Town Manager’s Office

Town Manager / Delinquent Tax Collector

Executive Assistant / Human Resource Officer

Administrative Assistant / Delinquent Tax Clerk
Property Valuation
Staff

- Assessor
- Assistant Assessor
- 1 Lister Position
Organization

Assessor

Assistant Assessor  Lister
The primary responsibility of the assessor is to determine the fair market value of your property.

- Real property is commonly known as real estate.
- Real property is defined as land and any permanent structures attached to it.
- Value is converted into an assessment:
  - which is one component in the computation of real property tax bills.
The duties of the Assessors are:

- List all the real property within the Town of Hartford
- Assess a value of all properties within in the town
  - To include specialty properties to include and limited to cell towers, solar arrays
- Maintain the Grand List of all real property
- Manage property ownerships records and subdivisions
- Manage and record homestead declarations
- Manage and Maintain GIS tax maps
- Manage exemptions
- Monitor and analyze sales market, performs sales study
- Assist other departments with value related issues
Clerk
Functions of the HARTFORD Town Clerk’s Office
(Vermont State Statutes set the duties and responsibilities of the Town Clerk’s Office)

**Staffed by:** Town Clerk & Assistant Town Clerk

Overseeing Elections & Counting Votes
Updating & Maintaining Voter Checklist

Processing Absentee Ballots
Receiving & Verifying Petitions

**Recording & Maintaining the following:**

- Warranty Deeds
- Permits
- Mobile Home Bills of Sale
- Town & School Meeting Minutes
- Mortgages Deeds

**Vital Records (1857-Present):** Birth, Marriage and Death Certificates

**VOTER REGISTRATION**

**Issuing:** Marriage Licenses; Dog Licenses; Temporary Motor Vehicle Renewals

**Town Clerk**
802-295-2785
Hartford Town Hall
171 Bridge St., White River Jct., VT 05001
Financial Administration

The Hub of the Town of Hartford
The Finance Department handles all of the cash management for the Town, including but not limited to:

- Accounts Receivable
- Debt Management
- Accounts Payable
- Payroll
- Miscellaneous Billing
Finance Director

- Reports Directly to the Town Manager
- Supervises department of 3 employees
- Responsible for the accurate and proper management of all of the Town’s financial operating records
- Monthly Reconciliations- Bank & Financial
- Monthly budget to actual review meetings with Department Heads
- Ensures the Purchasing Policy is followed
- Ensures Internal Controls are within compliance
- Partners with CPA Firm to complete Annual Audit
- Creates and provides cash flow forecasting
- Assists with Annual Budget Process
Accounts Receivable/Assistant Treasurer

• Reports to the Finance Director
• Receives & processes payments online, in person and thru the mail
  • Water, Waste Water, Landfill, Property Taxes and Miscellaneous
  • Prepares Deposits
• Assists Residents with questions
• Annually Creates and distributes the property tax bills
• Assists with monthly reconciliation of the receivables
• Applies interest to accounts monthly for Water, Waste Water, Landfill, Property Taxes
Reports to the Finance Director

Payroll:
- Processes all Payroll in house every other week
- Paychecks, deductions, reporting to state and federal agencies

Accounts Payable:
- Processes all vendor invoices every other week
- Ensures the Purchasing Policy is Followed
- Enters all invoices and match them to purchase orders
- issues checks

Assist with processing Property Tax, Water, & Wastewater payments
Finance Assistant

- Reports to the Finance Director
- Assists Payroll Clerk:
  - Processes all Payroll in house every other week
  - Paychecks, deductions, reporting to state and federal agencies
- Assists Accounts Payable Clerk:
  - Processes all vendor invoices every other week
  - Ensures the Purchasing Policy is Followed
  - Enters all invoices and match them to purchase orders issues checks
- Prepares Monthly Miscellaneous Billing
  - Works with department heads to prepare & distribute billing for services, reimbursement, rent & other items as requested
- Assist with processing Property Tax, Water, & Wastewater payments
- Maintain scanning of financial documents onto server
Hartford Fire 101
24/7/365 Coverage

- 4 Duty Shifts (1 Shift of 5, 3 Shifts of 4)
- 24 hour on duty rotating schedule
- All Hazards response

