Christian Street in Hartford Village
  - Improvements to Quechee Lakes Racquet Facility adjacent to the Clubhouse
Hartford Police Department
Sgt Solomita and Sgt Furnari continued their DUI Instructor training this week at the Vermont Police Academy.

Qualified Mental Health Professional Alecia Armstrong has joined HCRS and will be working at HPD starting in mid-June. She will be a temporary replacement for Kelsi from HCRS, who is currently deployed overseas in the National Guard.

Administrative Assistant Diane Perry retired on Friday, May 19, 2023. Her vacant position has been posted, and applications are coming in. Interviews will be scheduled for the first part of June. It is our goal to divide the responsibilities of the administrative assistant into two positions, with the other position being a Records Management position. This person will be responsible for discovery requests, records retention, record keeping, and cross-training in the administrative assistant position.

Lieutenant Howell drove to PA to pick up the new radar speed cart (saved $800-$900 in shipping costs). The cart must be registered and insured before deployment to local roadways. This should be ready to go by early June. Permits are being worked on to allow HPD to place it on State of Vermont roadways as well.

<table>
<thead>
<tr>
<th>Nature of Incident</th>
<th>Total Incidents</th>
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<tbody>
<tr>
<td>911 Hangup Call</td>
<td>23</td>
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<tr>
<td>Agency Assistance</td>
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<tr>
<td>Animal Noise</td>
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<tr>
<td>Animal Problem</td>
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<tr>
<td>Assault</td>
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<td>Bike Patrol</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Burglary Alarm</td>
<td>19</td>
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<tr>
<td>Citizen Assist</td>
<td>11</td>
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<tr>
<td>Citizen Dispute</td>
<td>7</td>
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<tr>
<td>Traffic Accident with Damage</td>
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<tr>
<td>Custodial Dispute</td>
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<tr>
<td>Dead Animal or Carcass</td>
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<tr>
<td>Death Message</td>
<td>1</td>
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<tr>
<td>Diabetic Emergency</td>
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<tr>
<td>Directed Patrol</td>
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<tr>
<td>Disorderly Conduct/Noise</td>
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<tr>
<td>Controlled Substance Problem</td>
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<tr>
<td>Family Fight/Domestic</td>
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<tr>
<td>Foot Patrol</td>
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<tr>
<td>Found Property</td>
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<tr>
<td>Fraud</td>
<td>1</td>
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<tr>
<td>Harassment</td>
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<tr>
<td>Information Report</td>
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<tr>
<td>Intoxicated Person</td>
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<tr>
<td>Juvenile Problem</td>
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<tr>
<td>Litter/Pollution/Public Health</td>
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<td>Lock Down Drill</td>
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<td>Loitering</td>
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<tr>
<td>Lost Property</td>
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<tr>
<td>Motor Vehicle Complaint</td>
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<td>Noise Disturbance</td>
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<tr>
<td>Overdose</td>
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</table>
Panic Alarm                                    1
Paperwork Service                             11
Parking Problem                                3
Phone Problem /Harrassment                     2
Runaway Juvenile                               1
Search Warrant                                 1
Sex Offender Registry                           1
Sex Offense                                    2
Sexual Assault                                 2
Unknown Medical Emergency                      2
Social Media                                    1
Structure Fire                                  1
Attempted Suicide                               1
Suicide Threat                                  2
Suspicious Person                               4
Suspicious Person/Circumstance                 31
Theft                                          5
Theft of Motor Vehicle                         3
Threatening                                     2
Traffic Hazard                                  6
Traffic Violation                               1
Training                                        2
Trauma                                         1
Trespassing                                     5
Unresponsive Person                             2
Unlawful Mischief                               1
VIN Number Inspection                           2
Wanted Person                                   2
Welfare Check                                   12

----------------------------------------------------------------

Total Incidents for This Report: 387

Town Clerk

• The Clerk attended the VT Secretary of State Clerk Advisory Council meeting in Newark, VT on May 16th. Steve Picazio, with the Vermont State Archive Records Administration (VSARA) was the presenter. He provided an overview of VSARA and available resources to Clerks regarding record retention. We have scheduled a July visit by Steve to discuss the contents of the Clerk Office vaults and explore developing a Record Retention Policy and Procedures Manual for documents held in the Clerk’s Office. This is the first step in a long-range process.

• The Clerk had a virtual formal demonstration from one of the online land record vendors we are exploring. The demo showcased the functionality of the system from the perspectives both the Clerks daily usage and from the end users. There is much more to explore in terms of fee structures for us and for users, accounting, etc. The next steps will be to have vendors review the system and indexes presently used in the Clerks’ office to determine how to move forward. The process will be complex and will likely occur in increments due to the variety of indexes we use to find documents. Once vendors have a better understanding of what we have, they will be able to develop pricing proposals, timeline and recommend how to segment the process.

• On May 25th, the Clerk attended the new series by VSARA called “Lunch & Learn”. The program provided an overview Of the Public Records Act, Record Schedules, and Records Management with an opportunity for questions. VSARA plans to continue the series and is accepting program topic suggestions from Clerks. It was well-attended and there was support for continuation for the program as a good resource for municipalities/Clerks.
Finance
Continued Participation in Calendar Year 2022 Work Comp Audit

Completing reports to external parties

Assisting staff with executing the approved ARPA funds

Assisting staff with grant review requests and reporting

Bank Reconciliations and Monthly Financial Reporting

Executing the installation of a credit card machine at the Finance department window for the ease of payment

Financial Review Discussions with staff

FYE 2024 COLA Review
AGENDA MEMORANDUM
May 30, 2023
Town Selectboard Meeting Item: #x
Submitted by: Bryan Gazda, Public Works Director

Subject: Hartford Highway Division Roadside Mower Replacement
        Staff Recommendation

Background: The Hartford Highway Division has two roadside mowers to maintain vegetation
growth to approximately 130 miles of roads. This operation provides safety for our
traveling motorists by allowing more sight along the shoulders and corners to see
oncoming traffic. This operation also allows for resident exiting their driveways or
intersections to see further up the roadways. Additionally, it allows the chance to see
wildlife that may be trying to cross the road.

The current tractor recommended to be traded is a 2006 Challenger MT445B with a
diamond 50” mower.

Discussion: The Town of Hartford Highway Division put out an RFP for the replacement of our
2006 Challenger mower. We received two bids, one from H.P. Fairfield and one
from Champlain Valley Equipment. H.P. Fairfield provided a bid of $199,059.56
and did not include the trade value for the Challenger Tractor. Champlain Equipment
provided a bid of $163,108.38 for a New Holland TS6-110 with a Samurai 22
mower. Additionally, they offered $22,000.00 to trade our 2006 Challenger.
Champlain Equipment also provided an extended warranty option of 5 years or
5,000 hours for an additional $5,344.00. Champlain Equipment currently has this
tractor in stock and ready for delivery, were as H.P. Fairfield’s delivery wouldn’t be
till the fall of 2023.

Impact: The Town Highway Division budgeted for this replacement in our 2022 budget
and the funds were encumbered. P.O. #11351 was created for $145,000.00.
The additional funds of $1,108.38 needed for the extended warranty would come
from GL 10-321-318-0000.

Recommended
Motion That the Selectboard authorize the Town manager to purchase a new 2023 New
Holland TS6-110 with a Samurai 22 mower and the 5 year or 5,000-hour warranty
for a total of $146,452.38.
New Tractor and Mower Request for Bids

The Town of Hartford is requesting bids for a new tractor and mower for the Department of Public Works.

Proposals must be submitted in a sealed envelope labeled “New Tractor/Mower” and will be received at the Town Manager’s Office, 171 Bridge Street, White River Junction, Vermont 05001, no later than 2:00 p.m. Friday, May 5th. Request for proposals are available at the Town of Hartford Public Works Department, 173 Airport Road, White River Junction, VT 05001. (802) 295-3622, or https://www.hartford-vt.org/services/town_manager/contracts_bids_rfps.php
Town of Hartford, Vermont
Department of Public Works

March 23, 2023

REQUEST FOR PROPOSAL

FOR

TRACTOR AND BOOM MOWER

The Town of Hartford, Vermont Public Works Department is seeking bids for a new Tractor and Boom Mower as listed below or comparable, less a 2006 Challenger MT445B-4CAB with Diamond 50’ Mower (available to be seen for trade-in by appointment).

Bidders are asked to propose the best and most cost-effective solution to meet our requirements while ensuring a high level of service.

Scope of Services

The contract shall be awarded to a responsible and responsive proposer as determined by the Town and review will include the following considerations:

- Ability to perform successfully under the terms of the scope of services
- Prior experience and past record of performance
- Availability of work force and equipment
- Financial and technical resources
- Compliance with public policy
- Location of facilities
- Any other criteria considered relevant by the Town

Rejection of Proposals

The Town of Hartford reserves the right to reject any or all proposals or to award contracts in whole in part if it is deemed in the best interest of the Town.

Revision to the Request for Proposals

The Town of Hartford reserves the right to modify any technical and submission requirements associated with this proposal and the scope of work.

Limitations of Liability

The Town of Hartford assumes no responsibility and no liability for cost incurred by the proposer in responding to the request for proposal or in responding to any further request for interviews, etc. prior to issuance of a contract. Purchase is subject to appropriation.

General
The Tractor and mower will be new and current production model.
TRACTOR SPECIFICATIONS

Safety and Security

➢ Machine will be equipped with the following:
  ➢ ROPS cab and seatbelt
  ➢ Lighting and marking for road travel
  ➢ Neutral start switches for ground and PTO drives
  ➢ All equipment / devices necessary to meet applicable parts of OSHA regulations

Wheelbase and Weight

➢ Minimum wheelbase 4 WD - 90.0 inches
➢ Minimum un-ballasted weight 4WD / cab 9,000 lbs.

Engine

➢ Gross engine horsepower output 100 @ 2,200 rpm (minimum)
➢ PTO horsepower 85 @ 2,100 rpm
➢ Cylinders 4
➢ Turbocharged
➢ Rated engine speed 2,200 rpm
➢ Air cleaner - dry type air cleaner with safety element and pre-cleaner
➢ Fuel Filter - 2 stage filtration with separate water / sediment separator
➢ Hand and foot throttle
➢ Key engine shutoff
➢ Under hood muffler with vertical exhaust
➢ Front auxiliary drive preparation kit
➢ Engine block heater
➢ Removable radiator screen

Transmission

➢ Power reverser, 16 forward speeds, 16 reverse speeds with left-hand electro-hydraulic reverser, integrated park position
➢ Park lock
➢ Oil cooler
➢ Differential lock
➢ Neutral safety start switch
➢ Wet traction clutch

Rear Axle

➢ Planetary final drives
➢ Flanged rear axle
➢ 8 position wheel with two 6-ply bias tires
Differential Lock

- Rear axle - foot or electro-hydraulic engagement
- Limited slip auto switch
- Front axle hydra-lock differential lock

Steering and Brakes

- Hydrostatic power steering
- Hydraulic wet disk brakes self-equalizing and self-adjusting

Front Power Axle 4 WD

- Electro-hydraulic MFWD engagement via on/auto/brake
- Planetary final drives
- 8-position wheel with two 6-ply bias tires

Tires

- AG tire, Rear 18-4 R 30 R4, Front 12/4 R 30 R4

Power Take-Off (PTO)

- Independent 540 RPM rear with shields selector speeds
- Safety start switch
- Electro-hydraulic PTO engagement
- Wet PTO clutch
- PTO engagement light
- Operator presence safety PTO warning

Hydraulic System

- Open center hydraulic system
- Hydraulic oil cooler
- 24.0 GPM tandem pump-total flow (min) 6 GPM steering pump and 18 GPM implement pump
- Dual selective control valve with couplers
- Power beyond, allows hydraulic pump to power implements that have independent control valves

3-Point Hitch (Rear)

- Category 2 hitch, convertible to Cat 1 hitch
- Telescopic draft links
- Adjustable sway chains
- Lower link sending draft control
- Adjustable straight drawbar
- Swinging drawbar
Electrical

- 12-volt electrical system
- Battery - 900 CCA, 180 AH Reserve
- 7 Terminal ASAE outlet socket (plastic socket)
- 90 AMP alternator
- Factory installed remote jumper posts
- Main battery disconnect factory installed and lockable

Lighting

- Standard lights to meet current State regulations for driving on highways, headlights and directional lights (front/rear) and taillights
- Strobe lights to be seen front and to the rear of the vehicle
- Cab dome light
- Work lights on front and rear of cab
- All electrical circuits are weather proof
- All light to be LED
- Install backup alarm

Operator Station

- Factory installed cab with tinted safety glass, full wrap around rear corner glass with handles to open out. Dual entry and exit lockable doors with rear escape hatch. Right-hand console transmission gearbox controls and left-hand shuttle control.
- Factory installed air conditioning, heat and defrost
- Tilt and telescopic steering column
- Horn
- Sun visor with release
- Two speed front windshield wiper and washer, rear wiper
- Deluxe fabric covered spring suspended seat, swivel, adjustable lumbar support and armrests
- Sound level - 75 dB
- AM/FM Radio with Bluetooth
- Two telescopic manually adjustable rear-view mirrors
- Loader roof view glass with sunshade

Miscellaneous

- SMV emblem
- 30-gallon fuel tank
- If unit is Tier 4, DEF tank three gallons minimum
- Tilt-up hood
- Parts and service manuals or CD's for tractor and mower
- Full set of filters for first oil service

WARRANTY

- Unit shall have a 24 months full coverage warranty or a maximum of 2,000 hours. All specifications are per ASAE and/or SAE standards.
MID-MOUNTED HYDRAULIC BOOM MOWER SPECIFICATIONS

Main Frame

Main Frame shall be constructed to be supported on the front tractor bolster, center of tractor and rear axle housing to absorb side torque and impact severe applications. Main Frame shall provide a minimum of 8” of ground clearance at a distance of not more than 26” from the tractor center line.

