



**TOWN OF HARTFORD SELECTBOARD  
SPECIAL MEETING AGENDA**

Tuesday, October 15, 2019, 6:00pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

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

**II. Pledge of Allegiance**

**III. Local Liquor Control Board: N/A**

**IV. Order of Agenda**

**V. Selectboard**

- 1. Public, Selectboard Comments and Announcements: TBD**
- 2. Appointments: N/A**
- 3. Town Manager's Report: N/A**
- 4. Board Reports, Motions & Ordinances**
  - a. FY19 Fiscal Year End Encumbrances (motion required)
  - b. Budget Guidance Memo Workshop
- 5. Commission Meeting Reports: N/A**
- 6. Consent Agenda (Mot Req.): N/A**
- 7. Executive Session: N/A**
- 8. Adjourn the Selectboard Meeting. (Mot Req.)**

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



## AGENDA MEMORANDUM

October 15, 2019

Town Selectboard Meeting Item: 4a

Submitted by: Gail Ostrout, Director of Finance

- Subject:** 2019 Fiscal Year General Fund Encumbrance Request
- Background:** Annually the town has projects and / or items that have been approved in the annual budget but can't be completed or purchased within the approved fiscal year due to either internal or external timing or environmental factors.
- Discussion:** The Finance Director meets with each Department Head to review their list of projects / items that potentially need to be encumbered. Following this discussion, the Finance Director provides the encumbrance list to the Town Manager for final review and approval. The attached summary list has been reviewed, vetted, approved and in progress.
- Financial Impact:** Funding for these requested encumbrances will be covered by the revenue recorded and collected as budgeted in fiscal year 2019. There is no new financial impact whereas these items / projects had already been included in the original 2019 budget that was approved.
- Recommendation Motion:** Recommend the Select Board approve the 2019 Encumbrance Request for items / projects previously approved in operating budgets.

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

**Attachments:** FYE 2019 Encumbrance Request

FISCAL YEAR 2019 ENCUMBRANCE REQUEST

	FY 2019	Prior Years Previously Approved	Total
Contracted Services	\$ 120,077.62	\$ 99,079.97	\$ 219,157.59
Department Equipment	\$ 77,578.12	\$ 29,750.00	\$ 107,328.12
Recruitment & Training	\$ 8,500.00	\$ 1,300.00	\$ 9,800.00
Materials & Supplies	\$ 97.09	\$ 1,200.00	\$ 1,297.09
Repairs & Maintenance - Building	\$ 3,810.00	\$ 9,680.57	\$ 13,490.57
Marketing Promotion	\$ -	\$ 5,000.00	\$ 5,000.00
Grant Matching Funds	\$ -	\$ 500.00	\$ 500.00
Equipment Operations - Communications	\$ 2,141.84	\$ -	\$ 2,141.84
Office Equipment	\$ 7,078.90	\$ -	\$ 7,078.90
Repairs & Maint - EMS Vehicle	\$ 1,000.00	\$ -	\$ 1,000.00
Telephone	\$ 876.84	\$ -	\$ 876.84
Purchase / Rental Uniforms	\$ 712.25	\$ -	\$ 712.25
Fire Suppression Equipment	\$ 8,900.00	\$ -	\$ 8,900.00
Marketing Promotion	\$ 5,500.00	\$ -	\$ 5,500.00
Appropriation W. Hartford Library	\$ 2,500.00	\$ -	\$ 2,500.00
	<u>\$ 238,772.66</u>	<u>\$ 146,510.54</u>	<u>\$ 385,283.20</u>