Firefighting

Water Rescue

Emergency Medical
24/7/365 Coverage

High Angle Rescue

Building Collapse
Trench Rescue

Confined Space Rescue
Fire Prevention/Public Education
Fire and Life Safety Objectives

**Proactive**

- **Fire Prevention**
  - **Building**
    - **Design**
      - Noncombustible construction fire protection features
    - **Building Services**
      - Specification and maintenance
    - **Occupancy**
      - Use matches design
      - Fire safety inspections
  - **Public Education**
    - General public bldg owners
      - K-12
      - Special population
      - Bldg occupants
      - Bldg managers

**FY 16-17**
- 150 additional living units expected downtown (80+ unit anticipated high demand facility)
- 21 single family homes
- 7 Commercial Structures
- 27 Commercial Uses
- 1 Planned Development

**Existing Buildings:**
- 265+ Apartment Buildings
- 30+ Condominium Complexes
- 439 Commercial Properties
Fire and Life Safety Objectives

Reactive/Response

**Manage Fire**
- **Internal Fires**
  - Protect personnel
  - Protect structure
- **External Fires**
  - Protect structure

**Manage Rescue Services**
- Staff Training
- Treatment/Transport

**FY2016-2017 Stats**
- 1927 Incidents
- 5.5 calls per day last FY/ 6.5 current 6 months
- Duration 1.5 hours w/ 30 min reporting (2 Hours)
- Avg. 11 hours handling emergencies/ 13 hours, last 6 Months
- 2.5 Hours training (20 per month)
- Station duties, Public Education/Community Service events, projects.
- 42% Simultaneous Events
- Shifts at 17

**2006 Stats**
- 1599 Incidents
- 4.3 calls per day
- 20% Simultaneous Events
- Shifts at 19
Information Technology
IT Office

- 1 Full-time employee
  - Under supervision and direction of Town Manager
- Provides administrative and technical support to the Town of Hartford computer and communications systems at the following facilities:
  - Town Hall
  - Public Safety (Police/Fire/Dispatch)
  - DPW
  - White River Wastewater
  - Quechee Wastewater
  - Solid Waste/Transfer Station
Day to Day Operations

- Some day-to-day operations admin duties include:
  - Daily back-up, management & maintaining of all Town Servers (6)
  - Maintaining and updating Hartford website upon request of other employees
  - Printer/copier fleet management
  - Security Cameras/access cards (Town Hall / Public Safety)
  - Munismart (finance/payroll/HR software)
  - Laserfiche (document management software)
  - Office 365/Email
  - User support & training on 142 machines (computers and mobile devices)
Day to Day Operations Cont.

- IT Administrative duties at Public Safety:
  - Spillman (dispatching and case management software) troubleshooting
  - Network troubleshooting
    - Mobile devices in PD/FD vehicles
  - Server administration/backup
  - Spillman connection to multiple agencies/communities Hartford dispatches for
Long-term Projects

• Evaluate, recommend, and implement new technologies

• Long-term projects completed since Oct. 2017:
  • Multi-copier replacement and fleet management upgrade
  • Spillman migration to new server
To serve the needs of the community through quality parks and facilities and by offering lifelong learning through recreational and cultural programs.
Public Parks:

The Parks & Recreation Department oversees and maintains 19 recreational areas and facilities throughout the community.

Major parks include:

Watson Park, Ratcliff Park, Clifford Park, Veterans Park, Lyman Point Park, Frost Park and Maxfield Sports & Recreation Complex.

Kilowatt Park South & North are also maintained by the Town but the property itself is owned by Great River Hydro.

Additional park areas and public resources include:

Fred Briggs Park & Engine 494, Hurricane Forest & Wildlife Refuge, Meeting House Common, Dewey’s Landing, Quechee Bandstand, Quechee Pocket Park and the Maanawaka & David Chang Conservation Areas.
Other public facilities include:

- Wendell A. Barwood Arena
- Sherman Manning Pool  *(Closed 2018 Season)*
- Town Owned Cemeteries

In addition, the Department oversees:

- The West Hartford Community Center & Library Building
- Operation of the White River Junction Welcome Center

Number of park reservations issued in FY 2017 - 116
Estimated attendance for issued park permits in FY 2017 - 24,470
*(does not include school or internal recreation programs)*
*(Attendance based on permit application data that is supplied by applicant)*
Other Responsibilities:

In addition to maintaining our parks and open spaces, the Department preps and prepares athletic fields for games throughout the spring, summer and fall. Grooming and lining fields for baseball, softball, soccer, field hockey, lacrosse and flag football.
Arts, Entertainment, Special Events:

The Department offers many seasonal special event programs throughout the year, strengthening community and enhancing the quality of life throughout the town and region.