Boom Swivel Bracket

➢ Swivel shall be box construction with a 100,000 PSI steel swivel cylinder tang with vertical bearing boss, with steel backed, porous bronze inner structure. Bearing shall have grease pockets built in and support a 2-1/2” vertical pin.
➢ Swivel shall be supported by a greaseless thrust washer to eliminate galling between swivel bracket and boom mounting bracket.
➢ Hydraulic hoses shall be routed thru hose clamp/guides with hose wrap to prevent chaffing.

Primary Boom

➢ Primary boom shall have a minimum of 70,000 PSI 8” x 6” structural tube and reinforcement with 50,000 PSI steel.
➢ Pressure and return lines will be pre-formed steel tubes, or hoses, with hoses at pivot points and mounted to the back of the boom.
➢ Top mounted double acting lift cylinder shall have a nitrogen accumulator.
➢ Cylinder end attachment points shall have replaceable bearings. Primary boom lift cylinder shall not be less than 5” in diameter.

Secondary Boom

➢ Secondary boom shall have a minimum of 50,000 PSI yield 6” x 4” tube and reinforced at all stress points.
➢ Pressure and return lines are preformed steel tubes and hoses mounted to the rear of boom.

Hydraulics

➢ Pump shall be direct drive from the tractor front crankshaft adapter, greaseable with a guard.
➢ Reservoir shall be internally treated against corrosion with industry approved chemical agent at time of manufacture. Reservoir shall have an in-tank filter rated at 75 GPM, 10 micron, 200 beta, element with bypass, restriction gauge, minimum (1) one PSI at suction outlet and have a ball valve at suction line.
➢ Reservoir shall be mounted in tractors left-hand rear wheel well. Reservoir shall have sufficient clearance for proper cooling and shall be a minimum of 37 gallons of oil in an operating condition. Hydraulic fluid level and temperature gauge to be built-in reservoir.
➢ Hydraulic pressure connections shall meet SAE O-ring and JIC standards.
Hydraulics (continued)

- Pump shall be front mounted, cast steel housing, steel gears. Rated at 250 PSI, 45 GPM and 96 HP input.
- Suction hoses shall be unrestricted
- Hydraulic oil shall meet a cleanliness standard of ISO 46 rating or better
- Motor shall have a cast steel housing with steel gears
- Mower control valve shall be an electrically controlled, pilot operated. Valve shall stop mower from turning in the off position and will not cause a restriction to generate drift while in the off position
- Mower control valve shall stop cutter assembly in a maximum of 7 seconds from full RPM

Joy Stick Control

- Joy-stick valve option - Shall be an electro-hydraulic, load sensing valve. Valve shall have interchangeable spools and shall have a manual over-ride for each section, and 12-volt electrical actuation
- Valve (Joy-Stick) shall have load-independent flow control, oil flow to individual function is independent of the load pressure of the function. Valve shall have built in pressure relief in pump side module (PVP), with system capabilities of pressures of not less than 4,350 psi continuous, and 4,640 psi intermittent. PVP shall have a pressure gauge connection for service and have an open center option for fixed displacement pumps
- Valve (Joy-Stick) body shall have interchangeable spools, integrated pressure compensator, check valves, and different spool variants. Valves shall be configured with manual override levers on one end and an electronic actuation module on the other
- Electro-hydraulic (Joy-Stick) actuation module shall integrate directly with proportional valve body. Module shall have integrated electronics, sensors, and actuators, and shall have a feedback transducer measuring spool movement in relation to input signal, module shall control the direction, velocity, and position of main valve spool. Module shall have automatic active fault monitoring, and directional indication and LED light indication. Module shall have a low hysteresis and shall have attachment for a sealed Deutsch connector. (REQUIRED) Vendor shall provide module hysteresis valve, brand of connector, and IP rating of connector.

Counterweight

- Counter weight, total ballast weight (wheel weight and calcium chloride solution) shall be a minimum of 1,500 lbs. Wheel weight shall be cast steel, mounted flush to outside of wheel, and shall weigh not less than 500 lbs.

Operator Protection

- Shall have 3/8" right-side, hard surfaced, polycarbonate protection for operator. Installed into the original cab manufactured door and or side window.
Stow System

- A single point mounted boom stow system shall be attached directly to tractor with a frame member extending to the right-hand axle housing and further extend forward to mower main frame.
- Stow system shall consist of an axle brace extending from the mower mainframe and below and attached to the right-rear axle housing. The axle brace shall attach to the upper single post stow assembly which saddles on top of the axle brace and has an adjustable stow plate bolted to the upper single post stow assembly.
- The axle brace shall be of the square tubes design. The tube shall attach to the mower mainframe and extend below and attach to the right-rear axle.
- The upper stow assembly shall be constructed of square tubing saddle mounted to axle brace extended above and behind the right-rear axle.
- The adjustable stow plate shall be attached to upper stow assembly and shall be adjustable up or down and side to side. The stow assembly shall contact the upper boom and shall not be more than 27” above the axle center line and not more than 39” behind the axle center line.
## ATTENDANCE SHEET

### BID/DATE:  
DPW-TRACTOR & MOWER  
5/5/2023  2PM

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Company</th>
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<tr>
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<td>CHRISTOPHER HALEY</td>
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<th>Name &amp; Address of Bidder</th>
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<tr>
<td>JASON Baker, Champlain Valley Equip. 72 Crane Drive Berlin, VT 05602</td>
<td>$163,108.38</td>
<td>$22,000</td>
<td>$141,108.38</td>
<td>5 yr 5,000 hrs $5,134.00</td>
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<td>Casey Lyon 55 Maple St. Hopkinton, NH 03229</td>
<td>$199,059.56</td>
<td>N/A</td>
<td>$199,059.56</td>
<td>Standard 2 yr 2000 hrs included 1 yr tiger equipment</td>
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TOWN OF HARTFORD, VERMONT  
DEPARTMENT OF PUBLIC WORKS  

TRACTOR and MID-MOUNTED BOOM MOWER  

BID SHEET DUE  
Friday, May 5th at 2:00 PM  

<table>
<thead>
<tr>
<th>Tractor Make</th>
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<td>Mower Make</td>
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<tr>
<td>Manufacture Year</td>
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</table>

| Tractor Horsepower | 110                |
| Reach Out          | 22'                |
| Reach Up           | 24'                |
| Reach Down at 45 degrees | 14'            |
| Cutter Head Width  | 50''               |
| Break Out Type     | Hydraulic - Mechanical |
| Reservoir Capacity | 37 Gallon          |
| Accumulator Lift   | Nitrogen           |

Cost of Tractor / Mower (4 WD)$ 199,059.56

Less Trade-In $ N/A Unable to adequately support Challenger Tractors or Diamond Mowers for resale. Private sale option for Hartford, David White - 603-331-1478. Estimated value to his organization $12-15,000 in current condition based off inspection.

Less Discounts $ 0.00

**Total Purchase Price** $ 199,059.56

Extended Warranty (Option) Standard Warranty 2 year 2,000 hours Tractor, 1 Year Tiger Equipment.

Expected Delivery Date: Fall 2023

Company Name: H.P Fairfield LLC

Address: 554 Maple St Hopkinton, NH 03229

Contact Person: Casey Lyon  Email Address: caseylyon@alamo-group.com

Phone Number: 603-225-9576  Cell Phone: 802-999-8034

Signature: ____________________________  Date: 5/1/2023
Sales Quote

IMPORTANT: All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. LATE CHARGE: A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

CUSTOMER NO: 825199
ORDER DATE: 04/28/2023
QUOTE DATE: 05/04/2023
SALES ORDER: 6916709 - SQ
PAYMENT TERMS: Net 30 Days from Invoice Date

TERRITORY: 394
CUSTOMER PO: 964917LYON
SHIPPED VIA: DIRECT BILL TRANSFER AT ORIGIN
FREIGHT TERMS: EXW CUSTOMER FRT ACCOUNT

EX2

DELIVERY INSTRUCTIONS:

SOLD TO:
TOWN OF HARTFORD CHP
171 BRIDGE ST
WHITE RIVER JUNCTION VT 05001-7034

SHIP TO:
TOWN OF HARTFORD CHP
173 AIRPORT RD
WHITE RIVER JUNCTION VT 05001-6029

REQUESTED SHIP DATE: 04/28/2023

DESCRIPTION/REMARKS

HARTFORD, VERMONT TRACTOR AND MID-MOUNTED BOOM MOWER RFP
"SOURCEWELL CONTRACT PRICING"
Contract#070821-TGR

WE ARE PLEASED TO OFFER YOU THE FOLLOWING FOR CONSIDERATION:

(1) 2023/24 JOHN DEERE 6110M MFWD CAB TRACTOR WITH CRANK SHAFT ADAPTOR, 16 x 16 POWER QUAD TRANSMISSION ALLOWS YOU TO BUMP UP THROUGH GEARS IN EACH RANGE, AIR RIDE SEAT, (2) SETS OF SCV'S, 540/1000 PTO, FRONT AUX DRIVE KIT, FLANGED REAR AXLES, FRONT AND REAR WIPER & WASHER KIT, 147 AH BATTERY, POLYCARBONATE SAFETY GLASS "NO-TINT" 460/85R34 R1W RADIAL REARS, 340/85R24 R1W RADIAL FRONTS, AM/FM RADIO, HYDRAULIC PUMP 21 GPM, 84HP PTO.

***EXCEPTIONS, NO REMOTE JUMPER POST, NO BATTERY DISCONNECT, NO LOADER VIEW ROOF, NO POWER BEYOND REQUIRED DUE TO UPGRADED HYDRAULICS SYSTEM. TIRE SIZE LARGER.***

(1) TIGER BENGAL BB22 MID-MOUNT BOOM SYSTEM:
22 FEET OF REACH FROM CENTER LINE OF TRACTOR, INCLUDES BOOM ARMS, TIGER PROPRIETARY FRAME MOUNTING SYSTEM, 1700 INNER WHEEL WEIGHT, MOWER HYDRAULIC DRIVE SYSTEM, OIL COOLER, OPERATORS SAFETY SCREEN/POLYMER, HEAVY DUTY THREE POINT OPEN STOWE TRANSPORT SYSTEM. HYDRAULIC WHEEL WELL TANK.

IN CAB CONTROL SYSTEM TO BE ELECTRIC OVER HYDRAULIC WITH JOYSTICK ACTUATION, ELECTRONIC VALVE BANK REAR MOUNT, CONTROL BOX WITH GAUGE CLUSTER, TRAVEL SAFETY LOCK OUT SWITCH, AND EMERGENCY SAFETY SHUT DOWN.

(1) TIGER BENGAL 50" FLAIL HEAD WITH DOG LEG KIT AND MEDIUM DUTY BRUSH BLADES.

EQUIPMENT QUOTED AS INSTALLED AT THE TIGER FACTORY ON SPECIFIED TRACTOR. PDI-PREP-DELIVERY TO HARTFORD, VERMONT DEPARTMENT OF PUBLIC WORKS.