Events included:
- 4th of July Celebration
- Redzone 5k
- Movie in the Park
- New Year’s Eve Skate
- Valentine’s Day Dance
- February Family Entertainment
- Summer Entertainment Series (3)
- HCC Block Party (Participant)
- Hurricane Hill 5k/10k
- Egg Scramble
- Skate with Santa
- Youth Ice Fishing Derby
- Polar Express
- Summer Concert Series (10)
- Family Stream Exploration Day

Total number of events offered by the Department - 26 Event Programs

Total number of attendees - 8,000 Estimated Attendance
Recreation Programs & Sports:

The Department offers a variety of recreation programs and youth and adult leagues.

- 272 programs offered by the Department throughout the course of a year
- 4,230 participant registrations
Volunteers, Community Partnerships, Programs and Affiliations

Parks & Recreation works closely with many groups, organizations and business to make Hartford a better place to live, work and play. Hartford Parks & Recreation encourages you to get involved and make an immediate impact in our community through volunteerism.

**Number of volunteers during FY 2017 -** 228 Volunteers (Youth/Adult Athletics, Special Events, Boards & Commissions)

**Estimated number of volunteer hours over 2017 –** 3,558 Hours

**Estimated volunteer per/hour cost for 2017 -** $24.14

(Corporation for National and Community Service)

**Total volunteer value in 2017-** $85,890.12
Department of Planning & Development
Mission

To provide efficient, supportive, and professional assistance and service to the Hartford community regarding planning, zoning, community development, housing, economic development, historic preservation, conservation, transportation, energy, and community resilience while preserving the character and uniqueness of Hartford.
Plan and design for the Town’s current and future development aligned with the program areas in the Department’s Mission

Provide general and technical assistance to individuals and various commissions and community groups;

Review and issue building and zoning permits;

Engage citizens in the process of planning for today and future Town needs;

Review and revise Town policies procedures and Regulations
<table>
<thead>
<tr>
<th>Department Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conservation:</strong> Natural resource identification, education and conservation</td>
</tr>
<tr>
<td><strong>Zoning:</strong> Technical assistance and review for property development, and related permits; Zoning and Flood Regulations</td>
</tr>
<tr>
<td><strong>Planning:</strong> Energy, Downtown/Village Center Program, Tax Increment Financing District, Community Resilience, Hartford, Hartford Business Revolving Loan Fund, Town Master Plan, Transportation Planning, Economic Development, Design Review, Grants, Designated Growth Center, Capital Improvement Program, Hazard Mitigation Plan; Project Implementation</td>
</tr>
<tr>
<td><strong>Housing &amp; Community Development:</strong> Project planning, oversight and implementation related to VT Community Development Program and other state funding program</td>
</tr>
<tr>
<td><strong>Historic Preservation:</strong> Historic properties, districts, and resource identification, education and preservation</td>
</tr>
</tbody>
</table>
Program Areas

**Current Planning**
- Technical assistance to property Owners/developers interested in pursuing development projects.
  - guidance in regulations
  - coordination with other departments
- Review and approval of site plan, conditional use, subdivision, variance and setback waiver applications.
- Compliance with Town Subdivision, Zoning, Signage, and Flood regulations.

**Long Range Planning**
- Town Master Plan Updates
- Capital Improvement Program
- Town Regulations Revisions – Subdivision, Zoning, Signage, Flood
- Bike and Pedestrian Plan
- Corridor Plans
Ongoing Planning and Implementation Projects

- WRJ Tax Increment Financing District
- WRJ Designated Downtown and Village Center Designations
- Town Growth Center Program
- Downtown Parking Study
- Bike and Pedestrian Feasibility Studies
- Annual Green-Up Day
- Public Infrastructure – sidewalk, drainage, landscaping, lighting, road
- Historic District plans
- Oral History
- Historic Resource Listings
- Natural Resources
- Community Resilience
- Hazard Mitigation
- Energy Action Plan
- Town and Community Energy Activities – solar, weatherization, lighting
- Housing
- Grant Writing, and Project Administration
- Town Forest Resource Management
Staffing and technical assistance to support the work of the following citizen based groups appointed by the Selectboard:

- Planning Commission
- Zoning Board of Adjustment
- Conservation Commission
- Historic Preservation Commission
- Energy Commission
- WRJ Design Review Committee
- Hartford Business Revolving Loan Fund Committee
- Community Resilience Organization Committee
Town Liaisons

- Two Rivers-Ottauquechee Planning Commission (TRORC)
- Green Mountain Economic Development
- Vital Communities
- Twin Pines Housing Trust
- Upper Valley Strong
- Efficiency Vermont
- Upper Valley Housing Coalition
- Upper Valley Transportation Management Association
- Regional Planning Commission Transportation Advisory Committee
- Community Resilience Organizations of Vermont
- Certified Local Government Program (Historic Preservation)
- TRORC Clean Water Advisory Committee
Police Department
The Hartford Police Department is comprised of 32 FTE’s, under Police Services (211), & Dispatch Services (271) - the Emergency Communications Center (ECC).
Uniformed Patrol

The Patrol Section provides continuous delivery of community oriented police services through uniformed preventative patrol, emergency response, criminal enforcement, traffic management, hazard mitigation, investigation and field reporting. Where necessary, memorandums of understanding are established to insure uninterrupted police service.
Investigations

The first responding patrol officer will generally conduct the preliminary investigation of most crimes and is responsible for contacting investigative personnel or evidence technicians as needed.

Detectives assigned to the Criminal Investigations Section are on-duty or available for activation through the Emergency Communication Center twenty-four hours a day to assist patrol officers with investigative guidance and input.

Complicated, lengthy and serious investigations that, by their very nature would be unduly hampered by the intervention of normal uniformed patrol duties, or require specialized or intricate investigative skills are assumed by a Detective.
The Hartford Emergency Communications Center (ECC) is one of six regional Public Safety Answering Points (PSAP), with personnel responsible for answering emergency (911) & non-emergency calls for public safety service in East Central Vermont under contract.

The ECC also provides around the clock radio, telephone and dispatch services to police, fire & EMS units in Hartford, and under contract for ten neighboring communities.
Public Works
Organization

Director of Public Works

Assistant Director of Public Works for Operations
- General Foreman Highway
- Chief Operator Water
- Chief Operator Wastewater

Administrative Assistant
- Assistant Director of Public Works for Projects, Planning & Engineering
- Administrative Assistant
- Solid Waste Supervisor
Highway Department

Crew size
1 fulltime Road Foreman
9 fulltime Operators
1 fulltime Fleet Mechanic
Responsibilities

140.2 miles of roads

35.5 miles are gravel road's that are graded by one 2014 cat grader twice a year minimum.

All miles of roads are maintained by these 10 individuals. Maintaining these roads include: Plowing, Sanding/Salting, Sweeping, Painting, Mowing Edge’s, Ditching and Culvert Cleaning, Inspecting and Replacing.

Also have to maintain about 11 miles of sidewalk.
This is the great crew that we have to keep our highways safe

Long hours and dedication is what you get with these incredible individuals
Fleet Mechanic Responsibilities

135 pieces of equipment

ALL DPW EQUIPMENT
Including:
- Trucks, Off Road Equipment, Pickup Trucks, Chipper, Hot Box, Trash Compactors and anything else with a motor

ALL FIRE EQUIPMENT
Including:
- Trucks, Pumps, Ambulances, Rescue Equipment and Trailer's

ALL POLICE EQUIPMENT
Including:
- Service, Inspection and some installation of specialty items
Chief Operator: Rick Kenney
Operators: Evan Eccher, Zach Lenning, Kurt Dermody

- Maintains two separate water systems
  - Serves 75% of Hartford residents
- On call 24/7
  - One operator always holds a pager
  - Multiple alarm systems in addition to call outs from dispatch
  - All operators must be able to respond in emergencies
- Daily operations include:
  - Water quality testing
  - Maintenance and repair of treatment plant, pump stations, chemical feeds, etc.
  - Responding to customer calls and complaints
  - Reading, maintaining and installing water meters
  - Working with engineers and contractors on new construction
- Occasional duties include:
  - Emergency water line repair
  - Serving on regional and state water and environmental committees
    - Green Mountain Water and Environmental Association
    - Vermont Drinking Water Week
Hartford Water System