"20% RESTOCKING FEE ISSUED ON ALL SPECIAL ORDERS"

SIGN___________________________ DATE________________

CASEY LYON - 802-999-8034 - CASEYLEYON@ALAMO-GROUP.COM

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IMPORTANT: Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group. Our general conditions of purchase are available at this address: https://www.alamo-group.com/terms
# Sales Quote

**IMPORTANT:** All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. **LATE CHARGE:** A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

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<td>REQUESTED SHIP DATE</td>
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**SOLD TO:**
TOWN OF HARTFORD CHP  
171 BRIDGE ST  
WHITE RIVER JUNCTION VT 05001-7034

**SHIP TO:**
TOWN OF HARTFORD CHP  
173 AIRPORT RD  
WHITE RIVER JUNCTION VT 05001-6029

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<td>PREPAID AMOUNT</td>
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TOWN OF HARTFORD, VERMONT  
DEPARTMENT OF PUBLIC WORKS  

TRACTOR and MID-MOUNTED BOOM MOWER  

BID SHEET DUE  
Friday, May 5th at 2:00 PM

<table>
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<th>Tractor Make</th>
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<tr>
<th>Tractor Horsepower</th>
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<th><em>BID EXCEPTIONS</em></th>
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<tbody>
<tr>
<td>Reach Out</td>
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<td>Unit has R1 ag tires 14.9X24 6 ply front 18.4X34 8 ply Rear</td>
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<tr>
<td>Reach Up</td>
<td>22'9&quot;</td>
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<tr>
<td>Reach Down at 45 degrees</td>
<td>91&quot;</td>
<td></td>
</tr>
<tr>
<td>Cutter Head Width</td>
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<tr>
<td>Break Out Type</td>
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<td>Reservoir Capacity</td>
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<tr>
<td>Accumulator Lift</td>
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Cost of Tractor / Mower (4 WD)$ 163,108.38  
Less Trade-In $ 22,000  
Less Discounts $ discounts are included in Sourcewell pricing  
Total Purchase Price $ 141,108.38  
Sourcewell ID#136863  

*PRICE IS GOOD FOR UNIT # 58994 ONLY*

Extended Warranty (Option) $5,344 for 5 year 5,000 hour extended warranty  
Expected Delivery Date: Unit # 58994 is in stock  
Company Name: Champlain Valley Equipment  
Address: 72 Kubota Dr Berlin VT  
Contact Person: Jason Baker  
Email Address: jbaker@champlainvalleyequipment.com  
Phone Number: 802-223-0021  
Cell Phone: 802-595-6517  
Signature:  
Date: 5/9/2023
Standard Equipment

KEY SELLING POINTS:
- CommandArc™ ergonomically places most frequently used controls to operator's right
- Cab has ten repositionable vents for heating and air conditioning
- Full-size instructor seat (option)
- Creeper transmission (option)
- 4.5L, 4-cylinder, FPT engines with 4 valves per cylinder, and common rail fuel injection systems
- Tier 4B EPA emissions compliant with ECOBlue® HI-eSCR Tier4B emissions system

ENGINE

TS6.110 Series II
Rated PTO HP - 92
Rated Engine HP - 110
Rated Engine Speed - @ 2200 rpm
274 cu. in. (4.5L) Displacement
4 Cylinders, Turbocharged
Intercooled Diesel Engine

Rated Engine Speed - @ 2200 rpm
274 cu. in. (4.5L) Displacement
4 Cylinders, Turbocharged
Intercooled Engine

Common Engine Features

Tier 4B Emissions Compliant
ECOBlue® HI-eSCR Tier4B emissions system
Engine with Turbocharger and Air-to-Air Intercooler
4 Valves Per Cylinder
Bosch Common Rail Fuel Injection
Pump (electronic)
Grid Heater Starting Aid
Dual Element Air Filter with Pre-Cleaner (spin tube intakes)
A-Pillar Exhaust with Integral Muffler
Air cleaner with integrated pre-cleaner & dust ejector
Fixed Fan
Cooling System with Antifreeze
Water Separator and Dual Fuel Filters
Plastic Fuel Tank
57.5 gallon (217.6 liter) fuel capacity
7.9 gallon (30 liter) DEF tank capacity
Fuel tank guard

Transmission

16 X 8 Power Shuttle
16 Forward x 8 Reverse
24.9 MPH (40 KPH)
Main gearbox synchronized in range
Left-hand shuttle lever
(2) Right-hand Shift Levers
Multiplate Wet Clutch (7) 6in. plates

Steering

Hydrostatic Power Steering
Standard Equipment

AXLES

Front - FWD
104" Wheel Base
Class 3 Heavy Duty
Limited Slip Front Wheel Drive
Mechanical FWD Engagement
55° Turning Angle
12° Axle Oscillation
Front Drive Shaft Shield
Manual Adjustable Tread Width from 64 in. to 80 in.

Rear
Hydraulic Wet Brakes (equalizing)
Park Brake Lever
Swinging Drawbar
Manual Adjustable Tread Width from 64 in. to 80 in.

PTO

Independent, 540/1000 rpm PTO
Multi-plate Wet Clutch
Mechanical Engagement

Telescopic Stabilizers

ELECTRICAL:
(1) 950 cca Heavy-Duty Battery
120 amp Alternator
7-pin Outlet for trailer/implement lighting and signals
3-pin Power Outlet (30 amp) - cab only
Single Pin (8 amp) Accessory Power outlet
12V power socket (cigarette lighter) - cab only

INSTRUMENTATION:
Analog Instrumentation with warning lights for air cleaner service, alternator, oil pressure, fuel sediment/water sensor, PTO engagement, head light high beam, low fuel and parking brake, digital speed readout
Gauges for fuel level, engine temperature, tachometer and hour meter
Horn

HYDRAULIC SYSTEM

Fixed displacement pumps
Dual Gear Pumps
Maximum Flow at Rated Engine Speed: Implement Pump: 22 gpm
Steering Pump: 7 gpm
Total Flow: 29 gpm
(2) Close Center Deluxe Remotes (opt. for 3) with Flow Control and
(4) Couplers

3-POINT LIFT SYSTEM

Top Link Draft Sensing
3735 lbs. Lift Capacity 6 24 in. (ASAE)
Category II, 3-point Linkage with Flexible Link Ends

LIGHTING:

CAB
Front: (2) Halogen Headlights and
(4) cab mounted worklights
Rear: (4) cab mounted worklights
Turn Signals/Flashers/Rear Lights

OPERATOR PROTECTIVE STRUCTURE:

CAB MODELS
ROPS protected, FOPS Certified, flat deck platform with heat and air conditioning, tinted windshield, two doors with locks, two external mirrors, openable side windows, hinged rear window (opens completely)
Steering Wheel - adjustable tilt
Seat - Cloth covered with mechanical...
Standard Equipment

suspension, operator's presence sensor, retractable seat belt and arm rests
Suspended pedals
Radio, wires, speakers, and antenna
Front window washer and wiper

WARRANTY

New Holland Standard Warranty Applies

MISCELLANEOUS

Pivoting Engine Hood
SMV Emblem
Toolbox
SAMURAI 1.8 22’ Model

It is the purpose of this specification to describe a 22’ mid-mounted, hydraulically powered boom mower for cutting grass and brush on roadsides and other areas that are not accessible to conventional mowing equipment. The unit bid shall be the manufacturer’s current production model that meets or exceeds the following minimum specifications.

**BASIC FEATURES**
- 22’ minimum horizontal reach*
- 22’ 7” minimum vertical reach*
- 9’ 1” below grade reach*
  *Above measurements are using a boom equipped with a 60” non-swivel rotary head
- Two section articulated boom.

**BOOM FEATURES & MOUNTING**
- Main Boom: 6” x 6” x ⅛” wall structural tubing conforming to ASTM A-500 Gr. B (58,000 psi min tensile).
- Outer Boom: 5” x 5” x ⅛” wall structural tubing conforming to ASTM A-500 Gr. B (58,000 psi min tensile).
- The main boom pivot points shall be reinforced with ⅜” ASTM A-572 Gr. 50 (65,000 psi min tensile).
- Main pivot pins shall be constructed of 2” ETD 150 alloy steel bar (150,000 psi min tensile/32 Rc min).
- Each pin shall be supported by a pair of 3” hardened steel, greaseable Connex® bushings.

  *Standard boom functions shall include horizontal swing, vertical lift, dipper reach, and mower head tilt.
  - Boom must swing hydraulically a minimum of 120° utilizing a king post style turning arm.
  - The 2 ½” diameter king pin shall be constructed from AISI 1045 chrome steel.
  - The king pin shall pivot about a pair of 2 ¼” diameter greaseable Connex® bushings.
  - The weight of the boom and turning arm shall be supported by a 5” diameter UHMW polyethylene thrust washer.
  - The tilt mechanism shall feature a four-bar linkage to allow for 215° mowing head rotation.

- The tractor mount kit shall feature a subframe spanning from the front bolster to the rear axle.
- Subframe shall consist of 4” x 4” x 5/16” wall tubing with a 6” x 4” x ⅛” vertical support.
- Torsional loading shall be minimized with a 4” x 2” x ⅛” lateral cross-brace spanning the width of the tractor.
- All structural tubing used in the mount kit shall conform to ASTM A-500 Gr. B (58,000 psi min tensile).
- Frame work fastened to the tractor bell housing area will not be accepted.
- The mainframe which supports the king post shall brace over the hood just above the operator’s line of sight.
- The brace shall be a formed 4” x 4” x 5/16” wall tube conforming to ASTM A-500 Gr. B (58,000 psi min tensile).
- Only a one piece, formed structural brace shall be excepted.
- A minimum 1,600 lb. step-style counterweight shall be fastened to the frame opposite the boom.
- A self-adjusting axle stabilizer system shall provide counter-stability for the articulated boom.
- An additional 1,300 lb wheel weight shall be provided as standard equipment.
- A two-piece boom rest structure shall mount to the rear axle to support the weight of the boom in transport.

**HYDRAULIC SYSTEM**
- Unit shall feature a self-contained hydraulic circuit for both mowing head and boom control.
- Mowing head circuit shall feature a gear-type pump rated at 30 gpm (52 hp) and 3,000 psi @ 2,200 rpm.
- Boom control circuit shall feature a gear-type pump rated at 12 gpm (21 hp) and 3,000 psi @ 2,200 rpm.
- The dual section pump shall be mounted to the front of the tractor and coupled to the engine crankshaft pulley.
- The hydraulic reservoir shall be mounted under the rear fender for improved operator visibility, safety, and operator access.
- The in-tank return filter shall be 10-micron with a 95-GPM full-flow with restriction gauge
- The suction line filter shall be 100-mesh.
- All high-pressure hydraulic hoses shall be of four-wire braid construction with a minimum SAE100R12 rating.
HYDRAULIC SYSTEM (continued)
- An optional oil-to-air cooler with integrated electric fan can be located under-hood next to the control valve assembly for extreme environments.
- Reservoir shall feature visual indication of tank level and temperature to insure a minimum 42 gallon working volume.
- Convenient access points for draining and cleaning the reservoir shall be provided.
- A strategically vented, clam-shell style sheet-metal cover shall provide impact protection for the hydraulic control valve and pumps from falling debris. The cover will include a provision to secure the halves by using a padlock to restrict access and prevent theft.
- The cylinder control circuit shall feature a multi-section, electro-hydraulic, directional valve.
- The valve shall be open-center and provide section-specific pressure compensation.
- Valve shall allow a minimum of four functions to be operated simultaneously by joystick control.
- The swing, lift and dipper sections must feature individual work port relief valves for breakaway protection.
- The control valve shall be front pedestal mounted.

OPERATOR PROTECTION & SAFETY
- The mower cutter head shall have a six-second emergency shut down engaged by the operator inside the cab.
- The boom controls shall feature a master ON/OFF switch for complete power shutdown.
- An ignition lock-out safety switch shall prevent the tractor from being started with the cutter head valve engaged.
- Cab units shall include Shields® Premier 3/8" thick right side replacement polycarbonate windows.
- The replacement windows shall feature Supercoat™ anti-abrasion coating with integrated UV protection.

TRACTOR SPECIFICATIONS
- Tractor shall weigh a minimum of 7,000 lbs. and have an 85” minimum wheelbase.
- The engine shall produce a minimum of 85 net hp.

OPTIONAL EQUIPMENT
- Open center valve with lever controls in lieu of joystick.
- Rotary head with door, 5” diameter cut capacity.
- Heavy duty flail with door, 4” diameter cut capacity.
- Saw head with 4” diameter cutting capacity.
- Rotary ditcher with hydraulic chute, 20” cutting wheel.
- Quick hitch for easy cutting head exchange.

WARRANTY
There shall be a one year parts and labor warranty. Non-governmental users are subject to modified policy. Only Alamo Industrial (OEM) parts may be used for warranty replacement.
**PURCHASE ORDER**
(Pending Posting Process)

**PO No:** 11351  
**Date:** 9/01/2022  
**Dept. Of:** Highway General  
**Job No:**  
**Ship Via:** Best way  
**Terms:** Net 30  
**Comment:** FYE 22 Encumbrance - Road Side Mower

**HARTFORD, TOWN OF**  
HIGHWAY EQUIPMENT RESERVE FUND  
171 BRIDGE ST  
WHITE RIVER JCT, VT  05001-0000

**TO:**  
Contact:  
Vendor ID: 021251

**BILL TO:**  
Town of Hartford  
171 Bridge Street  
White River Jct, VT  05001-7034

**SHIP TO:**  
Town of Hartford  
171 Bridge Street  
White River Jct, VT  05001-7034

<table>
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<tr>
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<td>Road Side Mower</td>
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<td>145,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attention:** Requested By: gostrout

**Finance Dept Verifies Amount.**  
**Finance Dept does not certify compliance with any funding source.**

**Department Head**  
**Finance Director**

**Town Manager**  
**Approved via email attachment**
Gail Ostrout

From: Tracy Yarlott-Davis
Sent: Thursday, September 1, 2022 2:37 PM
To: Gail Ostrout
Subject: RE: PO 11351 - FYE 2022

Approved

Tracy Yarlott-Davis
Town Manager
Town of Hartford
171 Bridge Street
White River Junction, Vermont 05001
802-295-9353
Pronouns she/her/hers

---

From: Gail Ostrout <gostrout@hartford-vt.org>
Sent: Thursday, September 01, 2022 2:06 PM
To: Tracy Yarlott-Davis <tyarlott-davis@hartford-vt.org>
Subject: PO 11351 - FYE 2022

Tracy

Attached please find PO 11351 for FYE 22 encumbrance request for the road side mower. Please review and respond with your approval.