• Serves the villages of White River Junction, Wilder and Hartford Village

• Wilder Treatment Plant
  • Six “Greensand” filters
    • Designed for manganese removal from raw water pumped from well #1 and well #2
    • Currently operating efficiently
    • Slated for filter media replacement over the next few years
      • Estimated cost = $260,000

• Well #1 – Cranberry Lane
  • Installed in Mid 1950’s, updated in 1970 and 2005
  • Has been cleaned numerous times to remove manganese deposits that affect pump capacity
  • Original Capacity = 1,000 GPM
  • Current Capacity = 550 GPM
  • At the end of its useful life cycle, slated for replacement spring 2018

• Well #2
  • Installed 2005
  • Original capacity = 1,000 GPM
  • Current Capacity= 550 GPM
  • Heavily Impacted by fine sand and manganese
    • Studies show aquifer is not optimal for high yield
    • Will need to be replaced soon, possibly abandoned
Hartford Water System

- Includes an extensive distribution system
  - Over 45 miles of water lines sized from ¾” to 16”
  - 270 Fire Hydrants
  - Ongoing Replacement of high maintenance lines has improved water losses
  - Many issues with older system components causing quality complaints
    - 100+ year old water lines do exist in the system
    - Old materials and a shock to the systems (main breaks) will cause quality issues

- Storage Tanks
  - VA Tank
    - Built in 1970’s still in good condition
    - Capacity – 1.5 Million gallons
  - Hemlock Ridge Tank
    - Built in 1992 still in good condition
    - Capacity – 1 million gallons

- Campbell Pump Station
  - Two 1 HP pumps
  - Services 15 Houses on Campbell St and Rodgers Rd
  - Station upgraded in House and in Good Condition
Quechee Central Water System
Conclusion

• We are proud to call ourselves “Owner-Operators” of the system
• All personnel strive to provide safe, quality drinking water
• When things go wrong we take it personally (and also when they go right!)
• One operator is always on call and monitors the system via SCADA
  • Able to access both systems from desktop computers, ipads and smartphones

The Operators Invite You to schedule a visit to tour our drinking water facilities!
White River Wastewater Abatement Facility
Staff

• 5 Full time operators required by the State
  1 Chief Wastewater Operator
  1 Assistant Chief Wastewater Operator
  3 Plant Wastewater Operators

• 1 On-Call operator 365 days a year
Daily Operations

• Operate and maintain the White River treatment plant 365 days per year
• All state and federal required lab testing and reports
• Dewatering Bio Solids (Approximately 25-30k gallons per day)
• Maintain 10 wastewater pump stations with daily operation checks
• Daily plant operation checks
• Maintain over 30 miles of Sewer Mains
• Permitted to treat 1.5 million gallons a day
  • Currently treat 800-900k gallons per day
Plant Operations

- Plant checks consist of checking that all systems are working correctly

  Including but not limited to:

  Pumps
  Motors
  Valves
  Aeration Tanks
  Disinfection (Ultra-Violet Disinfection System)
  Grit Removal System
  Dewatering Bio Solids Equipment
  Generator run time data
Pump Station Operations

• Pump station checks consist of checking that all systems are working correctly
  Including but not limited to:
  Recording daily pump run time data
  Alarm system checks
  Exercising valves
  Generator run time data
Plant Maintenance

- Rebuilding pumps
- Greasing various equipment
- Maintaining HVAC system
- Plant Cleaning
- Changing filters, belts, oil, etc.
- Repairing leaks
- Painting
- Mowing
- Minor electrical repairs
- Hot water systems
- Snow Removal
Pump Station Maintenance

- Exercising valves
- Cleaning/Repairing pumps
- Cleaning Baskets and Bowls
- Grease equipment
- Heating systems
- Cleaning of level indicators (probes and fog rods)
- Contract pumping of wet wells
- Painting
- Snow Removal
Collection System

- Maintain over 30 miles of sewer lines
- System contains over 3250 residential/commercial connections
- Periodic manhole inspections
- Marking of sewer lines
- Replacing Lines
- Jetting (cleaning) of lines
- Supervising contract TV/Cleaning work annually
- Slip lining of pipes
- Identifying problem areas (root infiltration, broken pipes, severe sagging, etc.)
Quechee Wastewater Abatement Facility
Staff

• 3 Full time state-certified operators
  1 Assistant Chief Wastewater Operator
  2 Plant Wastewater Operators

• 1 On-Call Operator 365 days a year
Main Facility and Laboratory
Daily Operations

• Operate and maintain the Quechee treatment plant 365 days per year
• All state and federal required lab testing and reports
• Maintain 11 wastewater pump stations with daily operation checks
• Daily plant operation checks
• Maintain over 50 miles of Sewer Mains, including inspections and flushing.
• Maintain 15 Sub-Surface Systems (leach fields)
• Permitted to treat .475 million gallons per day
Plant Operations

- Plant checks consist of observing that all systems are working correctly. Including but not limited to:
  - Pumps
  - Motors
  - Valves
  - Aeration Tanks & Blowers
  - Aqua-Disk filter system
  - Fine screen debris removal system
  - Disinfection (Ultra-Violet Disinfection)
  - Grit Removal System
  - Generator run time data
Pump Station Operations

• Pump station checks consist of observing that all systems are working correctly
  Including but not limited to:
  Recording daily pump run time data
  Alarm system checks
  Exercising valves
  Generator run time data
Plant Maintenance & Repair

• (2) Sequential Batch Reactors with pumps, diffusers, mixers, valves & actuators
• Maintenance and repair of grit removal system, fine screen, blowers, filters, UV disinfection system
• Rebuilding pumps
• Greasing various equipment
• Maintaining HVAC system
• Changing filters, belts, oil, etc.
• Repairing leaks
• Maintaining (4) sludge drying beds
• Minor electrical repairs
• Snow Removal
Screen, Grit Removal, SBR Basins, Aeration Systems
Filters and UV System
Pump Station Maintenance

- Exercising valves and pumps
- Cleaning/Repairing pumps
- Grease equipment
- Heaters
- Cleaning of level indicators (probes and fog rods)
- Contract pumping of wet wells
- Painting
- Snow Removal
Pump Station Layout
Control Panel, Wet Well, Pumps, Valves
Quechee Pump Stations
Collection System

- Maintain over 50 miles of sewer lines
- Inspect/maintain over 800 manhole structures
- Marking of sewer lines
- Replacing Lines
- Jetting (cleaning) of lines
- Supervising contract TV/Cleaning work annually
- Slip lining of pipes
- Identifying problem areas (root infiltration, broken pipes, severe sagging, etc)
- Sub-surface Systems (leach fields) inspection and maintenance
Permit Requirements and Safety

- Daily Laboratory sampling and analysis
- Leach field monitoring/reporting (monthly) and inspections (annual)
- State Discharge Monitoring Reports (monthly)
- Nutrient removal and optimization
- Safety training and documentation (confined space, lock out tag out, traffic control)
- Continuing Education Requirements (additional training and testing as required for certifications)
Additional Responsibilities

• Facility Maintenance and cleaning
• Equipment maintenance – portable pumps, lawn mowers, tractors, generators, chainsaw, pressure washer
• Snow Removal
• Mow leach fields and pump stations
• Clear Green Belts
• Assist other departments as needed for traffic control, etc.
Hartford Transfer Station (TS)