Thank you

Gail Ostrout
Finance Director
Town of Hartford
171 Bridge Street
White River Jct., VT 05001
P (802) 295-3002
Purchasing Policy and Climate Action Plan Review Form

The purpose of this form is to ensure that the town and departments are making purchasing decisions that are in line with the Climate Action Plan and 2022 Purchasing Policy. This form is required for any purchase of equipment over $4001 that combust fossil fuels, such as gasoline, diesel, or oil, so that a review of adequate alternatives with lower greenhouse gas emissions can be made and is taken into account prior to the purchase.

<table>
<thead>
<tr>
<th>Department:</th>
<th>Contact Person:</th>
<th>When is item needed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Public Works</td>
<td>Jeremy Delisle</td>
<td>ASAP</td>
</tr>
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<table>
<thead>
<tr>
<th>Name of Product:</th>
<th>Manufacturer &amp; Model Number:</th>
<th>Item it is replacing:</th>
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<tbody>
<tr>
<td>Tractor &amp; Boom Mower</td>
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<td>2006 MT445B-4CAB</td>
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<th>Estimated Cost:</th>
<th>Estimated Fuel &amp; Maintenance Cost (if known):</th>
<th>Life Expectancy:</th>
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</thead>
<tbody>
<tr>
<td>Currently out to bid</td>
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<td>15 years</td>
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</tbody>
</table>

What are the primary functions of the product:

Mowing along the highway and on rough terrain.

Required features (what does it have to do?):

Travel on roads, mow, handle rough terrain.
Subject: 2023 Street Paving and Reclamation, Staff Recommendation (RFP 2023-H3)

Background: The Town of Hartford sought bids from paving contractors for pavement milling, road reclamation, structure adjustment, paving, shoulder gravel, and line striping work. Town crews will be responsible for drainage improvements and placing and compacting gravel on the reclaimed road.

Discussion: The Town received bids from Blaktop, Inc. and Pike Industries both of West Lebanon, NH. Staff reviewed the proposals and then calculated the total project cost for each contractor. The total bid price for the contracted services was $685,119.58 from Blaktop, Inc. and $774,549.90 from Pike Industries. The unit cost for asphalt which is the most likely item to have overages is $83.26 per ton from Blaktop and $92.00 per ton from Pike Industries. Given the significant difference in overall price and the lower unit cost for asphalt staff recommends proceeding with Blaktop, Inc.

Utilizing Blaktop, the current scope of work is projected to cost up to $867,522 with other anticipated costs included.

The project has preliminary approval for a class II highway paving grant from the Vermont Agency of Transportation. This grant is for a maximum amount of up to $200,000. The grant is subject to an environmental review by VTrans that must be passed before a final award of grant is announced.

Further, we have applied for a Grant in Aid for drainage improvements along Chandler Road and Christian Street which may offset up to $36,000 in expenses.

The project has $775,000 of reserves available for paving this year. Therefore, improvements totaling $92,522 of work will need to be removed from a portion of the projects if the grants are not fully awarded for construction.

Should the grants be fully awarded, plans for improvements along the Quechee Hartland Road south of US Route 4 totaling up to $143,478 are being developed.

Impact: The project will utilize $775,000 of existing reserves previously dedicated to this project and up to $236,000 of short-term financing through reserves or operating cash flow to cover grants until reimbursed which typically takes two weeks.
**Recommendation:** It is staff’s recommendation that the Selectboard authorize the Director of Public Works to execute a contract with Blaktop, Inc. utilizing the $775,000 of paving reserves dedicated to this project and to provide up $236,000 of short term financing from other reserves and operating cash flow to fully implement the Class II Paving Grant and Grant in Aid if awarded.

________________________________________

Town Manager
## FY 24 Expense / Funding Break Down

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<td>Chandler Road ADD</td>
<td>$7,500</td>
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<td>Fowler Lane</td>
<td>$32,751</td>
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<tr>
<td>VA Cutoff Road</td>
<td>$183,606</td>
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<tr>
<td>Christian Street</td>
<td>$263,582</td>
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<tr>
<td>Dothan Road</td>
<td>$206,426</td>
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<tr>
<td>Grovner Street</td>
<td>$41,929</td>
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**Cost Subtotal**  $867,522

Less Class II Grant  $200,000  Assumes we spend $250,000 total on Christian Street (extend paving if needed).

**Cost Subtotal**  $667,522

Less MR GIA Program  $36,000  Assumes we can use up the total.

**Cost Subtotal**  $631,522

Less Reserves #1  $500,000  Original transfer from reserves.

**Cost Subtotal**  $131,522

Less Reserves #2  $275,000  Second transfer from reserves.

**Available Funds**  $143,478  Planned for Quechee Hartland Road if Available
AGENDA MEMORANDUM
May 30, 2023
Town Selectboard Meeting Items: 5.c & 5.d
Submitted by: Christopher Holzwarth, DPW Project Manager

Subject: Engineering of Gates Street Retaining Wall Improvements, Wilder Water Main Improvements, and Construction of Fairview Terrace Water Main and Quechee Main Street Box Culvert Updates

Background: The Department of Public Works was requested to provide updates for the Engineering of the Gates Street Retaining Wall improvements, status of the engineering procurement for the Wilder Water Main Improvements, and other projects such as the construction of the Fairview Terrace Water Main and the Quechee Main Street Box Culvert.

**Item 5.c - Gates Street Retaining Wall Engineering Updates:** Engineering of the Gates Street retaining wall project continues. Upon completion of additional soil borings, survey efforts, preliminary engineering, and a meeting with town staff where the complexities and challenges of the site were discussed at length, a plan of reasonable methods was narrowed for value engineering/cost estimating. Currently the engineers are in the process of cost estimating the results of various methods reconstructing and stabilizing the retaining walls. The conceptual methods which were determined based upon constructability are described and represented in the attached documents provided by the engineers.

A presentation to the board is anticipated once the cost analysis and a determination of the limits of impact for the various methods is completed.

Links to completed project documents can be found on our construction updates page under [2022-2023 Gates Street (Hill) and Fairview Terrace Roadway & Retaining Walls Engineering](#).

**Item 5.d - Engineering of Wilder Water Main Improvements:** The Department of Public Works is completing an RFQ process for water resource engineers and anticipates requesting board approval for the rankings at the next selectboard meeting. Upon approval an RFP will be submitted to the top three candidates for the engineering of improvements to the water mains ranked as a priority within the Wilder distribution network. These mains are identified on the attached plan sheets 1, 2, and 3 entitled “Proposed Water Main Improvements”. The plans are posted to our construction updates page under [Upcoming Wilder Water Main Improvements](#).

Engineering and permitting efforts are currently estimated to take approximately 12-15 months to complete with bonding and then construction to follow.
Item 5.d cont. - Construction of Fairview Terrace Water Main: A contract amendment with the engineers was executed on May 9<sup>th</sup> and a contract with the site contractor was executed on May 23<sup>rd</sup> with a notice to proceed. A start date of August 8<sup>th</sup> with a substantial completion date of September 6<sup>th</sup> and a final completion date of October 6<sup>th</sup> have been tentatively set.

The Department of Public Works anticipates beginning outreach efforts in early June as pre-construction coordination efforts get underway. Project plans and future updates will posted on our construction updates webpage under 2023 Fairview Terrace Water Main Replacement.

Item 5.d cont. - Construction of Quechee Main Street Box Culvert: A contract amendment with the engineers was executed on May 9<sup>th</sup> and a contract with the site contractor was executed on May 23<sup>rd</sup> with a notice to proceed. A start date of July 17<sup>th</sup> with a substantial completion date of September 14<sup>th</sup> and a final completion date of October 14<sup>th</sup> have been tentatively set.

The Department of Public Works anticipates beginning outreach efforts in early June as pre-construction coordination efforts get underway. Project plans and future updates will posted on our construction updates webpage under 2023 Quechee Main Street Culvert Replacement.

________________________________________

Town Manager
The following alternatives are currently being estimated for cost comparison.

**Wall 1A**
As discussed at our alternatives review meeting Geodesign has recommended that Wall 1A be removed. Opinion of probable construction costs for the following slope alternatives are currently being prepared.

**Stone Slope** – This alternative was presented and discussed at the alternative review meeting. This alternative does not include a wall and has moderate to significant impacts beyond the existing toe of slope that would require easements, loss of back yards and a portion of the town owned parking lot, but is being included as a cost comparison.

**Stone Slope with Steel Sheet Pile Retaining Wall at Toe** – As discussed at the alternative review meeting we have evaluated the use of a steel Sheet pile retaining wall at the toe of existing slope in conjunction with type II stope along the slope to minimize permanent impacts.

**Stone Slope with Precast Concrete Crest Wall** – As discussed at the alternative review meeting we have evaluated the use of Precast Concrete Crest Wall to replace the existing wall at the top of existing slope in conjunction with type II stope along the slope to minimize permanent impacts.

We have not included any RSS options as it is our opinion that there would be too much impact to Fairview Terrace during construction to maintain traffic.

**Wall 1B**
Portions of wall section 1B has already and the remainder is unstable. Opinion of probable construction costs for the following slope alternatives are currently being prepared.

**Stone Slope with Steel Sheet Pile Retaining Wall at Toe** – As discussed at the alternative review meeting we have evaluated the use of a steel Sheet pile retaining wall at the toe of existing slope in conjunction with type II stope along the slope.

**Stone Slope with Precast Concrete Toe Wall** – As discussed at the alternative review meeting we have evaluated the use of Precast Concrete Toe Wall at the toe of existing slope in conjunction with type II stope along the slope to minimize permanent impacts.

**Stone Slope with Precast Concrete Crest Wall** – As discussed at the alternative review meeting we have evaluated the use of Precast Concrete Crest Wall to replace the existing wall at the top of existing slope in conjunction with type II stope along the slope to minimize permanent impacts.
Sheet pile wall repair concept
Segment 1A
(STA. 1+65 depicted)

Existing grade at slope crest
Existing sewer (approx.)
Existing crest retaining wall to be removed
Anticipated 1:5:1V RSS slope
Rock fill

Existing grade
Clear, grub, and strip of existing topsoil

Conceptual sheet pile wall

CONCEPTUAL
NOT FOR CONSTRUCTION

GEO DESIGN
85 Granite Shed Lane
Montpelier, VT 05602
802.652.5140
gecompanies.com

FILE NO. 804-41

DATE: 05/09/2023
FIGURE NO. 4

Drawn by: JAC
Reviewed by: JFW

Scale: 1" = 10'

10 5 2.5 10
CONCEPTUAL
NOT FOR CONSTRUCTION

GEO DESIGN
85 GRANITE SHED LANE
MONTPELIER, VT 05602
802.652.5140
gecompanies.com

GENERALIZED STONE FILL REPAIR WITH TOE WALL CONCEPT SEGMENT 1B (STA. 2+25 DEPICTED)

FILE NO. 804-41
DRAWN BY: ABJ
REVIEWED BY: JFW

DATE: 04/07/2023
FIGURE NO. 3
CREST WALL REPAIR CONCEPT
SEGMENT 1A
(STA. 1+65 DEPICTED)

FILE NO. 804-41

DATE: 05/11/2023

FIGURE NO. 4

DRAWN BY: JAC
REVIEWED BY: JFW

85 GRANITE SHED LANE
MONTPELIER, VT 05602
802.652.5140
gecompanies.com

CONCEPTUAL
NOT FOR CONSTRUCTION
FIGURE NO. 4

REMOVE EXISTING STONE CREST WALL AND REPLACE WITH ENGINEERED CREST WALL ASSUMED 5-FOOT DEEP EMBEMENT AND 4/- 6 TO 7'-FOOT HIGH EXPOSED FACE.

REPLACE 10'-FEET BACK FROM THE EXISTING SLOPE FACE WITH TYPE II STONE.

WATCH EXISTING 1.5:1 SLOPE GRADE

EXISTING SEWER (APPROX.)

EXISTING SKEW MATERIAL

REMOVING EXISTING STONE CREST WALL ENTIRELY. AT A MINIMUM IT WILL BE NECESSARY TO REMOVE THE OPEN GRANULATED STONE RELATED TO THE EXISTING STONE CREST WALL WHERE BELOW SEAWALL AND ROAD AND REPLACING WITH GRANULAR MATERIAL (VARY 704.028 OR SIMILAR).

1'-FT THICK GRANULAR FILTER ENGINEERED FOR COMPATABILITY WITH SUBGRADE SOILS AND STONE FILL

(ANTICIPATED TO BE VARY 704.02A 3/8" CRUSHED STONE OR SIMILAR)

CONCEPTUAL
NOT FOR CONSTRUCTION

GEO DESIGN
85 GRANITE SHED LANE
MONTPELIER, VT 05602
802.652.5140
gocompanies.com

CREST WALL REPAIR CONCEPT
SEGMENT 1A
(STA. 4+25 DEPICTED)
FILE NO. 804-41

DATE: 05/11/2023
DRAWN BY: JAC
REVIEWED BY: JFW
FIGURE NO. 4
Work Zones

Work Zone #1 - Norwich Avenue
(Ramsey Lane to Gillette Street)
Work Zone #2 - Gillette Street
(Marshall Avenue to Railroad Bridge)
Work Zone #3 - Hartford Avenue
(Chestnut Street to A Street including small dam, mains/services on Marshall, Lincoln and Oldtown Streets)
Work Zone #4 - Nelson Street
(Complete)
Work Zone #5 - Horseshoe Avenue
(Complete Street)
Work Zone #6 - Manning Drive/ Sherman Road
(Complete Streets)
Work Zone #7 - South Street/ James Street
(From C Street to End of James Street)
Work Zone #8 - C Street
(Complete Street)
Work Zone #9 - Kingsland Drive
(Complete Street)
Proposed Water Main Improvements

Wilder Distribution Network
Wilder - Town of Hartford Vermont

Scale 1:1200

Work Zone #1
Harmond Street
Existing: 8" A.C.
Proposed: 8" C.I.
Length: 3,800'

Work Zone #2
B Street
Existing: 6" C.I.
Proposed: 8" C.I.
Length: 1,040'

Work Zone #3
 mechanically
Existing: 1" C
Proposed: 1.5" PVC
Length: 305'

Work Zone #4
Brickell Drive
Existing: 7" C.I.
Proposed: 8" C.I.
Length: 295'

Work Zone #5
Central Court
Existing: 8" C.I.
Proposed: 2" PVC
Length: 820'

Work Zone #6
Brickell Drive
Existing: 7" C.I.
Proposed: 8" C.I.
Length: 1,140'

Work Zone #7
North Street
Existing: 7" C.I.
Proposed: 8" C.I.
Length: 350'

To W.R.