2590 N.Hartland Rd
www.Hartford-vt.org

Office
Monday - Friday, 8am – 4pm

Scale House
Monday – Saturday 8am – 4pm

Friendly staff can answer questions & help you learn what materials belong where.
Hartford Transfer Station (TS)
<table>
<thead>
<tr>
<th>REGULAR RECYCLABLES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper:</strong> dry &amp; loose, no bundles</td>
</tr>
<tr>
<td><strong>Mixed Paper:</strong> magazines, catalogs, any paper envelopes, white paper, colored paper, &amp; phonebooks, hard cover books (remove covers &amp; spines first), notebooks/calendars (remove spiral wire to recycle as scrap metal)</td>
</tr>
<tr>
<td><strong>Newspaper:</strong> dry and loose are accepted</td>
</tr>
<tr>
<td><strong>Boxboard:</strong> cereal boxes, shoe boxes, egg cartons, wrapping paper/toilet paper/paper towel tubes, toy boxes. NO cartons or boxes for refrigerator (butter) or freezer (ice cream) foods.</td>
</tr>
<tr>
<td><strong>Corrugated Cardboard:</strong> cardboard &amp; brown paper bags. Cardboard must be dry, flattened, &amp; ripped down to 4-by-4 foot pieces &amp; loose. NO animal feed bags with plastic liners.</td>
</tr>
<tr>
<td><strong>Metals:</strong></td>
</tr>
<tr>
<td>Aluminum: Beverage cans; rinsed foil, pie plates &amp; other foil containers.</td>
</tr>
<tr>
<td>Steel Cans: food cans, all cat/dog food cans, syrup containers, cookie tins, lids from jars &amp; cans.</td>
</tr>
<tr>
<td><strong>Glass:</strong> rinsed &amp; empty</td>
</tr>
<tr>
<td>All glass containers, broken window glass, &amp; mirrors. No frames.</td>
</tr>
<tr>
<td><strong>Plastic Containers #1-7:</strong> rinsed &amp; empty</td>
</tr>
<tr>
<td>No film or bags. No automotive, petroleum, pesticide or cleaner containers.</td>
</tr>
</tbody>
</table>
ACCEPTABLE PLASTICS
CONTAINERS, BOTTLES & JUGS #1-#7
_LOCATED ON THE BOTTOM OF
CONTAINER). SUCH AS: FOOD,
BEVERAGE, BEAUTY &
CLEANING PRODUCTS,
DETERGENTS, DAIRY TUBS,
YOGURT, SOUR CREAM &
PLASTIC TAKE-OUT
CONTAINERS.
NO PLASTIC BAGS PLEASE!

MIXED PAPER
BOXBOARD
MAGAZINES

ALUMINUM

CARDBOARD

NC McGEE
### Freon Devices
Refrigerators, air conditioners, etc., have a charge of 5 coupons for Hartford residents and 4 coupons for GUV residents.

### Shipping Peanuts and Bubble Wrap
Accepted at the Office Monday – Friday. Available upon requests for reuse.

### Electronics
(Vermon E-Cycle): Computers, printers & computer peripherals, televisions & computer monitors, electronic game consoles, videocassette recorders, DVD’s, power supply cords & charge electronic devices.

### Scrap Metal
Includes appliances; coat hangers; & empty, dry paint cans. Fuel tanks must be completely open & flushed. Barrels must be crushed or punched. All scrap items must be mostly metal. NO liquid, paint, or compressed gas cylinders.

### Fluorescent Bulbs
(Vermon Lamp Recycling Program): Fluorescent Tube & CFL Bulbs & Mercury Lamps Tube lights must be less 8 feet in length, U-tube or Circline fluorescent lamps, & high intensity discharge (HID) lamps.

### Architectural Paints
(Recycle with Paint Care): Interior & exterior architectural paints: latex, acrylic, water-based, oil-based enamel, stains, shellacs, lacquers, varnishes, urethanes rust preventatives, field & lawn paints. Leaking & unlabeled containers must go to HHW Collection Event.

### Automotive
**Used Motor Oil**: Take to the scale house attendant in see-through containers only (e.g. one-gallon milk jugs or juice containers) Costs 1 punch per gallon if oil is contaminated with any other fluid. Clean oil = free.

**Auto Batteries**: There is a charge of at least one punch or coupon per car battery, depending on size.

**Tires**: car & truck, tractor trailer, tractor.

**Antifreeze**: Take to the scale house attendant in see-through containers only (e.g. one-gallon milk jugs). NO mixtures. There is a cost of 1 punch or coupon per gallon.

**Bulky Waste**: Includes mattresses, box springs, upholstered furniture, carpeting & padding, & vitreous china (e.g. toilets). Check with attendant for bulky waste container location & to make sure you have appropriate waste materials. One punch or coupon for 40 pounds.
More Recycling Opportunities

• Fluorescent bulbs
• Batteries, Cell Phones
• Scrap Metal
More Recycling Opportunities

- Used Motor Oil
- Unwanted Paint
- Electronics
More Recycling Opportunities

Clean Wood

White Goods are appliances. Some contain Freon.
Hartford TS Composts

- Raw vegetable scraps
- Lawn & Garden
  - Grass clippings
  - Leaves
  - Logs & Stumps
- Chipped brush
  - mulch free to residents