Legend

- 1 Unit = 100'

Revision Log

Date: 3/3/23

Rev. No. 2023/03
To: Hartford Town Select Board  
From: Chief Gregory Sheldon & Lori Hirshfield  
RE: Hartford Avenue topics  
Date: May 24, 2023

Based on comments voiced by concerned citizens, we were asked to prepare a report on the following:

1. The possibility of reducing the speed on Hartford Avenue, north of Bugbee Street.
2. Crosswalk modifications on Hartford Avenue adjacent to Hewitt Street
3. Speeding on Hartford Avenue, south of Bugbee Street
4. Consideration and application for a Hartford Avenue engineering study

#1. Reduction in speed limit north of Bugbee Street: This topic was addressed at the February 21, 2023, Select Board meeting. Hartford Avenue is a State of Vermont roadway therefore, all requests for speed reductions must go to the State Traffic Safety Committee for consideration. The State Traffic Safety Committee can request the AOT to do an engineering study to support their decision either way.

Section 5, subsection 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.”

On May 16, 2023, Sgt Solomita contacted Shannon Gilbert at Vermont AOT and was advised that they require a formal request from the Town of Hartford to explore lowering the speed limit on Hartford Avenue.

#2. Crosswalk modifications on Hartford Avenue. This topic was addressed in the Town Manager’s report to the select board at the Select Board meeting on April 18, 2018. DPW painted the crosswalk with approval from the State of Vermont AOT since it is a state roadway. The flashing beacon lights mentioned are an option for the Town of Hartford to install at the same crosswalk if approved by the Select Board. Lori from Planning and Development advised that her office could pursue options for possible installation if warranted.
In addition, Sgt Solomita was advised on May 16, 2023, by Shannon Gilbert from the State of Vermont AOT that he needs an official request from the Town of Hartford asking for a blind person crossing sign installed at said intersection.

#3. Speeding on Hartford Avenue, south of Bugbee Street. Hartford Police Department is addressing this through increased patrols, and we will be placing our radar speed cart in this area soon. The speed cart will be able to record the number of vehicles and speeds of these vehicles for later analysis. This unofficial speed study could be sent to the State Traffic Safety Committee to support a reduction in the speed limit if the data indicates the need. I’m working with the local AOT district supervisor on completing the necessary permit(s) allowing HPD to place the radar speed cart on a state highway. Once this is completed and approved, we will begin our in-house speed study and will share the data with the Select Board to help in decision-making.

#4. Application for Scoping Study on Hartford Avenue. In the past, the bicycle/pedestrian feasibility/scoping study grants and design and construction grants have been used frequently by the Town of Hartford and have been administered by the Planning and Development Department, with DPW taking the lead in the construction phase. A grant could be applied for if approved by the Select Board, and a scoping study could be conducted; however, the focus of the scoping study would have to be defined. Currently, there is some confusion as to what other specific concerns there are outside of speed limit reduction and crosswalks. I understand from speaking with Lori Hirshfield that there is already a large list of town CIP projects in the implementation stage, recommended in other scoping projects and/or identified as town priorities. All of which are competing for the same limited town and grant funding resources.

It is my understanding that if the Town of Hartford submits a formal request for a speed limit reduction on Hartford Avenue to the State Traffic Safety Committee, and if accepted by the committee for review, as part of their process, they may request AOT to do an engineering study to help them make an informed decision.

It is my opinion that this be the first avenue explored before applying for scoping study grants and doing the work internally. With approval from the Select Board, a letter could be written and sent to the State Traffic Safety Committee asking them to address all four of these concerns in one engineering study.

For your reference, I have attached a copy of the AOT report referencing a portion of Hartford Avenue requested by Michelle Boleski.
**TRAFFIC SHOP WORKORDER**

**No Digsafe Required**

**Vermont Agency of Transportation**

**Route:** US-5  
**Street:**  
**Address Range:**  

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<td>See page 3 of 8. Attach this FYG post strip to the front side of the &quot;Pedestrian X-ing Ahead&quot; sign assembly. See instructions on the sketch page.</td>
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<td>W11-2</td>
<td>B/FYG</td>
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<td>See sketch page 4 of 8. Retain the existing assembly. Install the new signs on back of the existing signs. Then, install the new post strips on both sides of the post. See instructions on the sketch page.</td>
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**Prepared by:** M. Miller 802-279-4882  
**Date:** 4/24/23  
**Reviewed by:**  
**Reviewed by Bradley Woods at 1:06 pm, Apr 24, 2023**  
**Approved by:**  
**Approved by Kristin Driscoll at 7:42 am, Apr 27, 2023**  
**Traffic Engineer or Designee**

**Copy Of W.O. Sent To:**  
**Digsafe No.** Not Required  
**Date Completed**  
**Leader** Hrs  
**Elec.**  
**Tel.**  
**Helper** Hrs  
**Gas** TV  
**Helper** Hrs  
**Other** Vehicle  
**Other** Hrs  

**W.O. No.: 23-041**  
**W.O. Date:** 4/24/23  
**Page 1 of 8**
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<td>F</td>
<td>-</td>
<td>FYG</td>
<td>2&quot;x7'</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>See page 5 of 8. Attach this to the front side of this lead ped x-ing assembly. See instructions on the sketch page.</td>
<td></td>
</tr>
<tr>
<td>SB 4.809</td>
<td>SB</td>
<td>4.809</td>
<td>E</td>
<td>D4-2L</td>
<td>W/G</td>
<td>24x30&quot;</td>
<td>Remove/ Salv From</td>
<td></td>
<td></td>
<td></td>
<td>Remove the P&amp;R sign from the back of the ped x-ing sign; the P&amp;R sign is moving further south. Then, install the new ped signs on the back of the existing ped signs. Then, install post strips on both sides of the post. See page 6 of 8 for more instructions.</td>
<td></td>
</tr>
<tr>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
<td>E</td>
<td>W11-2</td>
<td>B/FYG</td>
<td>30x30&quot;</td>
<td>New</td>
<td></td>
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</tr>
<tr>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
<td>E</td>
<td>W16-7P(R)</td>
<td>B/FYG</td>
<td>24x12&quot;</td>
<td>New</td>
<td></td>
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<tr>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
<td>F</td>
<td>-</td>
<td>FYG</td>
<td>2&quot;x7'</td>
<td>New</td>
<td></td>
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<tr>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
<td>E</td>
<td>-</td>
<td>FYG</td>
<td>2&quot;x7'</td>
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<tr>
<td>SB 4.788</td>
<td>SB</td>
<td>4.788</td>
<td>E</td>
<td>D4-2L</td>
<td>W/G</td>
<td>24x30&quot;</td>
<td>Install/ Salv To</td>
<td></td>
<td></td>
<td></td>
<td>Salvage this sign to the back of the Speed Limit 30 sign; see page 8 of 8. ~ End W.O. ~</td>
<td></td>
</tr>
</tbody>
</table>
Retain this sign assembly. On the front side only, facing NB traffic, install a 2" wide by 7 ft long +/- FYG post strip. OK to trim about 6" up from ground level. Only one post strip is required for this lead sign.
Hartford (1408)
US-5 NB

Retain this sign assembly. On the back of the existing signs, install these new ped crossing signs (will be "gateposted" for SB drivers). Then, install 2" wide by 7 ft long +/- post strips on BOTH sides of the post, front and back. OK to trim about 6" up from ground level. The same will be done on the other side, see following pages.

Attach the post strips on both sides of the post.
Retain this sign assembly. On the front side post, facing SB traffic, install a 2" wide by 7 ft long +/- FYG post strip. OK to trim about 6" up from ground level. Only one post strip is required for this lead sign.
Retain this sign assembly. On the back of the existing signs, remove the Park & Ride sign (see next page), it will be relocated further south. Install these new ped crossing signs (will be "gateposted" for NB drivers) on the back of the existing signs. Then, install 2" wide by 7 ft long +/- post strips on BOTH sides of the post, front and back. OK to trim about 6" up from ground level.

Attach the post strips on both sides of the post.
For reference from the previous page. Remove and salvage the P&R sign, it will be moved south (see next page).
From just ahead (north), salvage this sign from the back of the pedestrian crossing sign to the back of this Speed Limit 30 sign.
MEMO

TO: Municipal and Town Leadership, Community Action Agencies, Homeless Shelter and Service Providers, Parent Child Centers, Youth Service Agencies, Other Community or State Organizations, Federally Qualified Health Centers, Hospitals and Health Care Partners, Affordable Housing Providers, Designated Agencies, Area Agencies on Aging, SUD Treatment & Recovery Providers, Local Continuums of Care/Homeless Coalitions, Faith-based organizations

FROM: Chris Winters, Commissioner, Department for Children and Families

DATE: May 22, 2023

RE: Interest in Resources and Support for 2023 Homeless Response Efforts

Preface

The General Assistance (GA) Emergency Housing Program has been supported by federal funding for the duration of the pandemic. The program was greatly expanded to create non-congregate sheltering opportunities, and since 2020, the Department for Children and Families has served a record number of households experiencing homelessness. As the federal funding comes to an end, the GA Emergency Housing Program will narrow eligibility during warmer months to pre-pandemic criteria, while maintaining expanded eligibility during winter months. Expanded “Adverse Weather Condition” eligibility will end on June 1st, with additional eligibility restrictions ending July 1. See attached Appendices for data on the number and type of households anticipated to exit the Emergency Housing Program by AHS district.

There are several efforts underway to provide households with resources and supports to identify alternative safe housing. At the same time, the Department recognizes that there are more than one hundred Vermonters already experiencing unsheltered homelessness, and there is a significant potential to see the unsheltered population expand over the coming months.
Unsheltered homelessness is closely connected to declines in physical health, mental health, substance use and other conditions. Preventing and addressing unsheltered homelessness is a high priority for communities and the Department.

Purpose

The Department aims to partner with local leaders to strengthen and accelerate local efforts to prevent and address unsheltered homelessness. There are significant new ongoing and one-time resources anticipated. This memo seeks to identify partners from a variety of sectors who seek to implement immediate response efforts, and to better understand the interest and resource needs that the State may be able to support. Specifically, we invite local leaders to:

- Submit a Letter of Interest to identify immediate funding or resource needs. We encourage organizations to submit letters as early as possible. While Letters of Interest will be accepted, reviewed and approved on an ongoing basis, the Department requests Letters of Interest by June 1, 2023 to support statewide planning. This invitation for Letters of Interest, is in addition to (not in place of) the Department's Housing Opportunity Grant Program application process.
- Contact the local Agency of Human Services Field Directors to join local homeless/housing coalition or task force meetings: https://humanservices.vermont.gov/about-us/field-services

The Department is interested in funding and/or supporting the following:

1. New community center/day shelter capacity to provide regular daytime access to shelter, services, showers, food, clothing, computers, etc.;
2. New emergency shelter capacity, including but not limited to, temporary congregate shelter facilities;
3. Medical respite shelter capacity to support households experiencing homelessness who have subacute medical care needs but no longer require inpatient or emergency care; other specialized shelter capacity to support households who require assistance with daily living or have significant, complex mental health needs;
4. Street outreach services to engage and connect people experiencing unsheltered homelessness with shelter, housing and services;
5. Expansion of transitional and permanent supported housing programs to prevent unsheltered homelessness for individuals exiting mental health or substance use treatment and/or re-entry following incarceration;
6. Planning and coordination for immediate efforts to prevent and address unsheltered homelessness, as well as planning and coordination support to expand and coordinate longer-term emergency shelter needs in communities; and/or
7. Other critical needs related to preventing and addressing unsheltered homelessness during 2023.
Letter of Interest Submissions

Interested organizations and leaders are invited to submit a cover letter and project description per the attached instructions by **June 1**.

Prior to submission, staff are available to answer questions and discuss proposals. Please submit all letters of interest and questions to [2023HomelessResponse@vermont.gov](mailto:2023HomelessResponse@vermont.gov)

The Department is hosting Open Office Hours in May and June where questions can also be directed:

- Mondays May 22nd, June 5th and June 19th, 11am - Noon

  Microsoft Teams meeting
  [Click here to join the meeting](#)
  Meeting ID: 297 463 576 013
  Passcode: hSgBYs

  Or call in (audio only)
  +1 802-552-8456,,151619790#
  United States, Montpelier
  Phone Conference ID: 151 619 790#
Instructions for Letters of Interest to Prevent & Address Unsheltered Homelessness in Vermont

Send to 2023HomelessResponse@vermont.gov

In a Cover Letter or Email, please include:

- Organization
- Point of Contact (name, phone number, email)
- Key Partners
- Geographic area to serve (AHS District, Geographic Area or Towns)
- Areas of Interest (#1-6)

Please include a brief Project/Proposal Description

Include a short summary or description of the proposed project, including any known or anticipated timeline.

- For day or overnight shelter proposals, please include estimated capacity. Please describe the shelter model, if known.
- For services, please include desired capacity or caseload (for example, projected households served).

Provide any additional information that would be helpful. Are these project components identified already? If so, please describe. If not yet procured or identified, please identify any support needed.

- Facility
- Management
- Staffing
- Programming or Specialized Services
  - Children or Youth
  - Medical, Mental Health and/or Disability Care
  - Other
- Consultant to Support Planning/Coordination
- Ancillary Services: Food, Security, Transportation

What is the anticipated funding need?

In addition to funding, please identify whether any of the following resources could be helpful:

- Site identification or State leased property
- State contracted staff or temp staffing
- Planning or development consultants – list or state supplied
- State supplied: food, security service, transportation
- Other specific needs or requests
## Department for Children and Families - General Assistance Emergency Housing, May 2023 Households Enrolled by Eligibility

<table>
<thead>
<tr>
<th>Agency of Human Services (AHS) District</th>
<th>Adverse Weather Conditions (All Household Members are 18 years &amp; older)</th>
<th>Age 60 years &amp; older</th>
<th>Death of a Spouse or Minor Child</th>
<th>Disability (SSI/SSDI)</th>
<th>Domestic Violence</th>
<th>Families with Children</th>
<th>Health Code Violations/Constructive Eviction</th>
<th>Natural Disaster (Fire, Flood, Hurricane)</th>
<th>Pregnant</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barre District Office</td>
<td></td>
<td>92</td>
<td>10</td>
<td>78</td>
<td>4</td>
<td>43</td>
<td>6</td>
<td></td>
<td></td>
<td>233</td>
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<tr>
<td>Bennington District Office</td>
<td></td>
<td>68</td>
<td>4</td>
<td>76</td>
<td>1</td>
<td>36</td>
<td>4</td>
<td></td>
<td></td>
<td>191</td>
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<tr>
<td>Brattleboro District Office</td>
<td></td>
<td>70</td>
<td>5</td>
<td>76</td>
<td>4</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td>181</td>
</tr>
<tr>
<td>Burlington District Office</td>
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<td>169</td>
<td>14</td>
<td>83</td>
<td>4</td>
<td>54</td>
<td>14</td>
<td>1</td>
<td>2</td>
<td>341</td>
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<td>Hartford District Office</td>
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<td>35</td>
<td>4</td>
<td>41</td>
<td>4</td>
<td>8</td>
<td></td>
<td></td>
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<td></td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td>19</td>
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<tr>
<td>Morrisville District Office</td>
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<td>4</td>
<td>12</td>
<td></td>
<td>5</td>
<td>1</td>
<td></td>
<td></td>
<td>33</td>
</tr>
<tr>
<td>Newport District Office</td>
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<td>8</td>
<td>2</td>
<td>9</td>
<td></td>
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<td></td>
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<td>21</td>
</tr>
<tr>
<td>Rutland District Office</td>
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<td>14</td>
<td>183</td>
<td>7</td>
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<td>10</td>
<td>1</td>
<td>5</td>
<td>479</td>
</tr>
<tr>
<td>Springfield District Office</td>
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<td>25</td>
<td>4</td>
<td>28</td>
<td></td>
<td>11</td>
<td>4</td>
<td></td>
<td></td>
<td>72</td>
</tr>
<tr>
<td>St Albans District Office</td>
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<td>35</td>
<td>4</td>
<td>28</td>
<td>2</td>
<td>6</td>
<td>2</td>
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<td>St Johnsbury District Office</td>
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<td>20</td>
<td>1</td>
<td></td>
<td></td>
<td>80</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>730</strong></td>
<td><strong>72</strong></td>
<td><strong>646</strong></td>
<td><strong>28</strong></td>
<td><strong>286</strong></td>
<td><strong>42</strong></td>
<td><strong>3</strong></td>
<td><strong>12</strong></td>
<td><strong>1820</strong></td>
</tr>
</tbody>
</table>

**Adverse Weather Conditions ends on 6/1/2023**

- 7/1 eligibility will change to Ages 65 yrs & older
- 7/1 eligibility will change to Families with Children ages 6 yrs & younger
- 7/1 eligibility will change to pregnancy in the third trimester

**Note:** GA Emergency Housing reverts to pre-covid rules and eligibility on July 1, 2023.

- On July 1, some households will no longer be eligible due to having already used the maximum benefit (nights) available to them.
- On July 1, households will be required to contribute 30% of their income towards housing.

The Department is committed to providing ongoing, additional data related to changes in eligible populations.
REQUEST FOR PROPOSALS

FOR

Assessment on Community Safety

ISSUED BY:

TOWN OF HARTFORD
171 Bridge Street
White River Junction VT 05001

Date of Issue
June 5, 2023

Due Date for Proposal
August 7, 2023
I. INTRODUCTION
The Town of Hartford, Vermont is seeking proposals for a consultant to examine our community safety in the context of the many ways different people of all backgrounds experience a sense of security attributable to the delivery of specific public services. The review will examine (but is not limited to): the Hartford Police Department, Hartford Fire Department, Town support for non-profit organizations, social service agencies and other community resources, as well as identifying currently unmet community needs. This open process will invite in the wealth of knowledge and life experiences that our community holds about police, fire, social services, and other topics related to feeling safe in Hartford.

II. SCOPE OF WORK

The scope of services to be provided:

What types and level of services does Hartford want to provide for community safety? Are the Town’s current resources being used efficiently, effectively, and equitably?

- The Consultant will prepare a draft public engagement strategy designed to provide broad public input on a vision for a healthy and safe community in Hartford. Appropriate tools may include online surveys, listening sessions and public meetings.
- Consultant(s) will summarize all material gathered through the approved public engagement strategy and provide insights and conclusions to the Town Manager, Fire Chief, and Police Chief or their designee(s).
- The consultant(s) may draft a strategy or program for continuous community input into a public safety program that delivers services aligned with the values and vision of the community. The strategy or program must be cost-effective and cognizant of the rural New England region where Hartford is located.
- A review of current systems, social service providers, and stakeholders along with an assessment of current Hartford Fire and Hartford Police interactions with those systems and providers.

III. STANDARDS and DELIVERABLES:

1. All documents should be provided in digital format (MS Word, MS PowerPoint, MS Excel).
2. All data, databases, reports, designs and materials, in digital format created under this project shall be transferred to the Town of Hartford upon completion of the project and become the property of the Town.
3. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed.

Project Milestones. Proposals shall include timetable for each of the following items. Timetable should reflect how many weeks after the notice to proceed is given that each item will be completed.

- Data collection, review, and analysis
• Preliminary findings meeting with the Town of Hartford Town Manager, Fire Chief, and Police Chief or their designee(s).
• Final comments delivered to the Consultant
• Final Report delivered to the Town of Hartford

Community Meetings and Engagement Standards
Community engagement meetings shall be open, accessible, and affirmatively engage public participation in accordance with the Vermont Open Meeting Law. Virtual meeting access will be a requirement. Meetings should be scheduled at various times convenient to working residents and will be recorded and available for viewing at times convenient to interested Hartford residents.

A process may be instituted to anonymously collect community members' actual and feared experiences with first responders, including mental health crisis services. These experiences should include both perceived positive and negative experiences and include any and all Hartford residents who wish to contribute, and welcoming interactions experienced by groups historically marginalized (e.g., BIPOC, LGBTQ+). Consultant(s) will confirm any needed legal considerations or obligations following the collection of anonymous reports or surveys that disclose legal, medical, or other protected or sensitive information. A process will be developed for obtaining and hearing, anonymously or otherwise, the thoughts, concerns, and obstacles to policing as experienced by the Hartford police officers and staff. Consultant(s) will confirm any needed legal considerations or obligations following the collection of anonymous reports or surveys that disclose legal, medical, or other protected or sensitive information. Should the need for childcare services or interpreter services be identified, recommendations will be presented to the full Selectboard for consideration on how to address these needs.

IV. ADMINISTRATIVE INSTRUCTIONS
A timely response to the deadline identified must be received for the SOLICITATION to be considered. Interested parties are required to submit information requests and/or questions in writing either by mail, or email, to:

Gail Ostrout
Acting Town Manager
171 Bridge St
White River Junction VT 05001
gostrout@hartford-vt.org 802-295-9353

The deadline for submission is August 7, 2023 at 3:00 PM. Submittals received after this deadline will not be considered. Please write on the outside of the sealed envelope or box: "Proposal for Community Safety Assessment" and the name of the entity proposing. Three (3) copies of your submittal are required. Proposals will be opened at the Hartford Town Hall at 3:05pm on August 7, 2023. An electronic copy of the proposal shall be submitted after the proposal opening. Electronic copies will not be accepted prior to the proposal opening.
Proposals must remain valid for at least 60 days.

Mailing Address
Hartford Town Manager
171 Bridge St.
White River Junction VT 05001

Physical Address for Delivery
171 Bridge St.
White River Junction VT 05001

V. PROPOSAL REQUIREMENTS
The Proposal should demonstrate that the Proposer understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed while supplying these services. In addition, the qualifications of the Proposer to supply the required services must be demonstrated. To assist in the evaluation process, please include the following information in the technical proposal.

A. Cover Letter

B. Statement of Qualifications
   1. Contact Information - List the name of the firm, address, contact person, phone number, and e-mail address.

   2. Professional Qualifications – List the names of the principals of the firm and the qualifications of the project manager and key staff assigned to the project.

   3. Firm’s Capabilities - Briefly describe three similar projects, which your firm has completed in the past three years. List the members of each project team and the role played by each member. Please provide references for each project. Please attach an example of a similar project final document.

C. Methodology
Please provide a detailed explanation of how your firm would provide a bias free approach to perform the work of the project. This bias free approach will mitigate any perceived power dynamics and authoritative status. It may include a description of tasks, products, milestones, and timetables. Task descriptions should fully discuss the steps to be followed in carrying out the work. Sufficient detail should be presented to show a clear understanding of the work and the proposed approach. A timetable should accompany the work description showing the expected sequence of tasks and resource requirements for both the contractor and the Town of Hartford.

D. Cost Proposal Requirements
This is to be a lump sum proposal.

The work shall not be assigned or sublet without previous consent of the Town of Hartford. The
contractor shall not either legally or equitable assign any of the moneys payable under this
agreement, unless by and with the consent of the Town of Hartford.

VI. CONTRACTOR SELECTION PROCEDURE
The contractor will be evaluated based on the following factors. These factors are not listed in any order of priority:

1. Approach - Respondents will be evaluated as to their understanding of the work, how well the proposed work and schedule to complete the work address the project requirements, and the completeness and innovation evident in the approach to the project and the proposed work.

2. Experience and Capability - Respondents will be evaluated with respect to the experience both in terms of past efforts in this type of work and the level of commitment to this project.

3. Project Cost - The cost will be an important consideration in the selection, although it will not be the sole determining factor.

4. Other value-added tools and services - Responses will be evaluated on the inclusion of other related information that will produce a better product.

The Town of Hartford reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

All proposals become the property of the Town of Hartford upon submission. The cost of preparing, submitting, and presenting a proposal is the sole expense of the contractor.

The Town of Hartford Rights
The Town of Hartford reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP.

The Town of Hartford also reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Town of Hartford. This solicitation of proposals in no way obligates the Town of Hartford to award a contract.

VII. ADDITIONAL REQUIREMENTS

Equal Employment Opportunity
The contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations (41DFR Part 60). The Contractor shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment
practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

**Insurance**
The Contractor shall take out and maintain during the life of this project, such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall protect them and any employee for personal injury, including accidental death, as well as, from claims for property damage, which may arise from operations under this project, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The contractor shall have minimum umbrella coverage or $1,000,000 per occurrence.
Subject: Non-Union Staff COLA for FY24

Discussion: Section 407 of the Personnel Policy reads: Cost of Living Adjustments - Annually, at the beginning of the Town's fiscal year, the Selectboard may determine an adjustment in employee’s base rates of compensation to adjust for the effects of inflation. Such an adjustment is normally referred to as a Cost of Living Adjustment or COLA. This percentage increase shall be applicable to all employees’ base compensation and will normally go into effect on the 1st of July each year.

The Consumer Price Index for New England, annual average 2021 to 2022 was 7.1. The same Index for 12 months ended April 2023 was 3.8.

Samplings of Springfield, VT, Lebanon, NH, and Brattleboro, VT, municipalities show a combined average COLA for staff for years 2023 and projected for 2024 to be 7%.

Hartford non-union staff did not receive a COLA in FY23, and we are proposing a 5% COLA for FY24.

Impact: A 5% COLA, combined with a step increase for those eligible, and placement on the new payscale created as result of the Compensation Study, will cost $140,500 to be funded by FYE 2023 budget savings (health insurance and salaries).

Sample Motion: That the Selectboard approve a 5% COLA for non-union staff for FY24.
### Consumer Price Index Overview Table – New England

**Consumer Price Indexes for All Urban Consumers, all items, in the U.S., Northeast, New England, and Boston-Cambridge-Newton, MA-NH metropolitan area, not seasonally adjusted**  
(1982-84=100 unless otherwise noted)

<table>
<thead>
<tr>
<th>Area</th>
<th>Back data</th>
<th>Annual average 2022</th>
<th>Mar 2023</th>
<th>Apr 2023</th>
<th>Percent change 12 months ended</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. City Average</strong></td>
<td></td>
<td>292.655</td>
<td>301.836</td>
<td>303.363</td>
<td><strong>8.0</strong> 5.0 4.9</td>
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<td>Northeast region(1)</td>
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<td>303.320</td>
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<td><strong>7.0</strong> 4.3 3.8</td>
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<td>Northeast City Size Class (population)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A (over 2.5 million)</td>
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<td>305.197</td>
<td>314.624</td>
<td>314.883</td>
<td><strong>6.6</strong> 4.8 4.1</td>
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<td>Boston–Cambridge-Newton, MA-NH metropolitan area</td>
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<td>314.356</td>
<td>324.859</td>
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<td>7.1 4.7</td>
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**Footnotes**

(2) December 1996 = 100.
(4) December 2017 = 100.
(5) Published in alternate months.

**Source:** [Consumer Price Index](https://www.bls.gov/cpi/indextopic.cfm)

The Consumer Price Index (CPI) measures changes in prices of all goods and services purchased for consumption by urban households.

Schedule of Upcoming Releases for the Consumer Price Index
Agenda Memorandum
May 30th, 2023
Submitted by: Ally Tufenkjian, Selectboard Member

Subject: Town Committee, Commission & Board Vacancy Notification Policy
        Town Committee, Commission & Board Appointment Policy

Background: The Selectboard has received inquiries and feedback from the community regarding policies and procedures for notifying the public of committee vacancies and for handling committee appointments. This is a continuation of the May 16th discussion about two proposed policies that offer more clarity and transparency around these committee processes. Selectboard members in attendance on May 16th noted no major structural changes to the polices, but suggested minor edits. Selectboard members agreed to send member Ally Tufenkjian any additional suggested edits via email so that she could incorporate them into the final drafts. A staff attorney at the Vermont League of Cities and Towns has also reviewed the drafts prior to tonight’s meeting.

Discussion: Included in the agenda packet is a version of each policy that notes the changes made since the previous meeting followed by the final draft. Selectboard members should offer any final suggestions for revision and ideally adopt the policies this evening. They should also ask any clarifying questions about the policies to ensure that they can effectively guide and instruct committees to follow them.

Impact: Adopting these policies means the Selectboard and Town are accountable to following them. Ideally, these policies have the positive impact of promoting transparency of process and procedure and more equitable participation in Town committees.

Recommendations:

1) The Selectboard approve and adopt the Hartford Committee, Commission & Board Vacancy Notification Policy, effective May 30, 2023. Following adoption, the Selectboard will notify all committees accordingly.

2) The Selectboard approve and adopt the Hartford Committee, Commission & Board Appointment Policy, effective May 30, 2023. Following adoption, the Selectboard will notify all committees accordingly.
Purpose of Policy

This policy describes how, when and where the Town of Hartford will notify the public of Committee, Commission and Board vacancies. The intention of this policy is to offer a clear and standardized process for notifying the public of vacancies and to promote more equitable engagement in the Town of Hartford’s Committees, Commissions and Boards.

Policy Scope

This policy pertains to all Committees, Commissions and Boards in the Town of Hartford.

Definitions

Committees, Commissions and Boards shall be referred to as “committees.”

Policy Statement

The Town of Hartford will notify the public of committee vacancies in the following manner:

- **On the 15th** by the 5th of each month, committee Chairs shall share any vacancies or anticipated vacancies by emailing them to the Town of Hartford’s Administrative Assistant and corresponding Selectboard liaison(s). Information in this notification email should include:
  - The name of the Committee, Commission or Board, the number of open positions, and if the vacancies are current or anticipated. If anticipated, they should include the term expiration date.
- At minimum, **on the first and third Wednesday, by the 15th and the 28th** of each month, the Town of Hartford shall post the openings list on the Hartford listserv, Town website, official Town Facebook and Twitter accounts, and on the Selectboard agendas sent to the Valley News. The openings list should include a hyperlink or website address to the corresponding committee webpage on the Town of Hartford website.
  - Additional outreach may occur by word-of-mouth, email outreach and by other appropriate channels as determined by the Selectboard.

- Committees shall include all members’ names, roles, term end dates, and any vacancies at the bottom of all meeting minutes.

- Selectboard liaisons shall report committee vacancies during the Commission Reports section of Selectboard meetings.

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Policy Title | DRAFT: Hartford Committee, Commission & Board Vacancy Notification Policy
---|---
Keywords | Committees, Commissions, Boards, Vacancies, Openings, Applications

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The Hartford Selectboard is responsible for making appointments to Town Committees, Commissions, and Boards. This policy supports the Selectboard in making these appointments with the following objectives:

- To appoint qualified members who will do the best possible job to serve and act on behalf of the best interests of the Town.
- To appoint members with a mix of identities, backgrounds and experiences in an effort to represent the diversity of the community.
- To appoint members who reside in differing villages within the Town whenever possible.
- To appoint members who are willing to make a commitment to understand the laws, regulations and procedures necessary to fulfill the membership role.
- To appoint members who will respect and follow the Town of Hartford’s Conflict of Interest Policy.

Policy Scope

This policy pertains to all Committees, Commissions and Boards in the Town of Hartford. Note: In the case of a statutory public body authorized by the Vermont Legislature (such as the Planning Commission and Zoning Board of Adjustment), the relevant Vermont Statutes should be consulted and followed. When the statutes do not describe the process or requirements to follow, this policy shall be applied.

Definitions

Committees, Commissions and Boards shall be referred to as “committees.” Those serving on any of the aforementioned bodies shall be referred to as “members.”
Policy Statement

Residency Requirements: Each committee’s charge dictates the specific residency requirements of its members. Generally, the Selectboard should make every effort to recruit and appoint Hartford residents for committee positions. However, the Selectboard acknowledges that Hartford is part of an interconnected region with other neighboring municipalities. Residents of those municipalities who are employed in, own a business in, or receive services from Hartford may wish to contribute their time and expertise to a Hartford committee. The candidacy of non-Hartford residents will be considered at the discretion of the Selectboard and in alignment with a committee’s charge.

Applications for Committee Membership New Members:

- When there is a current or anticipated committee vacancy, candidates may submit an application to the Town Manager’s office by email or hard copy.
- Unless the Selectboard pursues an extension of the application period, applications will be reviewed by the Selectboard after a thirty (30) day application period commencing upon the date of posting.
- Applicants will be notified by the Town Manager's Office acknowledging receipt of their application and will be invited to attend a scheduled Selectboard meeting for a brief interview. Meeting attendance is mandatory for first-time appointments and optional for re-appointments, and invited to a Selectboard meeting for a brief interview.
- Should any committee require additional steps in the application process, such steps will be detailed in the committee’s charge and candidates will be notified by the Committee Chairperson, Administrative Assistant, and/or Selectboard Liaison accordingly.

Note: The Selectboard should also consult 24 V.S.A. § 4323 regarding Planning Commission appointments.

Checking References: Prior to an application being reviewed by the Selectboard, a designated Selectboard member shall contact the references listed on the application. Information gathered from the applicants’ references shall be considered as the Selectboard decides whether or not to appoint the applicant.

Expiring Terms for Existing Members:

- By the 5th of each month, committee Chairs shall share any vacancies or anticipated vacancies by emailing them to the Town of Hartford’s Administrative Assistant and corresponding Selectboard liaison(s).
● Members whose terms are expiring shall inform the Town of Hartford’s Administrative Assistant and Selectboard in writing of their intention to seek or not seek reappointment along with an application for reappointment if applicable. Members should inform the Selectboard as soon as possible and no later than, preferably within thirty (30) days before their term’s end date. Others interested in the position may also submit an application to the Selectboard.

● Following their submission, applications for reappointment will be reviewed by the Selectboard at a subsequent meeting.

**Note:** The Selectboard should also consult 24 V.S.A. § 4323 regarding Planning Commission appointments.

**Term Limits:** There is no legal requirement that establishes the number of terms that can be served. The Selectboard recognizes that it can be difficult to get qualified individuals and those with important lived experience to serve volunteer positions; therefore, an arbitrary term limit might not be in the best interest of the Town. The Town also recognizes the benefits of term limits to promote accessible and inclusionary government. The Selectboard strives to attract and involve as many interested, diverse, qualified, and knowledgeable members as it can to participate in Town government.

Ultimately, it is the responsibility of the Selectboard to evaluate the contribution of each member or candidate and determine whether that member should continue serving. In making these determinations, the Selectboard will consider the opinion of the committee members, the performance of the body, and the level of voter confidence in the committee’s decisions and operations. In a case where two or more individuals of equal preference and ability wish to serve, one of which is a member who has already served at least one term, the Selectboard can cite their preference to enforce a term limit.

**Resignations:** Members may resign at any time if they feel they cannot perform their duties. Members must notify the Selectboard of their decision to resign in writing. Unless otherwise noted by the member, their resignation will be effective immediately upon the Selectboard’s receipt of their resignation notice.

**Removals:** While the Town should make every effort to retain members, there may be occasions on which it is in the Town’s best interest to remove a member from a committee. Members may be removed from their positions by a majority-vote decision of the Selectboard for the following reasons:

● Violations of the Town of Hartford’s Conflict of Interest Policy
● Consistent failure to perform the duties of the position
● Consistent absenteeism that prohibits productive committee operations (such as an inability to meet quorum)
● Misrepresentation and other abuse of the authority of the position
● Promotion of hostility amongst the other members of the committee and/or the general public
● Any other reason deemed fair and valid by a majority-vote of the Selectboard that supports the Town’s best interests. Note: Selectboard members cannot vote to remove a member based on personal bias or dislike and in such instances should recuse themselves.

A three-letter documentation process shall be used in cases of removal:
1. An initial letter shall be sent to the member by the Chairperson of the member’s committee or Selectboard outlining concerns with the member and inviting the member’s response and plan to rectify said concerns.
2. If the situation is not resolved by this action within thirty (30) days of the first letter’s send date, a second letter shall be sent by the Selectboard requiring that the member meet with the Selectboard. Though not required, a probationary period may be instituted at the Selectboard’s discretion.
3. If the situation remains unresolved after the meeting, a third letter shall be sent by the Selectboard removing the member from the committee. The member’s removal will be effective immediately upon the letter’s send date.

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Present: Michael Hoyt, Chair; Dan Fraser, Vice-Chair; Kim Souza, Clerk; Lannie Collins, Member; Mary Erdei, Member; Ally Tufenkjian, Member; Lana Livingston; Gail Ostrout; Paula Nulty; Scott Cooney; Greg Sheldon; Scott Hausler; Dana Clawson; Mark Bradley; Heidi Duto; Joe Major; Sara Campbell; Jonathan Rugg; Michael Redmond; Diane Brzozowski; Joe Trottier; Aaron Warner

Absent: Rocket, Selectboard Member

Present on Zoom (Citizens): Maria Alvin; Michelle Boleski; Sherry West; Marcy Bartlett; Mike Morris;

JAM LINK: https://www.youtube.com/watch?v=-O9zcoGTOC8&list=PLAdkf9ugxof7FGsvb7b8PHLfaNfKZbq-g&index=1

I. Call to Order the Selectboard Meeting by Mike Hoyt at 6:00PM.
II. Pledge of Allegiance was recited and led by Gail Ostrout.
III. Local Liquor Control Board: None
IV. Local Cannabis Control Board: None
V. Order of Agenda: There were no changes to the order of agenda.
VI. Selectboard
   1. Public Comment
      Aaron Warner from Hartford addressed the Board concerning the application to fly the Pride Flag on the Town Hall flag pole. He said social agendas are being put forth by the Town leaders. The Town Charter does not mandate that the Selectboard address these social issues, only that it has fiduciary responsibilities to the entire Town.

      Joe Major, WRJ. Mr. Major spoke to a recent article Mr. Warner wrote on an online website after the last Selectboard Meeting. There was misinformation and half-truths in the article. Mr. Major pointed out the issues that HCOREI is now addressing – for everyone.

      Joe Trotter, lifetime resident from Hartford. He thinks that the Flag request is a very serious issue and suggests that we hold off a decision tonight and put it before the Town citizens to decide.

      Marie Alvin from Hartford (zoom). Wondering about the questions she has sent. 
      1. The results of the Safety meetings? Second discussion tonight on this.
      2. Sorting Police Calls by village. This would be helpful. Will ask the Chief if this could be done.
3. Are we billing the Haven for police services?
4. Have we looked at the Town owned land for homeless campsite or Haven overflow.
5. Mike Morris – asked if Zoom could be able for the at home people to see the complete room. Will ask JAM.

Marcy Bartlett from Wilder wants to thank Chief Sheldon for a really well articulated report about the noise complaint in WRJ. There has been more police presence on Hartford Avenue – thank you.

Sherry West from WRJ. Comment on the Flag issue. She has talked to various people concerning the making of a “Town” flag. If just having a town flag created by the school children would represent all.

Heidi Duto from WRJ. Heidi commented on the survey that is out form the Town Manager Search Committee. There is an issue with it – that it came be filled out by people multiple times and anyone can fill it out, not necessarily people that have ties to Hartford. Sara Campbell, TMSC responded that the survey was put out that way so that the survey is confidential.

Selectboard Comments and Announcements:
Kim Souza reported that there is now a survey online (Town of Hartford Website) from the Town Manager Search Committee.

Ally Tufenkjian reminded people of the Clifford Park Food work party on the 20th 9AM-Noon. Resilient Hartford is doing this project.

Lannie Collins apologized for his recent actions that are a result of him feeling disrespected by the other members on the Board. Going forward he will try to do better.

Mike Hoyt – this Thursday, May 18th there will be a reception at Town Hall, 5-6 for the new Assessor, Rick Vincent and new Public Works Director, Bryan Gazda. The Hartford Alumni Association has asked if the Selectboard Members would like to participate in the Alumni Parade on June 24th. Also – today is Leo Pullar’s birthday (former Town Manager).

2. Appointments: None

3. Town Manager and Significant Activity Report
   Town Manger report: Hydrant flushing is happening through May.
   Public Works will be doing door-to door pipe inspections as they are required to do. Also, Dian Perry, Admin Assistant to the Police Department will be retiring.

4. Board Reports, Motions & Ordinances
   a. Community Safety Review RFP Discussion; finalize 5/30/23
      Discussion Only. It will be finalized at the May 30, 2023 Selectboard Meeting. Citizen, Jonathan Rugg asked the Board what is the purpose of this RFP? When are the rest of the Town, not the “marginal population”, going to be safe and are they going to be represented?
b. Open Container/Outside Consumption
   Chief Greg Sheldon, “According to Vermont DL&L any licensee granted an OCP approved by local control, and DL&L would not be in violation of town ordinances for open containers.”


d. Parks & Recreation Ordinance Revision
   Selectboard Member, Lannie Collins made the motion to make the amendments to the Hartford Park Ordinance as presented in the attached requested revision and follow the statutorily prescribed procedures set forth in24 V.S.A. §§ 1972 et seq. for adopting, amending, or repealing an ordinance. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.


f. Bugbee Senior Center Capital Assessment Contract Award
   Selectboard Vice Chair, Dan Fraser made the motion that The Hartford Select Board authorize the Acting Town Manager to execute the contract with Studio Nexus and start the feasibility study process. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

g. Wilder Park & Ride Closure – a decision will be made at the next Selectboard Meeting on May 30th.

h. Draft Hartford Boards & Commissions Vacancy Posting Policy and Appointment Policy presented by Ally Tufenkjian. More discussion at the May 30th Selectboard Meeting. Please send suggestions for changes to Ally Tufenkjian by May 21st.

i. Pride Flag Request 7/22/23 3pm - 7/29/23 3pm.
   Selectboard Member Ally Tufenkjian made the motion to approve the request by the Pride flag from 7/22/23 3pm - 7/29/23 3pm. Selectboard Clerk, Kim Souza seconded the motion. 5 voted yes, 1 (Collins) voted no. The motion passed.

VII. Commission Reports
   **Dan Fraser**
   May Tree of the Month is the swamp white oak (Quercus bicolor) on South Main Street in White River Junction across from the Tucker Box Restaurant. If you visit before it leaves out, you will notice the crooked branching structure. As the name suggests, this oak is found growing wild in low-lying and swampy areas. But it grows just as well in an urban or suburban setting. It tolerates compacted soil and surprisingly drought.

   **Kim Souza**
   The Town Manager Search Committee met on May 11. The online survey to seek public input has been launched and can be found on the home page of the town website until
May 28th. Staff committee members are working with acting town administrators to do a survey for town employees to collect information about what is important to staff. VLCT Consultant, Dominic Cloud, has drafted a preliminary position profile and marketing materials which will be reviewed by the Selectboard. The tentative timeline includes posting the position in June, performing interviews in July and hopefully be in position to make an offer by the end of summer.

Mike Hoyt
Attended the Sister City Committee meeting. They did not have a quorum. They currently have 2 openings.

VIII. Consent Agenda: **Selectboard Vice Chair, Dan Fraser made the motion to approve the Consent Agenda.** Selectboard Clerk, Kim Souza seconded the motion. All were in favor and the motion passed.

- Approve Payroll Ending: 5/13/2023
- Approve Meeting Minutes of: 5/2/2023
- Approve A/P Manifest of: 5/12/2023 and 5/18/2023
- Already Approved: 5/30/2023

IX. Executive Session: **Selectboard Member, Ally Tufenkjian made the motion that we enter executive session to discuss the evaluation of a public officer and the employment of a public officer pursuant to Title 1, Section 313(a)(3) of the Vermont Statutes.** Selectboard Vice Chair, Dan Fraser seconded the motion. All were in favor and the motion passed.

Selectboard Member, Lannie Collins made the motion to close the Executive Session. Selectboard Member, Mary Erdei seconded the motion. All were in favor and the motion passed.

X. Adjourn the Selectboard Meeting: **Selectboard Member, Lannie Collins made the motion to adjourn the meeting at 10:35PM.** Selectboard Member, Ally Tufenkjian seconded the motion. All were in favor and the motion passed.

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Kim Souza
Meeting Date March 16, 2023
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|        | AFTERSCHOOL PROGRAMS | 10-514-318-0000 | PR - CONTRACTED SERVICES | 45.00 | 0.00 | 45.00 |
| 007760 | BURLINGTON COMMUNICATIONS | BCS12884 | Radio &amp; related equipment install | 10-321-318-0000 | DPW - CONTRACTED SERVICES | 1,000.25 | 0.00 | 1,000.25 |
| 008244 | CAMPBELL, NATHAN | AFTERSCHOOL PROGRAMS | 10-514-318-0000 | PR - CONTRACTED SERVICES | 56.00 | 0.00 | 56.00 |
| 008650 | CARGILL, INCORPORATED | 2908074520 | SALT | 10-312-323-0000 | DPW - MATERIAL &amp; SUPPLIES | 8,128.72 | 0.00 | 8,128.72 |
| 009120 | CHADWICK-BAROSS INC | C58983 | PARTS | 10-321-321-0000 | DPW - REPAIRS &amp; MAINT-VEHICLES | 203.91 | 0.00 | 203.91 |
| 009818 | CINTAS CORPORATION NO. 2 | 4155029830 | UNIFORMS | 55-954-326-0000 | UNIFORMS PURCHASE/LEASE/CLEAN | 80.52 | 0.00 | 80.52 |
|        |                  | 4155030043 | UNIFORMS | 55-954-326-0000 | UNIFORMS PURCHASE/LEASE/CLEAN | 135.17 | 0.00 | 135.17 |
|        |                  | 4155030087 | UNIFORMS | 30-974-326-0000 | UNIFORMS PURCHASE/LEASE/CLEAN | 333.05 | 0.00 | 333.05 |
|        |                  | 4155598925 | UNIFORMS | 65-963-326-0000 | UNIFORMS PURCHASE/LEASE | 58.79 | 0.00 | 58.79 |
|        |                  | 4155702531 | UNIFORMS | 30-974-326-0000 | UNIFORMS PURCHASE/LEASE/CLEAN | 331.58 | 0.00 | 331.58 |
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**Payment Manifest**

*Report Date: 5/26/2023 - 5/26/2023*

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Vendor Total: 8,625.00
## Payment Manifest

**by Vendor ID**  
**Town of Hartford**

**Check Date:** 5/26/2023 - 5/26/2023

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### Desc: SYKES MOUNTAIN AVE

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 49762000000MAY'23 | BRIDGE ST PUMP STN | 102.45  | $102.45 | 0.00 | 102.45 |

### Desc: BRIDGE ST PUMP STN

| Acct: 60-964-329-0000 | ELECTRICITY | 67003200002MAY'23 | WILLARD RD | 0.00 | $298.55 | 0.00 | 298.55 |

### Desc: WILLARD RD

| Acct: 10-221-329-0000 | HFD -ELECTRICITY | 67399084366MAY'23 | 120 LESLE DR PAV B | 0.00 | $399.64 | 0.00 | 399.64 |

### Desc: 120 LESLE DR PAV B

| Acct: 10-528-329-0000 | PR -ELECTRICITY | 68053200009MAY'23 | RT 14 W HTFD LIB | 0.00 | $122.04 | 0.00 | 122.04 |

### Desc: RT 14 W HTFD LIB

| Acct: 10-524-329-0000 | PR -ELECTRICITY | 78840100008MAY'23 | RAILRD ROW - ENGINE 494 | 0.00 | $109.83 | 0.00 | 109.83 |

### Desc: RAILRD ROW - ENGINE 494

| Acct: 10-521-329-0000 | PR -ELECTRICITY | 82948328248MAY'23 | PROSPECT ST TEMP | 0.00 | $108.10 | 0.00 | 108.10 |

### Desc: PROSPECT ST TEMP

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 87833000000MAY'23 | MAPLE ST TRAFFIC LGT | 0.00 | $79.51 | 0.00 | 79.51 |

### Desc: MAPLE ST TRAFFIC LGT

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 39135140109MAY'23 | 120 LESLE DR PAV C | 0.00 | $47.11 | 0.00 | 47.11 |

### Desc: 120 LESLE DR PAV C

| Acct: 10-528-329-0000 | PR -ELECTRICITY | 97762000004MAY'23 | N MAIN ST HWY LIGHTS | 0.00 | $106.74 | 0.00 | 106.74 |

### Desc: N MAIN ST HWY LIGHTS

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 23833000000MAY'23 | ROUTE 5 HIGHLAND AVE | 0.00 | $78.96 | 0.00 | 78.96 |

### Desc: ROUTE 5 HIGHLAND AVE

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 3906537434MAY'23 | CURRENCEY ST | 0.00 | $262.22 | 0.00 | 262.22 |

### Desc: CURRENCEY ST

| Acct: 60-964-329-0000 | ELECTRICITY | 28933000000MAY'23 | MAPLE ST SEWER | 262.22 | $262.22 | 0.00 | 262.22 |

### Desc: MAPLE ST SEWER

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 74856156851MAY'23 | 97 S MAIN ST CHARGING | 0.00 | $215.46 | 0.00 | 215.46 |

### Desc: 97 S MAIN ST CHARGING

| Acct: 10-314-329-0100 | DPW -ELECTRICITY - CHARGING STA | 97303200006MAY'23 | NOYES LN PUMP STN | 28.42 | $28.42 | 0.00 | 28.42 |

### Desc: NOYES LN PUMP STN

| Acct: 65-964-329-0000 | ELECTRICITY | 49672200000MAY'23 | RTE WEST HTFD & QUE | 0.00 | $508.63 | 0.00 | 508.63 |

### Desc: RTE WEST HTFD & QUE

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 50776120219MAY'23 | 1103 N MAIN ST | 0.00 | $70.10 | 0.00 | 70.10 |

### Desc: 1103 N MAIN ST

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 01013200009MAY'23 | 1299 QUECHEE MAIN ST | 283.08 | $283.08 | 0.00 | 283.08 |

### Desc: 1299 QUECHEE MAIN ST

| Acct: 65-964-329-0000 | ELECTRICITY | 04832000006MAY'23 | S MAIN ST PUMP | 89.14 | $89.14 | 0.00 | 89.14 |

### Desc: S MAIN ST PUMP

| Acct: 10-521-329-0000 | PR -ELECTRICITY | 09832000005MAY'23 | BRIGGS PARK | 0.00 | $45.47 | 0.00 | 45.47 |

### Desc: BRIGGS PARK

| Acct: 10-314-329-0000 | DPW -ELECTRICITY | 34926000000MAY'23 | PARK/LEHMAN BRIDGE | 0.00 | $63.95 | 0.00 | 63.95 |

### Desc: PARK/LEHMAN BRIDGE

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**Vendor Total:** 3,798.18 | 0.00 | 3,798.18

**5/26/2023**

| 05.25.2023 | 2023 GREEN UP | 0.00 | $300.00 | 0.00 | 300.00 |

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**Bank Total:** 168,567.15

**FUND 1 0 HRA / FSA / DCR**

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## Payment Manifest

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9:46AM  
**Page:** 22  
**User:** florentina  
**Check Date:** 5/26/2023 - 5/26/2023

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**Detail:** Invoice No.  
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Acct:  
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Invoice Amt  
Disc. Amt  
Net Amt.  

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$201,687.25  
$49,670.06  
$251,357.31

**Vendor Total:**  
$23,503.40  
$0.00  
$23,503.40

**FUND 1 HRA**

**Bank Total:**  
$23,503.40

**Holdback Total:**  
$201,687.25

**Batch Totals:**  
$0.00  
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$251,357.31
## Payment Manifest

**by Vendor ID**  
**Town of Hartford**  
**Check Date:** 5/26/2023 - 5/26/2023

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